



2023-2024
STUDENT HANDBOOK

2023-2024 STUDENT HANDBOOK

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Mission Statement

Fostering a culture of respect, high expectations, and shared experiences, The Calverton School instills in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare them for higher education and responsible citizenship in a democratic and global community.

-- February 2012

Philosophy of Honor

The Calverton School is a community of respect, tolerance, and learning. In this community honor is of paramount importance, for only with honor do we prosper. All members of The Calverton School live and learn in an environment of trust. With this trust comes relief and freedom: there are no locks on lockers; there are neither hall monitors nor school bells signaling the beginnings and ends of classes. Here, each member assumes responsibility and, with this responsibility, we all enjoy shared independence. Tension will always be present in any environment that fosters independence; yet through healthy, constructive tension, we only improve and prosper.

At The Calverton School, there is no external edict that delineates for us right or wrong; instead, our expectation is that each member of our community assumes a personal obligation to act honorably. Here, honor is synonymous with the Golden Rule: it is acting selflessly, respecting guests, faculty, staff, students, and oneself. To act honorably is to uphold integrity, trust, and civility. Honor is valuing each other. Never condoned are lying, cheating, stealing, discrimination, or violence, because when one commits acts that hurt or otherwise dishonor someone else, the entire community suffers. Understandably, in order to protect itself and its honor, the Calverton community will take action should this philosophy be violated.

Everyone will make mistakes—but honor, growth, and learning are the taking of responsibility for these mistakes, making any necessary corrections, and continuing forward.

Be it known that we will uphold this understanding of honor, responsibility, and respect on behalf of all who enter The Calverton School.

National Honor Society – June 2001

THE CALVERTON SCHOOL SONG

Between the river and the bay
There is a school we love.
It guides us on and lights the way
Sure as the stars above.

To Calverton we will be true
As we go on life's way.
We pledge our love and loyalty
To Calvert's blue and gray.

And as we journey through the years
We hold our standards high.
We seek the truth, and finding it,
Grow strong as days go by.

To Calverton we will be true
As we go on life's way.
We pledge our love and loyalty
To Calvert's blue and gray.

*Words by Mrs. Patricia Meagher
Founding Headmistress 1967-1981*

2023-2024

Board of Trustees

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<i>Ex-Officio</i>	Allison Trentman, '03 Interim Head of School

Section I – Daily Operations

DAILY SCHEDULE

Founders' Hall, Middle and Upper School offices open at 8 a.m. and close at 4:30 p.m. The Lower School building opens for students at 8 a.m., and Middle and Upper School building opens at 7:50 a.m. The academic day for the Lower School (LS), Middle School (MS), and Upper School (US) begin at 8:10 a.m. Students arriving after the start of the academic day should check in with the Division office. MS/US students need to obtain a late slip to be given to their first-period teacher. Students who arrive after twelve o'clock will be counted as absent and will not be permitted to participate in extracurricular activities without permission from the Athletic Director and Division Head.

Dismissal for Pre-K students is at 2:45 p.m., and LS students (Grades K – 5) is at 3:05 p.m. MS/US students are dismissed at 3:20 p.m. If a student needs to remain at School after regular dismissal, please call the

Division secretary to explain the issue. Students who are on campus after school, but are not in a supervised activity, will be sent to a supervised program in their respective Divisions.

The LS Extended Day A.M. Program begins at 7:00 a.m. and ends at 8:00 a.m. when students go to their classrooms. A breakfast snack is provided. LS students arriving at School before 8 a.m. will be sent to this program, and parents will be charged the drop-in rate.

The LS Extended Day P.M. Program begins after school and ends at 6:00 p.m. LS students not picked up by 3:20 p.m. are sent to this program, and parents will be charged the drop-in rate. An afternoon snack is provided. MS/US Supervised Study Hall begins in the US library at 3:30 p.m. and ends at 6:00 p.m. for all MS/US students not in supervised activities.

For all afterschool services, please refer to Section XIII, Student Services.

ATTENDANCE AND ABSENCES

Daily attendance is essential for the continuity of shared experiences that are at the heart of a Calverton education. Punctuality is emblematic of a strong work ethic, demonstrates respect for the learning environment, and critically contributes to academic success at the highest level. Students are emotionally settled and better prepared to attend to content and be intellectually engaged in class activities if they are on time for the beginning of each academic day. **Parents are asked to ensure that family plans do not conflict with the School calendar.**

Absences – Please call the School between 7:50 a.m. and 8:45 a.m. if your child will not be in school for the day. If no call is received by 9:00 a.m., the School will assume unexcused absence for the day.

For planned absences, please notify the School 72 hours in advance. Excused absences include illness, medical/family emergencies, and college visits for US students. Students are required to make up all missed schoolwork and homework and, when an absence is anticipated, to proactively address the absence with teachers.

LS Homework – If a request for homework is made by noon, arrangements can be made for assignments to be picked up at the LS office or sent home. Homework is assigned on Monday for the week in some classes.

MS/US Homework – Students who are absent due to college visits, illness, or a family emergency, will be given additional time to submit assignments. It is the responsibility of the student to obtain missed assignments from teachers or check online. Students should also have a classmate's name and telephone number in their assignment books as a backup contact for homework. Students are required to make up all missed work due to absences for any reason. Should a student miss school for any other reason, the student should obtain assignments in advance, complete any assessment in advance and any other work due during the absence will be due upon return to school.

Extended Absence – The Calverton School is committed to the successful advancement of its students and is willing to work with parents to ensure that students who miss classes due to a medical situation will have an opportunity to complete the requirements of each of their courses. If a student has absences for fifteen or more meetings of a particular class, the Division Head, after discussions with the teacher and Head of

School, may withhold credit for that class. In addition, the parents and the Division Head will meet to consider the options available to the student. The School will consider each case on its own merits.

Returning to School After an Absence – On the first day back to School after an extended absence of more than three days, the student must bring a note stating the date(s) of and reason for the absence or the nature of the illness. If physical activity is to be restricted after an absence due to injury or illness, a letter of explanation from either a parent or doctor describing the restriction is required.

Leaving Early – When a student needs to leave early during the school day, parents should phone or send in a note in advance to arrange to pick up the student at the Division office. Parents must sign students out in the appropriate Division office. Students will only be allowed to leave the campus with an authorized person.

TRANSPORTATION – CARPOOLS, BUSES AND STUDENT DRIVERS

At the beginning of the school year, parents must complete the emergency contact section of the Online Enrollment packet indicating their child's transportation arrangements as well as those persons authorized to pick up their child. Please notify the School if this information changes. If there is a change in the normal procedure for departure for your child, please send a note indicating the change. More than a verbal explanation from a student at dismissal time is required.

“DROP-OFF” AND “PICK-UP” LOCATIONS

Lower School – LS students should be dropped off at the front of Founders' Hall where a faculty member will greet them at 8:00 a.m. At dismissal, parents should park in a line down the road to Founders' Hall no earlier than 2:40 p.m. Faculty members will escort children to the cars in front of the building. For the safety of our students, parents are asked not to leave their cars. Parents needing to leave their cars should park in the overflow parking area on the side of the LS building. To support a smooth dismissal and allow our teachers to focus on the safety of our students, we ask that parents not engage teachers in conversation during dismissal.

Middle School – MS students should be dropped off and picked up at the Meagher Courtyard by the flagpole.

Upper School – US students should be dropped off and picked up at the main entrance of the US building.

LS/MS/US Carpools – Carpools that consist of LS, MS, and US students should be picked up at the LS.

BUS TRANSPORTATION

School transportation is provided by JAQCC Shuttle Service. Bus stop locations are decided based on ridership – areas include Anne Arundel, Northern Calvert, Prince George's, and Charles counties. Rates and schedule information are available through the provider. Afternoon buses will depart the School at 3:35 p.m. For questions, contact the JAQCC office manager at officemanager@jaqccgroup.com or call 410-618-1343.

Our P.M. activity bus is available two days per week, on Mondays and Wednesdays, for students involved in afterschool programs. The bus will depart Calverton at 5:45 p.m. and will run a loop through Northern Calvert, Upper Marlboro, and Brandywine, ending in Hughesville at approximately 7:15 p.m. For students enrolled in either round trip transportation or one-way P.M. transportation, the activity bus is included at no additional fee but is only available on days that a student is participating in an afterschool activity. Families may sign up to ride the Activities Bus on a seasonal basis. Otherwise, the \$25.00 per-use drop-in fee will apply.

The School provides transportation for all School-related field trips and athletic events at no additional fee.

STUDENT DRIVERS

Students driving to School must inform the School by completing a Student Driver Form and receiving a parking permit. Student drivers must obtain parental and administrative approval prior to driving any other students.

All Student Drivers must:

- Obtain new parking permits and stickers each year in order to park on campus. Student Driver forms are available in the Business Office.
- Display current permits clearly on the bottom, driver-side corner of the windshield; the transfer of permits is not allowed.
- Park in designated spaces only and abide by all traffic rules.
- Drive no faster than 10 MPH on campus and adhere to all traffic signs and directional road markings.
- Abstain from all reckless driving (squealing tires, inappropriate passing, etc.)
- Refrain from going to the parking lot or moving any vehicle during school hours without permission from the US Head or an administrative staff member in the US office.
- Not leave campus during the school day for any reason without permission from the Upper School Head.

Section II – Weather and Emergency Plans

INCLEMENT WEATHER

In the event of inclement weather, Calverton usually follows the Calvert County Public School closings, delayed openings, and early dismissals. If the School needs to make an immediate decision regarding the safety of students, such a decision may be made without waiting for that of the Calvert County Public Schools. When such a decision is made, parents will be notified via the text message system and through posted notices on Calverton's website and social media pages. Parents are encouraged to keep home, work, and cell phone numbers current by calling the School or updating the information through the Parent Portal of the School's website at www.calvertonschool.org.

To learn about School closings or delays, parents should tune to WKIK (102.9 FM), WSMD (98.3 FM), or your local radio station; watch the local television stations – Channels 2, 4, 5, 7, 8, or 9; call the School and listen to the recorded message regarding closing and delays; or check the School's website. You may also sign up on the School's website to receive notification by text message.

CRISIS ALERT

In the event of a local or national crisis or a potential weather disaster, the School will move quickly to keep students safe. Knowing that we cannot predict all outcomes or possibilities, we have provided some necessary logistics and details. In an emergency, Calverton follows these procedures:

1. An All-School announcement via the School's public address system will alert faculty/staff/students to proceed in an orderly fashion to designated areas in the Bowen-Thomas Science and Art Center (BTSAC) and the Cataldi Lower School.
2. All students in Preschool through Fifth grade will assemble in their classroom closet or nearest bathroom or hallway of the Cataldi Lower School. All LS students in Art or Music at the time of emergency will remain with that teacher in their classroom. All MS students will assemble in the first floor classrooms of the BTSAC, and all US students will assemble in the BTSAC Theater.
3. All faculty and students in the Gym will assemble in the locker rooms.
4. Should dismissal become necessary, students will exit from the lower level classrooms of the BTSAC (across from Chaney Field), and LS students will exit from Founders' Hall.
5. All MS/US visitors will be taken to the theater in the BTSAC. LS visitors should remain in the classroom being visited or report to the Preschool Room.

EVACUATION PLAN

The Head of School and Facilities Manager will determine if an evacuation is necessary. In the event of an evacuation from Calverton, the School follows these procedures:

1. The fire alarm will ring to alert all employees and students to exit all buildings and proceed to Chaney Field (See Fire Drill Section below). Students will gather by class and teachers will take attendance.
2. Head of School will advise each Division Head to relocate all employees and students depending on the nature of the problem.
3. If necessary, faculty, staff, and students will be transported by county buses to a Calvert County facility.
4. Office staff will call parents to notify of the location of their children.
5. Announcements on the School's website and on the School's automated phone system will provide additional information.

FIRE DRILLS

State law requires monthly fire drills. It is the obligation of every teacher and student to comply with the regulations established for their safety and the safety of others. The signal for a fire drill is a continuous ring of the bell system, or a flashing strobe light and horn, depending on the building. Calverton follows these procedures:

1. Students will walk out in a single line and assemble by class on Chaney Field. Each grade level teacher will take attendance and report to the Division Head.
2. Students will remain in line until the teachers are given the signal from the Head of School to return to the building.

Section III – Parent/School Communication

The Calverton School strives to provide a nurturing education and environment for each student and establish an atmosphere in which the student develops strong moral and social values. The family is an equally important part of the student's education. Calverton works closely with parents to help do what is best for each student. Fundamental to the School's philosophy is the belief that students learn to be capable, independent citizens by learning to overcome obstacles and difficulties on their own. While the School staff and administration always strive to offer advice and support, they try not to solve problems for students.

Open and clear communication lines must exist among students, faculty, parents, and administration. Throughout the year, teachers communicate informally via phone and e-mail with parents about the student's progress in all aspects of school life. Parents are encouraged to contact teachers as well.

Electronic newsletters are sent with event updates and changes to the School schedule. Please visit the School's website for information to support your child's education.

CONFERENCES

Parent concerns are important, and the School offers focused attention on resolving those concerns and any questions. Parents should not hesitate to request conferences to discuss their child's progress.

Conferences with the faculty and Division Heads may be arranged directly or via the LS and MS/US secretaries at any time.

Scheduled student/parent/teacher contact occurs at various times throughout the year, as indicated on the School calendar.

WAYS FOR PARENTS TO RAISE CONCERNS

Calverton works to uphold its Mission Statement and returns to this document for guidance when concerns arise. It is important for the School to hear and quickly respond to any questions or concerns parents may have. At the same time, student-teacher relationships are essential to effective teaching and learning. Parent reaction to student complaint can play a key role in supporting a positive student-teacher relationship. If your child comes home with a complaint or concern about a teacher, it is important to listen and then help your child put the concern in context and reassure them of your confidence in the teacher's desire to help them learn. Calverton encourages parents to adhere to the following steps in communicating concerns to the School, remembering that the specific path one takes will be determined by whether the concern is child-specific or more general:

1. Encourage your child to approach the teacher for clarification of questions or concerns. This is the first step in helping our students become confident self-advocates.
2. Raise the concern as early as possible with the appropriate teacher, coach, advisor, or house parent.
3. If the problem is not resolved or if you feel you are unable to talk with the concerning faculty member, coach, advisor, or house parent, raise the concern with the Division Head.
4. If you believe the issue has not been adequately addressed, talk to the Head of School or seek the advice of another Leadership Team member (Division Head or Director of Finance, Admissions Director, Residential or Athletics Coordinator).
5. If the preceding steps do not resolve the issue, put the concern in writing to the Head of School, who will respond within 10 business days.

6. A final step would be to send the concern in writing to the President of the Board of Trustees, who will respond within 10 business days.

INQUIRIES AND MESSAGES

Parents are encouraged to share information about their child with the child's teacher whenever necessary. Teachers can be contacted by e-mail or by leaving a message either with the Division secretary or in the teacher's voicemail. Parents are requested to call during School hours and not to call teachers at home, except in emergencies.

To reach a student during the school day, parents may call one of the School secretaries and leave a message. **Please refrain from contacting your child via a cell phone during the school day as this creates a disruption to the academic environment. Messages will be delivered to the students at break and at lunch.** In an emergency, the student will be notified immediately.

MS/US students may use a designated office phone to make calls home to share changes in schedules or pick-ups. Use of office phones is limited and should only be used with permission.

REPORT CARDS

Report card comments enable teachers to communicate student progress to both parents and the student. This method of reporting reflects not only academic achievement but also other areas of student development. Formal report cards are completed following each semester (for MS and US) and are available on the FACTS Family Portal to view or print. Gradebooks can be checked at any time to monitor your child's progress.

Section IV – Responsibility, Behavior, and Discipline

STUDENT RESPONSIBILITY & DAILY LIFE GUIDELINES

The Calverton School believes that the personal behavior of each student should show self-respect and respect for the rights of others. The values of the Calverton community are delineated in the School Mission and Vision, and in The Philosophy of Honor. It is the expectation of the School that these values will be reflected in the behavior of all members of the community at all School-sponsored events. The Division Heads and teachers will act to address conduct that violates these rules and standards.

Although Calverton recognizes that conduct at School-affiliated functions and non-School-sponsored functions is the responsibility of parents and students and that the School bears no responsibility when no supervision by the School is provided, the conduct of students is always a concern to us. Respect for the rights and feelings of others are essential to the life of the School, and requires the support of both student and parents.

STUDENT'S DAILY LIFE GUIDELINES

Please carefully read the following guidelines used for a student's daily life. These guidelines should not be taken as a complete statement of School policy.

- Students are required to be at School and to report to their classes **on time**. Students should leave the campus at the close of the school day.
- Considerate manners throughout the campus are expected to help ensure a friendly, helpful atmosphere conducive to mutual respect and dignity.
- Good sportsmanship in athletic endeavors produces a generous winner and a good loser. The same spirit of good sportsmanship and courteous deportment is expected from all spectators at School events.
- Students are expected to respect property and to help keep the School and campus attractive and free from litter. This applies to buses as well.
- The MS/US Commons area is the primary area for eating and drinking. Voices in the Commons should be kept at a natural, conversational pitch. Eating and drinking are only allowed in areas designated by the appropriate Division Head. With the advisor's permission, students may eat in classrooms during advisory time. Eating is not allowed in the US library/learning center.
- Juice and snack machines are maintained for the use and convenience of MS/US students during breaks and lunch.
- Students are not allowed to chew gum on campus or on the buses.
- Students are not allowed to bring glass bottles on campus.
- As a matter of health and safety for all concerned, families are requested not to bring pets on campus with the exception of service pets.
- Deliberate destruction or marring of public or private property by a student will result in restitution for all damages and other possible penalties.
- Because of liability, bike riding, skateboarding, rollerblading, and sledding are not permitted during the school day.
- Students should not return to their cars during the school day without the approval of their Division Head and reporting to the US office before doing so. Senior residential students who have earned the privilege of having a car on campus may NOT drive to school in the morning from the residential village. Students should stay on the sidewalks and avoid walking on the grass when traveling between buildings on campus.
- Any student expelled or separated from the School for disciplinary reasons is not allowed to return for visits or other School functions for a length of time determined by administration.
- Guns or weapons of any kind, including toy guns and water guns, are not allowed on campus.
- Cell phones and electronic games can be disruptive to the learning environment, as well as socially isolating. Faculty members have the right to confiscate any electronics used in an inappropriate manner. Item(s) will be returned at the end of the school day.
- The School cannot be responsible for any personal property brought to School. Student personal possessions are not covered by the School insurance.
- All Handbook regulations apply to any School-sponsored trips, such as athletic trips, field trips, academic competition trips, or pleasure trips. Each parent must sign the permission slip provided on the SIF. If the permission slip is not part of the student's file, the student may not go on a trip. Students on a School trip are under the authority of the teacher chaperone, who may impose appropriate discipline consistent with the mission of the School. The Calverton uniform is required on all field trips unless otherwise noted. (See Section VII, Uniform and Dress Code)

DRUGS/ALCOHOL/TOBACCO/TOBACCO PRODUCTS/VAPE

Under the auspices of the health program, the School educates students on the short-term and long-term effects of drug and alcohol use, their impact on the lives of the user as well as on family and friends, and strategies for finding help for oneself or seeking help for others. Calverton believes this approach teaches students to make wise personal choices based on a deep understanding of the implications of drug and alcohol use.

Drug, alcohol, and tobacco/tobacco product/vaping products possession, use, and/or distribution are illegal and, therefore strictly forbidden on campus. Calverton students may not possess, use, distribute, exchange money for distribution, or be under the influence of controlled illegal substances, illegal drugs, or alcohol, in any form, at the School, on the School grounds, or at any School-sponsored function. Student use of tobacco in any form is forbidden on campus and at School-sponsored events, either on or off campus. When a student's behavior or performance alters visibly and/or a student's name is frequently linked with drug or alcohol possession, use, or distribution, the School reserves the right to require that student to meet with a counselor, to share with the School the recommendations made by that counselor, and to adhere to those recommendations.

A student found in violation of the School's policy on drug and alcohol use will be suspended from School and may be expelled.

BUS REGULATIONS

Students who ride the bus to and from School, to sporting events, field trips, *etc.*, are expected to adhere to the following rules of conduct. While the bus is on the road, the driver is in charge of the bus, and he or she will make decisions based on issues of safety. If a teacher is present, the teacher will be responsible for the proper behavior of the students, with final authority remaining with the driver. Safety cannot be compromised.

Rules of Conduct:

- Proper classroom-type conduct is expected. Appropriate language must be used; no profanity or verbal abuse will be tolerated.
- Students must be seated and aisles kept clear at all times. All parts of the body are to be within the confines of the bus, no arms out of the windows, etc.
- The front door of the bus is to be used at all times. The rear door is for emergency exit only.
- There is no eating, drinking, or gum chewing allowed on the bus. The coach or teacher for extended trips, such as athletic or field trips, may make exceptions. This privilege may be suspended at the discretion of the Buildings and Grounds Manager if it is abused. Students must keep the bus clean by removing trash and personal belongings upon exit.
- Any damage or defacement of the bus is the financial responsibility of the parent of the student causing the damage.

Disciplinary Action Due to Inappropriate Behavior on a Bus:

The Buildings and Grounds Manager, along with the Division Head, will determine the consequences of

inappropriate behavior. In all cases, a written notice will be sent home and telephone or in-person contact will be made with the student's parent(s). Student will lose riding privileges as indicated below:

- **First violation:** Warning with notice that suspension of bus privileges occurs on the next incident. An immediate one-day suspension may be enforced for actions deemed serious in nature.
- **Second violation:** One-day suspension of bus privileges. An immediate three-day suspension may be enforced for actions deemed more serious in nature.
- **Third violation:** Five-day suspension of bus privileges and parent conference required.
- **Fourth violation:** Suspension of ALL bus privileges for the remainder of the school year. This may carry over into the following school year.

Tobacco Use Violation on a Bus:

The following actions may be taken if a student is found in violation:

- **First violation:** Ten-day suspension of bus privileges. A parent conference is required before riding privileges are restored.
- **Second violation:** Suspension of bus privileges for the remainder of the school year. Violations occurring during the last few days of the school year may be assessed the following school year.

If the actions endanger the safety of the passengers, School administrators may use any of the more serious disciplinary actions without regard to the number of previous incidents. In all instances of inappropriate behavior, the bus driver has the authority to refuse to transport a seriously disruptive student.

BULLYING OR HARASSMENT, CYBER BULLYING, AND THREATS POLICY

Harassment, whether physical, verbal, written or virtual, is a violation of Calverton's Philosophy of Honor. These violations are taken very seriously and will result in disciplinary action, up to and including suspension and expulsion or, in the case of employees, up to and including dismissal from employment. In addition, incidents of this nature may be reported to law enforcement authorities, if deemed appropriate by the school administration.

Definitions

Bullying or harassment is any sustained or repeated action that may inflict distress. All harassment is prohibited and includes, but is not limited to, the following behavior:

- Unwelcome behavior, whether gossiping, teasing, rude gestures, name calling, using threats, or verbal or physical intimidation;
- Subjecting an individual to treatment or a school environment, which is hostile or intimidating because of the individual's race, creed, color, age, national origin, physical disability, personal traits, socioeconomic status, gender, or sexual orientation;
- Verbal harassment such as epithets, derogatory jokes or comments, slurs or threatening words spoken to another person;
- Visual harassment such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Cyber bullying such as derogatory jokes or comments, slurs or threats directed to another person which may be communicated via words and/or pictures through the use of text messaging or the internet, including social networking sites and instant messaging;

- Physical harassment such as unwanted touching, contact, assault, deliberate impeding or blocking of movements, or any intimidating interference with normal work or movement;
- Sexual harassment such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

There can be a single act of any one of these hostile actions which is so egregious as to rise to a level requiring immediate disciplinary action.

Reporting and Investigation

Any incident of bullying or harassment is to be reported to the Head of School, Upper School Head, Middle School Head, or Lower School Head, as appropriate. Reports will be investigated, documented, and violations of this policy will be treated as serious disciplinary infractions. Normal disciplinary procedures will be followed in determining the appropriate consequences. Bullying or harassment that occurs on school premises or off school premises at a school-sponsored activity will result in disciplinary action as recommended by Calverton and may include suspension or expulsion.

Non-Retaliation

There will be no retaliation against any student or employee who brings a complaint in good faith under the school's harassment policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation or if the charges cannot be proven. Retaliation against an individual who brings a complaint may subject the individual taking hostile action to additional disciplinary action.

Bad Faith Claims

Disciplinary action may be taken against individuals reporting a claim in bad faith. "Bad faith" does not mean a claim that the complainant believes is valid but is later determined to be invalid. Rather, bad faith is meant to include individuals who submit claims that they know to be false or erroneous.

(See Upper School Disciplinary Policy – page 55)

Return After Separation

If a student who has been separated from the school for reasons of conduct, violation of school rules, or failure to meet financial obligations wishes to re-apply for admission, the admissions committee, in concert with the head of school, will review and act on the application after a suitable period of time has passed and all conditions for re-admission have been met.

Any reinstatement following a period of disciplinary separation is conditional. Students who wish to return following a disciplinary separation must demonstrate that they are prepared to return to Calverton and meet behavioral expectations. **Reinstatement is not automatic.**

Students who request reinstated following disciplinary separation must obtain clearance from the Head of School. Students may not seek to return for a minimum of 6 months from the separation and may not return within the same academic year.

Students seeking to return must provide the following information to the Head of School.

- ❖ A short essay addressing the following topics:
 - Why they seek to return
 - Steps taken to address any issues that led to the misconduct
 - Support systems in place that will aid them in successful reintegration into the Calverton Community

The Head of School will review this information and determine if the student may seek to return. The decision of the Head of School is final. If cleared, the student should contact the Admissions Office for application materials. Students who are cleared to return may be subject to additional conditions.

Section V – Electronic Code of Conduct

Students and parents should read the policy carefully and return the policy pledge page duly signed during School Registration.

The Calverton School Acceptable Use Policy for Lower, Middle and Upper School Students and Parents/Legal Guardians

The Calverton School puts enormous technology resources at the fingertips of members of The Calverton School community—students, faculty, administration, staff and parents/guardians. The technology resources provided by The Calverton School are to be used solely for academic and school-related extracurricular purposes, which include classroom activities, communication about school-related projects, career development, homework, and supervised self-discovery exercises. Every person has an obligation to use these technology resources responsibly, and in a manner that respects others and does not discredit himself or the School.

The Calverton School Parent/Student Handbook requires all students to have consideration for the personal and material rights of others. Bullying, destroying property, and stealing are unacceptable behaviors. Information is a form of property, and email, text messages and other electronic communications are forms of speech.

This document outlines and explains the rules that make technology use safe and productive for all members of The Calverton School community. The use of technology, whether school or personally owned, is a privilege and not a right of members of The Calverton School community.

A violation of the rules stated in this Acceptable Use Policy is a violation of the Philosophy of Honor and may result in suspension of network privileges, suspension or separation from The Calverton School, criminal prosecution, or other disciplinary actions as described in The Calverton School Student Handbook.

DEFINITIONS

“Definitions of the rules stated in this Acceptable Use Policy is a violation of the Philosophy of Honor and may result in suspension of network - CougarNet” (systems, wiring, hardware, software, network resources and other material stored on the network) as well as all provided “CougarNet Online Services, software,

network resources and other material stored in FACTS, the primary classroom management resource, Facebook Community, Calverton School Google Apps for Education, web postings, journals, chats, subscription, and non-subscription services). Many of The Calverton School Technology Resources enable or facilitate access to sites. Community members understand that third parties over whom The Calverton School exercises no control maintain these sites.

“Personal Technology Equipment” includes on-campus use of personal devices such as, but not limited to, cell phones, laptops, tablets, cameras, and calculators. The School will offer limited support on Personal Technology Equipment, which may include installing printers, copying files, and accessing the Internet. The Calverton School is not liable for any loss of data or damage to Personal Technology Equipment.

STUDENT RESPONSIBILITIES

1. Each student shall use The Calverton School Technology Resources and Personal Technology Equipment in a responsible manner only for legitimate learning purposes.
 - Personal Technology Equipment shall not be used for personal entertainment or to circumvent restrictions in place on School-owned workstations.
 - It is a student’s responsibility to report all violations of this Policy, including threatening or uncomfortable materials or destructive behavior, to a teacher or network administrator.
 - On-campus use of non-approved social networking sites, Internet chat rooms, conversational bulletin boards, instant messaging software, gaming sites/software, and file-sharing sites/software is forbidden.
2. Each student understands that **The Calverton School owns or has rights to all components** of The Calverton School Technology Resources. Therefore:
 - The Calverton School has the right to limit access and monitor content of The Calverton School Technology Resources and Personal Technology Equipment when appropriate. This includes logging website access and other usage habits and details. The School reserves the right to confiscate and audit Personal Technology Equipment if used in an inappropriate manner.
 - Any information obtained by monitoring, reviewing, or recording may be subject to review by law enforcement organizations in connection with investigation or prosecution of possible criminal activity on or associated with The Calverton School’s resources. The Calverton School will comply with all effective court orders and subpoenas involving requests for such information and will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through The Calverton School Technology Resources.
 - All content created and saved on The Calverton School Technology Resources is the property of the School. If a student leaves the School community, he may take a copy of the file but the content created at The Calverton School remains property of the School.
3. Each student is responsible to protect and maintain the integrity of The Calverton School technology resources in a manner consistent with the Calverton School standards of behavior and this Policy. Students should:
 - Preserve the integrity of the hardware, settings, operating systems, and configurations or associated files.
 - Save only education files in the Calverton School Educational directory, online domain, or removable media unless otherwise directed.

- Take all responsible precautions to prevent others from gaining access to personal accounts. Under no circumstances may a student authorize anyone to use his/her name, USER ID, or password or files. Each user is responsible for all uses and contents of his/her account.
 - Students may not:
 - Take any action which interferes, misuses, disrupts, or damages the operation of The Calverton School Technology Resources.
 - Modify, delete, copy, install, transfer, or distribute software without specific direction from the IT service provider.
 - Erase, rename, copy, or manipulate any files or programs that belong to others.
 - Intentionally introduce any computer code or program designed to self-replicate, damage, or otherwise hinder the performance of any computer, file system, or software.
 - Intentionally attempt to circumvent or manipulate security provisions (file rights, login identification, hardware identification, disk usage, DNS settings, firewall settings, etc.).
 - Attempt to discover another user's password or access another user's information at either The Calverton School or a remote location.
 - Send spam, chain letters, or other mass unsolicited mailings.
 - Use The Calverton School Resources to sell goods or services or to run a business.
4. Since a **student's personal safety, both on and off campus**, is the utmost goal of The Calverton School, students should follow these guidelines when communicating online:
- Do not post pictures or personal information about yourself or any other person.
 - Never communicate with people you do not know unless under the strict guidance of a parent/guardian or a teacher for a class project.
 - Never agree to meet someone you have met online without permission and supervision by a parent/guardian.
 - Alert an adult if any communication has made you feel uncomfortable in any way.
5. When using The Calverton School Technology Resources, Internet resources, online communications, or Social Networking tools, **students are always representatives of The Calverton School whether on or off campus**.
- The Calverton School respects the rights of students to post information online. The School urges students to follow standard rules of etiquette and the guidelines listed in this Policy. School-owned and Personal Technology Equipment should be used in a manner which brings credit to oneself and the School, as well as in a manner which does not harm or discredit the School or another individual. Students should always:
 - Correspond only in ways that are kind and respectful and not publish or republish statements or material that defame, harass, abuse, stalk, threaten, or infringe on the rights of others (including, without limitation, sending or displaying statements or material that contain vulgar, obscene, profane, or otherwise objectionable language or images).
 - Obtain permission from members of The Calverton School community or those outside the community before sharing in print or posting online personally identifying information or pictures.
 - Read only personal mail, electronic or paper, addressed to the students unless another recipient gives permission. However, the recipient of an email message may choose to share it with others, though it is inadvisable to share an email message with a wider audience unless the originating author has granted permission.

- Portray one's identity honestly and never impersonate any other person or entity, whether actual or fictitious, including employees and representatives of The Calverton School.
 - Negative references to "The Calverton School" name, any abbreviation of the School's name or logo, or derogatory language about the School or any member of the School community will result in serious disciplinary action.
6. When creating content, students must respect the **intellectual property rights of copyright owners**. For all sources of information (including quotations), students:
- May not plagiarize words or phrases from subscription services, books, CD-ROMs, the Internet or any other source. Plagiarizing includes directly copying the words of others, using the ideas and thoughts of others, or paraphrasing (re-arranging/rewriting the words of others) without citing the original author/source.
 - Must provide bibliographic citations stating where you found the information/words.

DIGITAL MATERIAL AND PERSONAL INFORMATION PROTECTION

In order to comply with the Children's Internet Protection Act (CIPA), The Calverton School utilizes computer software, which attempts to filter abusive, libelous, obscene, offensive, profane, threatening, sexually explicit, pornographic, or illegal material. At home, parents/guardians are responsible for monitoring Internet usage and are strongly encouraged to place computers in a common location in the house and consider the use of parental controls and/or Internet filtering software. In order to comply with the Children's Online Privacy and Protection Act (COPPA), The Calverton School adheres to their recommended best practices to limit use of and to secure the personal identifying information of our students, with special provisions for students under the age of 13.

LIMITATIONS OF LIABILITY

The Calverton School makes no guarantee that technology at The Calverton School will be available or error-free. The School will not be responsible for lost data or interrupted service. The Calverton School is not responsible for the accuracy or quality of information obtained through The Calverton School Technology Resources. The School will not be responsible for financial obligations or other consequences arising from unauthorized use of The Calverton School Technology Resources.

SCHOOL RESPONSIBILITIES

1. The Calverton School will provide instruction and resources regarding the appropriate use of The Calverton School Technology Resources that the School makes directly available.
2. The Calverton School will provide resources about issues of personal safety and privacy.
3. The Calverton School will discourage and take steps to prevent access to inappropriate materials.
4. The Calverton School will secure the personal information of our students, with special provisions for students under the age of 13.
5. The Calverton School may take appropriate disciplinary or other action for student violation of this Policy or other abuse of The Calverton School Technology Resources.

PARENT/GUARDIAN RESPONSIBILITIES

1. The parent/guardian signs this Policy as authorization for the student to be granted access to The Calverton School Technology Resources.
2. The parent/guardian understands the terms and conditions of this Policy and that there may be disciplinary and other consequences if the student misuses The Calverton School Technology Resources, or otherwise violates this Policy.
3. The parent/guardian acknowledges there is content on the Internet that he/she may not wish the

student to access, and remains responsible for the student's use of The Calverton School Technology Resources.

4. The parent/guardian consents to the student's use of The Calverton School's online resources. This consent should be understood to apply to any changes to the online resources made available and to be provided by The Calverton School.
5. The parent/guardian understands: for students to use certain online programs and services made available through The Calverton School Technology Resources, certain personally identifiable information must be given to the provider of such online program or service, including for example, the student's name and school email address. Under federal law, providers of these online programs and services must provide parental notification and obtain parental/guardian consent before collecting personally identifiable information from students under the age of thirteen. The Calverton School is permitted under law to facilitate the provision of this notice and the gathering of this consent to the collection of personally identifiable information from students in lieu of the provider providing such notice and seeking such consent directly from each parent or guardian.

Please note; therefore, that acceptance of this Policy will also constitute notice to and consent by you to the collection and use by these providers of the personally identifiable information made available by your student through The Calverton School Technology Resources, which may consist of the student's first name, last name, email address, and user name, for registration and utilization purposes in connection with use of the online resources.

CONCLUSION

The Calverton School reserves the right to adopt and modify additional policies, rules and regulations, as it deems necessary and desirable to maintain the orderly and safe operation of The Calverton School and in furtherance of the School's mission.

Section VI – All School Information

ACCREDITATION

The Calverton School is accredited by The National Association of Independent Schools, the Association of Independent Maryland Schools, and the Maryland State Department of Education. The Upper School is also accredited as an IB World School.

CLASS SIZE

The Calverton School is committed to maintaining small class sizes and a low student/teacher ratio. Individual instruction and small group work are part of the School's academic program.

DIVERSITY STATEMENT

The Calverton School aspires to be a welcoming learning community with a deep commitment to and appreciation for diversity in all its forms. As members of our community, we are guided to understand and value diverse perspectives, to identify and reject bias and prejudice, to strive for justice and equity within the School and the community at large, and to value the differences among families and individuals and the gifts they contribute.

SCHOOL EVENTS AND ACTIVITIES

Calverton students and their families are offered opportunities throughout the school year to participate in activities that build School spirit and promote Calverton's strong atmosphere of family and community. Some of these activities have become traditions that are held dear in the hearts of our families. Details of these events are provided in the School calendar, on the School's website, and in publications throughout the school year.

CALVERTON PARENTS ASSOCIATION (CPA)

Parents of all current students are considered members of the CPA. Parent involvement at Calverton has always been and remains a valued tradition and privilege. Through their volunteer work, Calverton parents are active in securing an excellent educational journey and experience for all students. Volunteering is very much like annual giving participation in that it is an expectation, and as such, there are endless opportunities throughout the year for parents to get involved and contribute, something to suit every possible interest and schedule. Grandparents, alumni parents, family members, and friends are likewise welcome to participate.

Another opportunity to serve your child's class directly is to become a Room Parent. A Room Parents is an important volunteer role for the purpose of coordinating classroom/division activities and facilitating communication with parents. Room Parents are the key to providing students with the outstanding experiences Calverton has to offer. The Calverton Parent Association (CPA) coordinates the Room Parent program and assignments, supporting this active group of dedicated parents as they contribute to the life of the School all year round. If you wish to become a Room Parent for your grade or want to know more about what is involved in being a Room Parent, please contact the CPA at cpa@calvertonschool.org prior to the start of the school year.

The CPA is led by an elected Executive Committee. The CPA meets once a month to discuss and plan upcoming events, programs, and fundraisers. The CPA Executive Committee works directly with the Development Director to best serve and support the School's interests, mission, program, and activities. This collective effort helps build school spirit, nurture increased and effective communication, while also assisting classroom faculty and fellow parents in events during the year.

Section VII – Uniforms

UNIFORM POLICY

One of the key principles of the Calverton experience is respect – respect towards learning, towards each other, and to oneself. As an extension of this principle, we ask that students and adults come dressed in a respectful manner by appearing 'neat and appropriate.' The adults in the community will abide by professional dress, and students are asked to abide by the following uniform. Shirts should be tucked in, belts should be worn when needed, undergarments must not be visible and outdoor or oversized clothing should not be worn inside the School. Uniforms for the 2023 - 2024 school year should be ordered from Lands' End or Dennis Uniform.

3K AND 4K

3K and 4K students should come to school in comfortable, “user-friendly” clothing that can get messy. Tennis shoes should be worn every day, no tie shoes. 3K and 4K students should also have one pair of rain boots to keep at school. We recommend purchasing a hooded raincoat to be worn to school on rainy days, but this may be kept at home and sent in as needed. No uniform is required for 3K students, and uniform is optional for 4K.

LOWER SCHOOL UNIFORM, KINDERGARTEN – 5TH GRADE

DAILY UNIFORM:

- **PANTS:** Khaki pants from Lands’ End or Dennis only. Belts are required for students in grades 3rd-5th. Belts need to be solid brown or black with a plain belt buckle that is not oversized. All belts must be buckled.
- **DRESSES/SKIRTS:** Plaid jumper from Lands’ End or Dennis only. Please note that all students choosing to wear the jumper should have on bike shorts or sliders in navy blue, underneath. Jumper length shall be no more than three inches above the knee when standing.
- **UNIFORM TOPS:** Navy blue polo or white oxford shirt (short or long sleeve based on personal preference) with school logo. Undergarments may not be visible at any time. Students may wear a plain white undershirt under their oxford – no other colors are permitted.
- **SOCKS:** White or Navy colored ankle socks, knee socks, dress socks, tube socks, half-calves, ankle socks, or no-show socks are permitted. Leggings or opaque tights should be worn underneath dresses during the winter months. Patterns or designs are not permitted.
- **SHOES:** Black, brown, or navy dress shoes, athletic shoes (in plain white, black, gray, or navy blue – no colored laces or soles), or top-siders in brown or navy may be worn daily. Boots, Uggs, crocs, or open-toe shoes, shoes with heel, open-heel shoes, and wedges are not permitted at any time. If boots are worn to school during the winter months, students must change into appropriate shoes prior to class.
- **SWEATERS:** Navy blue sweater vest, v-neck sweater, cardigan sweater or school-approved fleece with school logo are optional for regular dress. Hoodies, jackets, and sweatshirts are not permitted in class, so please plan appropriately for cooler months.

DRESS UNIFORM:

- **PANTS:** On dress days, Lower School students will wear khaki pants, white oxford shirt, belt (3rd-5th), black, brown, gray, or navy dress shoes, a sweater vest or v-neck sweater with school logo, and either traditional or cross tie. ALL Lower School students choosing to wear this pants option should have at least one tie (purchase through Dennis Uniform, clip-on options are available) and one sweater. While dress uniform is typically reserved for field trips or special occasions, the Lower School Head reserves the right to call for a dress day as needed. Lower School students may also add a blazer to the formal dress uniform if they wish.
- **DRESSES:** On dress days, Lower School students will wear the jumper, white oxford shirt, navy or white opaque tights or dress socks, brown, black gray or navy dress shoes (no heels, open-toe, open-heel, or wedges), and navy-blue cardigan sweater with school logo. While dress uniform is typically reserved for field trips or special occasions, the Lower School Head reserves the right to call for a dress day as needed. Lower School students may also add a blazer to the formal dress uniform if they wish.

SUMMER UNIFORM:

- **SHORTS:** During the months of August, September, May and June, Lower School students may opt to wear khaki shorts in lieu of pants and a navy-blue polo shirt with school logo in lieu of the white oxford shirt. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory.
- **DRESSES/SKIRTS:** During the months of August, September, May and June, Lower School students may wear either the navy-blue polo dress (with bike shorts or sliders in navy blue underneath) khaki shorts, or the navy skort with a navy blue polo with logo. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory. Polo dresses will not be worn year-round.

Lower School students DO NOT change out of uniform for PE classes.

MIDDLE SCHOOL UNIFORM, GRADES 6-8

DAILY UNIFORM:

- **PANTS:** Khaki pants from Lands' End or Dennis only. Belts are required for students in grades 6-12. Belts need to be solid brown or black with a plain belt buckle that is not oversized. All belts must be buckled.
- **SKIRTS:** Plaid skirt from Lands' End or Dennis only. Uniform Skirts and skorts shall be no more than three inches above the knee when standing.
- **UNIFORM TOP:** White oxford shirt with school logo (short or long sleeve based on personal preference) or navy-blue polo with school logo, both must be tucked in at all times. Undergarments may not be visible at any time. Students may only wear a plain white undershirt under their oxford – no other colors are permitted.
- **SOCKS:** Ankle socks, knee socks, dress socks, tube socks, half-calves, ankle socks, or no-show socks are permitted in white, navy blue, or gray. Navy blue or gray knee socks, leggings, or opaque tights should be worn underneath all skorts or skirts during the winter months. Panty hose or tights with patterns are not permitted. Socks with patterns or designs are not permitted.
- **SHOES:** Black, brown, gray or navy dress shoes, athletic shoes (in plain white, black, gray, or navy blue – no colored laces or soles), or top-siders in black, brown, gray, or navy may be worn daily. Boots, Uggs, crocs, open-toe shoes, shoes with heel, open-heel shoes, and wedges are not permitted at any time. If boots are worn to school during the winter months, students must change into appropriate shoes prior to class.
- **SWEATERS:** Navy blue sweater vest, v-neck sweater, cardigan sweater or school-approved fleece with school logo are optional for regular dress. Hoodies, jackets, and sweatshirts are not permitted in class, so please plan appropriately for cooler months.

DRESS UNIFORM

- **PANTS:** On dress days, MS students will wear khaki pants, white oxford shirt, belt, brown, black, gray, or navy dress shoes, a sweater vest or V-neck sweater with school logo and either traditional or cross tie. ALL MS/US students choosing to wear this pants option should have at least one tie (purchase through Dennis Uniform) and one sweater. While dress uniform is typically reserved for field trips or special occasions, the MS Head or reserves the right to call for a dress day as needed. MS/US students may choose to add a blazer with patch of our crest (school will provide upon request) to the formal dress uniform.
- **SKIRTS:** On dress days, MS students are required to wear the skort or skirt, white oxford shirt, navy or white opaque tights or dress socks, brown, black gray or navy dress shoes (no heels, open-toe, open-heel, or wedges), and navy blue cardigan sweater with school logo or navy blazer with patch of our crest (school will provide upon request). While dress uniform is typically reserved for field trips or special occasions, the MS/US Head reserve the right to call for a dress day as needed.

SUMMER UNIFORM:

- **SHORTS:** During the months of August, September, May and June, Middle School students may opt to wear khaki Bermuda shorts from Lands' End or Dennis Uniform with a blue polo with logo in lieu of pants. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory.

UPPER SCHOOL UNIFORM, GRADES 9-12

DAILY UNIFORM:

- **PANTS:** Khaki pants from Lands End or Dennis only. Belts are required for students in grades 6-12. Belts need to be solid brown or black with a plain belt buckle that is not oversized. All belts must be buckled. Capri pants and/or rolling the bottoms of pants are not permitted.
- **SKIRTS:** Plaid skirt from Lands End or Dennis Uniform. Skirts and skorts shall be no more than three inches above the knee when standing.
- **UNIFORM TOP:** White or light blue oxford shirt with school logo (short or long sleeve based on personal preference) or navy blue polo with school logo both should be tucked in at all times. Undergarments may not be visible at any time. Students may wear a plain white undershirt under their oxfords – no other colors are permitted.
- **SOCKS:** Ankle socks, knee socks, dress socks, tube socks, half-calves, ankle socks, or no-show socks in white, navy blue, or gray are permitted. Navy blue or gray knee socks, leggings, or opaque tights should be worn underneath all skorts or skirts during the winter months. Panty hose or tights with patterns are not permitted. Socks with patterns or designs are not permitted.

- **SHOES:** Black, brown, gray or navy dress shoes, athletic shoes (in plain white, black, gray, or navy blue – no colored laces or soles), or top-siders in black, brown, gray, or navy may be worn daily. Boots, Uggs, crocs, open-toe shoes, shoes with heel, open-heel shoes, and wedges are not permitted at any time. If boots are worn to school during the winter months, students must change into appropriate shoes prior to class.
- **SWEATERS:** Navy blue sweater vest, v-neck sweater, cardigan sweater or school-approved fleece with school logo are optional for regular dress. Calverton hoodies, jackets, and sweatshirts are permitted in class.

DRESS UNIFORM:

- **PANTS:** On dress days, US students will wear khaki pants, white oxford shirt, belt, brown, black, gray, or navy dress shoes, a sweater vest or v-neck sweater with school logo and a tie. ALL MS/US students choosing to wear this pants option should have at least one tie, either traditional or cross tie, (purchase through Dennis Uniform) and one sweater. While dress uniform is typically reserved for field trips or special occasions, the MS/US Head reserves the right to call for a dress day as needed. US students may opt to add a blazer with patch of school crest (Calverton will provide upon request) to the formal dress uniform if they wish
- **SKIRTS:** On dress days, US students are required to wear the skirt or skirt, white oxford shirt, navy or white opaque tights or dress socks, brown, black gray or navy dress shoes (no heels, open-toe, open-heel, or wedges), and navy blue cardigan sweater with school logo or navy blazer. While dress uniform is typically reserved for field trips or special occasions, the US Head reserves the right to call for a dress day as needed.

SUMMER UNIFORM:

- **SHORTS:** During the months of August, September, May and June, Upper School students may opt to wear Bermuda khaki shorts from our approved vendors with navy polo with logo in lieu of pants. Please note that students may still wear the white oxford shirt if preferred. Summer uniform is optional, not mandatory.

Section VIII – Medical and Emergency Information

MEDICAL FORMS

All medical forms are accessible on the School's website. Each new student and currently enrolled students in grades Kindergarten, 3, 6 – 12 is to undergo a yearly physical, after which the parent and the family physician must complete and sign The Student Medical and Athletic Evaluation (Yearly Physical) Form.

This form must be on file at the School before school or sport practices begin. Medical information may be shared with your child's teacher and appropriate School personnel. For the safety of the student, a student whose medical condition worsens or warrants medical expertise that School personnel cannot provide may be asked to leave the School. Parents may call the School Nurse with any questions or concerns about a child's medical records.

MEDICATION DURING SCHOOL HOURS

While taking prescribed medication during the school day is not encouraged, School officials understand it may be essential to a student's health.

To ensure safety, parents and the student's physician must complete the Physician's Medication Order Form (PMOF) in order for the student to receive medication, including over-the-counter medications, during the school day. Both the physician and the parents must sign the PMOF.

Parents must bring medication to the Nurse in the original container/bottle. Students are NEVER to carry pills of any kind (prescribed or over-the-counter) on their person while on school grounds or on the school bus. MS/US students will be allowed to carry their own medications – **limited to inhalers and diabetic equipment** – ONLY when a permission form signed by a parent and physician indicating knowledge of medication and the ability to self-medicate is filed with the Nurse.

At the beginning of the school year, parents may wish to provide the Nurse with an additional supply of medicine in the event of an emergency evacuation when students are sent to the Bowen-Thomas Center or Plum Point Elementary School. If you have any questions, please contact the Nurse directly.

ATHLETICS, PHYSICAL EDUCATION AND FIELD TRIP MEDICAL NEEDS

MS/US field trips and sports practices begin in late August. Students involved in fall sports must have their medical forms completed by the first day of practice. All other medical records must be received by the last day in August. Students may not participate in athletic team practices, school physical activities, field trips, recess, or physical education classes until all medical information is received or student has had a medical form completed within the last year.

Sports – If a student is involved in sports, the student-athlete is responsible for keeping a second supply of medication with his/her athletic equipment. This would include inhalers, epi-pens, etc., provided that the student is approved by the family physician and the parents to self-administer and the medical release is on file.

Overnight Field Trips – Parents must provide all medications for overnight field trips one week prior to the trip. All medications must come in the original prescription bottle and have an accompanying PMOF for both prescription and over-the-counter medications. Please bring all medications and PMOFs directly to the Nurse in a plastic zip lock bag labeled with the student's name and grade. Please refer to the detailed "Medication Protocol for Overnight Field Trips" under the Campus Life link on the School's website.

Severe Allergies and/or Asthma – Parents of students with severe allergies and/or asthma must supply the School with appropriate information (allergy/asthma plan), equipment, and medical release forms. All prescriptions, including inhalers, Epi-pens, etc., need to be current and labeled with the student's name and grade. Parents must provide the School with information regarding recent illnesses, current medication, and

possible allergic reactions prior to field trips. All information must be submitted in writing by the parent with supplementary physician's recommendations as necessary. It is the parent's responsibility to keep the School informed.

EMERGENCY RECORD

The Emergency Contact section of the Online Enrollment packet is the source for all calls concerning a student's illness, injury, or other emergency. It is imperative that this is completed online through the student information system at the beginning of the academic year. It should be kept up to date if changes occur.

If a student becomes ill or injured, the Nurse will administer care and call the parent and, if necessary, an ambulance, and the student's doctor. In the event of an emergency, the School will call 911 for medical assistance. If the parent(s) are unavailable, the next emergency contact listed in the student information system will be notified.

ABSENCE DUE TO ILLNESS

If a student's illness results in absence from school for more than three days, the parent should notify the Nurse of condition and treatment. Contagious diseases must be reported when they are diagnosed. In the event that a Calverton student is believed to have a serious communicable disease, the Head of School must be informed promptly of the diagnosis and kept informed about the progress of treatment.

All information received from any source regarding students who have a serious communicable disease will be kept in strict confidence, subject to the requirements of law. Should a Calverton student contract a serious communicable disease, the School reserves the right to evaluate its response on a case-by-case basis with professional advice.

Keeping in compliance with the recommended infection control practices, please refrain from sending your child to School under the following circumstances:

- Temperature of 100°F or higher. Children **MUST** be fever free for 24 hours before returning to school [fever is defined as 100°F or higher];
- The need for medication [i.e., Tylenol, Ibuprofen, Motrin, Aleve or other Acetaminophen, aspirin or NSAID] to keep a temperature below 100°F;
- A rash of unknown causes that is itchy and spreading. The child may return to School after an evaluation by the health care provider shows the rash is not contagious;
- Acute pain that requires narcotic medication for relief;
- Until confirmation of negative results from a throat culture have been received. Children should remain at home until a negative result is known;
- Children with a positive strep culture must be treated with prescribed antibiotics for 24 hours before returning to School;
- If a child is vomiting or has diarrhea, he/she must remain home until the vomiting or diarrhea has stopped for 24 hours.
- If a child is recovering from an illness, but is still too ill to participate in typical School activities, such as gym or recess, he/she should remain home until able to resume School activities.

- Other medical issues such as moderate/severe pain controlled only by narcotics, excessive coughing, or mucous production without a fever, or other medical conditions that may interfere with a student's ability to participate in class and other School activities.

HEALTH SCREENINGS

The Calvert County Health Department conducts Vision/Hearing screenings for all new students and those entering Kindergarten and Grade 9. The Nurse will conduct scoliosis screenings for students in grades 6, 7, and 8.

ILLNESS DURING SCHOOL

If a student becomes ill during the day, he/she should go to the Nurse's office located in Founders' Hall to be assessed. If necessary, parents will be notified, and a decision will be made regarding whether the student remains at School or goes home.

IMMUNIZATIONS

All students must comply with the revised Maryland Immunization Requirement on page 27.

NOTE: If your child is under six years of age, please have the screening/testing for lead poisoning form completed by your physician. All students must comply with the Maryland Department of Health and Mental Hygiene.

HYGIENE STANDARDS FOR CHILDREN ENROLLED IN MARYLAND SCHOOLS AND PRESCHOOL PROGRAMS

- No child is enrolled without an immunization record.
- If an immunization record is incomplete, students will have until September 30 to comply and show proof of compliance. Any student not in compliance by this date will be required to stay home from School until compliance is demonstrated.
- Pupils transferring into Calverton must have proof of immunization before they are allowed to attend classes.



Vaccine Requirements For Children
Enrolled in Preschool Programs and in Schools — Per DHMH COMAR 10.06.04.03
Maryland School Year 2022 - 2023 (Valid 9/1/22 - 8/31/23)

Required cumulative number of doses for each vaccine for PRESCHOOL aged children enrolled in educational programs							
Vaccine Child's Current Age	DTaP/DTP/DT¹	Polio²	Hib³	Measles,^{2,4} Mumps, Rubella	Varicella^{2,4,5} (Chickenpox)	Hepatitis B²	PCV³ (PrevnarTM)
Less than 2 months	0	0	0	0	0	1	0
2 - 3 months	1	1	1	0	0	1	1
4 - 5 months	2	2	2	0	0	2	2
6 - 11 months	3	3	2	0	0	3	2
12 - 14 months	3	3	At least 1 dose given after 12 months of age	1	1	3	2
15 - 23 months	4	3	At least 1 dose given after 12 months of age	1	1	3	2
24—59 months	4	3	At least 1 dose given after 12 months of age	1	1	3	1
60 - 71 months	4	3	0	2	1	3	0

Required cumulative number of doses for each vaccine for children enrolled in KINDERGARTEN - 12th grade							
Grade Level Grade (Ungraded)	DTaP/DTP/Tdap/ DT/Td^{1,6}	Tdap⁶	Polio²	Measles,^{2,4} Mumps, Rubella	Varicella^{2,4,5} (Chickenpox)	Hepatitis B²	Meningococcal (MCV4)
Kindergarten, Grade 1, 2, 3, 4 5 & 6 (5–11 yrs)	3 or 4	0	3	2	2	3	0
Grades 7 & 8 (11-13 yrs)	3 or 4	1	3	2	2	3	1
Grades 9, 10, 11 & 12 (13 - 18yrs)	3	1	3	2	1 or 2	3	1

* See footnotes on back for 2022-23 school immunization requirements.

**Vaccine Requirements For Children
Enrolled in Preschool Programs and in Schools
Maryland School Year 2022 - 2023 (Valid 9/1/22 - 8/31/23)**

FOOTNOTES

Requirements for the 2022-23 school year are:

- 2 doses of Varicella vaccine for entry into Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th AND 8th grades

Instructions: On the chart locate the student's age or grade and read from left to right on the chart to determine the NUMBER of required vaccinations by age or grade. Dosing or spacing intervals should not be considered when determining if the requirement is met, only count the number of doses needed. MMR and Varicella vaccination dates should be evaluated (See footnote #4).

1. If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication is required.
2. Proof of immunity by positive blood test is acceptable in lieu of vaccine history for hepatitis B, polio and measles, mumps, rubella and varicella, **but revaccination may be more expedient.**
3. Hib and PCV (PrevnarTM) are not required for children older than 59 months (5 years) of age.
4. All doses of measles, mumps, rubella and varicella vaccines should be given on or after the first birthday. However, upon record review for students in preschool through 12th grade, a preschool or school may count as valid vaccine doses administered less than or equal to four (4) days before the first birthday.
5. Two doses of varicella vaccine are required for students entering Kindergarten, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th and 8th grades and for previously unvaccinated students 13 years of age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. Medical diagnosis is documented history of disease provided by a health care provider. Documentation must include month and year.
6. Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing vaccine (any combination of the following — DTP, DTaP, Tdap, DT or Td) are required for children 7 years of age and older. One dose of Tdap vaccine received prior to entering 7th grade is acceptable and should be counted as a dose that fulfills the Tdap requirement.
7. Polio vaccine is not required for persons 18 years of age and older.

Maryland Department of Health

Center for Immunization

mdh.IZinfo@maryland.gov

Section IX – Admissions

The Calverton School seeks students who are motivated to learn, who will contribute to the School community, and who meet the academic and personal standards consistent with the School's mission. It is central to the School's Philosophy that the student body is co-educational and diverse, admitting students of any race, color, creed, religion, sexual orientation, or national origin. Because Calverton is a community of learners, the School seeks students who wish to pursue learning to its fullest, while being a positive influence within Calverton's values-oriented environment.

Prospective Families – Interested families are invited to schedule a visit through the Admissions Office to tour the School, observe classes, and discuss admissions requirements of the School. Applications for the upcoming school year may be filed at any time after September, with special consideration given to requests for mid-year enrollment. Applicants are recommended for admission based on their intellectual ability, academic achievement, motivation, and character. All applicants participate in an admission assessment that is combined with the applicant's academic transcript and current teacher recommendations for an admission decision. When space is limited, and applicants are equal, priority is given to siblings, children of faculty,

and children of alumni. Applicants must turn five years old prior to October 1 to be considered for our Kindergarten program.

Re-enrollment – Re-enrollment packets are distributed to current families in February with a two-week return to be eligible for the early enrollment discount. If parents are separated or divorced, re-enrollment material is sent to the custodial parent.

Re-evaluation – After a faculty review of a student’s academic performance, attitude, or behavior, the School administration may decide that it cannot offer a student re-enrollment in Calverton for the following year. The parent(s) of the student will be asked to meet with the Division Head and other members of the staff, as appropriate, to clarify the problems and explore means by which the student’s performance can improve. The Division Head will inform the parents how the student’s progress will be reviewed and when a final decision about re-enrollment will be made.

Separation from the School – The School reserves the unconditional right to suspend or expel a student at any time for academic, behavioral, or attitudinal reasons, or if it concludes that The Calverton School is not an appropriate place for the student, or if the parent relationship with the School becomes uncooperative.

Section X – Development

The Development Office supports the continued excellence of The Calverton School through building strong relations, providing excellent services and working with members of the extended community to encourage continued philanthropic support.

WAYS TO SUPPORT

The Calverton Fund

The Calverton Fund is a yearly appeal that generates needed income through charitable gifts from all corners of The Calverton School community, including: The Board of Trustees, alumni, current parents, parents of alumni, grandparents, faculty, staff, and other friends of the school. These unrestricted funds are raised to enhance the day-to-day life of every student.

Calverton students benefit from your unrestricted support directed to curricular and co-curricular programs where it is most vitally needed. These funds will be used to support the operating budget, which directly benefits our teachers, programs and operations.

GIVING LEVELS

Leadership Council*	
1967 Founder’s Society*	\$25,000 and above
President’s Society*	\$10,000 and above
Blue & Gray Society*	\$5,000 and above
River & Bay Society*	\$1,000 and above
Calverton Society	\$500 and above
Cougar Society	\$100 and above

Friends Society	Up to \$99
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Each fall, Leadership Council donors are invited to attend a recognition dinner celebrating their previous year's support. Leadership support begins at \$1,000.

Contact Jenn Evoy at jevoy@calvertonschool.org or 410-535-0216 ext. 1138 for additional information.



The CFC is the official workplace giving campaign of the Federal government. The mission of the CFC is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing Federal employees the opportunity to improve the quality of life for all. The CFC is the world's largest and most successful annual workplace charity campaign, with around 140 CFCs throughout the country and overseas raising millions of dollars each year. The Calverton School's Charity number is 20718.

Planned Giving

A planned gift is any gift, made as part of the donor's overall financial or estate planning. A planned gift can come in many forms, including cash, appreciated stock or securities, real estate, artwork, life insurance or a retirement plan. This type of gift has several benefits for the donor. Among them are the ability to leave a legacy to the school, to preserve current assets, and to reduce either your current tax burden or the tax burdens on your heirs.

Securities and Properties

Real estate can be an excellent way to make a gift of substantial size to The Calverton School. Gifts of stock or securities offer an easy and tax-efficient way to make a lasting gift to The Calverton School.

FUNDRAISING EVENTS

These endeavors, much like the annual giving efforts and outreach, produce important sources of additional support and funding each year. Parents along with other family members are invited to support these events to the best of their ability, as there are opportunities to contribute, volunteer, and attend. Many opportunities exist for sponsorships, as well as gifts in kind. It is a great opportunity to promote your business while supporting your school!

Auction & Golf Tournament: Calverton's auction is a fundraising event held in the spring and the golf tournament is held in the fall. Both events are organized and directed by members of the advancement team with the active leadership and involvement of parents, faculty, and staff.

Please do not hesitate to contact the Development Office with your requests, comments, suggestions, or ideas.

CALVERTON ALUMNI ASSOCIATION

Calverton considers all graduates and students who attended Calverton but did not graduate to be members of the Calverton Alumni Association. Calverton encourages and supports alumni participation in school programs and events, and welcomes alumni involvement in all aspects of school life. If you have any

questions relating to alumni relations, please contact Beth Lennon at blennon@calvertonschool.org or 410-535-0216 ext.1128.

Section XI – Physical Education and Athletics

PHYSICAL EDUCATION CLASSES

All students in 4-K through Grade 8 are required to participate in physical education classes. Physical education is a regular part of the LS curriculum. Students must have tennis shoes for participation. A change of clothes is not required, but all girls wearing skirts or jumpers must bring shorts, leggings, or long pants to wear underneath jumpers.

Physical education classes are part of the MS academic schedule. Students in grades 6 – 8 must have a change of clothing that is appropriate to the activity. Socks and tennis shoes with tied laces must be worn. Changing time will be provided at the beginning and end of class. To be excluded from participation, a written note from a parent or doctor should be presented to the teacher at the beginning of class.

Students in grades 9 – 12 must earn at least one full year of credit in athletics to meet graduation requirements. Students earn 1/3 of a credit per season for participation on a Varsity or JV athletic team, including team managers.

ATHLETICS

The Calverton School believes that a competitive interscholastic athletic program is an important part of a student's educational experience. Calverton Athletics is committed to promoting the ideals of sportsmanship, respect, commitment, integrity, and leadership. By nurturing and encouraging these ideals, our goal is to build athletic ability, fitness, and a sense of community in each student and instill the basic understanding of competition and lifelong fitness. Calverton's varsity teams contend in competitive leagues against other schools in the Washington, DC, Southern Maryland, Annapolis, and the Eastern Shore areas. The School offers students the opportunity to compete in soccer, volleyball, golf, or cross country in the fall, basketball, swimming, or cheerleading in the winter, and lacrosse, or tennis in the spring.

Varsity Programs – All athletes are expected to put forth their best effort while wearing the Calverton colors. Calverton strives to compete for league championships in each varsity sport, while upholding the School's ideals of sportsmanship, respect, commitment, and integrity. Coaches are not expected to give equal playing time to all team members. Playing time will be based on performance, but whenever possible, coaches will allow players as much opportunity as their ability and the game situations permit. Varsity athletics is a competitive experience where achievement and outcome are a high priority.

Junior Varsity Programs – JV programs are geared to augment the varsity programs. Player development is the primary goal of these programs. Athletes will be given a chance to play and improve their skills. While Calverton does not expect to see equal playing time, everyone will have an opportunity to compete. Close communication between the varsity head coach and the JV coach is important and expected. Coaches will be using similar principles and strategies to ensure seamless transition from the JV to varsity.

Middle School Programs – Players should play in every game unless their abilities and the game situation make it unsafe for them. The primary goal of the School's MS athletic program is to develop athletes, to build sport-specific skills, and most importantly, to educate the students to love and cherish competition.

PARTICIPATION

Eligibility – All students participating in athletics require a yearly physical examination before they are permitted to play. No student will be permitted to participate in practice or a game without a current physical examination. Even though a student will not be allowed to participate without a physical, he/she will still be expected to attend practice.

School Attendance – Regular school attendance is required for all students participating in sports. Students are expected to be present at School by 10:00 a.m. (with the expectation of senior privileges) and attend all classes prior to departure for the game.

G.P.A- Student-Athletes must maintain a 2.0 GPA or above in order to participate in athletics. Failure to do so will result in suspension until GPA meets 2.0. Students below the 2.0 GPA will have required study hall hours after school until their GPA is raised.

Travel Policy – Calverton athletics can require considerable travel time. Parents and students need to factor in the following guidelines when choosing a sport:

- All team members are expected to travel on the bus to away games.
- Students are responsible for all missed schoolwork. An away game is not an excuse for unfinished work.
- A team may stop for dinner as long as it does not interfere with the scheduled return time. Coaches will inform the teams prior to the day of the event if they will stop for dinner.
- Parents may drive their children home from away games, but may not transport other children without prior approval of the Athletic Director. Student pick-up arrangements should be made prior to the event, not after the team's return.
- Occasionally, teams will arrive back at Calverton later than scheduled. Traffic and games that go into overtime are the two main causes of delays. Coaches will do their best to return to School by the scheduled time and may elect not to stop for dinner in order to accomplish this.

Section XII – Finances and Fees

TUITION

Tuition payments are due as outlined on the FACTS Payment Plan form that accompanied your Enrollment Contract. Failure to make tuition payments on time may result in your child's attendance being interrupted during the school year. If a due date cannot be met, please notify the Business Office immediately. The School reserves the right to prohibit students from taking final exams, to withhold report cards, and to refuse graduation and/or any credits or transcripts for any student whose financial account is not paid in full beforehand.

The tuition rate for the following school year is announced in February. Re-enrollment is contingent on payment of the required tuition payments by the due dates. Parents are advised that failure to comply with these deadlines could result in the loss of a space in the School.

If your family is moving, or for any reason will not be re-enrolling for the following year, please notify the Business Office in writing as early as possible. Withdrawal or dismissal for any reason at any time during the school year does not release the signer from financial obligation. If enrollment is canceled after April 30,

parents or guardians financially responsible for the student are obligated to pay the full tuition charges regardless of whether or not the student attends.

Payment plans are available to meet the needs of our families. Calverton offers the following payment options for tuition after deposit is paid:

1 Payment Plan

100 percent due by July 1

2% prepaid discount will be deducted.

4 Payment Plan

25 percent due by May 1st, 5th or 20th

25 percent due by August 1st, 5th or 20th

25 percent due by November 1st, 5th or 20th

25 percent due by February 1st, 5th or 20th

10 Payment Plan

10 percent due by the 1st, 5th, or 20th of each month, beginning in May and ending in February.

A fee of \$55 per family per year will be assessed by FACTS and will be included in your first bill.

For all plans, an enrollment deposit of \$500 per child is required. The School asks that payments be made consistently with the selected plan. In the event a payment is late, a 1.5% per month (18% per annum) late fee can be assessed on the amount due. Returned checks may result in a \$25 fee assessed to your account.

TUITION REFUND PLAN

All students are automatically enrolled in the Tuition Refund Plan, administered by A.W.G. Dewar, Inc., This plan provides protection for the annual financial obligation under the terms of the Enrollment Contract. This program insures fees (prepaid and due) in the event of separation according to the terms of the policy. The cost of the Plan is 2% of the annual tuition obligation.

The Plan refunds a portion of the unused annual tuition and insured fees when students are withdrawn or dismissed for covered reasons. The Plan's benefit extends to the school by helping to ensure receipt of its budgeted tuition income.

Per the terms of enrollment, the School is authorized to process and collect any claim payment to which it is entitled. The collected funds are credited, and the excess is paid to the family. The Tuition Refund Plan premium charge will be included in the first tuition bill.

An explanation of benefits is provided with each enrollment contract.

EXTENDED DAY FEES

Extended Day fees are billed at the same time as tuition and according to the selected payment schedule. Registration forms for these services should be signed and returned to the Business Office with the Enrollment Contract.

FINANCIAL ASSISTANCE

Financial assistance is based on need. Calverton's Admissions Office and Business Office administer financial aid. Awards for financial aid are processed through the Independent School Management (ISM) FAST program. Any family interested in being considered for financial assistance should apply online through FAST. The link to the application is available on the School's website under Admissions/Tuition and Fees.

INSURANCE

The School pays for insurance for all Calverton students. Coverage is under the School Supplemental Student Accident Policy. The plan covers all students for School-related accidents during the school year. The benefits are payable after payment has been made from any insurance coverage provided by other policies carried by parents. Information about insurance can be obtained from the Business Office.

DELINQUENT ACCOUNTS

All accounts (tuition, fees and finance charges) must be current. Accounts past due as of November 1, will receive a letter stating that the student will not be able to return to classes after Winter Break when School reopens in January if the account is not brought up to date. If payment is still outstanding by March 2, the student will not be able to return to classes after Spring Break, and re-enrollment for the subsequent school year will be conditional upon payment in full. The School will not accept a re-enrollment deposit and contract until the account is paid in full. All accounts still past due as of June 1 will be turned over to legal counsel for collection.

TEXTBOOK PURCHASES

LS textbooks are issued to the students by their teacher and must be returned at the end of the school year. Parents will be billed for missing or damaged books.

MS textbooks are a combination of School property and student property. All textbooks are distributed to the students on Opening Day, prior to the start of classes. A check-off sheet details the books the School owns and those books the students buy. Textbooks that the students buy are billed to the student's account at the end of September. As student workload increases, highlighting passages in books is a good study aid. For that reason, MS students must purchase some of their books, and these books become the property of the student. School textbooks that are issued to students must be returned at the end of the school year. Parents will be billed for missing or damaged books.

US students purchase textbooks through MBS Direct, Inc., either online or by phone, beginning in mid-July. Books can be in either new or used condition and are shipped directly to the student's home. These textbooks are the property of the student. At the end of the school year, between June 1 and June 15, parents may log on to MBS Direct, Inc.'s buyback section to learn which books can be sold back and at what price. This is done by keying in the ISBN number on the back of each book. MBS Direct, Inc. will also provide a prepaid postage label to expedite the process. Information regarding MBS Direct, Inc. is obtainable through the Business Office or at the MBS Direct, Inc. website. A link to the website is provided on the US Academics page of Calverton's website.

Section XIII – Student Services

EXTENDED DAY – LOWER SCHOOL

Extended Day is available to LS students for a predetermined fee. Several options are available ranging from five days per week to daily drop-in. A certified Day Care Director, Senior Staff, School Age Teacher, and/or other assistants staff the programs.

The Extended Day A.M. Program starts at 7:00 a.m. and students will be sent to their classes at 8:00 a.m. A morning snack is included. Students arriving at Calverton before 7:50 a.m. will be sent to the Extended Day A.M. Program. A drop-in fee of \$15.00 per student/per day will apply.

The Extended Day P.M. Program provides a meaningful extension of the school day for students who remain on campus after the regular dismissal time. The program is available from 3:00 p.m. until 6:00 p.m. Students not picked up by 3:30 p.m. will be sent to the P.M. Program and parents will be charged the drop-in fee of \$25.00. Assistance with homework is provided, meaningful activities such as crafts, indoor games, and outdoor activities are available. The students also receive a snack, which they sometimes prepare themselves as an activity. Please note that a late fee of \$20.00 per 15-minute increment will apply for any student picked up after 6:00 p.m.

MIDDLE/UPPER SCHOOL STUDY HALL

After-school Study Hall is available in the afternoons for MS/US students for a daily drop-in fee of \$5.00. A Calverton employee proctors the program. Students are expected to have a snack by 3:30 p.m. before coming to the library. Any student still on campus and not in a supervised activity after 3:45 p.m. is expected to attend Study Hall, and parents will be charged the drop-in fee. Please note that a late fee of \$15.00 per 15-minute increment will apply for any student picked up after 6:00 p.m.

COUNSELING

The School has a counselor on staff that screens students for socio-emotional concerns and advises teachers and staff members. The School reserves the right to ask the counselor to meet with a child or group of children as necessary. MS/US students may request to meet with the counselor of their own accord. The counselor will be available to discuss with the parents their child's concerns and/or questions either through a telephone conversation or meeting.

COLLEGE COUNSELING

Calverton's College Counselor works with Upper School students to help them determine what type of higher education best suits their needs and aspirations. They then help each student gain admission to the colleges and universities of their choice. In the course of this process, students and parents are invited to individual counseling sessions, college nights, and college application workshops that address the following:

- how to discern what sort of institution is right for each individual student;

- how colleges and universities evaluate applicants for admission;
- how students can be competitive for admission to selective schools;
- how course selection, college entrance examinations, and International Baccalaureate factor into the college admission process;
- how to prepare for campus visits and interviews;
- how to prepare successful college applications and essays; and
- how to apply for financial aid and scholarships.

The College Counselor works closely with seniors as they prepare their college applications, and advocates on their behalf with college admissions officials. For further information, please contact College Counselor Kate Trott at ktrott@calvertonschool.org.

FIELD TRIPS

Calverton encourages the faculty to sponsor educational field trips for their classes in the Southern Maryland, Washington, Annapolis, and Baltimore areas. These trips are part of the School curriculum. By signing the general permission slip on the Enrollment Contract and parents give consent for all field trips. Additional permission forms will be provided for overnight trips.

ACADEMIC SUPPORT

Calverton's daily schedule provides time for teachers to work with students outside of the regular class time. If necessary, the faculty and Division Head may recommend extra help. Parents may also wish to contact an educational psychologist for an evaluation at their own expense. In such cases, the Division Head should be notified and all findings should be shared with the School, as these evaluations might offer additional information about a student's learning strengths and weaknesses. Calverton strives to meet the educational needs of learners with mild reading and math difficulties and offers basic classroom supports for students based on professional testing and recommendations. An Academic Support plan may be developed to guide teachers in the implementation of these supports. In each Division, a learning specialist will manage the student support needs and is available for small group and individual academic coaching, with a focus on executive functioning.

USE OF CAMPUS

School facilities are for Calverton programs and events under the auspices of the School. If interested in using the School's facilities, please contact administration or the Buildings and Grounds Manager. The Calverton School does not accept responsibility for students on campus in non-School sponsored activities.

SECTION XIV – Lower School

WELCOME TO THE LOWER SCHOOL

The Calverton Lower School (LS) provides an enriched and nurturing environment for young children to learn and grow in Early Childhood through Fifth Grade. Through exploration and discovery, students are given opportunities for creative, critical, and independent thought and expression. In recognition of the various developmental differences in children, learning is based on the active involvement of the students in individual and cooperative activities that are both teacher-directed and student-initiated. Using The Calverton School Mission, Philosophy of Honor, and Making of Future Leaders as foundational documents, the LS community, which includes teachers, students, and families, focuses on the total development of the child. The Lower School Habits of Mind: honor, high expectations, shared experiences and intellectual curiosity, guide our practice in every setting. The LS recognizes the importance of a working partnership between the School and home thereby reinforcing the value of the child as an individual and as a member of the Calverton community.

ORGANIZATION OF THE CURRICULUM AND CLASS SIZES

There are two principal components of the LS curriculum: the homeroom subjects and the special classes. Homeroom subjects such as Language Arts, Math, and Social Studies are primarily taught by the homeroom teacher. Special classes, led by specialists, include Art, Music, Physical Education, Library, Science, and Spanish.

Class sizes vary depending on the grade level. Below is a chart indicating the maximum size of a single section in the Lower School with one teacher.

<i>Early Childhood Education</i> 3K	<i>Teacher/Student Ratio</i> 14 students with teacher and assistant
4K	14 students with teacher and assistant
<i>Elementary Education</i>	<i>Teacher/Student Ratio</i>
Kindergarten	15 students
First Grade	16 students
Second Grade	17 students
Third Grade	18 students
Fourth Grade	18 students
Fifth Grade	18 students

ATTENDANCE AND TARDINESS PROCEDURES

Daily attendance is essential for the continuity of shared experiences that are at the heart of a Calverton education. Punctuality is emblematic of a strong work ethic, demonstrates respect for the learning environment and critically contributes to academic success at the highest level. Students are emotionally settled and better prepared to attend to content and be intellectually engaged in class activities if they are on time for the beginning of each academic day.

Doors to Founders Hall will be opened at 8:00 a.m. for entry to the school. LS classes begin each day at 8:10 a.m. and end at 3:05 p.m. Students arriving in their classroom after 8:10 a.m. will be marked tardy by the teacher. Parents dropping off students after 8:20 a.m. must park and walk their child into the LS office to check in. PreK dismissal will begin at 2:45 and K-5 dismissal will begin at 3:05. Any changes in planned dismissal for a child need to be communicated with the classroom teacher and the LS secretary as soon as possible.

ABSENCES

If a child is absent, parents should call the LS by 8:45 a.m., or email to inform the administrative assistant and classroom teacher of the absence. Homework assignments and, if possible, class assignments missed that day will be made available in the LS office at the end of the day for parents to pick up, if they feel the child is able to do the assignments.

Students who have been absent for more than three days, must bring a note to School explaining the absence. Parents are also requested to send a note of explanation if physical activity is to be restricted.

Students that will have absences due to a vacation during the school year that does not coincide with Calverton breaks will be asked to complete the missing work upon their return. Teachers will not provide missing assignments prior to the student departure, but may provide some minimal level of review or practice work.

CURRICULUM

The LS curriculum supports a well-balanced program and is designed to help students acquire the skills and knowledge necessary for creative, critical, and independent thought and expression. The School's programs take into consideration the different learning needs of each child. Each week, LS students participate in music, art, science, library, and physical education in addition to the core curriculum. Spanish is taught in grades K – 5. iPads are used in grades PK-3rd Grade. Laptops are used in 4th and 5th Grade. These devices are used regularly in the classroom as an educational tool to enhance instruction.

The LS emphasizes the integration of topics and curriculum throughout the content areas of traditional subjects. The language arts program promotes the development of children's reading skills and appreciation of written and verbal skills through the phonetic approach. A variety of other strategies for reading are utilized for enrichment and reinforcement. A broad selection of children's literature (trade books) reinforces the skills presented in the basal text.

Singapore Math curriculum is used in grades K – 5. The specialized teaching method uses a three-step process to explain and explore mathematical concepts in greater detail. The three steps are concrete, pictorial, and abstract. In the first step, students engage in hands-on learning experiences using concrete objects. This is followed by drawing pictorial representations of mathematical concepts, such as model

drawings. Students then solve mathematical problems in an abstract way by using numbers and symbols. The skills taught in Singapore Math directly build upon one another and allow students to see the connection between mathematical concepts in the classroom and the world around them.

The science program emphasizes a discovery, hands-on approach to stimulate student involvement. Students are nurtured to become problem solvers and think critically through science projects and experiments. There is also a strong focus on discovering the natural resources available on the School campus.

The LS maintains a leadership/character development program that focuses on values that affect young children. There is a very strong emphasis on the LS Philosophy of “The Making of Future Leaders.”

BEHAVIOR

Each member of the School is expected to uphold Calverton’s commitment to being a community of active learners in an environment of tolerance, mutual respect, and regard for the thoughts and feelings of others.

Please carefully read the following guidelines used for a student’s daily life:

1. Students are required to be at School and to report to their classes on time. Students should leave the campus at the close of the school day, unless enrolled in the Extended Day program or After School Clubs.
2. Students are expected to respect property and to help keep the School and campus attractive and free from litter. This applies to school buses as well.
3. School computers are to be used for academic purposes only. Students may not play games or download programs on these computers.
4. Students are not allowed to chew gum on campus or on the buses.
5. Deliberate destruction or marring of public or private property by a student will result in restitution for all damages and other possible penalties.
6. Any student expelled or separated from the School for disciplinary reasons is not allowed to return for visits or School functions for that school year.
7. Guns (this includes toy guns, water guns, paint ball guns, etc.) of any kind are not allowed on campus.
8. In order to foster an academic environment, students may not use cell phones, electronic games or devices during the school day (8:10 a.m. to 3:05 p.m.).

DISCIPLINE POLICY

Children attending The Calverton School are expected to conduct themselves in a socially acceptable manner. Discipline is a means of encouraging growth and development. It should not demean, condemn, or be physical in any way; it should enhance the development of sound habits, of an awareness of acceptable principles and the need for standards of conduct and of the ability to choose and control one’s own future behavior. Whenever necessary, disciplinary means should help students to learn that all actions do have consequences and that life requires constraints as well as freedom. The approach to disciplinary actions should emphasize the objective of helping students to learn from their mistakes and are based on what is appropriate for the grade/developmental level of the child. Information about behavior and consequences is confidential. Information about children will only be shared with the parents or guardian of that child.

Disregard for classroom rules, rights of others, and individual responsibilities may result in the following actions:

- *Student warning;*
- *Student/teacher discussion, communication with parents may be made;*
- *Student/LS Head conference, letter or phone calls to parents from LS Head;*
- *Parent/teacher conference to determine an appropriate behavior modification system;*
- *Parent/teacher/LS Head conference to discuss problem and appropriate strategies;*
- *Recommendation for counseling;*
- Probation can be instituted whenever the teacher, in agreement with the LS Head and Head of School, feel it is appropriate. The requirements of the probation will be delineated on an individual basis;
- *Suspension;*
- *Expulsion.*

It is the teacher's and/or Division Head's responsibility to maintain a written record of the disciplinary actions taken and the summary of any meetings and phone calls with parents, counselors, etc.

All Handbook regulations apply to any School-sponsored trips, such as athletic trips, field trips, academic or recreational trips.

HOMEWORK

Homework is assigned each afternoon Monday through Thursday. Each child is given daily or weekly homework assignments. All assignments can be found on weekly homework sheets or on FACTS in grades 4 and 5. Homework in the LS is assigned to extend, practice, and review those concepts learned during the school day. The school feels that it is a means by which a student is able to plan, organize, and discipline himself/herself in all academic endeavors. On evenings when a school event is scheduled, there will be no homework. Longer at-home projects will be communicated well in advance to allow adequate time to complete the assignment.

LUNCH AND SNACK

LS students take a snack break each morning. Students are encouraged to bring a nutritious snack from home. Snacks should not require heating or utensils. Students can bring their own lunches, and the School provides milk. Food service is offered twice a week at an additional cost. Students are asked to bring exact cash for lunch orders in an envelope with the appropriate information written on the outside. Orders must be made monthly.

PARTIES IN THE CLASSROOM

Classroom parties are customary at Calverton to celebrate special occasions. A student celebrating a birthday may bring cupcakes or other treats to school. **Please be attentive to student allergies.** The room parent(s) at the request of the classroom teacher may organize classroom parties for Halloween, December

holidays, Valentine's Day, and End of the Year. The classroom teacher determines the party policy, although simple lunches are encouraged rather than large parties. Invitations and plans for parties to take place at home or elsewhere should be issued outside the classroom if they do not include everyone in the class.

FIELD TRIPS

Classes take field trips throughout the year to extend and enrich the learning that takes place in the classroom. Teachers arrange the field trips, and on occasion request parent chaperones. Students are expected to wear the School Uniform on field trips unless otherwise noted by the organizing teacher.

PROPERTY OF STUDENTS

All property, including clothing worn to School, should be clearly marked with the student's name. The School cannot accept responsibility for the personal belongings of the students. Found articles will be turned in to the LS Office and placed in the Lost and Found bin located under the stairwell by the Kindergarten classrooms. The Lost and Found bin is cleaned out several times during the year, and unclaimed items are donated to charity.

LOWER SCHOOL CLUBS

Afterschool activities are provided for students in grades 3K – 5 via Lower School Clubs, for an additional fee. This fee covers instructor/coach stipends, materials, and facilities maintenance. A brochure outlining these various activities and their costs will be available before the beginning of each club session. Activities such as Building, Lacrosse, Tennis, Dance and Self-Defense may be offered. Appropriate behavior is expected during these activity times.

SUMMER WORK

Students are expected to read and complete assigned language arts and math summer work. All summer work is required and will be graded during the first week of school. The School will provide a recommended list of books as a resource in addition to assigned work. These lists are merely suggestions, and students may read and enjoy other books of their choice. Summer reading, writing and math activities are determined near the completion of the school year by the faculty, and a letter explaining the activities will be sent home.

Section XV – Middle School

WELCOME TO MIDDLE SCHOOL

Calverton's Middle School (MS) is comprised of students in Grades 6-8. The MS environment encourages both academic and social-emotional learning. As students strive for independence during this transitional stage, Calverton provides them with a positive, sensitive, and academically structured atmosphere in which to become aware of their role in the world around them. Calverton's MS program helps these developmentally diverse students become responsible, cooperative, and self-disciplined individuals. In a

personalized environment, a variety of learning approaches are practiced to help students become individual thinkers and facilitators of their own learning. Numerous opportunities for risk-taking, in a variety of settings on and off campus, provide students a chance to reflect on, evaluate, and take responsibility for their own actions in order to develop respect for themselves and others.

ACADEMIC COMMUNICATION AND SUPPORT

To support students and help them reach their academic potential, academic progress of students is closely monitored in the following ways:

Advisory Groups – These groups of ten to twelve students meet regularly with a MS teacher serving as the advisor. Advisors will be in close communication with parents concerning grades, behavior, and other school-related concerns or achievements. However, the School expects that students will take personal responsibility for their work and behavior, as they progress through the MS.

Progress Reports – Students receive a narrative comment on a progress report at times throughout each semester. Official grades will be reported at the end of each semester.

Telephone Communication – Teachers, advisors, or the MS Division Head will call or email parents if there are concerns that need to be communicated immediately. The School encourages students to take responsibility to communicate minor infractions to their parents.

Parent/Teacher Conferences – Parents may arrange a conference with any teacher at any time. Teachers may request a conference with parents to discuss current academic concerns. These conferences allow frank conversations between School and parents concerning student progress. During each semester, a conference evening/afternoon will be planned for parents to sign up to attend.

Transition to Middle School – To ensure a smooth transition from the Lower School to the Middle School, a variety of opportunities are provided during the spring of the fifth grade year for both students and parents to learn about the MS program. Class visits are made by the MS Head, and in consultation with the fifth grade teacher, students are assigned an advisor. Advisory inductions are held in June of each year. At this same time, parents are invited to attend an information session with the MS Head. Fifth graders have an opportunity to visit a sixth grade classroom in early June and can address any questions and concerns at that time. In order to facilitate this transition into MS, emphasis is placed on study skills and organization early in the sixth grade school year and reinforced throughout the MS.

ACADEMIC REQUIREMENTS

Math	3 years
Science	3 years
English	3 years
History	3 years
World Languages	3 years
Research Expo	1 quarter per year
Physical Education	3 years (pass/fail)
Electives	2 per quarter (pass/fail)

Academic Honors Requirements

High Honor Roll	3.5 academic average or above
Honor Roll	3.0 - 3.49 academic average

BEHAVIOR

Each member of the School is expected to uphold Calverton's commitment to being a community of active learners in an environment of tolerance, mutual respect, and regard for the thoughts and feelings of others. Although students are expected to develop self-discipline in abiding by the guidelines outlined in the General Information Section, faculty and staff will address inappropriate behavior when it arises. In serious matters or in cases of repeated behavior problems, the Division Head will request a conference with the student, parents, and the student's advisor to discuss what further disciplinary actions may be taken.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and electronic games can be socially isolating and disruptive to the learning environment. Cell phones are to remain in lockers from 8:20 – 3:20 each day. Headphones, earbuds, and AirPods are not to be used during the school day. Devices that a student uses for academic purposes, i.e. research, note-taking and planning/organizing, may be only used for these explicit purposes and not for entertainment. Cell phones and misused electronic devices may be confiscated for the remainder of the day.

CALVERTON "C"

Calverton awards School letters to students in recognition of their achievements in academics, athletics, and School service. MS students who earn 900 points receive the "C." Students who enter the School in the Seventh grade must earn 600 points, and in the Eighth grade must earn 450 points in order to receive recognition. Categories such as High Honor Roll, Honor Roll, academic competitions, sports team member, Student Council officer, and School service are considered in calculating this award. Recording point values is the responsibility of the Division Head and the student's advisor.

THE CALVERTON "C" HALL OF FAME

Students who earn over 1600 points during their MS career will be recognized by having his/her name engraved on a plaque to hang outside the MS office.

COMMUNITY SERVICE

Complying with the School philosophy, Calverton encourages all students to participate in community service. The Calverton School was founded with a strong commitment toward giving back to others. All students are expected to help the younger children at Calverton and anyone else needing assistance. In addition, all students have the opportunity to participate in organized all school community programs.

HOMEWORK

Amount – As a guideline, MS students may have approximately 20 to 30 minutes of homework in each class, each night. This may include weekends.

Assignments –Teachers will post all assignments on FACTS. Grades will be posted on FACTS for student and parent viewing within one week. Students are expected to check e-mail each evening for updated communication from teachers.

Late Homework – For all missing assignments, a grade of "M" will be placed in the grade book. For each day that an assignment is not turned in, there will be a 10% grade reduction. If the assignment is not submitted within 5 days, it can no longer be submitted for credit. A grade of "P" (for pending) may be placed in the grade book to indicate that the assignment was submitted, but not yet graded.

LOCKERS

Lockers are School property and should only be used for storing books, clothing, lunch, and other equipment to be used in school. If a member of the staff must examine a student's locker to protect the health and safety of the School community, every effort will be made to contact the student concerned and arrange for him or her to be present when the locker is opened. If the concern is time-sensitive and the student cannot be located, the locker will be opened without the student's presence.

Students are responsible for their lockers and are expected to take good care of them. Because all members of our community are expected to live by the Philosophy of Honor, locks should not be used on lockers and students should never open a locker not assigned to them. Interiors may be decorated with removable, inoffensive items, and shelves may be installed. Books and clothes found outside of lockers will be taken to the lost and found. If items are not claimed after a certain period, books will be returned to the book room and other items will be given to charity.

SIGNATURE EXPERIENCES

Advisory: Advisory is a unique program focused on the whole child perspective. This program engages students across grade levels in academic skill and social emotional developmental tasks. Each student in the Middle School is assigned a teacher who serves as an advocate, guide and support person. This advisor serves as the point person for parent contact and student assistance. Weekly group meetings and the development of student-teacher relationships allow the advisor to advocate for and to guide the student through academic and developmental milestones. Advisory is the tool through which character education based on the Philosophy of Honor is conducted and important events are celebrated. Monthly themes of trust, relationship, respect, honor, community, tolerance, friendship, responsibility, and ethics form the basis for activity and discussion. Advisories interact with each other and enjoy friendly competition in annual spirit games for the coveted Spirit Stick.

Signature Trips: Sixth and seventh grades start the year with an overnight camping experience. Students travel to an outdoor educational facility with their teachers and peers to facilitate self-esteem and to foster group dynamics and cohesion. It eases students back into school after a summer respite. Students will hike, study the stars, climb high ropes courses and the zip line, and enjoy a variety of outdoor activities. This is a truly fun, personally challenging trip that develops group cohesion, setting a positive tone for the school year. Similarly, the 8th grade students visit Williamsburg, Virginia, to commence their study of Colonial America. This trip allows students to demonstrate independence and leadership while experiencing what life was like in the seventeenth century. Students will engage in programs to learn about the life of a militiaman, colonial dance, and may participate in a mock court proceeding. Highlights of the tour include making bricks, visiting the Public Gaol, the Governor's mansion, and the Magazine and Capital buildings.

In the spring, the 7th grade challenges Old Rag Mountain on a one-day hiking expedition. This strenuous hike in Shenandoah National Park exposes students to local geology, as Old Rag is one of the few examples of igneous formations. Students must support each other and work together to maneuver through challenging, and daunting, rock formations in order to reach the summit. At the summit, sweat gives way to exhilaration and a true sense of accomplishment. This trip truly allows students to overcome obstacles, foster a sense of community and focus on teambuilding.

Research Expo -- A Personal Project: Research Expo is an interdisciplinary investigation that involves planning, writing, project development, and presentation. This experience is designed to promote curiosity and to provide a holistic approach to learning that prepares students for the rigors of the International Baccalaureate Diploma Program. Teacher-mentors guide students through multiple steps including topic selection, researching, writing a formal paper and project design. Students learn to search for, apply, and analyze information, as well as how to evaluate sources, take notes, and organize information in an outline. The inquiry process teaches students to delve deeply into their topic and integrate and organize information into a formal written research paper. All Middle School students will participate in this investigation during a designated quarter. Their experience culminates in an Expo event where students will share their knowledge through oral presentation and an interactive project.

Recess: Recognizing the important need for Middle School-aged children to have a chance to burn off energy, we provide daily recess time after lunch. All students are supervised outside (or in the gym if weather is poor) and allowed a social and physically active break from academics.

School Dances & Social Events: A wonderful way to develop social skills, the MS schedules dances and social events each year complete with music, lights and food. Student Council leads the planning process, and faculty members rotate chaperoning.

Student Council: Middle School students may choose to run for election as a class representative or an officer of the Student Council. Student Council leads weekly assemblies, plans events including dances and spirit activities, and serves as representatives at Open Houses and school events.

Admissions Ambassador: Students may apply to be a Student Ambassador for prospective families. Ambassadors will give tours, host visiting students, and represent the School at Open Houses and admissions events.

STUDENT SERVICES

Calverton's program strives to serve the social and academic needs of each student. To fulfill this, the School provides the following services:

Middle School Study Hall: All Middle School students participate in this program during a full academic period. Students and faculty meet together so students may obtain assistance in any subject.

Faculty Assistance: Faculty members are available at various times during the day and immediately after school to provide academic assistance.

Lunch Program: Students may bring lunches from home or order from designated restaurants which deliver at lunch, at an additional cost. Students should place their order by 10:15 a.m. and are asked to provide exact change. Juice and snack machines are maintained for the use and convenience of students

during breaks and lunch. Microwaves and a refrigerator are available for students who wish to use them for lunch.

Phone Access: Students may use the phone in the division office to contact home when necessary. Students should not use their personal cell phone during the school day.

Academic Support: Basic academic and organizational support is available for students with professional testing recommendations. Tutoring is available for an additional fee.

Counseling: A counselor is available to MS/US students to meet with as needed to address social-emotional needs.

TESTS AND EXAMINATIONS

Number of Tests Each Day: Each student will have no more than two scheduled tests or quizzes on any one day. Short pop-quizzes for which students are not expected to study may be given at any time.

Late return: Students who return from a School-sponsored activity after 8:00 p.m., may appeal to the teacher to reschedule a test, understanding that this may not always be possible

Comprehensive Examinations: Many testing and evaluating techniques are given to assess student performance. Comprehensive examinations are a traditional means; however, other techniques, such as portfolio assessment or performance testing, may be more appropriate and preferred. Students may have comprehensive exams at the end of each semester.

Scholastic Reading Inventory: The SRI is a computer-based reading benchmarking test intended to assess the student's comprehension at periodic points in time. Each student is rated on the Lexile system, which measures reading ability and then matches students with appropriate-level books. (For more information on the Lexile framework, please go to: <https://www.lexile.com/about-lexile/lexile-overview/>). This test is designed to be administered several times during a school year with the year-end goal of achieving grade-level competence based on national standards.

Scholastic Math Inventory: The SMI is a computer-based math benchmarking test intended to assess the student's math concept knowledge at periodic points in time. Each student is rated on the quantile system designed to measure math content and achievement. (For more information on the quantile framework, please go to : <https://www.metametricsinc.com/quantile-framework-mathematics/>). This test is designed to be administered several times during a school year with the year-end goal of achieving grade-level competence based on national standards.

Section XVI – Upper School

WELCOME TO THE UPPER SCHOOL

The goal of the Upper School Program is to help students develop into strong, independent, self-confident individuals with a firm foundation in the liberal arts. US students are expected to develop the self-discipline

to determine their academic needs and to assume the primary responsibility for their own education. The development of cognitive and research skills necessary to succeed as a student is an integral part of a Calverton Upper School education.

As a college preparatory school, Calverton is committed to providing each student with a firm background in the basic content areas. At the same time, the School recognizes the importance of athletics, community service, and extracurricular programs in establishing a sense of responsibility and commitment to the community, and allowing students to develop their leadership potential. At Calverton, athletics, the arts, and student government are open to any student with the interest and willingness to make the commitment.

BEHAVIOR

The behavior of Calverton students must be consistent with the pursuit of School's Mission. Each member of the School community is expected to uphold Calverton's commitment to being a community of active learners in an environment of tolerance, discernment, mutual respect, and regard for the thoughts and feelings of others. Although students are expected to develop self-discipline and abide by the guidelines outlined in the Responsibility, Behavior and Discipline Section, and the Philosophy of Honor Statement, faculty and staff will address inappropriate behavior when it arises, and parents will be notified when necessary. In serious matters or in cases of repeated behavior problems, the student will meet with faculty and administrative representatives, and may receive consequences such as detention time, loss of privilege, or suspension from school.

ATTENDANCE AND PUNCTUALITY

Daily attendance is essential for the continuity of shared experiences that are at the heart of a Calverton School education, and punctuality is emblematic of a strong work ethic, demonstrates respect for the learning environment, and critically contributes to academic success at the highest level. It is expected that all Calverton School students will attend and be on time for all classes each day. Students are emotionally settled and better prepared to attend to content and be intellectually engaged in class activities if they are on time for the beginning of each academic day. The US academic day begins promptly at 8:10 a.m. Students who arrive after 8:10 a.m. are marked tardy and must report to the front office to receive a pass to class. If a student accumulates an excessive number of unexcused tardies, the Head of the Upper School will assign appropriate consequences.

Choosing to "cut" or "skip" a class is unacceptable, as it undermines the core spirit of the academic program and mission. An unexcused absence from first period class will be treated like a skipped class. Such behavior will result in consequences determined by the related teacher, and the Division Head.

CREDIT AND GRADUATION REQUIREMENTS

To ensure that upon graduation students are fully prepared with a solid foundation in the liberal arts, Calverton requires that each student earn a minimum of twenty-three (23) credits in grades 9 through 12. A unit of credit is defined as a full year of class time. Credits are to be distributed as follows:

English	4 credits
Social Science	3 credits (One Social Science credit must be in United States History)
Mathematics	3 credits

Science	3 credits
World Language	3 credits
Physical Education	1 credit
Art	1 credit
Other	5 credits

Course Load: Students are required to take a minimum of six (6) courses each year. The US Head must approve any exceptions.

Physical Education: Participation in Calverton School athletic teams may be credited to fulfill the Physical Education requirement. Each season played is the equivalent of one-third (1/3) of a credit.

Add/Drop Course: A student may add or drop a course not required for graduation, pending approval of the US Head and the student's parents. A student may drop an advanced course with the approval of the US Head, the teacher of the advanced course, and the student's parents. The grade for the advanced course will be dropped and will not figure in the average for the new course. If the student changes from an advanced course to another course (for example, from HL Physics to SL Environmental Systems), the grade from the advanced course will not carry over and work covered in the new course must be made up to bring the student up to par with others in the class. Any incomplete grade must be made up within two weeks of the end of the semester unless the US Head gives special permission. After the two-week period, the incomplete will become an F.

Grading and Assessment in US Courses: Unless explicitly stated as a pass / fail course, all US courses will receive a grade using the traditional A+ through F grading system (based on corresponding percentages). These grades will be converted to a GPA using a traditional 4.0 scale.

Marking Periods: The 2023-2024 academic year will be broken into two semesters, Fall and Spring. Teachers will identify courses on their syllabus as being either one semester or full-year courses. Students must complete the entire course to receive credit on their transcript. For example, a semester course will earn .5 credits on the formal transcript, while a full year course will earn 1.0 credit at the end of the year. Students who only complete one semester of a full-year course do not receive credit.

Calculating Grades: Teacher grade books start over at the beginning of each semester. The grade for the year equals the average of the two semester grades.

For example: Semester 1 = 77 % and Semester 2 = 83%. $(77\% + 83\%) / 2 = 80\%$, which is a B-. This grade would go on student transcripts for grades 9 – 12.

GPA Weighting: Calverton will continue to add “weight” to the GPA for all courses as follows:

International Baccalaureate Higher Level Courses: IB Higher Level (HL) Courses grades are weighted by one-half (.5) quality point. That weighting is reflected in the GPA. It must be emphasized, however, that the teacher's assessment of student performance is reflected in the letter grade given and that grade will appear on the student report card and on the School transcript.

Exams, Moc Exams and projects are scheduled throughout the year with two formal times, as indicated on the calendar.

Assessment in IB Courses: Students must complete the required Internal Assessments (IA) and External Assessments (EA) for each IB course in order to receive IB credit and the corresponding GPA weighting on their transcript.

IB Internal Assessment: Every student enrolled in an IB class participates in formal Internal Assessments. These include oral commentaries, portfolios, projects, essays, independent lab work, and research projects. Teachers will determine a Calverton grade (based on 100%) as well as an IB grade (based on IB rubrics and a 1-7 scale) for this work. IB grades and samples of student work are submitted to IB examiners to moderate the teachers' grading to be certain that Calverton teachers are correctly using the IB grading standards and that the scores are aligned internationally. Internal Assessment accounts for 20-50% of the formal mark awarded by the IB Organization (IBO) for each IB subject.

IB External Assessment/Exams: Each IB course has a corresponding External Assessment (EA) created by the IBO. Students take these exams at the conclusion of the two-year course of study. Each EA usually consists of two exams or *papers* for SL courses and three for HL courses, generally written on the same or successive days in May. The different papers have different forms of questions, and they focus on different areas of the subject syllabus. For example, in Biology HL, paper 1 has multiple-choice questions, paper 2 has extended response questions, and paper 3 focuses on the "Option(s)" selected by the teacher. Independent examiners, appointed by the IBO, grade the EAs and students will receive a score of 1-7. Just as scores awarded by the College Board for AP Exams do not appear on student transcripts, neither do scores awarded by the IBO.

Day-to-day Assessment: In addition to the formal IAs and EAs in each IB course, students will be regularly assessed and graded via more familiar means: homework, quizzes, tests, projects, labs, etc. These grades will all count towards the final Calverton letter grade that appears on a student's transcript.

Honors Requirements

High Honor Roll	3.5 academic average or above
Honor Roll	3.0 - 3.49 academic average

Letter Grades and Numerical Equivalent

Letter	Percent	Quality Points
A+	97-100	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F.....	59-below.....	0.00

“GPA to Play” Policy: Student-Athletes must maintain a 2.0 GPA or above in order to participate in athletics. Failure to do so will result in suspension until GPA meets 2.0. Students below the 2.0 GPA will have required study hall hours after school until their GPA is raised.

HOMEWORK AND EXAMINATIONS

The faculty will ensure that homework is meaningful to student progress in the course, appropriate to the level of the course, and sensitive to the competing demands on student time. Homework is given at the discretion of the teacher. For their part, students should realize that homework is essential to their academic progress; reviewing each day’s lesson at night is one of the most important activities any student can do to ensure academic success.

All homework assignments and upcoming examinations will be posted on FACTS. Students are expected to check FACTS each evening regarding assignments. Acceptance of late homework is at the discretion of the teacher.

If a student is unable to take an exam on the date set by the teacher, the following guidelines will be followed:

1. Students who return from a School-sponsored activity after 8:00 p.m. can appeal to the teacher to take the test on another day, understanding they might be taking a different test or the teacher may be unable to reschedule that test.
2. Students must take the responsibility to inform teachers as soon as possible of a planned scheduled late athletic event or an excused absence. In the case of an excused absence, the student must arrange to make up the assessment within a period that is manageable for both the teacher and the student.
3. In the event of unexcused absence, the student forfeits the right to make up the test.

CALVERTON SERVICE LEARNING - Creativity, Activity and Service (CAS)

Calverton awards CAS certificates in recognition of student achievements in academics, extracurricular activities, athletics, and service to the School. Students will be responsible for recording their activities, including learning outcomes and reflection in their student CAS record. Students will find this on in their SCOIR account, in addition students in 11th and 12th grade will have a record of their experiences in their Managebac portfolio.

Activities include but are not limited to: Student Council, National Honor Society, Drama/Publication, Model UN, Sports, Ambassadors, Coffee House. Tutoring, any other Community Service.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and electronic games can be disruptive to the learning environment and socially isolating. If a faculty member finds a student using any item(s) inappropriately, it will be confiscated and returned at the end of the school day. Multiple infractions may lead to further consequences.

LOCKERS

Lockers are School property and should only be used for storing books, clothing, and other equipment to be used in school. If a member of the staff must examine a student’s locker to protect the health and safety of

the School community, every effort will be made to contact the student concerned and arrange for him or her to be present when the locker is opened. If the concern is time-sensitive and the student cannot be located, the locker will be opened without the student's presence. Students are responsible for lockers and are expected to take good care of them. Interiors may be decorated with removable, inoffensive items, and shelves may be installed. Books and clothes found outside of lockers will be put in the Lost and Found bin located under the far staircase off the Commons. If items are not claimed after a certain period, books will be returned to the book room and other items will be given to charity.

Backpacks should be stored in lockers and students are discouraged from carrying them throughout the day. Laptop bags may be carried as necessary.

NATIONAL HONOR SOCIETY

The National Honor Society (NHS) expects its members to demonstrate not only academic achievement, but also excellent leadership, service, and character. Students with a minimum 3.3 average at the end of the first semester of their junior year are eligible for induction into the National Honor Society. A faculty council will evaluate the candidates based on academic qualities, leadership, service, and character. Once inducted into NHS, members will be expected to maintain these standards. Failure to maintain any of these standards may result in disciplinary procedures, including dismissal from the Society. NHS members will elect officers who, with the chapter advisor, will constitute the executive committee and have general supervision of the chapter. In fulfilling the goals of the NHS, it is expected that the Calverton chapter will play an active role in the School's community service program and take a leading role in peer tutoring.

HONOR COUNCIL

The Calverton School Honor Council was established to provide different constituents within the community a voice in regards to major student discipline issues in the Upper School. The Council is designed to uphold our Philosophy of Honor by discerning the facts in any major disciplinary case and adjudicate a recommendation which will be formally presented to the Head of School. At the core of the Council is the Philosophy of Honor, which all members are expected to uphold.

DISCIPLINARY POLICY

As stated in the Philosophy of Honor, "The Calverton School is a community of respect, tolerance, and learning." As an "environment of trust" each community member has a "personal obligation to act honorably." "Honor is valuing each other." The Philosophy of Honor observes that, "Everyone will make mistakes – but honor, growth, and learning are the taking of responsibility for these mistakes, making any necessary corrections, and moving forward." Therefore, to provide enhanced clarity and consistency of expectations, disciplinary offenses are divided into three levels, with a range of likely consequences attached to each level. Communication is managed pro-actively with the advisor and US Head.

Level 1: expect to be addressed by the teacher, advisor, or Upper School Head

Dress code
Profanity

Tardiness - not attending class
Disruptive behavior
Disrespectful behavior

Disciplinary responses may include detention, lunch clean up, or other compensatory service.

Academic Honesty 1st Offense. (Following any action within the classroom) A first offense will lead to a conversation with the student, notification of the parent and advisor, and an opportunity to demonstrate, without expectation of academic credit, that the student has learned from the mistake.

Consequences:

- Address the behavior with the student directly and go over the steps that will be taken if the behavior continues.
- Unexcused absences will result in a grade drop
- Log the behavior in the behavior log with the date/class and offense (notify the advisor)
- After 3 offenses advisor meets with the student (and sends a note to the parent and Upper School Head)
- If the behavior continues, Upper School Head meets with the student and sends a note to the parent, warning that continued offenses will result in an HC meeting.

Level 2: expect to be addressed by Honor Council with recommendation up to temporary separation from the community.

Accumulation of Level 1 offenses
Academic Honesty 2nd offense
Disrespect
Harassment
Destruction of property
Stealing/Theft

Disciplinary response may include referral to the Honor Council with recommendation up to temporary separation from the community (suspension) either on or off campus.

Consequences: Teacher or adult directly involved addresses the student immediately and reports to the Upper School Head. The Upper School Head then reaches out to the student and parent, and a decision is made to address as the Upper School Head or refer to the Honor Council.

Level 3 (Health and Safety): Expect to be addressed by the Honor Council with strong consideration of separation from the community.

Accumulation of Level 2 offenses
Use of alcohol, vape, and/or other illegal drugs on campus. (Supply of the aforementioned to other students is likely to lead to immediate dismissal.)
Physical violence

Disciplinary responses are likely to be referred to the Honor Council with strong consideration of recommendation separation from the community (suspension or expulsion). Honor Council

recommendations are approved or modified at the discretion of Upper School Head and/or Head of School. There may be occasions when a follow-up meeting will be held with the involvement of the US Head and Head of School.

Excessive, documented **patterns of tardiness and unexcused absence** from classes will lead first to written notification of the student, advisor, and parent. A continued pattern may lead, after notification of the student, parent, and advisor, to a grade penalty or even loss of credit for the course.

The Upper School Head will address most Upper School disciplinary offenses. For more significant infractions in collaboration with the advisor, the matter may be referred to the Honor Council for a hearing and recommendations.

The Honor Council is comprised of no more than three students and three selected faculty members and meets with the student and a faculty advisor or mentor of the student's choice to review the situation and deliver a written recommendation to the Upper School Head. There is an expectation of confidentiality for Honor Council deliberations and any violation thereof by Honor Council members may result in their removal from the Honor Council and additional disciplinary response. Honor Council members demonstrating dishonorable conduct as articulated above may be removed from the Council.

Athletic Requirements:

- **70 or above in ALL classes to participate in games/practices**
- **NO EXCEPTIONS**
- **Teachers need to be consistent with inputting M for missing and P for Pending in FACTS please see note above and make sure students, parents, and coaches know that teachers have other responsibilities and can't always immediately update FACTS**

STUDENT SERVICES

The Philosophy and Mission of The Calverton School are based on attention to the social and academic needs of each student. To fulfill this, the School provides the following services:

Advisory Program: Each student participates in an advisory group, which meets regularly with a faculty member as advisor. The advisor has the primary responsibility for monitoring the student's academic and social progress and is responsible for initiating contact with parents when there is an academic problem. The advisor should be the first point of contact for both students and parents if they have any concerns.

Student-Parent-Faculty Communication: Regular communication includes written academic comments for students at multiple times each semester and contact from advisors. Parent-teacher conferences take place in fall and spring. Parents are encouraged to contact teachers or advisors whenever there is a need; however, we urge students to initiate discussion, thereby taking responsibility for their own learning.

Lunch Program: Students may bring lunches from home or they may place orders with a local catering service at an additional cost. Students should place their orders by 10:05 a.m. and are asked to provide exact change. Juice and snack machines are maintained for the use and convenience of students during breaks and lunch. Microwave ovens and a refrigerator are available for students who wish to use them for lunch.

Phone Access: In order to help students contact their parents when necessary, a regular phone is available in the Main Office for student use. Students should not use classroom phones or their personal phones, but should use the Main Office to make any necessary calls.

Study Hall: Most students are scheduled for a study period during the academic day. It is the responsibility of the student to ensure that this valuable time is used effectively. If additional time with a teacher is needed, the student and the teacher should arrange a mutually convenient time.

Academic Support: Basic classroom support is available for students with professional testing recommendations. One-on-one tutoring is available for an additional fee. Parents and/or students should discuss this option with the US Head.

Counseling: A counselor is available meet with to US students as needed to address social-emotional needs.

SECTION XVII – STANDARDIZED TESTING

WHY DOES THE CALVERTON SCHOOL TEST?

- To discern Division-wide, academic gaps, strengths, and weaknesses.
- To compare scores with those of schools across the nation, schools in suburbs, and other independent schools.
- To give students test-taking experience with a standardized test.

HOW DO TEACHERS PREPARE STUDENTS FOR STANDARDIZED TESTING?

- Teachers focus on testing strategies, i.e., time management, when to guess, how to address certain options on particular exams (i.e. PSAT, SAT, IB), and how to check answers.
- Teachers do not teach for the test; rather, sound educational theory and research drive the curriculum.

SOME CAUTIONS TO KEEP IN MIND ABOUT STANDARDIZED TESTING

- It is important not to confuse test scores with learning.
- Standardized testing is only one measure of achievement – a single measure of certain behaviors at a certain time and place. The scores are affected by weather/temperature, lack/type of breakfast, sickness/allergies, family dynamics, social dynamics of the class on testing day, test anxiety, size of pencil, amount of sleep, etc.
- No standardized test will reflect the curriculum exactly, which raises the question of the validity of any standardized tests.
- The time factor of standardized testing may punish children with attention problems, those who read slowly, and those who value correctness and thus check their work before proceeding.
- If standardized test results DO NOT match the parents' assessment of the child's abilities and performance or the teacher's assessment of the child's ability and performance, then we ask, "Why?"

If the test scores are lower than expected, we ask, “What about the test or the testing situation could have contributed?” If the test scores are higher than expected, we ask, “What about the classroom setting could have contributed?”

HOW CAN PARENTS PREPARE THEIR CHILD FOR TESTING DAYS?

- Support your child’s ongoing homework efforts.
- Encourage your child to read independently.
- Stimulate your child’s curiosity and imagination.
- Make sure your child has a good night’s sleep several days prior to the testing and a nutritious breakfast the day of the testing.
- Remind your child that standardized testing is only one part of assessment of learning.

If you have ongoing questions or concerns about the standardized test, the testing situation, or the test results, as always, the School encourages ongoing conversation between parent and teacher and/or student and teacher.

PSAT: Freshman and Sophomores will take the PSAT in the winter. Juniors will take the PSAT in October on a day designated by the College Board. The tests are administered on campus. Results are usually received in early December and will be shared and discussed with students and parents. These scores are NOT reported to colleges.

SAT/ACT: Students are responsible for scheduling and registering for their own SAT and ACT tests. Consultation with a college counselor is advised, as is doing formal test prep before taking these tests for the first time.

IB Exams: Students enrolled in IB courses are able to sign up for the relevant IB Examinations through the IB Coordinator. Additional exam fees are the responsibility of the student's family.

Thank you for reading the student handbook. If there are any questions concerning the handbook, please contact your Division Head.