

*The Calverton School*

2008-2009

*Student / Parent Handbook*



# The Calverton School



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Huntingtown, Maryland 20639**

**301.855.1922**

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**LS Fax: 410.535.6169**

**[www.CalvertonSchool.org](http://www.CalvertonSchool.org)**

**E-mail: [inquiries@www.CalvertonSchool.org](mailto:inquiries@www.CalvertonSchool.org)**

## **School Hours**

**Lower School - 8:20 a.m. to 3:05 p.m.**

**Middle School/Upper School - 8:15 a.m. to 3:15 p.m.**

## **Office Hours**

**7:30 a.m. to 4:30 p.m.**

Revised: August 15, 2008

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# *The Calverton School*

## **Welcome from the Head of School**

*August 2008*

*Dear Parents and Students,*

*Welcome! We are delighted that you are part of the Calverton community, where honor and mutual respect guide us, and where rigorous academic classes, competitive athletic teams, creative arts programs, and a commitment to community service are essential elements of our education program.*

*The Calverton School takes pride in its strong sense of community and in its respect for each individual. We maintain a balance between the rights of the individual and the standards of the School community by offering clearly defined guidelines that are known and adhered to by all members of the community. Although some of the information that follows can be saved as reference when questions arise, the sections pertaining to the specific divisions of the School and discipline should be reviewed because of yearly updates.*

*We look forward to joining together for an exceptional school year.*

*Sincerely,*

A handwritten signature in cursive script, reading "Dan Hildebrand", followed by a vertical line.

*Daniel M. Hildebrand  
Head of School*

# Mission of The Calverton School

*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.*

*-- July 2006*

## 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*

## **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*

A self-perpetuating Board of Trustees governs the School. The Trustees hold the School to its most valued traditions and have overall and ultimate responsibility for the School's management, policies, and perpetuation. The Head of School is responsible to the Board for the governance of the School and is responsible for the daily operations.

## **Board Members**

### **2008 – 09 School Year**

Wanda King, *President*  
Steven C. Smith, Sr., *Vice-President*  
Michele D. Spaulding, *Secretary*  
Victor E. Cornellier, *Treasurer*

Dale Bragunier  
Mark Fisher  
Robert Graves  
Daniel M. Hildebrand (*ex-officio*)  
Bill Lerch  
Richard E. Logan  
Ken Phelps  
Nancy Pierce  
Kenneth Richardson II  
Kimberly H. Roof `76  
Editha "Dee" A. Salazar  
Kelly L. Seeley  
Robert S. Waldschmitt  
Carol Washington  
R. Page Wyrrough, Esq.

# Section I - Daily Operations

## DAILY SCHEDULE

Middle, Upper and Founders' Hall offices open at 7:30 a.m. and close at 4:30 p.m. All School buildings open for students at 8:00 a.m. The academic program begins at 8:15 a.m. in the Middle School (MS) and Upper School (US), and at 8:20 a.m. in the Lower School (LS).

MS and US students arriving after the start of the academic day should check in with the receptionist located in the Business Office for a late slip, which should be given to the classroom or first period teacher. Students who arrive after twelve o'clock will be counted as absent and are not permitted to participate in extra-curricular activities without permission from the Athletic Director.

MS and US students are dismissed at 3:15 p.m. LS students are dismissed at 3:05 p.m. If an emergency arises which will cause a student to remain at School after dismissal, please call the School to explain the delay. Students remaining on campus after 3:30 p.m., who are not in a supervised activity, will be sent to Extended Day or MS/US Supervised Study Hall. (See also Section I, Transportation – Carpools, Buses, and Student Drivers)

The Extended Day A.M. Program begins at 7:00 a.m. and ends at 8:15 a.m. when students go their classes. A continental breakfast is provided. LS students arriving at Calverton before 8:00 a.m. will be sent to this program. (See Section X, Student Services)

The Extended Day P.M. Program begins at 3:10 p.m. and ends at 6:00 p.m. LS students not picked up by 3:30 p.m. are sent to Extended Day and parents are charged the drop-in rate. (See Section X, Student Services)

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 and US students not in supervised activities. (See Section X, Student Services)

## DAILY ATTENDANCE, ABSENCE, ARRIVAL, AND DEPARTURE

**Daily Attendance.** Parents are asked to ensure that family plans do not conflict with the School calendar. Excused absences include illness, medical/family emergencies, and college visits for US students.

**Absences.** Please call the School after 7:30 a.m. and before 8:45 a.m. if your child is ill and will not be in School for the day. If no call is received by 9:00 a.m., the School will call to confirm the absence.

**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 via a sibling or neighbor. Some homework assignments may be found on the website.

**MS/US Homework.** For every day a student has an excused absence due to illness, a minimum one-day extension will be given to turn in assignments. ***It is the responsibility of the student to obtain missed assignments.*** Students should have the name and telephone number of a classmate in their assignment books so that student may be contacted for homework. Please do not call the School for assignments.

**Extended Absence.** The Calverton School is committed to the successful advancement of its students and will 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 unexcused 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. A warning letter will be sent to the parents of students who are in danger of going beyond the limit of permissible days absent for advancement. 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 absence, 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 in advance to arrange to pick up the student at the office or send in a note. Parents should sign students out in the appropriate division office. Students will be allowed to leave the campus *only* with a person whose authorization from the parent has been verified.

**Transportation – Carpools, Buses and Student Drivers.** At the beginning of the school year, parents complete a transportation form indicating their child’s transportation arrangements as well as those persons who are authorized to pick up their child. If this information changes, please notify the School. 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.

**School “Drop-off” and “Pick-up” Locations.**

- **Lower School.** Lower School students should be dropped off at the front of the LS where a faculty member will greet them. Students are dismissed at 3:05 p.m. Parents should park in a line down the road to the LS no earlier than 2:50 p.m. Faculty members will escort children to the cars in front of the LS 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 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 the teachers in conversation during dismissal.
- **Middle School.** MS students may be dropped off at the Middle School patio entrance. They are dismissed at the Meagher Courtyard.
- **Upper School.** US students may be dropped off and picked up under the canopy at the main entrance of the US building.
- **LS/MS/US Carpools.** Students in carpools that consist of LS, MS and US students should be picked up at the LS at 3:20 p.m.
- **Bus Transportation.** The School offers bus service at an additional fee to predetermined locations in Anne Arundel, Calvert, Charles, Prince George’s and St. Mary’s Counties. The Director of Plant and Transportation can provide specific schedule, route, and fee information. Afternoon buses depart from campus at 3:25 p.m. 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 of their intentions by completing and signing a Student Driver Form and receiving a parking permit. These forms may be obtained in the Upper School Office.

**All Student Drivers must:**

- **Obtain new parking permits and stickers each year in order to park on campus. These forms may be obtained in the Business Office.**
- **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.).**
- **Display current permits clearly on the bottom, driver’s-side corner of the windshield; the transfer of permits is not allowed.**

- **Refrain from going to the parking lot or moving any vehicle during school hours without permission from the Upper School Head or an administrator in the Upper School Office.**

Student drivers depart from campus at 3:20 p.m. Remember that driving/parking on campus is a privilege. Students who drive recklessly or endanger others on campus will lose their privileges. Seniors and juniors should park in the student parking lot. Sophomores should park in the lot by the gym.

## **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 might be made without waiting for the Calvert County Public School decision. In such an event or if Calverton closes when the County Public Schools do not, parents will be notified via the phone tree at the phone numbers listed on the Student Information Form (SIF). Parents are encouraged to keep home, work, and cell phone numbers current by calling the School or updating your information through the Parent Portal of the Calverton website.

If the School's decision is televised and/or posted on the School's website, no calls to your home or cell phone will be made. While personal attention to you and your family is important to us, individual calls are difficult with over 400 children. To learn about School closing 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's automated phone attendant and listen to the recorded message regarding closing and delays; or check the School's website at [www.CalvertonSchool.org](http://www.CalvertonSchool.org).

**Please note that Calverton has designated the following dates as inclement weather make-up days: Friday, April 10, 2009 and Friday, June 12, 2009.**

### **CRISIS ALERT**

In the event of a local or national crisis or any other potential disaster [i.e., tornado], we will move quickly to keep students safe. Knowing we cannot predict all outcomes or possibilities, we provide the necessary logistics and details. Parents will be notified as outlined above, including notification on the front page of our website and the School's automated telephone attendant. In an emergency situation, the following procedures will be followed:

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 a classroom closet or bathroom or hallway of the Cataldi Lower School. All Lower School students in Art or Music at the time will remain with that teacher in their classroom. All Middle School students will assemble in the first floor classrooms of the BTSAC, and all Upper School students will assemble in the BTSAC Theater.
3. All persons in the Gym will assemble in the Gym locker rooms.
4. Emergency phone lines are available from the BTSAC. 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. In extreme emergencies, provisions, water, and medical supplies are contained in both areas.
5. All Middle and Upper School visitors should be taken to the theater in the BTSAC. All Lower School visitors should remain in the classroom being visited or report to the Preschool Room.

## **EVACUATION PLAN**

Head of School and Director of Plant and Transportation will determine if an evacuation is necessary. In the event of an evacuation from Calverton:

1. The fire alarm will ring to alert all employees and students to exit all building 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 Plum Point Middle School, located at 1475 Plum Point Road, Huntingtown, MD and directed to the gymnasium.
4. Office staff will call parents to notify them of the location of their children.
5. An announcement on the Calverton website and on the School's 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.

1. Students will walk out in a single line and assemble by class on Chaney Field. Each grade level teacher will take roll 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.

## **USE OF CAMPUS**

School facilities are for Calverton programs and events under the auspices of the School. Use of Calverton facilities by individuals or groups not currently enrolled or employed by Calverton is not permitted without the specific permission of the Head of School. The Calverton School does not accept responsibility for students on campus in non-School sponsored activities.

## **VISITORS**

We welcome and encourage prospective parent and student visitors who wish to consider applying to Calverton. We ask that visits be scheduled with the Admission Office and to ensure that they do not cause a disruption to the daily routine. We do not allow unscheduled student visits. All visitors are asked to check in at the Founders' Hall and indicate their purpose on campus. While on campus, guests are expected to behave in accordance with School regulations, and remain with their hosts.

# **Section III- Parent/School Communication**

The Calverton School provides a nurturing education and environment for each child and provides an atmosphere in which the child develops strong moral and social values. The family is an equally important part of the child's education. We want to work very closely with parents to help do what is best for each individual child. Fundamental to our philosophy is the belief that children learn to be capable, independent citizens by learning to overcome obstacles and difficulties on their own. While we always strive to offer advice and support, we try not to solve problems for them.

Good, open communication must exist among children, faculty, parents, and administration. Throughout the year, teachers communicate informally with parents about the child's progress in all aspects of school life.

Weekly e-mails are sent updating parents on events and changes to the School schedule. Once our new website is launched in November 2008, you will be able to view student achievements and happenings at your convenience.

## **CONFERENCES**

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.
- Scheduled parent/teacher contact occurs at various times throughout the year, as indicated on the School calendar.
- Conferences should include the individual child's parents only and not groups of parents or others.
- Parent concerns are important to us, and we offer focused attention on resolving concerns and questions.

## **WAYS FOR PARENTS TO RAISE CONCERNS**

Calverton is a community that works to uphold our Mission Statement and Philosophy of Honor, and we return to these documents for guidance when concerns arise. Central to our philosophy is the crucial role of parents in raising and educating their children. It is, therefore, important for the School to hear and quickly respond to any questions or concerns parents may have. 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:

- Step 1. Raise the concern as early as possible with the appropriate teacher, coach, or advisor. If you feel you are unable to talk with the teacher, coach, or advisor, go to Step 2.
- Step 2. If the problem is not resolved with that faculty member, raise the concern with the Division Head.
- Step 3a. If, in your opinion, the issue has not been adequately addressed, talk to the Head of School or seek the advice of another Management Team member (Division Heads, or Directors of Finance, Development, Admissions, and Athletics).
- Step 4. If the preceding steps do not work, put the concern in writing to the Head of School who will respond in writing within 10 business days.
- Step 5. A final step would be to send the concern in writing to the President of the Board of Trustees who will respond in writing within 10 business days.

## **INQUIRIES AND MESSAGES**

Parents are encouraged to share information about their child with the child's teacher whenever necessary. Please email the teacher or call and leave a message either with the division secretary or in the teacher's voice mail. 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. 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**

The report cards and 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 trimester.

# **Section IV**

## **Responsibility, Behavior, and Discipline**

### **STUDENT RESPONSIBILITY & DAILY LIFE GUIDELINES**

We believe that the personal behavior of each student should show self-respect and respect for the rights of others. We assume responsibility for behavior at all functions sponsored by the School, on or off campus. At these functions, the rules and traditions of the School are in effect.

Although we recognize 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 clearly, the conduct of students is always a concern to us. Respect for the rights and feelings of others, is essential to the life of the School and requires the support of both student and parents.

All students are expected to observe the School's standards and rules, including those announced during the school year and those described in this Handbook. The Division Head and the teacher will act to discipline any student whose conduct violates these rules and standards.

### **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. A teacher or coach must supervise any student remaining on campus.
- Considerate manners throughout the campus are expected and 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 School buses as well.
- Juice and snack machines are maintained for the use and convenience of MS/US students during breaks and lunch.
- The MS/US Commons Area is the only area where eating and drinking are allowed. With the advisor's permission, students may eat in classrooms during advisory time. Voices in the Commons Area should be kept at a natural, conversational pitch. No eating is allowed in the library except during assemblies or special occasions.
- 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.
- Deliberate destruction or marring of public or private property by a student while under School supervision will result in restitution for all damages and other possible penalties.
- Because of liability, bike riding, skateboarding, rollerblading, and sledding are not allowed on campus. Students who ride their bikes to School may not ride around campus.

- Students are not permitted to return to their cars during the school day, without the approval of their Division Head and reporting to the Upper School Office before doing so.
- All students are to use the sidewalks and avoid walking on the grass when going to and from the buildings and the gym.
- Any student expelled or separated from the School for disciplinary reasons is not allowed to return for visits or other School functions for that year.
- Guns of any kind, including toy guns and water guns, are not allowed on campus.
- Cell phones, headsets, iPods, and electronic games can be disruptive to the learning environment. These items, if brought to School, should remain in the student's locker until the student departs at the end of the day. If a faculty member finds a student using any of these items, it will be confiscated and returned at the end of the school day.
- It is not wise to bring large sums of money or other valuables to School. If it is necessary to bring valuable equipment (such as a camera), students should keep it with them always. The School cannot be responsible for any personal property brought to School. Student 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 a permission slip, provided on the *Student Information Form (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 V, Uniform and Dress Code*)

## **DRUGS/ALCOHOL/TOBACCO**

The School educates students, under the auspices of our health program, on the long-term and short-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. We believe this approach teaches students to make wise personal choices based on a deep understanding of the implications of drug and alcohol use.

Drug and alcohol possession, use, and/or distribution are illegal and therefore strictly forbidden. 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 buses to and from School, to sporting events, field trips, etc. are expected to adhere to the rules of conduct. While the bus is on the road, the driver is in charge of the bus. 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 that 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 Director of Transportation if it is abused. Keep the bus clean; remove trash and personal belongings.
- Any damage or defacement of the bus is the financial responsibility of the parent of the child causing the damage.

### **Disciplinary Action Due to Inappropriate Behavior On A Bus.**

The Director of Transportation along with the Division Head will determine the consequences of inappropriate behavior.

- A written notice will be sent home in all cases of inappropriate behavior.
- A telephone or in-person contact will be made with the student's parent(s).
- Student will lose riding privileges as indicated below:
  - 1<sup>st</sup> incident:** Warning with notice that suspension of bus privileges occurs on the next incident. An immediate one-day suspension may be enforced for action deemed to be serious in nature.
  - 2<sup>nd</sup> incident:** One-day suspension of bus privileges. An immediate three-day suspension may be enforced for actions deemed to be more serious in nature.
  - 3<sup>rd</sup> incident:** Five-day suspension of bus privileges and parent conference required.
  - 4<sup>th</sup> incident:** Suspension of ALL bus privileges for the remainder of the school year. This may carry over into the following school year.

### **Tobacco Use Violation.**

The following guidelines outline the procedure:

- 1<sup>st</sup> violation:** Ten-day suspension of bus privileges. A parent conference is required before riding privileges are restored.
- 2<sup>nd</sup> 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.

## **ELECTRONIC CODE OF CONDUCT**

The Calverton School recognizes that telecommunications and other new technology changes the way that information may be accessed, communicated, and transferred by members of the community. These advancements allow for improved levels of instruction at all grade levels. The Calverton School expects that the employees will integrate new technologies throughout the curriculum. The Calverton School supports access by students to information resources along with the development by employees of appropriate skills to access, analyze, and evaluate such resources.

For students, telecommunications in The Calverton School are for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation and learning. Learning how to use this wealth of information and how to communicate electronically are fundamental in preparing students for future advancement.

Telecommunications extends the classroom beyond the School building by providing access to information resources on local, state, national, and international electronic networks. Because they may lead

students to any publicly available resource in the world, telecommunications will open classrooms to electronic information resources that may change daily, and which have not been evaluated by educators for use by students. The Calverton School expects that employees will provide guidance and instruction to students in the appropriate use of such resources, and continually monitor to verify proper use of the resources as outlined in the Acceptable Use Policy for Students listed below.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

Precautions will be taken to attempt to ensure that the Internet is a safe learning environment. Employees of The Calverton School will monitor student use of the Internet, and students will be instructed in the appropriate and safe use, selection, and evaluation of information. Students shall be held responsible for appropriate behavior as specified by the following terms and conditions.

Students shall:

1. Use technology for educational purposes only.
2. Communicate with others in a courteous and respectful manner.
3. Maintain the privacy of personal information such as their name, address, telephone number(s), and password(s) and respect the same privacy of other.
4. Comply with copyright laws and intellectual property rights of others.

Students shall NOT:

1. Knowingly connect to unauthorized computer networks.
2. Knowingly use software that is designed to tamper with or destroy data.
3. Install any software on School owned computers.
4. Access or distribute abusive, harassing, obscene, offensive, profane, pornographic, threatening, sexually explicit, or illegal material.
5. Use technology resources for commercial, purchasing, or illegal purposes.
6. Use technology resources in any manner that violates any established policy or rule currently adopted by The Calverton School.

In addition, students are required to report any incident of harassment or violation of these terms and conditions to a Calverton School employee. Employees who receive such reports of harassment or violation will report the incident to their Division Head or the Head of School. Violations of these terms and conditions will be investigated by The Calverton School and may result in punishment up to and including expulsion or termination from The Calverton School.

## **Section V - All School Information**

### **ACCREDITATION**

The National Association of Independent Schools, the Association of Independent Maryland Schools, and the Maryland State Department of Education accredit The Calverton School.

### **CLASS SIZE**

The Calverton School is committed to maintaining small class size and a low student/teacher ratio. For the 2007/08 school year, the average class size was 15 and the student/teacher ratio was 11:1. Individual instruction and small group work are part of the School's academic program. Special periods throughout the schedule have been designed to provide time for students to work with teachers. The faculty, through conferences with parents, may recommend special help for students, which must be scheduled through or with the knowledge of the Division Head.

## **DIVERSITY STATEMENT**

At Calverton, we believe an effective learning environment includes an appreciation for diversity. We expect each member of our community to understand and value various perspectives, to identify and reject stereotypes and prejudices, to strive for justice and equity within the School and the community at large, and to value the differences among families and individuals and all they have to offer and 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. The School calendar, the Calverton website, and publications throughout the school year provide details of these events.

# **Section VI - Uniform and Dress Code**

One of the key principles of the Calverton experience is respect—respect toward learning, toward each other, and to oneself. As an extension of this principle, we ask that students and adults come to school dressed in a respectful manner. In other words, we respect our school community by appearing 'neat and appropriate.' The adults in the community will abide by professional dress, and we ask students to abide by the following dress code. While this is technically not a uniform, we ask that students appear neat and appropriately dressed while on campus. In this regard, 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.

We encourage families to purchase school clothing from Lands' End (visit [www.landsend.com/school](http://www.landsend.com/school) or call 1-800-469-2222, use Calverton's number: 9001-2552-7).

## **STUDENTS IN PRE-KINDERGARTEN THROUGH GRADE 12**

<b>Shirts:</b>	Lower and Middle School: Solid white or navy blue polo shirt Upper School: Appropriate Oxford or solid white or navy blue polo shirt. Appropriate Length: no midriffs visible
<b>Skirts, Shorts &amp; Skorts:</b>	School plaid, navy blue or khaki (No cargo) - style pants or shorts Appropriate Length: No higher than 3" above the knee Shorts may be worn in September, May, and June
<b>Calverton Jumpers:</b>	School Plaid
<b>Pants &amp; Capris:</b>	Navy blue or khaki with belt - no jeans or cargo pants
<b>Sweaters &amp; Fleece:</b>	White, gray, or navy blue (solid with no pattern or non-Calverton logos)
<b>Sweatshirts:</b>	Calverton sweatshirt only
<b>Socks/Leggings/Tights:</b>	White or navy blue
<b>Shoes:</b>	Appropriate closed-toe shoes, including sneakers - no sandals, flip-flops, Crocs type, or high heels

## **DRESS UNIFORM**

<b>Lower School Girls:</b>	Calverton jumper, with Peter Pan style collared white blouse
<b>Middle &amp; Upper Girls:</b>	Oxford shirt or white blouse with khaki skirt (appropriate length)
<b>Lower School Boys:</b>	Calverton tie, a navy blazer, white dress shirt and khaki pants
<b>Middle &amp; Upper Boys:</b>	Oxford shirt, tie, and khaki pants

On occasion, we ask students to dress up. Dress uniform for Lower School girls is the Calverton jumper, with Peter Pan collared white blouse. For Lower School boys, it is The Calverton School tie, a navy blazer, white shirt, khaki pants, and appropriate closed toe shoes.

Uniforms may be purchased through outside providers, or a uniform exchange, coordinated by The Calverton Parent Association (CPA), is available throughout the school year in the garden level of the BTSAC. Feel free to call the Parent Liaison to inquire about needs that arise during the year.

## **Section VII - Medical and Emergency Information**

### **MEDICAL FORMS**

Medical forms are distributed to families for the next academic year and must be on file at the School *before* school or sport practices begin. A medical examination by your family physician must be completed and forms filed at School. 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.

### **ATHLETIC, PHYSICAL EDUCATION AND FIELD TRIP MEDICAL NEEDS**

Students involved in fall sports must have their medical forms completed by the first day of practice in August. All other student medical records must be received no later than 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. MS/US field trips and sports practices, including field hockey and soccer, begin in late August.

### **MEDICATION**

While taking prescribed medication during the school day is not encouraged, School officials understand it may be essential to a student's health. The parent and the student's physician must complete the *Parental and Physician Authorization Form For Medication Administration* in order to receive medication, including over-the-counter medications. Medication must be in the original container/bottle. Students are not allowed to have any medication on School buses. MS/US students carrying their own medications [limited to inhalers and diabetic equipment] must have a permission form signed by a parent and physician indicating knowledge of medication and the ability to self medicate.

**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 to self-administer and the medical release is on file.

**Field Trips.** Parents must make sure that medications are provided for any overnight field trips. In the event of an emergency, the School will call 911 for medical assistance. At the beginning of the school year, parents may wish to provide the School 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 School Nurse directly.

**Severe Allergies and/or Asthma.** Parents of children 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.

## **EMERGENCY RECORD**

If a student becomes ill or injured, the School Nurse administers care and calls the parent and, if necessary, an ambulance and the student's doctor. If the parents are unavailable, the relative or friend listed as an emergency contact by the parents on the Student Information Form is notified.

The Emergency Section of the Student Information Form (SIF) is the source for all calls concerning a student's illness, injury, or other emergency. Therefore, it is imperative this is filled out and returned to the School before the beginning of the academic year, and kept up to date if changes occur.

## **MEDICAL INFORMATION FOR FIELD TRIPS**

Parents of students going on field trips must provide the School with information regarding recent illnesses, current medication, and possible allergic reactions. 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.**

## **ABSENCE DUE TO ILLNESS**

If your child is ill resulting in loss of school time for more than three days, please notify the School 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.

In keeping in compliance with the recommended infection control practices, please refrain from sending your child to School with:

- Temperature of 100 degrees or higher. Children should be fever free for 24 hours before returning to School [fever is defined as 100.0F or higher].
- The need for medication [i.e., Tylenol, Ibuprofen, Motrin, Aleve or other Acetaminophen, aspirin or NSAID to keep a temperature below 100 degrees.
- A rash that is itchy and spreading and of unknown causes. The child may return to School after an evaluation by the health care provider.
- Acute pain that requires narcotic medication for relief.
- Children awaiting results from a throat culture 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.
- Children that have been vomiting or have had diarrhea must remain home until the vomiting or diarrhea has stopped for 24 hours.
- Children recovering from an illness who are still too ill to participate in typical School activities, such as gym or recess, should remain home until able to resume School activities.

## **HEALTH SCREENINGS**

The Calvert County Health Department conducts Vision/Hearing screenings for students in Grades Kindergarten and 9. The School Nurse will conduct scoliosis screenings for students in Grades 6, 7, and 8.

## **ILLNESS DURING SCHOOL**

Should a student become ill during the day, he or 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 child remains at School or goes home.

## **IMMUNIZATIONS**

All students must comply with the following revised Maryland Immunization Requirement:

- All doses of measles, rubella, and mumps vaccines must be given on or after the first birthday.
- Four doses of DTP, DtaP or DT vaccines are required for children seven years old. Three (3) doses of tetanus and diphtheria containing vaccines (DTP, DtaP, DT, or Td) are required for children seven years of age and older.
- Children born after April 1, 1994, who are in a day care or school setting, must have proof of the Hep B series.

## **MINIMUM VACCINE REQUIREMENTS**

**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 standards for children enrolled in Preschool programs and in schools in Maryland:

- 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.

**Minimum Vaccine Requirements for Children  
Enrolled in Preschool Programs and in Schools**  
Per DHMH Code of Maryland Regulations (COMAR) 10.06.04.03  
Maryland School Year 2008-2009 (Valid 9/1/08 – 8/31/09)

<i>Required cumulative number of doses for each vaccine for PRESCHOOL aged children enrolled in educational programs</i>									
<i>Vaccine</i>	<i>DTaP/ DTP/ DT/Td<sup>1</sup></i>	<i>Polio<sup>2</sup></i>	<i>Hib<sup>3</sup></i>	<i>Measles<sup>2,4</sup></i>	<i>Mumps<sup>2,4</sup></i>	<i>Rubella<sup>2,4</sup></i>	<i>Varicella<sup>2,4,5</sup> (Chickenpox)</i>	<i>Hepatitis B</i>	<i>PCV7<sup>3</sup> (Prevnar<sup>TM</sup>)</i>
<i>Less than 2 months</i>	0	0	0	0	0	0	0	1	0
<i>2-3 months</i>	1	1	1	0	0	0	0	1	1
<i>4-5 months</i>	2	2	2	0	0	0	0	2	2
<i>6-11 months</i>	3	3	2	0	0	0	0	3	2
<i>12-14 months</i>	3	3	At least 1 dose given after 12 months of age	1	1	1	1	3	2
<i>15-23 months</i>	4	3	At least 1 dose given after 12 months of age	1	1	1	1	3	2
<i>24-59 months</i>	4	3	At least 1 dose given after 12 months of age	1	1	1	1	3	1
<i>60-71 months</i>	4	3	0	2	2	2	1	3	0

<i>Required cumulative number of doses for each vaccine for children enrolled in KINDERGARTEN – 12<sup>th</sup> grade</i>							
<i>Grade Level</i>	<i>DTaP/ DTP/ Tdap/DT/Td<sup>1</sup></i>	<i>Polio<sup>2,7</sup></i>	<i>Measles<sup>2,4</sup></i>	<i>Mumps<sup>2,4</sup></i>	<i>Rubella<sup>2,4</sup></i>	<i>Varicella<sup>2,4</sup> (Chickenpox)</i>	<i>Hepatitis B</i>
<i>Grade (Ungraded)</i>							
<i>Kindergarten</i>	<i>(5 yrs)</i>	4	3	2	1	1	3
<i>Grades 1-9</i>	<i>(6-15 yrs)</i>	4 or 3 <sup>6</sup>	3	2	1	1	1 or 2 <sup>5</sup>
<i>Grades 10-12</i>	<i>(16-18+ yrs)</i>	4 or 3 <sup>6</sup>	3	2	1	1	Not required

<sup>1</sup> If DT vaccine is given in place of DTP or DTaP, a physician documented medical contraindication is required.

<sup>2</sup> Proof of immunity by positive blood test is acceptable in lieu of vaccine history for hepatitis B, polio and measles, mumps, rubella and varicella.

<sup>3</sup> Hib and PCV7 (Prevnar<sup>TM</sup>) are not required for children older than 59 months (5 years) of age.

<sup>4</sup> 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 first birthday.

<sup>5</sup> One dose of varicella (chickenpox) is required for a student younger than 13 years old. Two doses of varicella vaccine are required for a previously unvaccinated student 13 years of age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. COMAR defines "Medical Diagnosis" as documented history of disease from a medical provider or local health department. Documentation must include month and year. In the absence of documentation a medical provider or local health department may verify immunity via blood test, **but revaccination may be more expedient.**

<sup>6</sup> Four (4) doses of DTP/DTaP are required for children less than 7 years old. Three (3) doses of tetanus and diphtheria containing vaccines (DTP, DTaP, Tdap, DT or Td) are required for children 7 years of age and older.

<sup>7</sup> Polio vaccine is not required for persons 18 years of age and older.

<sup>8</sup> Two doses of Hepatitis B vaccine are acceptable only if the student was vaccinated with the Merck & Co. brand vaccine Recombivax<sup>TM</sup> HB Adult Formulation. Recombivax<sup>TM</sup> HB Adult Formulation vaccine is licensed for use in adolescents 11 - 15 years of age as a two-dose series.

## Section VIII - 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, 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 admission requirements of the School. Applications may be filed at any time after November for the upcoming school year, with special consideration given to requests for mid-year enrollment. Applicants are recommended for admission on the basis of 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.

**Re-enrollment.** Re-enrollment packets are distributed to current families in February and are due for return by March 2. If parents are separated or divorced, re-enrollment material is sent to the parent with whom the student resides.

**Re-evaluation.** The School may decide, after a faculty review of a student's academic performance, attitude, or behavior, that it cannot offer a student re-enrollment in Calverton for the following year. The administration informs the family of students of such a decision beginning in January. If the administration decides that it should postpone making a decision about offering the student re-enrollment for the following year, the parents 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 when and by whom 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 at any time a student for academic, behavioral, or attitudinal reasons if it concludes that The Calverton School is not an appropriate School for the student or if the parent relationship with the School becomes uncooperative.

## Section IX – Development

Great schools are distinguished by the tremendous support provided by their community's alumni, parents, grandparents, and friends. For over forty years, The Calverton School has embodied excellence, in large part due to the fact that our community has given generously of its time, energy, and assets. The Calverton School Development Office supports the continued excellence of our faculty and programs, by working with our community to encourage philanthropic support of the School. This section provides information to help make sense of what fundraising and philanthropy at Calverton is all about and why it is critical to the future of our School and our children.

**Annual Giving.** Like other independent Maryland schools, The Calverton School attempts to provide the highest quality education experience possible on a very tight annual operating budget.

As an independent nonsectarian school, Calverton does not receive operating funds from the state, the county, or any religious organization. Independent schools depend on funds raised through voluntary financial support from their current and past families, alumni, and friends. The Annual Giving Campaign produces the funds that round out the operating budget for the year. Funds raised through Annual Giving go directly to

support faculty salaries and benefits, provide for facility maintenance, and pay the electric bill and other recurring operational expenses. Strong parent participation in Annual Giving increases Calverton's ability to secure grant funding from private foundations. Participation in Annual Giving demonstrates a strong commitment to Calverton and allows us greater chances of acquiring major grant dollars. All Calverton families are asked to support the School's Annual Giving Campaign and will be contacted by a parent ambassador. Please welcome the calls from your Annual Giving Ambassadors as they volunteer for this important activity that provides critical support for the educational programs for our students as well as support to attract and retain the very best faculty.

**Capital Campaigns.** As needed, the School conducts capital fund drives to provide for building and campus improvements. Calverton recently completed a campaign that provided funds for the Cataldi Lower School Building, Veterans Field, the Cougar Tennis Courts, Alumni Field, and the Sapere Aude Culture and Ecology Center.

**Scholarship Funds.** The School is committed to enrolling students from diverse economic backgrounds and to assisting families who would otherwise be unable to consider Calverton as an option for their children. The Broome Endowment Fund helps defray the cost of tuition for students with financial need through the School's financial aid program. The Colin Shaw Memorial Scholarship supports the tuition costs of a student who meets the criteria of the fund. The Veterans Scholar Award provides a partial tuition scholarship for dependents of veterans and individuals currently serving in America's armed forces. The Admission Office can offer additional information regarding scholarship opportunities.

**Memorial Gifts.** The School is honored to accept gifts made in memory of a friend or loved one. Unrestricted memorial gifts serve to pay tribute to special persons and help Calverton continue to provide an education of value. All memorial gifts are tax-deductible and are recognized in Calverton's Annual Report.

**Calverton Alumni Association.** All graduates, as well as students who formerly attended Calverton, are considered 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 the life of the School. The Development Office serves as the liaison for alumni.

**Parent Liaison.** The Parent Liaison coordinates Calverton's Room Parent and Volunteer Programs, supporting parents as they contribute to the life of the School. Through the involvement of many parents, the programs at Calverton operate successfully and remain strong. The Parent Liaison serves to foster valuable communication with Calverton families and to provide guidance and support.

**Calverton Parents Association (CPA).** The CPA is led by a Steering Committee representing all grade levels and works directly with the Parent Liaison to serve the School's best interests by supporting the mission, program, and activities of the School. The organization builds positive School spirit, nurtures parent-to-parent and School-to-parent communication, assists parents in improving parenting skills, and helps with special classroom and administrative needs by identifying and encouraging volunteer involvement and support. The Room Parent Program is coordinated through the Steering Committee. Parents of all current students are considered members of the CPA, with grandparents and friends welcome. Parents are encouraged to participate in the life of the School as volunteers. Parent volunteer help is not only genuinely needed and appreciated, but also directly impacts the positive experience children have while at Calverton.

**The Calverton Auction.** The Calverton Auction is orchestrated by the Auction Coordinator and directed by an Operations Team and a committee of volunteers, under the supervision of the Parent Liaison. The annual Calverton Auction is the School's major parent-sponsored fundraising event and directly supports the programs and facilities of The Calverton School.

**Proposed Party, Gift, and Fund Raising Guidelines.** Calverton is a community that values and encourages thanking, cherishing, and giving to one another. Even so, it is important to remember that sometimes, giving to others can cause unintended discomfort or even hurt feelings. As you plan celebrations,

parties, gifts, or fund raising activities, please keep the following guidelines in mind so that the events you plan, and the gifts you give, truly send the intended message. Please try to ensure that your present, activity, or event is in harmony with Calverton's philosophy of respecting one another, valuing people over material items, and using every opportunity to educate our children to behave according to the values we teach.

- Keeps gifts, parties, and activities simple and educational; homemade, child-made gifts mean the world to our teachers.
- Remember that Calverton tries to limit our appeals for contributions to Annual Giving, the Auction, and the Capital Campaign. Our faculty and staff do not expect or encourage other gifts or fund raisers.
- If you wish to honor a particular teacher, consider giving to a charity or to Annual Giving in his or her name.
- Please do not solicit for group gifts since this tends to pressure others to contribute in ways they find uncomfortable.
- Activities that emphasize community and participation tend to unite us more effectively than competitions that produce winners and losers.
- At every turn, let us remind one another of our philosophy of respect, high standards, and honor.

## **Section X – Physical Education and Athletics**

### **PHYSICAL EDUCATION CLASSES**

All students in Pre-kindergarten 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 through 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. A written note from parent or doctor should be presented to the teacher at the beginning of class for exclusion from participation.

Students in Grades 9 through 12 may choose physical education as an elective and must earn one credit in physical education to meet graduation requirements. Students earn 1/8 credit for each physical education class taken per quarter, and they earn 1/3 of a credit per season for participation on a varsity or JV athletic team. A change of clothes is required for all physical education participants.

### **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 in students the basic understanding of competition and lifelong fitness. Calverton's varsity teams contend in competitive leagues against other schools in an area from Washington, DC and Southern Maryland to Annapolis and the Eastern Shore. The School offers students the opportunity to compete in soccer, field hockey, golf or cross country in the fall; basketball in the winter; and lacrosse, softball, or tennis in the spring.

**Varsity Programs.** All athletes are expected to put forth their best effort while wearing the Calverton colors. We strive to compete for league championships in each varsity sport, while upholding our ideals of sportsmanship, respect, commitment, and integrity. Coaches are not expected to give equal playing time to all team members. Playing time should be based on performance, but whenever possible, coaches should 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.** These programs are geared to augment the varsity programs. Player development is the primary goal of these programs. Athletes should be given a chance to play and improve their skills. While Calverton does not expect to see equal playing time, everyone should have an opportunity to compete. Close communication between the varsity head coach and the JV coach is important and expected. Coaches should be using similar principles and strategies so that the transition from the JV to varsity is seamless.

**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 our MS athletic program is to develop athletes, to build sport specific skills, and most importantly, to educate the students to love and cherish competition.

**Permission Slips.** Permission slips signed by parents are required for each sport before the start of the season. If a student decides to change sports or enroll in an additional activity, the student must complete another permission form.

**Eligibility.** All students participating in athletics require a yearly physical examination before students are permitted to play. Once the medical/physical form is completed and signed by the family doctor and the athletic department has this information on file, the student will be permitted to participate. *No student will be permitted to participate in practice or a game without a current physical examination.* However, even though a student will not be allowed to participate without a physical, he/she will still be expected to attend practice.

**School Attendance:** School attendance is required for all students participating in sports. Students are expected to be present at School by 8:15 a.m. and attend all classes prior to departure for the game.

**Travel Policy:** Calverton athletics can require considerable travel time. Parents and students need to factor this in when choosing a sport.

1. All team members are expected to travel on the bus to away games.
2. Students are responsible for all missed schoolwork. An away game is not an excuse for work that has not been finished.
3. 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.
4. Parents may drive their children home from away games, but may not transport other children without prior approval of the Athletic Director.
5. Occasionally, teams will arrive back at Calverton later than scheduled. Traffic and games going into overtime are the two main causes of this. 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. Arrangements for pick up should be made prior to the trip, not after the return.

## **Section XI - Finances and Fees**

### **TUITION**

Tuition payments are due as outlined on the Tuition Management Systems 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 tuition rate for the following school year is announced in February. Re-enrollment is contingent on payment of the deposit and 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 a family will be moving, or for any reason will not be re-enrolling for the next year, it is helpful for the Business Office to have this notification in writing as early as possible. However, withdrawal or dismissal any time during the school year for any reason does not release the signer from financial obligation. **If enrollment is canceled after April 30, 2008, parents or guardians financially responsible for the student are obligated to**

**pay the full tuition charges.** 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.

**Payment Plans.** Payment plans are available to meet the needs of our families. Calverton offers the following payment options for tuition, transportation fees, and Extended Day services.

**All Plans.** An enrollment deposit of \$1,000 per child is due March 1. We ask 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 is assessed on the amount due. Returned checks may result in a \$25 fee assessed to your account.

**Plan 1**

100 percent due by July 25, paid to the Calverton School  
2 percent prepaid discount will be deducted.  
100 percent deposit is applied

**Plan 2 (through Tuition Management Systems)**

25 percent due by May 15  
25 percent due by August 15  
25 percent due by November 15  
25 percent due by February 15  
A tuition deposit is applied proportionally as billed. A \$40.00 payment plan fee is billed separately through Tuition Management Systems.

**Plan 3 (through Tuition Management Systems)**

Ten-month Payment Plan, so families can budget their payments over ten months.  
10 percent payable by the 15th of each month, beginning May 15 and ending February 15  
Deposit is applied proportionally as billed. A \$40 payment plan fee is billed separately through Tuition Management Systems.

**TUITION INSURANCE**

Tuition Insurance (Tuition Refund Plan) can be purchased through A.W.G. Dewar, Inc. The cost per child is: Pre-school - \$133.00; Pre-k/Half day - \$220.69; Pre-k/Full day - \$368.30; and Grades 1 through 12 - \$461.97. In light of the no refund or cancellation enrollment terms, we recommend that all parents participate in the Tuition Refund Plan.

**TRANSPORTATION FEES AND EXTENDED DAY FEES**

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

**FINANCIAL ASSISTANCE**

Financial assistance is based on need and available funding. All applications are held in the strictest confidence. Financial aid is administered by Calverton's Business Office and processed by the School and Student Service for Financial Aid (SSS) in Princeton, New Jersey.

**INSURANCE**

The School pays for insurance for all Calverton students. Coverage is under the School Supplemental Student Accident Policy. The mandatory 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 is obtainable through the Business Office.

## **DELINQUENT ACCOUNTS**

All accounts (tuition, fees and finance charges) must be current. Accounts past due as of November 1<sup>st</sup>, 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 a student is permitted to return to classes, the inherent implication would be that either the matter of the past due account was resolved by full payment; or in extreme cases, a written agreement between the parent and the School had been reached.

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**

Lower School 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. Middle School textbooks are a combination of School property and student property. All textbooks are distributed to the students at Registration Day. A check-off sheet details which books the School owns and which books the student buys. 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, Middle School 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. Upper School textbooks are purchased by students through MBS Direct, Inc., either on-line or by phone, beginning in mid-July. Books can be purchased 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 onto MBS Direct, Inc.'s buyback section to learn which books can be returned and the amount they will pay to buy them back. This is done by keying in the ISBN number on the back of each book. MBS Direct will also provide a prepaid postage label to expedite the process. Information regarding MBS Direct is obtainable through the Business Office or at the MBSDirect website. A link is provided on the Upper School Academics page of Calverton's website.

# **Section XII - Student Services**

## **LOWER SCHOOL – EXTENDED DAY**

Extended Day is available for Lower School students for a predetermined fee. Several options are available ranging from five days per week to daily drop-in. The Extended Day A.M. Program starts at 7:00 a.m. and students will be sent to their classes at 8:15 a.m. A continental breakfast is included. Students arriving at Calverton before 8:00 a.m. will be sent to the A.M. Program. A drop-in fee of \$10.00 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 3:10 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 \$20.00. 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. A certified Day Care Director, Senior Staff, Group Leader, and other assistants staff the programs.

## **MIDDLE/UPPER SCHOOL STUDY HALL**

Supervised Study Hall is available in the afternoons for Middle and Upper School students for a daily drop-in fee of \$5.00. A Calverton teacher or an US student proctors the program. Use of computers and homework assistance is available. 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 3:30 p.m. is expected to attend Study Hall, and parents will be charged. Please note that a late fee of \$15.00 per 15-minute increment will also apply for any student picked up after 6:00 p.m.

## **SCHOOL TRANSPORTATION**

School transportation is provided by bus at an additional fee, to and from Anne Arundel, Calvert, Charles, Prince George's and St. Mary's counties. Rates and schedule information are available through the Director of Plant and Transportation. Bus transportation is also available on a drop-in basis. The Director of Plant and Transportation or a Division Secretary must be notified. A drop-in fee of \$12.00 per student, each way, will be charged.

## **COUNSELING**

The close relationships that develop at the School make it comfortable for students to seek advice and counsel from their teachers, advisors, or administrators. Students should consult with them when they have problems. There are times, however, when a student may wish to consult a professional counselor. We will refer the parent and student to a counselor or psychologist who knows our School and with whom we have worked in the past. We will make recommendations based on our best-informed judgment.

The School has a counselor on staff that screens students for educational concerns, and advises teachers and staff members. The School reserves the right to ask our counselor to meet with a child or group of children as necessary. The administration will contact, as soon as possible, the parents of the children involved. In all other circumstances, the parents of the children will be asked to sign a permission form, giving consent for the counselor to meet with their child or children. 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**

The Calverton College Counseling program helps students determine what type of higher education best suits their needs and aspirations, and then helps them gain admission to the institutions they choose. Throughout Upper School, students and parents are invited to individual meetings, group information sessions, and college nights that cover topics such as how colleges and universities evaluate applicants for admission; how to be competitive for admission to selective schools; how course selections, college board examinations, and Advanced Placement fit into this process; how to decide what sort of institution is right for each individual student; how to prepare for campus visits and interviews, how to prepare a successful college application; how to apply for financial aid, etc. Finally, the College Counselors work closely with seniors as they prepare their applications, and advocate on their behalf.

## **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. Parents sign a general permission form, included on the Enrollment Contract, that covers all of the field trips. Additional field trip permission forms are needed for overnight trips.

## **SPECIAL INSTRUCTION**

Individual instruction and small group work are part of our academic program. We have designed special periods throughout the day to provide time for students to work with teachers. The faculty, through conferences with parents, may recommend special help for students, which must be scheduled through or with the knowledge of the Division Head. In addition, the parents may wish to contact an educational psychologist for an evaluation, paid for by the parent. In such cases, the Division Head should be notified. This evaluation might offer additional information about a student's learning style and specific strengths and weaknesses. We ask that educational findings and evaluations be shared with the School, so that we can work together to benefit the student.

# Section XIII - Lower School

Grace Yannakakis, Lower School Head

## LOWER SCHOOL PHILOSOPHY

The Calverton Lower School (LS) provides an enriched and nurturing environment for young children to learn and grow in Preschool 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 Philosophy of Honor as a guide, LS community, including teacher, student, and family, focuses on the total development of the child in a values-oriented setting, where each child is encouraged to practice and value such personal qualities as honesty, trust, and mutual respect. The LS recognizes the importance of a working partnership between the School and home, which reinforces the value of the child as an individual and as a member of the Calverton community.

## ABSENCES

If a child is absent, the parent is to call the Lower School Office by 8:45 a.m., or a note may be brought by a sibling to inform the Secretary and classroom teacher of the absence. Homework assignments and, if possible, class assignments missed that day should be made available in the Lower School Office at the end of the day for parents to pick up if they feel the child is able to do the assignments. On occasion, a brother, sister, or neighbor of the sick child will deliver assignments. Students who have been absent for more than two 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. **Please refer to the whole School procedure for Attendance and Tardiness, below.**

## ATTENDANCE AND TARDINESS PROCEDURES

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. The Division Head will contact parents of students who exceed four absences during a trimester.

*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 Division Head will contact parents if a student is tardy to School more than three times. Lower School begins each day at 8:20 a.m. and ends each day at 3:05 p.m.*

## BEHAVIOR

Students are expected to take a leadership role in helping to keep The Calverton School true to its philosophy. Students are encouraged to be active participants in the decision-making process.

*Each member of our School community 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.
2. Everyone is 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. Computers at School are 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 while under School supervision 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 and after 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 pagers, cell phones, radios, cd players, electronic games, game boys, I-pods, and Walkman-type headsets during the school day (8:00 a.m. to 3:30 p.m.).
9. Drug and alcohol possession, use, and/or distribution are illegal and therefore strictly forbidden. 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.

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

## **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. Lost and Found is cleaned out several times during the year, and unclaimed items are donated to charity.

## **ACTIVITY PERIOD**

Each day, students will engage in different activities between 10:00 a.m. and 10:45 a.m. Some of the activities might include, clubs, reading buddies, guest speakers, assemblies, etc.

## **AFTER SCHOOL ACTIVITIES**

Interested teachers and parents sponsor afternoon activities for students in First through Fifth Grade. If you are interested in starting an after-school activity, please see the Lower School Head. Please remind students that appropriate behavior is expected during activity time. This will be in addition to the "club" time established in the LS schedule during a 45-minute block on one day of the seven-day rotation.

## **ASSEMBLIES**

Once a month, the Lower School students gather for a Spirit Assembly led by the Fifth Grade Student Leadership Forum. Activities may include presentation of a class banner, designed and made by the students and classroom teacher, singing, and presentations. Each month, children's birthdays are recognized with a certificate or a special gift. Additional assemblies are encouraged each month in the Lower School. Individual classes also present programs to which parents are invited. Included in assemblies during the year are guest speakers, performers, concerts, and films.

## **CURRICULUM**

The LS curriculum supports a well-balanced program and is designed to help our students acquire the skills and knowledge necessary for creative, critical, and independent thought and expression. Our programs take into consideration the different learning styles and the needs of each child. Each week LS students participate in music, art, library, computers, and physical education in addition to the core curriculum. Spanish is offered in Grades K-5.

The LS emphasizes the integration of traditional subjects: language arts, mathematics, science, and social studies. 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.

The mathematics curriculum is based on the five overall curricular goals delineated by the National Council of Teachers of Mathematics Standards: learning to value mathematics, becoming confident in one’s own ability, becoming a mathematical problem solver, learning to communicate mathematically, and learning to reason mathematically. The teaching of mathematics is a blend of direct instruction, including drill and practice, and activity-based learning, offering children an opportunity to be involved in both independent and cooperative learning experiences.

The science program emphasizes a discovery, hands-on approach to stimulate student involvement. An ecosystem study offers an interdisciplinary, cross-grade level program, utilizing the School’s three ecosystems: the marsh, the pond, and the woodlands.

Our Cultural Awareness Program provides opportunities to learn about the history, geography, and customs of a variety of countries through field trips, hands-on experiences, discussions, and guest speakers.

The LS maintains a character development program that focuses on values that affect young children. Our Magic Circle program extends from Pre-kindergarten through Fifth Grade. Rather than being a program unto itself, it supports the very values that are articulated in The Calverton School Philosophy of Honor, by which we exist.

## **EXTENDED DAY FOR LOWER SCHOOL STUDENTS**

### **(Preschool - Grade 5)**

The Extended Day programs are available for a predetermined fee. Several options are available, ranging from five days per week to a daily drop-in. The A.M. Program starts at 7:00 a.m. and students are walked to the Lower School at 8:00 a.m. A continental breakfast is included. **Students arriving at School before 7:50 a.m. will be sent to the program and parents will be billed for the drop-in fee.** Students arriving between 7:50 a.m. and 8:00 a.m. should sit quietly in Founders’ Hall. (They should not be sent to Extended Day A.M. Program.)

The 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 3:10 p.m. until 6:00 p.m. **If a student has not been picked up by 3:20 p.m., he/she will be escorted to the Extended Day dismissal room.** Assistance with homework is provided. Meaningful activities, such as crafts and indoor and outdoor games, are available. The students also receive a snack, which they sometimes prepare themselves as an activity. A certified Day Care Director, a Senior Staff person, and other assistants as necessary staff the programs.

## **FIELD TRIPS**

Classes take field trips throughout the year to extend and enrich the learning that takes place in the classroom. Teachers make the arrangements for field trips, and on occasion request parent chaperones. Students are expected to wear full dress uniforms on field trips unless the trip itself requires something different.

## **HOMEWORK**

Homework is assigned each afternoon Monday through Thursday in Grades 1 through 5. Each child is given a daily or weekly homework assignment sheet that parents sign to acknowledge assignments and receipt of special notices. 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. In general, the amount of time a student should spend on his or her homework is as follows:

Grade 1 .....	15 - 30 minutes
Grade 2 .....	30 minutes
Grade 3 .....	45 minutes
Grade 4 .....	60 minutes
Grade 5 .....	60 - 75 minutes

## **LUNCH AND SNACK**

LS students take a snack break each morning, and the School provides juice. Students are encouraged to bring a nutritious snack from home. Students bring their own lunches, and the School provides milk. Food service is offered each day of the week at an additional cost. Students are asked to bring exact amount of money for lunch orders in an envelope with the appropriate information written on the outside. All lunch orders for the week are due on Monday.

## **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 at the request of the classroom teacher may organize classroom parties. 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.

## **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, located under the stairwell by the Kindergarten classrooms. Lost and Found is cleaned out several times during the year, and unclaimed items are donated to charity.

## **SUMMER READING**

Students are expected to read during the summer. The School will provide a recommended list of books. These lists are merely suggestions, and students may read and enjoy other books of their choice. Summer reading and writing activities are determined near the completion of the school year by the faculty, and a letter explaining the activities will be sent home.

# **Section XIV - Middle School**

*Karl Adler, Middle School Head*

## **PHILOSOPHY OF THE MIDDLE SCHOOL**

Calverton's Middle School (MS) is comprised of adolescent students in Grades 6-8. The MS environment encourages both academic and social 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 styles and 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 of 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 an advisor, giving that advisor an opportunity to know well all the students in the group. Advisors will be in close communication with parents concerning grades, behavior, and other School-related problems or achievements. However, we expect that students will take more personal responsibility for their work and behavior, as they progress through the MS.

**Progress Reports.** Any student receiving a grade of C- or below will receive a Progress Report for that class halfway through the trimester. All new students receive Progress Reports in the first trimester.

**Telephone Communication.** Teachers, advisors, or the MS Division Head will call parents if there are problems that need to be communicated immediately.

**Parent/Teacher Conferences.** Parents may arrange a conference with any teacher at any time. Parents are encouraged to schedule conferences with teachers by calling the MS Secretary. These conferences allow frank conversations between School and parents concerning student progress.

**Transition to Middle School.** In order to ensure a smooth transition from Fifth to Sixth grade, an orientation is held in the spring for students and parents. Fifth grade students have an opportunity to visit the Sixth grade in early June, and questions and concerns are addressed at that time. In order to facilitate this transition into MS, emphasis is placed on study skills and organization early in the school year and reinforced throughout the MS.

## **ACADEMIC REQUIREMENTS**

Math.....	3 years
Science .....	3 years
English .....	3 years
Social Studies .....	3 years
World Languages.....	3 years
Physical Education.....	3 years

### **Honors Requirements (in Grades 7 and 8).**

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

## **BEHAVIOR**

Each member of our School community 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. Students violating School rules regarding dress code, gum chewing, and MS Directed Study will eat lunch silently, with teacher supervision, in the MS Lab. Parents will be notified when necessary. 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.

## **CALVERTON LITTLE "C"**

Calverton awards School letters to students in recognition of their achievements in academics, athletics, and School service. Middle School students who earn 900 points receive the LITTLE "C." Students who enter the School in the Seventh grade must earn 600 points, and in the Eighth grade must earn 450 points. 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.

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones, headsets, iPods, and electronic games can be disruptive to the learning environment. These items, if brought to School, should remain in the student's locker until the student departs at the end of the day. If a faculty member finds a student using any of these items, it will be confiscated and returned at the end of the school day.

## **COMMUNITY SERVICE**

According to the School philosophy, we encourage 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 programs, especially the Safe Harbor Program, a Calvert County-sponsored shelter for abused mothers and children.

## **HOMEWORK**

**Amount.** As a guideline, MS students may have approximately 20 to 30 minutes of homework in each class, each night. It is not necessary that homework be given every night in every class.

**Assignments.** Students in the MS have assignment books into which all daily and long-term assignments are written as given by teachers. Often teachers will provide students with an assignment sheet detailing assignments over a longer period of time. The assignment book for Sixth grade students is to be checked and signed each night by a parent, for the first six weeks of school. Seventh and Eighth grade students are expected to be able to follow-through on assignments without a parent signature, although parent check is requested, as appropriate, with his/her student regarding completion of homework.

**Late Homework.** Acceptance of late homework is at the discretion of the teacher.

## **LOCKERS**

Lockers are to be used for storing books, clothing, and other equipment to be used in school. If a member of the staff must enter a student's locker to protect the health and safety of the community, every effort will be made to contact the student concerned and arrange for him or her to be present when it is opened. If time is important and the student cannot be located, we will open the locker, which is the property of the School. 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 not put in lockers will be taken to the MS/US Office and, if not claimed, then returned to the book room or given to charity.

## **STUDENT ACTIVITIES**

**Dances.** Fall and Valentine's Day provide opportunities for the MS Student Council to plan dances open to Sixth through Eighth grades. Dances not scheduled previously into the calendar must be cleared through the Division Head.

**Earth Day.** One day in April is set aside for campus beautification projects and environmental activities.

**Echo Hill Outdoor School/Sheridan School Mountain Campus.** The Sixth and Seventh grades spend three days in September at an outdoor school exploring the environment and participating in team-building activities.

**Micromester Days.** For two days regular classes are suspended, and students participate in activities that are not normally offered, such as archaeological digs, trips to museums, and nature trail construction.

**Old Rag Camping Trip.** The seventh grade takes a three-day camping trip to Virginia to study geology in the Appalachian Mountains and to develop a strong sense of community.

**Williamsburg Trip.** The Eighth grade spends these days experiencing life in Colonial Williamsburg and Jamestown, participating in role playing situations and touring the sites.

## **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.** All students are placed in advisory groups of ten to twelve students which meet several times each week. A faculty member serves as the advisor of each group. This person is the contact person for any parental concerns, questions, or problems.

**Middle School Directed Study (MSDS).** All Seventh and Eighth grade students participate in this program every other day during a full academic period. Students and faculty meet together so students may obtain assistance in any subject.

**Faculty Assistance.** Faculty members are available daily to provide academic assistance.

**Lunch Program.** Students may bring lunches from home or order from a local catering service at an additional cost. Students should place their order by 10:00 a.m. and are asked to provide the exact amount of money. 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.** In order to help students contact their parents when necessary, a phone has been installed in the Middle and Upper School Offices for students to use. It is not a pay phone, but a regular one with both 410 and 301 lines. Students should not use the phones in the classrooms, but should use the Middle or Upper School Office to make any necessary calls.

**Study Skills.** In order to facilitate the transition to MS, one period per week in the Sixth grade will be devoted to the development of study skills.

## **TESTS AND EXAMINATIONS**

**Number of Tests Each Day.** Each student will have no more than two scheduled tests on any one day. No tests will be scheduled the day after an away game when the team returns to School after 8:00 p.m. Short pop-quizzes for which students are not expected to study may be given at any time.

**Comprehensive Examinations.** Many testing and evaluating techniques are available 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.

# **Section XV - Upper School**

*Charles Reif Jr., Upper School Head*

## **PHILOSOPHY OF THE UPPER SCHOOL**

As students continue their education at The Calverton School, the goal of the US is to help them 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 US 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 US recognizes the importance of athletics, community service, and extracurricular programs in establishing a sense of responsibility and commitment to the community. Each student's contribution to the US is important, and students have many opportunities to become involved and to develop their leadership potentials. At Calverton, athletics, the arts, publications, and student government are open to any student with the interest and willingness to make the commitment.

A valued goal of the US is to have students learn that they can and should return to the community something for what they have received. A pattern of service to the School is developed early and maintained in the US, while service to a wider community outside of Calverton is strongly encouraged of all US students.

## **BEHAVIOR**

The behavior of Calverton students must be consistent with the pursuit of School's mission. Each member of our 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 General Information 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.

## **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. Parents of students who exceed three (3) absences each half-trimester, will be contacted by the Division Head. An additional conversation with the Division Head will take place if the student exceeds four (4) absences in a half-trimester.

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.

After three (3) conversations with the Division Head regarding tardiness, a student, parent and Division Head conversation will take place during the student's lunch break.

The Upper School academic day begins promptly at 8:15 a.m. All Upper School students are expected to attend the Advisory Morning Meeting that begins at 8:15 a.m.

Students are marked tardy if they arrive at School after 8:15 a.m. Students who arrive at 8:15 a.m. must report to the front office.

All Upper School students are expected to attend the Advisory Morning Meeting that begins at 8:15 a.m.

## **CREDIT AND GRADUATION REQUIREMENTS**

To ensure that upon graduation students are fully prepared with a solid foundation in the liberal arts, Calverton requires that its students earn a minimum of twenty-three (23) credits in grades 9 through 12. A unit of credit is defined as 120 hours of class time.

Credits are to be distributed as follows:

English	4 credits
Social Science	4 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	4 credits

**Course Load.** Students are required to take a minimum of five (5) courses each year.

**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.

**Art.** Art courses are taught as trimester courses. Each trimester course is the equivalent of one-third (1/3) of a credit.

Students may add or drop a course not required for graduation with the approval of the US Division Head and the student's parents. Students may drop an Advanced Placement course (AP) with the approval of the US Division Head, the teacher of the AP course, and the student's parents. The grade for the AP course will be dropped and will not figure in the average for the new course. If the student changes from an AP course to another course (such as from AP Physics to Environmental Science), the grade from the AP course will not carry over but 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 trimester unless the US Head gives special permission. After the two-week period, the incomplete will become an "F."

### Honors Requirements

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

### Letter Grades and Numerical Equivalents

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

**Advanced Placement.** Advanced Placement grades are weighted by one quality point; e.g., a C+ would carry 3.33 quality points. 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.

**Honors.** Honors grades are weighted by one-half quality point; e.g., a C+ would carry 2.83 quality points. 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.

## **HOMEWORK AND EXAMINATIONS**

There are many techniques available for evaluating student progress. Although tests are a traditional means, other means, such as portfolio assessment or interactive notebooks may be more appropriate and preferred.

The following guidelines will be followed:

1. There should be no more than two tests scheduled in one day for any student.
2. Students who return from a School-sponsored activity after 8:00 p.m. can appeal to the teacher to take the test at a later time, understanding they might be taking a different test or the teacher may be unable to reschedule that test.
3. Students must take the responsibility to inform teachers, as soon as possible, prior to a planned scheduled late athletic event or an excused absence. In the case of an excused absence, the student must make arrangements to make up the test within a time frame that is manageable for both the teacher and the student.
4. In the event of unexcused absence, the student forfeits the right to make up the test.

**Homework.** Homework is given at the discretion of the teacher. 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. 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.

## **CALVERTON "C"**

Calverton awards School letters in recognition of student achievements in academics, extracurricular activities, athletics, and service to the School. US students who earn 1600 points receive the Calverton "C." Point values will be maintained by the US Head, but students will be responsible for recording their activities in the US office. Students may request to see their "C" records at anytime to assure themselves that the records are accurate and current.

### **CALVERTON "C" POINTS**

High Honor Roll - for the year .....	300
Honor Roll - for the year .....	200
Ranking Scholar .....	350
Departmental Awards .....	100
Student Council President .....	200
Student Council VP/Treasurer .....	150
Student Council Representative .....	100
National Honor Society .....	100
Drama/Publication .....	100
Chorus.....	100
History Fair .....	100
Varsity Sports.....	100
Club President .....	100
Club Participant .....	50
Non-Varsity Sports.....	50
Team Captain .....	50
Team Manager .....	50
Team Most Valuable Player .....	50
Team Most Improved Player.....	50
Meagher Award.....	100
Community Service .....	5 points per hour

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones, headsets, iPods, and electronic games can be disruptive to the learning environment. These items, if brought to School, should remain in the student's locker until the student departs at the end of the day, unless, the use of electronics is specifically authorized by a faculty member. If a faculty member finds a student using any of these items, it will be confiscated and returned at the end of the school day.

## **LOCKERS**

Lockers are to be used for storing books, clothing, and other equipment to be used in School. If a member of the staff must enter a student's locker to protect the health and safety of the community, every effort will be made to contact the student concerned and arrange for him or her to be present when it is opened. If time is important and the student cannot be located, we will open the locker, which is the property of the School. 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 not put in lockers will be taken to the MS/US office and, if not claimed, then returned to the book room or given to charity.

## **NATIONAL HONOR SOCIETY**

The National Honor Society expects its members to demonstrate not only academic achievement, but leadership, service, and character. Students with a minimum 3.0 average at the end of their Sophomore year are eligible for induction into the National Honor Society. A faculty council will evaluate the candidates on the basis of academic qualities, leadership, service, and character. Once inducted into the National Honor Society, members will be expected to maintain these standards of achievement, leadership, service, and character. Failure to maintain any of these standards may result in disciplinary procedures, including dismissal from the Honor Society. The members of the Honor Society will elect officers who, with the chapter advisor, will constitute the executive committee and have general supervision of the chapter. It is expected, in fulfilling the goals of the National Honor Society, that the Calverton chapter will play an active role in the School's community service program and take a leading role in peer tutoring.

## **SENIOR PRIVILEGES**

Privileges come only with responsibility, and we look to and expect our seniors to provide a strong role model to all students in the School. Leadership, in both academics and service must be maintained in order for the following privileges to be appropriate:

1. Parking in the US parking lot;
2. A Senior lounge, provided that a suitable location is available; and
3. Open campus for a portion of the year, to be determined by the Upper School Head.

The last day for Seniors will be the day of the Senior luncheon, provided that the student has completed all required work in all classes. All Seniors are required to attend the US Awards Ceremony, the Senior luncheon, and graduation.

## **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 student's advisor has the primary responsibility for monitoring the student's academic and social progress. The advisor will be responsible for initiating contact with parents when there is an academic problem, and the advisor should be the student's and parent's first recourse if they have any concerns.

**Student-Parent-Faculty Communication.** Regular communication includes written comments for all students at the end of the first and third quarters, written comments for students with a C- or below at the end of each trimester, and phone calls from advisors during parent contact week. Parent-teacher conferences occur in

October and March. 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 order from a local catering service at an additional cost. Students should place their order by 10:30 a.m. and are asked to provide the exact amount of money. 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.** In order to help students contact their parents when necessary, a phone has been installed in the Middle School Office and the Upper School Office for students to use. It is not a pay phone, but a regular one with both 410 and 301 lines. Students should not use the phones in the classrooms, but should come to the Middle or Upper School Office to make any necessary calls.

**Study Seminar.** Most students are scheduled for a study period during the academic day. The time allows students to work with teachers or to work cooperatively with other students. It is the responsibility of the student to ensure that this valuable time is used effectively. If additional time with a teacher should be needed, the student should make arrangements with the teacher to find a convenient time.

## Section XVI - 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 our students test-taking experience with a standardized test.
- To give us numbers that are easy to point to, compare, and discuss; we believe, however, other types of evaluation may be more authentic and messier. Learning is complex.

### What are the ERB's?

ERB standardized tests are published by Educational Testing Service. They are designed to measure achievement (not ability). The teachers administer the ERBs in the spring. Third Graders take Level C, which includes writing the answers to multiple-choice questions in two booklets. The Fourth Graders take Level D, Form 1, Seventh Graders, Level E, Form 2, and Eighth Graders, Level F, Form 1. The Fourth through Eighth Graders fill in "bubbles" on a separate answer sheet.

### When do students take the test?

Testing continues during mornings of one week. Make-up tests are administered on Friday of that week. The test booklets for third Graders and the answer "bubble" sheets from the Fourth through Eighth Grades are sent to the Educational Testing Service for scoring.

### How can parents find out about the results of the ERBs?

Division Heads share the individual test results with any parents who request a conference. During that meeting, we "walk" the parents through the test itself, and then talk about the student's individual results. The parents leave the meeting with an interpretation booklet published by the Educational Testing Service and with a copy of the individual test results for their child. The School orders administrator test results that show individual scores and class scores compared to national, suburban, and independent schools. We also order an item analysis of individual test questions, which indicate how each student scored on each test question.

### How do teachers prepare the students for standardized testing?

- We teach testing strategies (e.g., time management, when to guess, how to address the "no error" option, how to check answers).
- We do not teach for the test; rather, sound educational theory and research drive our curriculum.

### **What are some cautions that a parent should 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 our 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 DON'T 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?"

### **What are some cautions that a parent should keep in mind about the ERBs in particular?**

- The "writing process" portion of the tests doesn't tap into the child's writing process; rather, it tests how the child can interpret another writer's processes. Only actual student writing samples can offer us valid evaluative insights about a child's writing process.
- The ERBs have a large number of "negatives" written into the test (e.g., "Which of the following is the LEAST...?"; "All of the following are \_\_\_\_\_EXCEPT..."; "Which of the following is NOT...?"), which adds a level of difficulty.
- The math portion of the LS tests are not simple multiple choice; rather, the problems offer two choices (usually problems themselves). The child marks "A" if the first choice is greater in amount or size, "B" if the second choice is greater in amount or size; "C" if the two numbers are equal; and "D" if there is not enough information to determine the answer. This formatting adds a level of difficulty to this portion of the test.

### **What can I do to ensure that my child is well prepared for the 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, we encourage ongoing conversation between parent and teacher and/or student and teacher.