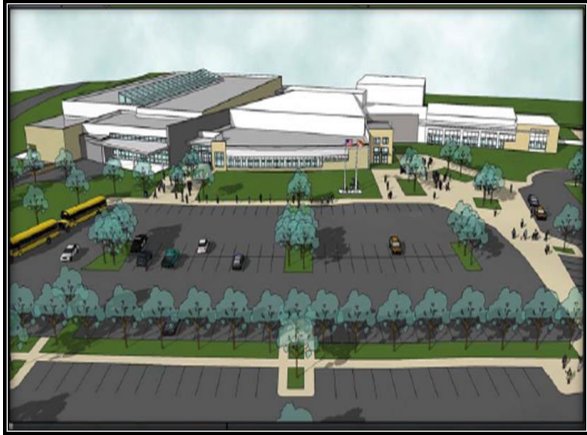


Calvert High School



Parent/Student Handbook 2016-17

520 Fox Run Boulevard
Prince Frederick, MD 20678

(410) 535-7330 or (301) 855-1521

(410) 535-7200 (Fax)

<http://chsweb.calvertnet.k12.md.us/>

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Welcome to Calvert High School

Vision

Preparing all students for any post-secondary opportunity to ensure that all students are college and career ready

Mission Statement

Calvert High School, where “Involvement Equals Success,” works in cooperation with our parents, and our community to ensure that all students will be presented with opportunities for academic excellence and lifelong learning. By promoting respect for individuality and encouraging the importance of responsibility and citizenship, we strive to enable our students to become productive contributors in an evolving society.

Philosophy

We believe:

- Every student is capable of success.
- Parents and/or guardians are entitled to actively participate in their child’s education.
- Positive role models install character that allows students a basis for further success.
- Every person has innate self-worth, value, talent, and is capable of personal growth.
- The community is a valued partner with faculty and students.
- Students embrace their responsibilities and roles in the learning process, while educators serve as positive influences in the educational and social development of their students.
- Differentiated instruction is within the core of every curriculum, and this method allows for achievement among all students.
- Students must revere the dignity and respect inherent within themselves and within each other.
- Diversity among our school community is recognized, admired, and respected.
- Our methods of instruction will keep pace with the advances of technology.
- Our school is safe, orderly, and inviting to students, staff, and visitors.

SCHOOL INSTRUCTIONAL AND SUPPORT TEAM 2016-2017

ADMINISTRATION	Steven Lucas, Principal Cathy Sutton, VP Marcus Watson, VP Mark Whidden, VP	INSTR. ASSTS.	Jennifer Baker Mike Free Shelly Gray Mary Klein Sharon Kruder Marsha Montgomery Renee Stuart	SECRETARIES	Julie Andrewlevick Debora Jones Kathy Kletter Emmy Miller Barbara Nerich Valerie Redden
ALTERNATIVE ED.	Richard Sneade				
ACTIVITIES DIR.	Jason Cranford				
BUILDING SVCS	Garry Harrod - BSM Thomas Robinson-ABSMgr. Clinton Borland Dennis Brooks Rice Bourne Lynn Dent John Foote Jonathan Gross Robert Gross Mae Harris Gladys Holland Ellamae Johnson Josephus Johnson Phillip Sutton	IEP CLERK	Gallegos, Lisa	SOCIAL STUDIES	Kathryn Wolber* Deanna Cwalina Amie Dryer Katie Kotowski Richard Lagana Margaret Land Dawn Lister William McGowan Victoria Peck William Voshell
		MATH	Casie Reynolds* Jayme Cockrell Rachel Ellison Amanda Garner John Iaquina Jeremy Kurutz Michael McNally Diane Quinn Lauren Robison Donna Wallmark		
		MEDIA	Donna Mignardi	SPECIAL ED.	Maceo Barbosa Laura Forseth Brendan Galligan Jeremiah Harrington Erik Holm Hollie Paxton Kelsey Richards Kathleen Toubar James Weems
BUSINESS	Donna Hill Maureen Klem	MUSIC	Demetri Bedel Cheryl Blockland Kelly Combs		
CHILD NUTRITION	Lorraine Estep, Mgr. Samantha Farrell Mary Moore Marsha Roberts Karen Swinburn Nellie Windsor	NJROTC	Daniel Kletter Ceylon Williams	TECH. ED.	Shane Wines Marshall Pike
		NURSE	Kelly MacDonald		
		PHYSICAL ED.	Caitlin Fregelette David Fregelette Frank Lanham Timothy Smith	VISUAL ARTS	Kristen Ratcliff Christina Sams
ENGLISH	Michelle Stover * Jennifer Andraesen Michelle Clancy William Colley Cortney Costello Brian Dryer Laurie Gurwell-Wall Rebecca Hoffman Charles Morgan Nancy Watters	REGISTRAR	Sherri Bullard-Barber	WORLD LANGUAGES	Jennifer Andersen Maria Crall Leila Farley Linda Roberts Lydia Yoon
		SAFETY ADV.	James Johnson James Leonard		
		SCHOOL LIAISON	Vaughn Evans		
		SCIENCE	Suzanne Kistler * Jessica Bright Kristen Craft Charles Gustin Jennifer Howell Stephen King David Kistler David Redden Karl Sturge John Urban Kathryn Redman		* = Core Lead
GUIDANCE	Gillian Plenty (A-E) BJ Aris (F - J) Jessica Piatt (K - Q) Doug Verlich (R - Z)				

AUGUST	
31	Grade Level Assembles – 11:45 (Grade 9) 1:05 (Grade 11)
SEPTEMBER	
1	Grade Level Assemblies - 11:45 (Grade 10) 1:00 (Grade 12)
1	Open House – 6:00 PM
5	Labor Day – Schools Closed
8 & 9	Underclass Pictures
27 & 28	Senior Make Up Pictures
29	Staff Development – 2 Hr. Early Dismissal
30	Youth Day – Schools Closed for Staff and Students (12 month employees work)
OCTOBER	
6	Underclass Pictures Make-Up Day
7	1st Marking Period Interims Posted
14	Homecoming Game – 7:00 PM
15	Homecoming Dance – 7:30 PM
18	Underclass Picture Make-Up Day
19	PSAT Administration
21	Staff Development – Schools Closed for Students
22	ACT @ CHS – 8:00 AM
NOVEMBER	
2	End of 1 st Quarter
4	2-Hr. Early Dismissal – Teacher Work Time
4, 5, 11 & 12	Theatre Production
5	SAT @ CHS – 8:00 AM
8	General Election Day – Schools Closed for Students – 12 month employees work
10	1 st Quarter Report Cards Posted
11	Staff Development – Schools Closed for Students
14 – 18	American Education Week
14	Fall Sports Awards – 6:30 in Auditorium
15	Parent Visitation Day
23 - 25	Thanksgiving Holiday - Schools Closed
30	Band Concert – 7:00 PM
DECEMBER	
1	Orchestra Winter Concert – 7:00 PM
2	Chorus Winter Concert – 7:00 PM
15	NJROTC AMI – Pds. 1 - 3
16	2nd Marking Period Interims Posted
22	2-Hr. Early Dismissal
22	Talent Show – Pds. 5 - 8
23 - 31	Winter Break - Schools Closed
JANUARY	
2 & 3	Winter Break- Schools Closed
4	Schools Reopen
9 – 20	HSA (Online)
9	Gov HSA (Paper)
10	Bio HSA (Paper)
13 & 14	Black Box Theatre Production – 7:00 PM
16	MLK Holiday - Schools Closed
18	End of 2 nd Quarter
20	2-Hr. Early Dismissal – Teacher Work Time
21	SAT @ CHS – 8:00 AM
27	2nd Marking Period Report Cards Posted
29	Staff Development - Schools Closed for Students

FEBRUARY	
9	Curriculum Night – 6:30
20	Presidents' Day - Schools Closed
21	Staff Development – Schools Closed
24	3rd Marking Period Interims Posted
25	Science Expo
MARCH	
1	Spring Sports Begin
7	Winter Sports Awards – 6:30 in Auditorium
18	County History Fair
29	End of 3rd Quarter
31	Staff Development & Teacher Work Time – Schools Closed for Students
APRIL	
3 – 6	HSA – Seniors Only
7	3 rd Quarter Report Cards Posted
8	ACT @ CHS – 8:00 AM
13, 14, 17 & 18	Spring Break – Schools Closed (12 month employees work April 13 and 18)
21, 22, 28 & 29	Spring Theatre Musical 1:00 PM & 7:00 PM
4/24 – 5/12	PARCC Assessments (Paper/Pencil)
4/26 – 6/5	PARCC Assessments (Online)
28	4 th Quarter Interims (Seniors Only)
MAY	
1 - 12	AP Exams
2	Orchestra Concert – 7:00 PM
4	Band Concert – 6:30 PM
5	4th Quarter Interims Posted - UNDERCLASS
6	SAT @ CHS – 8:00 AM
6	Athletic Hall of Fame Program – 6:30 PM
12	Chorus Concert – 7:00 PM
15	CTA Awards – 6:30 PM
17 - 19	County Exams - Seniors
19	Last Day for Seniors
20	Prom – 7:30 – 11:30 @ Middleton Hall
22	Gov HSA (Paper)
23	Bio HSA (Paper)
23	Spring Sports Awards – 6:30 PM
29	Memorial Day – Schools Closed
5/22 – 6/9	Online HSA
30	Gov HSA (Paper/Make-Up)
31	Bio HSA (Paper/Make-Up)
31	Graduation Rehearsal – 8:30 AM @ CHS – Senior Picnic to Follow
31	Senior Awards – 7:00 PM
JUNE	
1 – 9	HSA
3	SAT @ CHS – 8:00 AM
5	Underclass Awards (Tentative) – 6:00 PM
7	2-Hr. Early Dismissal – CHS & NHS Graduations
8	2-Hr. Early Dismissal – HHS & PHS Graduations
12 – 15	County Exams
15	2-Hr. Early Dismissal - Last Day for Students
16	Last Day for 10 Month Employees
30	Report Cards Mailed

Bell Schedule for 2016-17			
Period	Time	CTA Schedule	Comment
7:20			Beginning of Staff Day
1	7:40 – 8:33	Block 1 - 7:40 – 10:15	53 minutes
2	8:38 – 9:24	Block 1 - 7:40 – 10:15	46 minutes
3	9:29 – 10:15	Block 1 - 7:40 – 10:15	46 minutes
4 - LUNCH	10:15 – 11:15	Bell will ring at 11:10	
5	11:17 – 12:03	Block 2 – 11:15 – 1:45	46 minutes
6	12:08 – 12:54	Block 2 – 11:15 – 1:45	46 minutes
7	12:59 – 1:45	Block 2 – 11:15 – 1:45	46 minutes
8	1:50 – 2:35		45 minutes
2:50			End of Staff Day
Bell Schedule for 2016-17 - 2 Hour Early Dismissal			
Period	Time	CTA Schedule	Comment
1	7:40 – 8:10	Block 1 - 7:40 – 9:20	30 minutes
2	8:15 – 8:45		30 minutes
3	8:50 – 9:20		30 minutes
4 - LUNCH	9:20 – 10:20	Bell will ring at 10:10	
5	10:20 – 10:50	Block 2 – 10:15 – 11:45	30 minutes
6	10:55 – 11:25		30 minutes
7	11:30 – 12:00	Cover 15 minutes	30 minutes
8	12:05 – 12:35		30 minutes
Bell Schedule for 2016-17 - 2-Hour Late Arrival			
Period	Time	CTA Schedule	Comment
1	9:40 – 10:10	Block 1 – 9:40 – 11:20	30 minutes
2	10:15 – 10:45		30 minutes
3	10:50 – 11:20		30 minutes
4 - LUNCH	11:20 – 12:20	Bell will ring at 11:10	
5	12:20 – 12:50	Block 2 – 12:15 – 1:45	30 minutes
6	12:55 – 1:25		30 minutes
7	1:30 – 2:00	Cover 15 minutes	30 minutes
8	2:05 – 2:35		30 minutes
Cohort Schedule (Homeroom)			
August 29, 30, 31, September 1 and (Tentative) September 6 and 20			
	Period	Time	
	Pledge/Admin HR	7:40 - 8:10	
	1	8:15 - 8:57 (42)	
	2	9:02 - 9:44 (42)	
	3	9:49 - 10:31 (42)	
	LUNCH (4)	10:31 - 11:31 (60)	
	5	11:33 - 12:15 (42)	
	6	12:20 - 1:02 (42)	
	7	1:07 - 1:49 (42)	
	8	1:54 - 2:35 (41)	

School Improvement Process

The goal for our staff is to have every student graduate so they are College AND Career Ready. The most important word is AND, so that each of our students will have choices as they pursue post-secondary opportunities. Calvert High School promotes respect for individuality and encourages the importance of responsibility and citizenship, so that our students are able to become productive contributors in an evolving global society.

SCHOOL LEADERSHIP TEAM

The school leadership team is comprised of the administrators, core leads, and specialists. Periodically, a special education teacher and counselor are members of the team as well. The instructional leadership team meets weekly or bi-weekly to review data, plan, and devise strategies to meet the needs of the students and monitor progress. The core leads and interventionists will work with their respective departments and the staff to conduct walk-throughs and provide direction for our school goals.

Additional responsibilities include core planning facilitation, staff development, department meetings, new teacher assistance, peer coaching and demonstration lessons, and organization of special events and activities.

SCHOOL INSTRUCTIONAL TEAM

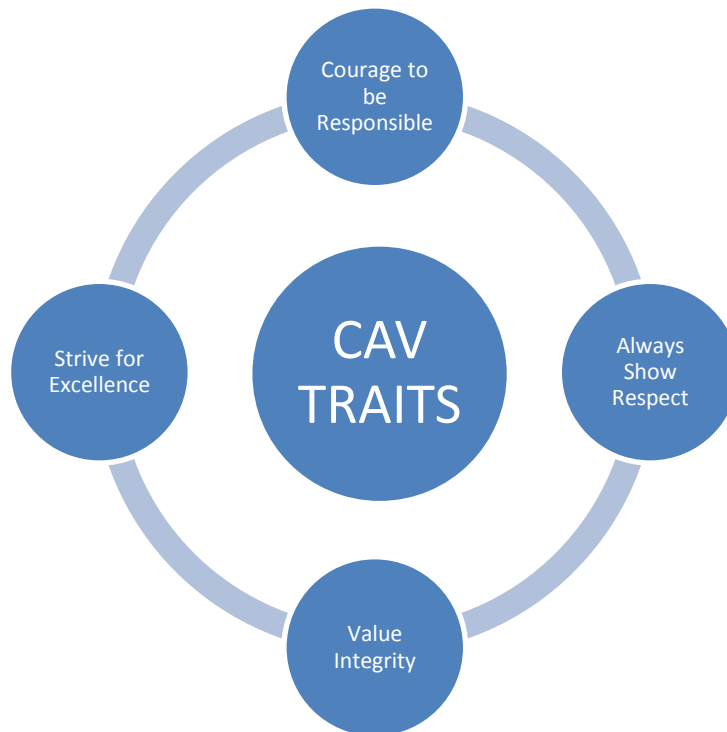
The Calvert High School Instructional Team is comprised of the school leadership team and a variety of staff members who volunteer to meet monthly and set the goals and activities for improvement. Representatives from our PBIS, Check In and Check Out, and Check and Connect programs serve on the school instructional team. The school instructional plan addresses instruction and climate concerns. The school instructional plan is constructed after a review of data (i.e. AP, HSA, SAT, discipline, attendance, anecdotal information from staff). With consideration to system priorities, the school instruction plan is written to address the school's greatest areas of need and the activities and strategies to address those needs through classroom instruction.

Currently our school goals will focus on the following data pieces:

- Closing the achievement gap between disaggregated groups of students paying close attention to:
 - Male Students
 - African American Students
 - Special Education Students
- Increasing the number of students who are accessing higher level programs (AP/Honors/CTE)
- Developing the writing skills of all our students
- Developing the analytical reading skills of all our students
- Recognizing and reinforcing positive behavior of all students
- Disproportionality of OSS and ISS placements between disaggregated groups of students.

STUDENT EXPECTATIONS FOR LEARNING AND BEHAVIOR

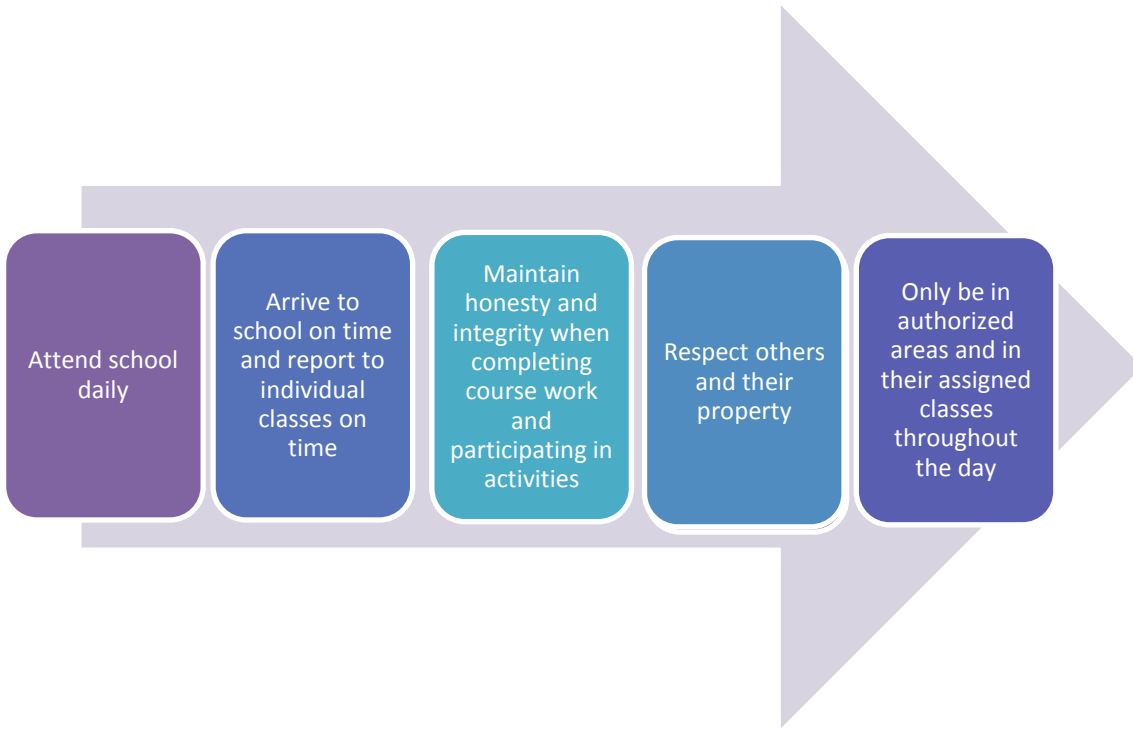
The Calvert High School Staff and Community hold high expectations for student behavior and discipline. We are committed to maintaining an environment that is conducive for learning and a safe environment for all – students and staff. We also subscribe to the Positive Behavior Interventions and Supports Program (PBIS) in order to recognize those who demonstrate positive behavior while in school. We ask that all students be CAVS and adhere to the expectations.



Each student is given a copy of the Calvert County Code of Student Conduct during the first week of school. This book is reviewed by classroom teachers and administrators during the first week of school as well. **Every student should keep his/her copy of the *Code of Student Conduct*, but should sign and return the Statement of Understanding to the school. Every student is responsible for abiding by the standards set forth in this document. A copy can also be found on the Calvert County Public Schools website at www.calvertnet.k12.md.us**

This handbook will not outline the discipline procedures that are found in the code of conduct; however, Calvert High School will enforce the procedures outlined in the code of conduct for disciplinary infractions. Students should understand and adhere to the discipline standards for our school system. A variety of consequences will be used by the staff at Calvert High School ranging from warnings to out-of-school suspensions.

It is expected that Calvert High School students:



INSTRUCTIONAL PROGRAM AND STUDENT SUPPORTS

Calvert High School offers a continuum of services and opportunities for all students. The primary responsibility of the student is to attend school and be actively engaged in class. As teenagers, students may not share information with their parents regularly. However, we strongly encourage all parents to talk with their student about school subjects and school progress. All teachers will provide students with a brief course outline which will contain teacher expectations for academic performance and classroom behavior. A description of the teacher's grading procedures will also be provided at the beginning of the course.

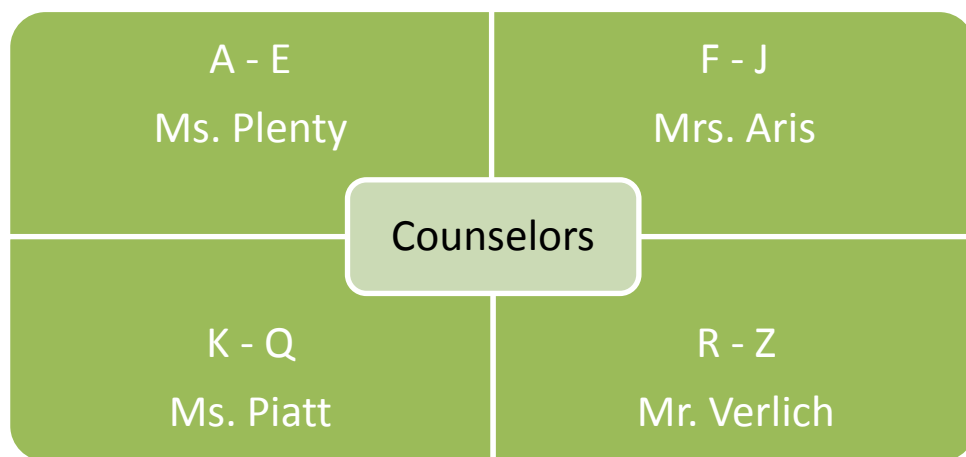
As a comprehensive high school, we offer students a wide variety of courses including many Advanced Placement Courses. We strongly encourage students to take advantage of our honors and AP courses to help prepare them for the type of work they will encounter in the post-secondary world.

Throughout the year, parents will be made aware of their child's progress in each class through Interim Reports and Report Card. Each is given to the student on the dates outlined in the CCPS School Calendar.

Each grade level of students must meet certain graduation requirements in order to earn a Maryland State High School diploma. The requirements can be found in the **Course Selection Guide** used for registration each February. The requirements for grade levels are maintained in the guidance office and can be found on the CCPS website: www.calvertnet.k12.md.us

GUIDANCE AND COUNSELING SERVICES

Guidance counselors are available to assist students with their academic program or concerns of a personal nature. Students may request to see their counselor by completing a form which is available in the Guidance Office. This form should be picked up and returned (upon completion) before first period, between classes or while traveling to lunch. **Except in an emergency, students should not report to Guidance until their Counselor sends for them.** Additionally, our guidance counselors can arrange parent-student-teacher conferences when a teacher, parent, or student feels the need to discuss a student's progress.



EMANCIPATED 18-YEAR-OLD STUDENT

A student 18 years of age or older and living independently of his/her parents or guardians may be considered emancipated and responsible for confirming and verifying his or her own absences. However, verification of emancipation must first be established by the Department of Student Services.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Students must report any changes in address, telephone number or guardianship to the Guidance Office in order to maintain accurate records. Any changes in address must be accompanied by a proof of residency (i.e., deed, lease agreement, or mortgage coupon).

SCHOLARSHIPS

The guidance office maintains updated information about scholarship opportunities for students. Students may see their guidance counselor about these opportunities, the scholarship application process, and due dates. Scholarships are announced throughout the year on morning and afternoon

announcements. Additional scholarship and financial information can be found at the Maryland Higher Education Commission website at www.mhec.state.md.us or at the following phone number 1-800-974-0203. This resource is for state financial aid.

TRANSCRIPTS

Seniors applying to college should request transcripts from their guidance counselor. It is important to provide counselors ample time to prepare your files. We respectfully request that you provide your counselor 10 working days to process your requests. Early requests are appreciated.

Each year students should be preparing for post-secondary opportunities. We have provided a checklist for each grade to help guide you in your decision making. This is not a comprehensive list. It is a list of suggestions.

COLLEGE AND FINANCIAL AID SEMINARS

The PTSA and Guidance Departments have organized a series of College Seminars for students and parents during the school year. In cooperation with Southern Maryland CAN, these programs are available to the CHS community. The dates for these seminars will be determined shortly. The daytime sessions are for students; however, parents/guardians are welcome to attend.

Overview of Financial Aid
FAFSA Line-by-Line – SoMDCan
College Goal Sunday – SoMDCAN (at Prince Frederick Library)
Understanding Award Letters

MARYLAND HIGHER EDUCATION COMMISSION RESOURCES

Calendar..... Available in Guidance
College 411 Available in Guidance

CCPS INTERIM REPORTS

An Interim Report will be posted electronically for all students at the midpoint of each marking period. Students will receive notification of their standing in each course in which they are enrolled. Even though a student may not be failing at interim time, and/or did not receive an unsatisfactory interim report, he or she may still fail or receive an unsatisfactory grade for the quarter, providing this action can be justified by the teacher. Each student will be responsible for delivering an interim progress report to their parent or guardian on the following dates:

October 7, 2016
December 16, 2016
February 24, 2017
April 28, 2017 - Seniors
May 5, 2017 - Underclassmen

CCPS REPORT CARDS

Report cards are now posted electronically as opposed to a paper report card for students to articulate the grades earned for each quarter. Only end-of-year report cards will be printed and mailed home. Comments are provided on report cards which reflect failing grades to help communicate the possible reason for the grade. Report cards will be distributed to students on the following dates:

November 10, 2016
January 27, 2017
April 7, 2017
Final report card mailed no later than June 30, 2017
Seniors will receive final report card and transcript with diploma at graduation.

So You Are a FRESHMAN:

- Get acclimated to the high school
- Connect with teachers about your courses
- Complete assignments
- Think critically about subject matter
- Take PSAT in October
- Use My College Quick Start to get tutoring for the SAT from Kahn Academy
- Participate in interventions
- Participate in at least one (1) extra-curricular activity
- Prepare for and pass applicable High School Assessments and PARCC Assessments
- Register for College Preparatory Classes for next year
- Complete service learning requirement if applicable
- Meet with your counselor about pathways and graduation requirements

So You Are a SOPHOMORE:

- Connect with teachers about your courses
- Complete assignments
- Think critically about subject matter
- Participate in interventions
- Take the PSAT in October
- Get more involved with your extra-curricular activities
- Prepare for and pass applicable High School Assessments and PARCC Assessments
- Research possible colleges you are interested in attending and find out required courses and tests
- Register for College Preparatory Classes for next year
- Complete service learning requirement if applicable
- Study for May AP Exams
- Meet with your counselor about pathways and graduation requirements
- Look for great summer opportunities – job, internship, or volunteer position
- Investigate summer school programs in our area
- Use My College Quick Start to get tutoring for the SAT from Kahn Academy



So You Are a JUNIOR:

- Connect with teachers about your courses
- Complete assignments
- Think critically about subject matter
- Participate in interventions
- Take the PSAT in October
- Get more involved in leadership positions with your extra-curricular activities
- Research possible colleges you are interested in attending and find out required courses and tests
- Register for College Preparatory Classes for next year
- Meet with your counselor about future plans
- Start your college search
- Consider your interests
- Read about majors and careers
- Start exploring colleges
- Request applications
- Narrow your list of colleges (5 -10)
- Attend financial aid seminars held at school
- Take the SAT/ACT in the spring
- Prepare for your AP Exams in May
- Continue summer activities – job, internship, volunteer work
- Prepare a resume, portfolio of accomplishments and awards
- Take advantage of SAT Prep classes

So You Are a SENIOR:

- Connect with teachers about your courses
- Complete assignments
- Think critically about subject matter
- Complete the NCAA Clearinghouse Initial Eligibility Form (if you plan to play college sports)
- Get more involved in leadership activities with your extra-curricular activities
- Attend job/college fairs and talk with college/technical school representatives and military recruiters
- Take the SAT/ACT in the fall
- Target college choices to 5 in the fall
- Talk with your counselor about requesting transcripts (10 working days' notice is appreciated)
- Make a master calendar of deadline dates and due dates
- Ask teachers and counselors for recommendations (provide your resume and request for reference form)
- Write your application essays (ask teachers, parents, and friends to read first drafts)
- Investigate all potential sources of financial aid
- Attend financial aid seminars held at school
- Complete and mail the FAFSA between January 1 and March 1 (Session held at CHS)
- Apply for Senatorial and Delegate Scholarships
- Prepare for AP Exams in May
- Reply to college acceptance letters
- Finish the academic year strongly

TEST DATES

Calvert High School students will need to participate in different testing opportunities as they move through their course requirements in high school. We encourage all students to participate in one or more of these assessments either as a requirement for graduation such as the High School Assessments, PARCC exams, or to position themselves appropriately for future endeavors.

The **PSAT** is highly recommended for all 9th, 10th and 11th graders. The PSAT will prepare students for the SAT and give 11th graders scholarship opportunities. This test is offered during the school day. The test will take place on Wednesday, October 19, 2016.

The **SAT and ACT** are recommended for students in 11th and 12th grade who are pursuing post-secondary opportunities.

AP Exams are offered to students who are enrolled in AP courses at Calvert High School. We strongly encourage all AP students to participate in this testing opportunity. Studies indicate that students who participated in the AP Course and Testing program are more likely to remain in college. AP Exams will be given May 1 – 12.

The **High School Assessments (HSA)** are standardized tests that all Maryland students (beginning with those who entered grade 9 in 2005) are required to take and pass in order to graduate. There are two tests (one each in government and biology). The examinations are based upon the Maryland High School Core Learning Goals for each subject.

Beginning 2013-2014, passing the government HSA became a graduation requirement for incoming 9th graders.

Maryland is a member in the Partnership for Assessment of Readiness for College and Careers (PARCC), a consortium of states working together to develop an assessment system aligned to the Common Core State Standards. The new assessments will be anchored in college and career readiness; provide comparability across states; and be able to assess and measure higher-order skills such as critical thinking, communications, and problem solving. These tests are directly tied to the Maryland College and Career Ready Standards.

The assessments will be paper or computer-based and will include a mix of constructed response items, performance-based tasks, and computer-enhanced, computer-scored items.

Calvert County will give three of PARCC tests during the 2016-17 school year: English for 10th-graders, English for 11th graders, and Algebra I.

PSAT	HSA	SAT	ACT	AP Exams	PARCC
October 19	1/9-1/20 (Online) 1/9 – Gov (Paper) 1/10 – Bio (Paper)	October 1 November 5* December 3 January 21* March 11 May 6* June 3*	September 10 October 22* December 10 February 11 April 8* June 10	May 1-12 May 17-19 Make Up Dates	Online 4/24 – 6/5 Paper/Pencil 4/24 – 5/12
	5/22 – 6/9 (Online) 5/22 – Gov (Paper) 5/23 – Bio (Paper) 5/30 – Gov (Paper/Make-Up) 5/31 – Bio (Paper/Make-Up)	<i>*indicates CHS as testing location</i>	<i>*indicates CHS as testing location</i>		

Discipline

Code of Conduct

The staff and administration of Calvert High School firmly believes every student has a right to learn and also has a responsibility to act responsibly and not infringe upon others' right to learn. When students do not act responsibly and infringe upon others right to learn or fail to follow school rules and county policies, it is our responsibility to use progressive discipline in an attempt to change the behavior of the offending student. Calvert County Public Schools has created a "[Student Code of Conduct](#)" which ensures student's individual rights are protected without infringing on the rights of other students. It also helps preserve a safe and orderly school environment. The Calvert County Public Schools Code of Conduct will be given to each of our students at the beginning of the school year. Students are to read the "Code of Conduct" and then sign the "Statement of Understanding" on page 49 If your child plans to bring a cell phone to school with them, he/she will also need to sign the "Cellular Phone Registration Form" on page 53 of the "Code of Conduct."

Bullying, Harassment, or Intimidation

Bullying, harassment, or intimidation are serious and will not be tolerated. Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: (I) creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and (II) 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager. There is a [form](#) on pages 51-52 in the Student Code of Conduct to report alleged bullying harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school*, in the current school year. If you are a student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying harassment, or intimidation, complete the form and return it to the Principal at the student victim's school. Contact the school for additional information or assistance at any time.

Cheating/Academic Dishonesty

Cheating of any type is a form of academic dishonesty. A student found cheating, violating procedures for test taking, plagiarizing or copying (including homework) will receive a zero (0) for the assignment/test and may be subject to a disciplinary action.

County Policies & Procedures

The following policies and procedures come up throughout the school year and should be reviewed by parents and students:

Grading

Procedure [3415.1](#)

Attendance	3005.1
Eligibility for Extra Curricular/Athletics	3452.1
Acceptable use of the internet	2718.1
Graduation Requirements	3010.1
Graduation Exercises	3310.1
Medication	3900.3
Photographs and Videos of Students	Code of Conduct

NAVIGATING THROUGH HIGH SCHOOL

ACADEMIC ASSISTANCE

Lunch Plus is the optimal time for students to receive assistance from their teachers. Students may access academic assistance through their classroom teacher, peers, or the National Honor Society. The NHS calendar is posted in the Media Center. Additionally, teachers and parents can make referrals to the counselors when students are not performing at the appropriate level. Tutoring is also available during Lunch Plus.

ANNOUNCEMENTS

Announcements will be made at the beginning of first (1st) period. Time has also been allotted at the beginning of 8th period for announcements.

LOCKERS (HALL AND PHYSICAL EDUCATION)

All students will be issued a locker. Lockers should be locked properly at all times. Each student is responsible for keeping his/her assigned locker clean both inside and outside. Students will be charged for damages to their assigned lockers. Lockers are the property of Calvert County Public Schools. With just cause, lockers can and will be opened for inspection if believed to house any material illegal and/or detrimental to the health and safety of a student or the student body.

LOST AND FOUND

Articles found in and around the school are to be turned in to the main office where the owners may claim their property after proper identification of the article. Students who find lost articles are to turn them in to the office immediately. Articles will be retained in the office for a period of time after which time they will be donated to a local charity.

FINANCIAL OBLIGATIONS/ OVERDUE ACCOUNTS

Students who do not return all school property (library books, athletic equipment, textbooks, locks, etc.) will be notified. **Transcripts, diplomas and report cards will be withheld until all accounts have been cleared. Financial obligations will be carried from one year to the next.**

FORMS

During the first week of school all students will receive the following forms:

Emergency Contact Form – Every student must have this form on file for contact purposes.

FARMS (Free and Reduced Meals) – Parents who meet the criteria should complete this form.

LUNCH PLUS PROGRAM

Calvert High offers a Lunch Plus program where all courses stop and the entire student body and staff have lunch. This schedule was created to facilitate time for our students to receive academic assistance and participate in other clubs. So many of our students participate in after school activities and have additional responsibilities outside of school. This time, first and foremost, should be used for academics. Activities will include extra-curricular clubs and groups, as well as mandatory tutoring and review sessions for individual courses, PARCC/HSA Preparation. Extra time is used for lunch. The cafeteria will be open for an entire hour to purchase lunch or snacks.

Students must use only their assigned ID number to make purchases in the cafeteria. Students **cannot** use another student's ID number or give another student their ID number to be used to make purchases in the cafeteria. The misuse of another student's lunch account will result in serious disciplinary action. The cost of lunch for the 2016-17 school year will be **\$2.80**.

Expectations for Lunch Plus include:

- Be respectful and take responsibility for your actions
- Stand in lunch lines in the order that you arrive.
- Line cutting is prohibited and saving spaces is not allowed.
- Clean up and put all trash in waste cans. We have a beautiful school and need to keep it that way.
- Students should be in either a classroom, media, or the cafeteria
- Make good decisions and reinforce positive decision making with each other
- Attend intervention and remediation activities for HSA's and individual courses
- Use appropriate language and appropriate volume while talking with friends
- Refrain from standing in large groups
- Observe quiet areas around the media center
- Respond to adults in an appropriate manner
- Follow the directions given by adults
- When asked your name, give your name to the adult asking
- Stay on school property at all times
- Singing, rapping, and use of instruments in designated areas only
- Follow the rules set forth in the code of conduct
- Obtain a pass to move to a different location during lunch
- Students will not be excused from a classroom or the cafeteria in the final five minutes of A and B lunch

Students who violate the procedures listed above will be subject to administrative disciplinary action.

MEDIA CENTER

Students and teachers are encouraged to take advantage of the services provided by the Media Center. The Media Center houses a large collection of reference materials. Rules governing the general circulation policy regarding use of materials and audio equipment are posted in the Media Center. Media Center hours are 7:10 a.m. to 3:10 p.m. (Monday through Friday).

- **Fines** - Students must pay for lost or damaged materials before they can continue to check out other materials or receive their report card.
- **Copies** - The school has made available to all students a copy machine in the media center. Copies will be made for a small fee.

ATTENDANCE

Regular attendance is necessary in order for students to achieve success in school. Therefore, the Calvert High School Staff feels strongly that our students should attend school regularly. We realize, though, that illnesses and other concerns arise that require students to be absent. The entire CCPS attendance procedures can be found in the Code of Student Conduct. We have highlighted some of the CHS procedures below.

For underclassmen:

- Students arriving after 7:45 will be considered late to school.
- Students arriving after 10:40 will be considered absent for a ½ day
- Students leaving before 11:40 will be considered absent for a ½ day
- Students in attendance less than two hours per day will be considered absent for a full day.

Seniors:

- Seniors scheduled for less than a full day are to be counted present based on the amount of time he/she is scheduled.
- Therefore, if a senior attends school for two periods and misses one, he/she would be considered absent ½ day.

Steps to follow **WHEN RETURNING FROM AN ABSENCE:**

1. Have your parent/guardian write a note giving your **full** name, the date(s) of absence, reason for absence, and his/her signature. This **must be submitted to the first period teacher WITHIN THREE (3) DAYS OF THE LAST DAY ABSENT**. Failure to do so will result in the absence being coded unlawful.
2. Present your excuse note to your first (1st) period teacher and obtain an admit slip.
3. Upon returning to school, arrangements should be made with your teachers for make up assignments. Requests in advance for assignments due to consecutive absences should **NOT** be made unless the student finds that he/she will be absent more than three (3) days. Students are encouraged to call a friend in their class for daily assignments and to check with their teacher the first day they return. Generally, students will have one day to make up work for each day of absence. Home teaching services are available in emergency situations for students absent more than two (2) weeks. Contact your counselor.

ARRIVE LATE / LEAVE EARLY (Attendance)

Any student who must leave school early is **required to bring a note from a parent/ guardian** requesting the early dismissal. **(The note must contain parent's home and/or work phone numbers for verification purposes.)** This note should be delivered to the main office secretary prior to the beginning of first period class. **The early dismissal must be verified with a phone call before the student is allowed to check out early.** For non-driving students, a parent/guardian or designee will be allowed to sign the student out in the main office. Photo identification must be provided at the main office. Exceptions to this policy must be handled by the student's vice principal.

Students arriving tardy prior to 7:45 a.m. will report directly to their first period class. Students **arriving after 7:45 a.m. are to report to the main office and sign in with the attendance secretary.**

Students who are **consistently tardy to school will be subject to teacher and administrative action, including the possibility of losing credit for their first (1st) period class.** Students who are **habitually late to school and drive to school will have their parking passes suspended** until the problem is solved.

Students are not allowed to park on school property during the school day without a valid parking permit. (Example: Juniors who miss their bus and assume they can drive to school.)

ILLNESS DURING SCHOOL DAY

If a student becomes ill during class, he/she will be given a pass from a teacher to report to the nurse's office. A student may only remain in the office for fifteen (15) minutes. During that time, the parent/guardian will be contacted. If permission is given and arrangements approved for transportation, the student may go home.

Medication will not be given to the student. **A student who is to take a prescription drug must have on file, in the nurse's office, a completed medication form filled out by the physician. This includes over-the-counter medications.** Medicines will be given to the nurse for dispensing. **Students are not allowed to bring in their medications – the medications must be brought in by a parent or guardian.**

Students injured at school must complete a school accident report form.

SCHOOL HEALTH ROOM PROCEDURES

Students who become ill in your class should be sent to the school nurse. Her office is located near the guidance office. **Students must be given a pass to come to the nurse.** All students who report to the nurse's office will be signed in on the health room log. If a student is well enough to return to class, s/he will have a return pass from the nurse's office with the time noted.

The health room will be closed during a "posted" time so that the nurse may have a duty-free lunch period.

PICKING UP/SIGNING OUT STUDENTS

When it becomes necessary for a parent or guardian to have his/her child/children released before our regular dismissal time, please follow these procedures.

- ⇔ The parent or his/her authorized designee* should report to the main office to request the release of the student(s). Parents should provide in writing if someone other than the parent and/or guardian will be picking up the student. A phone call will be made to verify this note before a student is released.
- ⇔ Photo identification will be required, and the parent, guardian, or authorized designee will be asked to sign the student(s) out of school.
- ⇔ If the student returns to school before the regular dismissal time, the student must report to the main office to sign in and receive an admission slip. However, the parent/guardian (or designee) does not have to sign the student back in to school.
- ⇔ The names of people to contact in case of an emergency are listed on the student emergency form. This list is for school purposes and not picking up students from school.

***An authorized designee is a person other than the parent/guardian who is over the age of 18 and pre-approved by the parent/guardian and a school official to sign a student out from school.**

SCHOOL INSURANCE

A. Awarded for School Year 2016-17 to:

1. Company: K & K Insurance
2. Claim Address: K & K Insurance
1712 Magnavox Way
P. O. Box 2338
Fort Wayne, IN 46801

B. Policy Number: 6AJXS26736200

C. Benefits:

1. Maximum Dismemberment - \$10,000
2. Maximum Medical - \$25,000
3. Loss of Life - \$10,000

D. Premium:

1.	School Time Coverage	
	Low Option	\$ 25.00
	High Option	\$ 34.00
2.	24 Hour Coverage – All Year	
	Low Option	\$ 80.00
	High Option	\$118.00
3.	24 Hour Coverage – Summer Only	
	Low Option	\$ 25.00
	High Option	\$ 35.00
4.	Football Coverage	
	Low Option	\$130.00
	High Option	\$199.00

E. Coverage Basis:

All of the above plans are on a primary excess basis. Student insurance pays the first \$100 of eligible claim, other valid insurance pays up to its limit, student insurance then pays any balance. If parent has no personal health insurance, student insurance pays eligible claims from first dollar.

F. Procedures:

1. Insurance brochures for parents are distributed to each school by the insurance company and are to be given to students on the first day of school.
2. The completed application along with a check payable to K & K Insurance is to be mailed to 1712 Magnavox Way, P. O. Box 2338, Fort Wayne, IN 46801-2338. If a student does bring the application into the school, please mail directly to K & K Insurance or return the application to the student and have them mail the application in. The application is effective the date that K & K Insurance receives the check and application. Parents can also enroll online. The website address is: www.studentinsurance-kk.com.

TRANSPORTATION

Commuting by school bus requires appropriate behavior for the comfort and safety of everyone. Inappropriate behavior may result in the loss of riding privileges. Please refer to the *Calvert County Code of Student Conduct* for specific information regarding transportation guidelines.

The school cell phone policy remains in affect while a student is on a school bus. Cell phones cannot be used without the permission of the bus driver.

When a student arrives at school in the morning and dismissed from their bus, they cannot visit other students (or non-students) in the school parking lots prior to going into the school building. At the end of the school day, students cannot visit in the parking lots prior to boarding their school bus. Students who leave school property after the dismissal bell, cannot return to ride a school bus home.

BUS NOTES

Parents must provide a written request when they want their child to ride a bus other than the one assigned for an **emergency situation**. This note must be delivered to the main office secretary prior to first period. This request must include a phone number that will allow the school's secretary to verify the request prior to the student boarding the bus. Student must pick up approved bus note and give to driver upon boarding the bus.

STUDENT PARKING

The CHS administration encourages all students to take advantage of school provided transportation. **Student parking is a privilege and is very limited. Seniors who were absent no more than ten (12) days of school the previous year may apply for parking permits.** Permits will be issued on a yearly basis and will cost \$60.00. Applications must be accompanied with a driver's license, the vehicle registration card, and the applicant's original schedule of classes to be used for verification purposes. These documents will be returned immediately.

Parking application/contract forms will be available on the first day of school (during lunch periods in the main office), as well as on our school website. Permits will be sold to those juniors and seniors who qualify beginning the second day of school during the lunch periods. **Student parking permits are not transferable.** Permit holders who violate this procedure will have their permit revoked and will be subject to administrative action.

Vehicles parked on campus without a VALID PERMIT are subject to towing at the owner's expense without prior notice or warning.

PARENTAL INVOLVEMENT AND ACTIVITIES

The Calvert High School Staff encourages and supports parental involvement in our school. We would like all parents and guardians to take an active role in their child's education through teacher contact and volunteerism. We have many clubs and activities that need the assistance of our community. Our PTSA group is an active group who supports the students, CHS community, and teachers. They plan various activities throughout the year including Financial Aid Seminars, Guest Speakers, Powder Puff Football, Cultural Arts events, School Beautification and Scholarships to seniors. Additionally, they take the lead on our volunteer hours and the monthly newsletter that is mailed out to each of our homes. It contains a great deal of information concerning the happenings at CHS.

PTSA EXECUTIVE BOARD 2016-17

President Maricarol Cloak
Vice President..... Michelle Osborne
Secretary..... Kim Malone
Treasurer Mariann Crisman

Consult Parent Newsletter for meeting dates. The PTSA Executive Board meets the 2nd Thursday of each month.

VISITORS

All parents and official visitors are welcome to visit the school. They are asked to sign into the computer located in the main office and obtain a visitor's pass. Visitors are asked to use the parking spaces in front of the main office. In the morning, parents should drop students off in the student drop off lot off of Dorsey Road.

No one should park in the bus lanes 7:10 AM - 7:40 AM and 2:05 PM - 2:45 PM

Anyone who plans to visit the school for any reason is encouraged to call for an appointment. In accordance to the CCPS classroom visitation policy and procedures, parents and guardians should make this request 48 hours in advance to the principal in writing, stating the purpose and duration of the visit. A day will be scheduled and teachers will be advised.

BOOSTER CLUBS

The **Athletic Boosters** meet the second Monday every month beginning in August at 6:00 PM.

The **ROTC Boosters** meet the second Tuesday every month beginning in September at 7:00 PM.

COMMUNICATION

CHS Newsletter: A newsletter will be POSTED monthly on the CHS website. A notice will be sent out on the email distribution list.

Home Access Center (HAC) Parents and guardians are able to access their child's grade information through a parent internet viewer. HAC is a real-time, read-only viewer for students and parents to see class assignments and grades. It is available via Internet, provides existing data on student grades, and an email Notification System allows parents to sign up for automatically generated email reports. Parents can monitor their child's progress throughout the quarter.

Information on how to access your child's grades can be found on the CCPS website.

HAC allows you to view your student's current grades and assignments in a real-time atmosphere. Grades will typically be visible within HAC within two weeks of the assignment due date. Additional time should be provided in the case of assignments that may take longer to grade (e.g., projects, research papers, etc).

If you are new to Calvert County Public Schools or lost your login credentials, you will need to go to your child's school in person with photo ID during normal business hours to establish an account or be issued a new password."

Important Information – SchoolMessenger: Our school uses the SchoolMessenger Notification System to provide timely communication to parents and staff members on matters such as attendance, general interest activities, and emergencies. In order to enhance our ability to accurately deliver that information, we kindly request that you create your own contact preference profile using SchoolMessenger's Contact Manager web site.

The Contact Manager feature allows you to control the ways in which you prefer to be contacted including phone, email, and text messages. It also works like a mailbox, giving you a place to review messages you may have missed.

In order to utilize this feature simply follow the steps below to create an account through the secure Contact Manager web site provided by SchoolMessenger. SchoolMessenger has a strict privacy policy and does not sell or distribute your contact information to any 3rd party.

You will be access the SchoolMessenger online "Contact Manager." This will allow you to personalize your settings and make decisions about where notifications will be sent. Telephone notifications can be sent to up to three phone numbers. When you are in "Contact Manager," the phone number located in the Phone1 field has been populated by taking information from the CCPS Student Information System. It should reflect your home phone number. For parents that do not have a home phone number on record, this field will display the Guardian1's cell phone number on record. If the number that appears in the Phone1 field is incorrect, please contact the main office of your child's school to have it corrected. Parents may change (or add) phone numbers in SchoolMessenger for Phone2 and/or Phone3. Parents may also add up to two email addresses and/or SMS numbers to receive text messages. Please note that changes (or additions) to Phone2, Phone3, email addresses, and/or SMS numbers in SchoolMessenger will not change anything in the database of the CCPS Student Information System. Regardless of whether a Contact Manager account is created, phone messages will go out to parents to home and/or cell numbers pre-populated in the system. Emails and texts, however, will only go out via SchoolMessenger once the parent has added those contacts in Contact Manager.

In Contact Manager you control the type of notifications you will receive and where you want them sent (email addresses, phone/SMS numbers, etc.). You customize your information in the system by checking the boxes for each contact and notification type.

Types of notifications that will be sent by our School System include:

- Emergency
- Non School Hours Emergency

- Attendance notifications (will be automated and run each day for absent students—and will be sent no later than three hours after the start of your child’s school day)
- General announcements from schools
- Surveys

The Emergency, Non School Hours Emergency, and Attendance Notification types require at least one phone number to be attached in “Contact Manager.”

If you have questions or concerns about SchoolMessenger, please contact the main office of your child’s school.

WEBSITE: CHS maintains a website as a resource of information for our community at:

<http://chsweb.calvertnet.k12.md.us/parentslinks.html>

CCPS CALENDAR: There is a calendar available on the home page of Calvert County Public Schools that lists events pertaining to students.

EXTRA CURRICULAR ACTIVITIES

Administrative Procedures for Policy #3452 (Students) of the Board of Education Regarding Academic Eligibility for Extra-Curricular Activities

I. Statement of Belief:

Extra-curricular activities are an integral part of the educational experience. The primary mission of the Calvert County Public Schools, however, is to ensure that all students demonstrate academic success. The Board of Education, therefore, directed that academic standards be developed to determine eligibility for participation in secondary extra-curricular activities.

II. Definitions

- a) Eligibility period – the period from the date a report card is issued to the date the next report card is issued.
- b) Extra-curricular activities – activities that are sponsored by a staff member or a designee appointed by the principal that meet a minimum of ten times each school year and that are not a curricular program or an extension of a curricular program.
- c) Failing grade – a numerical grade of less than 60 percent for high school courses, or a grade of “E” for middle school courses.
- d) Grade Point Average – All grades of the previous reporting period determine the Grade Point Average (GPA) for the winter and spring extracurricular seasons. For the purpose of eligibility, a minimum grade of 40 percent or the actual numerical grade between 40 percent and 59 percent, whichever is higher, is used to calculate the Grade Point Average. The overall GPA is not used for eligibility purposes. For middle school, GPAs are calculated on a grade scale with A = 4, B = 3, C = 2, D = 1, and E = 0.
- e) New students – Students transferring into the Calvert County Public Schools System from another school district.

III. Academic Standards for Participation in CCPS Athletics

- a) High school students must maintain a 70 percent Grade Point Average, with no more than one failing grade. New students, in order to participate, must meet the same criteria.
- b) Final report card grades from the previous academic year will be used to determine fall eligibility. Incoming 9th Grade students are automatically eligible for the fall season.
- c) Quarterly report card grades will determine winter and spring eligibility.

IV. Athletic Reinstatement

- a) Interim reports may be used to reinstate a student’s eligibility.
- b) The Athletic Director or activity sponsor at each secondary school or his/her designee will verify with teachers the numerical grade(s) of a students who petitions for reinstatement on an interim report date.
- c) The student must meet the academic standard in order to be reinstated.

V. Raising a GPA through Summer School

- a) A student may improve a GPA by retaking a course or by taking an additional course in summer school.
- b) A student who fails a course may take the same course in summer school if it is offered. The summer school grade replaces the final grade for athletic eligibility purposes. All policies regarding the replacement of a final grade on the permanent record remain in effect.
- c) If a student fails a course which is not offered in summer school, he/she may enroll in a comparable level course that is approved by the principal. The summer school grade replaces the lowest final grade for athletic eligibility purposes. All other policies regarding the replacement of a final grade on the permanent record remain in effect.
- d) A student who enrolls in summer school to improve his/her GPA of passed courses (i.e., a student with a GPA between 60% and 70% with no failing grades) should take the course most useful to his/her needs. The principal may designate which course a student should take. The summer school grade will replace the lowest final grade for athletic eligibility purposes.

VI. Participation in Athletic Team Practice and Games

- a) An athlete may try-out and practice during periods of ineligibility.

- b) An ineligible athlete may not accompany the team on trips, be excused from classes, or play in games.

VII. Students with Disabilities

- a) A student with a specialized education plan under the Individuals with Disabilities Act (Individual Education Plan or IEP) or Section 504 (504 Plan) is subject to the athletic eligibility standards outlined above.
- b) A student's IEP or 504 Plan may require review to ensure the student has an equal opportunity to meet athletic academic standards.
- c) A student with an IEP or 504 Plan who is determined to be academically ineligible to participate may appeal his/her eligibility status to the Superintendent or his/her designee. In cases of appeal, progress toward meeting the IEP will be assessed and used as the basis for making the determination of athletic eligibility status.

VIII. Appeals of Athletic Eligibility Status

- a) When a student believes that an error occurred in the awarding of a grade, he/she may file an appeal with the school principal.
- b) The student must demonstrate the circumstance which may have contributed to the awarding of an incorrect grade.
- c) Appeals must be initiated within five days of the issuance date of the report card.
- d) The student remains ineligible for athletics during the appeal process.
- e) The school principal shall render a final decision within five days of the appeal date.

ATHLETICS

Calvert High School offers a wide range of athletic activities for both boys and girls. Recent championships won by our teams at the conference, regional and state levels, attest to the fact that we have one of the most successful athletic programs in the state. All students are encouraged to be a part of at least one extracurricular activity, as research has shown that students who are a part of school do well academically while they are in school. Remember, Calvert High School's Motto: **Involvement Equals Success.**

Most of our programs consist of a varsity program for the more experienced athletes and a junior varsity program for the younger, less experienced athletes. The sports are divided over three seasons as noted below. Sports with only a varsity are noted. Athletic forms may be downloaded from the CCPS website or obtained in the main office.

Fall Sports

Aug 10 – Nov 2 (Post Season)

Cheerleading
Cross Country - Boys and Girls
Dance Team- 1 squad, 9-12
Field Hockey
Football
Volleyball
Soccer – Boys and Girls
Golf - Boys and Girls

Winter Sports

Nov 15 – Feb 16 (Post Season)

Boys Basketball
Girls Basketball
Indoor Bocce
Cheerleading
Dance Team - 1 squad, 9-12
Swimming - Boys and Girls
Wrestling

Spring Sports

March 1 – May 6 (Post Season)

Baseball
Boys Lacrosse
Girls Lacrosse (Varsity only)
Outdoor Bocce
Softball
Tennis - Boys and Girls
Track/Field - - Boys and Girls

In order to be eligible to play a sport, students must have the following:

- An **annual** physical, insurance information and a HIV/AIDs form on file with the athletic office **prior** to tryouts. These forms can be picked up in the main office.
- Students must be in good academic standing in order to participate.

FALL SPORTS

Fall sports practices begin August 12th. Times will vary for each sport

SPORT	COACH	E-MAIL
CHEERLEADING	MRS. CONTEE	CONTEEL@CALVERTNET.K12.MD.US
CROSS COUNTRY	MR. MAJOR	
FIELD HOCKEY	MRS. LISTER	LISTERD@CALVERTNET.K12.MD.US
FOOTBALL	MR. SNEADE	SNEADER@CALVERTNET.K12.MD.US
GOLF	MR. KURUTZ	KURUTZJ@CALVERTNET.K12.MD.US
BOYS SOCCER	MR. STREETE	
GIRLS SOCCER	MR. BAKER	
VOLLEYBALL	MR. SMITH	SMITHTW@CALVERTNET.K12.MD.US

WINTER SPORTS

Winter sports practices begin November 15th. Times will vary for each sport.

SPORT	COACH	E-MAIL
BOYS BASKETBALL	MR. KURUTZ	KURUTZJ@CALVERTNET.K12.MD.US
GIRLS BASKETBALL	MR. CONTEE	CONTEET@CALVERTNET.K12.MD.US
INDOOR BOCCE		
INDOOR TRACK	MR. MAJOR	
SWIMMING	MR. DRYER	DRYERB@CALVERTNET.K12.MD.US
WRESTLING	MR. FREE	FREEM@CALVERTNET.K12.MD.US
DANCE TEAM	MRS. WINEGARDNER/STOVER	STOVERM@CALVERTNET.K12.MD.US
UNIFIED STRENGTH		

SPRING SPORTS

Spring sports practices begin on March 1. Times for each sport will vary.

SPORT	COACH	E-MAIL
BASEBALL	MR. FREGELETTE	FREGELETED@CALVERTNET.K12.MD.US
BOYS LACROSSE	MR. HUNSICKER	
GIRLS LACROSSE	MR. HORNICK	
OUTDOOR BOCCE	TBD	
SOFTBALL	TBD	
TENNIS	MRS. GURWELL-WALL	GURWELLWALL@CALVERTNET.K12.MD.US
TRACK	MR. MAJOR/MR. URBAN	URBANJ@CALVERTNET.K12.MD.US

CLUBS/ORGANIZATIONS

CLUB/ORGANIZATION	SPONSOR(S)	ROOM NUMBER
ACADEMIC TEAM	MRS. ANDREASEN	335
ACADEMY OF FINANCE	MRS. HILL	309
BEST BUDDIES	MS. PAXTON	311
CAVALIER MARCHING BAND	MR. BEDEL	110
CHORUS	MRS. COMBS	109
CRIMINAL JUSTICE PROGRAM	MRS. LISTER	339
FELLOWSHIP OF CHRISTIAN ATHLETES	MR. SNEADE	605
FUTURE BUSINESS LEADERS OF AMERICA (FBLA)	MRS. HILL	309
HISTORY FAIR	TBD	
KEY CLUB	TBD	
MENTORSHIP	MRS. CROSS	CTA
MESA	MRS. CRAFT/MR. VERLICH	225/GUIDANCE OFFICE
NEWSPAPER	MRS. COSTELLO	105
STUDENT GOVERNMENT	MR. MORGAN/MRS. RATCLIFF	329/402
THEATRE	MRS. COSTELLO	105
YEARBOOK	MRS. ANDREASEN	335

CLASS SPONORS

CLASS	SPONSOR(S)	ROOM NUMBER
FRESHMEN	TBD	
SOPHOMORES	MRS. WALLMARK	323
JUNIORS	MRS. MIGNARDI/MR. MORGAN/MRS. RATCLIFF	MEDIA/329/402
SENIORS	MRS. BRIGHT/MRS. REDDEN	206/MAIN OFFICE

HONOR SOCIETIES

CLASS	SPONSOR(S)	ROOM NUMBER
FOREIGN LANGUAGE HONORARIUM	MS. ROBERTS	603
MAC SCHOLARS	MRS. STOVER	330
NATIONAL ART HONOR SOCIETY	MS. SAMS	404
NATIONAL HONOR SOCIETY	MR. REDDEN	201

SPECIAL EVENTS

Calvert County Public Schools High School Dance/Prom Regulations

- Only one (1) guest is permitted per student. A guest form MUST be submitted for any non-CHS student **when purchasing** a ticket. Guest forms will be reviewed before the event.
- The purchaser of the ticket assumes the responsibility for conveying the terms of this notice to his/her guest, who must also abide by the terms of this notice regardless of age and student status.
- All guests are required to present **photo identification** to enter the dance/prom. CHS students should also be prepared to present identification. Administration reserves the right to reject entrance to dance if attendees are unable to present identification.
- Administration reserves the right to reject any guest (non-student) registration for any person with a discipline history.
- Middle school students, regardless of age, are not permitted to attend high school dances/proms.
- Guests must be under the age of 21. No guests 21 years or older will be permitted.
- Any student or guest placed in an alternative setting for disciplinary reasons will not be permitted to purchase a ticket.
- Students and guests **will not** be permitted to leave the dance/prom and re-enter.
- The ticket is not transferable. It may only be used by the purchaser and the purchaser's pre-registered guest.
- NO REFUNDS will be given to students who do not attend the dance. This includes suspension from school. NO REFUNDS will be given to students who are refused admittance or asked to leave because of improper behavior, dress code violation, or use/possession of alcohol, tobacco, or drugs. Refunds will not be given when students are asked to leave for behavior or dress code infractions.
- All school rules, regulations, procedures and Calvert County policies apply at the dance/prom. This includes no smoking on premises.
- Any student or guest in possession of or under the influence of alcohol or a controlled substance will be appropriately charged by law enforcement, suspended and may not participate in the graduation ceremony (or other school activities).
- A student or guest will receive one (1) warning for inappropriate dancing. If the behavior persists, the student or guest will be asked to leave the dance/prom. Dance/prom behavior guidelines are as follows:
 - Sexually suggestive dancing will not be tolerated.
 - Feet should be on the floor at all times.
 - Hands must remain visible and may not be on the floor.
 - Students are not allowed to bend over while dancing; they must remain vertical.
- School is not responsible for items in coat check (this is provided as a courtesy and at your own risk) as well as lost or stolen items left at the school or dance site. Leave valuables at home!

Once you have entered the dance/prom you may not change your clothing. The **dress code** for a dance/prom is as follows:

Ladies

- Strapless/spaghetti straps are allowed.
- Dress/skirts must be at least fingertip length – not shorter than mid-thigh
- Slits no higher than fingertip length
- Backless to waist is permitted – below waist is not permitted (opposite your belly button)
- No garters or other exposed lingerie/undergarments
- Dresses should not be revealing - no sheer/see-through dresses and no see-through or bare sides
- No excessively tight and/or low-cut dresses or tops
- No bare midriffs

Gentlemen

- Collared shirt
- Shirts must have sleeves
- Shirts must remain on
- Dress pants or slacks; no shorts or jeans
- No sneakers
- No bandanas or chains

PROM - Formal Attire

GRADUATION EXERCISES

**Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678**

Administrative Procedures for Policy 3310 (Students) Regarding Graduation Exercises

The Calvert County Public Schools Board of Education recognizes that students, patron guest and the community at large view graduation exercises as an important event in the public education process. In order to ensure proper decorum for the occasion, it shall be the procedures of the Calvert County Public Schools to have high school graduation exercises with the following guidelines:

Maryland High School Diplomas will be awarded to those students who have met all state and local requirements by that date. Students who have not met the requirements shall not participate in graduation exercises. Participation in graduation exercises is at the discretion of the Calvert County Board of Education.*

1. Each student is responsible for obtaining and wearing the proper attire in the manner prescribed. (Dark pants, dark tie, dark shoes and white shirt for young men; white/light colored dress and white shoes for young women.) Students must wear the designated cap and gown without personal ornamentation.
2. In order to participate, each student must have met all school obligations.
3. No student under suspension or expulsion at the time of graduation exercises shall be allowed to participate in the graduation exercises.
4. Students must conduct themselves in a dignified manner appropriate for these exercises. Students may be removed from participation in the exercises if they engage in any behavior that is disrupting to the event or which causes un-necessary distraction to other students, parents or patrons.
5. The parents will be provided with the rules and regulations pertaining to behavioral expectations for the event.
6. The student must participate in all scheduled practices unless pre-approved by the principal or his/her designee.
7. All students remain under the jurisdiction of CCPS and school policies, procedures, rules and/or regulations through the completion of all graduation exercises.
8. Student-led prayer during graduation exercises is prohibited by law.
9. A scheduled moment of silence or reflection, unless led by the school principal and offered to remember a deceased classmate, is also prohibited.
10. Graduates with Distinction will be recognized during the Graduation Ceremony as follows:
 - i. The five students with the highest GPA will be introduced during the graduation ceremony.
 - ii. Students with a weighted GPA of 95 and above will be recognized as a Graduate with Distinction.

- iii. Graduates with Distinction will be noted in the graduation program and will wear a designated enhancement to the traditional cap and gown.
- 11. Schools shall have two student speakers to include the class president and a speaker chosen by the Graduates with Distinction. The Senior Sponsor and the 12th grade administrator will count the ballots. All Graduates with Distinction who express interest in speaking will be considered in the vote. Any member of the Graduates with Distinction may decline to speak prior to the vote.
- 12. Speeches will be reviewed in advance by the principal and/or his/her designee for appropriate content. Personal references to religion during the presentations are permitted, but any effort to lead the entire graduating class and/or the audience in a prayer or religious activity is prohibited by law.
- 13. If a school principal is approached with an interest in a baccalaureate service for the graduating class, the principal shall refer him/her/them to the local Clergy Council. Any planning for a baccalaureate that may involve students shall occur outside of the instructional day. Calvert County Public Schools shall not be identified, explicitly or implicitly, as sponsoring or endorsing such services. If the planning committee wishes to use school facilities for the activity, a Use of Facilities form must be submitted for consideration. Calvert County Public School funds shall not be used for baccalaureate services. Attendance at such services shall be entirely voluntary with students and school personnel acting as private individuals.
- 14. Each principal shall have the responsibility for the planning and development of his/her school's graduation exercises within these procedures.
- 15. A student may participate in a graduation exercise only one time.
- 16. Students must participate in the entire graduation exercise. Early departures will not be allowed without permission from the school principal.
- 17. Any additions, deletions or modifications of these procedures must have the written approval of the Superintendent.

*Students are not required to participate in graduation exercises and may receive an earned diploma independent of such participation. Participation in graduation exercises is an opportunity and not a protected right. Participation in graduation exercises may be denied if a student fails to comply with participation standards as outlined above.

GRADUATION CEREMONIES INFORMATION

DATE: Wednesday, June 7, 2017
 TIME: 3:00 P.M. Processional
 LOCATION: Show Place Arena, Upper Marlboro, MD

REHEARSALS FOR GRADUATION

Rehearsal is at Calvert High School on a date to be determined. Seniors should bring graduation caps and tassels with them to rehearsal.

SENIORS WHO ARRIVE LATE TO REHEARSAL WILL BE MOVED TO THE BACK OF THE LINE.

TICKETS ARE REQUIRED FOR ENTRY TO THE GRADUATION CEREMONY. EACH SENIOR WILL RECEIVE TICKETS TO DISTRIBUTE TO FAMILY AND FRIENDS. TICKETS WILL BE GIVEN TO STUDENTS AT GRADUATION REHEARSAL PROVIDED THEY DO NOT HAVE A FINANCIAL OBLIGATION TO THE SCHOOL.

ATTIRE FOR GRADUATES

Men's Attire

Shirt - White

Tie – Any Long Tie

Slacks - Black or Dk. Blue

Shoes – Dark w/Dark Socks

(nothing resembling sneakers)

Cap & Gown - Blue

Women's Attire

Dress - White or Light Colored

Shoes - White

Stockings – Natural

Cap & Gown - Blue

BEHAVIOR

Students must follow all Board of Education and School Rules and must conduct themselves in a dignified manner appropriate to this activity. Misbehavior will result in being removed from line and missing the graduation ceremony.

INTERPRETER NEEDS

If your family is in need of an interpreter for graduation, either for language translation or signing, please inform Dr. Johnson and/or your class sponsor as soon as possible.