

PATUXENT HIGH SCHOOL



August 2018 Newsletter
<http://phsweb.calvertnet.k12.md.us>
Follow us on Twitter @PatuxentHSCCPS

Dear Panthers:

On behalf of the entire PHS Staff, I would like to welcome you to the 2018-2019 school year. I hope everyone has had an enjoyable and productive summer. Administration has thoroughly reviewed PHS student, staff, and community survey results, and all academic, attendance, and behavioral data. We are excited about our school's vision and the goals that we have to get us to reach our vision. I feel energized and enthusiastic about the possibilities of the upcoming school year, and I hope all of you do too.

The building is looking fantastic. The building service workers have done a remarkable job getting the building ready. If you have an opportunity to thank one of the building service workers for his or her efforts, please take advantage of it. Patuxent High School has the hardest working building service staff in the school system.

PHS has experienced tremendous success since it opened in 1996. This year the hard work and dedication of our staff and students culminated in the recognition of Patuxent High as one of the best high schools in America by the *U.S. News & World Report*. Patuxent earned silver recognition as school #34 in Maryland and #1736 nationally. In addition, Patuxent High earned an A- from Niche.com. Niche noted that their ranking is "based on rigorous analysis of academic and student life data from the U.S. Department of Education along with test scores, college data and ratings collected from millions of Niche users." Based on this rubric, Patuxent was ranked #67 in Maryland. It feels great to work in a school where the students, staff, and entire community have such an intense commitment to each other to ensure the success of our students.

I have listed some key dates and information for you below.

- Students will receive their official schedules the first day of school in Homeroom. In the meantime, if they have questions about their course selections or have a desire to change a course they selected, counselors will be available the rest of the summer. **Student schedules will not be finalized and official until the first day of school. Some schedules may change due to class balancing. Changes will not be made due to teacher preference.**
- **Freshman and new student orientation will take place on Friday, August 31st from 7:15 a.m. to 10:15 a.m.** Students should be at their regular bus stop between 6:15 a.m. and 6:45 a.m. for pick up. Please review the enclosed memorandum from the Transportation Department.
- The regular bus number and the approximate pick-up times for the bus stops can be found on the Calvert County Public Schools website. Go to www.calvertnet.k12.md.us, click on Departments, click on Student Transportation then click "Bus Stop & School Locator" or "Bus Schedules."
- The student drop-off and pick-up area is at the end of the sidewalk found in front of the faculty parking lot. **DO NOT DROP OFF STUDENTS IN THE BUS LANES.** Parking in the bus lanes is prohibited from 7:00 a.m. – 2:30 p.m.
- Classes for all students begin on **Tuesday, September 4th**. The building will open at 7:00 a.m., and classes will run from **7:25 a.m. to 2:20 p.m.** Students arriving before 7:10 am must report directly to the cafeteria. The school day runs from 7:25 a.m. to 2:20 p.m. Students will have access to the entire

building at 7:10 a.m. each morning. **All students will be directed to their grade level, alphabetical homeroom. We will post the assignments on Twitter the night before.** Students will be receiving a great deal of important information over the course of the first week of school. Please review all school and classroom information with your child.

- **Students must be dressed appropriately for school starting on Freshman Orientation Day.** The dress code is in accordance with the Calvert County Student Code of Conduct. Clothing that is too tight or too short is not acceptable. Clothing must be longer than the longest fingertip when student stands with arms fully extended at his or her side. Sleeveless garments must fit closely under the arm. Tank tops, halter tops, and garments that are “see through,” cut low, or expose one’s midriff area and/or have spaghetti straps are not acceptable. All trousers (shorts, slacks, etc.) must be worn around the waist. The waistline of the trousers must not hang below the waist. **Students that are not dressed appropriately will be asked to change into acceptable school attire and will not be admitted to class until appropriate attire is provided by the parents.**
- **Parents, please mark Thursday, September 13th on your calendars for our Back-to-School Night, which will start promptly at 6:30 p.m. in your child’s first period class.** This is a great opportunity to get to know your son or daughter’s teachers and to gain insight into the exciting instructional programs. Please plan on attending this important event.
- Forms for student parking permits will be available during lunch starting the first week of school. Please see the front office to pick up a form. After the second week of school, all students must have a displayed PHS parking permit to park in the school lots. To ensure the safety and security of all students at PHS, parking rules and regulations will be strictly enforced. Parking at PHS is \$60. Student drivers are required to be in the lot by 7:15 a.m.
- Seniors who have opted for early release will not be permitted back on campus during the regular school day, unless they are members of an athletic team or other extracurricular organization with a scheduled activity.
- Announcements for students during One Lunch will only be made in cases of emergencies. If it becomes necessary for you to pick up your child during One Lunch, it is imperative that you know ahead of time where he/she plans to be or have your student arrange to meet you at the front office at the appropriate time.
- **The school will not be responsible for lost or stolen cell phones/electronic devices.**
- The meal prices for the 2018-2019 school year are: secondary breakfast: \$1.65 & secondary lunch: \$2.80. Reduced meal prices are: secondary breakfast: \$.30 & secondary lunch: \$.40.
- Please consider becoming a member of the PHS PTO. The Memberships Form will be included in the student’s first day folder information.
- The PHS Newsletter, Twitter (@PatuxentHSCCPS), and our website (<http://phsweb.calvertnet.k12.md.us>) all provide an excellent means to keep up with the activities and events happening around the school.

This newsletter is designed to focus primarily on information you need for a successful start to the school year. Please look through the enclosed information very closely. If you have any questions or concerns, please feel free to contact the school. We look forward to working with you to making this a productive and successful school year for our students and staff.

Sincerely,
Sabrina Bergen
Principal

PHS Vision: The Patuxent community promotes a respectful school culture that inspires excellence and empowers students as life-long learners and productive citizens. **PHS Mission Statement: We foster a sense of community by inspiring, challenging, and empowering all students with the knowledge, skills, and character traits required to reach their full potential as involved members of a global society.**

PHS 2018 – 2019

- Friday, August 31
- Monday, September 3
- Tuesday, September 4
- Saturday, September 8
- Monday, September 10
- Thursday, September 13
- Thursday, September 27
- Friday, September 28
- Friday, September 28
- Saturday, September 29
- Wed. – Thurs., October 2 & 3
- Friday, October 5
- Saturday, October 6
- Wednesday, October 10
- Thursday, October 18
- Friday, October 19
- Monday, October 22
- Saturday, October 27
- Saturday, November 3
- Monday, November 5
- Monday, November 5
- Tuesday, November 6
- Monday, November 12
- Mon. – Fri., November 12 – 16
- Wednesday, November 14
- Thur-Sun November 15 – 18
- Wednesday, November 15
- Wed. – Fri., November 21 – 23
- Saturday, December 1
- Tuesday, December 4
- Wednesday, December 5
- Wednesday, December 5
- Thursday, December 6
- Saturday, December 8
- Tuesday, December 11
- Friday, December 21
- Mon. – Tues., Dec. 24 – Jan. 1
- Wednesday, January 2
- Friday, January 18
- Friday, January 18
- Monday, January 21
- Monday, January 28
- Saturday, February 9
- Monday, February 18
- Tuesday, February 19
- Tuesday, February 26
- Saturday, March 9
- Friday, March 29
- Friday, March 29
- Friday, April 5
- Saturday, April 13
- Mon – Mon, April 15-TBD
- Thurs. – Mon., April 18-22
- Tuesday, April 23
- Tuesday, April 23
- Friday, April 26
- Friday, April 26
- Thursday, May 2
- Saturday, May 4
- Tuesday, May 7
- Mon – Fri., May 6 – 17
- Wednesday, May 8
- Saturday, May 11
- Wed – Fri., May 15 – 17
- Friday, May 17
- Mon – Friday., May 20 – June 7
- Monday, May 27
- Saturday, June 1
- Wednesday, June 5
- Thursday, June 6
- Saturday, June 8
- Thurs. – Tues., June 6 – 11
- Tuesday, June 11
- Wednesday, June 12
- Friday, June 28
- Saturday, July 13
- 6 & 9th Gr Orientation
- Labor Day – No School
- First Day for All Students
- ACT Test (deadline 8/10/18)
- Underclassmen Picture Day
- Back to School Night - Open House 6:30pm
- Two-Hour Early Dismissal – Prof. Development
- Professional Development – Closed for Students
- Homecoming Game vs McDonough 7 pm/Parade 6pm
- Homecoming Dance 7pm
- Senior Picture Make-up Days (wrestling room)
- First Quarter Interims available HAC
- SAT Test (deadline 9/7/18)
- PSAT Test
- Two-Hour Early Dismissal – SLO Development
- Schools Closed for Students – Prof. Development
- Underclassmen Picture Day
- ACT Test @ CHS (deadline 9/28/18)
- SAT Test (deadline 10/5/18)
- End of First Qtr.
- Two-HR Early Dismissal for Students – Teacher Work Time
- Schools Closed – General Election
- Schools Closed for Students – Prof. Development
- American Education Week
- First Qtr. Report Cards Available in HAC
- Fall Play Performance
- Winter Sport Clinics
- Thanksgiving Holiday – Schools & Offices Closed (12 mo. work 11/21/18)
- SAT Test (deadline 11/2/18)
- Orchestra Winter Concert
- Chorus Winter Concert
- 2-Hr Delay for Students – Prof Development
- Band Winter Concert
- ACT Test (deadline 11/2/18)
- Second Qtr. Interims Available in HAC
- Two Hour Early Dismissal – Teacher Work Time
- Winter Recess – Schools and Offices Closed
- Schools and Office Reopen
- End of Second Qtr./First Semester
- Two Hour Early Dismissal – Teacher Work Time
- Martin Luther King, Jr. Day – Schools and Offices Closed
- Second Qtr. Report Cards Available in HAC
- ACT Test (deadline 1/11/19)
- President’s Day – Schools & Offices Closed (Possible Make-up Day)
- Schools Closed for Students – Prof. Development (Possible Make up day)
- Third Qtr. Interims Available in HAC
- SAT Test (deadline 2/8/19)
- End of Third Qtr.
- Two-Hour Early Dismissal for Students – Teacher Work Time
- Third Qtr. Report Cards available in HAC
- ACT Test @ CHS (deadline 3/8/19)
- PARCC Assessments – Spring (TENTATIVE)
- Spring Recess – Schools and Offices Closed (12 mth employees work 4/18 & 4/22, Possible Make-up day 4/18)
- Schools Reopen
- Two-Hour Delay for Students – Teacher Work Time
- Fourth Qtr. Interims available for Seniors in HAC
- Band Concert
- Orchestra Concert
- SAT Test (deadline 4/5/19)
- Fourth Qtr. Interims available for Underclassmen in HAC
- Advanced Placement Exams
- Chorus Concert
- Prom @ Annmarie Gardens
- County Course Exams for High School Seniors
- LAST DAY FOR SENIORS
- HSA – May Administration
- Holiday – Memorial Day (Schools & Offices Closed)
- SAT Test (deadline 5/3/19)
- Two Hr. Early Dismissal for GRADUATIONS (3PM CHS/8PM NHS)
- Two Hr. Early Dismissal for GRADUATIONS (3PM HHS/8PM PHS)
- ACT Test (deadline 5/3/19)
- County Course Exams (Gr. 6 – 11)
- Two Hr. Dismissal for Students Last Day – Teacher Work Time
- Last Day for 10-Month Employees
- Fourth Qtr. Report Cards to be Mailed
- ACT Test (deadline 6/14/19)

Attention, Patuxent High School Freshmen:

I want to welcome you to Patuxent High School. I will be your grade level administrator this year and look forward to working with you. Patuxent is an exceptional high school with an exceptional staff. The staff at Patuxent High School will provide you with many opportunities. Your success as a high school student will depend on your ability to take advantage of these opportunities. It is my job to assist you in realizing what is available and how to maximize these opportunities.

This school year will be an exciting year!!! You will meet lots of new people, and your academic record starts to count. Come in with an open mind, work hard, and have a positive attitude. This approach will enable you to have four of the best and most rewarding years of your life.

Patuxent High School will continue to be implementing the One Lunch Program this school year. One Lunch is a one-hour in duration and is listed as Period 5 on your schedule. This program creates opportunities for instructional support and extracurricular offerings available to Patuxent High School students.

During ONE Lunch, students will be able to:

- Take advantage of academic programs, such as tutoring, remediation, and instructional enrichment activities.
- Study and complete homework assignments and make-up quizzes and tests.
- Join extracurricular programs and attend club meetings.
- Participate in leadership skill building opportunities.
- Utilize computer labs and the media center to complete research, type papers, or use the Internet.
- Foster positive relationships with administrators, teachers, and other students.

To ensure your success, you must take full advantage of the opportunities available during One Lunch. Students struggling academically will be required to receive academic support for 30 minutes during One Lunch. One Lunch gives students the freedom to make prudent choices to enhance their education.

To help get you off to a positive start, freshman orientation will be held on Friday, August 31st. You will meet the ninth grade teachers and many of our support staff. You will receive your schedule and be directed to each of your classrooms. The program will commence at 7:15 a.m. and the county is operating all regular bus routes. The orientation will start in the auditorium. NJROTC cadets and staff will be there to direct you to the appropriate location. The orientation will conclude at 10:15 a.m. I hope all 9th grade students will attend on the 31st, and I look forward to working with you. Enjoy the last few days of summer!

Francis Forrest
9th Grade Administrator

MEMORANDUM

TO: Parents of Students Entering 6th and 9th grades
Principals
FROM: Edward C. Cassidy, Jr., Director of Transportation
DATE: June 13, 2018
SUBJECT: **Orientation Program – September 1, 2018**

The 6th and 9th grade orientation program will be provided as follows:

- **PLEASE NOTE; to be consistent with the pick-up times during the school year all Orientation Day bus routes will run at the same time as the 180 days of the school year.** The normal bus stop locations will be used to pick up and drop off students. Students are to stand outside at bus stops five minutes early, every day.
 - All bus routes to all schools will be driven on Orientation Day, but buses will not pick up elementary school students or Calvert Country School students.
- Before Orientation Day please go to the Calvertnet website to Departments → Student Transportation → Safety Items for Parents and Students to review information designed to enhance safety for your student; the Student Safety Video, Student Rights and Responsibilities, Parent Rights and Responsibilities, and the Regulations for Riding the School Bus. It would be a good idea to review these safety items with your child during the school year, as well.
- For the first time Transportation information may be found in your student's Home Access Center (HAC) data. You should be able to locate your child's bus #, bus stop location and approximate time. This information will be based on the pickup and drop-off information that you have provided to your child's school, if that information is not correct please make sure to correct it with your child's school.
- The regular bus number and the approximate pick-up times for the bus stops can be found on the Calvert County Public Schools' website after August 10. Go to www.calvertnet.k12.md.us, click on Departments, click on Student Transportation then click "Bus Stop & School Locator" or "Bus Schedules."
- Please remind students to be careful; to safely walk to and from the bus stop and to stand ten to fifteen long paces away from where the bus actually comes to a complete stop. Everyone should stand still as the bus arrives. No one should move towards the bus until it is completely stopped and the driver has activated all the lights. Students should not be wearing headphones or using their cell phone when boarding or unloading; they must pay attention to their surroundings for their safety.
- Parents of students who will be new to the school, but who are not 6th or 9th graders, must contact the secondary school in advance to determine if their child(ren) may also attend orientation programs. With school approval these students may also ride the buses on Orientation Day.

SCHOOLS	PICK UP TIMES	PROGRAM TIMES	DROP OFF TIMES
Huntingtown HS, Northern HS, Northern MS, Patuxent HS, Calvert MS	6:15 to 6:45AM	7:15 to 10:15AM	10:20 to 10:45AM
Calvert HS	6:30 to 7:05AM	7:25 to 10:25AM	10:30 to 11:05AM
Mill Creek MS, Plum Point MS, Southern MS, Windy Hill MS	7:15 to 7:45AM	8:10 to 11:10AM	11:15 to 11:45AM

Please review the safety recommendations & rules on the reverse of this page and on the Calvertnet website at Departments → Student Transportation → Safety Items for Parents and Students.

The transportation of our children is a shared responsibility between the home and the school system. As stated in CCPS policy "It is the responsibility of the parents or guardians to provide supervision for their child(ren) while walking to and from or waiting at the designated stop." With this in mind, **the expectation is that parents have students outside and at their assigned bus stop five (5) minutes before the established time that the bus arrives. Below are some other safety recommendations regarding bus stops. Please review these with your children.**

- Students should stand five to ten long paces away from where the bus will stop.
- No one, adult or child, should be standing in the road waiting for the bus; this should be done off of the road.
- No one should be moving towards the bus as it approaches the bus stop. Only after the bus driver has brought the bus to a complete halt, with the red lights flashing and the stop arm out, should students approach the bus to board.
- No one should step out from in between parked cars as a bus is approaching a bus stop.
- Parents who drive to a bus stop must park more than thirty (30) feet away from the stop sign/intersection.
- Vehicles should be parked only on one side of the street, and should not idle for more than five (5) minutes.
- Parents must actively supervise their children so they do not exit their private vehicles and step directly into traffic, or walk in between parked vehicles into traffic without looking for oncoming traffic.
- Private vehicles waiting for the bus must provide adequate space for standing students to see the bus, for the bus driver to see students, and so children do not have to walk in between those private vehicles
- Private vehicles cannot be parked in such a manner as to prevent the bus from making a turn onto an intersecting street.
- When boarding the bus, students must be fully seated as quickly possible so that the bus can depart the bus stop in a safe and efficient manner.
- Students are to be seated facing forward in their seats. Remember "toes and nose to the front!"
- Students are to be seated on their backsides (not sitting on their legs or kneeling).
- Students are to remove their backpacks from their backs when seated.
- Students must remain seated until the bus comes to a complete stop, BEFORE they rise from their seats to leave the bus, whether at school, home or any other locations.

School Bus Rules and regulations are established with student safety in mind. They are in the Students' Rights, Responsibilities and Code of Conduct, and the "yellow school bus rules card." Both are distributed to each student and family annually. These rules are explained at the beginning of each school year, and they are reinforced throughout the year. Your support will help us to provide each child with a trip to and from school that is safe both emotionally and physically. **Parents are asked to review them with your child(ren), as well.**

1. Except for ordinary conversation, classroom conduct is expected.
2. Be courteous; use no profane or abusive language.
3. Do not bully, tease or harass anyone on the bus.
4. Do not eat, drink or chew gum on the bus.
5. Keep the bus clean.
6. Enter and leave the bus through the front door. Rear doors are to be opened for an emergency only.
7. Keep the aisle clean.
8. Do not damage or deface any part of the bus. Student and/or parents must repay the cost of repairing parts or replacing any damaged equipment and/or the student will be prosecuted.
9. The use or possession of tobacco products is prohibited on the bus.
10. Stay in your assigned seat.
11. Do not extend any part of the body out of the bus window at any time.
12. Do not spray any perfume, cologne, deodorant, etc.

The expectation for students, the driver, the contractor, and the school administration is that School Bus Discipline Referrals shall be written for students who choose to behave in a manner contrary to these most basic safety expectations.

We aim to provide safe and efficient transportation. The driver bears the responsibility of making sure the bus is on schedule each day, operating the bus safely, assigning seats for each student and maintaining discipline on the bus. Please do not hesitate to contact Transportation with questions or concerns about these matters at 443-550-8786.

YEARBOOK INFORMATION: FYI

Senior Portraits: If you missed your appointment in July or would like to retake your picture, the make up dates are October 1st, 2018 and October 2nd, 2018 in the wrestling room.

Underclassmen Picture Day: The original date is Monday, 09/10/18 in the auditorium.

Underclassmen Make Up Day: If your son or daughter would like to sit for retakes or missed the original date, Lifetouch will be taking make-up pictures in the wrestling room on October 22nd, 2018.

Pre-order the 2019 Yearbook: Starting September 3rd, 2018 you can reserve your copy of the 2019 yearbook "Parts of a Whole". Order now and save \$25 off the cover price. Visit www.yearbooksonsale.com and place your order TODAY!

Did You Know?: You can pay for your yearbook with installments? That's right! We offer payment plans, which make it easier for EVERYONE to purchase a yearbook.

Recognition Ads: Have a 2019 graduate living under your roof? Care to surprise them with a personalized ad or special message? Visit www.tributeads.com and CONGRATULATE YOUR GRADUATE! Order a Yearbook Parent AD for Your Graduate Today!

[Tribute Ads](http://www.tributeads.com)

www.tributeads.com

Support your school's marching band fundraiser by ordering a tribute ad for your student, friend, or relative.

[High School Yearbooks | Jostens](http://www.yearbooksonsale.com)

www.yearbooksonsale.com

Jostens creates the best high school yearbooks with new designs yearly. It's the best place for your high school stories and something you will cherish.

2018-2019
PATUXENT
ATHLETICS

Parents, Family, Friends, and Spectators of Patuxent High School Athletics:

Patuxent High School is pleased to announce the availability of the **PANTHER ALL SPORTS PASS**. This card entitles you to admission to **ALL** 2018-2019 school year **HOME** regular season events (*does not include regional or state games*).

- A valid driver's license or school ID must be shown with the pass. If the name is NOT legible on the pass, it will not be accepted.

The funds help support our student athletes. Please note that **ALL** games will require an entry fee making the **ALL SPORTS PASS** an exceptional value.

ALL SPORTS PASS cards can be purchased at the Patuxent High School Finance Office. Call Mr. Powell, Activities Director, at 443-550-8865 if you have any questions.

THERE IS A LIMITED NUMBER OF PASSES – FIRST COME, FIRST SERVED

.....
Thank you!

Please make checks payable to: **Patuxent High School**

Adult #1 _____ Adult # 2 _____

PHS Student #1 _____

PHS Student #2 _____

Child #1 _____ Child #2 _____

FAMILY DISCOUNT PLAN

Adult - \$100.00 each and \$65 for each additional pass

PHS Student - \$30 each

Child (ages 7-13) - \$20.00 each

There will be a \$25 replacement fee for lost cards.

Photographs and Videos of Students

Photographs and videos of students taken in school and at school events may be used in print and electronic media, including newspapers and the internet. This may include photographs and videos taken in classrooms, in other areas of the school building, and at events normally open to the public. Students may be identified by name in photograph captions.

Parents who do not want photographs or videos of their children used in print and electronic media should notify the school principal in writing by September 30th of each school year.

Screening System for School Volunteers – KeepnTrack

Calvert County Public Schools will continue to use KeepnTrack for visitors and volunteers to sign-in and sign-out of all schools and facilities. All visitors and volunteers are required to sign-in at a designated computer with a driver's license or other approved ID. All visitors and volunteers will be scanned using the KeepnTrack screening system. KeepnTrack will compare information from visitors and volunteers against the National Sex Offender Registry. All visitors and volunteers will be screened each time they enter a Calvert County Public School or Facility.

Anyone wishing to volunteer in any of our schools or facilities will need to complete an online application **every year** at least two weeks prior to beginning service as a volunteer. Online applications are now available and can be accessed on calvertnet.k12.md.us from any internet connection. If completing an application online is not possible, paper applications are available in all schools. Applications can only be submitted after the prospective volunteer has completed all parts of the application process.

Anyone wishing to serve as a chaperone for a field trip or special event must be an approved volunteer. Overnight volunteers must be fingerprinted to be able to participate. Thanks to our many volunteers who have already submitted their applications and been approved for volunteer service.

CLASS OF 2019

Our school has contracted Prestige Portraits by Lifetouch as our "Official Yearbook Photographer."

If your son or daughter did not have their portraits done during the summer, you will receive an appointment card along with information regarding a variety of sitting levels in the mail about 2 weeks prior to make-up picture day.

Senior make-up picture days are October 1st and 2nd.

Recommended Supply List

3 inch binder for all core subjects	Ti-84 + graphing calculator – Algebra I
Loose leaf paper	Compass/protractor – Geometry
3 sets of dividers	Portable hole punch
Highlighters	Markers/colored pencils
Sticky notes	Pencils/pens
Graph paper	Agenda/Assignment Book

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources

443-550-8000

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof, Director of Student Services

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

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins, Director of Human Resources

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

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.