"Be it known to all
who enter here that
CHRIST
is the reason for this school.

He is the unseen but
ever-present teacher in its classes.
He is the model of its faculty and
the inspiration of its students." —ANONYMOUS

ST. MARY'S SCHOOL
PARENT HANDBOOK
2017 - 2018

600 Veirs Mill Road
Rockville, MD 20852

1. **MISSION STATEMENT**

The mission of Saint Mary's School is first and foremost to communicate Christ to the students and families whom it serves. Our school seeks to impart a hopeful vision of the future in which students may begin to glimpse the Kingdom of God and to imagine the ways in which their own gifts may be developed and used in the service of Christ. We seek to be a community of prayerful love, free from fear, in which students are unafraid to take risks, to explore, to grow, and to learn. Here they will be encouraged to ask the ultimate questions, not only "How well did I do?" but, more importantly, "How shall I live?" We are a learning community in which students embrace their gifts and talents. We seek to bring students to a truly incarnational understanding of "Christ in me" as well as a school community that works ceaselessly to live in justice, peace, kindness, and understanding.

Belief Statements

We believe that the school should be

- a place that encourages an authentic encounter with Christ

- a place that holds high the standards of goodness, truth, and beauty

- a place of discovery in which each person is able to grow and learn

- a place in which horizons are expanded and new worlds are explored

- a place that values the contributions of all of its members

- a place in which the worth and value of each person does not depend upon academic success

- a place in which

- the minstrel will sing

- the poet will extol

- the builder will create

- the artist will paint

- the mathematician will calculate

- the adventurer will explore

- the scientist will investigate

- the actor will perform

- the athlete will run

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PLEASE NOTE THAT THE POLICIES AND GUIDELINES SET FORTH IN THIS HANDBOOK WILL BE REVIEWED PERIODICALLY. POLICIES MAY BE CHANGED OR CORRECTED IF DEEMED NECESSARY. PARENTS WILL BE NOTIFIED OF SUCH CHANGES OR CORRECTIONS AS SOON AS POSSIBLE.

INTRODUCTION

St. Mary's School is a Catholic institution affiliated with the Catholic Schools Office of the Archdiocese of Washington and, as such, follows the Archdiocesan principles, goals and curriculum. To the parish and community-at-large, St. Mary's represents a successful educational institution of academic excellence based in Catholic values.

The pastor of St. Mary's Parish is the chief administrative officer of the school. The principal, acting in accordance with the policies of the Archdiocesan Board of Education, is the delegated administrative head of the school and is responsible for the immediate direction of the school and its instructional programs.

The principal, teachers and staff form the faculty.

St. Mary's School Advisory Board provides the pastor and the principal with assistance, consultation, and recommendations on matters pertaining to the administration and management of the parochial school and its physical facilities.

Daily efforts are made to bring the students to a knowledge of Jesus Christ and His teachings, to develop an attitude of prayer and to foster a knowledge and an appreciation of our Catholic faith and heritage.

ACCREDITATION

St. Mary's School and all Archdiocese of Washington Schools are AdvancEd Accredited Schools. The Archdiocese of Washington maintains system wide accreditation having met the requirements established by the AdvandEd Accreditation Commission and the Board of Trustees through the Southern Association of Colleges and Schools Council on accreditation and School Improvement. This distinction is the result of extensive self-study, ongoing evaluation, and continual striving for academic excellence.

ADMISSION

St. Mary's School of the Archdiocese of Washington admits and provides services for students of any religion, race, and color or national/ethnic origin.

Since St. Mary's School is a parish school, it provides the children of the parish with an educational experience based on a Catholic philosophy of education. Any child who fulfills the age, physical, psychological, emotional, health, and academic and learning requirements is eligible for admission.

Admission priority is as follows:

1. Siblings of enrolled students whose parents actively participate in the school and parish community, volunteer in the parish/school activities, and contribute regularly through the envelope system.
2. Children whose parents actively participate in the school and parish community, volunteer in the parish/school activities, and contribute regularly through the envelope system.
3. Children of non-participating parishioners
4. Non-parishioner Catholics.
5. Non-Catholics

Children entering kindergarten must be five years of age by September 1. Birth and Baptismal certificates and complete health, academic, psychological, psycho-educational and behavioral records, IEP and/or 504 Plans, and standardized test results must be presented for children entering our school. Full disclosure of a child's health and academic history is required prior to a child's admission to St. Mary's School.

Full disclosure of all previous school records, recommendations for testing, IEPs, 504s and reports of conduct, as well as all health, academic, psychological, psycho-educational and behavioral will be considered in making decisions on acceptance of students applying to St. Mary's School who have attended other schools. **Continued full disclosure** of information regarding all the above areas is required for on-going attendance. Application and registration fees are charged.

Enrollment of a child in St. Mary's School implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the school's aims, parents and students must agree with and support the procedures and philosophy of the school and the Code of Conduct.

AFTERCARE PROGRAM

A supervised and licensed After Care Program is available for students registered at St. Mary's School in Preschool through Eighth grade. This service is available from 3:00 p.m. to 6:00 p.m. on all days that the school is in full day session and from 11:30 a.m. to 6:00 p.m. on all days that the school is in half-day session.

In the event of an emergency closing, After Care will not be available. Parents are expected to pick-up their children at the designated time, or make arrangements for the child/children to go home with another family. (Please be sure to provide written authorization on Emergency Forms so the child may be released to the other parent.)

Information for the After Care program is available in the school office and on the school website.

ARRIVAL

Students should not arrive before 7:30 a.m. **Under no circumstances should a child be left at the school unsupervised or prior to the staff member who is on duty to receive students assuming her/his post at 7:30 a.m.** Please enter the campus via Church Street. Proceed to the sidewalk between the Parish Hall and railroad tracks or between the Parish Hall and Church and drop off your students. Orange cones will identify the drop off locations. **Please do not break the line by exiting before the car in front of you.** If you drop off students between the Parish Hall and railroad tracks, please make a U-turn to the left as you pull away from the curb and exit via Church Street. If you drop off students between the Parish Hall and the Church, exit via Veirs Mill Road. (Please refer to the diagram at the end of this Handbook.)

If you need to park your vehicle for any reason, **please park along the fence line, parallel** to the fence so that your car is facing Church Street and the train station. Please refer to the diagram on the last page.

ASBESTOS MANAGEMENT PLAN

In October, 1986, the Congress enacted the Asbestos Hazardous Emergency Response Act. (AHERA). Under this law, regulations were developed to address Asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our Asbestos Management Plan. Included in this plan is information on our inspections, re-inspections, the location of asbestos-containing materials in the school building, response actions, and post-response action activities, including periodic, every three (3) years, re-inspection and surveillance activities that have been planned or are in progress.

This Asbestos Plan may be reviewed at our school anytime during normal business hours.

ATTENDANCE, ARRIVAL AND TARDINESS

Punctuality and regular attendance are absolute necessities for a child's progress in school. Excessive tardiness and absenteeism are contributing factors to a child's academic difficulties. Students are responsible for making up work missed due to absence.

Perpetual tardiness is a hardship on the student and impacts the entire class. The student begins the day behind schedule and anxious, and this affects the remainder of his/her school day. Parents are requested to arrange morning routines to allow arrival at school between 7:30 and 7:40 a.m.

The following attendance regulations are the policy of the school:

1. If your child will be absent, please call the school prior to 8:15 a.m. and leave a message on the school's voice mail or send an email to the school's attendance email address. Please include the student's name, grade and reason for absence. Teachers cannot always access email during the school day and especially when children are in the classroom. Emailing the schools attendance address ensures that your message will be received.
2. Upon returning to school, a student must present a dated, signed note to the homeroom teacher confirming the reason for absence. This note will be kept on file for the school year.
3. Students who are dismissed early from school for reasons other than illness must have a written request from the parent. If a child is to be dismissed to someone other than the custodial parent, a request from the parent must be presented prior to dismissal of the child. Persons picking up students at times other than regular dismissal must meet the child in the reception area. All children are to be signed out by the adult to whom the child is dismissed.
4. Students arriving after 11:00 a.m. or leaving before 12:00 noon are marked absent a half day.
5. Students arriving after the 7:50 a.m. bell are considered late and must sign in at the Reception desk or office. Continual or habitual tardiness is not acceptable. The tardy student's entry into the classroom is an interruption to the class in session. Timely arrival of all students is the responsibility of the children's parents.
6. Children are not detained after school hours unless parents have been notified in advance.
7. In most circumstances, tests and quizzes will be taken the day the student returns to class. In the case of an extended illness, arrangements will be made with each teacher.

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide in sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence.

BAND PROGRAM

St. Mary's School, in conjunction with the Archdiocesan Band Program, has a school band composed of students from grades four through eight. A qualified musician assigned by the Archdiocese is the band director. All arrangements for lessons and rental or purchase of instruments are handled privately between the parents and the band director. The school does not assume the responsibility for children's practice or progress in this musical program. However, the school allows time for lessons, maintains the discipline and encourages a successful band program. If a family has a financial need and the student has been a band member for a year or more, parents should contact the band director regarding eligibility for assistance.

BICYCLES AND SKATE BOARDS

Students may not ride bicycles or skate boards to school.

BIRTHDAYS

Each student may choose to celebrate his/her birthday by bringing a birthday treat for their class and coming to school out of uniform. We ask each family to alert the class prior to the birthday celebration so that families of students with allergies can plan a snack. If the student's birthday does not fall on a scheduled school day, he/ she may choose another day to celebrate, but each student is allowed only one birthday celebration per school year.

If the student's birthday is the same day as a class out of uniform day, or a day on which the uniform or special clothing is specifically required of the class (i.e., Mass, special visitor, or a field trip), the student must conform to the class expectation and may choose another day for his or her birthday out of uniform day.

CARE OF SCHOOL PROPERTY

Students are expected to take proper care of all school texts and materials. It is strongly recommended that all students carry their books in a lightweight book bag. Text books must be covered.

Loss of or damage to any school text or library book will result in a fine covering the cost of the book and shipping.

School furniture, equipment and property are to be used and cared for responsibly. Parents/guardians will be required to assume the cost of necessary repairs or replacement of property damaged by a student.

Gum chewing is not permitted at any time on the school premises.

CELL PHONES AND ELECTRONIC DEVICES

Students may not bring electronic devices (MP3 players, Ipods, etc.) to school.

Emergency messages to and from the students will be communicated through the school office.

Students are not permitted to use cell phones, cameras on cell phones, or any apps on a cell phone during the school day or afterschool while attending any St. Mary's School extracurricular activities. All cell phones must be turned off and put away in student back pack or in the main office. Cell phones that ring or go off during class will be collected from the student and sent to the main office. Phones visible to teachers or staff will be collected from the student and sent to the main office. The student and their parent can collect the phone at the end of the school day from school administrator.

CHILD ABUSE REPORTING POLICY

The welfare and dignity of each child is important to parents as well as to the faculty and staff of St. Mary's School. Parents are reminded that the school is required by law to report any suspected case of abuse or neglect, even if there is no definite proof. (*Archdiocesan Regulation 5000.2*)

CHILD PROTECTION POLICY

The Archdiocese of Washington is committed to preventing child abuse and to identifying child abuse once it has occurred. By raising the awareness and understanding of abuse issues among priests, deacons, religious, staff members, volunteers and other adults who work with or have contact with children and young people under the care of the Archdiocese, and by increasing their knowledge and ability to deal effectively with child abuse issues once they arise, risks to child safety can be greatly reduced.

All priests, deacons, and members of religious communities, as well as all school employees, all youth ministers, directors/coaches of children's activities (e.g., athletics, scout troops, choir, etc.), parent volunteers, and similar Archdiocesan personnel shall participate in an annual education program on child abuse and must be in full compliance to participate in school functions.

The Protecting God's children seminar is offered throughout the year and electronic background checks are completed for all parent volunteers. Parents may not participate in class activities until

this process is complete. Look for notification of the workshops at the beginning of each school year. Our goal is that every parent in our school is in full compliance with the child protection policy.

CONFERENCES

The opportunity for Parent-Teacher conferences is provided to coincide with the distribution of report cards at the close of the first marking period. Additional conferences may be scheduled if either the teacher or the parent deems it necessary. Parents are encouraged to contact the teacher for any concerns regarding their child's progress in school. **Teachers are not allowed to reply by e-mail regarding behavior, academics or learning issues.** Teachers will respond by phone or meeting.

The principal is also available for conferences at any time when the need arises. Arrangements should be made through the principal's office.

CONTINUED ENROLLMENT

Continued enrollment of a child in St. Mary's School implies the willingness of both parents and student to comply with the policies and regulations of the school. Parents and students must agree with and support the procedures and philosophy of the school and the Code of Conduct.

COUNSELING SERVICES

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Mary's School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

CURRICULUM

The educational program at St. Mary's School provides for the individual growth of the student in all phases of development. The courses of study are in total compliance with requirements set by the Catholic Schools Office of the Archdiocese of Washington and the Department of Education of the State of Maryland.

St. Mary's School is, first and foremost, a Catholic school. As a Catholic institution, St. Mary's School was established to impart moral training and religious knowledge in a Catholic environment, where religion provides the foundation upon which the entire curriculum is based. All students must participate in the religious instruction and all religious celebrations and services.

CODE OF CONDUCT

1. Pray often and always…this is first and foremost, a Catholic School.

2. At all times, in all ways, and under all circumstances, be a person of kindness, respect and service. It is what Jesus would do.

3. Make every effort to do your best using the gifts and talents God has given you.

4. Do your homework.

5. Wear your uniform and wear it properly and proudly.

DISCIPLINE

St. Mary's School is a Catholic community, which thrives on the Christian principles of respect and love. With parental support and cooperation, we strive to foster positive attitudes and behaviors.

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual, to promote the Christian development of each student, and to enhance the school environment through cooperative behavior. To fulfill this purpose, rules and regulations are administratively established in concert with the Archdiocesan policies and with the assistance of St. Mary's School Advisory Board.

The objective of these regulations is the guidance of the student's growth in habits of virtue and Christian attitudes, and the promotion and enhancement of an orderly learning environment. The rights and responsibilities of students, teachers and parents are in no way diminished, but respected and preserved, by communications and conferences in an atmosphere of shared cooperation and respect.

If a student misbehaves, appropriate action must be taken for the good of the child and the wellbeing of the school community.

Minor infractions of discipline are handled by the teacher and/or by the principal, or anyone who serves in a supervisory capacity. When deemed necessary, parents are informed.

Serious breaches of discipline will be subject to temporary in-school suspension, out of school suspension or even permanent expulsion from the school. Disciplinary breaches involving suspension include, but are not limited to:

1. Truancy
2. Leaving school without permission
3. Abusive or foul language to a teacher or aide
4. Abusive or foul language to a fellow student
5. Acts of serious disrespect
6. Spitting, fighting, bullying, cyberbullying, threatening, hitting or biting
7. Deliberate destruction of property
8. Stealing or cheating
9. Any form of sexual harassment.

The most serious breaches may warrant immediate expulsion. They include, but are not limited to:

1. Possession, use, or distribution of illegal drugs, alcohol or weapons
2. Immoral or inappropriate behavior
3. Striking a person of authority
4. Serious injury to a fellow student
5. Repeated suspensions
6. Threats to own and/or others' safety.
7. Second offense of bullying.

In the more serious cases where suspension (temporary separation from classes), or expulsion (permanent separation from school) is warranted, these penalties are always used in the best interests of the child and the school, and not just as punishment for unsatisfactory behavior. These actions will be taken only after due conference and consultation with all concerned parties, in accordance with the established and approved Archdiocesan Disciplinary Policies. The rules, regulations, and current policy are fully applicable and binding upon admission of a student to St. Mary's School.

The principal reserves the right to make any decision regarding the violation of any code. In the case of expulsion, the pastor must be included in the final discussion.

The principal of every Catholic school in Maryland, in accordance with the rules of the Archdiocesan Board of Education and the Catholic Schools Office, shall have the right to suspend out of school, for cause, any pupil in the school for a period of not more than five (5) school days, provided, however, that the pupil, parent or guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period. *(Regulation 5150, Archdiocese of Washington Catholic Schools)*

DISHONESTY (ACADEMIC)

Cheating is the improper acquisition or distribution of information pertinent to a homework assignment, quiz, test, or exam.

Plagiarism is improperly using the ideas or words of another without crediting the source, or stealing another person's words or ideas and presenting them as one's own.

Cheating and all plagiarism is a serious offense which will result in a grade of zero for the work in question.

DISMISSAL

Please refer to the diagram at the end of this booklet. Please adhere to the dismissal procedures so we can all work together to ensure the safety of all St. Mary's students.

All cars must **enter the parking lot through the Church Street** entrance. Cars are to form approximately 9 or 10 lines. There is to be no parking by the church curb or the curb on the auditorium side of the school at dismissal.

When the first bell rings, students who have not found their carpool must return to the sidewalk and wait for the occupied cars to depart. Once pedestrians are safely out of the carpool area, a signal will be given to the first line of cars to begin exiting. Each line of cars will follow in succession. All cars move in a forward fashion. If a student did not reach his/her vehicle prior to the bell, the driver will move forward with the flow of traffic and loop back into line for the next round of pick up. Under no circumstances may a driver park facing the railroad tracks and then back out of a parking space. Under no circumstances may a car break the flow of traffic or move prior to being signaled to do so. Under no circumstances are cars permitted to back up and exit the rear of the parking lot.

After the first round of cars departs, the bell is rung again and the remaining students are dismissed. After the students are securely in their cars, the second round of cars is signaled to depart as previously described.

No one, child or adult, is allowed to cross the parking lot once the bell has rung and the signal has been given for the cars to move.

Children leaving the campus on foot without a parent or guardian must have a note on file in the office authorizing the school to release them unsupervised. This note may be submitted day by day, or for a specified period of time

Any student remaining ten minutes after dismissal time will be sent directly to the principal's office for supervision until picked up. A fee of $1.00 per minute per child will be incurred by the parent, and this fee is payable to the principal at the time of pick up.

DRESS CODE/UNIFORM

The following requirements are in effect from the first day of school.

We ask your cooperation in adhering to the school uniform code. St. Mary's School will conference with families of students in grades K-3 not adhering to the uniform policy to ensure the children can learn the responsibility of proper school attire. Students in grades 4 through 8 not complying with the uniform policy will have an email notification sent to the parent after the first offense. The second offense will result in a Monday detention with the principal and a third offense will result in loss of privilege for the next dress down day.

It is the responsibility of each teacher and all staff members to assure that all students adhere to the Uniform Policy of the school. **Uniforms will be checked by the homeroom teacher each morning.** The full uniform policy is below as it is found in the Parent Handbook. Teachers are expected to familiarize themselves with all aspects of the uniform and assure adherence.

The following requirements are in effect from the first day of school.

We ask your cooperation in adhering to the school uniform code. St. Mary's School will conference with families of students in grades K-3 not adhering to the uniform policy to ensure the children can learn the responsibility of proper school attire. Students in grades 4 through 8 not complying with the uniform policy will have an email notification sent to the parent after the first offense. The second offense will result in a Monday detention with the principal and a third offense will result in loss of privilege for the next dress down day.

UNIFORM REMINDERS

1. All clothing should be properly *labeled* with the family name and should be clean and neat in appearance. Items are held in the Lost and Found for a reasonable time. If articles are unclaimed, they are donated to charity.
2. Jewelry is not part of the school uniform, however:
    - Girls may wear one pair of post earrings (hoops and dangling earrings are unsafe), one ring, one religious necklace, and one wristwatch.
    - Boys may wear one religious medal, one ring, and one wristwatch.
3. Make-up is not permitted during school hours.
4. Fingernail polish or fake nails are not permitted during school hours.
5. For safety purposes backless shoes, flip-flops, Heelys sneakers or platform shoes may not be worn.
6. Proper grooming is expected of every student. Fad haircuts are not acceptable. Boys' hair should not cover the eyebrows or ears, and should be trimmed above the shirt collar.
7. No color altering chemicals may be used to alter the student's natural hair color. Girls' hair should be maintained neatly and not covering the eyes.
8. No defacing or altering uniform; including shoes. Shoes that have been decorated/colored will need to be replaced.

UNIFORM INFORMATION
BOYS

	FORMAL UNIFORM SUMMER – August to end of October SPRING – April 1 to last day of school	FORMAL UNIFORM WINTER – November through March	P.E./GYM UNIFORM
ALL BOYS	**Khaki Cotton Twill Walking Shorts, not more than 3" above the knee. Navy Blue (dark) or White Polo Shirt WITH St. Mary's School Logo Shoes – ALL Black or ALL White Sneaker, Brown or Black Bucks or Oxfords, Brown Boat Shoes, Black or Brown Tie-Up Dress Shoes. Socks – Solid-Colored White, Black or Navy Blue–Must Cover the Ankle. Belts required on Pants with Belt Loops and Belts should be Black, Brown or Navy Blue. (*Belts Optional for K-3 Graders*)**	**Khaki Cotton Twill Pants Navy Blue (dark) or White Polo Shirt WITH St. Mary's School Logo Shoes – ALL Black or ALL White Sneaker, Brown or Black Bucks or Oxfords, Brown Boat Shoes, Black or Brown Tie-Up Dress Shoes. Socks – Solid-Colored White, Black or Navy Blue – Must Cover the Ankle. Belts required on Pants with Belt Loops and Belts should be Black, Brown or Navy Blue. (*Belts Optional for K-3 Graders*) Navy cardigan, crew or v-neck sweater, sweater vest or St. Mary's School Logo Hoodie Sweatshirt**	**Light Blue T-Shirt WITH St. Mary's School Logo Navy Blue Mesh Shorts WITH St. Mary's School Logo PE SHOES – Mostly Black or Mostly White (small logo acceptable) SOCKS – Solid-Colored White, Dark Blue or Black and COVER the ANKLES WINTER: Navy Blue Sweatshirt and Sweatpants WITH St. Mary's School Logo**
BOYS 7-8 GRADES	**Navy Blue (dark), White, and *Pastel Blue or Pastel Yellow Polo Shirt* WITH St. Mary's School Logo**	**Navy Blue (dark), White, and *Pastel Blue or Pastel Yellow Polo Shirt* WITH St. Mary's School Logo**	

UNIFORM INFORMATION

GIRLS

	FORMAL UNIFORM SUMMER – August to end of October SPRING – April 1 to last day of school	FORMAL UNIFORM WINTER – November through March	P.E./GYM UNIFORM
ALL GIRLS	Navy Blue (dark) or White Polo Shirt WITH St. Mary's School Logo Shoes – ALL Black or ALL White Sneakers, Brown or Black Bucks or Oxfords, Brown Boat Shoes (no patterns), or Black "Mary Jane" type shoes with Rubber Soles. NO Ballerina Flats or TOMS. Socks that Cover the Ankle and Tights MUST be Solid-Colored – White, Dark Blue or Black Belts required on Pants with Belt Loops and Belts should be Black, Brown or Navy Blue. (*Belts Optional for K-3 Graders*)	Navy Blue (dark) or White Polo Shirt WITH St. Mary's School Logo Shoes – ALL Black or ALL White Sneakers, Brown or Black Bucks or Oxfords, Brown Boat Shoes (no patterns), or Black "Mary Jane" type shoes with Rubber Soles. NO Ballerina Flats or TOMS. Socks that Cover the Ankle and Tights MUST be Solid-Colored – White, Dark Blue or Black Belts required on Pants with Belt Loops and Belts should be Black, Brown or Navy Blue. (*Belts Optional for K-3 Graders*) Navy cardigan, crew or v-neck sweater, sweater vest or St. Mary's School Logo Hoodie Sweatshirt	Light Blue T-Shirt WITH St. Mary's School Logo Navy Blue Mesh Shorts WITH St. Mary's School Logo PE SHOES – Mostly Black or Mostly White (small logo acceptable) SOCKS – Solid-Colored White, Dark Blue or Black and COVER the ANKLES WINTER:Navy Blue Sweatshirt and Sweatpants WITH St. Mary's School Logo
GIRLS **K-4 GRADES**	Khaki Walking Shorts or Skort or Navy Blue Skort, not more than 3" above the knee.	White Blouse w/Peter Pan Collar, Polo Shirt or White Turtleneck WITH St. Mary's Plaid Jumper, not more than 3" above the knee. Navy Blue (dark) or White Polo WITH St. Mary's School Logo with Khaki Cotton Pants with Front Fly.	
GIRLS **5-8 GRADES**	Khaki Walking Shorts or St. Mary's Plaid Uniform Skirt, not more than 3" above the knee.	Khaki Cotton Pants w/ Front Fly or St. Mary's Plaid Uniform Skirt, not more than 3" above the knee.	
GIRLS **7-8 GRADES**	Khaki Walking Shorts or St. Mary's Plaid Uniform Skirt, not more than 3" above the knee. Navy Blue (dark), White, and *Pastel Blue or Pastel Yellow Polo Shirt* WITH St. Mary's School Logo	Khaki Cotton Pants w/ Front Fly or St. Mary's Plaid Uniform Skirt, not more than 3" above the knee. Navy Blue (dark), White, and *Pastel Blue or Pastel Yellow Polo Shirt* WITH St. Mary's School Logo	

DRESS UP/DRESS DOWN DAYS

On specified occasions, students may dress out of uniform.

DRESS UP DAYS

Girls may wear dresses or skirts no more than 3 inches above the knee, dress slacks (no low-waisted pants) or jeans with a modest top. Shoulders covered.

Boys may wear casual shirts with collars or sweaters, tailored slacks, jeans or walking shorts.

Tight or revealing clothing is inappropriate.

On "Dress Down Days," casual clothing may be worn such as jeans, sweatshirts, sweatpants, tee shirts, and sneakers.

Inappropriate messages or immodest attire are not appropriate for school. Shorts/skorts should be no more than 3 inches above the knee. Running shorts, boxer or "Soffee" type shorts are not allowed. **Yoga pants, leggings and spandex are not permitted.**

Students not in compliance with this Dress Down Code will be required to wear a spare school uniform in order to return to class. Please ensure that your child is upholding their responsibility to come to school dressed appropriately.

DRUG POLICY

The following procedures will be followed if any student is found taking, selling, or possessing drugs/alcohol on school property:

1. The student will be detained in the principal's office
2. The drugs/alcohol will be confiscated.
3. Parents will be contacted.
4. The student will be immediately suspended pending determination regarding expulsion by the Pastor and Principal in consultation with the Catholic Schools Office of the Archdiocese of Washington.
5. Law enforcement officers will be contacted.

"The school reserves the right to search if there is probable or reasonable cause. The school reserves the right to seize any of the above substances. The student's illegal activity shall be reported to the police." (*Archdiocesan Regulation 5150.1*) Possession will result in immediate suspension or expulsion.

The rules and regulations of this current policy are fully applicable and binding, in accordance with established and approved Archdiocesan Disciplinary Policies.

EMERGENCY AND CRISIS PLANNING

Emergency and crisis plans are prepared with guidelines from the Archdiocese of Washington and local City and County authorities. Staff and students receive instruction on safety and handling of emergency situations during the school day. These instructions include fire drills, as well as procedures called Shelter in Place and Lockdown.

Parents should be aware of the following components of the School's Emergency and Crisis Planning:

1. Students are not permitted to open doors to admit people into the school building.
   Students are instructed to alert an adult staff member that someone is waiting at the door. Students are instructed that, while this may seem impolite and contrary to manners expected of everyone in the building, this is a safety measure and a school rule. This rule applies whether or not the student recognizes the person wanting to enter the school building. Parents are requested to be aware of this rule and respect the fact that a student is expected to resist the reflex to open the door. This ensures that we keep our building safe at all times.

2. Shelter in Place signifies an elevated level of alert and precautions, based on a problem within the school or in the area around the school.
   Shelter in Place is implemented by an announcement by school administration.
   Students, staff and visitors are accounted for and placed under supervision.
   Classroom instruction may continue.
   Hall passes may be restricted.
   Administration will direct class changes (bells/tones should be ignored).
   Everyone waits for further instruction.
   Phone calls and doors may not be answered for a time.
   Visitors admitted during a Shelter in Place may be directed to a waiting area, and the purpose of the visit may not be addressed until the Shelter in Place is cleared.

3. Lockdown signifies the highest level of alert and safety precautions, based on a problem within the school or in the area around the school.
   Lockdown is implemented by an announcement by school administration.
   As the situation allows, students, staff and visitors are accounted for and moved to as secure an area as possible.
   Classroom instruction may stop, and movement within the building may not be allowed.
   Communication within the building will be extremely limited, and may call for silence of voices, phones and computers.
   Phones and doors will go unanswered until the alert level is reduced.

4. Emergency supplies are maintained at the school, including food and water that might be necessary in the event of a "shelter in place" event. Parents whose children have special dietary needs may choose to provide emergency food from home. This special dietary food is to be brought to school on or before the first day of classes. This should be coordinated through the school office or nurse.

EMERGENCY CONTACT INFORMATION

It is essential that the information on a student's emergency contact form is accurate and up-to-date at all times. The School Office should be notified in writing immediately should there be a change of address, telephone number (home and business), medical history, or emergency contact person. It would be greatly appreciated if you would update your changes in your TADS account online when you notify the office.

EMERGENCY HEALTH CARE

In the event of an accident or illness at school, immediate first aid and emergency treatment are available from the school secretary or health room until either a parent or guardian is contacted and appropriate arrangements can be made for the child.

In the event of a serious accident and/or if hospitalization is required, the school will call 9-1-1 and the parents. The child will be taken to the nearest hospital, as deemed necessary by emergency personnel.

It is essential that the school be apprised in writing of changes in home, work, cell and emergency contact numbers.

Parents are required to notify the school of any serious chronic health problems, such as diabetes, epilepsy, etc., and/or maintenance medications or treatments, so that appropriate attention may be given to the student, and proper information may be provided to emergency medical personnel. **Continued full disclosure** of information is required.

Should a child contract a contagious disease, such as chicken pox, strep, head lice, etc., the school must be notified immediately so that parents of other children in the class can be notified in accordance with Health Department regulations. (These notices do not name individuals; they simply notify others of a case and summarize symptoms of the contagious disease.)

The County Health Department requires that any child with a rash be sent home immediately. Further, the child cannot return without a physician's note explaining the rash and its treatment.

The County Health Department requires that parents be notified if their child's temperature is above 99.6 degrees. The parent must take the child home as soon as possible. The child may not return to school until at least twenty-four hours after the temperature returns to normal.

EMERGENCY SCHOOL CLOSING

In the event of serious inclement weather, St. Mary's School follows all the directives given for Montgomery County Public Schools. These announcements are made on the local radio and television stations. If Montgomery County Public Schools are not scheduled to be in session (Professional Day or Holiday), the Archdiocese of Washington will make decisions about Archdiocesan Schools in Montgomery County.

On days that there is a one-hour delay in the opening of schools, St. Mary's will open at 8:45 a.m. When there is a two-hour delay, the school will open at 9:45 a.m.

If Montgomery County announces that the schools will close one hour early, we will dismiss at 2:00 p.m. For a two-hour early dismissal, we will dismiss at 1:00 p.m. Parents are expected to pick up their children at the designated dismissal time or to make arrangements for their child to go home

with another adult. (Please be sure to provide written authorization so the child may be released to the other adult.)

In the event that St. Mary's is scheduled to have an 11:30 a.m. dismissal and it is announced that schools are opening two hours late, St. Mary' School will open at 9:45 a.m. and dismissal will be at 1 p.m.

Should emergency situations arise that would affect only St. Mary's School, you will be notified either by radio, television, e-mail and/or the phone tree.

EXTRACURRICULAR ACTIVITIES

The following activities are available for all children of the parish and the school and are sponsored by the parish:

Children's Choir

Scouting Program

CYO and City of Rockville Sports

Robotics

The following activities occur after school and are sponsored by the school.

Teachers act as the advisors for these clubs.

Chorus

Drama Club

Homework Club

Newspaper Club

Yearbook Club

Art Club

Peer Assisted Learning

FIELD TRIPS

St. Mary's School enhances classroom learning with selected field trips. Field trips are part of the educational program, and all students are expected to participate in the activities. Parents are requested to contact the principal with concerns regarding any trip for which their child is scheduled.

To participate in field trips, students MUST have a permission slip signed by a parent or legal guardian. Signed permission slips and any necessary payment must be submitted to the trip coordinator no less than one week in advance of the scheduled trip. Parents or legal guardians wishing to chaperone field trips must be in compliance with Archdiocesan Child Protection Policies. This includes the Archdiocesan Volunteer Application process, including Virtus training and background check by the Archdiocese. Information for this process is available from the school office. Chaperones must also sign the Archdiocesan Adult Waiver form for each activity.

FOREIGN LANGUAGE

Students in Grades K-5 participate in Spanish classes twice a week. Grades 6-8 participate in Spanish classes three times per week. K-5 is an introductory curriculum. The sixth through eighth grade curriculum is equivalent to High School Spanish Level I. Most students will enter the ninth grade prepared to take High School Spanish Level II.

GRADING SYSTEM

Grades are based on the following criteria: achievement in the classroom, involvement in the subject matter, test performance and general attitude toward class work and homework. The teacher considers these factors and their individual importance in determining grades.

The following marking system is used:

Kindergarten through Second Grade

Standards Based Report Cards

EE- Exceeding Expectations, ME- Meeting Expectations, AE- Approaching Expectations

Grade 3

E - Excellent G- Good S-Satisfactory I-Improvement needed U-Unsatisfactory

Grades 4-8

A	Excellent	93-100%
B	Good	85-92%
C	Satisfactory	77-84%
D	Improvement Needed	70-76%
F	Unsatisfactory	Below 70%

Grades reflect the actual achievement of the child according to grade or level of instruction. These grades are based on the daily class performance and participation of the child and the results of tests, quizzes, presentations, reports, projects and homework.

Parents are asked to take an active interest in their child's academic progress, effort and school conduct. Mutual interest by home and school fosters positive academic growth for each student.

To merit promotion, the student must attain at least a general average of "D" in each of the following subjects: religion, reading, English, Spanish, spelling/vocabulary, science, social studies and mathematics. Failure to attain at least a general average of “D” these subjects may require summer school for the student to be eligible for promotion to the next grade. A consultation with the Principal will be required.

HOME & SCHOOL ASSOCIATION

The Mission of the Home & School Association promotes communication to act as a bridge between the home and the school. The Home & School Association, in partnership with the faculty and staff of St. Mary's School, plans and facilitates social, service and cultural activities during the school year.

HOMEWORK

Homework is a necessary part of each child's educational program. Students should anticipate an average of 10 minutes of homework times their current grade level each evening. Students in second grade should expect 20 minutes. Students in eighth grade should expect 80 minutes of homework each evening. Home assignments may include written work, reading, study or long term projects. Students are expected to turn assignments in on time and will receive reduced credit for turning assignments in late. The purpose of homework is:

1. To foster habits of independent study
2. To reinforce learning that has taken place in class
3. To deepen knowledge of a subject by long range reading, projects and research
4. To develop initiative, independent thinking, and personal responsibility for completing school assignments.

HONOR ROLL

Students in Grades 6 through 8 are eligible for Honors. Honors are presented at the end of each quarter.

For First Honors, a student must attain an "A" in all subjects with satisfactory conduct and personal/social growth.

For Second Honors, a student must attain "A's" and "B's" with satisfactory conduct and personal/social growth.

IMMUNIZATIONS AND HEALTH RECORDS

The Archdiocese of Washington and St. Mary's School follow the Maryland Department of Health & Mental Hygiene requirements, except that the Archdiocese does not allow exemptions from immunizations. These requirements are periodically reviewed and updated, and changes will apply to St. Mary's School.

Immunization: An Immunization Certificate with the **appropriate immunizations must be submitted at the time of admission to school.**

New requirements beginning 2015-2016 school year:

- All students entering Kindergarten must have completed 2 doses of Varicella vaccine
- All students entering 7th or 8th grade must have completed 1 dose of Tdap vaccine
- All students entering 7th or 8th grade must have completed 1 dose of Meningococcal vaccine

The following immunizations are required of all students entering Kindergarten to Grade Eight.

DTP/TdaP – four doses for children under seven years old. Three doses of tetanus and diphtheria containing vaccines (DTP, DTaP, Tdap, DT or Td) are required for children seven years of age and older.

Polio – three doses.

MMR – two doses, the first **on or after the first birthday** and the second **before the fifth birthday.** Proof of immunity by positive blood test is acceptable.

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

Hepatitis B – three doses.

The only exceptions to the required immunizations are:

Documentation of medical contraindication(s) by a physician;

Documentation of immunizations in progress, but up-to-date (students will be excluded if additional required immunizations become past due); or

Proof of a medical appointment to obtain immunizations within 20 days of the enrollment date.

Physical Examinations: All students entering school are **required to have a physical examination.** The physical examination must be completed within nine months before or six months after enrollment.

Dental Examinations: It is recommended that student have an annual dental examination.

Tuberculosis: Certification that a student is free from tuberculosis is recommended **at the time of enrollment** for students who enter school if they are coming from any country outside the United States or who have lived twelve months or more outside the United States prior to entering school. Proof of freedom of tuberculosis includes:

Report of a negative TB skin test (PPD);

Report of a positive TB skin test and a negative x-ray; or

Statement from the doctor that the student is under treatment and not contagious. Physicians may decide that students who have never left the area do not need to be tested; this will be indicated on the health form at the time of the examination.

Students not in compliance will be excluded from school until compliance is certified by a physician.

LIBRARY

A librarian and volunteers operate our school library/media center. Every student has weekly library, media center and computer periods, part of which is instruction in library skills and technology. Students are responsible for returning books on time. Lost or damaged books must be replaced and the student is assessed a replacement fee. Reference books may not be removed from the library.

Report cards will be withheld and admission to mid-term or final exams will be denied until all library issues are settled.

LUNCH

Lunches are brought from home or purchased through the school lunch program. Lunches are available five days per week. Lunches are pre-ordered and pre-paid by the semester or monthly.

White or chocolate milk is available for lunches. Milks are pre-ordered and pre-paid for the school year.

Students in Grades K-8 are encouraged to eat a snack during morning recess. Snacks are brought from home. Nutritious lunches and snacks, which exclude candy or high-sugar items, are recommended. It is recommended that children staying after school for an activity bring an additional snack.

MEDICATION

Prescription and non-prescription or "over the counter" medication may only be administered to a student during the school day upon the written order of a physician, dentist or nurse practitioner. All medication must be delivered to the school office by the parent, and the medication must be in the original container to assure proper labeling as to content and dosage. Non-prescription medications must be in new, safety-sealed containers. Parents must sign a form acknowledging that the school secretary or health room aide may administer the medication received by the school.

Parents must include in the student's health records any and all chronic illnesses or disorders (including psychological and social), as well as any maintenance medications a student may be taking. Additionally, parents are requested to provide any medications, instructions or procedures that a student might need in an emergency. **Full, continued disclosure of information is required for the safety and benefit of your child.**

NOTICES

In an effort to not be wasteful, the school will communicate with the families through an electronic Weekly Update as well as the school website, www.stmaryschoolrockville.org. Notices and information are published on the parish website, stmarysrockville.org. Parents and students are strongly urged to check every day for announcements, updates, calendar changes and notices. If flyers or other papers need to be sent home, the office will notify parents to be on the lookout for them to come home with their child.

PARENT/GUARDIAN COOPERATION

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Mary's School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Mary's School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Mary's School.

Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Mary's School.

PARENT INVOLVEMENT PROGRAM (PIP)

St. Mary's Catholic School believes that the children of our school are best served when the school and families are working together with a common interest. There are so many wonderful activities and community events that happen at St. Mary's and they could not happen without the generosity of time and talent from all of our families. As members of a Catholic Community, we are called to be stewards of St. Mary's School and there is no better way to teach our children to be good stewards of the earth than to be the model of the true Christian spirit through our volunteer efforts. God has given each of us a talent that will help our school to shine. Our community spirit is what makes our school a Blue Ribbon School!

We request parent involvement through our new Parent Involvement Program (PIP). This program will provide an opportunity for families to work with the school to attain the common goals that benefit our students academically, socially and emotionally.

We are asking every family to volunteer twenty hours throughout the school year. On average, that is two hours per month which can be completed at home or at school in many different capacities. Many families will realize that they already are completing at least that through their current volunteer efforts. The issue is not that as a community we do not participate in enough volunteer activities for the school but that not everyone is participating. There are so many areas where families can participate even at home to help the school as a whole. These efforts help us to keep tuition costs down.

PIP Guidelines -- Each family is required to volunteer twenty (20) PIP hours each year. Parents and extended family, who are 18 years of age and older, may volunteer PIP hours for the family. Single parent families are required to fulfill ten (10) hours.

You may complete your PIP hours any time between July 1st and May 31st of each school year.

Volunteers must be in compliance with the Child Protection Policy to complete volunteer hours in the presence of students.

Volunteer Hours -- Volunteer hours count towards PIP hours if the activity directly benefits Saint Mary's School. Community service to other non-profit organizations, while charitable, does not count toward the PIP requirement. Families will find many opportunities to fulfill PIP hours in all areas of school life. These will be communicated periodically through the weekly updates, SignUp Genius invitations and on the school web site located at www.stmaryschoolrockville.org.

Please contact the person listed as the chair of that activity to seek your volunteer opportunity. If you have any problem connecting with that person, just have some questions, or need help in locating volunteer opportunities call the school office at 301-762-4179.

Cash Payment -- A family may choose to not volunteer their PIP commitment and instead pay the value of their contractual time. The value of 20 hours work time is $10 per hour or $200 for all 20

hours. Because this payment is in place of volunteer hours, this payment is not considered a tax-deductible donation.

In-Kind Donation -- If a parent's business or profession is one that could provide a service to the school, please consider offering the product or giving the service in fulfillment of PIP hours. Once PIP has been fulfilled for the school year, volunteering these products/services will then become tax deductible and a receipt for taxes may be obtained from the office.

Reporting Parent Service Hours – Your hours are automatically recorded when you sign up on sign-up genius.

The school is responsible for publicizing opportunities for PIP. It is the parents' responsibility to volunteer for the activities of their choice. We encourage parents to become involved in our school community according to their interests and talents. Volunteering is a great way to be a part of the St. Mary's community and to know what is happening first hand in school.

Areas of Service -- Opportunities for PIP hours may include, but are not limited to bulk mail preparation, being a room parent, chaperoning a field trip, dance, or other activity, offering clerical help, volunteer coordinator, working on the Gala, Annual Appeal, Golf Tournament, Fall fundraiser, assisting with Spring Drama production, Robotics, chess club, CYO, coaching, baking for school bake sales, helping during open houses, shelving books in the library, staff appreciation events, hospitality, stencil cut outs, graphic arts, uniform exchange, Boxtops, coordinating Dinners Out, carpentry/painting as needed around campus, hot lunch duty, Scouting, coaching, working at home for administrators or teachers, assisting at Scholastic Book Fairs and Santa's Workshop.

Any family experiencing a hardship that makes them unable to fulfill their hours should contact Mrs. Eisel at smsrockvilleprincipal@hotmail.com or 301-762-4179.

Please feel free to call Mrs. Eisel with any questions you may still have.

PARENT-TEACHER COMMUNICATIONS

Ongoing communication between teachers and parents is important throughout the school year. "Back to School Night" is scheduled in September; Parent-Teacher Conferences are available in November and other Home & School Association meetings are scheduled through the year.

Teachers are available to confer with parents at other times by appointment. Conferences may be arranged with teachers or the principal by calling the school office at (301) 762-4179 or by a written request sent to the teacher.

It is the policy of the Archdiocese of Washington that teachers MAY NOT communicate with anyone via e-mail regarding a student's behavior, learning issues or academic issues. Parents may contact a teacher by e-mail, but the teacher may only respond about these topics by phone or meeting.

PARTIES

Classroom parties are arranged at the discretion of the homeroom teacher with the assistance of room parents.

Invitations to an individual child's party to be held outside of school may not be passed out in school unless either ALL the children in the class or ALL of the boys or ALL of the girls are invited.

PHONE CALLS

It is requested that personal calls between parents and students be kept to a minimum. Emergency messages regarding carpool changes, etc. will be forwarded to a child. It is important that we teach the children to be prepared for the school day, therefore students will not be permitted to call home for their parents to bring books, binders, backpacks, assignments, or papers they have left home. Students will need to bring their forgotten items the following school day.

Children are not permitted to use personal electronic devices or phones during the school day. Please see the section on Cells Phones and Electronic Devices.

Teachers are not available to immediately respond to calls or e-mails during the school day. Parents wishing to contact teachers may do so by e-mailing or sending a note with their child or by accessing the voice mail system by calling the school's main phone number, (301) 762-4179. The teacher will respond as soon as possible and most certainly within 24 hours. If you do not receive a response within 24 hours, please contact the office to explain the situation and leave a message for the teacher.

Archdiocesan policy does not allow teachers to communicate by e-mail regarding a student's behavior, learning issues or academic issues. Teachers will respond by phone or meeting.

PHYSICAL EDUCATION

All students are expected to participate in the physical education program. A child may be excused only if a note from a physician or parent is sent to the teacher of this program. In case of serious injury, surgery or prolonged illness, a release is needed from the attending physician before the child is allowed to resume classes.

Students are required to wear the designated gym uniform during class. Students not appropriately dressed will not be permitted to participate in the physical education activities. Repeatedly failing to meet uniform requirements will affect a student's grade.

PLAYGROUND SUPERVISION

Teachers supervise lunchroom and playground activities.

PRAYER

The school day begins with class prayer and is followed by the recitation of the Pledge of Allegiance. Grace is said before lunch and after lunch, and a closing prayer is said prior to dismissal. Academic classes begin and end with prayer. The student body attends Mass weekly. Attending Mass as a student body is the single, most important thing we do together.

PREVENTION PROGRAMMING

As a Catholic school, St. Mary's School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Mary's School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the

school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and

2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

REPORT CARDS

Report cards are distributed four times a year to students in Grades 1-8. An explanation of the grading system appears on the report card. Students in Kindergarten receive two report cards; in January and June.

Report cards are to be discussed between the parents and the student. The report card envelope must be signed by the parent and returned to school.

SCHOOL ADVISORY BOARD

The purpose of St. Mary's School Advisory Board is to provide advice and assistance to the pastor and principal in the governance of the school. The School Advisory Board shall fulfill its purpose and exercise its functions in accordance with the mission and goals of the parish and school, and the goals, policies, and regulations of the Archdiocese of Washington. Members are elected for three-year terms.

SCHOOL DAY

The school day is 7:40 a.m. – 3:00 p.m. for Grades K through 3, and 7:40 a.m. – 3:05 p.m. for Grades 4 through 8. Morning drop-off and supervision begin at 7:30 a.m. Students should remain in the supervision of their carpool or with their parent until the staff member receiving students is visible on the curb at 7:30 a.m.

Regular dismissal begins at 3:00 p.m. **Students remaining after 3:10 p.m. will be sent directly to the principal's office for supervision. A fee of $1.00 per minute per child will be incurred by the parent, and this fee is payable at the time of pick up.**

On early dismissal days (11:30 a.m.), students will be supervised until 11:40 a.m. **Students remaining after 11:40 a.m. will be sent directly to the principal's office for supervision. A fee of $1.00 per minute per child will be incurred by the parent, and this fee is payable at the time of pick up.**

The school is not responsible for the supervision of students before 7:30 a.m. or after 3:10 p.m. On early dismissal days (11:30), supervision continues until 11:40 a.m. Therefore, the school is not responsible for any injuries or accidents which may occur if parents permit children to be on the school grounds during unsupervised times.

Parents are advised of the time frames of supervision and asked to cooperate with this school policy so that the safety of our students can be ensured.

If students must remain after school for a school-sponsored activity, the teacher or adult in charge of the activity is responsible for the students and will remain with them until all have left the school premises. Please make every effort to pick up students at the appropriate times.

For non-school sponsored activities, such as Scouts, the leader of the activity is responsible for participants.

SOLICITATIONS

There is to be no solicitation at any time for private, personal or public gain. All fundraising is approved by the Pastor and principal for the benefit of St. Mary's School.

SPIRITUAL ACTIVITIES

The primary focus of St. Mary's School is the spiritual and intellectual development of its students. This development is fostered and encouraged by the strong support of the pastor, priests, principal and faculty.

Students are involved in planning for and participate in the liturgies in order to appreciate more fully the liturgical life of our faith. Parents are encouraged to attend all school liturgies.

Students attend Mass as a student body on Fridays and holy days at 9:00 a.m. In grades 3 through 8, Catholic students participate in the Sacrament of Reconciliation in September and prior to Christmas vacation, and Catholic students in grades 2 through 8 participate in the Sacrament of Reconciliation before Easter vacation and prior to summer vacation.

The school is obliged to teach the basic doctrines of the Catholic faith. However, the greater obligation lies with the family. Parents, as the primary educators of their children, are expected to take their children to Mass regularly, to receive the sacraments of Reconciliation and Eucharist regularly and to prepare their children for the reception of the sacraments.

The sacraments of Reconciliation, Holy Eucharist, and Confirmation are administered annually to the Catholic children of our Parish who have been properly prepared. Parents are obliged to attend the sacramental preparation parent meetings. Preparation for these sacraments is an on-going process from the time of Baptism. However, the school provides a two-year preparation period prior to the reception of sacraments.

The students take an active part in the parish May Procession to honor the Blessed Mother.

Each year, through service projects, students are reminded of the missionary aspects of the Church. During Lent, students are encouraged to make spiritual and monetary sacrifices for the less fortunate. Throughout the year students participate in various outreach activities and are reminded to pray for the Church and its members.

All students, including non-Catholics, shall (1) take religion classes in which Catholic doctrine is taught, (2) attend liturgical activities and sacramental programs and are invited to participate to the

extent allowed by Church law, and (3) participate in all other aspects of the school's religious education program. (*Archdiocesan Regulation 6240*)

TECHNOLOGY AND INTERNET USAGE

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras ("Technology Equipment") with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyberbullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School's Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher's permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not "surf" the Internet or visit "Facebook," or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement during the first week of each school year.

TESTING

St. Mary's students participate annually in the Archdiocesan Standardized Testing Program (Scantron) and the Archdiocesan Religious Education evaluation Faith Knowledge Assessment (FKA). The Catholic Schools Office determines the grades to be tested and the semester in which these tests are to be administered. Test results are shared with the parents, evaluated by the faculty and used in planning instruction. Teacher initiated tests will be administered during the year at the teacher's discretion.

THREATS

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Mary's School reserves its right to take any and all actions it deems necessary for the health and

safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

TUITION POLICY

St. Mary's Schools establishes a per-pupil rate of tuition, based on the annual cost of educating a child at the school. St. Mary's Parish offers subsidies to qualifying Catholic families who demonstrate that they are unable to pay the full per-pupil rate of tuition.

Subsidies are provided through Sunday collections and contributions from parishioners. To qualify for a subsidy from St. Mary's Parish, families must be registered and regularly attending Sunday Mass at their parish. They must be contributing to the parish through the envelope system and generally participating in religious, volunteer and social activities of the parish for two years prior to school enrollment. Irregularity in any of these areas may cause denial or discontinuance of the subsidy.

Members of parishes other than St. Mary's will be required to submit documentation, including a letter from their pastor stating that the family meets criteria for a subsidy from St. Mary's.

St. Mary's School reserves the right to cancel the registration of any student whose family fails to satisfactorily meet the tuition payments during the preceding semester, or to require payment of full tuition prior to the start of the next semester.

The school reserves the right to withhold a student's school records when the family fails to satisfactorily meet the tuition payments. Students may be denied admission to mid-term or final exams until financial issues are settled.

Tuition may be paid in full prior to the start of classes, or families may enroll in an installment payment plan. Generally, installments will be a plan for pre-authorized, electronic transfers to cover periodic payments. There is normally an annual fee for participation in the installment program.

TUTORING

Teachers recognize that students sometimes need extra assistance to understand a topic or to master a skill. When necessary, the teacher and parents may work together to assist the student overcome these periodic hurdles. If a student requires on-going assistance, the teacher or parents may contact the principal regarding tutoring.

VISITORS

For the safety of the children of St. Mary's School, and to minimize interruption of the classroom schedule, all parents, guardians, and visitors are asked to report to the reception desk outside the Parish Hall and sign the visitor's book. Under no circumstance should adults go to the classroom without the permission of the principal.

Parents should be aware that students are instructed not to open doors to admit anyone to the building. Students are instructed to alert a staff member if someone is waiting to enter. This is a safety policy, and should not be considered a matter of disrespect.

VOLUNTEERS

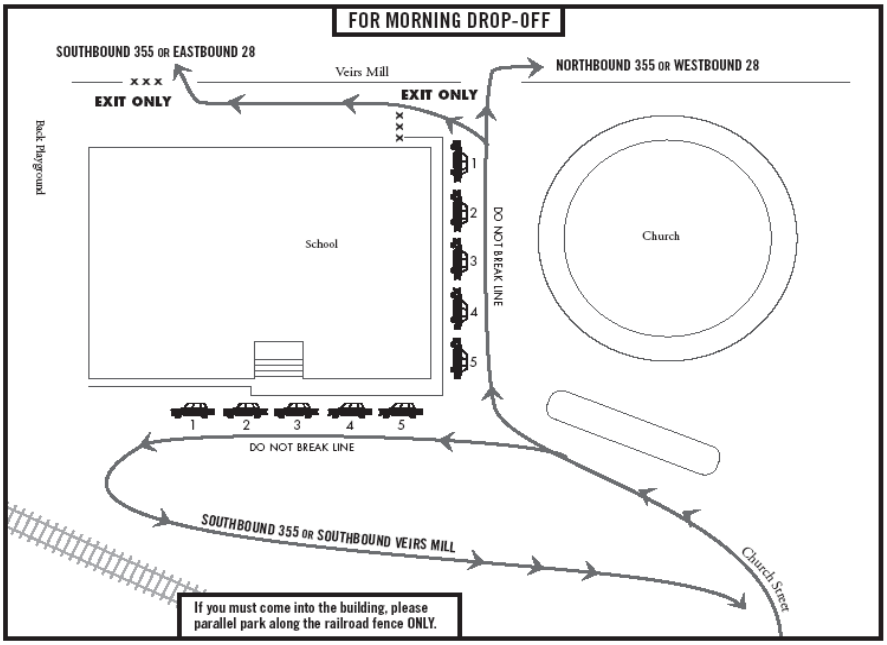
St. Mary's School relies on the support and involvement of all families throughout the school year. Every family is encouraged to support the school by volunteering through our Parent Involvement Program (see PIP section in handbook). Volunteers are required to complete the Archdiocesan Volunteer application process, including Virtus training and fingerprinting. Information on this process is available from the school office.

WITHDRAWAL

Families withdrawing students from St. Mary's School should notify the principal as soon as possible. Records will be forwarded to the new school upon request if the parent has signed a student record release form which is sent to St. Mary's from the new school and satisfied all tuition obligations.

All financial obligations must be met before records are released.

ARRIVAL TRAFFIC MAP



DISMISSAL TRAFFIC MAP

