

Table of Contents

<p>PHILOSOPHY 1</p> <p>Archdiocese of Washington Mission Statement 1</p> <p>St Mary’s School Mission 2</p> <p>Motto: “Nurturing a lifelong love for Jesus, each other, and learning.” 2</p> <p>Non-Discrimination Policy 2</p> <p>ACCREDITATION 2</p> <p>EDUCATIONAL PROGRAM 2</p> <p>A. Overview 2</p> <p>B. Program Offerings 3</p> <p>C. Faculty 4</p> <p>D. Volunteers/Employees/Child Protection Policy Service 4</p> <p>ADMISSION 5</p> <p>DISCIPLINE POLICY and PROCEDURES 6</p> <p>PREVENTION PROGRAMMING (Policy 3543) 6</p> <p>Infraction Schedule & Conduct Referral 7</p> <p>Discipline Procedure 8</p> <p>Grievance Procedure 9</p>	<p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>4</p> <p>4</p> <p>4</p> <p>5</p> <p>6</p> <p>6</p> <p>7</p> <p>8</p> <p>9</p>	<p>THE CODE OF CONDUCT BOOK 10</p> <p>Off-Campus Conduct 10</p> <p>SCHOOL SERVICES 10</p> <p>A. School Hours/Archdiocesan School Attendance 10</p> <p>B. Before and After Care Program 11</p> <p>FINANCES 12</p> <p>A. Tuition 12</p> <p>B. Tuition Assistance Program 12</p> <p>C. Non-Refundable Fees 13</p> <p>D. Payment Schedule 13</p> <p>E. Overdue Accounts / Late Payments 13</p> <p>F. Returned Checks 13</p> <p>G. Financial Emergency 13</p> <p>H. Criteria for Catholic Tuition Rates 13</p> <p>I. Refund Policy 14</p> <p>J. Tuition Assistance 14</p> <p>K. Archdiocesan Assistance/Scholarship Application 14</p> <p>STUDENT POLICIES 14</p> <p>Archdiocesan Catholic School Counseling Services (Policy 3620) 14</p> <p>A. Absenteeism/Tardiness/Perfect Attendance 14</p>	<p>10</p> <p>10</p> <p>10</p> <p>10</p> <p>11</p> <p>12</p> <p>12</p> <p>12</p> <p>13</p> <p>13</p> <p>13</p> <p>13</p> <p>13</p> <p>13</p> <p>14</p> <p>14</p> <p>14</p> <p>14</p> <p>14</p> <p>14</p>
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B. Early Dismissal	15	DRESS CODE	25
C. Appointments	15		
D. Health	15	STUDENT ACTIVITIES	28
E. Medication	16		
F. Lunch/Snacks	16	RESPONSIBILITIES	33
G. Visitors	16		
H. Inclement Weather	17	SUPPORT SERVICES	36
I. Emergency Contact Information	17		
J. Fire and Emergency Drills	17	SCHOOL ADVISORY BOARD	36
K. Dismissal Changes	17		
L. Withdrawal	17	HOME SCHOOL ASSOCIATION	37
TRANSPORTATION	18	SCHOOL FUNDRAISERS	38
Arrivals/Dismissals/Parking	18		
Bus Referrals	19	TAP - Tuition Assistance Program	38
ACADEMIC POLICIES	19	SPECIAL EVENTS & PROGRAMS	38
A. Report Card	19		
B. Grading System/GradeBook Plus	19	LEGAL ISSUES	39
C. Honor Roll	21		
D. Promotion/Retention	21	SIGNATURE PAGE	41
E. Communication	21		
F. Parents' Role in Education	22	SCHOOL CALENDAR	
G. Parents as Partners	23		
H. Homework	23		
I. Testing Program	24		
J. Extra-Curricular Activities/Special Events Exclusion	24		

ST. MARY'S CATHOLIC SCHOOL

Bryantown, MD 20617

In accordance with the Archdiocese of Washington COVID-19 guidance and St. Mary's Bryantown COVID Safety Response Plan, some procedures may be adjusted to comply with this plan. The health and safety of your children, our faculty, and staff is our top priority.

PHILOSOPHY:

St. Mary's School provides a traditional Roman Catholic education to the parish community of St. Mary's Bryantown. St. Mary's School serves children in grades PreK through Eight by developing their intellectual, social, physical, moral, and spiritual life.

St. Mary's School views each child as a unique expression of God's love. Our staff exhibits professionalism in their approach to teaching the whole child. Our students build a solid foundation of skills needed for their adult lives.

St. Mary's School recognizes that parents are the primary educators of their children.

St. Mary's School assists families in fulfilling their obligation for the Christian formation and education of their children. Together, we form a nurturing educational environment for the children of the community.

St. Mary's School fosters a sound belief in parish, family, and community involvement. The administration of St. Mary's School believes in a strong collaboration with staff, parents, church, and parish in order to foster this belief.

Our model will always be Jesus, the "Master Teacher." Our aim in fulfilling our mission as a Catholic school is to pattern our services to all people as Jesus did for us.

Archdiocese of Washington Mission Statement:

The Catholic Schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

Mission Goals:

- Catholic Identity
- Educational Excellence
- Access and Equity
- Service and Leadership

St. Mary's School Mission:

Catholic education is an explicit expression of the evangelizing mission entrusted by Jesus to His church. Our mission at St. Mary's Bryantown is:

- To teach the message of Jesus Christ through prayer, word, and example
- To promote self-esteem, moral and spiritual values, enabling the students to reach full awareness of the talents God has given them
- To build within a parish setting, a strong community based on Christian faith and service
- To provide a structured and enriched educational program in an atmosphere that empowers students to achieve their potential as children of God who will impact the local and global community

This process is enhanced by students, parents, staff and administrators, whose lives are modeled on Gospel values as they teach, serve, and build community as Jesus did.

Motto: “Nurturing a lifelong love for Jesus, each other, and learning.”

Non-Discrimination Policy:

St. Mary's School, mindful of its primary mission as an effective instrument in the educational ministry of the Church, does not discriminate on the basis of race, gender, national, or ethnic origin in the administration of educational policies, personnel policies, admission policies, loan programs, athletic programs, and other school-administered programs.

ACCREDITATION:

St. Mary's School is fully accredited by Cognia Global Commission. The Archdiocesan certificate of accreditation comes from the Accreditation Commission of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. Faculty, students, parents, School Advisory Board, and the Home and School Association participate in regular reviews of St. Mary's School with the Catholic Schools Office of the Archdiocese of Washington, Pastor and Principal in the accreditation process.

EDUCATIONAL PROGRAM:

A. Overview:

As a parochial school in the Archdiocese of Washington, St. Mary's School, Bryantown is proud to provide:

- A traditional parochial, excellent, academic program;
- Commitment to spiritual, religious, and moral values through the message of Jesus Christ;
- Whole person development, producing healthy self-images and strong decision-making skills;

- Communication with parents on curriculum and programs enhancing home-school relationships; and
- Parental participation opportunities.

B. Program Offerings:

Religion is taught daily. The program consists of Doctrine, Scripture, Para-liturgical celebrations, liturgy preparation and participation on a regular basis, seasonal and holy day celebrations, and sacramental opportunities for reception of the Eucharist and Reconciliation. Sacramental preparation in grades two and eight is conducted through the religion classes in coordination with the parish Director of Religious Education. All students, regardless of religious affiliation, are required to take religion classes and to participate in all religious activities. Archdiocese of Washington's Faith Assessments are administered to grades three through eight.

Mathematics is taught daily with increasing emphasis placed on individual talents and abilities. Algebra I is offered to qualified students in grade eight. Geometry or Algebra II is available for individual students who qualify. IXL, a computer-based resource, supplements the classroom and home instruction.

Language Arts/Reading is taught daily with achievement/ability grouping in grades one through five. Language Arts is a Literature-based program. Research and Library Skills are taught through the Language Arts program. A middle school curriculum is used in teaching Grammar, Vocabulary, and Literature in grades six through eight. Renaissance Reading Program is used as a supplementary resource to our standards-based curriculum.

Science and **Social Studies** are taught regularly with emphasis on hands-on activities whenever possible. Students have opportunities for laboratory experiments in the Science Laboratory. STEM (Science, Technology, Engineering, and Math) is used to enhance instruction. Robotics programs for middle school students will be available.

Foreign Language program is offered to grades Kindergarten through eight. Spanish is the core language offered.

Arts Education is an essential element in the general education of all students. Through visual arts and music, the students develop new techniques, approaches, and habits that increase their awareness of the world around them. Essay and art contests are provided by various civic and religious organizations. Inter-school activities develop the gifts and talents of all children.

Music and **Band** are also essential elements in the general education of all students.

Library and **Computer** supplement the curriculum and are integrated into the curriculum across all grades.

Physical Education has a core program of learning experiences that are sequentially planned according to the students' levels of social, emotional, intellectual, and psychomotor development. Physical development among elementary school children is vital to their psychological and emotional life. Healthful living is embodied in the development of strengthening and relaxing exercises and a life-long

interest in active recreation, which can be conceived in early childhood years. Opportunities may be available for intramural softball, basketball, volleyball, and track in grades 4 – 8.

C. Faculty:

The members of the teaching staff at St. Mary's School are certified, experienced, and dedicated lay teachers. These educators are highly motivated and committed to communicating Christian values and challenging PreK3 & PreK4, Kindergarten, Elementary, and Middle School learning experiences. Educating is by instruction and example, while maintaining flexibility to meet each student's needs. Supporting our faculty is our network of caring parents. This network provides you, as parents, the opportunity to personally contribute to your children's learning experience through our active Home and School Association (HSA), School Advisory Board (SAB), and Parish Community.

D. Volunteers/Employees/Child Protection Policy:

The Archdiocese of Washington requires every employee in the school to be fingerprinted.

Every volunteer must complete an Application for Voluntary Service; attend a Protecting God's Children Workshop; and be fingerprinted. These documents are available in the school office. No new volunteer or employee may begin working in the school until they are in compliance with the Archdiocese of Washington's policies.

Anyone volunteering in the school for any school or parish organization and who has contact with children must submit a "Criminal History Record Check Form." All volunteers and employees who have contact with children must be aware of Policy #1213, the Archdiocesan Policy on Child Abuse, and have attended Protecting God's Children Workshop. Copies of this policy are available at the school. Any parent/volunteer chaperoning a field trip must be in compliance.

Service:

Each school family is required to contribute a total of **40 hours** of volunteer service to the school. This includes a minimum of 10 hours toward one major fundraiser, and a minimum of 30 hours of service to support the school. Major fundraising hours may not exceed 20 hours unless you are the chairperson of the fundraiser. In lieu of service, a payment of \$300 may be made for school hours and \$600 for one major fundraiser. If the 30 hours of volunteer service are not fulfilled by the last Friday in May, a \$10/hour service fee for incomplete hours will be assessed for any unrecorded or unfinished hours. Payment is required immediately at the office. If payment is not received, the school will hold your child's report card, awards, diploma, and school records as per the financial policy of St. Mary's School. Volunteer hours cannot be transferred to another family unless under emergency circumstances and with permission of the principal. All volunteer hours must be submitted electronically via our school website. Please look for the "Submit Volunteer Hours" tab.

Our success at St. Mary's is contingent upon our volunteers, and we greatly appreciate what you do for our school. Since volunteer hours are required by each St. Mary's family, it is imperative that you record your hours in the online volunteer site each time you volunteer. Registration of volunteer hours must be recorded in order to be credited with fulfilling the mandatory, contractual hours. This will enable us to ensure the accuracy of our volunteer records. Families' volunteer hours will be verified at the end of both semesters. By completing this procedure, our school may benefit by securing grants based on our school's total accumulated volunteer hours. A visitor's badge is required

on your person while in the building. Visitors need to sign the visitor's log and visitor's badge in the school foyer. Please see the principal for any questions regarding this policy.

Each school family (PreK3 through grade 8) is required to participate in the School Raffle. Five \$100 raffle tickets need to be sold by each family by the first raffle drawing date. The school and parish will help families with the sale of their raffle tickets by offering opportunities for sale. In lieu of participation, a payment of \$500 will be required.

We encourage all families and parishioners to participate in Amazon Smile and ShopWithScrip gift card programs. We receive significant monies from these programs. Please encourage your families and friends to use these programs as well.

St. Mary's School participates in the Federal Government's CFC Federal Campaign and the General Mill's Box Tops for Education program.

ADMISSION:

St. Mary's School aims to provide children of St. Mary's Church parish and supporting parishes with an educational experience based on the Catholic philosophy of education. Any student who fulfills the age, health, and academic requirements is eligible for admission.

Pre-registration for families currently enrolled in the school will take place in early January. Contracts for the next year will be issued only to families whose financial obligations are current. Contracts must be returned with the non-refundable registration fee before the open parish registration to guarantee a place for the next school year.

Registration for all available places will be held in February. All places not secured by a contract from a currently-enrolled family will be offered to qualified members of the parish and supporting parishes at that time. Applications from non-parishioners will be accepted if spaces are available. In filling vacant spaces, preference is given to siblings of current students, registered supporting members of St. Mary's Bryantown, and Catholic students as based on policy #3510 and #3511 of the Archdiocese of Washington.

Currently enrolled families who complete their contracts and pay the registration fee after the open parish registration will be placed first on the waiting list for any class whose enrollment is full. St. Mary's School policy limits the enrollment of each class to 20 for PreK, 25 for Kindergarten, and 30 for all other grades. Exceptions made under extreme circumstances by direction of the pastor and principal.

New students must provide a Birth certificate and Baptismal certificate (if Catholic), and immunization record and school records. Applicants for PreK3 must be three years of age by September 1 of the current year. Applicants for PreK4 must be four years of age by September 1 of the current year. Applicants for Kindergarten must be at least five years of age by September 1 of the current year. PreK3, PreK4, and Kindergarten must be potty trained. Applicants for grades 1 through 8 must provide the most recent report card and standardized test results. In addition, students are required to take a placement assessment and/or participate in a student interview. Any transferring student must provide all school records before acceptance to St. Mary's. All students are admitted per probationary status.

All children, regardless of religious affiliation, are required to take the religion courses offered by the school, maintain a satisfactory academic record in that subject, and actively participate in all religious functions.

All students and their parents are expected to support and uphold the philosophy and policies of the school.

DISCIPLINE POLICY and PROCEDURES:

The root word of discipline is “Disciple.” As such, all students and teachers are Disciples of Christ. The word discipline implies “training to act in accordance with rules.” The purpose of discipline in a Catholic school is to bring about the self-discipline of each student of the school community in order to promote Christian development and discipleship. The goal of St. Mary’s School is to nurture the child to develop practices of self-discipline and Christian values to use throughout life, and to assist parents in the moral and ethical development of the child.

The primary consideration in all disciplinary decisions is the obligation of the school to maintain a safe and orderly environment for all students and an acceptable climate for learning.

Students are expected to acknowledge responsibility for their actions. Students and parents are expected to accept any of the consequences of their actions. Discipline is intended to help students determine appropriate standards of behavior. Actions by an individual that deter Christian development are injurious to the well-being of both the individual and the community. One’s individual behavior should not infringe upon the rights of another in a Catholic school community.

Written records will be maintained of all significant disciplinary actions incurred by the student for the duration of his/her enrollment in the school. Parents will be informed of disciplinary actions taken with their children. A copy of the conduct referral and detention notice are in the back of this handbook.

The support of the parents in discipline matters is expected and is crucial to the positive development of the child. Parents are expected to work with the school in all discipline situations and to support the decisions that are made. Please refer to the Parents as Partners section in this handbook for more details of support. To ensure that all parties are aware of the policies and regulations, students and parents will be required to sign a copy of St. Mary’s Handbook.

***Please note:** While COVID-19 protocols are in place, any student who intentionally violates the social distancing or mask policy will meet with the principal to determine the severity and disciplinary action. Disciplinary actions could include: 1) student is removed from the situation; 2) student is removed from the school; 3) student is suspended or expelled.*

PREVENTION PROGRAMMING (Policy 3543):

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 cyber bullying. 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.

St. Mary's makes every attempt to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such persistent threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Infraction Schedule

Conduct Referral

Minor Infractions:

- Uniform infraction of any kind – form completed and sent home to be signed and returned – 2 Uniform Notices will result in signing the Code of Conduct Book in the Principal's office.
- Signed papers not returned on time
- Chewing gum
- Excessive talking/disruption of class
- Out of seat without permission
- Leaving classroom without permission
- Disorderly conduct in the classroom or when changing classes in hallway
- Roaming the hallways
- Excessive tardies

Major Infractions:

- Cheating
- Lying
- Theft
- Plagiarism*
- Use of cell phones on school property or on field trips without permission
- Rough play, hitting, pushing, etc., at any time inside or outside the building, on the playground, or in BAC.
- Fighting
- Cursing, inappropriate language, obscene gestures, or sexual talk and/or harassment of any kind

- Forging signatures
- Any disrespect for any teacher
- Inappropriate field trip conduct
- Destruction of school property (i.e., textbooks, library books, desks, TVs, VCRs, toilets, sinks, water fountains, etc.)
- Blatant disregard for scheduled detentions
- Possession of any of the following will result in immediate suspension and/or expulsion: weapons (knives, guns, etc.), explosives of any kind, drugs (prescription or non-prescription) alcohol, tobacco, pornographic material, lighters or matches.

*Plagiarism can be defined as presenting someone else's work as your own. Plagiarism of any kind is unacceptable in any educational community. In addition, it is morally wrong to present someone else's work as your own. In this time of easy access to information, children must be taught that using the ideas, writings, and works of another is only acceptable when it does not violate copyright laws and proper credit is given to the original source. Plagiarism of any type, including copying of another student's homework or the aiding in plagiarism, will not be tolerated at St. Mary's School.

Discipline Procedure:

Minor Infraction

Protocol

Sign the Code of Conduct Book.

Notice sent home to be signed by parents and returned the next day.

Phone call to parents is also an option by the teacher/administrator.

Major Infraction

Protocol

- Student sent immediately to the principal.
- Parent/Teacher Conference (mandatory for parent, teacher who issued current infraction, and administrators).
- Possible suspension/expulsion TBD

PLEASE NOTE: More than two minor infractions result in a major infraction. However, major infractions will be kept on an independent schedule, and accumulated minor infractions will remain. Hypothetically, a student with two major infractions as the result of accumulated minor infractions or separate major infractions and two minor infractions could be suspended for a minor infraction, because this subsequent accumulation of two minors would trigger the next major infraction.

Grievance Procedure: Parents should direct their grievances in the following order:

1. Teacher
2. Principal
3. Pastor

After these steps have been exhausted with no resolution, the parent may put the complaint in writing to Catholic Schools Office, P.O. Box 29260, Washington, DC 20017-0260.

Parents, please schedule an appointment whenever you wish to meet with a teacher, principal, or Pastor.

In order to maintain a respectful Christian environment, St. Mary's School will terminate the enrollment of any student/parent/guardian who physically or verbally abuses, threatens, or harasses a student, parent, teacher, or an administrator. No reimbursement of any kind will be issued.

Detentions are served for one hour outside the normal school day after school. The parent is expected to arrange for transportation. Parents will be notified at least one day prior when detention is to be served. The day, date, and time of the detention are at the discretion of the Principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.** Detention will take place after school and is assigned at the discretion of any teacher, staff member, and/or Principal as a situation warrants. It is teacher-monitored and will operate from 3:30 – 4:30 on a designated day. It serves as a disciplinarian tool and not as a tutorial or homework service. It is the responsibility of the parent to provide transportation from detention promptly at 4:30. The aftercare service will not be an option for the detention students on their assigned day. Delay in promptly collecting your child at 4:30 will result in a financial payment of \$50 for the first 10 minutes and \$100 thereafter. Routine subsequent detentions of a child will warrant a parent conference, conduct referral, and/or suspension and expulsion. At any time further action may occur subject to the principal's discretion.

A **suspension** is a serious matter. In-school suspensions will require the student to report to school each day and work in an assigned area. Parents will be notified the day before the in-school or out-of-school suspension is to be served. Teachers are under no obligation to accept the work or to give credit for it; however, the work must be completed.

Out-of-school suspensions may be from one to five days in length, depending on the situation and the nature of the offense. Students are responsible for all work missed during a suspension, but the teacher is under no obligation to assist the student with assignments or make-up work. In unusual instances, an indefinite suspension may be invoked. With any suspension, the student and the parents must meet with the principal and develop a plan to ensure that a similar infraction will not occur in order for the student to return to class.

Expulsion is an extremely serious matter. It will be used when, in the opinion of the principal, the good of the school community outweighs the need of the individual to continue at St. Mary's.

All students (PreK3 – 8) are responsible for their behavior. If a child's behavior affects the teaching and learning environment, (preventing other students from receiving instruction), a parent/guardian will be called to pick up the student from school immediately.

THE CODE OF CONDUCT BOOK - Students are required to sign the Code of Conduct Book when they are sent from the classroom for any disruptive conduct. The purpose of the book is twofold. First, it serves as an ongoing record of classroom misconduct. Second, students have accountability for their behavior as they must not only sign the book, but describe their behavior, allowing reflection on whether they are demonstrating the virtues promoted within the school. After two signatures in the Code of Conduct Book, after school detention will be given. The Code of Conduct Book will be kept in the principal's office. The Code of Conduct Book is an additional option to focus on positive discipline. It does not replace conduct referrals. Conduct referrals and Code of Conduct Book are options to use to help maintain a positive, safe, and nurturing school environment.

Participation in special school events (field trips, field day, drama club, sports, etc.) may be revoked for inappropriate conduct and academic concerns. This decision is at the principal's discretion.

Off-Campus Conduct:

The administration of St. Mary's School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying, social media, and all conduct unbecoming of St. Mary's students.

SCHOOL SERVICES:

A. School Hours/Archdiocesan School Attendance:

The official school day begins at 9:00 a.m. with a prayer service and the school day ends at 3:15 p.m. for grades PreK3 through grade eight. Students are considered tardy at 9:00 a.m. Tardies distract from the classroom and student instruction. If a student is tardy and/or early withdrawn from school 10 or more times per semester, a parent conference will be scheduled with the Administration. Excessive incidences of tardiness or absence may result in retention for the student at that grade level. The administration reserves the right to rule on this matter. Parents must sign their students in and out of school at the main office.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community. Students cannot take medication to lower the fever and return to school. They must be fever free. Fever of 99 degrees and above are sent home and must be picked up within 30 minutes after parent notification. Students with diarrhea and/or vomiting must follow these same procedures.

(Policy 3535) 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;
6. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Failure to provide 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.

Early Dismissal Days begin at 9:00 a.m. and end at 1:30 p.m.

Unless otherwise notified, the school office hours are 8:45 a.m. to 4:30 p.m. The office is closed when school is closed. Should you need to contact the school after these times, we encourage you to leave messages on the school answering machine.

Phone: 301-932-6883 301-843-3387 (DC area) Fax: 301-274-0626

E-mail: office@bryantown.org or silverstone@bryantown.org

Staff members at St. Mary's School can be contacted by email. The address is the person's last name in lower case followed by @bryantown.org. In the case of emergencies, please use the telephone for contact.

B. Before and After Care Program (BAC):

St. Mary's School provides a Before and After Care Program on school days for students enrolled in St. Mary's School. The normal hours of operation are from 7:00 a.m. until 8:45 a.m., and from the end of school until 6:30 p.m. On early dismissal days the program is offered from 1:30 p.m. until 6:30 p.m. Fees are charged for this service. Before and After Care registration fee is due before the first day of school.

Families may enroll in the Before and After Care Program for a fee of \$125 per family. Payment for Before and After Care must be made by check or money order and given to the School Office. If your child/children use(s) the program, even one time, for any reason, your family is required to pay the registration fee of \$125 and the hourly rate. This includes dropping siblings off at BAC for other children's field trips.

St. Mary's School Before and After Care Program is operated under the auspices of St. Mary's School, and all rules and regulations apply. Only children registered in St. Mary's School may use the Before and After Care Program. Before Care is offered from 7:00 a.m. until

8:45 a.m. After Care is offered from 3:30 p.m. until 6:30 p.m. Students who are not picked up by 6:30 p.m. will be charged \$10 for each additional five minutes. Any child remaining in the building after 3:30 p.m. must be signed into After Care and remain there until he or she is picked up by a parent or designated adult. Students involved in activities such as drama, band, or club meetings that end before they are picked up will be signed into After Care and will be charged a fee for the time. Any family with a balance overdue and above \$250 will not be allowed to use the BAC Program until balance has been paid in full.

If school closes early and school activities are cancelled because of inclement weather, the BAC program will be closed/cancelled. **(LATE PICKUP FEE applies if school closes early for inclement weather.)** If school is closed all day for holidays, snow days, etc., the program will be closed. On late openings or early closing days (due to inclement weather) the program will operate from 8:00 a.m. (one hour delay), 9:00 a.m. (two hour delay). If a delayed status opening changes to school closings, parents must return to school to pick up their child/children or make other arrangements for their pickup as soon as possible. All children arriving at school before 8:45 a.m. must sign in in the School Hall, whether registered in Before Care or not. Children not registered in BAC will be charged the regular rate for BAC and the one time registration fee.

Student cell phone usage is not permitted in BAC. The cell phones will be confiscated if taken out of the book bags.

FINANCES:

A. Tuition:

The actual cost to educate each student at St. Mary's school is over \$10,000 per year per student. This cost has been adjusted for families. Catholic education must be affordable to our families, and we are committed to assisting our families with an adjusted rate of tuition. Tuition is not refundable.

	Catholic Rate	Non-Catholic Rate
1 Child	\$6,785	\$8,785

Curriculum Fee: \$350 per family is included in the tuition rate.

Curriculum fee includes: Book fee, technology fee, major committee fee, field trip fee, and class treasury fees.

Tuition paid in full prior to the start of school will receive a 2% discount.

B. Tuition Assistance Program:

St. Mary's School offers a tuition assistance program. This program gives tuition assistance to families who participate. Details of the program can be found on St. Mary's website, www.bryantown.org.

C. Non-Refundable Fees:

Admissions Fee: \$50 per child due at time application is made for new applicants only.

New Registration: \$200 each child for 1st and 2nd child, \$100 each child for 3rd, 4th, and 5th child and one month's tuition due at time of registration.

Re-registration: \$200 each child for 1st and 2nd child, \$100 each child for 3rd, 4th, and 5th child is due at time of registration if paid by the end of February.

Before/Aftercare Registration: \$125 per family – due by 1st use of service.

Payments made in lieu of service (i.e., Major Fundraiser - \$600, Volunteer Service - \$300, Raffle - \$500).

Tuition payments and all fees are not refundable.

D. Payment Schedule

Annual payments are due in full to the school office before the first day of school. Those electing not to pay annually must contract with TADS Tuition Management for tuition payments at the school by July 30th.

E. Overdue Accounts / Late Payments:

A late charge of \$50 may be assessed five days after the date due on items billed by the school office. The school reserves the right to withhold services for failure to pay tuition. In addition, the school reserves the right to withhold the report card, honors cards, awards, restrict access to Gradebook Plus, and participation in the graduation ceremony for any student whose family financial obligations are not resolved.

F. Returned Checks:

A \$50 penalty will be imposed for any check returned by the bank for any reason. If there are two or more returned checks, cash payments may be required by the Principal.

G. Financial Emergency:

In cases of Financial Emergency, schedule a meeting with the Pastor and Principal as soon as possible. Failure to do so may result in discontinuing the student's attendance.

H. Criteria for Catholic Tuition Rates:

St. Mary's Bryantown families are to be registered, practicing, supporting members of the parish and therefore required to use their offering envelopes on a weekly basis.

Families in the other Catholic parishes will be monitored at their home parishes through periodic contact with the pastors of these parishes. This procedure is monitored on a regular basis. If at the end of a semester a family is not in compliance, a letter will be sent requesting a conference with the parents. Families not in compliance may be reassigned to the non-Catholic rates. If there are extenuating

circumstances, the pastor and principal should be contacted as soon as possible. Catholic tuition is provided to registered and supporting parishioners because they also contribute to the offertory and parish community. Catholic rates are granted under the following conditions:

- Registered and supporting parishioners at St. Mary's Bryantown Parish or other Catholic parishes.

I. Refund Policy:

The registration and admission fees are non-refundable.

Tuition payments are non-refundable.

Before and Aftercare (BAC) fees are non-refundable.

Any refund will be considered only under extreme circumstances. Any requests for tuition refunds must be made in writing and will be reviewed and considered at the discretion of the principal.

J. Tuition Assistance:

Financial aid is available from the Archdiocese of Washington and from St. Mary's Parish. Please schedule a meeting with the Pastor and Principal. Families who wish to be considered for financial aid from St. Mary's School must first submit an application for aid to the Archdiocese of Washington. These applications are due the first week of December.

K. Archdiocesan Assistance/Scholarship Application :

Tuition Assistance may be applied for from the Archdiocese of Washington. Families must submit a current IRS Form 1040 and the Archdiocesan Assistance Form, plus a processing fee. Applications are available on the Archdiocese of Washington's website beginning in October. Request for assistance is the responsibility of the parent/guardian.

STUDENT POLICIES:

Archdiocesan Catholic School Counseling Services (Policy 3620)

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.

A. Absenteeism/Tardiness:

In the case of a planned absence, the parent or guardian of the student must provide the school with a written notification, giving the dates and reason for the absence. Teachers will not provide student lessons in advance of a planned absence. Any missed work will be sent home with the students upon returning to school. Zero on missed assignments may occur. Absences may be considered excused or unexcused based on individual circumstances. A student absent for 40 days of school or more may be retained. Arrival after 9:00 a.m. will be documented as tardy and reflected on report cards. If tardiness becomes excessive, parents will be notified, and a conference scheduled.

Classroom instruction is an important part of a child's educational experience. The information discussed in class frequently makes the information clearer to the student. Any missed assignments or projects need to be completed and presented to the teacher on/near assigned dates. Vacations should be planned in coordination with the many school vacations, breaks, and early dismissal days. Parents are strongly encouraged to be a supportive example to their children by refraining from checking students out on early dismissal, on long weekends, or Stations of the Cross, or for ball games/practice. As partners in education, help us to teach the students that school is important and attendance is a vital part of that importance.

B. Early Dismissal:

Under no circumstances will a child be released to anyone other than the parents or legal guardian (or parent-approved individual as listed on the emergency card) of the child.

Children will not be detained after school without the knowledge of their parents. When picking up children early from school, parents are first to report to the office and sign the Early Dismissal book. The student will meet the parent in the office. Any student not dismissed with his/her class will be charged with an early dismissal. Early Dismissals will be recorded on the child's report card and permanent record. No sign-outs are allowed after 3:00 p.m. or 1:00 p.m. on an early dismissal day.

Parents are respectfully requested NOT to go into classrooms to claim a child who is leaving school before regular dismissal or for any other reason. The Administrative Assistant will call the child from class using the Public Address System.

C. Appointments:

Appointments of any kind during class hours are discouraged. Please arrange doctor, dental, etc., appointments for after school hours. Such interruptions in a student's school day are detrimental to learning. No student will be excused during the school day without a note from the parent or guardian. The note must be signed by the homeroom teacher and sent to the office in the morning. The student must be met at the office where the parent will sign the student out before he/she will be permitted to leave the building. If a student is returning to school, he/she must report to the office before returning to class.

D. Health:

Health records are to be in the Main Office *before* the first day of school. Required Immunization & Health Assessment forms are available on the SMB website/Parents Corner under Forms or in the school office. Students whose health records are not current may not attend classes. All students must have emergency forms on file in the Main Office. In case of illness or emergency, the parent or emergency contact person will be notified immediately. If neither can be reached, the family doctor may be consulted. First aid will be administered for minor injuries (e.g., scraped knees, bruises) by a medically-trained technician or delegating nurse.

Parents need to keep children home from school when any of these symptoms are noted; severe earache, enlarged glands, skin rash, severe sore throats, red discharging eyes, persistent cough, heavy cold, fever, nausea, or vomiting. Children may return to school only after symptoms/fever has subsided for a 24-hour period or after antibiotics have been administered for at least 24 hours. For the health of other students, faculty, and staff, students who become ill at school (vomit, diarrhea, uncontrolled cough, fever [99.0 degrees and above], etc.) need

to be picked up from school within 30 minutes of the parent receiving the call. If we cannot reach a parent, emergency contacts will be called to pick up your child. Please ensure that your emergency contacts are up to date and are able to pick up your child if you cannot pick him/her up within this timeframe. All families need to include emergency contacts on their child's emergency card. The school must be notified of infectious or communicable diseases. Students must have a doctor's note when they arrive at school on crutches or other injury related equipment outlining the reason for use, limitations, and duration of said equipment.

Medical Alerts will be especially noted on the index file on the office desk and also distributed to the homeroom teacher.

E. Medication:

All medication, including that purchased "over-the-counter," must be kept in the school office and not kept by the student, regardless of age; this includes cough drops. Student medication forms are required, and must be signed by the doctor and parent/guardian. Student Medication forms are available on the SMB website/Parents Corner under Forms or in the school office. The student should report to the office at the designated time to receive the medication. No medication may be given to a student without a parent or guardian's **and** doctor's written permission. All medication must be brought in and picked up by the parent. Medication is kept in the school office.

For students receiving medication on a daily basis, a note from the doctor is also required. When the medication is almost consumed, a phone call or email to a parent/guardian will be made requesting additional medication, if needed. Medication must be in the original container.

The State of Maryland has amended the regulations regarding the distribution of medication in schools. St. Mary's School will comply with these regulations. Parents will be notified of any changes that affect their children.

F. Lunch/Snacks:

Students should bring a nutritious lunch/snack and beverage packed in a lunch box when bringing a lunch from home. Lunch must be pre-ordered using our online system if families are purchasing lunch from school. Lunch cost will include juice when purchasing online. Cost will be listed on the online menu. Questions regarding this process should be directed to the main office. No soda (regular/diet/decaf) is permitted during lunch for children of any age. Do **not** send beverages or other foods in glass containers. This includes glass-lined thermoses, which can shatter if dropped. Parents should send lunch with the child in the morning. **If a child does not have lunch the school will provide lunch and the parents will be billed \$4.50.** Water bottles may be taken to class if the teacher permits.

Students are expected to sit with their class in the lunchroom. Students must remain in their seats at the tables assigned for the entire lunch period. Students will be dismissed from the lunch room by the monitor on duty.

St. Mary's School participates in the school milk program. Families may pre-order milk each quarter for a minimal charge.

G. Visitors:

Anyone who is not a student or paid staff member must check in at the office upon entering school. For security reasons, walking through the school or visiting classrooms is not permitted without the Principal's permission. Volunteers and parents are asked to sign in at the lobby table. No parent, volunteer, or visitor is to go to a classroom at any time without first checking with the Principal or the

Administrative Assistant in the school office. All visitors, volunteers, and parents must sign in and put on a visitor's badge. The visit must be scheduled through the main office with at least 24 hours notification. The main office will confirm the time and date for the visit.

H. Inclement Weather:

St. Mary's School follows the decisions of Charles County Public School System for Inclement Weather Closings, delayed openings, or early closings. Excessively hot or cold weather may also be a cause for delayed openings or closings. Announcements concerning changes in the regular school day schedule will be made on radio and television stations by 6 a.m. You can access Charles County Public School Hotline (301-934-7410 or 301-932-6656), or website, www.ccboe.com for closing information. St. Mary's School uses the AP Notify email and text alert system (in Rediker) to communicate information on school closings. St. Mary's may close to operate asynchronously on inclement weather days.

I. Emergency Contact Information:

In case of emergency and for news pertinent to St. Mary's School only, we will use the information parents supply. Each family with a child in school is expected to supply this information and update it as needed. Notification may be in the form of an email or text message, school website, Facebook, Twitter, or phone tree. Notify the school administrative assistant if there is any change of address, home, cell and work numbers, email, etc. Emergency contact is impossible without an up-to-date email address and phone numbers.

J. Fire and Emergency Drills:

Fire drills and other emergency drills are held periodically in accordance with insurance recommendations and state law.

K. Dismissal Changes:

Calls regarding changes in student dismissal should be made between the hours of **9:30 a.m. and 2:30 p.m. on an emergency basis only**. Last minute changes in dismissals cause confusion resulting in children missing notification. Parents and staff are asked to not congregate in the main office at the end of the day in order for prayers and dismissal to be heard by the classrooms.

L. Withdrawal:

The request and reason for transfers need to be put in writing. All transfers require the parent or guardian to sign a Release of Records Form and an Exit Form. These forms are available in the school office.

Student records will not be released without a written request from the parent or guardian and all financial obligations have been met. All official transcripts and official copies of documents must be forwarded directly to the child's transferring school. Official transcripts may not be released to the parent or guardian. No documents will be forwarded or released until all family financial matters are current.

TRANSPORTATION:

Arrivals/Dismissals/Parking:

A.M. Arrivals

Bus Riders – **all** bus riders enter the school through the hall door or the main entrance.

Car Riders – **all** students in private cars should be dropped off in their designated (upper or lower) parking lot between 8:40 a.m.-8:55 a.m. and proceed to their classrooms. Students in PreK, 1st, 2nd, & 3rd grades are dropped off in the upper parking lot. Students in grades K,4,5,6,7 & 8 are dropped off in the lower parking lot. No students should be dropped off until the teacher on duty is present. All doors are locked at 9:00 a.m. If it is after 9:00 a.m., parents must sign students in at the main office, and they are considered tardy after 9:00 a.m.

After School:

Car riders will leave through the main doors to the upper parking lot. All cars must display their family dismissal number in the front windshield of the car. Once your child(ren) loads into your vehicle, wait to be dismissed by the on-duty teacher. **Please drive slowly as you leave the school property.**

The lower parking lot is reserved for buses. Bus riders will exit the building by the doors outside of the lower classrooms and proceed to their assigned bus. Charles County bus transportation schedules for those students in the T.C. Martin School zone are available on School Locator on the Charles County Public Schools website. Parents must notify the school if their child is planning to use the Charles County bus services.

Students should arrive by 9:00 a.m. and should be picked up no later than 3:30 p.m., unless they are enrolled in the Before and After Care Program or are participating in a school sponsored activity. Students who are present before 8:45 or after 3:30 will be placed in the Before and After Care Program. A fee for this service will be charged.

Parents are reminded that children on the school grounds must be under the direct supervision of an adult at all times. Parents who are present before or after the school day and elect not to place their children in the Before and After Care Program must keep their children with them under their direct supervision. The playground and playground equipment are reserved for the children in the Before Care and After Care Program for one hour after dismissal each day.

Cars are not allowed in the upper lot between 8:00 a.m. and 8:40 a.m. in the morning and for one hour prior to dismissal. Cars are not allowed in the upper lot when children are present.

Parents using the upper lot at other times during the school day need to use the parking spaces in front of the rectory and across from the church. Parents and visitors using either the upper or the lower parking lot must be alert for children at play.

Bus Riders:

It is important that students follow safe riding rules while they are on the school bus. These rules include:

1. Be respectful to the driver and all passengers.
2. Speak quietly and respectfully.

3. Behave in a calm, mannerly fashion. Fighting and other boisterous behavior on the bus can be dangerous and will not be tolerated.
4. Students must sit in assigned seats, stay seated while the bus is in motion, and wait for the bus to come to a complete stop before leaving the seat.
5. Keep head, hands, and arms inside the bus. Do not throw anything out the window.
6. Help keep the bus neat and clean. Collect all papers and belongings before leaving the bus.
7. Respect the property of others. This includes the school bus itself. Vandalism can result in a suspension of bus riding privilege.
8. No food or drink is allowed on the bus. Gum chewing is not permitted.
9. No toys, including bats and balls, may be taken on the bus. Nothing may hang from the backpack. Cell phones are not to be used on the school bus.

Remember: Riding the school bus is a privilege, not a right. The bus driver is in charge of the bus and is authorized to assign seats. Fighting and other unsafe actions by a student may cause immediate suspension of the transportation privilege.

Bus Referrals:

Any misbehavior by a St. Mary's student reflects negatively on the St. Mary's School community. All bus referrals will be taken seriously. The principal reserves the right to deal with bus referrals according to the severity of the offense or to follow the procedure below:

First referral: Conference with the student. Referral form will be sent home with the student for parent signature. This form must be returned the following day.

Second referral: Conference with the student and parent. Referral form must be signed. Further disciplinary action may be taken.

Third referral: Suspension of bus privilege and/or suspension from school. Possible total loss of bus privileges and/or expulsion from St. Mary's School. The principal reserves the right to suspend bus privileges at any time, and for any disciplinary reason.

ACADEMIC POLICIES:

A. Report Card:

Report cards of students' progress are issued on a quarterly basis. PreK and Kindergarten students receive a report card at the end of each semester (January and June). Report cards are normally distributed to students and/or in the Rediker Student Information System. Report cards, honor cards, and awards may be withheld from any student whose family account is not current.

B. Grading System/Gradebook Plus:

Gradebook Plus grades are an online grading and communication system for students, parents, and teachers. Gradebook Plus supports our grading system. PreK3, PreK4, Kindergarten, 1st, 2nd, and 3rd grades will be using the Archdiocese of Washington Skills Standards Checklist for recording grades. Gradebook Plus grades are not available for parent or student review of grades one week prior to the end of each marking period. Grades are subject to change during this closed week. Gradebook Plus will also not be available to families who have

outstanding financial obligations. Gradebook Plus will be released once all overdue financial obligations are paid. Grades will not be released until personal checks have cleared the bank.

PreK – Grade 3 – Standards-Based Report Card

EE = Exceeds the grade level expectations at this time

ME = Meets the grade level expectations

AE = Approaching the grade level expectations at this time

NE = Not approaching the grade level expectations

X = Not assessed at this time

Grade 4 – Grade 8

Major Subjects; Supporting Subjects:

Conduct, Effort

A = 100 - 93 (Superior)

E = Excellent

B = 92 - 85 (Above Average)

G = Good

C = 84 - 77 (Average)

S = Satisfactory

D = 76 - 70 (Below Average)

I = Improvement needed

F = 69 - Below (Failing)

U = Unsatisfactory

Curriculum Areas:

Major Subjects

Religion

Reading

Language Arts

Spelling

Mathematics

Social Studies

Science

Supporting Subjects

Physical Education

Art

Music

Penmanship

Computer

Library

Spanish

The grade appearing on the report card includes the following:

1. Class participation
2. Test performance
3. Quizzes
4. Projects and reports
5. Homework assignments
6. Class work assignments

C. Honor Roll:

Certificates are presented each quarter to students in grades four to eight who qualify based on academics, behavior and effort.

Principal's Honor Roll: A's in all subject areas, with E's or G's in conduct.

First Honors: A's, and no more than two B's in all subject areas and with E's or G's in conduct.

Honorable Mention: A's, B's, with no more than one C with E's, G's, and no more than one S in conduct.

Student of the Quarter Awards are selected by the Classroom and Specials teachers. This award is given to students who exhibit exceptional work, behavior, effort, and/or improvement. All grades are eligible for these awards.

D. Promotion/Retention:

In order to be promoted from one grade level to the next or to graduate from St. Mary's School, a final passing grade must be achieved in all core subject areas. Summer school or summer tutoring is required for failure in any of the following subject areas: Math, Reading, Language Arts, Science, and Social Studies. Failure in two of the above-mentioned subject areas requires repetition of the grade.

A Parent/Teacher conference is to be held following the issuance of a failing grade in one or more subject areas at the close of a report card period. If the student fails in the same subject area(s) at the end of the next marking period, a Parent/Teacher/Principal conference is held at which time the parent(s) are informed that the child is in danger of failing for the year or may be required to attend summer school. St. Mary's will make every effort to notify parents by February if recommending retention.

A student failing the eighth grade cannot repeat the grade at St. Mary's School, nor will the student receive a diploma or participate in the graduation ceremony. Eighth graders attending summer school will receive their diploma only after submitting a report card indicating the successful completion of summer classes.

Requirements for Graduation:

1. Passing grade in all major subjects.
2. Payment in full of all family school bills.
3. Behavior and conduct in accordance with St. Mary's School rules and guidelines.

E. Communication:

Parents are invited and encouraged to contact the child's teacher to discuss any pertinent school matters. There are between 25 and 30 students in each classroom, and many of the teachers have departmental work that includes many more students. The teacher should not be expected to remember or carry with him/her the records of each child.

When you wish to discuss your child's progress, send a note to the teacher with your name and phone number stating what you wish to discuss and requesting a return phone call. You may also email the teacher. Please check our website for the teacher's email address. This gives the teacher an opportunity to double-check the pertinent information, saving time for all concerned. If you cannot send in a note with your child, please call the school office and leave a name, message, phone number and time for the teacher to return the call.

Communication from school must reach home in a timely manner. St. Mary's School uses a Wednesday White Envelope system that needs to be returned to the main office. Official envelopes containing important correspondence are sent home on Wednesdays and should be returned the following day. The weekly newsletters are sent via email and available on the Rediker Plus Portal. Other important flyers are included in the white envelope. Please check for it on Wednesdays and return on Thursdays. Mass email links are created for each class. These links are for teacher and room parent use only.

F. Parents' Role in Education

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.

St. Mary's School considers it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

A good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at St. Mary's School, we trust you will be loyal to this commitment. During these formative years (PreK-8th), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her full potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within home, will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is the boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

G. Parents as Partners

As partners in the educational process at St. Mary's School we ask you parents to set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school **on time** and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has pre-ordered lunch or a nutritional bag lunch every day.

Other Parent/Partner Activities

- To actively participate in school activities;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school office of any changes of address, email address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly, on time and by deadline;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect, courtesy, and confidentiality in discussing student problems.

H. Homework:

Homework is assigned as a reinforcement or extension of the daily program. All assigned homework should be completed. It is the parent's responsibility to supervise the homework and guide the student to select a quiet, well-equipped place for study. As the child becomes older, the major responsibility should shift to the child. Yet even with older children some parental supervision is expected. Parents should emphasize that study and reading are as essential as written work. Homework is assigned to help students become self-reliant and self-directed. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework Time Allotments:

Kindergarten:	15 minutes (Monday through Thursday)
Grades 1 & 2:	30 minutes (Monday through Thursday)
Grade 3:	45 minutes (Monday through Thursday)
Grades 4 & 5:	50 minutes (Monday through Thursday)
Grades 6, 7, & 8:	60 minutes (Monday through Thursday)

At all grade levels, homework is included in determining the subject area grade on the report card. Failure to complete homework in the appropriate manner will result in a lower grade on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents. Late work will not be accepted after one week from the original due date. All work must be turned into teachers at least one week before grades close for the quarter.

Vacations/Planned Absences:

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility and might not be accepted. Two weeks' notice must be given to the teachers and absence must be approved by administration. Teachers are not required to give make-up tests or assignments for absences due to vacation. Student work will not be given prior to absences from school.

I. Testing Program:

An online assessment will be given at the beginning, middle, and end of the school year. The online assessment is Scantron Performance Testing and will provide immediate feedback to teachers and parents. A grade 8 High School Placement Test will be administered in late November. Faith Assessments are given to grades three through eight in early spring. Students in PreK, Kindergarten and new students in grade 1 will be given a skills assessment at the beginning of the year. All students are given STAR Reading and STAR Math assessments in the fall and spring.

J. Extra-Curricular Activities/Special Events Exclusion:

Students earning D's and/or F's in any subject area may be excluded from events such as field trips, field day, Drama Club, sports, etc. This also applies to disciplinary actions that may have taken place. This decision is at the discretion of the principal.

DRESS CODE:

Students are expected to look neat, clean, and well-groomed at all times. It is the responsibility of the parents to see that their child conforms to the uniform regulations, which includes uniform crew socks. All clothing must be the proper size and fit for the child and must be worn correctly. All clothing must be clean and free of stains, dirt, and holes. Shirts and blouses with collars must be buttoned and tucked in at all times. Oversized or tight clothing is not permitted. Hems in girls' skirts and jumpers must be at mid-kneecap; rolling the skirt waistband is not permitted. Uniform infractions will be carefully monitored.

Final decisions about the appropriateness of any clothing or hair will be made by the principal. St. Mary's School reserves the right to deny access to class or school activities to any student wearing inappropriate clothing.

Students are expected to be in the proper uniform on the buses and when they arrive at school. In the event that a student is not in proper uniform, parents may be notified to bring the correct uniform items to school. Hats are not to be worn in the school building at any time.

Consideration will be made by the principal on alternate uniform attire for weather conditions.

Marking Clothes and Possessions:

All sweaters, sweatshirts, jackets, pencil cases, book bags, lunch bags and boxes are to be clearly marked with the student's name. For the safety of your children's possessions, please place names on the inside of these items.

Boys: Hair is to be well groomed and neat in appearance. It must be tapered and trimmed around the ears, may not fall below the eyebrow line and the length may not touch the collar. No fad hairstyles are allowed. Hair may not be dyed, highlighted, or colored in any way. Facial hair is not permitted. The principal can require that hair be cut or re-dyed back to natural color if not in accordance with the above description. Jewelry is not permitted, other than a wristwatch (no smartwatches or Apple Watches), and a simple chain to hold a religious medal or crucifix. No temporary or permanent tattoos are allowed. Drawing or writing on any part of the body is not allowed.

Girls: Hair is to be well groomed and neat in appearance. No fad hairstyles are allowed. Hair may not be dyed, highlighted or colored in any way. The principal can require hair to be dyed back to the natural hair color. Skirts should reach mid-kneecap. Shorts should be two inches above the knee or longer. Jewelry is not permitted, other than ONE gold or silver post earring in each lobe of ear, a wristwatch (no smartwatches or Apple Watches), and a simple chain to hold a religious medal or crucifix. No bracelets are allowed. Make-up is not allowed. Nail polish, other than clear polish, is not to be worn. No temporary or permanent tattoos are allowed. Drawing or writing on any part of the body is not allowed. Hair bands and accessories need to be coordinated with colors of the St. Mary's uniforms – navy blue, light blue, matching plaid, or white only.

Summer Uniform –(August to October /April to June):

PreK: The daily uniform for PreK students is the St. Mary's Physical Education uniform. Students will wear all white crew socks and all white, navy, or black, low-top tennis shoes. Velcro shoes are recommended.

Kindergarten: Navy blue shorts with button or elastic waistband, or navy blue pants, St. Mary's monogrammed golf shirt, black belt, white crew socks, all white, navy, or black, low-top tennis shoes.

Girls (Grades 1-8): Navy blue shorts with button or elastic waistband or navy blue uniform pants, St. Mary's monogrammed golf shirt, black belt, white crew socks, and solid all black or all navy leather or canvas shoes with black, navy or white sole. **No anklets or no-show socks are allowed.**

Boys (Grades 1-8): Navy blue shorts with button or elastic waistband or navy blue uniform pants, St. Mary's monogrammed golf shirt, black belt, black or navy blue socks, and solid all black or all navy leather or canvas shoes with black, navy or white sole. **No anklets or no-show socks are allowed.** If t-shirts are worn under the uniform, they must be white and not visible in any way.

NO WINTER UNIFORMS during summer uniform dates.

Physical Education Uniform:

**Summer Uniform: August – October and April – June.*

Boys and Girls (Grades PreK-8): Official St. Mary's School Physical Education uniform with the angel logo, which is purchased from our uniform company, Flynn & O'Hara, consists of navy shorts, and uniform T-shirt – no sweatpants. All **white or black, low-top tennis shoes** are to be worn with the P.E. uniform. All white crew socks only should be worn. **No anklets or no-show socks are allowed.**

Winter Uniform: October – April **Please note: Sweatshirts are not to be worn as regular uniforms.*

Boys and Girls (Grades PreK-8): Official St. Mary's School Physical Education uniform with the angel logo, which is purchased from our uniform company, Flynn & O'Hara, consists of sweatshirt, sweatpants, and uniform T-shirt. All **white or black, low-top tennis shoes** are to be worn with the P.E. uniform. White crew socks only should be worn. **No anklets or no-show socks are allowed.**

Fall and Winter Uniform (October to April):

PreK: The uniform for PreK students every day is the St. Mary's Physical Education uniform.

Kindergarten: Navy blue pants with button or elastic waist; St. Mary's monogrammed golf shirt; black belt, navy blue or white socks, all white or black, low-top tennis shoes, and optional navy blue long sleeve cardigan sweater with SMB angel logo.

Girls (Grades 1-3): Plaid jumper, no longer than mid-kneecap, white Peter Pan collar blouse, long or short sleeve, navy blue cross-over ribbon tie, navy blue tights or navy blue knee-high socks, solid all black or all navy leather or canvas shoes with black, navy or white

sole, and optional navy blue long sleeve cardigan sweater with SMB angel logo. Navy blue uniform pants may also be worn only on cooler days. P.E. sweatpants are not allowed underneath the dress uniform.

Girls (Grades 4-8): Plaid pleated skirt, no shorter than mid-kneecap, no shorter than arm’s length to fingertips, white Peter Pan collar blouse, long or short sleeve, navy blue uniform V-neck vest, navy blue cross-over ribbon tie, black leather belt, navy blue tights or navy blue knee-high socks, solid all black or all navy leather or canvas shoes with black, navy or white sole, and optional navy blue long sleeve cardigan sweater with SMB angel logo. Navy blue uniform pants may also be worn on cooler days. P.E. sweatpants are not allowed underneath the dress uniform.

Boys (Grades 1-8): Navy blue pants, light blue uniform oxford cloth button down dress shirt, long or short sleeve, navy blue tie, navy blue uniform V-neck vest, black leather belt, black or navy blue crew socks, and solid all black or all navy leather or canvas shoes with black, navy or white sole. No high top tennis shoes.

All items of the official regular school uniform are available through FlynnO’Hara Uniforms, Inc. at 800-441-4122 ext. 8101 or on the web at www.flynnohara.com.

Students who receive two (2) written Uniform Notices will be required to sign the Code of Conduct Book in the Principal’s Office as a disciplinary consequence.

Out of Uniform:

Students who have permission from the principal to be out of uniform are expected to dress in good taste, in clothing that reflects the spirit of St. Mary's School. Skorts, dresses, skirts and shorts must be two inches above the knee or longer. Ripped jeans or jeans with any holes (even if skin is not showing), baggy clothing, clothing which is too tight or too loose, spaghetti strap shirts, tank tops, halter tops, any open back shirts or tops, and clothing with logos for or referring to any controlled substance or inappropriate language are not allowed. Leggings and yoga pants are NOT permitted at any time. From a safety perspective, flip-flops and sandals are not permitted for any grade.

Rules for jewelry, make-up, and hairstyles still apply for out of uniform days. Because of concern for safety on the playground, shoes should tie or buckle and be appropriate for student play. Students may never come to school out of uniform on days when Mass or a field trip is scheduled.

Students may come to school out of uniform on their birthdays, except when going to church. Students whose birthdays occur when school is not in session will be assigned a celebration day by the classroom teacher.

Good Rule: If you think you shouldn’t wear it, you shouldn’t. All uniform regulations and guidelines are subject to the discretion of the principal.

STUDENT ACTIVITIES:

A. Sacramental Programs:

The sacramental life of the children of the Catholic tradition is an important component of the religion program of St. Mary's School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in grade two. In accordance with diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. The sacrament of Confirmation is received by the students in grade eight. Sacramental preparation is conducted through the normal religion class and the Office of Religious Education. For all sacramental preparation, additional workshops, retreats, meetings are necessary through the Parish Office of Religious Education. If your family is a member of a Catholic parish other than St. Mary's Bryantown, parents must contact their pastor to discuss arrangements for your child receiving the sacraments of the Catholic Church.

B. Mass:

The students celebrate Mass on all Holy Days and on Fridays throughout the school year. Students attending Mass need to be in their full dress uniform. Students also join in the planning of the liturgies in Grades 3-8. All students must wear the appropriate full dress uniform. Parents are encouraged to join the children in the church.

Younger children are paired with a child in a higher grade as prayer partners. As Catholic brothers and sisters, they help each other in the development of their faith. This program is part of our Guardian Angel Program.

Faculty and staff participate in weekly faculty prayers, prayer services, retreats, and ongoing catechesis professional development.

C. Special Sports Program:

Students in grades 6, 7, and 8 may participate in sports competitions with students in the other Catholic schools in Charles County. Volleyball, soccer and track are held outside of the normal school day. Transportation to these events is the responsibility of the parents. Bus transportation is provided to and from Oak Ridge Park for softball.

Volleyball: Grades 6, 7, and 8: Practices and games during September and October.

Track: Grades 5, 6, 7, and 8: Meet is in April or May.

Softball: Grades 6, 7, and 8: Games are played in May at Oak Ridge Park.

All students in these grades are encouraged to participate in our sports program. A weekend basketball league may be available for girls and boys in grades 4-8 for interested students.

D. Athletic & Extracurricular Academic/Discipline Policy:

Students who represent St. Mary's School in the Sunday Youth Basketball League or other sports and extracurricular activities are required to maintain their academic standing, as well as behavior in school.

Any student receiving two grades of D or F on an interim report and/or report card will be required to sit out the next two weeks of practice AND the next two games. Students also receiving a U in Conduct or a Detention will be required to sit out as well. (Note: Players

may resume practice after two weeks if properly cleared by the principal, but must still sit out the next two games, even if the schedule has them occurring after this time.) Coaches will be notified as soon as possible. At the end of this period, a signed note from the teacher whose class the below average grades were earned must be given to the Principal stating that the grades have improved by one letter grade and the student is working diligently in class. School administration will then clear the student to play and notify the Coach. School officials retain the right to extend the lay-off time from practice and games until grades improve.

Any student receiving one (1) conduct referral during the season (November – March) will be required to sit out the next week of practice AND the next game. (Note: Players may resume practice after 1 week if properly cleared, but must sit out the next game, even if the schedule has it occurring after this time.) Coaches will be notified as soon as possible. At the end of this period, a signed note from the teacher or staff who gave the conduct referral, stating the student's behavior has improved and is representative of St. Mary's School, must be given to the Principal. School administration will then clear the student to play and notify the Coach. School officials retain the right to extend the lay off-time from practice and games until behavior has improved. The principal retains the right to restrict any student from basketball depending on infractions committed by the student.

St. Mary's School appreciates your support in producing student athletes who perform well, in their sports and in the classroom.

E. Science Fair/History Fair:

St. Mary's School holds an annual Science Fair and/or History Fair. Outstanding individual or group projects may be entered from grades 6 through 8 in the annual Charles County Science Fair and History Fair. Science projects from grades 1 to 5 may be exhibited at the school level. During the first and second quarters of the school year, students are expected to give time and emphasis on producing a creative quality product. Teachers may include a Science Fair and History Fair Project as a part of the student's grade. Guidelines for the projects will be given to the students early in the school year.

F. Charles County Fair:

School art projects completed by students in grades K through 8 may be selected for exhibit at the County Fair. Only work done at school and/or in connection with schoolwork may be exhibited. No previous entries are acceptable.

The St. Mary's School County Fair Coordinator will determine eligibility of projects based on the rules set forth in the County Fair Handbook. School is usually closed on Fair Day. Families are encouraged to attend the County Fair on this day.

G. Spelling Bee:

The Maryland Independent sponsors a countywide spelling bee for students in grades 6, 7, and 8. St. Mary's School will hold practice and preliminary spelling bees in the classrooms. Four participants and one alternate will be chosen to represent St. Mary's School at the County Spelling Bee.

H. Technology:

St. Mary's School has an approved computer/technology plan in place. Each classroom (grades 1 – 8) is equipped with Chromebooks. Students have Google accounts and Internet access. We utilize an internet filter and monitoring system to ensure student safety. Teachers are encouraged to incorporate work done on Chromebooks in their regular daily lessons. Teachers may use the Google Classroom platform as a method for assigning work, submitting work, and communicating with students.

Students are expected to treat the technology equipment and all school equipment with care and respect. Students are expected to abide by all regulations regarding the use of the Internet. Students misusing technology will lose their technology privileges. Misuse of a technology, including any hardware or software, will result in an infraction. Additional disciplinary action may be taken. Any student or students participating in inappropriate use of any type of technology/social media, inside or outside of school, that negatively reflects our school, other students, or themselves, will face disciplinary action of suspension or expulsion. Each family must sign an Internet Use Policy at the beginning of the year for their children to be allowed to use the Internet.

I. Technology and Internet Usage (Policy 3212):

Acceptable Use of Technology and Internet Usage by Students in Catholic Schools: Students shall use all Technology Equipment, including but not limited to Chromebooks, 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 cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited. The student cell phone will be taken and kept until the last day of school.

When using the School’s Technology Equipment, all students: shall not reconfigure any school hardware, software, or network setting; 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 assigned sites 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.

Technology Concerns:

Social Media: Students engaged in any social media may result in disciplinary actions if the content includes defamatory comments regarding the school, the faculty and staff, other students or parents or the parish.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school may face detention, suspension and/or expulsion.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face suspension and/or expulsion.

Cell phones: If students need a cell phone after school due to walking home from a bus stop, entering a house where no one is home, or attending sports practices or games, they may bring a cell phone to school, but it must remain in their book bag turned off in their locker at all times. Permission forms must be completed by parents and students who opt to bring a cell phone to school. Permission forms must be returned to

school before cell phones can be brought to school. At no time during the day should a cell phone be in the student's possession. Phones taken from students will be returned to the parent/guardian on the last day of school. Students who violate the cell phone rule can face detention, suspension and/or expulsion. Students are not allowed to have cell phones on daily bus or on field trips.

Smartwatches/Apple Watches: No watches with texting or phone functions, including photo capabilities are permitted at school. If your child wears a smartwatch to school, he or she will be asked to remove it and put it in his/her backpack. St. Mary's does not assume responsibility for the device.

J. 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.

K. Band/Instrumental Music:

Instruction in instrumental music is offered to students in grades four through eight. This program is under the sponsorship of the Archdiocesan Music Program. Classes are held once a week during the school day. A fee is charged. Advanced Band practice for those students who qualify is held on Wednesdays from 3:30 to 4:30 p.m. Students in the band program are required to participate in the Archdiocesan Band Competition, usually held in March. St. Mary's also offers a handbell and choir program for interested students.

L. Field Trips:

Field trips may be provided to broaden the pupil's learning experience. Participation forms must be signed by the parent or guardian and returned to school. No child may attend class trips without a signed participation form. No changes or amendments to the participation form will be accepted. Telephone calls will not be accepted in lieu of the official field trip participation form.

All eligible students are expected to participate in all class field trips. Additional work on the topic may be assigned for any student who misses a field trip. **Field trip costs will not be refunded.**

Field trips, though an extension of the educational curriculum, are a privilege, not a right. Students are expected to obey chaperones as they would a teacher and to be cooperative and courteous at all times. Participation may be denied because of behavior problems on a previous excursion and/or disruptive conduct in the classroom.

Appropriate conduct to, from, and during field trips is expected to be maintained at all times. The teacher has the discretion to determine what behavior is appropriate. All students represent St. Mary's School and will adhere to the handbook policies. Students are not allowed to use cell phones on field trips.

The active participation of parent volunteers in planning and chaperoning is important to the field trip program. Parent volunteers must be in full compliance with the Archdiocese of Washington Child Protection Policy. Cell phones used by chaperones should be used only in case of an emergency. Siblings are not allowed to be signed into Before and After Care unless they are already registered. Siblings are also not permitted on field trips unless they are students in the same class attending the field trip. Students attending field trips are not permitted to be signed out early by parents upon returning from field trips, as teachers will use the time to discuss the field trip and how it relates to the education curriculum. Please wait in the parking lot and proceed into the dismissal area when permitted.

M. Class Treasuries:

All money raised by the class or for the class is to be deposited. Money raised is typically used for a class trip or class parties. Reports on the status of the class treasury will be made to the classroom teacher on a regular basis.

Decisions on how to spend the funds from the class treasury are to be made by the classroom teacher with the approval of the principal. All expenditures from the class treasuries must have the prior approval of the principal.

P. 8th Grade Graduation/Promotion celebrations:

Promotion celebrations are held for PreK and for Kindergarten in May/June. A graduation ceremony is held for Eighth Grade students in May/June. In keeping with the regulations of the Archdiocese, graduation of the Eighth Grade is to be kept simple and inexpensive. The graduation ceremony includes the celebration of a liturgy, the conferring of diplomas and awards, and a reception. A fee is charged to cover the cost of the graduation. Checks are made payable to St. Mary's School.

Q. Classroom Celebrations:

Classroom celebrations are planned by the classroom teacher and the Room Parents, with the approval of the principal. All communication about class parties must be reviewed by the classroom teacher prior to distribution.

R. Birthdays and Parties:

Students are invited to share birthday treats with their own class on their special day. Please check with your child's teacher before sending in birthday treats. Birthday invitations may not be distributed at school unless the entire class is being invited. All invitations to outside birthday or other parties should be mailed to student's homes. Please be considerate and sensitive to the feelings of all the children in the class when inviting students to parties outside of school.

Summer Birthdays:

Summer birthday celebrations will be coordinated with parents by the homeroom teacher.

S. Student Clubs:

Student organizations meet before and after school hours. Student organizations must be sponsored or chaperoned by a member of the school staff. The student organizations may not meet unless the moderator or an adult delegated by the principal is present. Students must be signed out of all student organizations.

Students wishing to start a student organization should secure a moderator and then meet with the principal. All student organizations must have the approval of the principal.

National Junior Honor Society is for middle school students who apply and are accepted by the Faculty Council based on strict criteria. This organization provides service to a variety of other organizations and our school. Qualified sixth and seventh grade students are eligible to apply.

Student Government Association is an organization that elects students to represent the student body to the administration. This organization provides suggestions for improving our school and getting involved in the governing process. They also provide service to other organizations and our school.

T. School Pictures:

Individual and composite photographs are taken in the Fall. Students should wear their regular dress uniform on picture day. Photographs are available for purchase. Retakes are typically scheduled in late fall.

RESPONSIBILITIES:

A. Textbooks:

Textbooks distributed to the students must be covered immediately. Only name, subject, and grade should be on the book cover. The teachers will conduct regular inspections of all books for the condition. A lost or damaged book must be paid for by the student.

B. Book Bags:

Book bags are required for all students. No rolling book bags are allowed to be used in the school building. Identification must be on book bags, lunch boxes, pencil cases, etc. Book bags should not have any inappropriate markings or logos on them. Please place the student's name on the inside of these items. No chains, toys, keys, etc., may hang from the book bags.

C. Library:

Students have the opportunity to choose books from our well-equipped library on a weekly basis. Books are collected and returned the morning that they are due. If a child is absent or has missed the regular scheduled period, it is the student's responsibility to get the book back to the library as soon as possible.

If a book is lost, it must be replaced by a new book of the same title. Children may not check out additional library books if they have an outstanding book.

D. Communication with Teachers:

It is important that there be complete unity between the teacher and parents. It is also imperative to withhold judgment on what appears to be a grievance until all facts have been discovered.

- Be sure your facts come from the proper person.
- Classroom teachers should be the first point of contact for calls.
- If necessary, contact the principal.

With a calm approach, the problem may be resolved with little difficulty. The act of courtesy will be greatly appreciated. If any notices or letters are sent home to be signed and returned on time, please consider the matter important.

For conference appointments with teachers, please email the teacher directly or call the school secretary. Please leave your name, telephone number, and a short message. A return call or appointment will be arranged as requested whenever possible. Teachers may be contacted through email. The address is the teacher's last name (in lowercase) followed by @bryantown.org

E. School Communication:

We ask that parents not visit the school office between 9:00 and 9:30 a.m. and between 3:00 and 3:30 p.m. because daily routines of arrivals and dismissal are handled at this time for students and the main office can become extremely busy. We ask that parents remember to send back any correspondence by the required deadline. Please read the newsletter each week located in the white envelope every Wednesday. The weekly newsletter is also available on our school website. The weekly newsletter is full of important information and reminders of upcoming events. Please return the white envelopes every Thursday morning. Requests for academic records, medical records, and/or extra copies of report cards should be made to the main office and there will be a \$10 charge at the time of the request.

F. Conduct:

As stated in the Code of Discipline, everyone at St. Mary's is expected to demonstrate respect and Christian concern both for himself/herself and for every other child/adult whom he/she meets. We aim to foster responsible, courteous and respectful conduct as well as a safe and happy atmosphere in which to play, work, and pray in peace and love.

G. Emergency Information Cards:

Emergency cards are to be completed for each student at the beginning of each school year. Emergency cards (each student in the family) and ALL paperwork sent home at the beginning of the school must be completed and returned **ON THE FIRST DAY OF SCHOOL**. Students who do not have this information completed and turned in on time, will not be able to participate in auxiliary services (ordering hot lunch, borrowing library books, attending before or after care, etc.). If emergency cards and paperwork have not been provided by the end of the first week of school, the student(s) will not be able to return to school until this important information is provided. Adults authorized to assume responsibility for a child must be noted on the Emergency Card. No child will be released to an adult unless they are listed on the Emergency Card. A parent's/guardian's signature must be on each card. Any changes to address, phone numbers, or email address must be sent to the main office immediately. Please advise the classroom teacher of any changes as well. Emergency cards must be kept up to date for the safety of your children.

H. Money:

All monies sent to school must be in an envelope with the child's name, grade, and purpose for this money clearly marked on the front. In most cases, students do not need any money during the school day. Please do not send money with your child unless it is for a specific purpose. Please encourage your child to keep lunch money in a safe place. We cannot be responsible for lost money. Please send in a minimal amount.

I. Toys, Cell Phones, Kindles, Electronic Equipment, etc.:

All toys should remain at home. Electronic games, iPods, radios, or other communication devices are not to be brought to school for any reason. Teachers may confiscate any such items and they will be returned at the end of the school year. This includes the Before & Aftercare Program.

E-readers, including Kindles, Nooks, and tablets, may be brought to school for the purpose of using them as an e-reader only. If students are using them to play games, they will be considered a toy and will be confiscated and returned to a parent at the end of the year. Other electronic devices with teacher permission for project and classroom work may be brought to school and used for the expressed purpose of academic work. Cell phones must have a form on file at school, be kept in the student's book bag, and turned off at all times. No cell phone use is allowed at school or on school sponsored field trips. If a student needs to call home for any reason, it must be done from the main office.

J. Lost and Found:

The lost and found is located on the left side of the stage. Please mark all clothing and belongings with the student's name. Items not claimed within a reasonable time will be donated to charity.

SUPPORT SERVICES:

A. Milk Program:

St. Mary's participates in the federal school milk program. Milk can be pre-ordered at a subsidized rate on a quarterly basis. In accordance with state regulations, milk must be paid for in cash or through a separate check specifically for milk. Checks should be made payable to St. Mary's School. Students should bring a drink during the first week of school. Secure water bottles are permitted as well. Carbonated beverages of any kind are not allowed.

B. Hot Lunch Program:

St. Mary's offers lunch five days a week. All lunches are pre-ordered and paid for in advance for the following month. Parents are to use the online ordering option to help our going green effort. Most lunches include an entrée, chips, and water. Online menus will list costs based on entrée. There are no refunds for lunches ordered if your child is out of school with an illness. While we cannot predict the weather, winter does present challenges for possible school closings. If you are concerned about possible weather related school closings, please consider packing lunch for your child(ren) during the inclement weather season. **There are no refunds for lunches ordered.** In case of extreme and extended emergency (more than five consecutive days in a row), the principal will determine what course of action, if any, is to be taken.

C. Hot Dog Lunch:

A special hot dog lunch is provided once each month. This lunch is sponsored by individual grades, and the profit is used to fund field trips or other class activities. Parents in the sponsoring grade provide home-baked goods and prepare the lunch. All funds raised through the hot dog lunch must be placed in the class treasury. Some months may also have a special hamburger lunch that helps the class earn more money for their class activities.

SCHOOL ADVISORY BOARD:

The purpose of the School Advisory Board (SAB) is to provide advice and assistance to St. Mary's Administrative Team (the principal and the pastor) in the governance of the school. The Board fulfills its purpose and exercises its function in accordance with the mission and goals of the parish and with the goals, policies, and regulations of the Archdiocese of Washington.

Functions:

- a. Planning: Set goals for the school based on the parish mission statement, the school philosophy, and the long range planning for the future of the school.
- b. Policies: Assist in the formulation of policies for the school.
- c. Finance: Provide advice on the budget and tuition policies and planning for the long term stability of the school and school programs.
- d. Public Relations: Develop a program to project the school's image both within the parish community and to the public outside the parish.
- e. Evaluation: Evaluate the overall school program in light of the goals established by the board. The Board will also undertake a regular evaluation of its effectiveness in accomplishing its goals.

The Board is advisory to the Administrative Team. The School Advisory Board (SAB) shall be composed of not more than 20 members including ex-officio members.

- a. Ex-officio members include the Pastor, who has the title "President of the Board," and the Principal, who is the "Executive Secretary of the Board."
- b. Members of the Board can be persons who are:
 1. Parents of children in the school;
 2. Members of St. Mary's parish;
 3. Members of sponsoring parishes;
 4. Person(s) with special talents in the areas of Board functioning.
- c. President of St. Mary's Home and School Association or delegate is an ex-officio member of the Board.
- d. Faculty representatives - a member of the faculty will be invited to each Board meeting to represent the faculty.
The School Advisory Board (SAB) meets the second Tuesday of each month.

HOME AND SCHOOL ASSOCIATION:

The Home and School Association works for the advancement of Catholic education and for the welfare of the children of St. Mary's School. The HSA raises funds, provides volunteers, and promotes better communication of information between the school and parents. This organization acts in the promotion of parent/teacher activities and increases the interest of its members in educational and civic affairs. At least three general meetings and five executive meetings are held during the course of the school year. All the general meetings are scheduled prior to the beginning of the school year. Parents are encouraged to attend and participate in the general meetings.

The HSA will have a representative on the School Advisory Board. Sub-committees are appointed by the President. Volunteers are needed to serve on the various committees.

SCHOOL FUNDRAISERS:

St. Mary's School holds several annual events to subsidize the cost of education. These activities are crucial to keeping tuition costs down. It is important that every family participate in each fund raising activity as this allows tuition to be kept at a reasonable rate.

Family Responsibilities:

- Each family is required to participate in the Raffle. In lieu of selling five tickets in this raffle, a fee of \$500 is required. Families are encouraged to sell more than 5 tickets through the Raffle Incentive Program. Incentive Program details are provided with your raffle tickets at the beginning of the school year.
- Parents are required to volunteer for activities that support the school and fundraising efforts. Participation in one SMB major fundraiser is required. A minimum of 10 hours of volunteer time is expected for a major fundraiser. In lieu of service, a charge of \$600 is made.
- Parents are required to volunteer a minimum of 30 hours for school support. In lieu of school volunteer service, a charge of \$300 may be made. 10 hours of these 30 volunteer hours may come from a major fundraiser if approved by the committee chairperson and the principal. The total number of volunteer service hours is 40 hours.
- A variety of other activities and fundraisers are held throughout the year in which you can obtain volunteer hours. Your support of these fundraisers helps our school to keep tuition at a reasonable rate.

TAP – Tuition Assistance Program:

This program is for the benefit of each family. It is operated by volunteers. Families are strongly encouraged to sign up for this program. It is a way for families to earn credit off their tuition by simply buying shopping cards each week through the Shop with Scrip site or at walk-up sales at school. 70% of the discount is given back to the families, and 30% goes to the school to offset administrative costs. If done consistently for groceries and gas, a family can earn at least \$500 off tuition. If you add your other shopping, such as miscellaneous gifts and Christmas gifts, and/or encourage your extended family and friends to order, you can earn over \$1,500 off tuition. Please join this program. It is a win-win for the families and the school. See your Welcome paperwork provided at the beginning of the school year for more information or contact the main office.

SPECIAL EVENTS & PROGRAMS:

Throughout the school year special events, programs, and extracurricular activities may be planned to enhance our curriculum, or support and celebrate our community. Events may include but are not limited to Catholic Schools Week, Christmas Spirit Week, Fall Festival, or the Drama Production.

LEGAL ISSUES:

A. Custody:

St. Mary's School requires that all separated and divorced parents furnish the principal with a notarized copy of the custody section of the court decree. This information will enable the school to determine when, if ever, a child can be released to a non-custodial parent. The parent/guardian must notify the school, in writing.

St. Mary's School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parents to provide the school with an official copy of the court order.

Any parent who wishes to view his/her child's official record must make the request to the principal in writing. Twenty-four hours' notice is generally required.

B. Search and Seizure: (New Jersey vs. T.L.O. 105 S.CT 733 (1985))

The Supreme Court has ruled that a school official need only have a reasonable cause to search a student's belongings. St. Mary's reserves the right for school officials to search a student's belongings, lockers, desks, etc.

C. Child Abuse and Neglect:

Any suspected child abuse or neglect will be reported to the Child Protection Services of Charles County in compliance with the regulations of the Archdiocese of Washington.

D. On-Going Investigations:

St. Mary's reserves the right to withhold services from any student who is the subject of an on-going investigation by police or other authorities.

E. Amendment of Handbook:

The school and/or the principal reserves the right to amend the Handbook. Parents will be given prompt notification when changes are made.

F. Videotaping/Pictures on Private Property:

No videotaping or picture taking at any St. Mary's School event is allowed without the express permission of the principal, teacher, or staff member.