



# St. Mary's Catholic School

13735 Notre Dame Place  
Bryantown, Maryland 20617

Catherine C. Silverstone  
*Principal*

*"Nurturing a lifelong love for Jesus, each other, and learning"*

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[www.bryantown.org](http://www.bryantown.org)

Dear Parents and Students,

Welcome to St. Mary's Bryantown School Community! In choosing St. Mary's School, you have demonstrated a commitment to the values and philosophy of a Catholic education. We appreciate your commitment.

Whether you are a current family or a new family to St. Mary's School, we are grateful and blessed that you have chosen St. Mary's School for your child's Catholic education. Each child is a unique expression of God's love. We cherish each and every child who is sent to us. As we work together with parents, volunteers, and community, to help each child build a strong foundation spiritually, intellectually, and socially, we ask for God's blessing.

The Parent-Student Handbook reflects the policies and procedures of St. Mary's School for the 2024-2025 school year. Our school policies, procedures and programs are created in partnership with our community and the Archdiocese of Washington to serve the needs of our students and families. Each year, our policies and procedures are reviewed and modified as needed.

Please read this document carefully. There is an agreement form that needs to be signed by the first day of school stating you have read and will comply with this document. The agreement states that you intend to abide by the policies of St. Mary's School during the 2024-2025 school year.

The St. Mary's Team looks forward to working with you to promote academic excellence and spiritual development in your children. Together let us pray that God, who has begun this good work in us, may carry it through to completion. We look forward to the new school year with hope and excitement. May the Lord always be our guide and inspiration as we begin each new day.

Yours in Christ,

Mrs. Catherine C. Silverstone  
Principal

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# **ST. MARY'S CATHOLIC SCHOOL**

## **Bryantown, MD 20617**

### **MISSION STATEMENTS**

#### **Catholic School Mission**

- 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 Motto** "Nurturing a lifelong love for Jesus, each other, and learning."

#### **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.

### **Archdiocesan Admissions & Non-Discrimination Policy**

Archdiocesan Admissions & Non-Discrimination Policy: The Archdiocese’s Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at:

<https://adwcatholicschools.org/non-discriminationpolicy>, which is provided below:

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.<sup>1</sup>

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

*Maryland law requires non-public schools that receive state funds to publish the following additional statement: “It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:*

*(1) Title VI of the Federal Civil Rights Act of 1964; and*

*(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not: (i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;*

*(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*

*(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”*

*Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code “does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.”*

## **PARENTS AS PARTNERS IN EDUCATION**

### **Cooperation**

- Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Mary's School, and agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church. They 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.
- 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.

### **Communication**

- Parents are invited and encouraged to contact the child's teacher to discuss any pertinent school matters.
- When you wish to set up a conference with your child's teacher please send an email or leave a voice message for the teacher.
- When there are concerns about the school please contact the Principal via email or voice message.

### **Weekly School Communication**

- Communication from the school is sent weekly and includes an electronic Newsletter and physical White Envelope.
- It is the parent/guardian's responsibility to read the weekly newsletter, which are sent via email, texted, and are available on the Rediker Plus Portal.
- The White Envelope is used as the mail system to relay important physical correspondence that needs to be returned to the main office in a timely manner. The envelope should be returned the next school day upon receipt.
- Mass email links are created for each class. These links are for teacher and room parent use only.

### **Partners for Success**

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 a nutritional bag lunch or has pre-ordered lunch every day
- Actively participate in school activities

- See that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- Notify the school office of any changes of address, email address or important phone numbers
- Meet all financial obligations to the school
- Inform the school of any special situation regarding the student's well-being, safety, and health
- Complete and return to school any requested information promptly, on time and by deadline
- Read school notes and newsletters and to show interest in the student's total education
- Support the religious and educational goals of the school
- Attend Mass and teach the Catholic faith by word and example
- Support and cooperate with the discipline policy of the school
- Treat teachers with respect, courtesy, and confidentiality in discussing student concerns

## **EDUCATIONAL PROGRAM**

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

- A traditional parochial 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 with participation opportunities

### **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 2 and 8 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 3 through 8.
- **Mathematics** is taught daily with increasing emphasis placed on individual abilities. Algebra I is offered to qualified students in grade 8. 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 1 through 5. Language Arts is a Literature-based program. A middle school curriculum is used in teaching Grammar, Vocabulary, and Literature in grades 6 through 8. Renaissance Reading Program and IXL are 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. Learning opportunities are incorporated through STEM (Science, Technology, Engineering, and Math). Other opportunities may include lab experiments and robotics.
- **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.
- **Foreign Language** program is offered to grades 3 through 8. Spanish is the core language offered.
- **Music** instruction is a weekly class and is offered as part of the general education of all students.
- **Band** is offered through the Archdiocese of Washington. Students in grades 4 through 8 can participate at an additional cost.
- **Library and Technology** are integrated into the curriculum across all grades.
- **Physical Education** promotes healthful living and is embodied in the development of strengthening and relaxing exercises and focus on a life-long interest in active recreation. Opportunities may be available for intramural sports in grades 5 through 8.

## 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. Education occurs through instruction and example, while maintaining flexibility to meet each student's needs. Parents support our faculty and provide 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.

## Employees & Volunteers / Child Protection Policy

- The Archdiocese of Washington requires every employee and volunteer in the school to be fingerprinted. Volunteers must complete an Application for Voluntary Service; attend a Protecting God's Children Workshop; and be fingerprinted. These documents are available on the school's website and 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. Any parent/volunteer chaperoning a field trip must be in compliance.
- Visitors and Volunteers need to sign the visitor's log book and obtain a visitor's badge in the school foyer while in the building.



- Our success at St. Mary's School is contingent upon our volunteers, and we greatly appreciate what you do for our school. 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.

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

- Re-registration for families currently enrolled will take place in January/February. Contracts for the next school year will be issued only to families whose financial obligations are current. Contracts must be returned with the non-refundable registration to guarantee a place for the next school year.
- Open registration begins in February. In filling vacant spaces, preference is given to siblings of current students, registered supporting members of St. Mary's Church, and Catholic students.
- Currently enrolled families who complete their contracts and pay the registration fee after the open 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 3 & 4, 25 for Kindergarten, and 1st through 8th are filled based on what will be best for classroom management.
- Students are not accepted as transfers into the eighth grade. Consideration to students that move into the area outside of our Catholic School area will be reviewed by the Pastor and Principal.
- New students must provide a Birth certificate, Baptismal certificate (if Catholic), immunization records, and school records.

Applicants for:

- PreK-3 must be three years of age and potty trained by September 1
- PreK-4 must be four years of age and potty trained by September 1
- Kindergarten must be five years of age and potty trained by September 1
- Applicants for grades 1 through 8 must provide the most-recent report card and standardized test results. 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 School. All students are admitted under a probationary status.
- All students, regardless of religious affiliation, are required to take the religion courses offered by the school and maintain a satisfactory academic grade. Students are expected to show respect for all religious functions.

## **Required Student Forms**

All required student forms must be turned in by the **first** day of school otherwise a student may not attend. Families are required to attend a 20 minute meeting prior to the first day of school to ensure all forms are submitted. Forms are available on the SMB website under the Parents Portal Tab - Forms. Some forms can be found on the TADS website. No student will be allowed to start school without the required forms:

- Emergency Information Record (1 form per student)

- Family Survey (1 form per family)
- ADW Parent Student School Handbook Acknowledgement (1 form per family)
- ADW Pastoral Code of Conduct Acknowledgement (1 form per family)
- ADW Technology and Internet Usage Agreement (1 form per student, student and parent must sign)
- ADW Publicity Release Form (1 form per family)
- SMB Chromebook Agreement (1 form per family, student and parent must sign)
- SMB Cell Phone Acknowledgement Form (1 form per family)
- SMB Volunteer Acknowledgement (1 form per family)
- ADW Health & Immunization Forms (1 form per student)
  - Form 3- MD Immunization Acknowledgment PK-8
  - Lead Certificate (Required for all PK3, and New students 1 per student)
  - Vaccination Requirements for Children 2023-2024 school year
  - Form-8-Student Medication Authorization (1 per student if required) available on our website
  - Form-6-Allergy Agreement Action Plan (1 per student if required) available on our website
  - Form-9-Inhaler Authorization (1 per student if required) available on our website
- State of Maryland Guide to Regulated Child Care for PK3 & PK4 (1 form per student)
- SMB Before and After Care (BAC) Registration Form (1 form per family)(only if service will be used)

Forms that will be reviewed with students and require parent signature the first week of school

- SMB Behavior Policy (1 form per student, student and parent must sign)
- SMB Dress Code Contract (1 form per student, student and parent must sign)
- SMB Attendance Policy (1 form per student, student and parent must sign)

## **PREVENTION PROGRAMMING**

As a Catholic school, St. Mary's School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Mary's School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

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, electronic devices, etc.), that:

- 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
- Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupt the orderly operation of a school"
- St. Mary's School 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. Following is a list of example behaviors, other behavior issues may arise and are at the discretion of the Principal for reprimand.
- 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. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate. Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation may be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion."

## **DISCIPLINE POLICY and PROCEDURES**

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. 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.
- 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.
- 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.

### **Level 1 Behaviors**

These behaviors will be addressed in the classroom by the teacher using effective consequences to stop the behavior. Teachers will give verbal warnings or students will receive an infraction slip to be signed and returned.

- Disruptive behavior in the classroom, hallways, lunch room, playground, church, or anywhere on campus (including but not limited to: cursing, name calling, threatening remarks, lying, talking back to adults)
- Running in school building or failure to move quietly through hallways
- Dress code violation (including lack of P.E. uniform)
- Chronic failure to complete homework and/or class work
- Unsafe/rough play
- Not prepared for class
- Unauthorized eating or drinking in the classroom
- Chewing gum on school campus

*\*Two Level 1 behavior referrals will result in Level 2 consequences.*

### **Level 2 Behaviors**

These behaviors are addressed by the Administration which will determine consequences.

- Disruptive behavior at Mass
- Intentionally physically hurting others
- Continuous Level 1 behaviors after interventions have been made
- Failure to comply with SMB/ADW technology rules (proper treatment of Chromebooks, inappropriate use of technology or cell phones, using device for non-educational purpose or without permission, including use of social media)
- Deliberate defiance and refusing to follow school rules
- Intimidation/Bullying (including cyber-bullying)
- Continued use of inappropriate language, argumentative, aggressive, or rebellious language (spoken, drawn, or written) behavior towards anyone
- Obscene gestures, or sexual talk
- Inappropriate displays of affection

- Cheating to include plagiarism\*, copying class work or homework, or allowing another student to copy one's work.
- \*Plagiarism can be defined as presenting someone else's work as your own. Plagiarism of any kind is unacceptable in any educational community. Students 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, artificial intelligence, or the aiding in plagiarism, will not be tolerated at St. Mary's School.
- \*Two Level 2 behaviors will result in Level 3 consequences.*

### **Level 3 Behaviors**

These behaviors are addressed by the Administration which will determine consequences.

- Continuous Level 2 behaviors after interventions have been made
  - Violating students' privacy (touching or harassing) in the restrooms, hallways, classroom, or in ANY way
  - Abusive/extremely inappropriate language
  - Fighting (both initiating contact and defensive actions)/hitting/punching/kicking/spitting/other inappropriate touch
  - Insubordination (complete refusal to follow school rules/instructions)
  - Student threats (against themselves or others) to include social media
  - Significant disruption
  - Extreme harassment/extreme bullying of others
  - Deliberate damage to school property or the property of others
  - Theft
  - 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
- \*Students who exhibit these behaviors are sent immediately to the Principal.*

### **Infraction -> Consequences Progression**

- Level 1 Infraction: Student Conference w/teacher. Parent signature required on infraction slip and returned to school.
- Level 2 Infraction: Student meets with Administration. Parent Conference. Possible consequences at the discretion of the Principal.
- Level 3 Infraction: In-school suspension/Out-of-school suspension/Expulsion
- **Participation** in special school events and extra curricular activities (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.
- **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 p.m. – 4:30 p.m. on a designated day. It serves as a disciplinary 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 p.m.. 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 p.m. 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.

- **Suspension** - 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. 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.
- In-school suspensions require the student to report to school each day and work in an assigned area.
- Out-of-school suspensions may be from one to five days in length, depending on the situation and the nature of the offense.
- **Expulsion:** It will be used when, in the opinion of the Principal and Pastor, the good of the school community outweighs the need of the individual to continue at St. Mary's School.

### **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, damage of property, and all conduct unbecoming of St. Mary's School students.

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

First - Teacher    Second - Principal    Third - Pastor

Parents may schedule an appointment to meet with a Teacher, the Principal, or the 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.

If further communication is needed, Parents may contact the Catholic Schools Office by mail at P.O. Box 29260, Washington, DC 20017-0260, or by email at [schools@adw.org](mailto:schools@adw.org)

### **HOURS OF OPERATION**

#### **School Hours**

The official school day begins at 9:00 a.m. and the school day ends at 3:20 p.m. for all students. Parents must enter into the attendance portal found on the school's website under the Our School Tab-Parent Portal-Attendance/Tardy note to communicate with the front office when a

student is out for the day, arriving late or leaving early. No student will be allowed to enter the building or be dismissed if the information is not in the portal.

Early Dismissal Days begin at 9:00 a.m. and end at 1:20 p.m. The school office hours are 8:15 a.m. to 4:15 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 a message on the school answering system or by email at:

- Phone: (301)932-6883 or (301)843-3387 or E-mail: [office@bryantown.org](mailto:office@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.

### **Before and After Care Program (BAC)**

St. Mary's School provides a Before and After Care Program (BAC) 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 day 3:40 p.m. until 6:00 p.m. On early dismissal days the program is offered from 1:40 p.m. until 6:00 p.m. Fees are charged for this service. If school closes early and school activities are canceled because of inclement weather or other necessary closings, BAC will also be closed/canceled. On late openings or early closing days (due to inclement weather) BAC 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 into BAC. **Student cell phone usage is not permitted in BAC.**

## **TRANSPORTATION**

### **Arrivals/Dismissals/Parking**

Students should arrive between 8:45 a.m and 8:55 a.m. and should be picked up no later than 3:40 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 a.m. or after 3:40 p.m. will be placed in the Before and After Care Program (BAC). 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 BAC program must keep their children with them under their direct supervision. The playgrounds and playground equipment are reserved for the children in the BAC.
- Cars are not allowed in the upper lot between 8:00 a.m. and 8:30 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.

### **A.M. Arrival**

- **All** students should be dropped off in their designated (upper or lower) parking lot between 8:45 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. After 9:00 a.m. the student is tardy and the parent must sign them in at the front office.

- Bus riders will enter through the main school doors in the upper parking lot.

### **P.M. Dismissal**

- **All** 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. Reminder-cell phone devices should not be in use while a vehicle is in motion.**
- **Bus** riders will dismiss from through the lower double doors. They will report to the teacher on duty and will load the transfer bus and be transported to T.C. Martin to meet their bus.

### **Bus Riders**

Charles County Public Schools provides bussing for St. Mary's School students that are zoned for T. C. Martin Elementary School. St. Mary's School has mandated that PreK 3 and PK 4 students may not ride without an older sibling. 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.

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

- Be respectful to the driver and all passengers.
- Speak quietly and respectfully.
- Behave in a calm, mannerly fashion. Fighting and other boisterous behavior on the bus can be dangerous and will not be tolerated.
- 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.
- Keep head, hands, and arms inside the bus. Do not throw anything out the window.
- Help keep the bus neat and clean. Collect all papers and belongings before leaving the bus.
- Respect the property of others. This includes the school bus itself. Vandalism can result in a suspension of bus riding privilege.
- No food or drink is allowed on the bus. Gum chewing is not permitted.
- 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.

### **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.

## **FINANCES**

### **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.

- Standard Rate: \$9,250\*
- PreK Program Five-day Rate: \$7,250

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 September 1st will receive a 2% discount. Please contact the school for the multiple children discount.

\*Families who are active members of a local parish may qualify for an Active-Catholic Parishioner Grant.

### **Tuition Assistance Programs**

There are a variety of programs that parents/guardians can apply for to reduce their cost of tuition. Programs include: ADW Tuition Assistance, Maryland BOOST, and St. Mary's Parish Assistance. Details of the programs can be found on St. Mary's School website, [www.bryantown.org](http://www.bryantown.org). St. Mary's School Tuition Assistance Program (TAP) gift card program is available to all families. See page 35 for more details.

### **Non-Refundable Fees**

- Admissions Fee: \$50 per child due at time application is made for **new** applicants only.
- New Family Registration Fee: \$200 per child (1st and 2nd), and \$100 for each additional child and one month's tuition due at time of registration.
- Re-registration: \$200 per child (1st and 2nd), and \$100 each additional child at time of registration and paid by the end of February.
- Before/Aftercare Registration: \$150 per family – due by 1<sup>st</sup> use of service.
- Payments made in lieu of service (i.e., Major Fundraiser - \$1,200, Volunteer Service - \$300, Raffle - \$500).
- Tuition payments are not refundable.
- There are no refunds of any fees listed.

Refunds 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 and Pastor.

## Payments

- Annual payments are due in full to the school office before September 1st. Those electing not to pay annually must contract with TADS Tuition Management for tuition payments at the school by July 30<sup>th</sup>.
- A late charge of \$50 may be assessed 10 days after the due date on items billed by the school office. The St. Mary's School reserves the right to withhold services for failure to pay tuition. In addition, the St. Mary's School reserves the right to withhold the report card, awards, and restrict access to Rediker - PlusPortals, and participation in **any** extracurricular school activities, ceremony, including graduation for student(s) whose family financial obligations are not resolved.
- A \$50 penalty will be imposed for a check returned by the bank for **any reason**. If there are two or more returned checks, **cash** payments may be required.

## Financial Emergency

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

## Criteria for Active-Catholic Parishioner Grant

Any practicing Catholic family may apply for an Active-Catholic Parishioner Grant. To qualify for this grant families are to be registered, practicing, and supporting members of a local Catholic parish.

Parish registration and Church attendance will be verified by the respective Parish Pastor in the Roman Catholic Archdiocese of Washington to determine eligibility for the grant. This form is required for **each** school year. Families not in compliance may be reassigned to the Standard Tuition rates. Catholic tuition is provided to registered practicing parishioners and to the families that contribute to their church community.

## Tuition Assistance

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 through myTADS.com. These applications open in October are due the first week of December. Financial aid is available from the Archdiocese of Washington and then St. Mary's Parish. Tuition Assistance may be applied for from the Archdiocese of Washington. Request for assistance is the responsibility of the parent/guardian. If needed, a meeting with the Pastor and/or Principal can be arranged.

## SCHOOL POLICIES

### **Absenteeism/Tardiness**

Any absence/tardy/early dismissal from school must be properly documented by the student's parent/guardian through the **Attendance Portal** on the school's website. Changes in attendance must be reported by 9:00 a.m. when possible. Students will not be dismissed from class until a parent/guardian has arrived on the school campus and it is documented in the portal. Parents should call the front office when they arrive on campus then come into the school office to sign out your student(s).

If a student is absent from school the parent/guardian must notify the school with the date(s) and reason for the absence; this should be entered into the **Attendance Portal** which can be found on the school's website as soon as it is determined, and is for absences/early dismissal/coming in late.

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

- After 3 days of illness, student must provide medical documentation indicating that he/she is able to return to school
- Medical or dental appointments
- Death in the student's immediate family
- Necessity for a student to attend a judicial proceeding
- Lawful Suspension or exclusion from school by school administration
- 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

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.

Classroom instruction is an important part of a child's educational experience. Any missed assignments or projects need to be completed and presented to the teacher on/near assigned dates. Students have one day for every day they are absent to turn in completed assignments. 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 in or out on early dismissal, long weekends, or for any repeated extracurricular activities. As partners in education, help us to teach the students that school is important and attendance is a vital part of that importance.

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 allowed to stay after school without the knowledge of their parents
- When picking students up early from school parents/guardians must notify the school in advance through the St. Mary's School Attendance Portal. In emergency situations, please call the main office
- 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 **NOT** to go into classrooms to claim a child who is leaving school before regular dismissal or for any reason
- Please try to arrange appointments outside of school hours
- If a student is returning to school, he/she must report to the office before returning to class

**Truancy Law** - Under Maryland State law, a student is considered truant if they miss more than 8 school days a quarter, 15 days a semester, and/or 20 days in a school year. By law, truancy must be reported and retention may be necessary

### **Archdiocesan Catholic School Counseling Services**

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

### **Fire and Emergency Drills**

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

### **Health/Medication**

Parents need to keep children home from school when any of these symptoms are noted:

- Fever, severe-aches and pains, enlarged glands, skin rash, severe sore throats, red or discharging eyes, persistent cough, heavy cold, nausea, or vomiting
- A 24-hour waiting period must occur before a child can return to school if any of these symptoms are present and must be fever-free before returning
- For the health of other students, faculty, and staff, students who become ill at school (vomit, diarrhea, uncontrolled-cough, fever [100.0 degrees and above], etc.) need to be picked up from school promptly after the parent is notified
- If we cannot reach a parent, an emergency contact will be called to pick up your child
- Please ensure emergency contacts are up to date and they are available to pick up your child
- 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

Staff will be notified of student medical conditions as needed. All medications should be listed on the Emergency Form. This form will be sent with your child if an emergency situation arises. 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. Health records are to be in the Main Office *before* the first day of school.

All medication, including "over-the-counter" medications must be in their original container with directions for dispensing on the bottle and **must be kept** in the school office, this includes cough drops, Tylenol, Motrin, etc. Student medication forms are required, and must be signed by the doctor and parent/guardian, and will be reviewed by St. Mary's School's delegating Nurse.

- All medication must be brought in and picked up by the parent/guardian.

- When the medication is almost consumed, a phone call or email to a parent/guardian will be made requesting additional medication. Medication must be in the original container with the prescription label intact.
- 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.
- At the end of the school year all unused medication must be collected from the school office by a parent/guardian and signed for. Any medicine not retrieved by the last day of school, will be properly disposed of.

### **Inclement Weather or Changes to Operation Status**

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](http://www.ccboe.com) for closing information.
- St. Mary's School uses the AP Notify email, and text alert system (in Rediker), and Social Media to communicate information on school closings.
- St. Mary's School may choose to operate asynchronously on inclement weather days.
- Notify the school office if there are any changes of address, cell and work numbers, email, etc. Emergency contact is impossible without up-to-date information.

### **Lunch/Snacks**

The St. Mary's School Pre-Order Lunch Program relies on weekly volunteers. Volunteers are needed Monday - Friday to help serve the students lunch. Please contact the front office if you wish to volunteer for this program. Without the support of volunteers, this program cannot occur. Pre-Ordered Lunches and milk are served two weeks after school starts through the end of May. No Pre-Ordered lunches or milk in August, and a portion of September, or June.

Students should bring a nutritious lunch/snack and beverage packed in a sturdy lunch box.

#### **St. Mary's School Lunch Program**

- Parents must sign up in the OnLine Lunch Portal found on the School's Website. Only online orders are accepted.
- The orders are placed a month in advance, i.e. an order placed in August is served in September.
- Ordering will open on the 11th of each month and close on the 17th of the same month. There are no exceptions to this policy.
- Payment is due at the time the lunch order is placed. Orders not paid for by the 1st of the month will not be served.
- Cost will be listed in the online menu. Payment can be made online, or through the school office by check or cash.
- There are no refunds or exchanges to pre-ordered lunches. If a child is out of school on a pre-ordered lunch day there is no refund given for the missed lunch.

- If a student is out, a sibling may get their lunch. It will not be sent home. This request must be received by 9:00 a.m.
- If school is closed due to inclement weather, it will be up to the Administrator of the Lunch Program if a credit will be issued. No cash will be refunded, a credit in the online program will be issued.
- No soda (regular/diet/decaf), caffeinated, or energy drinks are permitted during lunch for children of any age.
- Do **not** send beverages or other foods in glass containers 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 family will be billed \$5, regardless of the entree received.**
- Families may pre-order milk at an additional cost each month. White and Chocolate milk is offered for students 6 years of age or older. PK 3 & 4 may only order white milk. This is ordered through the pre-ordered lunch program.

## **Visitors**

Anyone who is not a student or staff member must check in the front foyer upon entering school. For security reasons, walking through the school or visiting classrooms is not permitted without the Principal's permission. 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.

## **Withdrawal**

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's 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.

## **ACADEMIC POLICIES**

### **Extra-Curricular Activities Participation Requirements**

To participate in an extracurricular activity a student must be present at the school the day of or before attending the event. Students earning D's and/or F's in any subject area or have attendance concerns will 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.

### **Grading System/Gradebook Plus**

Gradebook Plus is an online grading and communication system for students, parents, and teachers, and supports our grading system. PreK3, PreK4, Kindergarten, 1st, 2nd, and 3rd grades use 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, and will 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 Indicators

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:

A = 100 - 93 (Superior)

B = 92 - 85 (Above Average)

C = 84 - 77 (Average)

D = 76 - 70 (Below Average)

F = 69 - Below (Failing)

Conduct, Effort

E = Excellent

G = Good

S = Satisfactory

I = Improvement needed

U = Unsatisfactory

## Curriculum Areas:

Major Subjects: Religion, Reading, Language Arts, Spelling, Mathematics, Social Studies, Science

Supporting Subjects: Physical Education, Art, Music, Penmanship, Technology, STEM, Library, Spanish

The grade appearing on the report card includes the following:

Class participation, Test performance, Quizzes, Projects and reports, Homework assignments, Class work assignments

## 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 thru 3: 30 minutes (Monday through Thursday)
- Grades 4 & 5: 45 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. 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. 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. Students will have one day of every absence to make up the missed work.

### **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 and Faith and Character Awards are selected by the Classroom and Specials teachers. These awards are given to students who exhibit exceptional work, behavior, effort, and/or improvement. All grades are eligible for these awards.

### **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 School 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**

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



## **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 distributed through the Rediker Student Information System. Report cards, honor cards, and awards may be withheld from any student whose family account is not current.

## **Testing Program**

The ADW mandates a standardized online assessment which will be given at the beginning, middle, and end of the school year which provides immediate feedback on a student's progress. An eighth grade 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 one will be given a skills assessment at the beginning of the year. Students in grades one through eight are given STAR Reading assessments in the fall and spring.

## **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 personal items 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. Jewelry is not permitted, other than a wristwatch (no smartwatches or Apple Watches), no bracelets are allowed, 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. Jewelry is not permitted, other than ONE gold or silver post earring in each lobe of ear, a wristwatch (no smartwatches or Apple Watches), no bracelets are allowed, and a simple chain to hold a religious medal or crucifix. No press on, gel, or acrylic nails are permitted. Only clear nail polish is permitted. Make-up is not allowed. Any make-up or nail polish will be required to be removed. 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 School uniforms – navy blue, light blue, matching plaid, or white only.

### **Uniform Policy**

St. Mary's School's uniform policy can be found on the school's website under the Parent Portal tab <https://bryantown.org>. If you have any questions, please contact the front office.

- Flynn & O'Hara for casual and formal wear - [www.flynnohara.com](http://www.flynnohara.com).
- ReadyGoPromo for PE uniforms - <https://smb-pe.itemorder.com>.
- The Principal will announce when students can wear shorts (casual and PE) and when it will switch to pants and sweatpants.
- Formal uniforms are required on Mass Days, and at the discretion of the Principal. School picture day will be a formal uniform day.
- The students schedule will reflect what day to wear their P.E. uniform. The P.E. Uniforms are worn the entire school day.
- All black shoes (tops and soles) are required.

### **Out of Uniform**

On out-of-uniform days, students are expected to dress 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, closed toe shoes that tie, buckle or velcro and are appropriate for outdoor play. No flip-flops, crocs, 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 or on a Mass day will be assigned a celebration day by the classroom teacher

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

## **SUPPORT SERVICES:**

### **Before and After Care Program (BAC)**

Fees are charged for this service. The BAC registration fee is due before the first day use. Families may enroll in the BAC Program for a fee of \$125 per family. Payment for BAC may be made by check, cash or credit card. Check or cash payments must be clearly labeled and put in the drop box outside the main 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 or extracurricular activities.

St. Mary's School BAC Program is operated under the guidance of St. Mary's School, and all rules and regulations apply. Students who are not picked up by 6:00 p.m. will be charged \$30 for each additional five minutes. Any child(children) remaining in the building after 3:40 p.m. must be signed into the BAC program and remain there until he or she is picked up by a parent or designated adult. Students involved in extracurricular activities such as drama, band, or club meetings that end before they are picked up will be signed into BAC and will be charged a fee for the time used. Any family with a balance of **\$150** or more will not be allowed to use the BAC until the balance has been paid in full.

If school closes early and school activities are canceled because of inclement weather or other necessary closings, BAC will also be closed/canceled. On late openings or early closing days (due to inclement weather) BAC 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 into BAC. Student cell phone usage is not permitted in BAC. **The cell phone will be confiscated if taken out of the book bag.**

### **Pre-Order Lunch and Milk Program**

St. Mary's School offers a pre-ordered 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 program. Lunch includes an entrée, chips, fruit cup, and water. 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 pre-ordered lunches.** If a student is out the parent can request no later than 8:45 a.m. for a sibling to receive the lunch. No lunches are sent home. In case of extreme and extended emergency (more than five consecutive days in a row), the Principal and Lunch Administrator will determine what course of action, if any, is to be taken. **If your child doesn't have a packed lunch or pre-ordered lunch, one will be provided. Several options will be provided and the family will be billed \$5.**

St. Mary's School offers a pre-ordered milk program five days a week. 2% White and Chocolate milk are offered. Children under the age of six can not order chocolate milk due to Maryland State regulations. Milk is on the lunch ordering program and has to be ordered for the full month.

## **Hot Dog Lunch**

Hot dog lunches are fundraisers held by each grade to help raise funds for field trips and classroom parties. They are scheduled at least once each month. This lunch can be preordered or paid for the day of the scheduled hot dog lunch. Parents in the sponsoring grade help prepare and serve the lunch and donate items to be served. Items such as baked goods are available for sale, as well as various raffles that students can purchase tickets for. Funds raised through the hot dog lunch are deposited in the class treasury. Hot Dog Lunch Days will be announced in the School's weekly newsletter the week before they occur and on the monthly hot lunch ordering system.

## **STUDENT ACTIVITIES**

### **Sacramental Preparation**

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 Church, Bryantown, parents must contact their Pastor to discuss arrangements for your child receiving the sacraments of the Catholic Church.

### **Mass**

The students celebrate Mass on all Holy Days and on Wednesday throughout the school year. Students attending Mass need to be in their Formal Dress Uniform. Parents are welcomed to attend any school Mass 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.

### **Extra Curricular Sports**

Students in grades 6, 7, and 8 may participate in sports competitions with students in the other Catholic schools in Charles County. These events are held outside of the normal school day. Transportation to these events is the responsibility of the parent. Bus transportation is provided to and from sport events held during the school day. These sports include volleyball, corn hole, soccer, and softball.

All students in these grades are encouraged to participate in our sports program. SYBL, a weekend basketball league may be available for girls and boys in grades 4-8 and if there are parent coach volunteers. To represent St. Mary's School in any sports program a student must:

- Maintain a minimum of a C average, No behavior referrals, No outstanding debts, Students may return to the program once permission has been received from the Principal

## **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 5 through 8 in the annual Charles County Science Fair and History Fair. Science projects from grades K to 4 are optional and may be exhibited at the school level. 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.

## **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.

## **St. Mary's Technology Standards**

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.

## **Archdiocesan Technology and Internet Usage**

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

Each student's parent/guardian must review the Technology and Internet Usage Agreement with the student and sign and return the Agreement before the first day of school. Students and Parents must sign this agreement.

### **Students**

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. All Students:
  - Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
  - Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
  - Shall keep all accounts and password information private and secure.
2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. All Students:
  - Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels
  - Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member
  - Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
  - Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
  - Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
  - Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.
3. Students will manage their personal data to maintain digital privacy and security and are aware of data- collection technology used to track their navigation online.  
All Students:
  - Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;

- Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
  - Shall use school issued email accounts for authorized educational purposes only;
  - Shall respect the right of the school to monitor student use of technology.
4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere.
- All Students:
- Shall demonstrate proper physical care for technology equipment;
  - Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally wrong, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.;
  - Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else’s files or programs
  - Shall maintain the settings of any issued device by not manipulating any device settings or functionality.
5. Students understand and acknowledge that:
- Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal;
  - Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content of the technology;
  - Use of all technology may be monitored, and there is no expectation of privacy for , or for any information stored on any technology used on school grounds, including any information or files stored in students’ personal accounts (such as social media or file sharing accounts) that are accessible via such technology;
  - The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student’s computer files or any other technology equipment when required for the maintenance of the school’s technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.

**Parents**

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity.

Parent(s)/Guardian(s) will:

- Monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable
- Monitor their child’s use of the Internet when the school networks and accounts are accessed from home or a non-school location

- Agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
- Shall respect the right of the school to monitor student use of technology
- Are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology

### **Technology Concerns**

**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.

**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.

**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 School does not assume responsibility for the device.

**Earbuds** Only wired earbuds or headphones are acceptable. AirPods or any other wireless headphone/earbuds are not acceptable.

**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.

### **Band/Choral**

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 School may offer a handbell and choir program for interested students.

### **Field Trips**

Field trips may be provided to broaden the pupil's learning experience. All eligible students are encouraged to participate in field trips.

- 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. 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. 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.
- 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 also not permitted on field trips unless they are students in the same class attending the field trip.

### **Class Treasuries**

All money raised by the class or for the class is to be deposited. Reports on the status of the class treasury will be made to the classroom teacher on a regular basis. Expenditures of the class treasury are made by the classroom teacher with the approval of the Principal.

### **8th Grade Graduation**

A graduation ceremony is held for Eighth Grade students in May/June. In keeping with the regulations of the Archdiocese of Washington, 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 of \$25 is charged to cover the cost of the graduation.

### **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.

### **Birthdays and Parties Outside the Classroom**

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. Several students may share the same birthday and it may be determined to have the treats split out to multiple days. Birthday invitations may not be distributed at school unless the entire class is being invited. All invitations to outside birthdays 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 birthday celebrations will be coordinated with parents by the homeroom teacher.

### **Student Clubs**

Student organizations must be sponsored or chaperoned by a member of the school staff and approved by the Principal. The student organizations may not meet unless the moderator or an adult delegated by the Principal is present. Students wishing to start a student organization should secure a moderator and then meet with the Principal. Excessive tardiness, absenteeism, poor grades, and inappropriate behavior may affect a student's eligibility to participate. Student organizations may meet before and after school hours. Students must be signed out by a parent/guardian at the conclusion of any gatherings.

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.

## **School Pictures**

Individual and group class photographs are taken in the Fall. Students should wear their Formal Dress Uniform on picture day. Photographs are available for purchase. Retakes are typically scheduled in late fall. No Casual or PE uniforms.

## **RESPONSIBILITIES**

### **Book Bags**

Book bags are required for all students. No rolling book bags are allowed. Identification must be on book bags, lunch boxes, pencil cases, etc. Book bags should not have any inappropriate markings or logos on them.

### **Money**

All monies sent to school must be in an **envelope** with the child's name, grade, and purpose for this money and it should be 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. We cannot be responsible for lost money.

### **Library**

Students have the opportunity to choose books from our school 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 or damaged, it must be replaced by a new book of the same title or payment should be submitted for replacement. Children may not check out additional library books if they have an outstanding book.

### **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.

## **Textbooks**

Textbooks distributed to the students and may need to be covered. The teachers will conduct regular inspections of all books for the condition. A lost or damaged book must be paid for by the student.

## **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. Any Teacher or Staff, including BAC may confiscate any such items and the parent will be notified and items must be picked up within a two week time or it will be donated to a charity.

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 the above rules apply. 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 be turned off and kept in the student's book bag. 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.

## **SCHOOL ADVISORY BOARD**

The Board fulfills its purpose and exercises its function in accordance with the mission and goals of the school, parish and the Archdiocese of Washington. The St. Mary's School Administrative Team may request advice and assistance with planning, policies, finance, public relation, and evaluation of the schools policies and programs.

## **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.

## **Volunteer 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 20 hours of school support.

## **Information on Volunteer Hours**

When registering for the school year, families (K-8th) opted to commit time volunteering for our community. When volunteering for activities and school support, we ask that you have logged your completed volunteer hours on a Google Form that is posted on our school website under the Parent Portal (Volunteer Opportunities and Compliance) and sent out in the newsletter.

Please note, a copy of what you submit is emailed to you (check spam). If you did not want to participate in volunteering, there is a “buy-out” fee.

Requirement	Buy-Out Fee
Major Fundraising Support (10-20 hours)	\$1,200.00 or Participation (verified by Committee Chair)
School Support (20-30 hours)	\$300.00 or \$10/hour

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, under the Parent Portal Volunteer Opportunities and Compliance.

Since many St. Mary’s School families opt to volunteer, it is imperative that you record your hours in the online volunteer site no less than quarterly. This will enable us to ensure the accuracy of our volunteer records. Families’ volunteer hours will be verified at the end of both semesters.

## **SCHOOL FUNDRAISERS**

St. Mary's School holds several annual events to subsidize the cost of education. Family participation is highly encouraged.

### **Family Responsibilities**

- Each family is required to participate in the 60K Mandatory Raffle. In lieu of selling five tickets, a fee of \$500 is required to opt out. Families that sell 8 or more tickets are eligible for The Raffle Incentive Program. Details about the program are provided with your raffle tickets at the beginning of the school year. Tickets and payments are due by October 15.
- Parents are required to volunteer for activities that support the school and fundraising efforts.
  - Participation in one SMB major fundraiser is required. This is assigned at the beginning of the school year.
  - Parents are required to volunteer a minimum of 20 to 30 hours for school support.
- A variety of activities and fundraisers are held throughout the year in which you can obtain volunteer hours.
  - All door-to-door sales of goods by Archdiocesan elementary students shall be prohibited for reasons of safety.

## **SPECIAL EVENTS and 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 Children's Day, Fall Festival, Book Fair, or the Drama Production. These are great opportunities to fulfill your school volunteer hours.

## **TUITION ASSISTANCE PROGRAM (TAP)**

This program 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 RaiseRight 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. 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.

## **LEGAL and SAFETY ISSUES**

### **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.

### **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.

### **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.

### **On-Going Investigations**

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

**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.

**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. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

**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.