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## ST. MARY OF THE ASSUMPTION SCHOOL

AdvancED Accredited  
4610 Largo Road  
Upper Marlboro, Maryland 20772  
301-627-4170  
[www.stmaryum.org](http://www.stmaryum.org)

### 2015-2016 POLICY HANDBOOK

#### **PHILOSOPHY**

The pastor and principal welcome you to St. Mary of the Assumption School. It is the goal and mission of this school to assist the parent as primary educator of their children by providing a quality, Catholic education to all enrolled. Further, we prepare students to respond in faith to Jesus Christ and understand His message; to view human existence in terms of divinely appointed goals, to follow moral standards of conduct; and to achieve integrity of character.

St. Mary of the Assumption School works to provide a variety of learning experiences without sacrificing Catholic values. We remain cognizant of each student's God-given talents and responsibilities and the need to learn in a variety of ways and at different rates. Our integrated, developmentally appropriate curriculum encourages students to become lifelong learners; literate, creative, and critical thinkers; and responsible decision-makers.

As part of the nurturing and caring Faith Community, the faculty, staff, and administration provide an atmosphere which fosters the total development of the child. This includes promoting a healthful lifestyle of proper nutrition, exercise, and personal hygiene; providing guidance for interactions with one another in an atmosphere of peace, harmony, and respect; and giving witness to Christian values through example, commitment, and service. As Christian educators, we cultivate a deep faith in the teachings

of Jesus Christ which permeates the entire curriculum. We seek dedicated and professional teachers who desire to know their students as individuals and "to plant seeds" by building strong foundations of Christian behavior in each child.

Our network of parents, guardians, faculty, staff, administration, and pastoral leadership enable and empower students to be responsible for their actions and aware of the corresponding consequences. We strive to model how to respond to the call for social justice rooted in nonviolence here and throughout the world. All students are encouraged to develop a sense of civic responsibility through service to humanity and a feeling of fellowship transcending individual difference.

To fulfill the educational ministry of the Church, the home, parish, and school must act as one to unify the child's life. This handbook is a result of a decision-making process representing Archdiocesan, parochial, and parental concerns. It constitutes the contract existing between the parish/school and the parent/student. This handbook is provided to each family so that all parties may be informed of the policies, procedures, and expectations of St. Mary of the Assumption School. The policies and procedures contained in this handbook, while particular to St. Mary of the Assumption School, are in accord with Archdiocesan policies under which all the Catholic schools in the Archdiocese of Washington are subject. It is the expectation that all members of the St. Mary of the Assumption School community agree to be governed by this document.

#### **CREDO**

Be it known to all who enter here, that Christ is the reason for this school, the unseen but ever present Teacher in its classes, the Model of its faculty, and the Inspiration of its students.

## **MISSION STATEMENT**

St. Mary of the Assumption School is a coeducational Catholic elementary school founded by St. Mary of the Assumption Church in 1925 to serve the Catholic families of the greater Upper Marlboro area. This school is committed to the embodiment of the threefold educational mission of the Church: to teach the message of Jesus, to build Christian community, and to foster a concern for social justice. This is accomplished through an instructional program dedicated to academic excellence and vibrant faith aimed at the development of the whole child; that is, one who is spiritually, intellectually, socially, emotionally, and physically mature.

## **OBJECTIVES**

The objective of St. Mary of the Assumption School is to promote the Christian development of each member and thereby enhance the community as the People of God. It is the shared responsibility of parents and the local Church community to create and sustain a loving and concerned school community and to evoke in our youth a fuller realization of their God-given gifts. In partnership with teachers, students, and parents, we want to provide the best opportunity for the fulfillment of this ideal. St. Mary of the Assumption School strives to teach and give witness to Jesus Christ through daily example and guidance. We teach and promote Catholic doctrine, create an environment in which students are aware of God's presence, and encourage all to live out Gospel values in their own lives.

To this end, St. Mary of the Assumption School will participate in a values education program, Values Code, provided to us by the Archdiocese of Washington.

## **PARENT/GUARDIAN COOPERATION**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Mary of the Assumption School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Mary of the Assumption School derives from its Catholic faith.

## **VALUES CODE**

HONESTY – I will be an honest person.

RESPECT – I am respectful of others.

RESPONSIBILITY – I take responsibility for my actions.

SELF-CONTROL – I will control my words and actions.

HARD WORK – I take pride in being a hard worker.

SELF-RESPECT – I will develop self-respect.

CONCERN FOR OTHERS – I will show concern others.

TOLERANCE – I will be tolerant of others.

COOPERATION – I will cooperate with those around me.

FAIRNESS – I show fairness to others.

FORGIVENESS – I will forgive others.

COURAGE – I will be brave in facing life's challenges.

SELF-KNOWLEDGE – I will pursue knowledge of myself.

## **CODE OF DISCIPLINE**

The purpose of discipline in anyone's life is to help that person achieve and maintain self-control; discipline is utilized to change behavior. St. Mary of the Assumption School strives to create a Christian environment conducive to learning in which mutual rights and responsibilities of students and teachers are recognized and upheld. (Archdiocesan Regulation #5150) Regulations are based on respect for one another, the safety of each child, and the goal of academic excellence. Disruption of this process will not be tolerated. Christian morality and behavior calls each member of the St. Mary of the Assumption School community to accountability and responsibility.

Conduct, whether inside or outside St. Mary of the Assumption School, which is detrimental to the reputation of the school may result in disciplinary action. It is expected that all students, families, teachers, and administration exhibit PRIDE in St. Mary of the Assumption School.

While the observance of rules depends primarily upon the loyalty of the student to school, parents, and self, the school must resort to disciplinary action when responsibility is lacking in the student. A tiered behavior system will be in effect to deter violations against the Code of Discipline. Failure to demonstrate PRIDE in self/school will result in the reception of a Discipline Referral Form.

Any infraction of stated procedure and/or policy will result in a Discipline Referral Form. Students will be informed of the infraction and parents will be issued an electronic or written notice the day of the infraction.

Should a student receive a referral form, a parent signature is required and an appropriate disciplinary response will take place.

Three Tier 1 behaviors equal a Tier 2, three Tier 2 behaviors equal a Tier 3, and so forth. Tier 3 and 4 behaviors are handled by administration and may result in suspension or expulsion. It is the responsibility of the student serving a suspension to acquire and make-up any missed classroom work, quizzes and tests. Suspension will also negate student's eligibility for Honor status.

Continued infractions will be handled on an individual basis by the pastor/principal.

## **Harassment/Bullying**

All members of St. Mary of the Assumption School have a right to be treated with dignity. All demeaning and threatening behavior will not be tolerated. According to Federal Law, sexual harassment includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, imitations, or comments;
- Visual content such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures;
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play because of some sexual matter;
- Threats and demands to submit to sexual requests for certain benefits; and
- Retaliation for having reported sexual harassment.

St. Mary of the Assumption School maintains a firm policy that prohibits all forms of bullying behaviors. We define bullying as any deliberate, hurtful act or statement toward another person that physically or emotionally hurts, frightens, or threatens them. Bullying behaviors include, but are not limited to, the following examples: name calling, teasing, deliberate exclusion from group activities, embarrassing or humiliating remarks, put-downs, physical acts of aggression, spreading gossip, physical or verbal sexual harassment, intimidation, or deliberate damage to another person's property.

## **Archdiocesan Regulation #3543: Prevention Programming**

As a Catholic school, St. Mary of the Assumption believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Mary of the Assumption is committed to providing a physically safe and emotionally secure learning

environment that is free from bullying, harassment, and in any form, including cyber bullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report 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 includes any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, iPod, etc.), that:

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

## **Threats**

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Mary of the Assumption 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.

## **Technology and Internet Usage**

- Student Responsibilities When using any Technology Equipment, All Students:
- Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.
- Shall not violate any local, state or federal laws.
- Shall not engage in cyber-bullying behavior.

- Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
  - Shall never use the technology in bathrooms or locker rooms.
  - Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
  - Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
  - Shall not engage in any behavior otherwise prohibited by school disciplinary standards.
- 
- Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:
  - Shall not reconfigure any school hardware, software, or network settings.
  - When on school grounds, shall access only school-supplied Wi-Fi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.
  - Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.

- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.
- All students understand and acknowledge:
- Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as

otherwise directed by the student's teacher for instructional use.

- Schools may require that Technology Equipment used in a BYOD 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 on the Technology Equipment.
- Use of equipment is a privilege, not a right. As such, 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.
- Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment 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 Equipment. 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 a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.
- Parent/Guardian Acknowledgement
- Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.
- Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.

- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

### Search And Seizure

If the pastor/principal, or the one who takes his/her place officially, has information that a student has in his/her possession an item, such as drugs, that constitutes a criminal offense in the State of Maryland, the principal, or his/her designee, reserves the right to search the student's personal possessions in desks, lockers, back-packs or other personal property on the school premises in the presence of a third party. The principal, or designee, shall request the student to consent to this search. Failure of the student to give consent shall result in automatic suspension from the school.

### Suspension And Expulsion

Students may be suspended and/or expelled for, but not limited to, the following:

- Blasphemy/using the Lord's name in vain
- Use of foul, vulgar, rude, discourteous, or inappropriate language (oral, written or gestured)
- Disrespect toward authority
- Fighting and/or biting
- Harassment
- Assault and/or battery
- Nudity or attempts at removing clothes of self or another
- Disregard for Code of Discipline
- Destruction or tampering with property of others
- Stealing and/or cheating
- Displaying/passing pornographic materials
- Excessive unexcused absences or tardy arrivals
- Tier 3 and Tier 4 referrals

Additionally, expulsion may result for students involved in any illegal activities, including but not limited to:

- Possession and/or use of a weapon
- Arson and/or attempted arson
- Possession, distribution and/or use of alcohol, harmful drugs and/or narcotics, or tobacco products

Any disrespect toward school personnel or any other behavior deemed by the administration as inappropriate or threatening in nature by a student's parents, guardians, or family members will not be tolerated and could result in sanctions, including dismissal of the student or non-renewal of enrollment. **The decision of the pastor and principal regarding both suspension and expulsion are final. They may waive the norm for just cause at their discretion.**

## **ACADEMIC STRUCTURE**

### **Accreditation**

St. Mary of the Assumption School is accredited by the AdvancEd and is a member of the National Catholic Educational Association.

The curriculum is in total compliance with the requirements set by the Catholic Schools Office of the Archdiocese of Washington. It is kept current and reviewed annually by the faculty. Textbooks and curriculum are updated and reviewed for their effectiveness.

### **Curriculum**

The school curriculum includes Religion and Sacramental Studies, Language Arts (Reading, English, Vocabulary/Spelling, and Penmanship), Mathematics, Algebra (grade8), Science, Social Studies, Music, Art, Physical Education, Computer, Guidance, and Library Skills. Wilson Reading Intervention and counseling are available on the basis of teacher evaluation and recommendations. In addition, sixth, seventh, and eighth graders will be offered Spanish or French as an introduction to a modern foreign language. Select students will be offered an opportunity to participate in our STEM program.

## **Grading Scale**

Grades Pre-K-2

NE- Not Approaching Expectations at the Time

AE- Approaching Expectations

ME- Meet Expectations

EE- Exceeds Expectations

Grade 3

U- Unsatisfactory

I- Improvement Needed

S-Satisfactory

G- Good

E- Excellent

Grade 4 - Grade 8

- A            100 - 93
- B            92 - 85
- C            84 - 77
- D            76 - 70
- F            Below 70

Students who are absent are expected to make up assignments. Students are (usually) allowed one-day grace for each day absent due to illness to complete missed work. If absence is due to reasons, such as family emergencies, travel, extra-curricular activities, etc., missed work, tests, quizzes, etc. are due on the day of the return. Long-term projects are due upon return to school. Failure to complete assignments will affect student's grades. Work not received according to deadlines will receive a lower grade.

## **Homework and Study Habits**

Homework/Independent Practice is an integral part of the learning experience. Assignments may include material to be studied, as well as to be written. Teachers make the students accountable for completing home assignments by crediting them as part of the grading procedure. Parents are expected to review assignments; some assignments require a parent signature. Teachers will assign long term projects periodically throughout the school year. It is the responsibility of the student to remain organized and return the completed assignment as instructed by the teacher without additional reminders.

## **Honor Roll**

In an effort to promote the all-around excellence of each student, our honor roll system provides all students with an opportunity to earn some level of recognition. Quality points have been assigned to each letter grade in determining honor roll status:

A = 4, B = 3, C = 2, D = 1, F = 0. All honor roll recipients must also receive a G or above in all special subject classes and receive no negative comments (Codes 14-24). Multiple Discipline Referral Forms will result in the student becoming ineligible for honor roll recognition. Each quarter, students in grades 4 – 8 have the opportunity to receive:

Principal's Excellence Award = 4.0 academic marks

First Honors = 3.7 – 3.9 academic marks B or above

Second Honors = 3.25 – 3.6 academic marks C or above

I.H.M. Effort Award = exemplary academic effort

## **Instrumental Band Program**

In conjunction with the Archdiocese of Washington Music Program, St. Mary of the Assumption School offers students in grades 4 – 8 the opportunity to participate in the instrumental band program. This program is supported by a tuition system arranged through the Archdiocese of Washington Music Program. Participation in this program includes weekly half-hour small group instruction, weekly ensemble, group after school practice, and several public performances throughout the school year.

## **Parent – Teacher Conference**

Mandatory parent – teacher conferences are scheduled each November between parents/guardians and each student's homeroom teacher. Additional conferences may be arranged by contacting the teacher through the school office by phone or note. Team conferences are encouraged for students in grades 6 – 8. Contacting teachers at home is prohibited, unless specifically granted permission by the teacher (Archdiocesan Regulation # 5147). All conferences must be prearranged. **Under no circumstances should teachers be detained before, during, or after school hours without an appointment.**

## **Promotion and Retention**

A student will be promoted upon satisfactorily completing the assigned curriculum. Failure in two or more subjects is basis for retention. Failure in Mathematics, Reading, or English will require satisfactory completion of that subject in summer school or private tutoring before a student is promoted or graduated (Archdiocesan Regulation # 5130.1). **Students who fail to satisfactorily complete the summer requirements will not be automatically readmitted to St. Mary of the Assumption School.**

Students performing below the 25<sup>th</sup> national percentile on the end of year Scantron assessment will require satisfactory completion of that subject in summer school or private tutoring before a student is promoted or graduated. Students who fail to satisfactorily complete the summer requirements will not be automatically readmitted to St. Mary of the Assumption School.

### **Religious Formation**

The Catholic identity of St. Mary of the Assumption School is our hallmark. We view the teaching of Religion as a way of life, not a subject. Faith development, values education, and character building give life and direction to each area of our curriculum. It is our expectation that students, families, faculty, staff, and administration manifest a Christian attitude at all times.

- All students participate in weekly Mass
- The Sacrament of Reconciliation is offered periodically throughout the year for students in grades 3-8
- All students participate in prayer services during the liturgical seasons of Advent and Lent
- Students in grade 2 prepare for the Sacraments of Reconciliation and Holy Eucharist
- Students in grade 8 prepare for the Sacrament of Confirmation
- All students participate in a myriad of outreach programs throughout the school year
- As per Archdiocesan Regulation #6240, all non-Catholic students are required to participate in our Religion program

### **Parent/Guardian Cooperation**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Mary of the Assumption. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that St. Mary of the Assumption 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 of the Assumption. 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 of the Assumption.

## **Report Cards, Progress Reports, and Student Records**

Students in grades 1 – 8 receive report cards quarterly. Pre-Kindergarten and Kindergarten students receive reports cards each semester. (Archdiocesan Regulation #5 147). Students in grades 4 – 8 receive a progress report mid-quarter.

Grades reflect a summation of tests and quiz scores, homework, class work, projects, participation, attitude, and effort. The quality of student work is paramount.

As a matter of contract with the Federal Government, the Archdiocese of Washington, Catholic Schools Office, and all Archdiocesan schools comply fully with the provisions of the Family Education Rights and Privacy Act of 1974, (P.L. 93-3 80) as amended by section 2 of P.L. 93-568, Privacy Rights of parents and Students, better known as the “Buckley Amendments.”

Official student records include: academic transcripts, academic testing, health records, and emergency information sheets. Should a parent/guardian wish to access their child’s records, we require 24 hours’ notice and a written request.

## **Standardized Testing**

Students are tested each year according to the directives of the Catholic Schools Office of the Archdiocese of Washington.

- Students in grade 8 are administered the HSPT (High School Placement Test) each fall.
- Students in grades 2<sup>nd</sup>-8<sup>th</sup> will be administered the Scantron Performance Series test at the beginning, middle,

and end of the school year. K and 1<sup>st</sup> will only complete beginning and end of year assessment unless an additional assessment is deemed necessary by the SAT team.

## ADMISSION POLICY

It is the policy of St. Mary of the Assumption School that we do not discriminate on the basis of sex, race, color, disability, and/or national ethnic origin in the administration of our educational policies, admissions policies, tuition assistance, and any other school administration programs.

Since St. Mary of the Assumption School is a parish school, preference in admissions is given to registered and participating members of St. Mary of the Assumption Parish. A parishioner is defined as one registered in St. Mary of the Assumption Parish who attends Mass regularly, uses the envelope system, and contributes in some way to the ministries of St. Mary's Church.

Consideration for admission will be given in the following descending priority, where spaces are available, within the recommended class size:

- Catholic applicants with siblings presently enrolled
- Catholic applicants with no siblings presently enrolled
- Non-Catholic applicants with siblings presently enrolled
- Non-Catholic applicants with no siblings presently enrolled

### Admission Requirements

- To enter Pre-Kindergarten, a child must be three years old by September 01, 2016.
- To enter Kindergarten, a child must be five years old by September 01, 2016.
- To enter First Grade, a child must be six years old by September 1, 2016.
- Completed application
- \$50 Application Fee/\$300.00 Book-Supply-Technology Fee

### Admission Requirements (continued)

- Birth certificate
- Baptismal certificate
- Proof of all immunization requirements
- Academic records (entering grades 1 – 7)
- Contractual Agreement (Handbook and Financial)
- Interview with pastor and/or principal
- All kindergarten students are administered a kindergarten readiness assessment
- All students entering grades 1-7 are administered Scantron Performance Series assessment tests in math and reading.

All new students are accepted on a probationary basis for one year. The purpose of this policy is to determine whether St. Mary of the Assumption School can meet the student's needs and if the student is able to adjust to the unique and challenging environment of our Catholic school.

**Students with academic, psychological, emotional, physical, educational or other needs exceeding the scope and resources of St. Mary of the Assumption School, will not be accepted.**

### Registration, Tuition, and Fees

Registration and re-registration for the upcoming school year are accepted in the second semester. Registration for new families relocating into the area is accepted throughout the school year.

Tuition and fees are set by the pastor in consultation with the Parish Finance Council and the Finance Committee of the School Advisory Board.

**2016-2017 Fees:**

- \$50 Application Fee – per applicant, non-refundable (due with completed application; covers cost of processing application and initial screening/testing of students)
- \$300 Book/Supply/Technology/ Fee – per child, non-refundable (due at time of registration/re-registration; reflects a \$25 credit from the Maryland State Department of Education Non-Public School Textbook Grant; covers cost of all textbooks, technological improvements, start-up supplies, testing fees, AdvancED Association Dues, Home and School Association Dues, Archdiocesan assessments, etc.)
- \$15 Registration for New Sibling Fee – per child, non-refundable (due with a completed re-registration form)
- \$30 Returned Check Fee
- All parents/guardians of 8th Grade students shall be assessed a \$75 mandatory fee to cover basic graduation essentials (cap/gown, photo, yearbook and diploma).
- All 8<sup>th</sup> grade End-Of-Year events will be funded dually from HSA Fundraising or Opt-Out Option.

**2016-2017 Tuition Rates:\***

Pre-Kindergarten Rate	
Catholic**	\$6,600
Non-Catholic***	\$9,600
K-8 Catholic	
One child	\$ 6,592
Two children	\$ 10,443
Three children	\$12,350
Four children	\$14,332
K-8 Non-Catholic Rate	
One child	\$ 9,600
Two children	\$18,900
Three children	\$28,200

\*We have accepted the SAB recommendation to include the \$400 service hour fee into the school tuition. The \$400 fee is the maximum charge for required and unfulfilled service hours (see School Handbook pg. 15 which states 20 hours are to be charged at a rate of \$20 an hour if not completed). This charge is now added to the tuition payment and, at the end of the school year, service hours completed by families will be refunded back at the same rate of \$20 per hour fulfilled. Families that have not reached the minimum of 20 hours required will have the amount of hours obtained calculated and only the amount based on hours completed will be refunded. All refunds will be deducted from final tuition payment.

\*\*Catholic Rate is for one registered in a Catholic Parish who attends Mass regularly, uses the envelope system, and contributes to the ministries of a Catholic Church. Failure to support the envelope system will invalidate parishioner status.

\*\*\*Non-Catholic rate is for all others registered who do not qualify for the Catholic rate.

**It is the expectation of St. Mary of the Assumption School that all families will honor their financial obligation to the school in a timely fashion.**

Tuition may be paid in full by August 1 or through installment payments via TADS. Any tuition payment delinquent 30 or more days will be subject to a \$20, per month, late fee. Re-registration for the following year WILL NOT be accepted for families whose tuition and/or fees are not current during the re-registration period.

## **Tuition (continued)**

Any family with an 8<sup>th</sup> grade student must have that student's tuition and all family fees paid in full by **May 1 or that student will not be eligible for graduation activities, including the class trip. In addition, final grades and transcripts will not be advanced to the student's high school.**

- In an effort to keep tuition and fees at an affordable rate, each family is required to participate in our Hours Program Hours Program; each family is required to work a minimum of 20 hours, per school year. If unable to work any or all of the 20 hours, families will be assessed \$20 per hour not worked.

Families are welcome to seek financial assistance through TADS. The pastor should be consulted regarding any financial arrangements or in cases of hardship.

## **COMMUNICATIONS**

Communication is paramount! In an effort to maintain open communications between home, school, and parish, St. Mary of the Assumption School pledges to provide:

- Policy Handbook
- Annual calendar of events
- Weekly newsletter
- Quarterly progress reports – grades 4-8 on Rediker
- Quarterly report cards are sent home- grades 1-8
- Report cards each semester- grades Pre-K & K
- Parent-Teacher conferences

- Phone calls/Email-School Reach
- Informational flyers
- Letters
- Home and School Association meetings
- Church bulletin announcements
- Website [www.stmaryum.org](http://www.stmaryum.org)

There will be occasions when clarification is necessary. Directing your concerns to the appropriate person is the best and most expedient manner in which we can maintain positive, open communications between home and school. It is much better to sit down and discuss a topic than to share it with other people who cannot do anything about the concern.

Teachers are the first point of contact. If a conference with a teacher (and the principal) is needed, please send a note or email the teacher to coordinate a mutually convenient time. Please allow the teacher 48 hours to respond. **In a spirit of professionalism and good will, parents are not permitted to approach teachers, unannounced, while they are discharging their duties, planning a lesson or even taking a scheduled break. Parents should never arrive at school expecting or requesting impromptu conferences. Productive conferences almost always require some degree of preparation. Please contact teachers to schedule all conferences.**

## **FIELD TRIPS**

Students are offered the opportunity of educational trips away from school. Each trip requires written parental permission. A telephone call will not be accepted in lieu of written permission (Archdiocesan Regulation #5112.5). Field trips are privileges, not a right, and students can be denied participation. Any student not participating in a field trip is required to come to school and complete the provided work.

In order to chaperone any field trip, the interested adult must have been fingerprinted through the Archdiocese of Washington, filed the background check with our school, and attended the Child Protection Training, "Protecting God's Children."

## **HEALTH POLICIES**

St. Mary of the Assumption School follows Prince George's County and State of Maryland health regulations in all health-related matters, especially if the health concern necessitates that the child stay home until he/she has passed the contagion stage. It is most important, therefore, that you call and let us know immediately if this type of condition exists. If health regulations require us to inform the larger population, we will do so.

In the event of accident or illness on school property, students are instructed to report to the office. Parents will be called to make arrangements for their child to be picked up as situations warrant. Should an accident or injury require hospitalization, parents will be called to obtain authorization for the student to receive emergency care. In the event that a parent cannot be contacted, students will be taken to the nearest emergency care facility.

## **Emergency Information**

To maintain the safety and wellness of each student, school Emergency Forms are provided annually. It is imperative that current information is always current in TADs, per child. Parents are asked to disclose any health conditions, particularly allergies (insects, food, etc.), per child. Parents should also discuss with teachers any chronic health problems such as diabetes, epilepsy, vision or hearing impairments, etc. to ensure the appropriate treatment or attention is provided the student.

The information on the Emergency Form is vitally important. In the event the school needs to contact custodial parents, the school must have accurate, updated information at all times. Should your contact information change at any time, please change this information in TADs.

## **General Regulations**

Children will be sent home if any of the following conditions exist, so please keep your child home if he/she exhibits the following conditions in the past 24 hours:

Diarrhea	Vomiting
Severe cough	Yellowish, watery, or red eyes
Abnormal body temperature	

Once school officials contact parents of sick children, immediate pick-up would be appreciated due to the limited health care facilities at school. For cases of strep infection, ringworm, impetigo, and other contagious conditions, a child must be on treatment/antibiotics for 24-48 hours prior to returning to school. A doctor's note is required in order to return. Similarly, a child's temperature must be within normal range without medication for at least 24 hours before returning to school.

## **Immunizations**

Maryland State Health Department requires that all children entering preschool through grade twelve be immunized against diphtheria, tetanus, polio, measles, mumps, and rubella. Pertussis immunization is required for preschool through grade two. In addition, effective 1992, the law requires a second measles immunization during the elementary years, usually in the form of a MMR vaccine. Effective September 1, 2000, both varicella and hepatitis B vaccines will be required for preschool through grade two students.

**WRITTEN PROOF OF PROPER IMMUNIZATION MUST BE SUBMITTED TO ST. MARY OF THE ASSUMPTION SCHOOL OR STUDENT WILL NOT BE ADMITTED. (STATE OF MARYLAND REGULATION)**

## **Medication**

Medication is defined as prescription or non-prescription drugs including, but not limited to, prescribed medications, aspirin, Tylenol, Motrin, cough syrup, cough drops, Chapstick, inhalers, Epipens, lotion, sunscreen, and other over-the-counter medications.

If a child is on any medication, it is requested, whenever possible, that the parent administer the medication before and/or after school hours. In instances when this is not possible, the following guidelines must be followed:

- A Maryland State School Medication Administration Authorization Form (available on TADS) must accompany any medication to be administered
- Medication has been brought to office by parent or

guardian

- Medication is in original prescription container, including proper dosage amounts
- Medication must be kept in school office; under no circumstances may a student have in his/her possession any medication

## **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 of the Assumption School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

## **HOME AND SCHOOL ASSOCIATION**

The purpose of the Home and School Association is to support the mission and goals of St. Mary of the Assumption School. This is accomplished by fostering open communications between the home and school and by providing opportunities for community building through the coordination of fundraising events and activities.

The Home and School Association meets monthly. By-Laws of the organization are available to all families. All families are encouraged to support the efforts of the H.S.A.

### **Service Hours Program**

The Service Hours Program (SHP) provides opportunities for parents to work together and share their talents in order to build a strong community spirit at St. Mary of the Assumption School. The purpose of the service hours program is to encourage participation of all families in the school community. All families are required to fulfill and serve a minimum of 20 hours during the school year. Service hours are administered by the HSA and may be satisfied in a variety of ways. The HSA will provide a list of creditable service hours to all families.

Families not fulfilling their service hour's program for 20 hours by May 31st will be charged \$20 per hour not worked. Hours worked after May 31st will be credited towards the next school year. If all hours are complete, the balance will be applied to the final payment. If no balance is due, the service hour fee will be applied towards the following school year.

Creditable Service Hours are determined by the SMA SAB, are awarded to families for HSA, CYO and other approved activities. Service hours must be approved & validated by the committee chair person or school staff. Credit is given on the basis of hour for hour worked.

Examples of creditable services:

HSA Board	20
SAB President	20
SAB Member	10
**Room Parent**	
PK-2	30
3-6	30
7-8	40
Uniform Exchange Lead	20
CYO Director	20
CYO Athletic Director	20
CYO Sport Commissioner	20
CYO Treasurer	20
CYO Scout Leader	20
CYO Youth Ministry	20
CYO Head Coach	20 per sport
CYO Asst. Coach	Up to 20 per Sport
Parish Council	20
Committee event chair	Up to 20
Field Trip	Up to 5 per year
**SCRIP**	See below
Family Mentor	5
Craft Festival Baking	Up to 5 hour max
Virtus Training	2
HSA food donation	1 hour per \$10 spent max 5 hours

**\*\*CYO Concession\*\***

Hours awarded after

<u>CYO hours are achieved</u>	as worked
<b>**KoC Bingo**</b>	as worked
Hot Lunch Assistance	as worked
Book Fair Help	as worked
Working HSA event	as worked
Front Office Assistance	as worked
Teacher assistance	as worked
Library assistance	as worked
Field Day	as worked

**\*\*Other activities not listed must be pre-approved by the HSA**

President & hours recorder **\*\***

KoC- Knights of Columbus

Scrip – 1 hour per \$10 earned through SCRIP profit

Room parents will split assigned hours

**\*\*Service Members who are deployed are exempt from the Service hour program\*\***

*Note: Sharing of Chair positions should result in sharing the total hours or hour-for-hour accounting. Parents or extended family members may work service hours.*

**It is school policy to withhold report cards and/or transcripts from any family who has not satisfied the service hours requirements of the school, as in the current policy for those in arrears for tuition.**

**INTERNET POLICY**

Electronic information systems offer vast, diverse, and unique resources to students. It is the goal of St. Mary of the Assumption School to provide this service to promote educational excellence by facilitating resource sharing, innovation, and communication.

We provide Internet access and use a filtering software system to help ensure the protection of students from exposure to objectionable or offensive materials. Student use of computing and network resources is a supervised activity. Faculty and staff will not be responsible if a student accidentally or willfully proceeds to an objectionable site. *Parents and guardians must read and discuss with their children the following terms and conditions for computer and Internet use at St. Mary of the Assumption School. A signed agreement must also be returned to school.*

**Student and Parent/Guardian Terms**

- Students will use all computer equipment with care and respect and will not type or use any inappropriate or unacceptable words or display inappropriate or offensive images, sounds, or messages.
- If a student observes or becomes aware of any inappropriate material or misuse of equipment, he/she will immediately report it to the teacher or supervisor.
- Students must obtain permission from the teacher or supervisor before loading a file, disk, or any software onto a school's computer.
- Students will use the Internet only for school related projects and visit only those sites assigned by the teacher

or supervisor.

- Students may not “surf” the Internet or visit chat rooms.
- Students may log onto the Internet only with teacher approval and supervision.
- The school reserves the right to monitor all computing and network resources activity.
- The school reserves the right, to the extent permitted by law, to assume access rights to a student’s computer files when required for the maintenance of the school’s computer resources, in emergencies, or in the course of investigating possible wrongdoing.
- If a violation of these guidelines is observed or reported, the school will conduct an investigation. During such an investigation, the user’s privileges may be suspended, and pending the findings, the user’s privileges may be permanently revoked. Further disciplinary actions may also result.
- Students and their parents/guardians may be held responsible for any liability damages and expenses resulting from any use of the school’s computer.

### **Archdiocesan Regulation 3212: Technology and Internet Usage**

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or

display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

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

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

Teachers may use their discretion to keep students in from recess to complete work, to receive tutorial assistance, or as part of a disciplinary action.

## **LUNCH PROGRAM**

Students bring their lunches each day unless participating in our optional hot lunch programs. No microwaves are available for student use.

A milk, juice, or water subscription program is available. Ice cream and snacks are available for purchase daily in grades 3-8.

Tuesday is designated as Pizza Tuesday. Participation is optional; orders are placed and paid for in September for the entire year.

Hot Lunch is available on Monday, Wednesday, Thursday and full-day Fridays. The menu is published monthly and orders are placed and paid for monthly. Other lunch specials are available throughout year as announced in weekly newsletter.

### **Lunch and Recess Rotation Schedule**

Kindergarten – Grade Two:

Lunch 11:20 a.m.-11:50 a.m.

Recess 11:50 a.m.-12:10 p.m.

Grade Three – Grade Five:

Lunch 11:55 a.m.-12:10 p.m.

Recess 12:10 p.m.-12:30 p.m.

Grade Six – Grade Eight:

Lunch 12:15 p.m.-12:30 p.m.

Recess 12:30 p.m.-12:50 p.m.

## **OPERATIONAL STRUCTURE**

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

### **Archdiocesan Regulation #3535: Archdiocesan School Attendance**

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

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

## Attendance Guidelines

- **Punctuality and regular attendance are absolute necessities for each child's progress in school.**
- In the event of student absence, parents or guardians are instructed to call school by 9:30 a.m. Parents or guardians must indicate at this time if missed work is to be picked up, and by whom.
- When a student has been absent from school, he/she is responsible for completing any assignments given during the time of the absence. Generally, one day's grace is allowed per one day's absence for illness, to complete work.
- **Teachers are under no obligation to provide assignments or make-up work if parents or guardians choose to take their children out of school for reasons other than illness or family emergency. In these instances students will be responsible for work, tests, etc. on the day of return.**
- All parental requests for early release of a student must be in writing or email.
- Excessive unexcused absences or late arrivals may result in disciplinary action.

## Archdiocesan School Attendance

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

- Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school).
- Death in the student's immediate family.
- Necessity for a student to attend a judicial proceeding.

- Lawful suspension or exclusion from a school by chief administrative officer.
- 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.
- Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

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

## Arrival Policy

- The school day begins at 8:00 a.m.
- Students are marked tardy if not present in their homeroom by 8:10 a.m.
- Students enter the school through the front door from the upper parking lot between 7:45 a.m. – 8:10 a.m.
- Only those students registered in Before Care will be admitted prior to 7:45 AM through the front door.
- All students entering through the front door MUST be escorted by a parent or guardian and signed in to Before Care.
- Students entering after 8:10am must be escorted

into the school and signed in by a parent. They will be issued a late slip to deliver to their homeroom teacher.

### **Dismissal Policy**

- The school day ends at 3:00 p.m. (12:30 p.m. on early release days)
- Students are released only to parents, guardians, or authorized adults listed on Emergency Forms.
- In the event a student must be released early from school for an appointment, a written request from the parent or guardian must be presented in advance.

Students traveling via Pre-Kindergarten and Kindergarten carpools and middle school students dismiss from the top lot. All other carpools dismiss from the lower lot.

**Students not picked up by 3:15 (12:45 p.m. on early release days), will be placed in *Emergency Care* and will be charged a drop-in fee for this service. The fee, \$1 per minute/per child, will be billed to the parent.**

### **Birthday Celebrations**

- A simple snack for each member of your child's class may be sent in to share during lunch period.
- Coordinate with classroom teachers in planning your child's birthdays (consider allergies, avoid multiple snacks on the same day, schedule conflicts, etc.).
- Partial-class invitations for home parties may not

be delivered through school.

### **Safety Patrols**

All members of St. Mary of the Assumption School are expected to obey the directives of our student safety patrols.

### **Extended Care Program**

The purpose of the St. Mary of the Assumption School Extended Care Program is to provide working parents a safe, structured, and enjoyable refuge for their children beyond the regular operational hours of the school day. The State of Maryland, Department of Education, and Child Care Administration licenses our program.

- Before Care is offered from 6:30 a.m. – 7:45 a.m.
- After Care is offered from end of school day – 6:00 p.m.
- Applications for this program are available through the ECP Director.
- \$1.00 per/min late fee will be assessed after 6:00pm

An ECP Handbook is provided to each participating family outlining structural procedures for weather and emergency closings, and annual fees.

### **Fire and Emergency Drills**

- Fire/emergency drills are held at least once a month.
- ALL students, faculty, staff, and visitors MUST exit the building or proceed to the proper designated location within the building during a drill.
- As approved by the Archdiocese of Washington, in the

event of an emergency, St. Mary of the Assumption School follows the directives outlined in our Emergency Preparedness Plan.

- In the event of an actual emergency, the directives of local, state, or federal authorities prevail.

### **Parking**

- **Under no circumstances are cars to park in designated fire lanes.**
- Parking is permitted in designated spaces in the upper, lower, and side lots.

### **Phone Calls**

- Students are not permitted to use the office phone except in cases of emergency.
- Only essential telephone messages will be delivered to students during school hours.
- Teachers are not available to receive telephone calls during school hours. Please call the office and leave a message, and they will return your call at their earliest convenience, within 48 hours.
- If a student needs a cell phone after school due to carpooling, walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker, backpack

and/or in his/her possession. Cell phones taken away from students will only be returned by the principal to a parent or guardian.

### **Weather Announcements and Emergency Closings**

- In the event of delays or closings due to inclement weather or other emergency situations, St. Mary of the Assumption School follows the directives of Prince George's County Public Schools.
- In the rare event that the Prince George's County Public Schools are already closed, the Archdiocese of Washington will make an announcement specific to our situation.
- Reference TV stations 4, 5, 7, and 9 or radio stations 630 AM-WMAL or 1500 AM-WTOP for announcements regarding delays or closings.
- Do not call the school or rectory
- In the rare event of an unscheduled early dismissal due to weather or other emergency situations, please have in place a plan for your child(ren). As you know, children may only be released to parents, guardians, or adults authorized on Emergency Forms.
- The Extended Care Program is subject to the same directives for schools regarding delays or closings.
- If there is a delayed opening on a scheduled early dismissal day, school will open as per directed and dismissal will change from 12:30 PM to 3:00PM.

## **PERSONAL PROPERTY**

### **Personal Items:**

- Personal items such as clothing, lunch boxes/bags, books, etc. **MUST BE LABELED** with child's name and grade.
- Personal items unclaimed in our lost and found will be donated to a charitable organization at the end of each quarter.
- St. Mary of the Assumption School Staff reserves the right to seize any item deemed a distraction or danger and will return it to parents or guardians by request only.
- St. Mary of the Assumption School Staff reserves the right to search lockers, desks, backpacks/tote bags, lunch boxes, etc. if reasonable circumstances dictate such a necessity.

### **Prohibited Items include, but are not limited to:**

- Chewing gum
- Cellular phones
- Electronic devices
- Matches or lighters
- Tobacco products
- Explosive devices
- Weapons of any kind
- All things/matters illegal
- All things/matters immoral

## **SCHOOL ADVISORY BOARD**

- The St. Mary of the Assumption School Advisory Board was established to provide policy advice and assistance to the school's administrative team in the governance of the school.
- The board meets at least six times throughout the academic year to discuss matters regarding policies and procedures.
- Members serving on the SAB receive hours for the Hours Program:
  - Chair 20 hours
  - Members 10 hours
- All policies and procedures approved by the administrative team of pastor and principal are binding on all in the St. Mary of the Assumption School community.
- Comments, questions, ideas, and requests may be submitted to any board member.
- Anonymous correspondence will not be considered.

## **SCHOOL PROPERTY**

- It is the expectation of St. Mary of the Assumption School that all members of our community will respect school property and the property of others at all times.
- Textbooks and consumable workbooks are to be covered at all times.
- Loss or damage to textbooks or library books will be subject to a replacement fine.
- Willful destruction or marring of school property may be cause for suspension or expulsion. The cost of repair and/or replacement will be absorbed by the student and parent or guardian (Archdiocesan Regulation #5150).

## SCHOOL VISITS

- ALL parents, guardians, volunteers, visitors, and guests must enter school through the front doors.
- ALL parents, guardians, volunteers, visitors, and guests must sign in at the office and wear an identification badge.
- An annual Open House is held during Catholic Schools Week; all are invited to visit and observe classes at this time.
- School visits and tours are available upon request.
- Animals/pets are not permitted on school grounds.

## UNIFORM POLICY

- Though the school enforces the dress code, **parents and guardians are expected to see that their child complies with the required uniform dress code.**
- It is the expectation of St. Mary of the Assumption School that **all students will be in daily compliance with the uniform policy.**
- Optional summer uniform may be worn first day of school through October 17 and from April 24 through the last day of school.
- Winter uniform must be worn October 17 through April 24.
- The principal reserves the right to determine all parts of the uniform policy.

### Uniform Vendor

Flynn & O'Hara School Uniforms  
8807 Annapolis Road  
Lanham, MD 20706

## Pre-Kindergarten and Kindergarten – Boys and Girls

### Required:

- Navy blue, twill pants – elastic waist permitted (no belt)
- St. Mary of the Assumption School monogrammed blue polo shirt (long or short sleeve)
- Shoes – athletic shoes (no wheelies or blinking)
- Socks – solid white, black or navy knee, crew or ankle length

### Optional:

- Navy blue sweater (cardigan, v-neck pullover or vest)
- Plaid jumper for girls
- Navy tights with jumper

## Grades 1 – 5 Boys

### Required:

- Navy blue, twill pants with belt
- St. Mary of the Assumption School monogrammed blue polo shirt (long or short sleeve)
- Shoes – solid black, below the ankle loafer or dress shoe
- Socks – solid white, black or navy knee, crew or ankle length

### Optional:

- Navy blue sweater (cardigan, v-neck pullover or vest)
- White dress or Oxford style shirt (long or short sleeve) with striped uniform tie [Option for Grades 4 and 5 only]
- Summer uniform option- Navy blue, twill walking shorts with belt

### **Grades 1-5 Girls**

#### Required:

- Plaid jumper with white blouse with round/Peter Pan collar (long or short sleeve)
- Navy blue, twill pants with belt and St. Mary of the Assumption School monogrammed polo shirt (long or short sleeve) blue
- Shoes – solid black, below the ankle loafer or dress shoe with a heel not exceeding one inch
- Socks – solid white, black or navy knee, crew or ankle length

#### Optional:

- Navy blue sweater (cardigan, v-neck pullover or vest)
- Navy blue sweater (cardigan, v-neck pullover or vest)
- Navy tights with jumper
- Summer option: Navy blue, twill walking shorts with belt

### **Grades 6-8 Boys**

#### Required:

- Navy blue, twill pants with belt
- White dress or Oxford style shirt (long or short sleeve) with striped uniform tie
- Navy blue, St. Mary of the Assumption School monogrammed V-neck pullover sweater, cardigan or sweater vest

- Shoes – solid black, below the ankle loafer or dress shoe
- Socks – solid white, black or navy knee, crew or ankle length

#### Optional Summer Uniform:

- Navy blue, twill walking shorts with belt
- St. Mary of the Assumption School monogrammed polo shirt (short sleeve only)

### **Grades 6-8 Girls**

#### Required:

- Kilt or box pleat skirt (length not to exceed 3 inches above knee) or navy blue, twill pants with belt
- White dress or Oxford style shirt (long or short sleeve)
- Navy blue, St. Mary of the Assumption School Monogrammed V-neck pullover sweater or sweater vest
- Shoes – solid black, below the ankle loafer or dress shoe with a heel not exceeding one inch
- Socks – solid white, black or navy knee, crew or ankle length

#### Optional Summer Uniform:

- Navy blue, twill walking shorts with belt
- St. Mary of the Assumption School monogrammed polo

## **P.E. Uniform – All Students**

Required:

- Navy blue, St. Mary of the Assumption School monogrammed sweat pants
- Navy blue, St. Mary of the Assumption School monogrammed sweat shirt
- St. Mary of the Assumption School t-shirt
- Athletic shoes (flashing lights not permitted) Note: shoes must be properly fitted
- Summer Option: Navy blue, mesh or knit, St. Mary of the Assumption School shorts

## **Hair Requirements - All students**

- Style should be neat, simple, and not extreme (no “fad” styles including Mohawks, shaved images, etc.)
- Must be of natural color
- Bangs must be above eyebrows
- Boy’s hair must be kept short and neat (above ears and off collar).
- Afros, if worn, must be kept short and neat
- Appropriate hairstyles are at the discretion of the principal and students will be asked to change any style that does not fall under the handbook regulations before returning to school

### **General Regulations – All students**

- A wristwatch may be worn.
- A small cross or religious medal may be worn around neck. Girls only may wear one stud earring in each lower ear lobe (no dangling earrings or hoops).
- Nail polish, acrylic nails, make-up, and tattoos are **NOT** permitted.
- Girls may wear conservative hair accessories matching uniform
- Hats are NOT worn inside the school.

### **Out-of-Uniform Regulations – All students**

Attire must be appropriate in size, fit, and coverage. No inappropriate wording or images may be on any article of clothing worn. Tank tops, sleeveless shirts, midriiffs, pajama pants, flip-flops, and any shoes with heels greater than 1 inch are NOT permitted.

St. Mary of the Assumption school reserves the right to call parents or guardians to bring in school uniform for those students not dressing in an appropriate manner on out-of-uniform days.

### **AGREEMENT FORM**

This handbook should be read as a family with a positive attitude. It is the guide for living in a Faith Community, for developing strong academics and study skills, and for understanding the need for organization, safety, and above all, respect for others.

All family members are required to sign and return the Agreement Form to St. Mary of the Assumption School as part of the registration/re-registration process.

### **RIGHT TO AMEND**

The pastor and principal retain the right to amend, or waive, for just cause, any and all policies or procedures at any time. The administration also reserves the right to rule on any issue or event, which may not be covered in the handbook.

(Revised July 2016)

