

**St. Mary of the Assumption School
Parent/Guardian and Student Handbook
2023-2024**

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Administrative Staff

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CORE VALUES AND MISSION

Philosophy

The pastor and principal welcome you to St. Mary of the Assumption School. The goal and mission of this school is to assist the parents as primary educators 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, view human existence in terms of divinely appointed goals, follow moral standards of conduct, and 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 developmentally appropriate curriculum encourages students to become lifelong learners; literate, creative, critical thinkers and responsible decision-makers. As part of the nurturing and caring Faith Community, the faculty, staff, and administration provide an atmosphere that 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 employ dedicated and professional teachers who desire to know their students as individuals and build strong foundations of Christian behavior in each child. Our network of parents, guardians, faculty, staff, administration, and pastoral leadership enables and empowers 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 made available 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 that apply to all Catholic schools in PG, Montgomery, DC, and Southern Maryland. All members of the St. Mary of the Assumption School community are expected to 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.

Objective

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. Parents and the local Church community share the responsibility 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.

Parent/Guardian Cooperation

ADW Policy 3621: 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. 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 School.

Furthermore, parents agree to be respectful and constructive in their interactions with St. Mary staff and the St. Mary community, including addressing any individual concerns with St. Mary staff, and not the St. Mary community or public in general. Similarly, parents agree to support the school in their expectations of student conduct in accordance with the values of Respect, Responsibility, and Reverence.

School Policies

The policies and procedures in this handbook are in conformity with the policies in the Archdiocesan Handbook. A contract will be signed yearly by parent, teacher, and student in support of these policies.

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 for others.

TOLERANCE - I will be tolerant of others.

COOPERATION - I will cooperate with those around me.

FAIRNESS - I will 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.

ACCREDITATION AND ADMINISTRATION

Accreditation

St. Mary of the Assumption School and the Early Childhood Program is fully accredited by Cognia.

Administrative Team

The Administrative Team is composed of the pastor and principal.

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 monthly throughout the academic year to discuss matters regarding policies and procedures. 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.

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 communication 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. All families are encouraged to support the efforts of the HSA.

All door-to-door sales of goods by Archdiocesan elementary students are prohibited for reasons of safety.

School Office

The School Office is open for business from 7:30 a.m. to 3:30 p.m. All school business should be transacted during these hours. All persons entering the school are to report to the school office where staff are available to handle all matters.

Individuals are not permitted to interrupt the classes with messages and deliveries. All visitors and volunteers must sign in. Visitors must be Virtus certified or accompanied by a Virtus certified staff member at all times.

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://adw.catholic.schools.org/non-discrimination-policy/>

Admissions Priority

Since St. Mary of the Assumption School is a regional parish school, preference in admissions is given to registered and participating members of St. Mary of the Assumption, Holy Rosary, or Holy Family, Mitchellville, Catholic Churches. A parishioner is defined as one formally registered with the parish office who attends Mass regularly and contributes to the ministries of the 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

Grade Placement

- To enter Pre-Kindergarten 3, a child must be three years old by September 1st.
- To enter Pre-Kindergarten 4, a child must be four years old by September 1st.
- To enter Kindergarten, a child must be five years old by September 1st.
- To enter First Grade, a child must be six years old by September 1st.

Waivers to the age requirements may only be granted by the local public school system.

Toilet Training

All students must be fully toilet-trained prior to the beginning of the school year. This means that children must be able to do all of the following:

- 1) Be able to tell the adult they have to go to the bathroom before they have to go. This means verbally saying the words “I have to go potty” or “I have to go to the bathroom”.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet without assistance.
- 4) Be able to get on and off the toilet by themselves.
- 5) Be able to independently wash and dry their hands.
- 6) Be able to go directly back to the activity without directions.
- 7) Be able to postpone going if another child is in the toilet or if they need to be walked from the playground or other location.
- 8) Wear underwear all day, every day. Pull-ups/diapers are not permitted in school.

We recognize that younger children occasionally have accidents, and we support children in these moments without causing any shame. Teachers will assist the student to change into clean underwear and socks brought from home and a spare uniform to wear from the uniform exchange. These uniform items should be washed and returned to school.

The transition to a school setting can present many challenges for young children, so we allow four weeks for children to demonstrate their ability to perform the above tasks. However, if a child is having consistent accidents after the first four weeks of school, the child is no longer considered fully toilet-trained for the purposes of our program.

Accidents by definition are infrequent occurrences. Most children will experience at least a few accidents during their PreK years. However, urine and feces in the classroom create a biological hazard that must be cleaned and sanitized immediately. Extended time spent cleaning and/or assisting children with toileting takes away from the staff’s ability to supervise the rest of the

class. For the health and safety of all in the classroom, the following procedures will be followed if a child is consistently having bathroom accidents:

- If a child has an accident once or twice in a week, the teacher will notify the family so they can work with the child at home on the skills listed above.
- If a child has three or more accidents in a week, the teacher will reach out to the family to create a support plan for at school and home. If the issue is not corrected by the end of the second week, the child will be asked to remain home for at least a week or until he/she has mastered the tasks above.
- If a child has more than one accident in a day, the teacher will reach out to the family to create a support plan for at school and home. If the issue is not corrected by the end of the third day, the child will be asked to remain home for at least a week or until he/she has mastered the tasks above.

Probationary Period

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.

Required Documents for Admission

The following items are needed to complete the admissions process:

- Birth Certificate
- Report Cards
- Standardized Test Results
- Record of IEP, psycho-educational testing, 504 plan (if applicable)
- Non-refundable application fee
- Entrance exam/interview

The following items are needed to complete enrollment process once accepted:

- Pastoral Recommendation form(if applicable)
- Baptismal Certificate (if applicable)
- Immunization Records
- Archdiocesan Allergy Agreement and Action Plan (if applicable)
- Non-refundable enrollment fee

Acceptance and Enrollment of New Families

The acceptance email to new families will be sent out following the application process. Upon acceptance, new families need to complete the enrollment process in TADS. TADS Tuition Agreements will be sent in April for the following school year.

Re-Enrollment of Current Families

Students in St. Mary of the Assumption re-enroll for the next school year in January with a re-registration deadline of January 31st. Current families will receive an email from TADS in December with instructions to re-register for the next school year. A non-refundable registration fee is determined annually, and paid on TADS upon completion of the online registration forms. Students who are not re-registered by the January 31st deadline will be in jeopardy of losing placement for the following school year, and will be placed on a waitlist.

TADS Tuition Agreements will be sent in April for the following school year.

Reasons for Dismissal or Non-Renewal of Enrollment

The following examples may result in dismissal from St. Mary of the Assumption School

- Poor academic achievement or a learning disability that cannot be properly addressed by the school curriculum
- Serious misbehavior on the part of parent or student showing disregard for stated school policies and/or disrupts the teaching/learning situation in the school
- Parents' noncompliance with the teacher and/or principal's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for more thorough evaluation of the child
- Parents' noncompliance with school policies
- Parents' falsification of records or withholding pertinent information regarding the child's past physical, emotional, or academic problems
- Parents' failure to meet tuition obligations as detailed in their contract
- Parent and/or student who are involved in counterproductive activities, which are detrimental to the mission or reputation of St. Mary of the Assumption School

It is the sole discretion of the principal, in consultation with the pastor, to determine the severity of a student's behavior and the consequences it warrants. Current students whose educational needs are not met by the academic program or who present chronic discipline problems may not be invited to re-register at St. Mary of the Assumption School.

Tuition Assistance

All families who request tuition assistance MUST complete the Archdiocese of Washington TADS financial aid forms online, and supply all the required supporting documentation by the deadline.

Student Records

Requests for student records are handled by the principal. At least five days is required to process parent/guardian requests for student records.

ACADEMIC PROGRAM

Curriculum

The St. Mary of the Assumption academic program is in accordance with the standards-based curriculum set by the Archdiocese of Washington. For more information, please visit www.adw.org/academic-standards.

Academic Grouping

The standards-based curriculum is implemented by the administration and faculty to meet the needs of the students. Through the use of resource teachers and the grouping of students, individual student learning needs are met. Students are grouped for English Language Arts and Math in all grades.

The criteria for grouping are as follows:

1. Motivation and maturity
2. Analytical thinking skills
3. Ability to work quickly and accurately
4. Mastery of essential skills and concepts
5. Ability to grasp new ideas readily
6. Completion of assignments on time
7. Standardized test scores-Mastery standards/Achievement scores
8. Placement test scores
9. Grades
10. Attendance
11. Teacher recommendations

Homework

Families are the primary educators of their children. Teachers and parents should work together to foster good habits of independent work and study, to reinforce learning that has taken place at school, and to involve students in the learning process at home. Homework includes study, reinforcement of key concepts, review, and long-term projects assigned by the teachers.

Parents can help their children by providing a specific place for home study. They can also project a positive attitude about homework and all aspects of school and learning. In Grades 4-8, teachers coordinate their homework assignments as much as possible so students are not overloaded on a particular day.

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. St. Mary of the Assumption School discourages vacations during the school year. If families are going on vacation, assignments will not be provided ahead of time. Teachers are not required to give make-up tests or assignments for absences due to vacations, unless approved prior to the absence by the principal. Late penalties will be assigned for unexcused absences.

The time and complexity of the homework assignments are determined by the students' developmental capabilities. The general guidelines are as follows:

- Grades K&1 10-30 minutes
- Grades 2&3 15-45 minutes
- Grades 4&5 30-60 minutes
- Grades 6-8 45-90 minutes

Parents are expected to see that all homework assignments are completed. Late assignments will not receive full credit.

The student and the parent are responsible to see that all tests and class work missed during excused absences are made up. Days allowed for make up of homework correspond to the number of days absent for illness or family emergency. If assignments are not completed and given to the teacher by the due date, points will be deducted.

Resource Program

The resource teachers work with students who have a documented educational need. The resource teachers also coordinate additional educational testing and individual accommodation plans for students. A two-week notice is requested when a family needs information and/or forms for testing, educational planning, recommendations, or other needs. This will ensure timely and thorough completion of any evaluation.

All confidential material will be faxed or mailed to the appropriate parties. Please use the form provided by the school when requesting this information.

Progress Reports

In Grades 4-8, progress reports will be reflected in PlusPortals at the midpoint of each quarter.

Report Cards

The report card is a means of communicating quarterly the progress of students to their parents. Pre-Kindergarten and Kindergarten students receive a report card at the end of each semester (January and June). Students in Grades 1-8 receive a report card quarterly.

All report cards will be uploaded into PlusPortals.

Pre-Kindergarten-Grade 3 Standards-Based Report Card

EE= Exceeds the grade level expectations at this time

ME= Meets the grade level expectations

AE= Approaching the grade level expectations at this time

NE= Not approaching the grade level expectations at this time

X= Not assessed at this time

*= See attachment. Teachers should put an asterisk in the appropriate subject area to denote an attachment.

Grades 4-8 Report Cards

A-F grading scale will be used for all core academic subjects. E-U grading scale will be used for specials (art, music, PE, etc.) Spanish is considered a special in grades 4-5 and a core academic subject in 6-8.

93 – 100 = A or E = Excellent

85 – 92 = B or G = Good

77 – 84 = C or S = Satisfactory

70 – 76 = D or I = Improvement Needed

Below 70 = F or U = Unsatisfactory

Honor Roll

The Honor Roll has been established to promote scholarship for students in Grades 4-8. It has proved to be an excellent motivator and is a highly sought after achievement.

Principal's List requires a 4.0 GPA in all core academic subjects. Any grade lower than a G in a special will disqualify a student from the Principal's List.

First Honors requires a 3.65 in core academic subjects and no grade lower than a B. Any grade lower than a G in a special will disqualify a student from First Honors.

Second Honors requires a 3.25 in core academic subjects and no grade lower than a C. Any grade lower than a G in a special will disqualify a student from Second Honors.

ATTENDANCE

The State of Maryland has a compulsory attendance law for all students between the ages of 5 and 16 years. The responsibility for compliance with the law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance for each student.

School Schedule

School Begins: 8:10 a.m.

Dismissal: 3:00 p.m.

Students are given ten minutes at the end of each school day to gather materials and to get ready for dismissal. Early dismissals must be signed out by 2:30 p.m. to avoid interference with the car line. Access to classrooms is not permitted after 3:30 p.m.

Documentation of Attendance

All attendance communication must be documented in SchoolPass. If reasons for excused absences are not provided by the parents in SchoolPass, it may be recorded as an unexcused absence.

EXCUSED ABSENCES

The following guidance applies to absences, tardies, and early dismissals.

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

1. Illness of the student (after three days of illness, student must provide medical documentation indicating that he/she is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Necessity for a student to attend a judicial proceeding;
5. Lawful suspension or exclusion from school by the chief administrator;
6. 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
7. Other absence(s) approved in advance by the chief administrator upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice 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.

Tardiness

Students are expected to be in their classrooms before 8:10 a.m. The first bell rings at 8:10 a.m. Students who arrive at 8:10 a.m. or later will be marked tardy. They are to report to the school office and must be signed in by a parent or guardian. Repeated and/or unexcused tardiness can affect a student's performance in school and acceptance into high school.

Chronic lateness and/or absence may jeopardize placement or re-registration in St. Mary of the Assumption School.

Students arriving on time for school each day is very important. When students arrive late, they not only miss instruction, they disrupt the classroom environment. In an effort to avoid interruptions, the homeroom period from 8:00 to 8:10 a.m. is designed to allow students to prepare for the day.

Opening Time

Students enrolled in Before Care may enter the school building through the main doors beginning at 6:30 a.m. daily. All other students may enter the school building through the school entrance beginning at 7:45 a.m. daily. Students should not be on school grounds unsupervised by parents before 7:45 a.m. Students must be on campus before 8:10 a.m. or they will be marked tardy.

Closing Time

School closes at 3:00 p.m. daily, except for scheduled early dismissals. On those days, school closes at 12:30 p.m. Consult the school calendar for the scheduled early dismissal days.

Only students enrolled in After Care may stay beyond dismissal. Those who are not enrolled in After Care will be charged the drop in rate of \$20/student after 3:15 p.m. Families may have this fee waived up to 3 times per quarter if they arrive between 3:15 and 3:30pm.

The school is not responsible for supervision of students before or after the times stated above (opening and closing). The school is not liable for any injuries or accidents, which may occur before opening or after closing of school.

Attendance for Co-Curricular and/or Extracurricular Activities

If a student is absent during the school day, he/she may not attend co-curricular and/or extracurricular activities, events or clubs unless there are extenuating circumstances and permission is given by the principal.

Emergency Closings

St. Mary of the Assumption School follows the decision of the Prince George's County Public School System. The decision to close school or dismiss early from school due to weather is not a decision made by the school administration.

Information regarding late opening, early dismissal, or school closing due to inclement weather will be announced over the local radio and television stations, as well as online. If Prince George's County Public Schools are delayed or closed, then there is a delay or closure for all St. Mary of the Assumption students.

If we are scheduled for a 12:30 p.m. dismissal and the county has a one-hour delayed opening, school will be dismissed at 12:30 p.m. If we are scheduled for a 12:30 p.m. dismissal and the county has a two-hour delayed opening, school will be closed that day.

There will be no Extended Care or after school activities on days when there is an emergency closing.

If the Prince George's County Public Schools have a previously scheduled day off and St. Mary of the Assumption School is in session, the decision to have a delayed opening or closure will be made by the superintendent and will be communicated to parents via Rediker AP Notify.

For early school closings due to inclement weather, the Rediker AP Notify system will be used to contact families regarding school closing information.

COMMUNICATION

Good communication between the home and school is essential for student success. To welcome new parents and familiarize them with St. Mary of the Assumption School procedures, an orientation for all new parents is held before school opens. Back-to-School Night, held approximately two weeks after school opens, provides all parents an opportunity to learn about policies and procedures, visit their student's classroom and teacher, and to have questions answered. Open Houses held throughout the school year are for current and prospective families.

Monday Morning Memo

The Monday Morning Memo contains all the information parents and students need to know for the upcoming week and will be sent by email to all parents and staff. Please be sure to read this newsletter in full each week.

Calendar

A yearly calendar is sent home on the first day of school. This official school calendar is in compliance with the Archdiocesan school calendar. Check the monthly newsletter and the St. Mary of the Assumption School website for changes.

Email/Text Message

To communicate with the school office or teachers, please use the email addresses published in the school directory. Contacting teachers via personal email or cell phone is not allowed.

Please adhere to the following guidelines when you email the teachers:

- Attendance, carpool, and other timely issues should be directed to the front office. Teachers are actively teaching students and not checking emails during class.
- Anonymous email will not be answered
- Staff members will respond to emails by the end of the next business day

Parent-Teacher Conferences

Conferences are held for every student at the end of the first quarter. Other conferences are by appointment only. Parents may contact teachers by calling or emailing the school office or by sending a note to the teacher. Parents are not to call the principal, vice principal, teachers or other staff at their homes at any time. Due to teacher responsibilities before, during, and after school, parents are asked to understand that unscheduled conferences will not be honored.

NOTE: Parents are asked to contact the teacher first to communicate their concerns. If an agreeable solution is not reached, parents are encouraged to contact the administration.

Rediker AP Notify

Rediker AP Notify is a mass communication system used by the principal to relay important school information and timely reminders. Rediker AP Notify is utilized via email and phone. Rediker AP Notify information is exported from the TADS registration information. The primary contact listed in TADS will be the primary contact listed in Rediker AP Notify. Please keep your contact information up to date with the school office to ensure you receive these important messages.

Website

The St. Mary of the Assumption School website is www.stmaryum.org.

COUNSELING SERVICES

ADW Policy 3549a: 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.

EXTENDED CARE

The St. Mary of the Assumption Extended Care program follows the same disciplinary code as stated in the St. Mary of the Assumption School handbook.

Registrations are accepted throughout the school year. However, please allow for a two week period between the submission of all required registration materials and the time the student may begin attending Extended Care.

Period of Operation

The program operates daily from 6:30 a.m. to 7:45 a.m. for Before Care and from 3:00 until 6:00 p.m. for After Care when St. Mary of the Assumption School is in session. Please check the school calendar for exceptions.

Extended Care Fees

Extended Care tuition is paid through the family's TADS account according to their individualized payment schedule. Refunds are not given for a child's absence due to a short term illness or other non-emergency circumstances. Scheduled days off are not deducted from your payment, because there is no additional fee on half days.

The Extended Care program follows Prince George's County Public School's decisions for weather or county closings. If Prince George's County Public Schools close early due to weather or an emergency situation, there is no Extended Care.

NOTE: Should St. Mary of the Assumption School need to close due to an emergency separate from the county, the After Care Director or School Office will inform the parents via Rediker AP Notify.

Termination of Services by School

Any student may be dismissed from Extended Care due to behavior or unmet financial obligations.

Termination of Services by Family

Any family wishing to terminate their Extended Care contract must provide written notification to the Extended Care director. Extended Care fees will remain in effect until written notification is received. Termination must occur at the end of the month. Monthly fees will not be prorated for early withdrawal.

FINANCIAL OBLIGATIONS

The pastor, in consultation with the Principal, School Advisory Board and the Parish Finance Council, sets the amount of tuition. Tuition and fees for the upcoming school year are published in the Fall.

Since St. Mary of the Assumption School does not receive any state funding, our school can only remain financially solvent through the collection of tuition. Every family is responsible to keep tuition affordable through the timely payment of their financial obligations.

TADS

All charges will be recorded in TADS. Families may choose to pay via credit card, bank account, or cash/check delivered to the main office. All parents/guardians are equally responsible for charges incurred, unless legal paperwork that states otherwise is submitted to the school office.

Delinquent Tuition Policy

In order to provide quality Catholic education to our students at an affordable cost and ensure the financial stability of our school, the timely receipt of tuition is of the utmost importance. For this reason, the following policy will be adhered to for the management of delinquent tuition.

- 1) Families are responsible for all late and NSF (non-sufficient funds) fees. These are not able to be removed by school administration.
- 2) Students will not be permitted to start school on the scheduled first day unless tuition is up to date.
- 3) Student report cards, results of standardized testing, and/or transfer information will not be sent or completed until all accounts and fees are paid in full.
- 4) Students will not be permitted back in school if tuition is more than 60 days delinquent and parents have not made alternative arrangements with the pastor/principal. St. Mary of the

Assumption School reserves the right to cancel the registration of any student(s) whose family fails to satisfactorily meet its tuition or fees obligation.

5) All tuition balances must be paid by the last scheduled payment (April) of the respective academic year.

6) Any delinquent tuition accounts or other past due financial obligations may be placed with a collection agency. If necessary, these accounts will incur an additional 30% fee of the balance being collected in order to cover collection expenses.

Contributing Parishioner Tuition Grant

The determination by the pastor for a family to receive the Contributing Parishioner Grant for tuition is based on a Pastoral Recommendation form stating that the family is registered in a parish, attending Mass regularly, supporting the offertory in a recordable way and participating in the life of the parish. This form must be submitted annually.

Sibling Grant Information

St. Mary of the Assumption School is committed to supporting all family members seeking a Catholic education. Families with two or more children enrolled in Kindergarten through Eighth Grade* at St. Mary of the Assumption School are eligible for a Sibling Grant.

*Pre-K Siblings are not eligible for the Sibling Grant. Our Pre-Kindergarten tuition, as well as our Extended Care fee, typically qualifies for the Child and Dependent Care Credit on the federal tax return and Flexible Spending Programs. Please consult the IRS or your tax professional for more information.

Financial Aid/Tuition Assistance

Financial Aid is available for those families in need who truly desire a Catholic education for their children. All families who request tuition assistance MUST complete the Archdiocese of Washington TADS financial aid forms online, and supply all the required supporting documentation by the deadline.

We intend to keep St. Mary of the Assumption School affordable for all families who wish to give their children a Catholic education. However, aid is limited, based on our yearly budget. The amount of the financial award is needs-based, and is for partial tuition only. It does not apply to registration fees, book fees, or any other expense that is not deemed tuition.

Families must have completed the Archdiocese of Washington TADS financial aid forms online, and supplied all the required supporting documentation by the appropriate deadline. Any changes in a family's financials must be updated on TADS.

HOURS PROGRAM

Purpose

The Hours Program provides opportunities for parents to work together to build a strong community spirit at St. Mary of the Assumption School. This program is not a fundraiser; rather, it is a chance for families to share their time and talent to benefit our school children. Therefore, service hours can not be earned by purchasing supplies or other monetary donations.

Policy

All families are required to fulfill 20 hours during the school year. Families will be charged \$20 for each hour not served. This fee is subject to change yearly. When both parents work a function, they may receive double hours.

All hours must be worked by adult family members (father, mother, grandmother, grandfather, aunts or uncles). We do not allow high school age siblings to fulfill this obligation (this program also does NOT track volunteer hours required for high school graduation). No transfer of hours is permitted.

The following is a list of some of the ways hours can be earned. There are jobs that can be done at home, during the evening, or on weekends. This is just a partial list – be creative! All volunteers who participate in school activities with children must comply with the Child Protection Policy of the Archdiocese of Washington. For further information about the Child Protection Policy, call the parish office at (301) 474-3920.

- School Board Member (20 Hours)
- Room Parent (30 hours split between all room parents; 40 hours 7th and 8th grades due to extra obligations)
- Home-School Association Officer (20 hours)
- Initial Virtus Certification (3 hours for fingerprinting per adult, 2 hours for attending the class per adult)
- Pizza Lunch (2 hours each day)
- Chair (or work) an HSA event
- Coach a CYO team or serve as a CYO Board Member (20 hours)
- Help write grant proposals
- Read to students in the classroom or library
- Work the Book Fair
- Share information about careers, hobbies, or special interests with students
- Write articles about school events for local newspaper(s)

- Distribute flyers and pamphlets
- Assist in printing materials
- Arrange author visit
- Computer assistance with hardware and software

WITHDRAWAL FROM ST. MARY OF THE ASSUMPTION SCHOOL

Due to financial obligations, salary agreements with our teachers and pre-purchased provisions for each student, the school must be notified in writing if you plan to withdraw your child(ren) from St. Mary of the Assumption School. All yearly fees are due in full upon withdrawal. Tuition will be prorated according to the number of days that the student attended school.

HEALTH POLICIES AND PROCEDURES

Health Office

The function of the health office is to provide emergency first aid or sick care until the students are in their parent's care. To carry out this function, the office must have current and accurate information. Parents are to ensure a student is able to be picked up within one hour of a call home.

Blood-Borne Pathogens

Procedures of the Maryland State Department of Health are followed regarding blood-borne pathogens. Faculty and staff are in-serviced on a yearly basis.

Child Abuse

Any person who has reason to believe that a child has been physically or sexually abused under any circumstances must make a report to civil authorities and Archdiocesan authorities.

Emergency Information

The health office maintains a file of phone numbers via TADS to contact parents if the child becomes ill or injured. The numbers of two other persons or guardians should also be available, along with other pertinent information requested at the beginning of the school year. It is imperative that parents assume the grave responsibility of ensuring this information is kept current.

Medication

A Physician Medication Order Form with specific information must be provided and on file. This form can be obtained from the office or on TADS. A form is required for both prescription and nonprescription medications (example: Tylenol, Benadryl, eye drops, creams, cough drops). In the case of controlled substances, such as Ritalin and Adderall, the number of pills delivered to school must be counted by the parent and a staff person. We cannot keep more than a 20 day supply. All controlled substances should be delivered to the office by a parent. All medications must be in the original labeled container (with child's name, medication and dosage information). Loose pills, tablets, etc will not be accepted or administered. A pharmacist must label prescription medications. Ask for 2 labeled bottles when getting a prescription filled, one for home and one for school. A small container is preferred for school. Parents must give the first dose of any new medication or over the counter medication, except for emergency medications, such as EpiPen.

ALL MEDICINE, INCLUDING NON-PRESCRIPTION MEDICATION, MUST BE KEPT LOCKED IN THE HEALTH OFFICE.

If a Physician's Medication Order Form is not provided, medication will not be accepted or administered. This is a Maryland State law.

Exclusion

Students who have a fever of over 100.4, vomit, or have diarrhea must be excluded for 24 hours. Other ailments that do not allow students to actively participate in learning may also result in exclusion from school at the discretion of the principal.

MILK AND HOT LUNCH PROGRAM

Students may bring their lunch to school or purchase lunch from Main and Market through their online ordering system.

Student lunch deliveries from services like DoorDash and UberEats are not permitted. Families are highly encouraged to send lunches to school with their child in the morning when they arrive to limit confusion and children not receiving lunch on time.

Milk, juice, and water are served daily and paid for annually.

Pizza will be served every Tuesday and is paid for annually.

Refunds will not be issued for absences.

VOLUNTEERS/VISITORS

All parents or guardians who are volunteering for school activities with children must comply with the Child Protection Policy of the Archdiocese of Washington. Volunteers may not use their cell phones for personal matters in the classroom, during student activities, or while supervising students on field trips.

SAFETY REGULATIONS

ADW Policy 3543: Prevention Programming

As a Catholic school, St. Mary of the Assumption School believes and teaches that each of us is called to love our neighbor and to treat them with respect. St. Mary of the Assumption School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.),

That:

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

Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Mary of the Assumption 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 subject to disciplinary action, including expulsion.

Child Protection Policy

“Let the children come to me, and do not prevent them; for the Kingdom of heaven belongs to such as these (Mt. 19: 14).” The Church is where we encounter Christ, where we experience his healing, his mercy, his love. In order for this encounter to happen, though, the Church must remain a safe environment, a place where people are free to encounter the Lord without any reservation or fear. This is especially true of vulnerable persons, and in particular, our children. The Lord desires that nothing hinder them from experiencing the joy and the fullness of life, which he seeks to impart to them, least of all, an environment that does not sufficiently ensure their safety; for the Kingdom belongs to such as these.

In order to fulfill our Lord’s mandate to remove any obstacle that might prevent the little ones from knowing him, St. Mary of the Assumption parish is thoroughly committed to ensuring a safe environment for all, especially for our children. As part of this effort, ALL St. Mary of the Assumption School and parish adults, ages eighteen and above, who maintain significant contact with children either at the School or at Parish events are required to comply with the Archdiocese of Washington Child Protection Policy. Those included in this category, in addition to clergy, teachers, and staff, are any persons who assist as field trip chaperones, school volunteers, CYO coaches, parents visiting classrooms for parties, and Religious Education volunteers. All such persons are required by both the Parish and the Archdiocese to become child protection certified through a program known as VIRTUS.

Those who are interested in becoming certified are required to register a VIRTUS account, participate in a three hour training class called VIRTUS: Protecting God’s Children, complete an electronic background check that is conducted by the F.B.I., read the Archdiocese of Washington Child Protection Policy and submit an application. This background check is required even if the person has been cleared by any other institution or government agency.

All children and youth in the School and in our Sunday Religious Education program, as mandated by the Archdiocese of Washington, receive annually an age-appropriate Safe Environment instruction, which highlights the ways that they can determine if a person or situation is safe, and encourages them to speak out if they feel unsafe in any way.

Any Archdiocesan personnel, including those who do not work or volunteer with children, who has reason to believe or suspects that any child has been the victim of physical abuse, sexual abuse, sexual assault or neglect shall make a report to the appropriate civil authorities and to the appropriate Archdiocesan authorities as listed below and in the Archdiocesan Child Protection Policy book.

For those who suspect that child abuse or neglect is taking place, please immediately contact:

1. The civil authorities (see Section 5 and Appendix A of the Archdiocese of Washington Child Protection Policy)
2. Either our Pastor or Principal
3. AND the Archdiocesan Director of Child and Youth Protection, Courtney Chase at (301) 853-5328

For those who have suffered abuse, healing is always possible. We invite you to talk with Fr. LaHood. For those who would feel more comfortable remaining anonymous, we invite you as well to contact the Office of Child and Youth Protection & Safe Environment at (301) 853-5328, so that you or someone you know in need, may receive assistance.

For those interested, more information and the full Archdiocese of Washington Child Protection Policy - which is stringently observed by St. Mary of the Assumption - may be found at <https://adw.org/about-us/policies-and-resources/childprotection/>

Virtus Training

All volunteers who participate in school activities with children must be Virtus trained and in compliance with the Child Protection Policy of Archdiocese of Washington. Three service hours will be awarded to the family for each adult that is fingerprinted. Two service hours will be awarded to each family member that attends the Child Protection class.

Crisis Plans

St. Mary of the Assumption School has crisis plans for the following situations: an emergency evacuation and relocation, a lock-down, a chemical or biological attack, a tornado or a fire. Crisis plan drills will occur throughout the school year. In the event of an evacuation emergency, the soccer field is our rally point/reunification center. All teachers are trained in ALICE protocol for potential armed intruders.

Custody Issues

Divorced or separated parents must present to the principal a court-certified copy of the custody section of the divorce or separation decree. The school will not be held responsible for failing to honor arrangements that have not been made known.

St. Mary of the Assumption School highly discourages parents/guardians from involving the school in custody disputes. The school aims to maintain a safe, neutral, nurturing environment for its students and does not take sides in custody disputes. If necessary the parent/guardian will be billed for all legal fees, copying costs, and any other expenses incurred by the school to comply with a subpoena.

Sexual Harassment

Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

Some examples of behavior that may be considered sexual harassment are:

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Physical sexual assault

SELF DISCIPLINE AND STUDENT CONDUCT

St. Mary of the Assumption School strives to teach and foster self-discipline for the well being of both the student and the school community and for the creation of a Christian atmosphere for learning. It takes the collaboration of all- parents, teachers, and students- to achieve success in this most important area of growth and development.

In guiding the child's growth in habits of virtue and Christian attitudes, it is important to emphasize the positive rather than the negative. Children need to understand that they choose one behavior over another and must take upon themselves the consequences of that chosen behavior.

"The Saint Mary's Way"

To create and foster a positive learning atmosphere, all St. Mary of the Assumption students are expected to demonstrate increasing maturity as they develop in three important areas: Respect, Responsibility, and Reverence. One female and one male student from each grade are honored each quarter with the Dr. Showalter Virtue Award for the consistent demonstration of these virtues.

Respect

A respectful person is one who believes in the dignity and worth of all individuals and who acts accordingly.

While involved in St. Mary of the Assumption School activities, students are expected to:

- Be respectful and attentive to others' needs.
- Be gentle and sensitive in their attitudes toward others.
- Play safely on the playground in designated areas.
- Resolve mistakes by talking about differences and creating positive solutions.
- Show common courtesy and good manners toward teachers, other adults, and fellow students.
- Be honest.

Responsibility

A responsible person is one who responds to meeting personal, school, and community obligations. To make school a positive learning experience, St. Mary of the Assumption students are expected to:

- Complete school work on time.
- Follow directions.
- Handle all school property with care.
- Participate in class with attentiveness and effort.

Reverence

A reverent person is one who lives his or her faith. St. Mary of the Assumption students are expected to:

- Have a quiet and reverent attitude during prayer, prayer services, and liturgy.
- Treat symbols of the Church (crucifix, holy water, etc.) in a reverent manner.
- Recognize and affirm the goodness in others.
- Participate in special service projects to the parish, school, and community.

Uniform Reminders

Uniform reminders will be given for being out of uniform. Parents/guardians of students with repeated uniform reminders will be asked to come to school to bring the proper attire prior to the student being admitted back to class.

Behavior Communication

In their efforts to learn to be respectful, responsible, and reverent, students may make mistakes. Just as it is important to celebrate students' achievement, it is also important for students to learn when their behavior deviates from this path. Communication between home and school will be initiated when this occurs. Toward that end, there will be fair and just consequences at St. Mary of the Assumption School for students' behavior that interferes with the attainment of these goals.

As St. Mary of the Assumption School serves a wide range of ages, the following levels may be adjusted depending on the child's grade.

Classroom-Level Behavior Infractions

The teacher will handle most discipline matters in the classroom. Determining the severity of the behavior will be based on teacher and/or principal discretion.

The inappropriate student behavior that may warrant consequences includes, but is not limited to:

- Defiance/Disrespect- failure to respond to adult requests.
 - Examples: eye rolling, “whatever”, refusing to follow directions, ignoring, “I don’t want to”, “You’re not the boss of me”, gum chewing, talking in class, eating in class, talking back.
- Disruption-disturbing other students and/or the teacher during class time.
 - Examples: Side conversations, note passing, purposeful tapping fingers or pencil, outburst, blurting out answers without raising hand, getting out of seat without permission, slamming books on desk, playing with things, whistling, humming, clowning around.
- Uniform Violation- non-compliance with the handbook guidelines for uniform
 - Examples: not wearing a belt (1st-8th), wearing non-uniform outerwear in school, wearing socks with logos.
- Inappropriate Language- minor use of unkind or inappropriate language or hand gestures
 - Examples: shut-up stupid head, your mama jokes, “Loser” sign, etc)
- Teasing- non-habitual, minor comments to make fun of another student.
 - Example: “I got an A and you didn’t”, “You’re not invited to my birthday party”.
- Use of Not-Permitted Items- inappropriate use of items brought from home
 - Example: Using cell phone to text/call without permission, trinkets or toys brought to school
- Minor Physical Contact- non-serious/non-injury inducing physical contact
 - Example: Playful contact, chasing, rough housing, pushing in line, jumping, poking, kicking under the table.
- Property Misuse- not using tools and supplies for their intended purpose
 - Example: Changing computer settings, pounding on keyboard, breaking pencils, using paper for origami, doodles, or air planes without teacher permission.
- Other- engaging in any other minor problem behaviors that do not fall within the above categories.

Administrative-Level Behavior Infractions

The following are some behaviors that will be handled directly by administration and can result in suspension and/or expulsion:

- Repeated offenses of any of the classroom-level behavior infractions listed above

- Academic Dishonesty- passing off another’s work as one’s own on an assignment or assessment or assisting another student to do so
 - Example: copying a classmate’s answers, providing the answers to the homework to another student, plagiarizing from the internet or other sources, copying AI generated responses, utilizing resources not approved for student use such as teacher guides and answer keys, parents completing homework for the child.
- Physical Fighting/Assault- aggressive, purposeful physical contact
 - Example: punching, biting, pulling to the ground, hair-pulling, throwing objects at another person with the intent to harm.
- Dangerous Behaviors- behaviors that could result in the injury of another, whether the potential harm is intentional or unintentional
 - Example: throwing rocks at recess, pulling a child’s chair out from under them, tripping, dangerous horse-play, using or possessing matches or lighters (exception-sacristans at Mass)
- Inappropriate Representation of the School- engaging in behaviors while representing SMA that do not align with the values of our Catholic identity
 - Example: posting inappropriate Tik-Tok videos in uniform; creating false social media profiles of the school, staff, or students.
- Inappropriate Use of Emergency Equipment- utilizing emergency equipment in an inappropriate manner
 - Example: pulling the fire alarm, playing with the AED machine, tampering with security cameras.
- Sexual Harassment- unwanted behavior or comments of a sexual nature
 - Example: defined above in “Sexual Harassment” section.
- Eloping- leaving school grounds or classroom without permission
 - Example: running out of the classroom, leaving the playground boundaries without permission.
- Possession or Use of Illegal or Restricted Substances- use of drugs or alcohol
 - Example: vaping, having alcohol or drugs in a backpack, sharing medication.
- Racism or Discrimination- saying, writing, or otherwise portraying thoughts or jokes that discriminate against a protected class
 - Example: repeating discriminatory jokes from TV or movies, making mean comments about a classmate based on race, making racial jokes, using slurs.
- Defacing School Property- significant damage to school property or building
 - Example: carving into desks, writing on bathroom walls, breaking mirrors or lights, writing in textbooks.
- Theft- taking another’s property without permission
 - Example: hiding a classmate’s belongings as a “joke”, taking food from a classmate’s lunchbox, taking items from a teacher’s desk.
- Serious Misuse of Technology- significant misuse of the internet or other technology
 - Example: viewing pornography, creating or viewing violent or sexual content.

- Verbal Threats- saying harm will come to the school, a student, or staff member, even if intended as a joke
 - Example: speaking about a bomb in the school, speaking about bringing a gun into school, saying “I’m going to kill you” or “You’re dead”.
- Bullying- ongoing and deliberate misuse of power in relationships through repeated verbal, physical or social behavior that intends to cause physical, social, and/or psychological harm
 - Example: repeated and deliberate lying and spreading rumors, playing mean jokes, tripping, damaging property
- Possession or Use of a Weapon- bringing a weapon to school, with or without intent to harm
 - Example: bringing a steak knife in a lunchbox, having an AirSoft gun in a backpack, bringing a pocket knife in a pant’s pocket
- Possession or Use of Explosives- bringing explosives to school, with or without intent to harm
 - Example: attempting to make a bomb, bringing or using powder poppers, bringing or using fireworks
- False Reports of Major Infractions- falsely reporting that another engaged in a serious inappropriate behaviors
 - Lying about sexual harassment, blaming another for a serious infraction, trying to get someone in trouble

Administration Discretion

The administrative team has sole discretion with regard to a final determination in all disciplinary situations. The administrative team may waive any disciplinary rule for just cause.

Policy Regarding Searches

The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

CATHOLIC FOUNDATIONS OF THE SCHOOL

A Worshiping Community

St. Mary of the Assumption School is a worshiping community of faith. To this end, the students participate in Eucharistic liturgies, seasonal para-liturgical services, and other forms of prayer.

Students in Grade 2 are prepared to receive the Sacraments of Penance and Eucharist for the first time.

Confirmation is conferred upon the students in Grade 8.

Students in Grades 3-8 participate in the Sacrament of Penance at least twice per year. All students attend Mass once a week.

Religious and Moral Instruction

The religious education program reflects the content of all sources of the official Church documents. The program seeks to proclaim and teach God's Word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes. The students are helped to examine attitudes and values in order to develop behavior consistent with what they profess.

Ministry of Service

At St. Mary of the Assumption School, students learn about human needs, social justice, mercy, and peace. They are given opportunities to respond to the needs of others by working together on numerous service projects.

STUDENT UNIFORM CODE

All students wear a neat uniform that not only manifests the equality of all students, but also enhances the learning environment. Uniforms must be worn properly.

Unusual weather conditions may necessitate a change in the uniform schedule. Such exceptions will be announced by the principal. The uniform cardigan (all grades), vest or sweater (middle school only) is the only permissible outerwear with the dress uniform. The uniform sweatshirt is the only permissible outerwear with the P.E. uniform.

Summer uniforms may be worn during the 1st and 4th quarters.

Complete uniforms must be purchased through Flynn O'Hara or the Uniform Exchange.

Pre-K and Kindergarten

- Navy blue elastic waist slacks and light blue monogrammed polo shirt (short or long sleeve)
- Plain black, white, or navy blue socks (no logos or designs)
- Optional: navy blue elastic waist shorts (first and fourth quarters only), navy blue monogrammed cardigan

- Optional (girls only): plaid jumper; white peter pan collar shirt; navy blue, white, or black tights or socks

Grades 1-5

- Boys (and option for girls) : Navy blue slacks with all black belt and light blue monogrammed polo shirt (short or long sleeve)
- Girls: plaid jumper; white peter pan collar shirt; navy blue, white, or black tights or socks
- Plain black, white, or navy blue socks (no logos or designs)
- Optional: navy blue shorts (first and fourth quarters only), navy blue monogrammed cardigan

Grades 6-8

- Boys: Navy blue slacks with all black belt; white button-down collared shirt; red striped tie; navy blue monogrammed cardigan, vest, or pullover
- Girls: plaid skirt or navy blue slacks; white button-down collared shirt; navy blue monogrammed cardigan, vest, or pullover
- Plain black, white, or navy blue socks (no logos or designs) or tights (optional for girls)
- Optional (first and fourth quarters only): blue monogrammed polo shirt with skirt, navy shorts or pants

PE Uniform (All Grades)

- Navy blue monogrammed sweatpants
- SMA T-shirt
- Plain black, white, or navy blue socks
- Optional: Navy blue mesh shorts (first and fourth quarter only), crew neck sweatshirt

Shoes (All Grades)

- PE Days: Students may wear athletic shoes of any color. Lights and wheels are not acceptable.
- Non-PE Days: Students must wear all black shoes. The black shoes can be athletic, dress or casual loafer, flats, or any other shoe that fully encloses the length of the foot, toes, and heel. Shoes must not go above the ankle and should not have a heel or sole exceeding one inch in width. Boots, slippers, platforms, open-toe, backless shoes, and shoes with sparkles or glitter are not acceptable. Lights and wheels are not permitted. No other color should be seen other than black on the laces, buckles, trim, eyelets, tags or soles.

General Appearance

- No other visible clothing may be worn under the school uniform (ex. long sleeve shirt under short sleeve school shirt or leggings under the jumper/skirt)
- A wristwatch and/or small cross/religious medal may be worn around the neck. No other jewelry is permitted.
- Girls may wear one stud earring or one small hoop (no bigger than a pencil eraser) in each lower lobe. No dangling earrings may be worn.
- Nail polish, acrylic nails, make-up, and tattoos are NOT permitted

Hair Guidelines

- All students' hair should be neat and natural.
- No trendy or unusual hairstyles or cuts (such as mohawks, partially shaved, shaved images or designs, or spiked hair) are permitted.
- Hair must be styled away from the face and eyes.
- Hair may not be dyed, highlighted or altered from its natural color in any way
- Artificial hair that does not fully match the student's natural color is not permitted. This includes metallic or colored thread and hair wrapping.
- Girls may wear hair accessories that are simple and of a uniform color (blue, yellow, red, forest green, white, or black). Neutral colored accessories (wood beads, pins meant to blend with the students natural hair color, etc.) are also acceptable.
- Hats are not to be worn inside the school

Dress Down Days

Parents are asked to assist the students in choosing attire that reflects the dignity of their human body made in the image of God. Attire must be appropriate in size, fit, and coverage.

Shoulder straps must be at least the width of three fingers and shorts must go down to the mid-thigh. Arm holes are expected to fit the circumference of the arm and not expose torso skin or undergarments. Low-cut tops are not permitted. Students must be able to raise their arms and move freely without exposing any midriff skin.

Shorts must fall to the mid-thigh. Skirts must be no shorter than three inches above the knee. No inappropriate wording or images may be on any article of clothing worn. Bottoms should not be overly-tight. Leggings are permitted with a dress or a shirt that falls below the hips.

Pajamas are not acceptable dress-down day attire unless specifically indicated.

If the administration determines that a student's attire is inappropriate or disruptive to classroom instruction and learning, a parent or guardian will be contacted to bring in a change of clothing.

The student will be asked to change his/her attire before attending class and may have future dress-down day privileges revoked.

Uniform Exchange

The HSA runs a used uniform exchange. Parents are asked to donate any used uniforms that are no longer being worn. Used uniforms are available for purchase for \$5 per item, or a one-to-one exchange with donations. Donated uniforms must be Flynn O'Hara brand items.

TECHNOLOGY POLICIES

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.

Students

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.

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:
 - a. 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;
 - b. 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;
 - c. 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. T.PK8.DC.2, T.PK8.DC.3. All Students:

a. 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;

b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;

c. 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;

d. 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;

e. 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;

f. 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. T.PK8.DC.4. All Students:

a. 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;

b. 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;

c. Shall use school issued email accounts for authorized educational purposes only;

d. 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:

a. Shall demonstrate proper physical care for technology equipment;

b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;

c. 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;

d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken away at the sole discretion of the principal.

b. 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 on the technology.

c. 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.

d. 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.

Parent/Guardian

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:

1. 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.

2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location

3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)

4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology

5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Telephone Use

Students are to use the office phone, with permission, to contact parents. Cell phone usage by students is strictly prohibited at St. Mary of the Assumption School.

If an exception needs to be made due to a specific situation, parents must seek permission in writing from the school principal. If cell phones are seen or heard, they will be taken and held until a parent arrives to pick up the phone.

Teachers, staff, and administration use the office phone for school-related matters. Students may use the office phone with permission from their teacher. Cell phone usage by students is strictly forbidden. If an exception needs to be made due to a specific situation, parents must seek permission in writing from the school principal. If cell phones are seen or heard, they will be held in the office until a parent arrives to pick up the phone. After the first offense, disciplinary action will be taken.

Texting

As cell phones are not permitted at school, students should at no time be involved in texting during the course of the school day.

Sexting

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

Blogs/Social Networking

Engagement in online blogs and social networking, such as, but not limited to, Instagram®, Facebook®, Twitter/X®, Vine®, Kik®, SnapChat®, Tango®, etc. may result in disciplinary actions if the content of the student's blog, comments or pictures include defamatory comments regarding the school, the faculty, other students, the parish, or the Catholic faith. Students are strictly prohibited from contacting or requesting to friend or follow faculty and staff via these sites.

Virtual Reality Sites

Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Electronic Devices

Students are not permitted to bring electronic devices to school. Electronic devices may include but are not limited to: iPods, Apple Watch, digital cameras, MP3s, tablets (unless otherwise approved for educational purposes by the administration), Kindles, and portable electronic gaming devices. Parents or guardians who volunteer to chaperone school activities may not use their cell phones for personal matters in the classroom, during student activities, or while supervising students on field trips.

SPECIAL ACTIVITIES

Book Fairs

Book fairs are held twice during the school year.

Catholic Schools Week

Special activities are held for one week in the Fall and one week in the Winter to celebrate Catholic education.

Class Parties

Class parties are held for special occasions, such as Halloween, Christmas, Valentine's Day, and the end of the year. All Virtus certified adults are welcome to attend the Halloween Parade. Attendance at class parties is limited to room parents.

Birthdays

Please speak with your child's teacher about their class policies for birthday treats and any allergens that should be avoided. Permitted treats are limited to a small snack (cupcake, donut, cookie, etc.) and/or drink. Goodie bags, balloons, party hats, and other party items should be saved for home celebrations. Food items to share must be store-bought and sealed upon arrival.

Field Trips

Educational field trips are arranged so that students can benefit from the cultural and educational opportunities present in this area. Field trips are part of the educational program and participation is mandatory. Parental permission and payment of fees, which will be requested well in advance of the actual date, must be returned to school by a specified due date in order for the student to participate in the field trip.

If a student is not attending a field trip, it is considered an unexcused absence unless otherwise noted. S/he must remain at home and is not allowed to attend any co-curricular or after school activities.

Chaperones must be in compliance with all Child Protection Policy requirements in order to attend field trips.

Fine Arts Assemblies

Assemblies are scheduled for all grades throughout the year.

Grandparents Day

Grandparents are invited to attend a special Mass and performance at the school.

Prayer Services/Liturgies

Students are given formal and informal opportunities to enhance spiritual development.

EXTRA CURRICULAR ACTIVITIES

Altar Servers

Students Grades 3-8 are encouraged to participate in parish ministry by being altar servers and cross bearers.

Safety Patrols

The Safety Patrol provides an opportunity for leadership and responsibility. Students in Grades 8 are eligible to become members of the Safety Patrol under the direction of a faculty advisor. In the event that enough 8th graders are not available, 7th grade students will be considered.

Clubs

St. Mary of the Assumption School offers a wide variety of extracurricular activities that vary year-to-year. If a parent is interested in sponsoring a club, please contact the school office.

CYO Sports Program

Students can participate in a variety of sports, sponsored by the Catholic Youth Organization.
Instrumental Music Program

In conjunction with the Archdiocesan program, St. Mary of the Assumption School has a band composed of interested students in Grades 4-8. A qualified music instructor is assigned as band director. All arrangements, lessons, and rental or purchase of instruments are handled privately between parent and band director. The school permits students in the band to be released from classes for a half-hour lesson each week. Therefore, it is the student's responsibility to make up the work from a missed class. Acceptable grades and behavior are to be maintained.

Extracurricular Supervision

If a student is participating in a scheduled, supervised activity, before or after school, specific arrangements must be made for drop-off and/or pickup at the designated times. Siblings are not permitted to remain on school campus unless enrolled in extended care.

AGREEMENT FORM

All parents/guardians are required to sign the Agreement Form in TADS during the enrollment process. 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.

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.