

St. Mary of the Assumption School  
Parent/Guardian and Student Handbook  
2021-2022

Administration

Fr. Thomas LaHood, Pastor

Mrs. Ashley Lewis, Principal

Mrs. Hannah Ruckstuhl, Assistant Principal

Administrative Staff

Mrs. Tamera Campbell, Executive Assistant to the Principal

Mrs. Sue Meyer, Administrative Assistant

## 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 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 integrated, 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 seek 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 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 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 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.

#### 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. 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 for 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.

#### Accreditation

St. Mary of the Assumption School and 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 at least six times 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 H.S.A.

#### ADMISSIONS INFORMATION

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 regional parish school, preference in admissions is given to registered and participating members of St. Mary of the Assumption, Holy Rosary, or Holy Family Catholic Churches. A parishioner is defined as one registered who attends Mass regularly and contributes to the ministries of 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 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 and completely toilet trained.
- 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.

**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.**

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

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.

### *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. Up until the January deadline, new students are registered following the enrollment of current St. Mary of the Assumption School students. 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.

Please be advised that the re-registration fee will INCREASE after the January 31st deadline. 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.

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.

#### *Acceptance & Enrollment of New Families*

The acceptance email to new families will be sent out following the application process. Upon acceptance, new families need to call the Registrar to accept their place in class.

TADS will send an email with final enrollment instructions. TADS Tuition Agreements will be sent in early June for the following school year.

#### 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 is 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.

Teachers, staff, and administration use the office phone for school-related matters. Students may use the office phone before school, at lunch or recess, or after school with permission. Students will not be permitted to leave class to make a phone call. 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 confiscated and held until a parent arrives to pick up the phone. After the first offense, disciplinary action will be taken.

#### 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.

#### ACADEMIC PROGRAM

Daily Schedule

School Begins: 8:10AM

Dismissal: 3:00PM

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 2:30PM to avoid interference with the car line. Access to classrooms is strictly forbidden after 6:00 pm and on weekends.

## 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](http://www.adw.org/academic-standards).

St. Mary of the Assumption School is fully accredited by Cognia.

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 Reading 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*

Parents 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. There will be no exceptions to this policy. Late penalties may 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 10-20 minutes

Grades 2-3 20-30 minutes

Grades 4-5 30-40 minutes

Grades 6-8 40-60 minutes

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

It is the responsibility of the student and the parent 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.

#### *Progress Reports*

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

#### *Resource Program*

The resource teacher works with students who have a documented educational need. The resource teacher also coordinates 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.

#### *Report Cards*

The report card is a means of communicating quarterly the progress of students to their parents. Students are evaluated according to the following system:

- 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-I 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 provides by law for compulsory attendance by 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.

When illness or a family emergency prevents attendance, the parent is asked to contact the school office by 8:30 a. m. for each day of absence.

When the child returns to school following an absence, a written excuse giving dates and the reason for the absence is given to the teacher for the child's record. This written excuse is mandatory. If a note is not received, the absence will be marked unexcused.

### *ADW Policy 3535: 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):



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.

#### *Opening Time*

Students enrolled in Before Care may enter the school building through the main doors beginning at 6:45 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.

On late arrival days, students not registered for Before Care may enter the building at 10:15 a.m. Students not in their classrooms by 10:40 a.m. will be marked tardy. Consult the school calendar for scheduled late arrival days.

#### *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.

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.

#### *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. Emergencies causing tardiness are either to be called in to the office prior to the student's arrival or are explained in a written note. 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.

It is important that students arrive on time for school each day. 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.

#### *Late Arrivals and Early Dismissals*

If a student arrives to school after 8:10am but before 10:30am, the student will be marked tardy. A student who arrives after 10:30am will be marked half day/A.M. Absent. If a student leaves school before 1:30pm and does not return, the student will be marked half day/P.M. Absent. Any student who is signed out of school between 1:30-2:30pm will be marked for an early dismissal.

A child will not be released to anyone other than the parents (or parent with legal custody) or guardian as listed on the emergency card for the child.

#### *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 dismissed at 3:00 p.m.
- 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 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 text message 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
- Emails sent prior to 3 p.m. will be acknowledged the same day. Emails sent after 3 p.m. will be answered the following school 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 principal.

### *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](http://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

An Extended Care handbook is available to all families who are enrolled in the Before- and After Care program. Please refer to this handbook for more detailed information about this program. 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.

#### *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 and progress reports (including access to PlusPortals), 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 2022) 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 Rate*

The determination by the pastor for a family to receive the Contributing Parishioner 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 deadlines listed below:

- Returning Families: Early December\*
- New Families: Early February\*

\*Exact dates are announced from the Archdiocese of Washington prior to opening re-registration of returning families and the registration/application of new families.

The Archdiocese of Washington sends out Award notifications in early April.

It is our intent that St. Mary of the Assumption School remains 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.

### *Policy*

All families are required to fulfill 20 hours during the school year. Families will be charged a set amount for each hour not worked. The fee will be \$20 per hour not worked. 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! Virtually anything that helps a teacher, raises money for the school, or improves the building will count for hours. 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.

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.

- School Board Member
- Room Parent
- Home-School Association Officer
- Hot Lunch
- Chair (or work) an HSA event
- Coach a CYO team or serve as a CYO Board Member
- 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.

A. ALL YEARLY FEES ARE DUE IN FULL UPON EARLY WITHDRAWAL.

B. 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.

### *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 must be obtained from the office. 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 Adderal, 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.**

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

### *Exclusion*



For the 2021-2022 school year, please see the most current CDC exclusion flow chart for symptoms requiring exclusion from school and/or quarantine.

#### MILK AND HOT LUNCH PROGRAM

Students may bring their lunch to school or purchase lunch from the school's Hot Lunch program. Lunch order forms will be sent home monthly. Milk, juice, and water are served daily and paid for annually.

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

Lunch on Monday, Wednesday, Thursday, and Friday will be available for \$4.50 and must be ordered in advance. If a student forgets their lunch and has not pre-ordered hot lunch for that day, a Lunchable or other similar meal will be provided and \$4.50 will be charged.

All lunch charges will be incurred in TADS.

#### 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.

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 School.

#### *Volunteers*

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.

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.

### *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.

### *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.

### *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.

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  
Reverence

### *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 Reports*

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.

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:

- Profanity
- Disrespect toward students or adults
- Bullying/Harassment toward others
- Verbal/Physical threats
- Lying
- Passing notes in class
- Misuse of materials/school property
- Disruptive behavior
- Gum chewing or eating during class
- Presence in unauthorized areas of the school
- Failure to observe school/classroom rules
- Improper use of technology
- Insubordination
- Sale of personal items
- Cell phone use
- Uniform violation

If the student is unable to meet the St. Mary of the Assumption School expectations regarding student conduct, s/he could face possible expulsion.

#### *Reasons for Suspension*

The following are some behaviors that can result in suspension:

- Forgery
- Academic dishonesty
- Physical fighting/assault
- Sexual harassment
- Verbal/Physical threats
- Serious theft
- Continuous bullying
- Serious vandalism
- Gross misconduct in the use of technology
- Willful defiance or disobedience of authority

Students who are suspended are also suspended from school-sponsored activities such as after care and extra-curricular activities.

#### *Reasons for Expulsion*

The following are some behaviors that can result in expulsion:

- Continued and willful defiance or disobedience of authority
- Physical assault
- Sexual harassment

- Continued bullying
- Verbal/Physical threats
- Possession of weapons
- Possession and/or use of firecrackers, ammunition, or other explosives
- Arson, extortion, or other criminal activities
- Possession and/or use of alcohol and other drugs
- Serious theft
- Serious acts of aggression
- Acts that threaten the health and/or safety of others
- Gross misconduct of technology and Internet, e.g. cyber bullying, defamation of character, slander
- Trafficking in pornographic materials (e.g. sexting, printed materials, etc.)
- Slander
- Grave defacing or destruction of school property. In all cases of vandalism, students and their parents are responsible for any damage to equipment and/or property
- Inappropriate sexual activity
- Falsification of reports, records and communications
- Any serious action not in keeping with the mission and philosophy of St. Mary of the Assumption School

#### *Reasons for Dismissal*

The following examples may result in dismissal:

- 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 consequence it warrants.**

#### *Policy Regarding Searches*

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

SPIRITUAL LIFE PROGRAM

### *A Worshipping Community*

St. Mary of the Assumption School is a worshipping 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.

### *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 DRESS CODE

Students in Pre-Kindergarten-Grade 8 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, vest or sweater 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 can be purchased through Flynn & O'Hara

### 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)
- Athletic shoes of any color (no lights or wheelies)
- 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)
- Black dress shoes
- 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 collared shirt; red striped tie; navy blue monogrammed sweater, vest, or pullover
- Girls: plaid skirt or navy blue slacks; white collared shirt; navy blue monogrammed sweater, vest, or pullover
- Plain black, white, or navy blue socks (no logos or designs) or tights (optional for girls)
- Black dress shoes
- Optional (first and fourth quarters only): blue monogrammed polo shirt and navy shorts (or pants)

#### PE Uniform (All Grades)

- Navy blue monogrammed sweatpants
- SMA t-shirt
- Plain black, white, or navy blue socks
- Athletic shoes of any color (no lights or wheelies)
- Optional: Navy blue mesh shorts (first and fourth quarter only), crew neck sweatshirt

#### General Appearance

- No other visible clothing may be worn under school shirt (ex. long sleeve shirt under short sleeve school shirt)
- A wristwatch and/or small cross/religious medal may be worn around the neck
- 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 match the student's natural color is not permitted

- Girls may wear hair accessories that are simple and of a uniform color (blue, yellow, red, green, white, or black)
- Hats are not to be worn inside the school

### *Dress Down Days*

Attire must be appropriate in size, fit, and coverage. Clothing is expected to cover all skin from the shoulders to the knees (in the same way that the PE uniform covers a student). No inappropriate wording or images may be on any article of clothing worn. Tank tops, sleeveless shirts, midriffs, pajama pants, flip-flops, and any shoes with heels greater than 1 inch are NOT permitted

If the administration determines that a student's attire is inappropriate and 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.

### *Uniform Exchange*

Parents may donate used uniforms. Used uniforms are available for purchase for \$5 per item, or a one-to-one exchange with donations.

## TECHNOLOGY POLICIES

### ADW Policy 3212: Acceptable Use of Technology

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.

#### *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 confiscated and held 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. Students involved in texting at school face detention, suspension and/or expulsion.

#### *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®, 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](http://www.there.com)® and [www.secondlife.com](http://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) 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.

### *Celebrations*

Class parties are held for special occasions, such as Halloween, Christmas, Valentine's Day, and the end of the year. Individual birthday treats may be delivered for distribution to the classroom after the teacher has given permission. Treats 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, s/he must remain at home and is not allowed to attend any cocurricular 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.

### *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.

## EXTRA CURRICULAR ACTIVITIES

### *Altar Servers*

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

### *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.

NOTE: 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.

## 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.