

ST. MARY'S SCHOOL

Bryantown, MD 20617

PHILOSOPHY:

St. Mary's School provides a basic, traditional Roman Catholic education to the parish communities of St. Mary's, Bryantown, St. Michael's, St. Dominic's, and St. Francis de Sales. Families who are members of St. Mary's Parish, Newport and St. John Vianney Parish in Prince Frederick are included as a courtesy. St. Mary's School serves children in grades Kindergarten through eight by developing their intellectual, social, physical, moral, and spiritual life.

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

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

St. Mary's School fosters a sound belief in parish, family, and community involvement. The administration of St. Mary's School believes in a strong collaboration of staff, parents, church and parish within the school.

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

Mission:

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

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

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

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

Non-Discrimination Policy:

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

ACCREDITATION:

St. Mary's School is fully accredited by the Middle States Association of Colleges and Schools. The certificate of reaccreditation was awarded in May 2009 for Pre-K through eighth grades.

EDUCATIONAL PROGRAM:

A. Overview:

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

- A traditional parochial academic program;
- Commitment to spiritual, religious and moral values through the message of Jesus Christ;
- Whole person development, producing healthy self-images and strong decision-making skills;
- Communication with parents on curriculum and programs enhancing home-school relationships; and
- Parental participation opportunities.

B. Program Offerings:

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

Mathematics is taught daily with increasing emphasis placed on individual talents and abilities. Algebra 1 is offered to qualified students in grade eight.

Language Arts/Reading are taught daily with achievement/ability grouping in Grades 1 through 5. Language Arts is a Literature-based program. Research and Library Skills are taught through the Language Arts program. A middle school curriculum is used in teaching Grammar and Literature in grades 6-8. Renaissance Accelerated Math and Reading Program is used as a supplementary resource to our standards based curriculum.

Science and **Social Studies** are taught regularly with emphasis on hands-on activities whenever possible. Students will have opportunities for laboratory experiments in the Science Laboratory.

Foreign Language program is offered to grades K – 8. Spanish is the core language offered.

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

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

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

The Physical Education program has a core of learning experiences that are sequentially planned according to the students' level of social, emotional, intellectual, and psychomotor development. Physical development among elementary school children is vital to their psychological and emotional life. Healthful living is embodied in the development of strengthening and relaxing exercises and a life-long interest in active recreation, which can be conceived in early childhood years. Opportunities are available for intramural softball, basketball, soccer, volleyball, and track.

C. Faculty:

The members of the teaching staff at St. Mary's School are certified, experienced, and dedicated lay and religious teachers. These educators are highly motivated and committed to communicating Christian values and basic kindergarten, elementary and middle school learning experiences. Educating is by instruction and example, while maintaining flexibility to meet each student's needs. Supporting our faculty is our network of caring parents. This network provides you, as parents, the opportunity to personally contribute to your children's learning experience through our active Home- School Association, School Advisory Board, and Parish Community.

D. Volunteers/Employees:

The Archdiocese of Washington requires every employee and volunteer in the school to be fingerprinted at a specific Diocesan location. St. Mary's School is one such location. Every volunteer must complete an "Application for Voluntary Service". These documents are available in the school office. No new volunteer or employee may begin working in the school until fingerprinting is validated by the Archdiocese of Washington. This process may take as long as two to four months.

In addition, anyone volunteering in the school for any school or parish organization and who has contact with children must submit a "Criminal History Record Check". All volunteers and employees who have contact with children must be aware of Policy #2010, the Archdiocesan Policy on Child Abuse, and have attended Protecting God's Children Workshop. Copies of this policy are available at the school.

Service: Each school family is required to contribute 30 hours of volunteer service to the school, and 10 **hours** for major fundraiser. Total hours equal 40 **hours**. In lieu of service, a contribution of \$300.00 may be made for school and \$600 for fundraisers. If the 30 hours of volunteer service is not fulfilled by May 30, 2011, a \$10/hr service fee for incomplete hours will

be assessed. Payment is required immediately at the office. If payment is not received, the school will hold your child's report card and school records as per the financial policy of St. Mary's School.

Our success at St. Mary's is contingent upon our volunteers, and we greatly appreciate what you do for our school. Since volunteer hours are required by each St. Mary's family, it is imperative that you sign in and out each time you come in to volunteer. Registration of volunteer hours is to be entered on the laptop computer located at the front desk of the foyer. This will enable us to ensure the accuracy of our volunteer records. A printout of each family's volunteer hours will be verified at the end of both semesters. By completing this procedure, our school may benefit by securing grants based on our school's total accumulated volunteer hours. In addition to registering your hours, a visitor's badge is required on your person while in the building. In lieu of volunteer service a monetary fee will be charged. Please see the Principal for any questions regarding this policy.

Each school family is required to participate in the Fall Fundraiser and Spring Fundraiser. In lieu of participation a contribution of \$50.00 may be made for each drive.

Each school family is required to contribute to the Home-School Association Christmas Bazaar or the major Fundraiser.

Contributions may be made in form of goods or services as approved by the HSA, or a contribution of \$600 may be made in lieu of approved services or goods.

We encourage all families and parishioners to participate in McKays, Giant, or Safeway Card Programs. We may be awarded significant monies for St. Mary's School. Please remember to register with them for St. Mary's Bryantown at the beginning of each school year.

St. Mary's School participates in collecting labels from Campbell's and Pepperidge Farms products, General Mill's Boxtops for Education, Inkjet Cartridge Recycling, and other fund raising drives. These can be sent to the school at any time.

ADMISSION:

St. Mary's School aims to provide children of St. Mary's Church parish and supporting parishes with an educational experience based on the Catholic philosophy of education. Any student who fulfills the age, health, and academic requirements is eligible for admission. The child's family must be registered supporting members of the home parish. Non-parishioners may be admitted at the discretion of the Administrators if space is available.

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

Registration for all available places will be held in late February or early March. All places not secured by a contract from a currently enrolled family will be offered to qualified members of the parish and supporting parishes at that time. Applications from non-parishioners will be accepted if spaces are available.

In filling vacant spaces, preference is given to siblings of current students; registered supporting members of St. Mary's School in Bryantown, St. Dominic's, St. Michael's, St. Francis de Sales, St. Mary's in Newport, and St. John Vianney; and Catholics who are supporting members of these parishes.

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

New students must provide a birth certificate and Baptismal certificate (if Catholic), and immunization record. Applicants for Pre-K must be four years of age by September 1 of the current year. Applicants for Kindergarten must be at least five years of age by September 1 of the current year. Applicants for grades 1 through 8 must provide the most recent report card and standardized test results. In addition, students may be required to pass placement testing.

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

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

DISCIPLINE POLICY and PROCEDURES:

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

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

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

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

The support of the parents in discipline matters is expected and is crucial to the positive development of the child. Parents are expected to work with the school in all discipline situations and to support the decisions that are made. To ensure that all parties are aware of the policies and regulations, students and parents will be required to sign a copy of St. Mary's Handbook.

Infraction Schedule

Minor Infractions:

- Uniform infraction of any kind – form completed and sent home to be signed and returned.
- Signed papers not returned on time
- Chewing gum/eating in class
- Excessive talking/disruption of class
- Out of seat without permission
- Leaving classroom without permission
- Disorderly conduct in the classroom or when changing classes in hallway
- Roaming the hallways

Major Infractions:

- Cheating
- Lying
- Theft
- Plagiarism*
- Rough play, hitting, pushing, etc., at any time inside or outside the building, on playground, or in BAC.
- Fighting
- Cursing or sexual talking and/or harassment of any kind
- Forging signatures
- Any disrespect for any teacher
- Inappropriate field trip conduct
- Destruction of school property (ie., textbooks, library books, desks, TV's, VCR's, toilets, sinks, water fountains, etc.)
- Blatant disregard for scheduled detentions
- Possession of any of the following will result in immediate suspension and/or expulsion: weapons (knives, guns, etc.), explosives of any kind, drugs (prescription or non-prescription) alcohol, tobacco, pornographic material, lighter or matches.

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

Discipline Procedure:

Minor Infraction

Protocol

First

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

Second

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

Phone call to parents is an option by the administration.

Major Infraction

Protocol

First

Parent/Teacher Conference (mandatory for parent, teacher who issued current infraction, and representative administrator, optional for homeroom teacher)

Second

Parent /Teacher/ Student Conference (mandatory for parent, teacher who issued current infraction, student *optional for homeroom teacher.)
Student Suspension/In School/Out
Student Probation/Student Expulsion

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

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

1. Teacher
2. Principal
3. Pastor

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

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

In order to maintain a respectful Christian environment, St. Mary's School will terminate the enrollment of any student whose parent or guardian either physically or verbally

abuses, threatens, or harasses a teacher or an administrator. No refunds of any kind will be issued.

Detentions are served for one hour outside the normal school day after school. The parent is expected to arrange for transportation. Parents will be notified at least one day before a detention is to be served.

After-school Detention - Detention will take place after school and is assigned at the discretion of any teacher, staff member, and/or Principal as a situation warrants. It is teacher-monitored and will operate from 3:30 – 4:30 on a designated day. It serves as a disciplinarian tool and not as a tutorial or homework service. The parent will be notified one day prior to the assigned detention. It is the responsibility of the parent to provide transportation from detention promptly at 4:30. The aftercare service will not be an option for the detention students on their assigned day. Delay in promptly collecting your child at 4:30 will result in a financial payment of \$50 for the first hour and \$100 thereafter. Routine subsequent detentions of a child will warrant a parent conference and/or conduct referral. At any time further action may occur subject to the Principal's discretion.

A **suspension** is a serious matter. In-school suspensions will require the student to contact his/her teachers on the day before the in-school suspension is to take place, so that he/she can do the school assignments and homework assignments for that day. Parents will be notified the day before the in-school suspension is to be served. Teachers are under no obligation to accept the work or to give credit for it; however the work must be completed.

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

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

THE VIRTUES BOOK - Students are required to sign the Virtues Book when they are sent from the classroom for any disruptive conduct. The purpose of the book is two fold. First, it serves as an ongoing record of classroom misconduct. Second, students have accountability for their behavior as they must not only sign the book, but describe their behavior, allowing reflection on whether they are demonstrating the virtue of the month. After two signatures in the Virtues Book, an after school detention will be given. The Virtues Book will be kept in the principal's office. The Virtues Book is an additional option to focus on positive discipline. It does not replace conduct referrals.

SCHOOL SERVICES:

A. School Hours:

The official school day begins at 9:00 a.m. with a prayer service and the school day ends at 3:30 p.m. for grades Kindergarten through eight. Pre-K morning hours are 9:00 – 11:30 and afternoon hours are 1:00 – 3:30. Students are considered tardy at 9:00 a.m. Tardies distract from

the classroom and student instruction. Five tardies equal 1 day of absenteeism. If a student is tardy to school 10 or more times per grading period, a parent conference will be scheduled with the Administration. Excessive incidences of tardiness or absence may result in retention for the student at that grade level. The administration reserves the right to rule on this matter. Early Dismissal Days begin at 9:00 a.m. and end at 1:30 p.m. Students are considered late if they arrive after 9:00 a.m.

Unless otherwise notified, the School Office hours are 9:00 a.m. to 4:30 p.m. The Office is closed when school is closed. Should you need to contact the school at these times we encourage you to leave messages on the school answering machine.

Phone:

301-932-6883

301-843-3387 (DC area)

Fax- 301-274-0626

e-mail: office@bryantown.org

caniglia@bryantown.org

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

B. Before and After Care Program:

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

Families may enroll in the Before and After Care Program for a fee of \$100.00. Payment for Before and After Care must be made by check or money order and given to the School Office. Payments will not be accepted at the Rectory.

St. Mary's School Before and After Care Program is operated under the auspices of St. Mary's School, and all rules and regulations apply. Only children registered in St. Mary's School may use the Before and After Care Program. Before Care is offered from 6:30 a.m. until 8:45 a.m. Afternoon Care is offered from 3:30 p.m. until 6:30 p.m. Students who are not picked up by 6:30 p.m. will be charged \$1 per minute. Any child remaining in the building after 3:30 p.m. must be signed into After Care and remain there until he or she is picked up by a parent or designated adult. Students involved in activities such as drama, band or club meetings that end before they are picked up will be signed into Aftercare, and will be charged a fee for the time.

If school closes early because of inclement weather, the program will remain open until all students are picked up but no later than 4:00 p.m. Students should be picked up as soon as possible after the announcement school is closing. (**LATE PICK-UP FEE applies if school closes early for inclement weather.**) If school is closed all day for holidays, snow days, etc., the program will be closed. On late openings or early closing days (due to inclement weather) the program will operate from 7:30 a.m. (one hour delay), 8:30 a.m. (two hours delay). If a delayed status opening changes to school closings, parents must return to school to pick up their child/children or make other arrangements for their pick-up as soon as possible.

All children arriving at school before 8:45 a.m. must sign-in in the School Hall, whether registered in Before Care or not. Children not registered in Before Care will be charged the regular rate for Before Care. Children are NOT permitted to leave the School Hall before 9:00

a.m. Fees will be charged according to the time spent.

Any child who is left in the building after 3:30 p.m. must be signed out by a parent/guardian or designated adult. A snack program has been implemented for a nominal fee. Milk is available and must be paid for when purchased. In the event School Activities are cancelled, Before and After Care will close as soon as possible but no later than 4:00 p.m.

FINANCES:

A. Tuition:

	PARISH CONTRIBUTORS	OTHERS
1 Child	\$4500.00	\$6,500.00
2 Children	\$7850.00	\$11,000.00
3 Children	\$10,900.00	\$15,300.00
4 children	\$12,050.00	\$16,600.00

Curriculum Fee (per family):

1 child	\$300.00
2 children	\$400.00
3 children	\$400.00
4 children	\$400.00

Curriculum fee includes: book fee, technology fee, field trip fee, and class treasury fees.

Curriculum fee is due by August 1st, if not being included in FACTS.

Tuition paid in full by July 1 will receive a 2% discount.

B. Tuition Credit Program:

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

C. Non-Refundable Fees:

New Registration: \$100 per child and one month's tuition due at time of registration.

Re-registration: \$100 per child due at time of registration.

Curriculum Fee: \$300 for one child, \$400 for two or more, due by August 1st.

Before/Aftercare Registration: \$100 per family.

Payments made in lieu of service (i.e., Bazaar, Fundraisers - \$600, Volunteer Service - \$300).

D. Payment Schedule:

Annual payments are due in full to the School office by July 1.

Those electing not to pay annually must contract with FACTS Tuition Management for tuition payments at the School.

E. Overdue Accounts / Late Payments:

A late charge of \$10 will be assessed five days after the date due on items billed by the school office. The school reserves the right to withhold services for failure to pay tuition. In addition, the school reserves the right to withhold the report card, honors cards, awards, and participation in the graduation ceremony for any student whose family financial obligations are not resolved.

F. Returned Checks:

A \$25 penalty will be imposed for any check returned by the bank for any reason. If there are two or more returned checks, cash payments may be required by the Principal.

G. Financial Emergency:

In cases of Financial Emergency, schedule a meeting with the Pastor and Principal before the 15th of the month or as soon as possible. Failure to do so may result in discontinuing the student's attendance.

H. Criteria for In-Parish Tuition Rates:

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

Families in the supporting parishes will be monitored at their home parishes through periodic contact with the pastors of these parishes. This procedure is monitored on a regular basis. If at the end of a semester a family is not in compliance, a letter will be sent requesting a conference with the parents. Families not in compliance may be reassigned to out-of-parish rates. If there are extenuating circumstances, the pastor and principal should be contacted as soon as possible. In-parish tuition is provided to registered and supporting parishioners because they also contribute to the Parish. These contributions to the Parish and individual donations to the school are tax deductible.

In-parish tuition rates are granted under the following conditions:

- Registered and supporting parishioner at St. Mary's Bryantown Parish or one of the sponsoring parishes. Sponsoring parishes are St. Michael's, St. Dominic's, St. Francis de Sales, and St. Mary's Newport.

I. Refund Policy:

The registration fee is non-refundable.

The first month tuition payment is non-refundable.

Refunds will be made only for payments made beyond the month in which the student withdraws, except as noted above. All requests for tuition refunds must be made in writing.

J. Tuition Assistance:

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

K. Archdiocesan Assistance/Scholarship Application:

Tuition Assistance may be applied for from the Archdiocese. Families must submit a current IRS Form 1040 and the Archdiocesan Assistance Form, plus small processing fee. Fitzgerald Scholarship Assistance is available for students in Grades seven and eight at St. Mary's School. Forms for both applications are available from our school office in the fall of the current year. Forms are due in December. Request for assistance is the responsibility of the parent/guardian.

L. Catholic High School Assistance/Scholarship Programs:

Information is available from the principal. Applications are applied for at the time of "Intent to Attend." Parents of eighth graders are given "Intent Cards" in early December. They are due back to our school before Christmas. A fee is involved. Checks should be made payable to St. Mary's School. Request for assistance/scholarship is the responsibility of the parent.

STUDENT POLICIES:

A. Absenteeism/Tardiness/Perfect Attendance:

In the case of a planned absence, the parent or guardian of the student must provide the school with a written notification, giving the dates and reason for the absence at least two weeks in advance of the absence. This note must accompany the child on her/his return. Teachers are not obligated to provide student lessons for a planned absence.

To qualify for a Perfect Attendance Award, a student must have 100% attendance: no absences, no tardy arrivals, and no early dismissals for the quarter or the entire school year. A student absent for 20 days of school may be retained. Five tardies equal 1 day of absenteeism.

Classroom instruction is an important part of a child's educational experience. The information discussed in class frequently makes the information clearer to the student. Any missed assignments or projects need to be completed and presented to the teacher on/near assigned dates. Vacations should be planned in coordination with school vacations and breaks.

B. Early Dismissal:

The principal can grant early dismissal to a pupil only if the request is made in writing by the parent or guardian. A child should never be released early without the explicit knowledge of the parents. Under no circumstances may a child be released to anyone other than the parents or legal guardian (or parent-approved individual as listed on the emergency card) of the child.

Periodically, children should be warned not to accept rides from strangers.

Children will not be detained after school without the knowledge of their parents.

When picking up children early from school, parents are first to report to the office and sign the Early Dismissal book. The student will meet the parent in the office. Any student not dismissed with his/her class will be charged with an early dismissal. Early Dismissals will be recorded on the child's report card and permanent record.

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

C. Appointments:

Appointments of any kind during class hours are discouraged. Please arrange doctor, dental, etc. appointments for after school hours. Such interruptions in a student's school day is detrimental to learning.

No student will be excused during the school day without a note from the parent or guardian. The note must be signed by the homeroom teacher and sent to the office in the morning. The student must be met at the office where the parent will sign the student out before he/she will be permitted to leave the building. If a student is returning to school he/she must report to the office before returning to class. In case of an emergency, the office will contact parents before a student would be dismissed from school without a note.

D. Health:

Health records are to be in the Main Office before the first day of school. Students whose health records are not current may not attend classes. All students must have emergency forms on file in the Main Office. In case of illness or emergency, the parent or emergency contact person will be notified immediately. If neither can be reached, the family doctor may be consulted. First aid will be supplied for minor injuries (e.g., scraped knees, bruises).

Parents are encouraged to keep a child home from school when any of these symptoms are noted; earache, enlarged glands, fever, skin rash, sore throats, red discharging eyes, persistent cough, heavy cold, nausea, or vomiting. Children should return to school only after symptoms have subsided for a 24-hour period or after antibiotics have been administered for at least 72 hours. The school must be notified of infectious or communicable diseases.

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

E. Medication:

All medication, including that purchased "over-the-counter," must be kept in the school office and not kept by the student, regardless of age. A written note from a parent or guardian and doctor giving permission to give the medication is required. The student should report to the office at the designated time to receive the medication. No medication may be given to a student without a parent or guardian's and doctor's written permission. This medication must be brought in from home.

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

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

F. Lunch/Snacks:

Students should bring a nutritious lunch and beverage packed in a lunch box. Carbonated beverages **may not** be brought to lunch for children of any age. Do **not** send beverages or other foods in glass containers. This includes glass-lined thermoses, which can shatter if dropped.

Please note that fast food and deli lunches are not permitted to be brought to students at lunch time. Parents should send lunch with the child in the morning; do not drop the lunch off during the school day.

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

St. Mary's School participates in the school milk program, which begins the second week of school. Milk can be purchased at a subsidized rate on a quarterly basis. In accordance with state regulations, milk must be paid for in cash or through a separate check specifically for milk. Checks should be made payable to St. Mary's School. Students should bring drinks during the first week of school.

H. Visitors:

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

I. Inclement Weather:

St. Mary's School follows the decisions of Charles County Public School System for Inclement Weather Closings, delayed openings, or early closings. Excessively hot weather may also be a cause for delayed openings or closings. Announcements concerning changes in the regular school day schedule will be made on radio and television stations by 6 a.m. You can access Charles County Public School Hot line or web site for closing information.

J. Emergency Hot Line:

In case of emergency and for news pertinent to St. Mary's School only, we will use the information parents supply. Each family with a child in school is expected to supply this information and update it as needed.

K. Fire and Emergency Drills:

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

L. Phones Calls:

Calls regarding changes in student dismissal should be made between the hours of 9:30 a.m. and 3:00 p.m. Last minute changes in dismissals cause confusion resulting in children missing notification.

M. Change of Address:

Notify the school administrative assistant if there is any change of address, phone number, etc. Emergency contact is impossible without an up-to-date address and phone number.

N. Withdrawal:

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

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

TRANSPORTATION:

Arrivals/Dismissals/Parking:

A.M. Arrivals

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

Car Riders- all students in private cars should be dropped off in the lower parking lot. Students should then walk down the side walk and enter the double doors on the lower level and proceed to the hall. No children should be dropped off in the top lot in the morning.

All children are to be seated at tables or in the front chairs until 9:00 a.m. Anyone needing to use the lavatory or purchase school supplies will be expected to do so before school. Once students have arrived in their homerooms, they are expected be ready for the start of class.

After School:

All private car riders will leave through the main doors to the upper parking lot. Cars will remain in place until all of the children are in their cars. Drivers will be directed by a staff member to exit the lot in order of placement in the line-up.

The lower parking lot is reserved for buses. Bus riders will exit the building by the doors outside of the lower classrooms and proceed to their assigned bus.

Charles County bus transportation schedules for those students in the T.C. Martin School zone are available at St. Mary's Open House in August.

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

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

Cars are not allowed in the upper lot between 8:00 a.m. and 9:10 a.m. in the morning and for one hour prior to dismissal. Cars are not allowed in the upper lot when children are present.

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

Bus Riders:

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

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

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

Bus Referrals:

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

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

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

Third referral: Suspension of bus privilege and/or suspension from school. Possible total loss of bus privileges and/or expulsion from St. Mary's School.

ACADEMIC POLICIES:

A. Report Card:

Report cards of students' progress are issued on a quarterly basis. Report cards are normally distributed to students. Report cards must be signed by the parent or guardian and returned to the homeroom teacher. Kindergarten receives a report in January and at the close of school year.

Report cards, honor cards, and awards may be withheld from any student whose family account is not current.

B. Grading System:

Major Subjects; Supporting Subjects:

A	=	100 - 93 (Superior)
B	=	92 - 85 (Above Average)
C	=	84 - 77 (Average)
D	=	76 - 70 (Below Average)
F	=	69-Below (Failing)

Conduct, Behavior:

E	=	Excellent
G	=	Good
S	=	Satisfactory
I	=	Improvement needed
U	=	Unsatisfactory

Curriculum Areas:

Major Subjects

Religion
Reading
Language Arts
Spelling
Mathematics
Social Studies
Science

Supporting Subjects

Physical Education
Art
Music
Penmanship
Computer
Library
Spanish

The grade appearing on the report card includes the following:

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

C. Honor Roll:

Certificates are presented each quarter to qualifying students in grades one to eight.

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

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

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

D. Mid-Quarter Progress Reports:

Mid-Quarter progress reports are issued to all students. These must be signed by a parent or guardian and returned to the teacher. We expect parents to discuss the progress report thoroughly with their child and take steps necessary to prevent a failing grade. Those who received less than satisfactory grades have the opportunity to improve during the remainder of the quarter.

E. Promotion/Retention:

In order to be passed from one grade level to the next or to graduate from St. Mary's School, a final grade of D or above must be achieved in all subject areas.

Summer school or summer tutoring is required for failure in any of the following subject areas: Math, Reading, Language Arts, Science, and Social Studies.

Failure in three of the above-mentioned subject areas requires repetition of the grade.

A Parent/Teacher conference is to be held following the issuance of a failing grade in one or more subject areas at the close of a report card period. If the student fails in the same subject area(s) at the end of the next marking period, a Parent/Teacher/Principal conference is held at which time the parent(s) are informed that the child is in danger of failing or may be required to attend summer school.

A student failing the eighth grade cannot repeat the grade at St. Mary's School, nor will the student receive a diploma or participate in the graduation ceremony.

Eighth graders attending summer school will receive their diploma only after submitting a report card indicating the successful completion of summer classes.

Requirements for Graduation:

1. Passing grade in all major subjects.
2. Payment in full of all family school bills

F. Communication:

Parents are invited and encouraged to contact the child's teacher to discuss any pertinent school matters.

Since there are between 25 and 30 students in each classroom and many of the teachers have departmental work that includes many more students, the teacher should not be expected to remember or carry with him/her the records of each child.

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

G. Homework:

Homework is assigned as a reinforcement or extension of the daily program. All assigned homework should be completed. It is the parent's responsibility to supervise the homework and guide the student to select a quiet, well-equipped place for study. As the child becomes older, the major responsibility should shift to the child. Yet even with older children, some parental supervision is expected. Parents should emphasize that study and reading are as essential as written work.

Suggested Homework Time Allotments:

Kindergarten: 10 minutes (Monday through Thursday)
Grades 1 & 2: 20 minutes (Monday through Thursday).
Grades 3 & 4: 40 minutes (Monday through Thursday)
Grades 5 & 6 1 hour (Monday through Thursday)
Grades 7 & 8 1 1/2 hours

If your child consistently spends less or more than the suggested time for homework, please contact the teacher directly. If home assignments cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc., pupils may be permitted to defer doing the prescribed work. Please send a written explanation to the teacher for this permission.

In some curriculum areas there will be projects and reports to be done on a long-term basis. These may require the use of the Public Library over the weekend. Also, if homework for the week or project/reports for the quarter have not been completed, students will be expected to complete the assignment(s) over the weekend or during holidays.

At all grade levels, homework is included in determining the subject area grade on the report card. Failure to complete homework in the appropriate manner will result in a lower grade on the report card. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents.

H. Testing Program:

An Achievement Test instrument is used in the Archdiocese of Washington for Grades 1, 2, 3, 4, 5, 6, 7 and 8 on a yearly basis. The school currently uses the *Terra Nova* test done in the Spring. A Grade 8 Placement Test will be administered in early December.

The Assessment of Catholic Religious Education (ACRE) Test will be given to all students in Grade 5 and 8 in the spring.

Students in Kindergarten and new students in Grade 1 will be given performance assessments in the beginning of the year.

DRESS CODE:

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

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

Students are expected to be in the proper uniform on the buses and when they arrive at school. In the event that a pupil is not in proper uniform, parents will be notified to bring the correct uniform items to school. Except for Kindergarten, all pants must have belt loops, and belts are to be worn (see regular uniform description below.) Hats are not to be worn in the school building at any time.

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

B. Marking Clothes and Possessions:

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

Please note: Sweatshirts are not to be worn as part of the regular uniform.

Boys: Hair is to be well groomed and appropriate to the spirit of the uniform. It must be tapered and the length may not exceed the collar. Hair may not be dyed or colored in any way. Facial hair is not permitted. Jewelry is not permitted, other than a wristwatch and a simple chain to hold a religious medal or crucifix.

Girls: Hair is to be well groomed and appropriate to the spirit of the uniform. Hair may not be dyed or colored in any way. Skirts should reach mid-kneecap. Shorts should be 2 inches above the knee or longer. Jewelry is not permitted, other than one post earring in each lobe of ear, a wristwatch, and a simple chain to hold a religious medal or crucifix. Make-up is not allowed. Nail polish, other than clear polish, is not to be worn.

Summer Uniform- August – October 1 – 15, April 15 – June:

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

Girls (Grades 1-8): Navy blue pleated shorts with button or elastic waistband, navy blue pleated pants, St. Mary's monogrammed golf shirt, navy blue or black belt, white crew socks, and black and white saddle shoes. **No anklets or no shows socks** are allowed. Girls may wear jumpers.

Boys (Grades 1-8): Navy blue pleated shorts with button or elastic waistband, navy blue pleated pants, St. Mary's monogrammed golf shirt, navy blue or black belt, navy blue or white crew socks, and black or brown leather laced oxford shoes. **No anklets or no shows socks are allowed.** If t-shirts are worn under the uniform, they must be white and not visible in anyway.

(Note): If regular uniform is worn, the entire uniform must be on, including belts and vests.

Physical Education Uniform:

Summer Uniform – August – October 15 and April 15 – June.

Boys and Girls (Grades Pre-K - 8): Official St. Mary's School Physical Education uniform with the new logo, which is purchased from our uniform company, Flynn & O'Hara, consists of sweatshirt, shorts, and tee shirt. All white tennis shoes are to be worn with the P.E. uniform. White crew socks only should be worn. **No anklets or no shows socks are allowed.**

Fall and Winter Uniform – October - April

Pre-K: The uniform for Pre-K students everyday is the St. Mary's Physical Education uniform.

Kindergarten: Navy blue pleated pants with button or elastic waist; St. Mary's monogrammed golf shirt; navy blue or black belt, navy blue or white knee-high socks, all white tennis shoes, navy blue long sleeve cardigan sweater (optional).

Girls: (Grades 1-3): Plaid jumper, no longer than mid-kneecap, white peter-pan collar blouse, long or short sleeve, navy blue cross-over ribbon tie, navy blue tights or navy blue knee-high socks, black and white saddle shoes, navy blue long sleeve cardigan sweater (optional).*

Girls (Grades 4-8): Plaid pleated skirt, no longer than mid-kneecap, no shorter than arms length to fingertips, white peter pan collar blouse, long or short sleeve, navy blue V-neck vest, navy blue cross-over ribbon tie, navy blue tights or navy blue knee-high socks, black and white saddle shoes, navy blue long sleeve navy cardigan sweater (optional).*

***In the event of extremely cold weather the following uniform option for girls in grades 1– 8 may be worn:**

Navy blue pleated pants, white peter pan collar blouse, long or short sleeves, navy blue cross-over tie, navy blue knee-high socks, black and white saddle shoes, navy blue long sleeve cardigan sweater (optional).

Boys (grades 1-8): Navy blue pleated pants, light blue oxford cloth button down dress shirt, long or short sleeve, navy blue tie, navy blue V-neck vest, navy blue or black leather belt, navy blue or black crew socks, black or brown leather laced oxford shoes.

All items of the official regular school uniform are available through Flynn & O’Hara Uniforms, Inc. (800-441-4122) ext. 8101 or on the web at www.flynnohara.com. or Carousel in Waldorf.

C. Out of Uniform:

Students who have permission from the principal to be out of uniform are expected to dress in good taste, in clothing that reflects the spirit of St. Mary's School. Skorts and skirts must touch the top of the knee. Ripped jeans, baggy clothing, clothing which is too tight or too loose, sleeveless shirts, tank tops, halter tops, and clothing with logos for or referring to any controlled substance are not allowed. No flip flops or sandals are allowed.

Rules for jewelry, make-up, and hairstyles still apply for out of uniform days. Because of concern for safety on the playground, shoes should tie or buckle and be appropriate for student play. Students may not use out of uniform passes on days when a liturgy or field trip is scheduled.

Students may come to school out of uniform on their birthday. Students whose birthdays occur when school is not in session will be assigned an alternate day on which to celebrate.

Student should dress appropriately for attendance at Mass. P.E. uniforms may be worn if Friday is your child’s scheduled P.E. day, unless informed otherwise.

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

STUDENT ACTIVITIES:

A. Sacramental Programs:

The Sacrament of Reconciliation is received by second grade students during the month of February. The Sacrament of Reconciliation must be received prior to receiving the Sacrament of Holy Eucharist. First Communion is normally held in May. The Sacrament of Confirmation is

usually received by the eighth grade students in the spring. Sacramental preparation is conducted through the normal religion class, but parents and students will be required to attend several additional meetings in preparation for receiving the sacraments. Additional fees may be required.

First Grade parents are responsible for the reception following the First Communion. Seventh Grade parents are responsible for the reception following Confirmation.

B. Liturgies:

The students celebrate a liturgy on all Holy Days and on the First Friday of each month. Parents are encouraged to join the children in the church.

Younger children may be paired with a child in a higher grade as prayer partners. As Catholic brothers and sisters, they help each other in the development of their faith. They also join in the planning of the liturgies.

C. Special Sports Program:

Students in grades 6, 7, and 8 participate in sports competitions with the students in the other Catholic schools in Charles County. Volleyball, soccer, softball and track are held outside of the normal school day. Transportation to these events is normally the responsibility of the parents.

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

Soccer: Grades 1 through 8: Practices and tournament in October and March.

Track: Grades 6, 7, and 8. Practices and meets in February, March, and April.

Softball: Grades 6, 7, and 8. Practices and games during March, April, and May.

All students in these grades are expected to participate in the softball program.

Basketball league for girls and boys in grades 4-8 is also available for interested students.

D. Athletic & Extra Curriculum Academic/Discipline Policy:

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

Any student receiving 2 grades of D or F on an interim report and/or report card will be required to sit out of the next 2 weeks of practice, AND the next 2 games. (Note: Players may resume practice after 2 weeks if properly cleared, but must still sit out the next 2 games, even if the schedule has them occurring after this time.) Coaches will be notified as soon as possible. At the end of this period, a signed note from the teacher, whose class the below average grades were earned, must be given to the Principal stating that the grades have improved by one letter grade and the student is working diligently in class. School administration will then clear the student to play and notify the Coach. School officials retain the right to extend the lay off time from practice and games until grades improve.

Any student receiving 1 conduct referral during the season (November – March) will be required to sit out of the next week of practice, AND the next game. (Note: Players may resume practice after 1 week if properly cleared, but must sit out the next game, even if the schedule has it occurring after this time.) Coaches will be notified as soon as possible. At the end of this period, a signed note from the teacher or staff who gave the conduct referral, stating the student's

behavior has improved and is representative of St. Mary's School, must be given to the Principal. School administration will then clear the student to play and notify the Coach. School officials retain the right to extend the lay off time from practice and games until behavior has improved. The Principal retains the right to restrict any student from basketball depending on infractions committed by the student.

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

E. Science Fair/History Fair:

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

F. Charles County Fair:

Children from Kindergarten to Grade 8 participate in the County Fair. Projects completed in school the previous year may be entered in the County Fair. Only work done at school and/or in connection with schoolwork may be exhibited. Entries must be from a subject actually taught in school. No previous entries are acceptable. Cash prizes are awarded by the county to winning entries.

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

G. Spelling Bee:

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

H. School Academic Fair:

This Academic display is held in May to give a view of the accomplishment of our school children and families. This display is usually held in conjunction with the May HSA Meeting.

I. Computer:

St. Mary's School has an approved computer / technology plan in place. Each classroom is currently equipped with at least three computers with direct access to the Internet. Teachers are encouraged to incorporate work done on computers and word processors in their regular daily lessons. St. Mary's also has a computer lab located in the convent, which is available to all students in all grades.

Students are expected to treat the technology equipment and all school equipment with care and respect. Students are expected to abide by all regulations regarding the use of the Internet. Students misusing technology will lose their computer privileges. Misuse of a computer will result in an infraction. Additional disciplinary action may be taken. Each family must sign an internet use policy at the beginning of the year for their children to be allowed to use the internet.

J. Band/Instrumental Music:

Instruction in instrumental music is offered to students in Grades 4 through 8. This program is under the sponsorship of the Archdiocesan Music Program. Classes are held once a week during the school day. A fee is charged. Advanced Band practice for those students who qualify is held on Wednesdays from 3:30 to 4:30.

Students in the band program are required to participate in the Archdiocesan Band Competition, usually held in March.

St. Mary's also offers a handbell and choir program for interested students.

K. Field Trips:

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

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

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

Appropriate conduct to, from, and during field trips, is expected to be maintained at all times. The teacher has the discretion to determine what behavior is appropriate. All students represent St. Mary's School, and will adhere to the handbook policies.

The active participation of parent volunteers in planning and chaperoning is important to the field trip program. Parent volunteers must be in full compliance with the Archdiocese of Washington Child Protection Policy. Cell phones should be used only in case of an emergency.

L. Class Treasuries:

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

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

M. Field Day:

Field Day, held near the end of the school year, is a day of fun, filled with exercise, games, and class competition for all students. Lunch, snacks, and refreshments are made available.

The P.E. shorts or sweatpants and the class tie dyed t-shirts are worn on Field Day.

N. Assemblies:

Small or whole group assemblies are held throughout the school year. Programs presented are an out-growth of school projects, studies, and accomplishments.

O. Graduation:

A graduation ceremony is held for Kindergarten and Eighth Grade students at the end of each school year. Promotion ceremony is held for Pre-K.

In keeping with the regulations of the Archdiocese, graduation of the Eighth Grade is to be kept simple and inexpensive. The graduation ceremony includes the celebration of a liturgy, the conferring of diplomas and awards, and a reception. A fee is charged to cover the cost of the graduation. Checks are made payable to St. Mary's School. Sixth Grade parents are responsible for providing the 8th Grade Graduation Reception.

The Kindergarten graduation consists of a short display of talents, awarding of certificates, and a small reception in the Hall. The Fourth Grade parents are responsible for the Kindergarten Graduation Reception.

The Pre-K promotion ceremony highlights the learning of the year. Kindergarten parents are responsible for the reception.

P. Classroom Parties:

Classroom parties are held at Christmas and the end of year. Parties are planned by the classroom teacher and the Room Parents, with the approval of the Principal. All communication about class parties must be reviewed by the Principal prior to distribution. Grade 6 through 8 participate in middle school parties collectively in the school hall.

Q. Birthdays:

Students are invited to share birthday treats with their own class on their special day. Please check with your child's teacher before sending in birthday treats. Students will not be allowed to walk around the building and to other classes to share due to the sensitivity to certain foods by some children and the disruption to instruction. Students may share birthday treats with other teachers in the cafeteria during lunch.

Summer birthdays: All students who have June birthdays will celebrate and be out of uniform on May 25, 2010. All students who have July birthdays will celebrate and be out of uniform on May 26, 2010. All students who have August birthdays will celebrate and be out of uniform on May 27, 2010.

If a student is going to be out of uniform for his/her birthday except for summer, weekend and mass day birthdays, it must be on his/her actual birthday. No switching days because it is a P.E. uniform day.

R. Student Clubs:

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

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

The Drama Club affords students in grades 6, 7, and 8 the chance to participate in a dramatic production in the spring.

S. School Pictures:

Individual and composite photographs are taken in September. Students should wear their regular dress uniform on picture day. Photographs are available for purchase. Checks should be made payable to St. Mary's School.

RESPONSIBILITIES:

A. Textbooks:

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

B. Books and Supplies:

The school stationery store is open each morning during the first week of school. After that, supplies are sold between 8:50 and 9:00 each morning. A price list for supplies sold is provided at the beginning of the school year. Students may not bring permanent markers to school.

C. Books and Book Bags:

Only name and grade should be on book covers. Book bags are required for all students. Identification must be on book bags, lunch boxes, pencil cases, etc. Please place the student's name on the inside of these items. No chains, toys, keys, etc., may hang from the book bags.

D. Library:

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

The fine for overdue books is twenty-five cents per day. This does not include holidays or days absent for illness. Fines must be paid before another book can be checked out. Books not returned within one month will automatically be billed to parents for the full price.

Children may not check out library books if they already have a book out.

E. Communication with Teachers:

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

- Be sure your facts come from the proper person.
- Classroom teachers appreciate first calls.
- If necessary, contact the principal.

With a calm approach, the problem may be resolved with little difficulty. The act of courtesy will be greatly appreciated.

If any notices or letters are sent home to be signed and returned, please consider the matter important.

For conference appointments with teachers, call the school secretary. Please leave your name, telephone number, and a short message. A return call or appointment will be arranged as requested whenever possible.

Teachers may be contacted through e-mail. The address is the teacher's last name (in lower case) followed by @bryantown.org.

F. School Communication:

We ask that parents do not visit the school office between 9:00 and 9:30 a.m., and between 3 and 3:30 p.m. because daily routines are handled at this time.

Regular communication is sent home by the youngest child in the family, usually each Wednesday. Information, school updates, news, and any change in or addition to the yearly calendar will be noted in this communication. Please sign the envelope and return it in your child's backpack the following day. There will be a fee of \$2 to replace any envelope not returned.

G. Conduct:

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

H. Emergency Information Cards:

Emergency cards are to be completed for each student at the beginning of each school year. Adults authorized to assume responsibility for a child must be noted on the Emergency Card. A parent's/guardian's signature must be on each card.

I. Money:

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

Please encourage your child to keep lunch money in a safe place. We cannot be responsible for lost money. Please send in a minimal amount.

J. Toys, Electronic Equipment, etc.:

Bats, balls, toys, stuffed animals, electronic games, iPod's, radios, cell phones, BlackBerrys, pagers, or other communication devices, are not to be brought to school for any reason. Teachers may confiscate any such items, to be returned at the end of the school year.

K. Lost and Found:

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

L. Flowers:

Flowers, balloons, etc., are not to be sent to children at school. If items such as these do arrive, they will be kept in the office and released to the parent. Under no circumstances will they be sent home on the bus.

SUPPORT SERVICES:

A. Chapter VI: Library and Technology:

Federal monies are allotted each year to schools for use in purchasing audio-visual/non-print materials and printed materials for the library and instructional purposes. The librarian and teachers work hand-in-hand in choosing to order the most appropriate materials.

Federal monies have also been available for technology purchases for materials used directly by the students. These funds are administered through Charles County.

Library and research information are also available to the student through the use of the computers in the classroom.

B. Book Fair:

The Book Fair is held during Catholic Schools Week. Students may purchase books. The Library receives money and bonus books from the Fair to help extend the Library collection. Checks should be made payable to St. Mary's School.

C. D.A.R.E.:

Drug/Awareness/Resistance/Education is provided by the Sheriff's Department of Charles County. Students in Grade 7 are instructed by a specially trained Officer from Charles County. The program is conducted in early fall.

D. Milk Program:

St. Mary's participates in the school milk program, which begins the second week of school. Milk can be purchased at a subsidized rate on a quarterly basis. In accordance with state regulations, milk must be paid for in cash or through a separate check specifically for milk. Checks should be made payable to St. Mary's School. Students should bring a drink during the first week of school. Carbonated beverages are not allowed.

E. Hot Lunch Program:

St. Mary's offers lunch five days a week. Pizza lunch is the only lunch that is not pre-ordered. All other lunches are pre-ordered and paid for in advance for the following month. Refunding/compensation of hot lunch orders will only occur in case of inclement weather and school closing. Parents are advised to check the school calendar for field trips, retreats, etc. and not to order on days their children are out of the building. Missed lunches due to an illness can not be refunded. In case of extended illness, please see the principal. Children are not to eat other children's lunches if they are absent or present.

1. Pizza Lunch:

Pizza and juice boxes can be purchased for lunch the first school day of each week from October through May. The Pizza Program is run by school volunteers.

2. Sub Lunch:

Sub lunches from Subway are served on Wednesdays. Sub lunches are pre-ordered and paid for in advance on a monthly basis. Students cannot bring money to purchase subs. This program is run by volunteers.

3. Chick-fil-A:

Chick-fil-A is served every Thursday unless noted otherwise. These lunches must be pre-ordered and paid for in advance. Students cannot bring money to purchase Chick-fil-A. This program is run by volunteers.

4. Hot Lunch:

Hot lunches are served on Fridays. Hot lunches are ordered and paid for in advance on a monthly basis. Students cannot bring money to purchase lunch. This program is run by volunteers.

5. Other Possible Lunches:

California Tortilla will also be offered at various times. The principal reserves the right to make any necessary changes to the lunch program.

F. Hot Dog Lunch:

A special hot dog lunch is provided once each month. This lunch is sponsored by individual grades, and the profit is used to fund field trips or other class activities. Parents in the sponsoring grade provide baked goods and prepare the lunch. All funds raised through the hot dog lunch must be placed in the class treasury.

SCHOOL ADVISORY BOARD:

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

Functions:

- a. Planning: Set goals for the school in light of the parish mission statement, the school philosophy, and the long range planning for the future of the school;
- b. Policies: Assist in the formulation of policies for the school;

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

The Board is advisory to the Administrative Team. The Advisory Board shall be composed of not more than 15 members including ex-officio members.

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

The Advisory Board meets the second Tuesday of each month. Meetings are open to the parish.

HOME SCHOOL ASSOCIATION:

The Home School Association works for the advancement of Catholic education and for the welfare of the children of St. Mary's School. The HSA raises funds, provides volunteers, and promotes better communication of information between the school and parents.

This organization acts in the promotion of parent/teacher activities and increases the interest of its members in educational and civic affairs.

At least three general meetings and five executive meetings are held during the course of the school year. All the general meetings are scheduled prior to the beginning of the school year.

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

SCHOOL FUNDRAISERS:

St. Mary's School holds several annual events to subsidize the cost of education. The activities are crucial to keeping tuition costs low. It is important that every family participate in each fund raising activity.

Family Responsibilities:

- Each family is required to participate in the Fall Fundraiser and the Spring Fundraiser. In lieu of selling in these drives, a donation of \$50.00 per activity is required.
- Parents are also required to participate in the Christmas bazaar or major fundraiser. In lieu of service, a contribution of \$600.00 is made.

- Parents are required to volunteer at least 30 hours in the school and 10 hours for a major fundraiser. In lieu of volunteer service, a contribution of \$300.00 is made.
- \$5,000 Raffle and 5 K – A limited number of tickets will be sold. Group buyers are encouraged. Participants are encouraged to sign up for the 5 K to help raise funds for the school and the school's charities.

Other Drives:

St. Mary's collects labels from Campbell's and Pepperidge Farms products, General Mill's Boxtops for Education, Inkjet Cartridge Recycling, and other fund raising drives. These can be sent to the school at any time. We encourage you to shop at McKay's, Giant, and Safeway. Be sure to register for St. Mary's Bryantown. These supermarkets help schools with money grants and educational ware.

SPECIAL EVENTS & PROGRAMS:

A. Catholic Schools Week:

Catholic Schools Week is a special time at the end of January/ beginning of February held each year to celebrate the unique contribution of Catholic Schools. Activities usually include a Book Fair, a Special School Liturgy, a student activity, and an Open House.

B. Grandparent's Day:

This is usually held on the Tuesday before Thanksgiving. All grandparents and adoptive grandparents are invited to Mass, classroom visitation, and lunch with the children. A fee is charged to each family. Checks should be made payable to St. Mary's HSA.

LEGAL ISSUES:

A. Custody:

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

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

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

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

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

C. Child Abuse and Neglect:

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

D. On-Going Investigations:

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

E. Amendment of Handbook:

The school or the principal retains the right to amend the Handbook for just cause. Parents will be given prompt notification when changes are made.

* * * * *



**St. Mary's School
Bryantown, MD 20617**

Student/Parent Handbook

We have read and agree to be governed by this Handbook.

_____	_____
Student's Signature	Date

_____	_____
Student's Signature	Date

_____	_____
Student's Signature	Date

_____	_____
Parent's/Guardian's Signature	Date

_____	_____
Parent's/Guardian's Signature	Date

Please return this signed form to the school.