

“Be it known to all
who enter here that
CHRIST
is the reason for this school.

He is the unseen but
ever-present teacher in its classes.
He is the model of its faculty and
the inspiration of its students.” —ANONYMOUS



MISSION STATEMENT

The mission of Saint Mary's School is first and foremost to communicate Christ to the students and families whom it serves. Our school seeks to impart a hopeful vision of the future in which students may begin to glimpse the Kingdom of God and to imagine the ways in which their own gifts may be developed and used in the service of Christ. We seek to be a community of prayerful love, free from fear, in which students are unafraid to take risks, to explore, to grow, and to learn. Here they will be encouraged to ask the ultimate questions, not only "How well did I do?" but, more importantly, "How shall I live?" We are a learning community in which students embrace their gifts and talents. We seek to bring students to a truly incarnational understanding of "Christ in me" as well as a school community that works ceaselessly to live in justice, peace, kindness, and understanding.

Belief Statements

We believe that the school should be

- a place that encourages an authentic encounter with Christ**
- a place that holds high the standards of goodness, truth, and beauty**
- a place of discovery in which each person is able to grow and learn**
- a place in which horizons are expanded and new worlds are explored**
- a place that values the contributions of all of its members**
- a place in which the worth and value of each person does not depend upon academic success**
- a place in which
 - the minstrel will sing**
 - the poet will extol**
 - the builder will create**
 - the artist will paint**
 - the mathematician will calculate**
 - the adventurer will explore**
 - the scientist will investigate**
 - the actor will perform**
 - the athlete will run****

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**PLEASE NOTE THAT THE POLICIES AND GUIDELINES SET FORTH
 IN THIS HANDBOOK WILL BE REVIEWED PERIODICALLY.
 POLICIES MAY BE CHANGED OR CORRECTED IF DEEMED NECESSARY.
 PARENTS WILL BE NOTIFIED OF SUCH CHANGES
 OR CORRECTIONS AS SOON AS POSSIBLE.**

INTRODUCTION

St. Mary's School is a Catholic institution affiliated with the Office of Education of the Archdiocese of Washington and, as such, follows the Archdiocesan principles, goals and curriculum. To the parish and community-at-large, St. Mary's represents a successful educational institution of academic excellence based in Catholic values.

The pastor of St. Mary's Parish is the chief administrative officer of the school. The principal, acting in accordance with the policies of the Archdiocesan Board of Education, is the delegated administrative head of the school and is responsible for the immediate direction of the school and its instructional programs.

The principal, teachers and staff form the faculty.

St. Mary's School Advisory Board provides the pastor and the principal with assistance, consultation, and recommendations on matters pertaining to the administration and management of the parochial school and its physical facilities.

Daily efforts are made to bring the students to a knowledge of Jesus Christ and His teachings, to develop an attitude of prayer and to foster a knowledge and an appreciation of our Catholic faith and heritage.

ACCREDITATION

St. Mary's School is a Middle States Accredited School. This distinction is the result of extensive self-study, ongoing evaluation, and continual striving for academic excellence.

ADMISSION

St. Mary's School of the Archdiocese of Washington admits and provides services for students of any religion, race, color or national/ethnic origin.

Since St. Mary's School is a parish school, it provides the children of the parish with an educational experience based on a Catholic philosophy of education. Any child who fulfills the age, physical, psychological, emotional, health, and academic and learning requirements is eligible for admission.

Admission priority is as follows:

1. Siblings of enrolled students whose parents actively participate in the school and parish community, volunteer in the parish/school activities, and contribute regularly through the envelope system.
2. Children whose parents actively participate in the school and parish community, volunteer in the parish/school activities, and contribute regularly through the envelope system.
3. Children of non-participating parishioners using the envelope system.
4. Non-parishioner Catholics
5. Non-Catholics

Beginning with the 2006-07 school year, children entering kindergarten must be five years of age by September 1. Birth and Baptismal certificates and complete health, academic, psychological, psycho-educational and behavioral records, IEP and/or 504 Plans, and standardized test results must be presented for children entering our school. Full disclosure of a child's history is required prior to a child's admission to St. Mary's School. **Continued full disclosure** of information regarding all the above areas is required for on-going attendance. Application and registration fees are charged.

Full disclosure of all previous school records, recommendations for testing, IEP's, 504's and reports of conduct, as well as all health, academic, psychological, psycho-educational and behavioral will be considered in making decisions on acceptance of students applying to St. Mary's School who have attended other schools.

Enrollment of a child in St. Mary's School implies the willingness of both parents and students to comply with the policies and regulations of the school. In order to realize the school's aims, parents and students must agree with and support the procedures and philosophy of the school and the Code of Conduct. (See page 5).

AFTER CARE PROGRAM

A supervised and licensed After Care Program is available for students registered at St. Mary's School in Grades K-8. This service is available from 3:00 p.m. to 6:00 p.m. on all days that the school is in full day session and from 11:30 a.m. to 6:00 p.m. on all days that the school is in half-day session.

In the event of an emergency closing, After Care will not be available. Parents are expected to pick-up their children at the designated time, or make arrangements for the child/children to go home with another family. (Please be sure to provide written authorization so the child may be released to the other parent. This may be indicated on the Emergency Forms.)

Contact information for the After Care program is available in the school office.

ARRIVAL

Students should not arrive before 7:30 a.m. **Under no circumstances should a child be left at the school unsupervised or prior to the staff member who is on duty to receive students assuming her/his post (usually at 7:30 a.m.).** Please enter the campus via Church Street. Proceed to the sidewalk between the Parish Hall and railroad tracks or between the Parish Hall and Church and drop off your students. Orange cones will identify the drop off locations. **Please do not break the line by exiting before the car in front of you.** If you drop off students between the Parish Hall and railroad tracks, please make a U-turn to the left as you pull away from the curb and exit via Church Street. If you drop off students between the Parish Hall and the Church, exit via Veirs Mill Road. (Please refer to the diagram at the end of this Handbook.)

If you need to park your vehicle for any reason, **please park along the fence line, parallel** to the fence so that your car is facing Church Street and the train station. Please refer to the diagram on the last page.

ASBESTOS MANAGEMENT PLAN

In October, 1986, the Congress enacted the Asbestos Hazardous Emergency Response Act. (AHERA). Under this law, regulations were developed to address Asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our Asbestos Management Plan. Included in this plan is information on our inspections, re-inspections, the location of asbestos-containing materials in the school building, response actions, and post-response action activities, including periodic, every three (3) years, re-inspection and surveillance activities that have been planned or are in progress.

This Asbestos Plan may be reviewed at our school anytime during normal business hours.

ATTENDANCE AND TARDINESS

Punctuality and regular attendance are absolute necessities for a child's progress in school. Excessive tardiness and absenteeism are contributing factors to a child's academic difficulties. Students are responsible for making up work missed due to absence.

Perpetual tardiness is a hardship on the student. The student begins the day behind schedule and anxious, and this affects the remainder of his/her school day. Parents are requested to arrange morning routines to allow arrival at school between 7:30 and 7:40 a.m.

The following attendance regulations are the policy of the school:

1. If your child will be absent, please call the school prior to 8:15 a.m. A message on the school's voice mail system is acceptable. Please include the student's name, grade and reason for absence.
2. **Upon returning to school, a student must present a dated, signed note to the homeroom teacher confirming the reason for absence. This note will be kept on file for the school year.**
3. Students who are dismissed early from school for reasons other than illness must have a written request from the parent. If a child is to be dismissed to someone other than the custodial parent, a request from the parent must be presented prior to dismissal of the child. Persons picking up students at times other than regular dismissal must meet the child in the reception area. All children are to be signed out by the adult to whom the child is dismissed.
4. Students arriving after 11:00 a.m. or leaving before 12:00 noon are marked absent a half day.
5. **Students arriving after the 7:50 a.m. bell are considered late and must sign in at the Reception desk or office. Continual or habitual tardiness is not acceptable. The tardy student's entry into the classroom is an interruption to the class in session. Timely arrival of all students is the responsibility of the children's parents.**
6. Children are not detained after school hours unless parents have been notified in advance.
7. In most circumstances, tests and quizzes will be taken the day the student returns to class. In the case of an extended illness, arrangements will be made with each teacher.

BAND PROGRAM

St. Mary's School, in conjunction with the Archdiocesan Band Program, has a school band composed of students from grades four through eight. A qualified musician assigned by the Archdiocese is the band director. All arrangements for lessons and rental or purchase of instruments are handled privately between the parents and the band director. The school does not assume the responsibility for children's practice or progress in this musical program. However, the school allows time for lessons, maintains the discipline and encourages a successful band program. If a family has a financial need and the student has been a band member for a year or more, parents should contact the band director regarding eligibility for assistance.

BICYCLES AND SKATE BOARDS

Students may not ride bicycles or skate boards to school.

CARE OF SCHOOL PROPERTY

Students are expected to take proper care of all school texts and materials. It is strongly recommended that all students carry their books in a lightweight book bag.

Loss of or damage to any school text or library book will result in a fine covering the cost of the book and shipping.

School furniture, equipment and property are to be used and cared for responsibly. Parents/guardians will be required to assume the cost of necessary repairs or replacement of property damaged by a student.

Gum chewing is not permitted at any time on the school premises.

CELL PHONES AND ELECTRONIC DEVICES

Students may not bring electronic devices (MP3 players, Ipods, etc.) to school.

Emergency messages to and from the students will be communicated through the school office.

Students may not bring cell phones to school unless the parent has determined it necessary. If the parent determines that a student needs to carry a cell phone to school, the parent must submit a note to the office, and must be certain to explain school policy to the student.

Under NO circumstances, is a student to carry a cell phone to a classroom.

If a parent authorizes a student to bring a cell phone to school, the student must power off the cell phone and DELIVER IT TO THE OFFICE UPON ARRIVAL AT SCHOOL. At dismissal time, the student is responsible for retrieving the cell phone from the office, but **MAY NOT TURN THE CELL PHONE ON UNTIL HE/SHE HAS LEFT SCHOOL PREMISES.**

This policy applies to regular dismissals and dismissals from extra-curricular activities.

CHILD ABUSE POLICY

The welfare and dignity of each child is important to parents as well as to the faculty and staff of St. Mary's School. Parents are reminded that the school is required by law to report any suspected case of abuse or neglect, even if there is no definite proof. (*Archdiocesan Regulation 5000.2*)

CHILD PROTECTION POLICY

The Archdiocese of Washington is committed to preventing child abuse before it occurs, and to identifying child abuse once it has occurred. By raising the awareness and understanding of abuse issues among priests, deacons, religious, staff members, volunteers and other adults who work with or have contact with children and young people under the care of the Archdiocese, and by increasing their knowledge and ability to deal effectively with child abuse issues once they arise, risks to child safety can be greatly reduced.

All priests, deacons, and members of religious communities, as well as all school employees, all youth ministers, directors/coaches of children's activities (e.g., athletics, scout troops, choir, etc.), parent volunteers, and similar Archdiocesan personnel shall participate in an annual education program on child abuse.

CONFERENCES

The opportunity for Parent-Teacher conferences is provided to coincide with the distribution of report cards at the close of the first marking period. Additional conferences may be scheduled if either the teacher or the parent deems it necessary. At anytime, parents are encouraged to be in contact with the teacher should there be any concerns regarding their child. **Teachers are not allowed to reply by e-mail regarding behavior, academics or learning issues.** Teachers will respond by phone or meeting.

The principal is also available for conferences at any time when the need arises. Arrangements should be made through the principal's office.

CONTINUED ENROLLMENT

Continued enrollment of a child in St. Mary's School implies the willingness of both parents and student to comply with the policies and regulations of the school. In order to realize the school's aims, parents and students must agree with and support the procedures and philosophy of the school and the Code of Conduct.

CURRICULUM

The educational program at St. Mary's School provides for the individual growth of the student in all phases of development. The courses of study are in total compliance with requirements set by the Catholic Schools Office of the Archdiocese of Washington and the Department of Education of the State of Maryland.

St. Mary's School is, first and foremost, a Catholic school. As a Catholic institution, St. Mary's School was established to impart moral training and religious knowledge in a Catholic environment, where religion provides the foundation upon which the entire curriculum is based. All students must participate in the religious instruction and all religious celebrations and services.

DISCIPLINE

St. Mary's School is a Catholic community, which thrives on the Christian principles of respect and love. With parental support and cooperation, we strive to foster positive attitudes and behaviors.

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual, to promote the Christian development of each student, and to enhance the school environment through cooperative behavior. To fulfill this purpose, rules and regulations are administratively established in concert with the Archdiocesan policies and with the assistance of St. Mary's School Advisory Board.

The objective of these regulations is the guidance of the student's growth in habits of virtue and Christian attitudes, and the promotion and enhancement of an orderly learning environment. The rights and responsibilities of students, teachers and parents are in no way diminished, but respected and preserved, by communications and conferences in an atmosphere of shared cooperation and respect.

If a student misbehaves, appropriate action must be taken for the good of the child and the well being of the school community.

CODE OF CONDUCT

1. Pray often and always...this is first and foremost, a Catholic School.
2. At all times, in all ways, and under all circumstances, be a person of kindness, respect and service. It is what Jesus would do.
3. Make every effort to do your best using the gifts and talents God has given you.
4. Do your homework.
5. Wear your uniform and wear it properly and proudly.

Minor infractions of discipline are handled by the teacher and/or by the principal, or anyone who serves in a supervisory capacity. When deemed necessary, parents are informed.

Serious breaches of discipline will be subject to temporary suspension or even permanent expulsion from the school. Disciplinary breaches involving suspension include, but are not limited to:

1. Truancy
2. Leaving school without permission
3. Abusive language to a teacher or aide
4. Acts of serious disrespect
5. Threats or bullying, hitting or biting

More serious problems of discipline may require a suspension initially, but if continued can result in expulsion. Such infractions may include, but are not limited to:

1. Smoking or drinking of alcohol
2. Deliberate destruction of property
3. Theft
4. Cheating
5. Any form of sexual harassment.

The most serious breaches may warrant immediate expulsion. They include, but are not limited to:

1. Possession, use, or distribution of illegal drugs, alcohol or weapons
2. Immoral sexual behavior

3. Striking a person of authority
4. Serious injury to a fellow student
5. Repeated suspensions
6. Threats to others' safety.
7. Second offence of bullying.

In the more serious cases where suspension (temporary separation from classes), or expulsion (permanent separation from school) is warranted, these penalties are always used in the best interests of the child and the school, and not just as punishment for unsatisfactory behavior. These actions will be taken only after due conference and consultation with all concerned parties, in accordance with the established and approved Archdiocesan Disciplinary Policies. The rules, regulations, and current policy are fully applicable and binding upon admission of a student to St. Mary's School.

The principal reserves the right to make any decision regarding the violation of any code. In the case of expulsion, the pastor must be included in the final discussion.

The principal of every Catholic school in Maryland, in accordance with the rules of the Archdiocesan Board of Education and the Catholic Schools Office, shall have the right to suspend out of school, for cause, any pupil in the school for a period of not more than five (5) school days, provided, however, that the pupil, parent or guardian shall be given a conference promptly with the principal and appropriate personnel during the suspension period. (*Regulation 5150, Archdiocese of Washington Catholic Schools*)

BEHAVIOR GUIDELINES

Arrival Procedures

1. Students will arrive at school between 7:30 a.m. and 7:45 a.m. There will be no school supervision before 7:30 a.m. Students not in their homeroom by 7:50 a.m. will be marked as tardy. Students arriving after 7:50 a.m. must sign in at the Reception Desk or Main Office.
2. Students will wait quietly in the auditorium for the bell to ring, and follow the directions of the staff member in charge.

Dress Code

3. Students will be dressed in the specified school uniform (See Dress Code/Uniform section). Students not adhering to the school uniform will be referred to the office to call the parent to explain the infraction. Parents will be expected to bring the student appropriate uniform items.
4. Students will maintain a clean, neat appearance at all times.
5. **Students will refrain from wearing make-up and colored nail polish.**
6. Students will observe the following jewelry guidelines:
 - Girls may wear one pair of post earrings (hoops and dangling earrings are unsafe), one ring, one religious necklace, and one wristwatch.
 - Boys may wear one religious medal, one ring, and one wristwatch.
7. The length of the student's gym/summer uniform shorts is no shorter than 3 inches above the knee. There should be no slits on the shorts. The length of the uniform skirts and jumpers may not be more than 3 inches above the knee.
8. Students will wear socks that cover the ankle and that are visible above the shoe. Only solid-colored white, black or navy blue socks are to be worn.

Hall Behavior

9. Students will walk, not run, to the right in the hallways and on the stairs.
10. Students will be prompt in arriving to class.

Lunchroom Behavior

11. Students will walk, not run, in and out of the lunchroom.
12. Students will remain seated at all times.
13. Students will speak in a quiet tone.
14. Students will raise their hand if they need something or need to leave the table.
15. Students will clean up their eating area completely (table top, floor area, and chair).
16. Students will stop talking when the lights are turned off.
17. After the lights are off, students are to remain silent until they are outside for recess.
18. Proper table manners are to be used.
19. Students are to handle only their own food.
20. Students will discard their trash in the assigned receptacles.

Playground Behavior

21. Students will respect and obey the playground teacher, supervisor and aides.
22. Students will show respect to one another (no teasing or bullying others or disrupting others' play).
23. Students will play in designated areas at recess.
24. Students will refrain from activities that infringe on another playgroup.
25. Students will refrain from fighting or rough games (maul ball, keep-away, tackle football, etc.)
26. Students will remain in the play area unless given permission to leave.
27. Students will refrain from eating food or chewing gum on the playground.
28. In the event of an accident, the student or a friend will report to the playground teacher, supervisor or aide.
29. When recess time is over, students will line up at the outside door and enter the building quietly.

Lavatory Behavior

30. Students will use the facilities appropriately and expeditiously.
31. Students will use proper lavatory etiquette (flush, wash hands, dispose of trash in the receptacles).
32. Students will use quiet voices while in the lavatory.

Emergency Procedures

33. Students will observe complete silence throughout the drill.
34. Students will walk, not run, to their designated area in single file.
35. Students will follow carefully and completely all teachers' instructions.
36. Students separated from their class will immediately report to the nearest teacher once they have exited the building.

Dismissal Procedures

37. Students will be ready to leave the building when the bell rings at the end of the day.
38. Students will walk to their cars or wait in the assigned area until their carpool arrives.

DISHONESTY (ACADEMIC)

Cheating is the improper acquisition or distribution of information pertinent to a homework assignment, quiz, test, or exam. Cheating is strictly prohibited.

A cheating offense or a violation of an evaluation procedure will result in a zero for the work in question.

DISMISSAL

Please refer to the diagram at the end of this booklet.

All cars must enter the parking lot through the Church Street entrance. Cars are to form approximately 9 or 10 lines. **No one may pick up students in front of the school at dismissal time.** There is to be no parking by the church curb or the curb on the auditorium side of the school at dismissal.

When the first bell rings, students who have not found their carpool must return to the sidewalk and wait for the occupied cars to depart. Once pedestrians are safely out of the carpool area, a signal will be given to the first line of cars to begin exiting. Each line of cars will follow in succession. All cars move in a forward fashion. If a student did not reach his/her vehicle prior to the bell, the driver will move forward with the flow of traffic and loop back into line for the next round of pick up. Under no circumstances may a driver park facing the railroad tracks and then back out of a parking space. Under no circumstances may a car break the flow of traffic or move prior to being signaled to do so.

After the first round of cars departs, the bell is rung again and the remaining students are dismissed. After the students are securely in their cars, the second round of cars is signaled to depart as previously described.

No one, child or adult, is allowed to cross the parking lot once the bell has rung and the signal has been given for the cars to move.

Children leaving the campus on foot without a parent or guardian must have a note on file in the office authorizing the school to release them unsupervised. This note may be submitted day by day, or for a specified period of time

Any student remaining ten minutes after dismissal time will be sent directly to the principal's office for supervision until picked up. A fee of \$1.00 per minute per child will be incurred by the parent, and this fee is payable to the principal at the time of pick up.

DRESS CODE/UNIFORM

The following requirements are in effect from the first day of school. We ask your cooperation in adhering to the school uniform code. Students not adhering to the school uniform will be referred to the office to call the parent to explain the infraction. Parents will be expected to bring the student appropriate uniform items.

SUMMER UNIFORM - Worn from School Opening through October

April 1 through School Closing

BOYS Grades K-6

White polo shirt (with St. Mary's logo or no logo), tucked in at all times

Navy walking shorts, not more than 3" above the knee

Belts are required if there are belt loops; belts should be black, brown or navy blue

Socks that **cover the ankle**; socks must be solid-colored, white, black or navy blue

Designated school shoes (described under Formal Uniform)

Grades K-4 may wear a navy blue St. Mary's sweatshirt over the polo or dress shirt.

Grades 5 and 6 may wear navy or forest green cardigans, crew or v-neck sweaters or sweater vests. A navy or forest green blazer or suit jacket is also acceptable. Sweatshirts are worn only for PE.

GIRLS Grades K-6

White polo shirt (with St. Mary's logo or no logo), tucked in at all times or,

White blouse with Peter Pan collar, tucked in at all times; or

White blouse with button-down collar, tucked in at all times

Navy walking shorts or skort, not more than 3” above the knee

Belts are required if there are belt loops; belts should be black, brown or navy blue

Socks that **cover the ankle**; socks must be solid-colored, white, black or navy blue

Designated school shoes (described under Formal Uniform)

Grades K-4 may wear a navy blue St. Mary’s sweatshirt over the polo or dress shirt.

Grades 5 and 6 may wear navy or forest green cardigans, crew or v-neck sweaters or sweater vests. A navy or forest green blazer or suit jacket is also acceptable. Sweatshirts are worn only for PE.

FORMAL UNIFORM – Worn November 1 through March 31

BOYS Grades K-6

White polo shirt (with St. Mary’s logo or no logo) or, for Grades 5 and 6 only, a white dress shirt with a tie (a tie is required with a dress shirt. The collar must be buttoned and the tie pushed up to the top.). All shirts must be tucked in at all times.

Navy cotton twill or corduroy pants

Belts are required if there are belt loops; belts should be black, brown or navy blue

Socks that **cover the ankle**; socks must be solid-colored, white, black or navy blue

All black sneaker or all white sneaker or brown or black bucks or brown Docksiders. Laces must be tied at all times. No platform shoes. No backless shoes or flip-flops. No high-top or mid-rise shoes except for documented medical reasons.

No shoes with wheels may be worn in the school building or on school grounds. Children may use the sneaker portion of “Wheelies” IF THE WHEELS ARE REMOVED AND KEPT AT HOME.

Grades K-4 may wear a navy blue St. Mary’s sweatshirt over the polo or dress shirt.

Grades 5 and 6 may wear navy or forest green cardigans, crew or v-neck sweaters or sweater vests. A navy or forest green blazer or suit jacket is also acceptable. Sweatshirts are worn only for PE.

GIRLS Grades K-6

Grades K-4: White blouse with Peter Pan collar or white turtleneck with either a St. Mary’s plaid jumper (not more than 3” above the knee), or navy cotton pants with front fly. Shirts/blouses must be tucked in at all times.

Grades 5-6: White polo shirt or white Oxford blouse with a St. Mary’s plaid skirt (not more than 3” above the knee), or navy cotton pants with front fly. Shirts/blouses must be tucked in at all times.

Belts are required if there are belt loops; belts should be black, brown or navy blue

Socks that **cover the ankle**; socks must be solid-colored, white, black or navy blue

All black sneaker or all white sneaker or brown or black bucks or brown Docksiders; black “Mary Jane” type shoes if they have a rubber sole. Laces must be tied at all times. No platform shoes. No backless shoes or flip-flops. No high-top or mid-rise shoes except for documented medical reasons.

No shoes with wheels may be worn in the school building or on school grounds. Children may use the sneaker portion of “Wheelies” IF THE WHEELS ARE REMOVED AND KEPT AT HOME.

Grades K-4 may wear a navy blue St. Mary’s sweatshirt over the polo or dress shirt.

Grades 5 and 6 may wear navy or forest green cardigans, crew or v-neck sweaters or sweater vests. A navy or forest green blazer or suit jacket is also acceptable. Sweatshirts are worn only for PE.

PHYSICAL EDUCATION UNIFORM

Opening Day until October 15 and from April 1 through Closing

Students in Grades K-8 may wear their PE uniforms on their designated PE days instead of their formal uniforms. Shirts must be tucked in and shoes must be tied at all times.

BOYS Grades K-8

Blue shirt with St. Mary's logo.

Navy mesh shorts, with St. Mary's logo or with no logo, not more than 3" above the knee

Navy sweatshirt and sweatpants with St. Mary's logo or with no logo (for outdoor activities during winter months)

All white or all black sneakers. No high-top or mid-rise shoes except for documented medical reasons

Socks that **cover the ankle**; socks must be solid-colored white, black or navy blue

GIRLS, Grades K-8

Blue shirt with St. Mary's logo.

Navy mesh shorts with St. Mary's logo or no logo (no additional logos or lettering), not more than 3" above the knee

Navy sweatshirt and sweatpants with St. Mary's logo or no logo (for outdoor activities during winter months)

All white or all black sneakers. No high-top or mid-rise shoes except for documented medical reasons

Socks that **cover the ankle**; socks must be solid-colored white, black or navy blue

FORMAL UNIFORM – Worn November 1 through March 31

BOYS Grades 7 and 8

Polos and dress shirts may be white, pastel blue, pastel green or pastel yellow. Long and short sleeves are acceptable. Long sleeves must be rolled down and shirttails must be tucked in. (A tie is required with a dress shirt. The collar must be buttoned and the tie pushed up to the top.)

Navy cotton twill or corduroy pants; forest green is also acceptable for pants

Belts are required if there are belt loops; belts should be black, brown or navy blue.

Socks that **cover the ankle**; socks must be solid-colored, white, black or navy blue

All black or all white sneaker, or brown or black bucks or brown Docksidors. No platform shoes. No backless shoes or flip-flops. No high-top shoes, except for documented medical reasons.

No shoes with wheels may be worn in the school building or on school grounds. Children may use the sneaker portion of "Wheelies" IF THE WHEELS ARE REMOVED AND KEPT AT HOME.

Sweatshirts are worn only for PE, however, Grades 7 and 8 may wear navy or forest green cardigans, crew or v-neck sweaters or sweater vests. A navy or forest green blazer or suit jacket is also acceptable.

Clothing should carry either the St. Mary's logo or no logo.

Shoes must be kept clean and tied.

GIRLS Grades 7 and 8

St. Mary's plaid skirt (not more than 3" above the knee), or navy or forest green cotton pants with front fly.

Polo or Oxford blouse; shirts/blouses may be white, pastel blue, pastel green or pastel yellow. Long and short sleeves are acceptable. Long sleeves must be rolled down and shirttails must be tucked in.

Belts are required if there are belt loops; belts should be black, brown or navy blue.

Socks that **cover the ankle**; socks must be solid-colored, white, black or navy blue

All black sneaker or all white sneaker, or brown or black bucks or brown Docksiders; black “Mary Jane” type shoes if they have a rubber sole. No platform shoes. No backless shoes or flip-flops. No high-top or mid-rise shoes except for documented medical reasons. Laces must be tied at all times.

No shoes with wheels may be worn in the school building or on school grounds. Children may use the sneaker portion of “Wheelies” IF THE WHEELS ARE REMOVED AND KEPT AT HOME.

Sweatshirts are to be worn only for PE, however, Grades 7 and 8 may wear navy or forest green cardigans, crew or v-neck sweaters or sweater vests. A navy or forest green blazer or suit jacket is also acceptable.

Clothing should carry either the St. Mary’s logo or no logo.

Shoes must be kept clean and tied.

SUMMER UNIFORM - Worn August through October and April 1 – June

BOYS Grades 7 & 8

White, pastel blue, pastel green or pastel yellow polo shirt (with St. Mary’s logo or no logo)

Navy or forest green walking shorts, not more than 3” above the knee

Belts are required if there are belt loops; belts should be black, brown or navy blue.

Socks that **cover the ankle**; socks must be solid-colored white, black or navy blue

Designated school shoes (described under Formal Uniform)

GIRLS Grades 7 & 8

White, pastel blue, pastel green or pastel yellow polo shirt (with Mary’s logo or no logo)

Navy or forest green walking shorts or skort, not more than 3” above the knee

Belts are required if there are belt loops; belts should be black, brown or navy blue.

Socks that **cover the ankle**; socks must be solid-colored white, black or navy blue

Designated school shoes (described under Formal Uniform)

All clothing should be properly *labeled* with the family name and should be clean and neat in appearance. Items are held in the Lost and Found for a reasonable time. If articles are unclaimed, they are donated to charity.

Jewelry (bracelets, necklaces, dangling earrings, multiple rings) is not part of the school uniform. Make-up, including colored fingernail polish, is not permitted during school hours. On out of uniform days, make-up and glitter are not allowed. Boys are not allowed to wear any visible earring/earrings.

Students are required to be in uniform from the opening day of school until the closing day unless parents receive a notice to the contrary. If, for some reason, a student is unable to be in uniform, a note from the parents must be sent with the student to school.

In late spring, St. Mary's Home & School Association provides a used uniform sale for anyone who wishes to donate, sell or locate used uniforms.

Haircuts/Hair Color

Proper grooming is expected of every student. Fad haircuts are not acceptable. No color altering chemicals may be used to alter the student's natural hair color. Girls' hair should be maintained neatly and not covering the eyes. **Boys' hair should not cover the eyebrows or ears, and should be trimmed above the shirt collar.**

Out of Uniform Days

On specified occasions, students may dress out of uniform.

On "Dress Up Days," girls may wear dresses or skirts of appropriate length, or dress slacks (no low-waisted pants) with a modest top. Tight or revealing clothing is inappropriate. Boys may wear casual shirts with collars or sweaters and tailored slacks. Jeans, sweatshirts, sneakers, tee shirts, and backless shoes, flip-flops or platform shoes may not be worn.

On "Dress Down Days," casual (but not disheveled) clothing may be worn such as jeans (no low-waisted pants), sweatshirts, sweatpants, tee shirts, and sneakers. Students may never wear clothing with inappropriate messages or immodest attire. Shorts/skorts should not be worn unless an announcement allowing this clothing has been made. Boxer or "Soffee" type shorts are never allowed. For safety purposes backless shoes, flip-flops or platform shoes may not be worn.

Each student may choose to be out of uniform on his or her birthday. If the student's birthday does not fall on a scheduled school day, he or she may choose another day to be out of uniform, but each student is only allowed one birthday non-uniform day per school year.

If the student's birthday is the same day as a class out of uniform day, or a day on which the uniform or special clothing is specifically required of the class (i.e., in anticipation of a special Mass or visitor, or for a field trip), the student must conform to the class expectation and may choose another day for his or her birthday out of uniform day.

DRUG POLICY

The following procedures will be followed if any student is found taking, selling, or possessing drugs/alcohol on school property:

1. The student will be detained in the principal's office
2. The drugs/alcohol will be confiscated.
3. Parents will be contacted.
4. The student will be immediately suspended pending determination regarding expulsion by the Pastor and Principal in consultation with the Catholic Schools Office of the Archdiocese of Washington.
5. Law enforcement officers will be contacted.

"The school reserves the right to search if there is probable or reasonable cause. The school reserves the right to seize any of the above substances. The student's illegal activity shall be reported to the police." (*Archdiocesan Regulation 5150.1*) Possession will result in immediate suspension or expulsion.

The rules and regulations of this current policy are fully applicable and binding, in accordance with established and approved Archdiocesan Disciplinary Policies.

EMERGENCY CONTACT INFORMATION

It is essential that the information on a student's emergency contact form is accurate and up-to-date at all times. The School Office should be notified in writing immediately should there be a change of address, telephone number (home and business), medical history, or emergency contact person.

EMERGENCY HEALTH CARE

In the event of an accident or illness at school, immediate first aid and emergency treatment are available from the school secretary or health room until either a parent or guardian is contacted and appropriate arrangements can be made for the child.

In the event of a serious accident and/or if hospitalization is required, the school will call 9-1-1 and the parents. The child will be taken to the nearest hospital, as deemed necessary by emergency personnel.

It is essential that the school be apprised in writing of changes in home, work, cell and emergency contact numbers.

Parents are required to notify the school of any serious chronic health problems, such as diabetes, epilepsy, etc., and/or maintenance medications or treatments, so that appropriate attention may be given to the student, and proper information may be provided to emergency medical personnel.

Continued full disclosure of information is required.

Should a child contract a contagious disease, such as chicken pox, strep, head lice, etc., the school must be notified immediately so that parents of other children in the class can be notified in accordance with Health Department regulations. (These notices do not name individuals; they simply notify others of a case and summarize symptoms of the contagious disease.)

The County Health Department requires that any child with a rash be sent home immediately. Further, the child cannot return without a physician's note explaining the rash and its treatment.

The County Health Department requires that parents be notified if their child's temperature is above 99.6 degrees. The parent must take the child home as soon as possible. The child may not return to school until at least twenty-four hours after the temperature returns to normal.

EMERGENCY SCHOOL CLOSING

In the event of serious inclement weather, St. Mary's School follows all the directives given for Montgomery County Public Schools. These announcements are made on the local radio and television stations. If Montgomery County Public Schools are not scheduled to be in session (Professional Day or Holiday), the Archdiocese of Washington will make decisions about Archdiocesan Schools in Montgomery County.

On days that there is a one-hour delay in the opening of schools, St. Mary's will open at 8:45 a.m. When there is a two-hour delay, the school will open at 9:45 a.m.

If Montgomery County announces that the schools will close one hour early, we will dismiss at 2:00 p.m. For a two-hour early dismissal, we will dismiss at 1:00 p.m. Parents are expected to pick up their children at the designated dismissal time or to make arrangements for their child to go home with another adult. (Please be sure to provide written authorization so the child may be released to the other adult.)

In the event that St. Mary's is scheduled to have an 11:30 a.m. dismissal and it is announced that schools are opening two hours late, St. Mary's School will open at 9:45 a.m. and dismissal will be at 1 p.m.

Should emergency situations arise that would affect only St. Mary's School, you will be notified either by radio, television, e-mail and/or the phone tree.

EXTRACURRICULAR ACTIVITIES

Parish Chess Club

Students are eligible to join the Parish Chess Club. The Parish Coordinator provides registration information, including dates and fees. Meetings are normally held in the evening, and various parishes in the area sponsor tournaments throughout the school year.

Parish Children's Choir

Students in grades three through eight are eligible to join the Parish Children's Choir. Rehearsals are held in the evening. The Parish Liturgist is the coordinator of this activity.

School Chorus

Students in Grades 5 through 8 are eligible to join the School Chorus. Various types of music and presentation are practiced. Concerts are typically scheduled once or twice a year. This activity is coordinated by the music teacher.

School Drama Club

Students in grades 5 through 8 are eligible to join the Drama Club. Performer and crew members are important to successful productions. Students are exposed to various facets of show production. Productions by the Club typically require an extensive commitment of time and effort by the sponsoring adult and club members. This activity is coordinated by a team of volunteer school staff and parent volunteers.

School Newspaper Club

Students in grades 6, 7 and 8 are eligible to join the Newspaper Club. Participants explore the tasks involved in creating newsletters/newspapers. This activity is sponsored by a teacher.

Parish Scouting Program

The Scouting program is sponsored by St. Mary's Parish. When Scout meetings are scheduled after school, Scout uniforms may be worn in place of the school uniform.

Parish Sports Program

The Parish CYO sponsors athletic programs, including City of Rockville league play and Archdiocesan CYO league play. Registration requirements vary, and games and practices are in the evenings and/or weekends.

School Yearbook Club

Students in grades 6, 7 and 8 are eligible to join the Yearbook Club. Participants explore the tasks involved in creating newsletters/newspapers. This activity is sponsored by a teacher.

FIELD TRIPS

St. Mary's School augments classroom learning with selected field trips. To participate in field trips, students MUST have a permission slip signed by a parent or legal guardian. Signed permission slips and any necessary payment must be submitted to the trip coordinator no less than one week in advance of the scheduled trip. Parents or legal guardians wishing to chaperone field trips must complete the Archdiocesan Volunteer Application process, including Virtus training and fingerprinting by the Archdiocese. Information for this process is available from the school office.

FOREIGN LANGUAGE

Students in Grades K-5 participate in Spanish classes twice a week. Grades 6-8 participate in Spanish classes three times per week.

GRADING SYSTEM

Grades are based on the following criteria: achievement in the classroom, involvement in the subject matter, test performance and general attitude toward class work and homework. The teacher considers these factors and their individual importance in determining grades.

The following marking system is used:

Grades K through 3

VG-Very Good S-Satisfactory I-Improvement needed U-Unsatisfactory

Grades 4-8

| | | |
|---|--------------------|-----------|
| A | Excellent | 93-100% |
| B | Good | 85-92% |
| C | Satisfactory | 77-84% |
| D | Improvement Needed | 70-76% |
| F | Unsatisfactory | Below 70% |

Grades reflect the actual achievement of the child according to grade or level of instruction. These grades are based on the daily class performance and participation of the child and the results of tests, quizzes, presentations, reports, projects and homework.

Parents are asked to take an active interest in their child's academic progress, effort and school conduct. Mutual interest by home and school fosters positive academic growth for each student.

To merit promotion, the student must attain at least a general average of "D" in each of the following subjects: religion, reading, English, Spanish, spelling/vocabulary, and mathematics. Failure to attain at least a general average of "D" these subjects may require summer school for the student to be eligible for promotion to the next grade. A consultation with the Principal will be required.

HOME & SCHOOL ASSOCIATION

The Mission of the Home & School Association is to act as a bridge between the home and the school. The Home & School Association, in partnership with the faculty and staff of St. Mary's School, plans and facilitates social, service and cultural activities during the school year.

HOMEWORK

Homework is a necessary part of each child's educational program. Home assignments may include written work, reading, study or long term projects. The purpose of homework is:

1. To foster habits of independent study
2. To reinforce learning that has taken place in class
3. To deepen knowledge of a subject by long range reading, projects and research
4. To develop initiative, independent thinking, and personal responsibility for completing school assignments.

HONOR ROLL

Students in Grades 6 through 8 are eligible for the Honor Roll. Honors are presented at the end of each quarter.

For First Honors, a student must attain an "A" in all subjects and an "S" in general conduct and personal/social growth, Music, Art and PE.

For Second Honors, a student must attain "A's" and "B's" with "S" in general conduct and personal/social growth, Music, Art and PE.

IMMUNIZATIONS AND HEALTH RECORDS

The Archdiocese of Washington and St. Mary's School follow the Maryland Department of Health & Mental Hygiene requirements, except that the Archdiocese does not allow exemptions from immunizations. These requirements are periodically reviewed and updated, and changes will apply to St. Mary's School.

Immunization: An Immunization Certificate with the **appropriate immunizations must be submitted at the time of admission to school.** The following immunizations are required of all students entering Kindergarten to Grade Eight.

DTP/DTaP – four doses for children under seven years old. Three doses of tetanus and diphtheria containing vaccines (DTP, DTaP, Tdap, DT or Td) are required for children seven years of age and older.

Polio – three doses.

MMR – two doses, the first **on or after the first birthday** and the second **before the fifth birthday**. Proof of immunity by positive blood test is acceptable.

Varicella (chickenpox) - One dose of varicella (chickenpox) is required for a student younger than 13 years old. Two doses of varicella vaccine are required for a previously unvaccinated student 13 years of age or older. Medical diagnosis of varicella disease is acceptable in lieu of vaccination. COMAR defines “Medical diagnosis” is defined as documented history of disease from a medical provider or local health department. Documentation must include month and year. In the absence of documentation a medical provider or local health department may verify immunity via blood test, **but revaccination may be more expedient.**

Hepatitis B – three doses.

The only exceptions to the required immunizations are:

Documentation of medical contraindication(s) by a physician;

Documentation of immunizations in progress, but up-to-date (students will be excluded if additional required immunizations become past due); or

Proof of a medical appointment to obtain immunizations within 20 days of the enrollment date.

Physical Examinations: All students entering school are **required to have a physical examination**. The physical examination must be completed within nine months before or six months after enrollment.

Dental Examinations: It is recommended that student have an annual dental examination.

Tuberculosis: Certification that a student is free from tuberculosis is recommended **at the time of enrollment** for students who enter school if they are coming from any country outside the United States or who have lived twelve months or more outside the United States prior to entering school. Proof of freedom of tuberculosis includes:

Report of a negative TB skin test (PPD);

Report of a positive TB skin test and a negative x-ray; or

Statement from the doctor that the student is under treatment and not contagious. Physicians may decide that students who have never left the area do not need to be tested; this will be indicated on the health form at the time of the examination.

LIBRARY

A librarian and volunteers operate our school library/media center. Every student has weekly library, media center and computer periods, part of which is instruction in library skills and technology. Students are responsible for returning books on time. Lost or damaged books must be replaced and the student is assessed a replacement fee. Reference books may not be removed from the library.

Reports cards will be withheld and admission to mid-term or final exams will be denied until all library issues are settled.

LUNCH

Lunches are brought from home or purchased through the school lunch program. The school lunch program is coordinated through the Home and School Association. Lunches are available five days per week. Lunches are pre-ordered and pre-paid by the semester or monthly.

White or chocolate milk is available for lunches. Milks are pre-ordered and pre-paid for the school year.

Students in Grades K-8 are encouraged to eat a snack during morning recess. Snacks are brought from home. Nutritious lunches and snacks, which exclude candy or high-sugar items, are recommended. It is recommended that children staying after school for an activity bring an additional snack.

MEDICATION

Prescription and non-prescription or "over the counter" medication may only be administered to a student during the school day upon the written order of a physician, dentist or nurse practitioner. All medication must be delivered to the school office by the parent, and the medication must be in the original container to assure proper labeling as to content and dosage. Non-prescription medications must be in new, safety-sealed containers. Parents must sign a form acknowledging that the school secretary or health room aide may administer the medication received by the school.

Parents must include in the student's health records any and all chronic illnesses or disorders (including psychological and social), as well as any maintenance medications a student may be taking. Additionally, parents are requested to provide any medications, instructions or procedures that a student might need in an emergency. **Full, continued disclosure of information is required.**

NOTICES

Notices and information are published on the parish website, stmarysrockville.org. Parents and students are strongly urged to check every day for announcements, updates, calendar changes and notices. Printed fliers and materials are sent home on Wednesdays in the Family Envelope, but these **DO NOT DUPLICATE THE WEBSITE**. The Family Envelope is distributed to the youngest child in each family. Please return the empty envelope to school Thursday morning for use the next week. We urge you to pay special attention to notices, requests and deadlines.

PARENT-TEACHER COMMUNICATIONS

Ongoing communication between teachers and parents is important throughout the school year. A "Back to School Night" is scheduled in September; Parent-Teacher Conferences are available in November and other Home & School Association meetings are scheduled through the year.

Teachers are available to confer with parents at other times by appointment. Conferences may be arranged with teachers or the principal by calling the school office at (301) 762-4179 or by a written request sent to the teacher.

It is the policy of the Archdiocese of Washington that teachers **MAY NOT** communicate with anyone via e-mail regarding a student's behavior, learning issues or academic issues. Parents may contact a teacher by e-mail, but the teacher may only respond about these topics by phone or meeting.

PARTIES

Classroom parties are arranged at the discretion of the homeroom teacher with the assistance of room parents.

Invitations to an individual child's party to be held outside of school may not be passed out in school unless either **ALL** the children in the class or **ALL** of the boys or **ALL** of the girls are invited.

PHONE CALLS

It is requested that personal calls between parents and students be kept to a minimum. Emergency messages will be forwarded to a child. Children are not permitted to carry electronic devices to classrooms. Please see the section on Cells Phones and Electronic Devices.

Teachers are not available to receive calls during the school day. Parents wishing to contact teachers may do so by e-mailing or sending a note with their child or by accessing the voice mail system by calling the school's main phone number, (301) 762-4179. The teacher will respond as soon as possible. Archdiocesan policy does not allow teachers to communicate by e-mail regarding a student's behavior, learning issues or academic issues. Teachers will respond by phone or meeting.

PHYSICAL EDUCATION

All students are expected to participate in the physical education program. A child may be excused only if a note from a physician or parent is sent to the teacher of this program. In case of serious injury, surgery or prolonged illness, a release is needed from the attending physician before the child is allowed to resume classes.

Students are required to wear the designated gym uniform during class. Students not appropriately dressed will not be permitted to participate in the physical education activities. Repeatedly failing to meet uniform requirements will affect a student's grade.

PLAYGROUND SUPERVISION

All families are assessed a fee for playground supervision. Paid playground aides are available each day to supervise lunchroom and playground activities.

PRAYER

The school day begins with class prayer and is followed by the recitation of the Pledge of Allegiance. Grace is said before lunch and after lunch, and a closing prayer is said prior to dismissal. Often, academic classes are begun and ended with prayer. The student body attends Mass weekly. Attending Mass as a student body is the single, most important thing we do together.

REPORT CARDS

Report cards are distributed four times a year to students in Grades 1-8. An explanation of the grading system appears on the report card. Students in Kindergarten receive their first report card in January.

Report cards are to be discussed by the parent with the student. The report card envelope must be signed by the parent and returned to school.

SCHOOL ADVISORY BOARD

The purpose of St. Mary's School Advisory Board is to provide advice and assistance to the pastor and principal in the governance of the school. The School Advisory Board shall fulfill its purpose and exercise its functions in accordance with the mission and goals of the parish and school, and the goals, policies, and regulations of the Archdiocese of Washington. Members are elected for three-year terms.

SCHOOL DAY

The school day is 7:45 a.m. – 3:00 p.m. Morning drop-off and supervision begin at 7:30 a.m. Under no circumstances should a child be left at the school unsupervised or prior to the staff member who is on duty to receive students assuming her/his post (usually at 7:30 a.m.).

Regular dismissal begins at 3:00 p.m. Students remaining after 3:10 p.m. will be sent directly to the principal's office for supervision. A fee of \$1.00 per minute per child will be incurred by the parent, and this fee is payable at the time of pick up.

On early dismissal days (11:30 a.m.), students will be supervised until 11:40 a.m. Students remaining after 11:40 a.m. will be sent directly to the principal's office for supervision. A fee of \$1.00 per minute per child will be incurred by the parent, and this fee is payable at the time of pick up.

The school is not responsible for the supervision of students before 7:30 a.m. or after 3:10 p.m. On early dismissal days (11:30), supervision continues until 11:40 a.m. Therefore, the school is not responsible for any injuries or accidents which may occur if parents permit children to be on the school grounds during unsupervised times.

Parents are advised of the time frames of supervision and asked to cooperate with this school policy so that the safety of our students can be ensured.

If students must remain after school for a school-sponsored activity, the teacher or adult in charge of the activity is responsible for the students and will remain with them until all have left the school premises. Please make every effort to pick up students at the appropriate times.

For non-school sponsored activities, such as Scouts, the leader of the activity is responsible for participants.

SOLICITATIONS

There is to be no solicitation at anytime for private, personal or public gain. All fundraising is approved by the Pastor and principal for the benefit of St. Mary's School.

SPIRITUAL ACTIVITIES

The primary focus of St. Mary's School is the spiritual and intellectual development of its students. This development is fostered and encouraged by the strong support of the pastor, priests, principal and faculty.

Students are involved in planning for and participate in the liturgies in order to appreciate more fully the liturgical life of our faith. Parents are encouraged to attend all school liturgies.

Students attend Mass as a student body on Fridays and holy days at 9:00 a.m. In grades 3 through 8, Catholic students participate in the Sacrament of Reconciliation prior to Christmas vacation, and Catholic students in grades 2 through 8 participate in the Sacrament of Reconciliation before Easter vacation.

The school is obliged to teach the basic doctrines of the Catholic faith. However, the greater obligation lies with the family. Parents, as the primary educators of their children, are expected to take their children to Mass regularly, to receive the sacraments of Reconciliation and Eucharist regularly and to prepare their children for the reception of the sacraments.

The sacraments of Reconciliation, Holy Eucharist, and Confirmation are administered annually to the Catholic children of our Parish who have been properly prepared. Parents are obliged to attend the sacramental preparation parent meetings. A two-year preparation period is required for each of these sacraments.

The students take an active part in the parish May Procession to honor the Blessed Mother.

Each year, through service projects, students are reminded of the missionary aspects of the Church. During Lent, students are encouraged to make spiritual and monetary sacrifices for the less fortunate. Throughout the year students participate in various outreach activities and are reminded to pray for the Church and its members.

All students, including non-Catholics, shall (1) take religion classes in which Catholic doctrine is taught, (2) attend liturgical activities and sacramental programs and are invited to participate to the extent allowed by Church law, and (3) participate in all other aspects of the school's religious education program. (*Archdiocesan Regulation 6240*)

TESTING

St. Mary's students participate annually in the Archdiocesan Standardized Testing Program (Terra Nova) and the ACRE Test (Archdiocesan Religious Education evaluation). The Catholic Schools Office determines the grades to be tested and the semester in which these tests are to be administered. Test results are shared with the parents, evaluated by the faculty and used in conjunction with the Catholic High School Placement Test (HSPT).

Teacher initiated tests will be administered during the year at the teacher's discretion.

TUITION POLICY

St. Mary's School has a two-tier tuition scale: a tier for participating families and a tier for non-participating families. Participating and non-participating families are defined as follows:

1. Participating parishioners are registered and have taken an active part in St. Mary's parish activities two years prior to school enrollment. They regularly attend Sunday Mass, contribute to the Sacrificial Giving Program through the envelope system, and generally participate in religious, volunteer and social activities of the parish. Irregularity in any of these areas may cause a transfer to non-participating status.

2. Non-participating parishioners are registered at St. Mary's, but do not meet the definition in #1 above. The non-participating tier applies to non-parishioners and to non-Catholics.

St. Mary's School reserves the right to cancel the registration of any student whose family fails to satisfactorily meet the tuition payments during the preceding semester, or to require payment of full tuition prior to the start of the next semester.

The school reserves the right to withhold a student's school records when the family fails to satisfactorily meet the tuition payments. Students may be denied admission to mid-term or final exams until financial issues are settled.

Tuition may be paid in full prior to the start of classes, or families may enroll in an installment payment plan. Generally, installments will be a plan for pre-authorized, electronic transfers to cover periodic payments. There is normally an annual fee for participation in the installment program.

VISITORS

For the safety of the children of St. Mary's School, and to minimize interruption of the classroom schedule, all parents, guardians, and visitors are asked to report to the reception desk outside the Parish Hall and sign the visitor's book. Under no circumstance should adults go to the classroom without the permission of the principal.

VOLUNTEERS

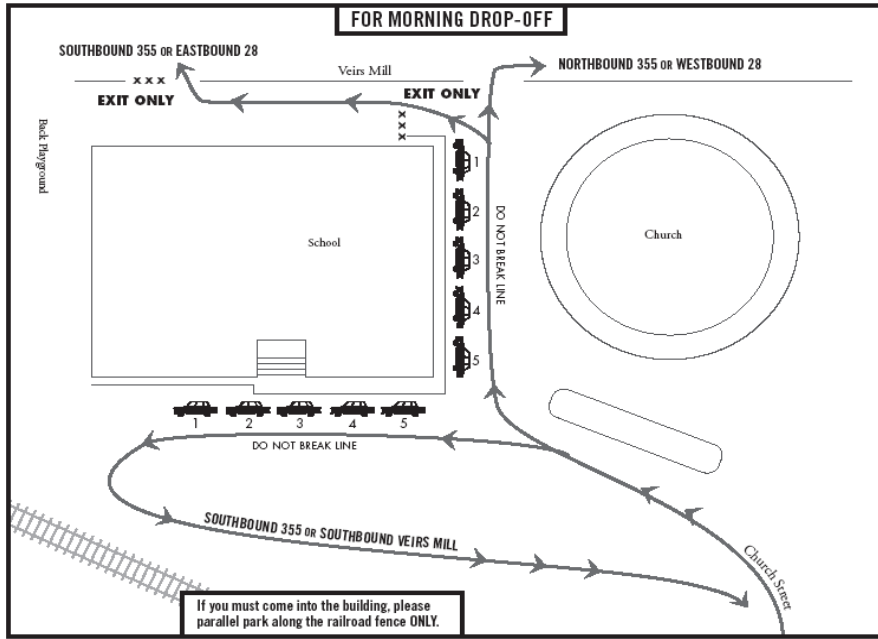
St. Mary's School relies on the support and involvement of all families throughout the school year. Volunteers contribute their time and effort to assist in a variety of capacities. Particular areas dependent upon volunteers are the library, computer center, the health room, the classrooms, Home and School Association activities and fundraising. Every family is encouraged to support the school by volunteering in at least one of these areas during the school year. Volunteers are required to complete the Archdiocesan Volunteer application process, including Virtus training and fingerprinting. Information on this process is available from the school office.

WITHDRAWAL

Families withdrawing students from St. Mary's School should notify the principal as soon as possible. Records will be forwarded to the new school upon request if the parent has signed a student record release form.

All financial obligations must be met before records are released.

ARRIVAL TRAFFIC MAP



DISMISSAL TRAFFIC MAP

