

TABLE OF CONTENTS

<p>PHILOSOPHY 1</p> <p>CREDO 1</p> <p>MISSION STATEMENT 2</p> <p>OBJECTIVES 2</p> <p>PARENT/GUARDIAN COOPERATION 2</p> <p>VALUES CODE 2</p> <p>CODE OF DISCIPLINE 3-5</p> <p style="padding-left: 20px;">Harassment and Bullying</p> <p style="padding-left: 20px;">Search and Seizure</p> <p style="padding-left: 20px;">Suspension and Expulsion</p> <p>ACADEMIC STRUCTURE 6-8</p> <p style="padding-left: 20px;">Accreditation</p> <p style="padding-left: 20px;">Curriculum</p> <p style="padding-left: 20px;">Grading Scale</p> <p style="padding-left: 20px;">Homework and Study Habits</p> <p style="padding-left: 20px;">Honor Roll</p> <p style="padding-left: 20px;">Instrumental Band Program</p> <p style="padding-left: 20px;">Parent-Teacher Conferences</p> <p style="padding-left: 20px;">Promotion and Retention</p> <p style="padding-left: 20px;">Religious Formation</p> <p style="padding-left: 20px;">Report Cards/Progress Reports/Student Records</p> <p style="padding-left: 20px;">Standardized Testing</p> <p>ADMISSION POLICY 9-11</p> <p style="padding-left: 20px;">Admission Requirements</p> <p style="padding-left: 20px;">Registration, Tuition, and Fees</p> <p>COMMUNICATIONS 11</p> <p>FIELD TRIPS 12</p> <p>HEALTH POLICIES 12-13</p> <p style="padding-left: 20px;">Emergency Information</p> <p style="padding-left: 20px;">General Regulations</p> <p style="padding-left: 20px;">Immunizations</p> <p style="padding-left: 20px;">Medication</p> <p style="padding-left: 20px;">Archdiocesan Counseling Services 13</p>	<p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>3-5</p> <p>6-8</p> <p>9-11</p> <p>11</p> <p>12</p> <p>12-13</p> <p>13</p>	<p>HOME AND SCHOOL ASSOCIATION 13-15</p> <p style="padding-left: 20px;">Service Hours Program</p> <p style="padding-left: 20px;">Hours Received</p> <p style="padding-left: 20px;">Playground Duty Program</p> <p>INTERNET POLICY 15-16</p> <p>LUNCH PROGRAM 17</p> <p>OPERATIONAL STRUCTURE 17-20</p> <p style="padding-left: 20px;">Attendance Guidelines</p> <p style="padding-left: 40px;">Arrival Policy</p> <p style="padding-left: 40px;">Dismissal Policy</p> <p style="padding-left: 20px;">Birthday Celebrations</p> <p style="padding-left: 20px;">Crossing Guard/Safety Patrols</p> <p style="padding-left: 20px;">Extended Care Program</p> <p style="padding-left: 20px;">Fire/Emergency Drills</p> <p style="padding-left: 20px;">Parking</p> <p style="padding-left: 20px;">Phone Calls</p> <p style="padding-left: 20px;">Weather Announcements/Emergency Closings</p> <p>PERSONAL PROPERTY 20</p> <p style="padding-left: 20px;">Personal Items</p> <p style="padding-left: 20px;">Prohibited Items</p> <p>SCHOOL ADVISORY BOARD 21</p> <p>SCHOOL PROPERTY 21</p> <p>SCHOOL VISITS 21</p> <p>UNIFORM POLICY 21-24</p> <p style="padding-left: 20px;">Uniform Vendor</p> <p style="padding-left: 20px;">Uniform Requirements and Options</p> <p style="padding-left: 20px;">P.E. Uniform</p> <p style="padding-left: 20px;">Shoes and Socks</p> <p style="padding-left: 20px;">Hair Requirements</p> <p>AGREEMENT FORM 22</p> <p>RIGHT TO AMEND 24</p>
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ST. MARY OF THE ASSUMPTION SCHOOL

Middle States Accredited

4610 Largo Road

Upper Marlboro, Maryland 20772

301-627-4170

www.stmaryum.org

2011-2012 POLICY HANDBOOK

PHILOSOPHY

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

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

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

educators, we cultivate a deep faith in the teachings of Jesus Christ which permeate the entire curriculum. We seek dedicated and professional teachers who desire to know their students as individuals, and to plant the roots and foundations of Christian behavior in them.

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

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

CREDO

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

MISSION STATEMENT

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

OBJECTIVES

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

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

PARENT/GUARDIAN COOPERATION

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

As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of St. Mary of the Assumption School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and St. Mary of the Assumption School.

VALUES CODE

HONESTY – I will be an honest person.

RESPECT – I am respectful of others.

RESPONSIBILITY – I take responsibility for what I am supposed to do.

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

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

SELF-RESPECT – I have self-respect.

CONCERN FOR OTHERS – I will show concern for all other people.

TOLERANCE – I am tolerant of others.

COOPERATION – I will cooperate with those around me.

FAIRNESS – I show fairness to those with whom I come in contact.

FORGIVENESS – I can forgive those who do me wrong.

COURAGE – I will be brave in facing life’s challenges.
SELF-KNOWLEDGE – I will pursue knowledge of myself.

CODE OF DISCIPLINE

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

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

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

Any infraction of stated procedure and/or policy will result in a DEMERIT. Students will be informed of the infraction and will be issued a written DEMERIT notice before the end of the next school day.

Should a student a demerit a parent signature is required and the

student will serve recess detention.

Should a student accumulate six (6) demerit points, parents will be notified that after school detention will be required if infractions continue.

Should a student receive a seventh demerit, a detention notice will be issued with the date/time of the detention. Failure to serve detention on the assigned date will result in a one-day, in-school suspension. All missed work, including tests and quizzes, will be scored a zero. Detention will also negate student’s eligibility for Honor status.

Continued infractions will result in additional detentions, suspensions, and the possibility of expulsion. These will be handled on an individual basis by the principal.

Harassment/Bullying

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

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

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

Archdiocesan Regulation #3543: Prevention Programming

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

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, iPod, etc.), that:

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

Search And Seizure

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

Suspension And Expulsion

Students may be suspended for, but not limited to, the following:

- Blasphemy/Using the Lord's name in vain
- Use of foul, vulgar, rude, discourteous, or inappropriate language (oral, written or gestured)
- Disrespect toward authority
- Fighting and/or Biting
- Harassment
- Assault
- Nudity or attempts at removing clothes of self or another
- Disregard for Code of Discipline

- Destruction or tampering with property of others
- Stealing and/or Cheating
- Displaying/passing pornographic materials
- Excessive unexcused absences or tardy arrivals
- Accumulation of excessive demerits

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

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

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

ACADEMIC STRUCTURE

Accreditation

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

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

Curriculum

The school curriculum includes Religion and Sacramental Studies, Language Arts (Reading, English, Vocabulary/Spelling, Penmanship), Mathematics, Algebra (grades 7-8), Science, Social Studies, Music, Art, Physical Education, Computer, Guidance (grades K-7), and Library Skills. Reading Resource assistance and Counseling are available on the basis of teacher evaluation and recommendations.

Grading Scale

Kindergarten – Grade 3

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

Grade 4 - Grade 8

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

Homework and Study Habits

Homework is an integral part of the learning experience. Assignments may include material to be studied, as well as to be written. Teachers make the students accountable for completing home assignments by crediting them as part of the grading procedure. Parents are expected to review home assignments; some assignments require a parent signature.

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

Honor Roll

In an effort to promote the all-around excellence of each student, our honor roll system provides all students with an opportunity to earn some level of recognition. Quality points have been assigned to each letter grade in determining honor roll status: A = 4, B = 3, C = 2, D = 1, F = 0. All honor roll recipients must also receive S or above in all special subject classes, receive no negative comments (Codes 14-24), and have served no detentions within the given marking period. Each quarter, students in grades 4 – 8 have the opportunity to receive:

Principal's Excellence Award = 4.0 academic marks

First Honors = 3.7 – 3.9 academic marks B or above

Second Honors = 3.25 – 3.6 academic marks C or above

I.H.M. Effort Award = outstanding academic effort achieved

Instrumental Band Program

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

Parent – Teacher Conferences

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

Promotion and Retention

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

Religious Formation

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

- All students participate in weekly Mass
- The Sacrament of Reconciliation is offered 2 times per year for students in grades 3-8
- All students participate in prayer services during the liturgical seasons of Advent and Lent
- Students in grade 2 prepare for the Sacraments of Reconciliation and Holy Eucharist
- Students in grades 7 – 8 prepare for the Sacrament of Confirmation
- All students participate in a myriad of outreach programs throughout the school year
- As per Archdiocesan Regulation #6240, all non-Catholic students are required to participate in our Religion program

Report Cards, Progress Reports, and Student Records

Students in grades 1 – 8 receive report cards quarterly. Kindergarten students receive their first report card at the end of the second quarter (Archdiocesan regulation #5 147). Students in grades 4 – 8 receive a progress report mid-quarter.

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

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

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

Standardized Testing

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

- Students in grade 8 are administered the HSPT (High School Placement Test) each fall
- Students in grades 2 – 8 are administered the Terra Nova Achievement Test Complete Battery each spring
- Students in grades 5 and 8 are administered the ACRE (Assessment of Catechesis Religious Education) each spring

ADMISSION POLICY

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

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

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

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

Admission Requirements

- To enter pre-kindergarten, a child must be four years old by September 01, 2011.
- To enter kindergarten, a child must be five years old by September 01, 2011.
- To enter first grade, a child must be six years old by September 1, 2011.
- Completed application
- \$50 Application Fee

- Birth certificate
- Baptismal certificate
- Proof of all immunization requirements
- Academic records (entering grades 1 – 7)
- Contractual Agreement (Handbook and Financial)
- Interview with pastor and/or principal
- All kindergarten students are administered the Early Prevention of School Failure Assessment (Archdiocesan Regulation #6430)
- All students entering grades 1-7 are administered assessment tests in math and language arts

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

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

Registration, Tuition, and Fees

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

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

2011-2012 Fees:

- \$50 Application Fee – per applicant, non-refundable (due with completed application; covers cost of processing application and initial screening/testing of students)
- \$300 Book/Supply/Technology/ Fee – per child, non-refundable (due at time of registration/re-registration; reflects a minimal credit from the Maryland State Department of Education Non-Public School Textbook Grant; covers cost of all textbooks, technological improvements, start-up supplies, testing fees, AdvancED Association Dues, Home and School Association Dues, Archdiocesan assessments, etc.)
- \$15 Registration for New Sibling Fee – per child, non-refundable (due with a completed re-registration form)
- \$30 Returned Check Fee
- Based on the recommendation of St. Mary of the Assumption School Advisory Board, the school administration will institute a new policy in the 2011-2012 school year such that all parents/guardians of 8th Grade students shall be assessed a \$75 mandatory fee to cover basic graduation essentials (e.g., cap and gown, photo, diploma, and flowers). In future years, the mandatory graduation fee shall be collected at the same time when registration/re-registration fees are due prior to the start of the school year (typically in February/March of the prior school year). However, for the 2011-2012 school year, the fee shall be paid through a surcharge in the first month's TMS tuition payment.
- This fee shall not cover the graduation luncheon or 8th grade end-of-the-year school trip, for which other sources of income or fundraisers will still be needed.

2011-2012 Tuition Rates:

Pre-Kindergarten Rate	
Catholic	\$5,800
Non-Catholic	\$8,645
K-8 Catholic	
One child	\$ 5,490
Two children	\$ 8,685
Three children	\$10,245
Four children	\$12,625
K-8 Non-Catholic Rate	
One child	\$ 8,645
Two children	\$17,280
Three children	\$25,915

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

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

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

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

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

In an effort to keep tuition and fees at an affordable rate, each family is required to participate in our Hours Program and Playground Duty Program.

- Hours Program: each family is required to work a minimum of 15 hours, per school year. If unable to work any or all of the 15 hours, families will be assessed \$20 per hour not worked.
- Playground Duty Program: each family is required to work three days, per school year. See details under Home and School Association.

Families are welcome to seek financial assistance through the Archdiocese of Washington. Applications are available online at www.adw.org, or in the office, upon request. The pastor should be consulted regarding any financial arrangements or in cases of hardship.

COMMUNICATIONS

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

- Policy Handbook
- Annual calendar of events
- Weekly newsletter
- Quarterly progress reports – grades 4-8
- Quarterly report cards
- Parent-Teacher conferences
- Phone calls/Email-School Reach
- Informational flyers
- Letters
- Home and School Association meetings & School Advisory Board
- Church bulletin announcements
- Website www.stmaryum.org

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

Teachers are the expected first point of contact. If a conference with a teacher or the principal is needed, please call the office or write a note with your request. Should a written request sent to a teacher or the principal not be answered within 48 hours, parents are requested to call the office and leave a message for the principal. The principal will pursue the breakdown in the lines of communication. **Parents are not permitted to interrupt classrooms or teachers either before school or during class hours, nor may parents arrive to request an impromptu conference – before, during, or after school.**

FIELD TRIPS

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

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

HEALTH POLICIES

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

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

Emergency Information

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

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

General Regulations

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

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

Once school officials contact parents of sick children, immediate pick-up would be appreciated due to the limited health care facilities at school. For cases of strep infection, ringworm, impetigo, and other contagious conditions, a child must be on treatment/antibiotics for 24-48 hours prior to returning to school. A doctor’s note is required in order to return. Similarly, a child’s temperature must be within normal range for at least 24 hours before returning to school.

Immunizations

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

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

Medication

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

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

- A Maryland State School Medication Administration Authorization Form must accompany any medication to be administered
- Medication has been brought to office by parent or guardian

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

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to St. Mary of the Assumption School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

HOME AND SCHOOL ASSOCIATION

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

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

SERVICE HOURS PROGRAM

The Service Hours Program (SHP) provides opportunities for parents to work together and share their talents in order to build a strong community spirit at St. Mary of the Assumption School. The purpose of the service hours program is to encourage participation of all families in the school community. All families are required to fulfill and serve for a minimum of 15 hours during the school year. Service hours are administered by the HSA and may be satisfied in a variety of ways. The HSA will be provided a list of creditable service hours by the St. Mary's School Advisory Board which qualifies for completing service hour's requirements.

Families not fulfilling their service hour's program for 15 hours by May 31st will be charged \$20 per hour not worked. Hours worked after May 31st will or may elect to be credited towards the next school year. Families may opt to pay \$300 to satisfy their service hour's program. This fee is subject to change based on recommendations from the School Advisory Board.

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

Examples of creditable services include: technology support, library assistance, office assistance; building maintenance, bingo support (hours approved by bingo manager) and service on an HSA committee.

Example of activities for which service hours are not awarded include: selling tickets, baked goods, chaperoning field trips, assisting with class parties, playground duty

or parish functions such as church picnic or CCD

To encourage leadership the following activities can be exempt from hour-for-hour accounting:

- H.S.A. Board members = 15 hours each with approval of the HSA chairperson
- Chairperson of H.S.A. sponsored events = 15 hours with approval of the HSA chairperson
- S.A.B. members = see School Advisory Board section
- K-6 Grade Homeroom parents = 30 hours, per grade, equally divided by number of homeroom parents
- 7-8 Grade Homeroom parents = 15 hours each, per grade
- C.Y.O. Group Leaders = 15 hours, per school year.
- C.Y.O. approved activities: hour for hour worked throughout the school year.

Note: Sharing of Chair positions should result in sharing the total hours or hour-for-hour accounting

Parents or extended family members may work volunteer hours. Hours are not awarded for chaperoning field trips, assisting with class parties, playground duty, or working parish functions.

Playground Duty Program

To ensure the proper and safe supervision of our children, all families are required to assist by working a minimum of three playground duty days each year.

Playground Duty forms are provided each fall; families are given the opportunity to pre-select days to work, or, if absolutely necessary, pre-pay for a substitute. On duty day, workers are asked to report to the office by 11:20 a.m. and sign in prior to

reporting to the multipurpose room. Playground duty ends at 12:50 p.m.

- Cost of substitute = \$20 per day, \$60 per year
- Once assigned, parent must provide own substitute if unable to serve OR call a playground coordinator in advance of 48 hours to locate substitute for you
- “No-shows” and/or those calling the playground coordinator with less than 48 hours notice will be assessed a \$40 fee (\$20 for substitute and \$20 penalty)
- Substitutes will be paid \$20 per day

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

INTERNET POLICY

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

We provide Internet access and use a filtering software system to help ensure the protection of students from exposure to objectionable or offensive materials. Student use of computing and network resources is a supervised activity. Faculty and staff will not be responsible if a student accidentally or willfully proceeds to an objectionable site.

Parents and guardians must read and discuss with their children the following terms and conditions for computer and Internet use at St. Mary of the Assumption School. A signed agreement must also be returned to school.

Student and Parent/Guardian Terms

- Students will use all computer equipment with care and respect and will not type or use any inappropriate or unacceptable words or display inappropriate or offensive images, sounds, or messages.
- If a student observes or becomes aware of any inappropriate material or misuse of equipment, he/she will immediately report it to the teacher or supervisor.
- Students must obtain permission from the teacher or supervisor before loading a file, disk, or any software onto a school’s computer.
- Students will use the Internet only for school related projects and visit only those sites assigned by the teacher or supervisor.
- Students may not “surf” the Internet or visit chat rooms.
- Students may log onto the Internet only with teacher approval and supervision.
- The school reserves the right to monitor all computing and network resources activity.
- The school reserves the right, to the extent permitted by law, to assume access rights to a student’s computer files when required for the maintenance of the school’s computer resources, in emergencies, or in the course of investigating possible wrongdoing.
- If a violation of these guidelines is observed or reported, the school will conduct an investigation. During such an investigation, the user’s privileges may be suspended, and pending the findings, the user’s privileges may be permanently revoked. Further disciplinary actions may also result.
- Students and their parents/guardians may be held responsible for any liability damages and expenses resulting from any use of the school’s computer.

Archdiocesan Regulation 3212: Technology and Internet Usage

Acceptable Use of Technology and Internet by Students in Catholic Schools: Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner which violates any local, state or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the School’s Technology Equipment, all students: shall not reconfigure any school hardware, software, or network settings; shall print, download, or otherwise transfer only that information approved by the teacher or supervisor; shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer; shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; shall not plagiarize works on the Internet; shall not load any software onto school computers without first obtaining the teacher’s permission; shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher; shall not ‘surf’ the Internet or visit

‘Facebook,’ or any other social networking websites while at school; shall not log-on to the Internet without permission from a teacher or supervising staff member; shall not give out, post, or otherwise distribute personal information such as photographs, home addresses, telephone numbers, parents’ work addresses or telephone numbers or the name and location of the school.

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

LUNCH PROGRAM

Students bring their lunches each day unless participating in any of our optional hot lunch programs.

Microwaves are not available for student use.

A milk and/or juice subscription program is available. Ice cream and snacks are available for purchase daily.

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

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

Lunch and Recess Rotation Schedule

Kindergarten – Grade Two:

Lunch 11:25 a.m.-11:50 a.m.

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

Grade Three – Grade Five:

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

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

Grade Six – Grade Eight:

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

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

- If a student is too ill to participate in recess, he/she should remain home.
- Teachers may use their discretion to keep students in from recess to complete work, to receive tutorial assistance, or as part of a disciplinary action.

OPERATIONAL STRUCTURE

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

Archdiocesan Regulation #3535: Archdiocesan School Attendance

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

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

Attendance Guidelines

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

Arrival Policy

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

Dismissal Policy

- The school day ends at 2:45 p.m. (12:30 p.m. on half days)
- Students are released only to parents, guardians, or authorized adults listed on Emergency Forms.
- In the event a student must be released early from school for an appointment, a written request from the parent or guardian must be presented in advance.

Only students traveling via kindergarten carpools dismiss from the top lot. All other carpools dismiss from the lower lot.

In the interest of safety, follow the directives of school personnel and the Prince George's County Crossing Guard at all times.

Students not picked up by 3:00 (12:45 p.m. on half days), will be placed in *Emergency Care* and will be charged for this service. The fee, \$1 per minute, per child, will be billed to the parent.

Birthday Celebrations

- A simple snack for each member of your child's class may be sent in to share.
- As a matter of courtesy and to avoid multiple snacks on a given day, please provide a day's notice to classroom teachers in planning your child's birthday.
- Partial-class invitations for home parties may not be delivered through school.

Crossing Guard/Safety Patrols

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

Extended Care Program

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

- Before Care is offered from 6:30 a.m. – 7:45 a.m.
- After Care is offered from end of school day – 6:00 p.m.
- Applications for this program are available through the ECP Director.

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

Fire and Emergency Drills

- Fire/emergency drills are held at least once a month.
- ALL students, faculty, staff, and visitors MUST exit the building or proceed to the proper designated location within the building during a drill.
- As approved by the Archdiocese of Washington, in the event of an emergency, St. Mary of the Assumption School follows the directives outlined in our Emergency Preparedness Plan.
- In the event of an actual emergency, the directives of local, state, or federal authorities prevail.

Parking

- Under no circumstances are cars to park in designated fire lanes.
- Parking is not permitted beyond cones on lower lot.
- Parking is permitted around front circle and along curb not marked as fire lane.

Phone Calls

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

Weather Announcements and Emergency Closings

- In the event of delays or closings due to inclement weather or other emergency situations, St. Mary of the Assumption School follows the directives of Prince George's County Public Schools.
- In the rare event that the Prince George's County Public Schools are already closed, the Archdiocese of Washington will make an announcement specific to our situation.
- Reference TV stations 4, 5, 7, and 9 or radio stations 630 AM-WMAL or 1500 AM-WTOP for announcements regarding delays or closings.
- Do not call the school or rectory
- In the rare event of an unscheduled early dismissal due to weather or other emergency situations, please have in place a plan for your child(ren). As you know, children may only be released to parents, guardians, or adults authorized on Emergency Forms.
- The Extended Care Program is subject to the same directives announced for schools regarding delays or closings.
- If there is a delayed opening on a scheduled early dismissal day, school will open as per directed and dismissal will change from 12:30 PM to 2:45 PM.

PERSONAL PROPERTY

Personal Items

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

Prohibited Items include, but are not limited to:

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

SCHOOL ADVISORY BOARD

- The St. Mary of the Assumption School Advisory Board was established to provide policy advice and assistance to the school's administrative team in the governance of the school.
- The board meets at least six times throughout the academic year to discuss matters regarding policies and procedures.
- Members serving on the SAB. receive hours for the Hours Program:
 - Chair 15 hours
 - Secretary 15 hours
 - Members 5 hours
- All policies and procedures approved by the administrative team of pastor and principal are binding on all in the St. Mary of the Assumption School community.
- Comments, questions, ideas, and requests may be submitted to any board member.
- Anonymous correspondence will not be considered.

SCHOOL PROPERTY

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

SCHOOL VISITS

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

UNIFORM POLICY

- Though the school enforces the dress code, **parents and guardians are expected to see that their child complies with the required uniform dress code.**
- It is the expectation of St. Mary of the Assumption School that **all students will be in daily compliance with the uniform policy.**
- Optional summer uniform may be worn first day of school through October 14 and from April 15 through the last day of school.
- Winter uniform must be worn October 15 through April 14.
- The principal reserves the right to determine all parts of the uniform policy.

Uniform Vendor

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

Pre Kindergarten and Kindergarten – Boys and Girls

Required:

- Navy blue, twill pants – elastic waist (no belt)
- St. Mary of the Assumption School monogrammed polo shirt (long or short sleeve)
- Shoes – black or white tennis shoes

Optional:

- Navy blue sweater (cardigan, v-neck pullover or vest)

Grades 1 – 5 Boys

Required:

- Navy blue, twill pants with belt
- St. Mary of the Assumption School monogrammed polo shirt (long or short sleeve)

Optional:

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

Grades 1-5 Girls

Required:

- Plaid jumper or navy blue, twill pants with belt
- White blouse with round/Peter Pan collar (long or short sleeve)
- Optional:
- Navy blue sweater (cardigan, v-neck pullover or vest)
- Navy blue, twill walking shorts with belt
- St. Mary of the Assumption School monogrammed polo shirt (long or short sleeve)

Navy blue sweater (cardigan, v-neck pullover or vest)

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

Grades 6-8 Boys

Required:

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

Optional:

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

Grades 6-8 Girls

Required:

- Kilt or box pleat skirt* or navy blue, twill pants with belt
- White dress or Oxford style shirt (long or short sleeve)
- Navy blue, St. Mary of the Assumption School monogrammed v-neck pullover sweater vest

* Length not to exceed 3 inches above knee

Optional:

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

P.E. Uniform – All Students

Required:

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

Uniform Shoes – Required: grades 1 - 8

The required uniform shoe is a solid black, below-the-ankle shoe. Acceptable styles include a loafer or dress shoe with strap, buckle, or tie closure. No sandals, fashion heels, above-the-ankle, or boot-style shoe may be worn. Athletic shoes are only to be worn on a student's scheduled P.E. day.

Socks – All students

- Solid white or navy knee, crew, or ankle length
- Navy tights with winter uniform
- “Non-socks” and “Footies” are NOT permitted

Hair Requirements - All students

- Style should be neat, simple, and not extreme, No “fad” styles
- Must be of natural color
- Bangs must be above eyebrows
- Length must be above ears and off collar (boys)

General Regulations – All students

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

Out-of-Uniform Regulations – All students

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

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

AGREEMENT FORM

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

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

RIGHT TO AMEND

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

(Revised August 2011)

