



Archdiocesan Admissions & Non-Discrimination Policy

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.¹

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

¹Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:


(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint." Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings, provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability."



ST. MARY OF THE MILLS SCHOOL
2023-2024
PARENT-STUDENT HANDBOOK




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INTRODUCTION

The purpose of the Parent/Student Handbook is to ensure that parents/guardians and students understand the rules and regulations of the school and agree to be governed by them.

The administration reserves the right to amend any and all policies or procedures at any time. The administration also reserves the right to rule on any issue or event that may not be covered in the handbook.

The Parent/Student Handbook is posted on the school website. The Parent/Student Handbook agreement form must be signed and returned by the specified due date.

Every attempt will be made to notify parents/guardians of changes through regular school communications, such as the weekly newsletter, The Stallion Times, monthly calendars, electronic notification, or official school mailings.

MISSION STATEMENT

Firmly grounded in our Catholic heritage,
we help all achieve personal excellence in spirit, mind, and body.

Following the example of Christ,
we respect the dignity of each person.

We inspire lifelong learning in a loving,
secure Catholic community.

ACCREDITATION AND AFFILIATIONS

St. Mary of the Mills School is fully accredited by the Middle States Association of Colleges and Schools Commission on Elementary Schools as well as the Southern Association of Colleges and Schools Council on Accreditation, and School Cognia.

St. Mary of the Mills School is an active member of the National Catholic Educational Association (NCEA).

In 2022, St. Mary of the Mills School earned recognition as a COGNIA accredited STEM school.

As we look to the future, our goal is to prepare our students to meet the challenges of our changing world. To do this, we hope to instill in each student a lifelong love of learning and a commitment to social justice. We also strive to help each student reach his or her potential spiritually, academically, socially, emotionally, and physically. St. Mary's respects individual differences. We place a high priority on the need for students to develop self-discipline. We stress accountability and engage in a process of regular evaluation at all levels with a variety of instruments.

St. Mary of the Mills School is an integral part of our parish community. We believe parents are the primary educators of their students and together we can carry on the mission of evangelization entrusted by Jesus to the Church He founded. In accordance with this mission of the school, we adhere to the laws of the State of Maryland and the Archdiocesan Board of Education policy.

1.0 SCHOOL HOURS OF OPERATION

School opens at 7:45 a.m. Students should not be on school property before 7:45 a.m. unless they are enrolled in our Extended School Program. The tardy bell rings at 8:10 a.m., at which time all students are required to be in their classrooms ready for the day's activities. Dismissal begins at 3:00 p.m. Please refer to the traffic management policy for dismissal times.

All students not picked up by 3:15 p.m. are sent to St. Mary's Extended School Program and parents will be charged for services by the hour, including the registration fee if not previously registered. Parents will then need to submit all documents as required by the State of Maryland's Office of Childcare.

Parents are required to have their students in school on time and are required to pick them up on time.

2.0 ADMINISTRATION

The administrative team of St. Mary of the Mills School is comprised of the Pastor, the Principal, and the Assistant Principal. The Pastor, as the spiritual leader and chief administrator, is responsible for the total mission of the parish. The Principal, as the administrative head of the school, is responsible for the day-to-day operation of the school and its instructional programs. The Assistant Principal is the primary administrative assistant to the Principal and assumes the responsibility of the school in the Principal's absence.

3.0 ADMISSION/ENROLLMENT POLICIES

3.1 Admission:

Archdiocesan Admissions & Non-Discrimination Policy: The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discrimination-policy/>.

3.2 Enrollment Terms and Conditions:

"The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a student, if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken." (Shaughnessy, 2002)

Communication is vital to the success of your student and must be continually maintained with the school. This includes any information with respect to your student's academic, social, emotional, and physical needs. The administration reserves the right to determine whether specific needs can be met.

The status of the enrollment will be evaluated on a continual basis. If the conditions are not being met, parents/guardians will be promptly notified and withdrawal procedures may be initiated.

3.3 Enrollment Status:

All parents and students must sign and return the Parent/Student Handbook Agreement Form. The form will be emailed to families in September. The form must be printed, signed, and returned within 5 days of receipt.

All students are accepted and enrolled in St. Mary of the Mills School on a conditional basis. By signing this form and the Tuition Agreement, you also acknowledge that you will or have read the Handbook and agree to all terms and conditions. Students who do not return a completed and signed Parent/Student Handbook Agreement Form will not be permitted to attend school until the signed form is submitted.

3.4 Enrollment Conditions:

Archdiocesan Policy 3519 - Registration/Re-registration:

Some reasons for refusal of re-registration include, but are not limited to:

1. Current students whose educational needs are not met by the academic program;
2. Failure to pay tuition, student fees, or other school-related expenses;
3. Behavior by a student, parent, or guardian that reflects consistent lack of respect for the school, school authorities, policies, procedures of teaching, and mission of the Roman Catholic Church;
4. Refusal of a parent or guardian to collaborate with the school on policies including recommendations made in the best interest of the student such as referral to counseling services, behavioral assessments, and/or other educational recommendations necessary to the student's academic success;
5. Unwillingness of a parent or guardian to grant the school access to confidential information necessary for the education of the child will also result in the non-renewal of the student's re-registration.

3.4.1 Student Expectations:

- Students must maintain a positive Christian attitude and adhere to the Code of Conduct and the Discipline Policy set forth in the Parent/Student Handbook. Likewise, they must abide by all classroom rules and regulations.
- Students must adhere to, and be successful in, the academic program set forth by the school.

3.5 Renewal of Enrollment:

Parents will be notified via The Stallion Times and through TADS in December 2023 when it is time to enroll their student(s) for the 2024 - 2025 school year. Parents are required to complete this online process in TADS and submit the appropriate fee by February 1st, 2023 to secure their student's spot for the 2024-2025 academic school year.

3.6 Withdrawal/Termination of Enrollment:

It is agreed that the financial obligation is for the entire academic year. Withdrawal/termination of enrollment on the part of the parent/St. Mary's School will warrant consideration for the release of financial obligations or refund only in extreme circumstances. A refund or release from financial obligation will not be made for any quarter, or portion thereof, in which the student has been enrolled. Prior written notification to the principal of the school is required for all student withdrawals.

4.0 FINANCIAL POLICIES & OBLIGATIONS

St. Mary of the Mills School is a parish Catholic school that exists to meet the needs of parishioners and those wishing to have their student/students educated in the Catholic tradition. The annual school budget is developed to cover all of the school's operational costs. The school's main source of income is in the form of tuition and other required fees. Every attempt is made to keep these costs at a minimum. However, just as parents/guardians are required to meet their financial obligations in a timely manner, so must the school. Tuition will not be pro-rated or adjusted due to distance learning, extended weather events, or health crisis.

4.1 Tuition Agreement, Fundraising Obligation & Business Fees:

The Tuition Agreement is executed online through the TADS Tuition Management System. Parents are required to meet all financial responsibilities as listed below by the due dates.

- Tuition, Building, Fundraising Obligation and SMS Tech/Textbook fees as listed on the Tuition Agreement.
- Registration/Enrollment Fees
 - **School Fees:**
 - Registration: \$100.00 per New Registered Student
 - \$200.00 per family (returning students), late fees apply.
- Home and School Association Dues
- Other fees that may arise during the school year include but are not limited to:
 - Extended School Program Fees
 - Uniform Fees
 - Hot Lunch Fees
 - Graduation Fees
 - Field Trip Fees
 - Damaged/Lost Textbook Fees
 - Returned Check Fees
 - Special Program Fees
 - Club Fees

The school reserves the right to withhold a student's school record (report cards, test scores, student academic file when the parent/guardian fails to meet all financial obligations by the due dates. No report card or parent-teacher conferences will be issued for any family whose financial obligations are not current. Students will not be allowed to attend field trips or graduation if the account is in arrears. 4th Quarter report cards will not be released if the TADS account has an open or past due balance.

4.1.2 Tuition Rates, Fees, & Policies:

Tuition for the 2023-2024 School Year is \$10,270.

A parish grant, sibling grant and financial aid may be available. Please see Section 24.0, Tuition Assistance Policy for details and procedures.

Parents who have a student or students in St. Mary of the Mills School understand that in order to be eligible for the Catholic Grant for current and subsequent years, they must be registered, contributing/active members of their parish in the Archdiocese of Washington. Parents will be considered participating members of their parish only if there is a record of weekly attendance and financial support at their Catholic church. Students must also be baptized Catholic and their Baptismal Certificate has been submitted. The Pastor's Certification Form for eligibility of the Catholic Grant form is required to be submitted to the school.

For families registered at St. Mary of the Mills Church, verifying attendance is the presence of the contribution envelope in the collection basket each weekend or a Faith Direct card. Mailing one's contribution envelope to the rectory, either weekly or monthly, will not make one eligible for the Catholic Rate. Those who prefer to write one check per month, rather than four or five, may place their empty envelope in the collection basket at Mass on the weekends, clearly marked "monthly contributor". Each year, a review will be made of Mass attendance for each family indicating St. Mary of the Mills Church as their parish membership. For families who have not established a satisfactory record of attendance at weekend Mass, the parish grant will be removed. The Pastor is responsible for making that decision.

Families who attend Mass at another Catholic church, or families who are moving into St. Mary of the Mills parish, must submit the Pastor's Certification Form in order to be eligible for the Catholic grant. This form may be obtained by contacting the school Business Manager, and is also posted on the school website.

Tuition Payment Options*

- Annual - July 1
- Semi-Annual - July 1 / January 1
- Quarterly - July 1 / October 1 / January 1 / April 1
- Monthly - July 1 through May 1

*Please note: Tuition payments for the 2023-2024 school year began on July 1, 2023, and run through May 1, 2024. These payments cover the 2023-2024 school calendar year which begins August 28, 2023, and ends June 07, 2024.

4.1.3 Extended School Program Fees:

Billing for students that are enrolled on a continuous basis is invoiced on the first of each month. Please refer to the billing schedule included in the Registration packet. All Maryland State required forms must be submitted at the time of registration.

Drop-in Before or After Care - \$12.00/hour or any part thereof – to be billed to the parent/guardian TADS account daily (registered students).

- Unregistered students will be billed \$20/hour or any part thereof

Late pickup fees (\$2.00 per minute after 6:00 pm) are due in cash only to the aftercare staff. A \$20.00 non-payment fee is assessed if payment is not made at late pickup.

4.1.4 Late Payment:

If your payment has not been received within the 5-day grace period, you will be charged a late fee by TADS for the overdue amount. Please note this is for any TADS billing (not exclusive to tuition). We are unable to credit late fees issued by TADS. Email reminders and/or phone contact are sent to families with past due balances.

If the late tuition has not been received by the 10th of the month, a letter from the Business Office will be sent outlining the process of removing your student from school if payment is not received within 5 days. In extenuating circumstances please make an appointment with the Bookkeeper to discuss your situation.

RETURNED CHECK FEE – \$50.00/check for all checks that do not clear the bank.

4.2 Tuition Assistance Policy

4.2.1 Archdiocesan Tuition Assistance:

All families requiring/requesting tuition assistance for the 2024-2025 and forward school years must apply for ADW assistance to be eligible for parish/school scholarships. These will not be automatically applied.

Tuition assistance may be available for qualifying families through the Archdiocese of Washington (ADW). The application process is completed through TADS (www.TADS.com) and is generally made available by late September for the next academic year to families who are currently enrolled in the school. The deadline for completing the online application process is usually the first week of December. The ADW awards financial aid in the spring of the current school year for the following school year. For newly registered families for the upcoming school year, the online application process for financial aid through TADS is made available in January

and the deadline for completion is in February. Families are notified of award status through email from the ADW.

4.2.2 St. Mary of the Mills Parish Tuition Assistance:

Families may also apply for tuition assistance (if available) from St. Mary of the Mills Parish for the current school year. In order to be eligible for St. Mary's tuition assistance, a TADS application for Archdiocesan Tuition Assistance must have been submitted the previous December/February. Families do not need to have qualified to receive Archdiocesan Assistance to be eligible to receive St. Mary's Parish Tuition Assistance. Tuition Assistance (Boost, ADW, Financial Aid, Parish & School Grants) will not exceed the cost of tuition. Grants will be reduced by the amount of any overage.

4.3 Understanding Fundraising at St. Mary of the Mills School:

St. Mary's School has two types of fundraising:

- **Fundraising Obligation:** The obligation is billed in full on the family's tuition agreement. These funds are used to defray the School's operating expenses. Each year the tuition is reevaluated based on the previous year's expenses and the projected ones for the upcoming year. Without the fundraising income, annual tuition increases would be considerably more significant.
- **General Fundraising:** These fundraising activities occur periodically throughout the year by different school groups and classes with a specific goal in mind. For example, the Eighth-Grade class has traditionally held fundraisers to pay for a class gift. Although participation in the general fundraisers is voluntary, your contributions of time and financial support is greatly appreciated.

4.3.1 Getting Involved:

Other events, as approved by the Development Office, may become available during the school year.

Q. How do I get selected to volunteer for activities?

- A. You are asked to indicate areas of interest when completing the Volunteer Interest form. After all students are registered, the Home and School Chair will consolidate lists of interested parents for each activity. Although every effort will be made to accommodate your preferences, no guarantees can be made.

Information about fundraising activities is communicated through The Stallion Times. It is the parent's responsibility to follow through on the parent's interests by contacting the activity coordinator.

4.4 Classroom Parties / School Events / Student Birthdays:

Classroom parties may be held throughout the year for holidays and special events. In most cases, the room parents, **at the direction of the classroom teacher**, coordinate parties. Parents may be asked to donate food or party items. Additionally, various school events are held throughout the year. Please refer to Section 18.0 Parent Involvement and Volunteer Service. Due to insurance regulations, siblings/non-St. Mary's students may not accompany parents when they do volunteer at the school or attend specifically identified school events, during school hours. Any food donations for school events must be delivered to the school lobby. SMS faculty and staff members are not permitted to provide any contact information (phone numbers or email addresses) to any families.

4.4.1 Student Birthdays

Students are recognized on their birthday during morning announcements and on the birthday bulletin board. With prior teacher approval, we prefer parents to deliver a healthy snack (individually pre-packaged and store-bought) to the school lobby for the whole class to recognize their student's birthday. Food for students' birthdays must be left in the lobby – (small snacks only, no cake). **Invitations of any kind can be distributed in school only if the entire homeroom class is being invited. After obtaining permission from the teacher, invitations can be distributed to the homeroom class. Parties are not held in the classrooms (students will not have birthday parties in the classroom during school hours).**

All foods must be individually pre-packaged and store-bought.

4.5 Textbook & Chromebook Maintenance:

All students are required to maintain their textbooks and/or Chromebooks in the condition in which they receive them. Students may be required to sign a Condition of Textbook/Chromebook Acknowledgement at the beginning and end of each school year for each textbook/Chromebook they are issued. Parents are financially responsible for any damage/loss that occurs to a textbook/Chromebook while in the possession of their students.

4.6 School Property Damage/Defacement:

Parents of students that are found to have damaged or defaced school property or equipment will be charged for the cost of repair or replacement.

5.0 ACADEMIC POLICIES

St. Mary of the Mills School follows the Academic Standards set forth by the Catholic Schools Office of the Archdiocese of Washington. These standards are posted on the school's website at www.stmaryofthemills.org (under the "Academics" tab). If virtual learning occurs, students will be required to log in and be present in their virtual classroom. Teachers will take attendance in each class. On days we utilize virtual learning, the virtual school day will closely mirror the expectations for in-class instruction and schedules. During virtual learning, students will be required to participate in virtual classrooms and lessons that may be recorded. If parents do not want students recorded during the virtual instruction, the parent will need to work with the teacher and/or school administration to ensure full participation in all academic activities. Students must be visible, on camera, during learning.

Formal daily instruction at all grade levels occurs in the following core areas: religion, language arts, mathematics, science, and social studies. St. Mary of the Mills School also provides instruction in the following related arts areas: computer technology, music, art, physical education, library/media and research, foreign language, and guidance. Faculty and staff utilize differentiated instructional practices to meet the needs of all students.

5.1 Special Learning Needs:

St. Mary of the Mills School has a philosophy of inclusion for all students whose parents wish for them to receive a Catholic school education provided **the school can meet their educational needs with reasonable accommodations**. This philosophy is consistent with the mission of the Catholic Church in viewing students with learning differences as students of God and members of the Church. Parents of a student with learning differences are required to work collaboratively with the administration and the resource team. This includes providing the school with the student's educational, physical, and psychological testing results, reports, and recommendations, and allowing school personnel to consult with outside professionals regarding the recommendations. St. Mary of the Mills School completes evaluation forms and submits them directly to the student's pediatrician, county and/or specialist as noted on the form, as per our standard operating procedures. Completed forms are not provided to parents. This process allows the medical professional to review and share results with the parents as

applicable. St. Mary of the Mills School offers three different options for sending documents/evaluations (1) via USPS, (2) Fax directly to the specified doctor's office, or (3) Scan & email the documents depending upon the urgency. If needed, release of information for school needs to be made in order for the school to follow up with the appropriate parties.

Parents will also be asked to work with the administration and the resource team to locate the resources and funding necessary to provide appropriate accommodations.

5.2 Homework Policy:

Homework is an essential part of the total education of the student. The purpose of homework is to reinforce learning and to develop study skills so that the student may become an independent learner. Homework, which includes both written and study assignments, is intended to reinforce learning concepts already presented. Homework will be related to the curriculum unit of instruction; students should have the skills necessary to complete the assignment independently. In the early grades, the parent is responsible for supervising the completion of homework. As students mature beyond the primary level, they should begin to assume greater personal responsibility until they arrive at the stage where they are fully responsible and self-directed. This development never precludes parental care, interest, and supervision. Confer with your student's teacher about homework if you have any questions.

Students are responsible for making up all work when absent. Requests for make-up work, made early in the day by phone to the school office, will be given to the student's homeroom teacher and every effort will be made to honor the request. Assignments and books may be picked up in the lobby, **after 3:15 pm**, or they may be sent home with another student.

The following time allotments are suggested by the school faculty for homework. This includes total written and study assignments. It should be understood that such factors as attention span, proper working habits, and study conditions make this time allotment a variable one. Suggested work time per day is:

Grades K - 1.....	30 minutes
Grades 2 - 3.....	45 minutes
Grades 4 - 5.....	60 minutes
Grades 6, 7, and 8.....	120 minutes

In grades 5-8, each student is responsible for writing down daily homework assignments in his/her agenda book.

5.3 Evaluation/Assessment:

The staff of St. Mary of the Mills School is committed to providing an excellent Catholic educational experience for each student in a positive and rewarding environment. The effort is made to ensure that each student meets with success as they explore the academic disciplines

and acquire problem-solving skills. To that end, evaluation emphasizes growth as opposed to achievement alone. These assessments take into consideration class participation, group work, effort, and individual growth. A variety of assessment instruments are used to determine student progress. The choice of an assessment instrument is determined by each teacher. Separate provisions may be made for reporting growth for students with documented special needs. In order to maintain ongoing communication between home and school, weekly folders, homework assignment books, and/or progress reports are used.

5.4 Grading Scale:

Grades 1-3 use the Archdiocese of Washington standards-based report card. Progress indicators are given as follows:

- EE - Exceeds Expectations
- ME - Meets Expectations
- AE - Approaching Expectations
- NE - Not approaching Expectations

Students in 4th - 8th grade receive letter grades for core subjects.

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

All students earn the following grades for related art classes.

Excellent.....	E
Good.....	G
Satisfactory.....	S
Improvement Needed.....	I
Unsatisfactory.....	U

Students in grades 6, 7, and 8 shall be eligible for the honor roll if the following criteria are met.

- Honor Roll Criteria
- Principal's List.....All A's & E's
- High Honors.....All A's and one B (no "S")
- Honors.....All A's and B's (no I/U)

5.5 High School Application Process: (Catholic High Schools of the Archdiocese of Washington)

During the first quarter, the administration and the members of the eighth-grade team present a thorough overview of the Catholic high school acceptance process to parents and guardians of eighth-grade children. The application process is examined so that all parents, guardians, and eighth-grade students have the information required to successfully apply to a Catholic high school within the Archdiocese of Washington.

Students in 8th grade are permitted two (2) excused absences for shadow visits.

St. Mary of the Mills Catholic School will provide the following information to three (3) schools of the student's choice:

1. Final averages from the seventh grade
2. First quarter averages from the eighth grade
3. Seventh/eighth-grade Scantron Test results
4. Principal's Recommendation
5. Teacher Evaluations and Recommendations
6. Attendance Records
7. The student's final eighth-grade report card

We are unable to release information for students whose TADs accounts are past due.

5.6 Report Cards:

Report cards are made available semi-annually for Kindergarten and quarterly for grades 1-8 (please refer to the school calendar). Grades are standards-based and reflect the actual achievement of the student according to his/her grade or level of instruction. These grades are based on the student's daily performance, homework assignments, weekly tests, unit tests, class participation, and in the upper grades, on the results of projects and papers assigned.

All grades will use the ADW electronic report card through PlusPortals. Report cards will not be printed. Report Cards will not be released to families with delinquent school accounts.

5.7 Progress Reports:

For students in grades first through eighth, progress reports may be issued at the midpoint of each quarter if a teacher has an academic concern. Behavior concerns may also be addressed in the mid-quarter progress report. Progress Reports are not part of a student's Permanent Academic Record. They are intended to give parents/guardians an indication of a student's

academic and behavioral progress to the midpoint of the quarter. All parents should check their student's progress on the online PlusPortals system.

5.8 Academic Dishonesty Policy:

Academic honesty is very important at St. Mary of the Mills Catholic School. Assignments submitted for credit must be the student's own work; original thoughts and ideas, or be paraphrased with grade-level appropriate citations. Plagiarism in any form is academic dishonesty and shall not be tolerated. In most cases, **students will lose points or may receive a zero (0) for an assignment that is not the student's original work.**

Academic dishonesty includes, but is not limited to the following:

- Copying or using work from other students.
- Copying pieces of text from a source and/or from multiple sources without citing the source(s) and turning in the work as the student's original thought or idea,
- Bringing, handling, possessing, or otherwise utilizing or attempting to utilize study aids or other material pertaining to quiz/test.
- Aiding another student in any manner during testing in an inappropriate manner as deemed by the teacher.
- Attempting to obtain information during tests from other students or other sources.

For grades 5-8:

1st time:

- Student must re-do the assignment with the teacher;
- 10 points deducted from the assignment's total grade;
- Parent, student, and teacher meeting will be held.

2nd time:

- Student must re-do assignment with the teacher;
- 50 points deducted from the assignment's total grade;
- Parent, student, teacher, and administrator meeting will be held;
- Suspension

3rd time:

- An automatic zero will be given on the assignment;
- Possible expulsion

5.9 Promotion/Retention and Required Summer School:

Promotion of students is normally expected. In grades 1 – 8 promotion will be primarily on the basis of the student's ability to achieve grade level objectives and participate in the life of the class with consideration of maturity and social development.

Retention in the primary grades is normally dependent upon the development of reading and language arts skills. Retention in grades 4 through 8 is normally dependent on achievement in the basic skills subjects including Religion, Mathematics, and Language Arts. Failure in two of the basic skills subjects, or in one of the basic skills subjects, plus another academic subject is a basis for retention.

Parents will be notified at the end of the third quarter if there is any possibility of retention, failure, or dismissal of a student for academic reasons.

The same requirements and procedures that apply for promotion at other levels hold for the promotion of students to merit a diploma. Diplomas will be issued to those students who have successfully completed the eighth-grade requirements. Those who have not successfully completed the requirements may be issued a certificate of attendance.

A student in any grade who has received a grade of F or U as a final grade in an academic subject area may be required to attend summer school or be tutored by a certified teacher in the failed subject. The certified teacher must submit documentation of their certification and a portfolio of the student's work along with written proof of attendance, and a passing grade in each specified subject area is required before the student's record will be changed to reflect the student has completed the requirements to be promoted to the next grade.

The administration reserves the right to make the final decision regarding the retention, promotion, or academic dismissal of any student.

5.10 Standardized Testing:

Students in grades 1-8 participate in standardized testing throughout the school year. Parents are provided with detailed information from the testing. Eighth-grade students also take an Archdiocesan High School Assessment in the late fall for those students planning on attending a Catholic High School. Additionally, an Assessment of Religious Knowledge Assessment is administered to students in grades 3 through 8 during the school year.

6.0 ATTENDANCE POLICIES

6.1 ADW Policy 3535: Archdiocesan School Attendance

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

1. Illness of the student (after three days of illness, the student must provide medical documentation that indicates that the student is able to return to school)
2. Death in the student's immediate family (up to three days)
3. Necessity for a student to attend a judicial proceeding
4. Lawful suspension or exclusion from school by the 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.

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. In most cases, a zero (0) will be noted in the teacher's grade book until all assignments have been submitted.

Personal vacations during school time are strongly discouraged. Teachers may not be able to provide assignments to families who elect to take a vacation during the school year Family vacations and/or extended days of vacation are not excused absences. Parents should plan vacations to coincide with the school calendar. Our weekly school newsletter, The Stallion Times, as well as our website (www.stmaryofthemills.org), contain calendar updates.

If, however, a student must be absent for reasons other than those listed above under section 6.1. parents should note the following expectations:

1. Teachers are not required to provide advance assignments or makeup tests.
2. Teachers are not required to provide make-up assignments upon returning to school.
3. Students are required to take missed tests immediately upon return to school.

6.2 Parent Notification

Parents/Guardians are required to inform the school via email: dismissal@stmaryofthemills.org by 8:30 a.m. to document the reason for their absence and/or submit a doctor's note. If you know that your student will be absent for several days in a row, one email will be sufficient for reporting days of absence. When a student is absent and parents/guardians have not called, the school will call the parents/guardians.

- Parents may request homework for the day when reporting student absence. Homework will be available for pick-up in the lobby after 3:15 p.m., only after this request has been made. (Please refer to Section 5.2, Homework Policy.)

6.3 Excessive absences and/or tardiness

Excessive absences and/or tardiness may warrant a parent conference, and in extreme cases could lead to retention. Please also be aware that excessive absences/tardiness has resulted in students being denied acceptance into Catholic high schools.

If a student is absent nine (9) or more days, a letter may be sent to parents notifying them that the identified student has missed 5% of the school year. If absences continue, a conference with parents, teacher, and principal will be arranged to determine if retention in that particular grade is warranted. ***In some cases, excessive absences may result in a family being asked to withdraw. The administration will make the final determination.***

6.4 Tardiness/Early Dismissals

Late arrival is extremely disruptive to the tardy student and his/her classmates.

- Any student not in their homeroom by the 8:10 a.m. bell will be marked absent.
- If late, the student must be signed in at the front office. Students will not be permitted in the building after 8:10 a.m. without an adult. Students arriving at the side entrance will be marked tardy arriving at 8:10 and/or later.
- Parents should notify the school via email at dismissal@stmaryofthemills.org for early dismissals. **All appointments for doctors and dentists, orthodontists, etc., are recommended outside of school hours or on holidays.**
- **Students will not be dismissed for early dismissal after 2:15 p.m.** Parent/guardian must sign the student out at the front office.
 - Students who arrive at or after 11:30 a.m. or are dismissed before 11:30 a.m. will be considered absent for ½ day.
 - **No student will be admitted to school after 12:30 p.m.**

7.0 EXTENDED SCHOOL PROGRAM

St. Mary of the Mills School offers Before and After Care for students enrolled at St. Mary's. Before Care is available to registered students beginning at 7:00 a.m. After Care is available to registered students from 3:15 p.m. until 6:00 p.m. Parents will be charged \$2.00 per minute if pick-up is after 6 p.m. All students must be registered for the Extended School Program if attending on a daily basis or utilizing drop-in care. Students will be called via walkie-talkie to exit to the lobby to meet their parent/guardian. All school policies including disciplinary procedures, are still in effect during the Extended School Year Program.

8.0 COMMUNICATION

Parents are asked to read all school communications thoroughly.

Open communication between the home and school is of the utmost importance in maintaining a productive relationship with all the stakeholders of the school.

8.1 The Stallion Times:

The school's biweekly newsletter, The Stallion Times, is emailed on Mondays thru Flocknotes and is also available on the school website.

8.2 PlusPortals:

PlusPortals account logins will be emailed to all new families. The email will contain a user ID and a key to create an account in PlusPortals.

- PlusPortals is the primary tool to view progress reports, report cards, and grades.
- Parents must log into PlusPortals on a regular basis to be informed about their child's academic progress. Plus Portal accounts of families with a past due TADS account will be locked.
- This system is this school's method of communication via email.

8.3 Parent/Teacher Conferences:

Parent/Teacher conferences are scheduled in November. If parents wish to have a conference at some other time, they may contact the teacher by email to schedule a meeting. Please do not contact teachers by cell phone unless specifically requested to do so. Teachers are required to respond to parent emails within 24-48 business hours. In most cases, teachers will not be expected to respond to most emails they receive after 4:00 pm or on the weekend. Emails sent after 5 p.m. on Friday will be answered within 24 - 48 of the next business week.

In order to give parents' concerns undivided and appropriate consideration, all conferences with teachers/administrators must be made by appointment only. Parents may not enter the school building before school, at lunch, or after school for the purpose of conferencing with a teacher/administrator.

The best source of information for classroom concerns is the classroom teacher. Parents must contact teachers if they have questions about assignments, behavior, or classroom policies. Parents with concerns about school personnel should first attempt to address the concern with the individual. Only after such attempts have failed should the administration be contacted.

The administration reserves the right to be present at any conference with the faculty, staff, and/or parents.

9.0 CONFIDENTIALITY

School personnel will keep confidential information entrusted to them so long as no one's life, health, or safety is in jeopardy. The parent/guardian of the student will be promptly notified of any concerns.

9.1 Student Records:

St. Mary of the Mills School will maintain an academic file for each student enrolled for the duration of their enrollment in the school. The contents of this file include student enrollment application, copies of report cards, standardized testing records, health records, sacramental information, emergency information sheets, and may include samples of student work. This information is available for review by faculty, office staff, administration, and for any parent who may wish to see their student's file. Student records are not released to parents. If a student transfers, student files must be requested from their "new school." All financial obligations must be current for records release.

If a parent/guardian wishes to review their student's record, they may do so only after submitting a request in writing to the school's Administrative Assistant, twenty-four (24) hours prior to the review date.

The administration reserves the right to be present when student files are being reviewed by parents/guardians.

9.2 Educational Assessment and Psychological Testing:

In order to ensure that each student's educational and emotional needs are being met appropriately, it is crucial to inform the school's resource team (the Principal, Assistant Principal, the Resource Teacher, the Guidance Counselor, and appropriate teachers) of any psychological assessments, educational testing, and documentation pertaining to academic learning or emotional disability. Sharing this information with the resource team will help in making appropriate accommodations and recommendations for the student's educational program. This information will be kept confidential and secure.

10.0 COUNSELING PROGRAM

St. Mary of the Mills School is fortunate to employ the services of a School Counselor. The Counseling Department is devoted to identifying and addressing the varying needs of our diverse student population. Comprehensive plans are created to address cognitive, academic, behavioral, social, and personal functioning.

The duties of the School Counselor include:

1. Working with individuals or small groups to address a variety of issues
2. Consulting with parents, teachers, educators, and other professionals to work towards student success in all aspects of functioning
3. Providing referrals for school or community support services
4. Promoting peer mediation
5. Intervening and advocating at the systemic level

Professional counseling services, at the parent's/guardian's expense, may be required for students as a result of disciplinary action as per the Discipline Policy. When appropriate, students will not be permitted to return to school without a letter from a certified, professional counselor or psychologist. **When a student has had a mental health crisis or evaluation they will need a letter from a certified, professional counselor or psychologist in order to return to school.**

It is the responsibility of the parent/guardian to inform school personnel, including the administration and school counselor about the condition, ongoing medical treatment, and/or medication. **Release of information for school counselor or administrator needs to be made in order for the school counselor to follow up with the appropriate parties.**

10.1 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 Mills School. One-time, initial counseling services may be rendered to students by the school or archdiocesan counseling staff in the event of a crisis or emergency.

When necessary and appropriate, ongoing school counseling services (more than 1 formal session between a counselor and student) may be rendered for an individual or group of students at the request and/or recommendation of the student, the chief administrative, school counselor/social worker, school staff, nurse, or parent/guardian.

A parent/guardian must complete the Consent for Ongoing School Counseling Services (Form20) before services begin.

11.0 CRISIS/EMERGENCY/INCLEMENT WEATHER POLICIES

11.1 Comprehensive School Crisis Plan:

St. Mary of the Mills School has a Comprehensive School Crisis Plan as per the requirements of the Archdiocese of Washington Office of Catholic Schools. If there is a localized situation, parents are instructed to listen to local radio or television stations for more information regarding St. Mary of the Mills School specifically. If students need to be evacuated from the school building, they will be assembled at the Phelps Center, Boys & Girls Club parking lot. Parents are instructed to follow the directives of school personnel and the local public safety officials.

11.2 Sheltering in Place Plan:

In light of the current world situation and as per the requirements of the Archdiocese of Washington, our school has established a Sheltering in Place Plan and a Lock Down Plan. In the event we need to activate these plans, parents will be instructed to follow the directives of the public safety officials covering our jurisdiction.

11.3 Inclement Weather:

In case of inclement weather, parents are instructed to listen to the local radio and television stations regarding closings, late openings, or early dismissals. In most cases, we follow PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS for weather-related emergencies. In the event Prince George's County Public Schools is using virtual learning, an announcement will be emailed from St. Mary of the Mills School by 6:30 am for school closures, and as soon as possible for early dismissals.

When St. Mary of the Mills School is scheduled for an early dismissal, the following will be in effect:

- If PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS open two hours late, St. Mary's School will be closed.
- If PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS open one hour late, St. Mary's School will open one hour late and still dismiss as scheduled.

If PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS have a previously scheduled teacher in-service/no school for students' day, during weather-related emergencies, St. Mary of the Mills School will follow the guidance of the Archdiocese of Washington.

11.4 Other Emergencies:

In case of other emergencies, such as no heat, or no water, the school administration may inform the Catholic Schools Office of the Archdiocese of Washington. ADW personnel will telephone the local radio and television stations with an announcement closing of school and parents will be notified through PlusPortals, our mass communication system. Parents are requested to pick up their students as soon as possible.

11.5 Extended School Program During Emergencies:

When St. Mary of the Mills School is in session, if PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS open two hours late, our Extended School Program will open at 9:00 a.m. When school closes early, due to emergency situations, our After Care Program will also close early. All parents are requested to arrive as soon as possible, so that everyone may get home safely.

12.0 CUSTODY ARRANGEMENTS

ADW Custody Policy 3517 *Parents/guardians who are (or become) divorced, separated, unmarried, or who have any other special circumstances regarding the custody of their children must provide the school with a court order or decree of custody for the student's file. This information and documentation must be provided and updated upon applying for admission, registering for the next academic year, and whenever a custody arrangement changes.*

This information will help the school administration in determining when, if ever, a student can be released to the non-custodial parent.

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

13.0 EXPECTATIONS/CODE OF CONDUCT/DISCIPLINE POLICY

The Principal is the final recourse in all disciplinary matters and reserves the right to determine the appropriateness of action if any doubt arises.

13.1 Parents as Partners:

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of St. Mary of the Mills 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 Mills School derives from its Catholic faith. As the primary educators of their students, parents/guardians will not act in ways that contradict the Catholic nature of St. Mary of the Mills 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 Mills School. As partners in the educational process at St. Mary of the Mills School, we ask parents:

- To actively participate in school activities such as Parent-Teacher Conferences;
- To notify the school office of any changes of address, important phone numbers, or email addresses;
- To meet all financial obligations to the school;

- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school (such as attending Mass/Religious Services weekly and living the faith by word and example);
- To support and cooperate with the discipline policy of the school;
- To ensure that each enrolled student has read and/or understands St. Mary of the Mills School Expectations/Code of Conduct/Discipline Policy;
- To treat and communicate with all teachers, staff, and administrators with respect and courtesy.

Your choice of St. Mary of the Mills School involves a commitment and exhibits a concern for helping your student to recognize God as the greatest good in his/her life. Once you have chosen to enter into a partnership with us at St. Mary of the Mills School, we trust you will be loyal to this commitment.

13.2 Student Expectations & Code of Conduct:

Students of St. Mary of the Mills School, acknowledge that their Catholic school education is an opportunity to grow in love and knowledge of God, themselves, and their world. To do this, students will:

1. Be respectful of others at all times
2. Follow the directions of the priests, principal, assistant principal, teachers, school staff, and parent volunteers who help them learn
3. Greet everyone in a polite and courteous manner
4. Take care of learning materials, school, and Church property
5. Be responsible for their own actions and practice self-control
6. Understand that they are students of St. Mary of the Mills School at all times and if students engage in behavior that is detrimental to the reputation of the school, whether inside or outside the school, they may be disciplined by the school administration
7. The goal of the Student Code of Conduct is to unify the school with regard to expected behaviors involving our shared space.
8. The Student Code of Conduct should help our students understand what behaviors are expected of them. The aim is to establish a safe environment, a sense of order, and a standard of acceptable behavior

13.3 School Rules:

To show respect for teachers and fellow students:

1. Quiet will be maintained in the corridors while classes are in session
2. Students are to refrain from leaving trash and/or debris in the hallways, and from leaving black shoe marks on walls, floors, and doors.
3. Students are to refrain from touching corridor walls and any items displayed on bulletin boards unless directed to do so by a teacher.
4. Students are to refrain from touching other students. Students are expected to respect the personal space of others at all times.

The following are the standard classroom policies. Classroom teachers and monitors may establish additional rules, regulations, and expectations in accordance with the Gospel values and teachings of the Catholic Church as they see fit in order to maintain an atmosphere for learning that is not listed here. Students are to adhere to the following rules as well as those established by classroom teachers and monitors:

1. Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
2. Each student is to have all the necessary materials for class and be in the correct uniform for the day.
3. Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teacher. They are not to do work for another class or read other materials unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on the student's desk.
4. Students are to refrain from talking out without permission and from talking to others while instruction is going on, during study periods, or when tests are underway.
5. Students are to avoid any action that is distracting to the learning process in the classroom.
6. Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the school day.
7. Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation.
8. Students are to always enter and leave a classroom quietly.
9. The location of the desks, the condition of the windows, blinds, etc. is the teacher's responsibility; students are not to regulate these unless directed to do so.
10. Chewing gum is prohibited throughout the school at all times.
11. Students will respect items belonging, or assigned, to fellow students. This includes items contained within student lockers, cubbies, backpacks, and/or purses.

13.4 Discipline Policy:

13.4.1 Rationale

One of the primary goals of Catholic school education is to assist parents with the religious formation of their students. We aim to accomplish this by endeavoring to keep Jesus Christ at the center of the education process. Jesus is the perfect image of God the Father and is, indeed, the reason for our existence, the unseen Teacher in every classroom, and the ultimate model of behavior within the school community.

With this in mind, our discipline structure is geared toward empowering young people entrusted to our care with the ability to make good choices and to recognize themselves, as well as others, as created in God's image.

13.4.2 Principles:

1. The school strives to maintain a safe place for students and an acceptable learning atmosphere.
2. Disciplinary action should be preventative and corrective.
3. Written records will be maintained of significant disciplinary action taken with a student for the duration of his/her enrollment.

13.5 Threats

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, St. Mary of the Mills School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals, and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.

13.6 Harassment & Bullying:

St. Mary of the Mills School is committed to providing a physically safe and emotionally secure learning environment that is free from harassment or bullying in any form, including cyberbullying. Harassment or bullying of any student by another student, lay employee, volunteer, religious, or priest is prohibited. Additionally, harassment or bullying of any St. Mary of the Mills employee or volunteer by a student, parent, family member, or friend is prohibited. All reports of harassment or bullying, whether intentional, in jest, online, or on social media platforms will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner, however, issues that occur off-campus or on virtual platforms not offered in school may not be investigated unless it

directly impacts St. Mary of the Mills School. The administration, in accordance with state laws, will determine the appropriateness of action, if any.

13.6.1 Prevention Programming

As a Catholic school, St. Mary of the Mills School believes and teaches that each of us is called to love our neighbors and to treat them with respect. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously.

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

1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school, such as an event initiated through social media or at a non-school event that interrupts instruction.

13.7 Verbal/Written Warnings:

Verbal/Written warnings may be issued for first or second violations of school or classroom rules and expectations. However, our goal is to correct behavior quickly and provide an immediate opportunity for reflection and/or redress.

In most cases, student behavior that warrants a verbal/written warning, or behavior report/form/slip includes, but is not limited to:

- Rude, discourteous behavior toward students or adults
- Horse play
- Passing notes in class
- Excessive tardiness
- Excessive talking
- Lack of class materials
- Working on assignments other than those assigned by the current teacher in the Classroom (i.e. Working on a math assignment during Spanish class)
- Misuse of materials/school property
- Disruptive behavior (i.e. in class, hallway, or during lunch, mass, or on a field trip)
- Gum chewing or eating during class or mass

- Presence in unauthorized areas of the school
- Failure to observe school/classroom rules
- Sale of personal items
- Uniform violation

When a student has a discipline issue, the teacher who observes the behavior will notify the student's parent. In most cases:

- **1st Infraction:** Verbal warning and parent notification via email.
- **2nd Infraction:** Recess detention and parent notification via email.
- **3rd Infraction:** Recess and lunch detention, parent notification via email and phone call. If necessary, a parent meeting with the student will be scheduled.

Continuing infractions of school policy will result in further disciplinary action involving the administration.

13.10 Suspension:

In serious cases of repeated violation of school rules, regulations, and expectations, an in-school suspension or an out-school suspension may be issued. Suspension is a time for students to think, pray, and reflect on how they will change their behavior and actions and make better decisions when they return to school.

In most cases, the following protocols will be utilized when a student earns a suspension:

1. Parents are notified via phone call and/or email;
2. Parents pick up student within 30 minutes of notification;
3. Parents will receive notification about the date/time for a mandatory meeting with a member of the Administration team. During the meeting, the Administration team may:
 - require the student to be evaluated by a doctor and/or mental health professional;
 - outline the expectations for continued enrollment and plan to monitor progress by placing the student on a behavior contract
4. Parents and students must attend a reinstatement meeting before the student may return to class.
5. Suspended students are responsible for keeping up with all of their work while serving the suspension. Suspended students may not attend school functions or participate in extracurricular activities until readmitted. An email will be sent to the parents/guardians as an official statement of the circumstances that occurred and what is expected of the student when he/she returns to school from the suspension.

The following types of behavior that warrant suspension include, but are not limited to:

- Lying
- Cell phone, smartwatch and/or other electronic devices use
- Inappropriate language

- Blatant disrespect to a teacher, staff, and/or student(s)
- Academic Plagiarism (*Refer to Section 5.8*)
- Insubordination
- Verbal assault on a student, teacher, or staff
- Bullying/Harassment toward others
- Threats of any kind, physical, emotional, verbal, written, or implied
- Sexual harassment
- Improper use of technology
- Posting inappropriate pictures and/or videos while in school uniform or in the school building on social networks
- Cyberbullying of another student
- Physical fighting and acts of violent behavior
- Vandalism; willful destruction of school property
- Theft
- Truancy
- Leaving school property
- Use and/or Possession of matches or a lighter
- Use and/or Possession of alcohol, drugs, including tobacco, vape pens, and/or substances to vape, and controlled substances on school property
- Possession or use of smoke bombs or stink bombs
- Extortion - seeking or obtaining payment or other profit from another person by intimidation
- Refusing to cooperate with school rules and regulations (*Refer to Section 13.2- 13.3.*)
- Serious offenses of school rules or repeated infractions of school rules - this will be at the discretion of the Principal

13.11 Expulsion:

Expulsion is an extremely serious matter. Students who pose a serious threat to themselves, to others, to the school, have committed criminal activity of any kind, or have been suspended may be expelled from St. Mary of the Mills School. Parents/Guardians will be contacted by the Principal; the parent must report to school immediately to take the student home. The parent will receive information about when a conference will be held. The student will not be permitted to return to school.

The following types of behavior that warrant expulsion include, but are not limited to:

- Continued Bullying
- Use or possession of illegal substances, drug paraphernalia, narcotics, alcohol, tobacco, or other substances
- Use or possession of weapon(s)
- Physical assault on teacher, staff or students
- Sexual Harrassment
- Serious Theft
- Arson, extortion, or other criminal activities

- Possession of matches/lighters/igniters
- Repeated suspensions- this would be at the discretion of the principal
- Inability to meet academic or behavioral expectations of the school
- Any serious action not in keeping with the mission and philosophy of St. Mary of the Mills School

Students whose parents have violated the 13.1 Parents as Partners agreement in this handbook may also be excluded from St. Mary of the Mills School.

13.12 Searches

The Principal and Assistant Principal may conduct a search of the physical plant of the school and every appurtenance thereof, including students' desks, lockers, and any personal computer information contained on the school's network.

In some cases, the Principal, or designee, shall request the student's consent for a search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school. The Principal and Assistant Principal may also conduct a reasonable search of a student on the school premises if she/he has probable cause to believe that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of this state. The search must be made in the presence of a third party.

Every effort shall be made to conduct searches in a manner that will minimize disruption of the normal school routine and minimize embarrassment to the student(s) affected.

14.0 FIELD TRIP POLICIES

Field trips and other special events are planned throughout the school year and are a mandatory part of the school curriculum. They afford the opportunity to extend the student's learning beyond the regular classroom. While these are learning activities, a student can be denied participation if they fail to meet academic and/or behavioral requirements. Students are to understand that they are students of St. Mary of the Mills School at all times and if students engage in behavior that is detrimental to the reputation of the school, whether inside or outside the school, they may be disciplined by the school administration

14.1 Field Trip Permission Form

Students who fail to submit a proper permission form by the deadline due date will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of written permission. Emailed copies of the completed front and back of the permission form will be accepted.

14.2 Field Trip Transportation

Transportation is provided by school bus, coach bus, and/or parent drivers. The permission form is sent home with the student and must be signed by the parent/guardian. The completed permission form is to be returned to the teacher in an envelope marked with the student's name and "Field Trip". Fees will be billed to parents through their TADS accounts. Students will be required to ride to and from St. Mary's School on school-provided transportation. Parent volunteers driving themselves will be required to drop students off at school and return to St. Mary's to pick up their students following the field trip.

Parent drivers are required to have on file in the school office a copy of their valid Driver's License and Archdiocesan Parent Driver and Proof of Insurance Forms.

14.3 Field Trip Fees

Costs for field trips are based on the attendance of all students. All students are required to pay the bus fee for each scheduled field trip whether they attend the field trip or not. Transportation is scheduled well in advance of the field trip with the cost based on all students attending the field trip. Refunds are not given in the event of student absence or disciplinary action preventing a student from participation.

Occasionally, there will be school functions held off school premises in the local area. These areas include

- Keesler Center
- Pallotti High School
- McCullough Field
- SMS Garden on Main Street

The students may walk on these occasions. Permission forms may not be required for these events. Parents will be informed of these events by the coordinator teacher. In most cases, chaperones will not be required for walking field trips and class events.

15.0 LUNCH AND RECESS

Students may bring their lunches. They should bring a box drink (sodas are not allowed). Students are expected to show the same courtesy and good behavior for the lunch monitor as they do for the teacher. In the interest of safety, do not pack lollipops or any kind of candy in students' lunches. Please see that your student can open the containers that you place in his/her lunch (thermos bottles, snack packs, etc.). Please do not send in carbonated drinks (soda, etc.). The school does not provide drinks for students.

We will no longer accept food deliveries (for example, but not limited to Door Dash, Uber Eats) from outside vendors for student lunches. If a student does not have lunch, the parent will be contacted to bring lunch to school. We are unable to provide lunch for students that do not

bring/order lunch. Students will not be permitted to eat lunch in the classroom that is not during lunchtime, as this disrupts classroom instruction, and will be asked to remain in the main lobby to eat lunch.

No hot lunch will be available on early dismissal days.

15.1 Lunch Program:

Families have the option to purchase lunch using the MyHotLunchbox.com program. It is the parent's responsibility to make sure the order is placed and payment is processed. Orders can be placed up until noon before the lunch date. All lunch orders must be paid for when ordered. Please note that no refunds will be given for hot lunches missed due to absences, inclement weather (in the event that the order cannot be canceled with the vendor), or other emergency school closings.

15.2 Recess:

Students enjoy daily outdoor recess opportunities, weather permitting. All students have a recess break during their lunch period. If the temperature is below 32 degrees or if it is raining, recess may be held indoors. During a health crisis, the faculty and administration reserve the right to change the policies and procedures of recess to ensure the health and safety of students.

16.0 MEDICAL/HEALTH ISSUES

16.1 Immunization/Shot Record:

State law requires a complete record of immunizations (shots) or a student cannot be permitted to remain in school. Additionally, the Archdiocese of Washington requires their Immunization Certificate form be filled out and have a Physician/Medical Provider signature. Medical forms should be submitted prior to the first day of school.

16.2 Medication:

Archdiocesan requirements necessitate the completion of specific paperwork for any student who will be taking ANY medication (prescription or nonprescription) during the school day, as well as separate forms for students who require an Epi-Pen, an inhaler, or who have a known allergy of any kind. Documentation is available on the school website and must be properly executed. All medication and documentation will be kept in a secure location with the school

Health Aide. If your student is to take medication of any kind at school, the medication must be sent to the office along with the specific documentation. Please note: Both physician and/or parent/guardian must sign and date the form. No medication will be administered during school hours without the specific documentation. This includes non-prescription, over-the-counter medications including but not limited to: aspirin, Tylenol, Ibuprofen, Benadryl (oral and topical), and cough drops. Any changes to a student's medication must be documented by the parent and sent to the school nurse.

It is your student's responsibility to report to the health room at the designated time to take his/her medication. Parents should make every effort to administer medication outside of school hours.

16.3 Health Issues:

It is the responsibility of the parent/guardian to inform school personnel, including the administration, office staff, school nurse, and the classroom teacher, about the condition, medication, and/or ongoing medical treatment.

All students enrolled in St. Mary of the Mills School must have on file a completed Student Information Form. In the event of a serious/life-threatening injury, this form authorizes school personnel to call local emergency response personnel for assistance, evaluation, and possible transport to the hospital. This form, referenced in the Summer Mailing packet, is available on the school website. **It must be returned to the school on or before the first day of school.**

Parents will be notified by telephone regarding any serious/life-threatening injury or any head or eye injury.

16.4 Student Illness:

If a student must be sent home due to illness or in the case of serious injury, parents are requested to pick up or arrange to have the student picked up within one hour. For the safety of all, students are not permitted to return to school unless they are symptom-free (no fever or vomiting) for twenty-four hours without medication. Students will be permitted to return to school if they have documentation they have been cleared by a health professional.

17.0 PARENT INVOLVEMENT AND VOLUNTEER SERVICE

17.1 Parent involvement:

We recognize that parents are very generous with their time and we value their contribution. Due to insurance regulations, younger siblings/non-St. Mary's students may not accompany parents when they volunteer in the school or attend specifically identified school events during school hours.

Parental involvement and volunteerism build and strengthen our school community. By becoming actively involved in St. Mary's School, you are demonstrating to your student how important school is and how important your student is to you! Our school will always depend on the generous giving of time, talent, and resources by our parents.

- All parents who wish to volunteer their services in school or during other school-sponsored activities (including, but not limited to, classroom volunteer, lunch helper, or any activities within our facilities) must comply with the Child Protection Policy of the Archdiocese of Washington.
- All volunteers are required to be fingerprinted and complete all requirements as per Section 3 of the Child Protection Policy and attend informational training sessions as stipulated by the Archdiocese of Washington (VIRTUS).
- We are not able to accommodate non-St. Mary's students when parents/relatives/or parishioners are volunteering or participating in activities.

All visitors and parents coming to the school for any reason must report to the school office to sign in and obtain a visitor/volunteer pass, then sign out when leaving the building. No parent will be permitted to interrupt a class once the school day has begun.

18.0 PARENT ORGANIZATIONS

18.1 Home and School Association:

All parents of students enrolled in St. Mary of the Mills School are members of the Home and School Association. This organization incorporates social, parent education, volunteer, and fundraising activities of the school. An annual fee per family is charged to help defray the costs of these events. Parent information meetings may be held on a variety of topics. Information regarding meetings will be published in the Stallions Times.

All events sponsored by the Home and School Association will have an appointed Chairperson who will coordinate the activity in collaboration with the Home and School Chair.

18.2 School Advisory Board:

St. Mary of the Mills School Advisory Board is comprised of St. Mary's parents, parishioners, teachers, and the Administrative team of the school. By using their expertise and experience, these volunteer board members advise and assist the administration and the school in the ongoing development of the school. Members work in committees such as planning, policy, finance, public relations/marketing, development/fundraising, enrollment, and evaluation. Meetings will be held throughout the year. Items to be discussed must be submitted in writing for final approval by the Pastor and the Principal two weeks prior to a meeting.

19.0 TECHNOLOGY/INTERNET/COMPUTER NETWORK POLICY

Research skills are fundamental to the preparation of our students, our future citizens, and employees. Access to the Internet enables students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, you, as the parent/guardian of minors, are responsible for setting and conveying the standards that your student should follow when using media and information sources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher. Accidental “hits” of inappropriate sites, in spite of the protection mechanisms we employ, should be reported to the teacher immediately. St. Mary’s computer network is a school resource and as such, inappropriate use will be considered a violation of St. Mary’s Student Code of Conduct. Disciplinary action will be carried out in accordance with St. Mary’s Discipline Policy.

19.1 ADW Policy 3212: Archdiocesan Technology and Internet Usage

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God’s children. With our schools’ ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from the Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. Thank you for your consideration and cooperation.

Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement (which will be distributed once school is in session).

All Students:

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1.
 - Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, networks, and the Internet and demonstrates an understanding that digital content is everlasting, even when deleted or within privacy settings;
 - Shall only use accounts assigned to them or authorized by the school, supporting others’ positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
 - Shall keep all accounts and password information private and secure.

2. Students will engage in positive, safe, legal, and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3.

All Students:

- Shall always demonstrate kind and respectful behavior towards others when using electronic devices, networks, and Internet; following school policy agreements and anti-cyberbullying laws at the local, state, and federal levels;
- b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
- c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without the consent of the school and the persons depicted;
- d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
- e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit for the work of others;
- f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

3. Students will manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online. T.PK8.DC.4.

All Students:

- Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers, or the name and location of the school;
- b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
- c. Shall use school-issued email accounts for authorized educational purposes only;
- d. Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software, and networking systems with care and respect, whether at school, at home, or elsewhere.

All Students:

- Shall demonstrate proper physical care for technology equipment;
- b. Shall protect the proper functioning of technology equipment by downloading only teacher-approved files and not intentionally writing, producing, generating, copying, or

introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;

- c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have an authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

- Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken at the sole discretion of the principal.
- b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
- c. Use of all technology may be monitored, and there is no expectation of privacy for issued devices, or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file-sharing accounts) that are accessible via such technology.
- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of an investigation of possible wrongdoing, or at the discretion of the principal.

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school-authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.

Additional resources related to digital safety and digital citizenship;
<https://adwcollaborators.weebly.com/parent-resources.html>

Definitions

Cyber-bullying/Harassment: of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values.

Harassment/cyber-bullying whether it is initiated on or off-campus, online, or in person, should be reported immediately to a faculty member and may lead to disciplinary action and possible criminal prosecution. <https://cyberbullying.org>

Data-Collection Technology for Tracking Navigation: Entities that track an individual's personal data when using networked devices, for example, website cookies, search algorithms return results based on past searches, website analytics, GPS on cell phones, the "Internet of Things" where data is exchanged between networked devices and objects.

Digital Identity and Reputation: How an individual is represented online in the public domain, based on activities, connections, or tagging. For example; social media posts, photos, public online comments/reviews, awareness, and monitoring of how others are depicting you online.

Digital Privacy and Security: For example; activate privacy settings on social media accounts and search engines, recognize sites that use encryption, secure login, and password information on shared devices, read and be conscientious about accepting privacy policies and access requests from apps, and websites.

Educational/Academic Purposes: Those tasks performed by students, which are directly related to the school's curricular assignments, projects, or research.

Electronic Device: Any device (personal or school-issued), including, but not limited to desktop computers, laptops, Chromebooks, Smartphones, iPads, tablets, and e-Readers.

Ethical Behaviors: Interactions that align with one's moral code, for example, preventing or not engaging in cyberbullying, trolling, or scamming; avoiding plagiarism; supporting others' positive digital identity.

Legal Behaviors: Interactions that are mindful of the law. For example, abiding by copyright and fair use, respecting networking protections by not hacking them, and not using another's identity.

Intellectual Property: Content or ideas created by an individual or entity, for example, music, photos, narration, text, and design.

Internet: A global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

Issued Device: Device that is the property of the school and is provided to a student as part of the student's educational program.

Managing Personal Data: For example, creating effective passwords, authenticating sources before providing personal information, sharing personal data conscientiously, not posting addresses and phone numbers visibly.

Network: The system of devices, kiosks, servers, databases, routers, hubs, switches, and distance learning equipment.

Online or Networked Devices: For example, internet-connected computers or tablets, multiplayer gaming systems, and cell phones.

Parent: The biological or adoptive parent, legal guardian, or person acting in the absence of the parent or guardian.

Permanence of their actions: Digital content is everlasting; even when individuals delete it or believe privacy settings fully protect them from scrutiny.

Positive Behaviors: Interactions that convey a portrait of the way you want to be perceived and healthy interactions with technology itself, for example, moderating the time online or gaming, ergonomic issues, and balancing the use of media with daily physical activity.

Rights and Obligations of Using and Sharing: Abiding by copyright and fair use, citing resources, gaining or giving permission to use (content), avoiding plagiarism, understanding, and using creative commons.

Safe Behaviors: Interactions that keep you out of harm's way, for example, knowing the identity of who you are interacting with; how much and what kind of information you release online; protecting oneself from scams, phishing schemes, and poor purchasing practices (e-commerce theft)

Student Authorized Users: Any student enrolled in this school who is assigned a username and password.

Technology (equipment): Any electronic device or system that uses, stores, manages, carries, or supports audio, video, text, or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, copiers, scanners, cell phones/smart devices and fax machines.

19.2 Additional Unacceptable Uses:

Unacceptable uses of the St. Mary of the Mills School Computer System/Internet also include, but are not limited to:

- Violating the rights of privacy of others;
- Use of anonymous or pseudonymous communications over the network is prohibited; All e-mails must clearly identify the sender of the message. False information is prohibited;
- Submitting documents from the Internet as a student's personal work;
- Trespassing in someone else's folder, work, or files;
- Intentionally wasting resources;
- Using the network for commercial purposes;
- Revealing home phone numbers, addresses, or other personal information while using St. Mary's Network;
- Sharing of passwords, if provided, or attempting to discover another's password;
- The intentional writing, producing, generating, copying, or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, "worms", etc.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols. Use of any program designed to disrupt the performance of the network;
- Intentional erasing, renaming, or disabling of anyone else's files or programs;
- Use of the computer facilities to obtain, distribute, or store inappropriate materials;
- Accessing social media platforms and accounts.

Students who violate any network policy may be suspended and have their computer access denied for a period to be determined by the administration.

St. Mary's School will be responsible for teaching students about these guidelines and supervising and guiding student access to the Internet.

19.3 Technology Concerns:

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Stitch®, Discord®, Friendster®, Facebook®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, the staff, other students, or the parish.

Texting: Students should at no time be involved in texting during the course of the school day or before/after care. Students involved in texting at school will face disciplinary action.

Sexting: Students involved in the possession or transmission of inappropriate photos on their cell phones or other electronic devices will face disciplinary action.

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

Social Media: Engagement in social media such as but not limited to, Tik-Tok, Snapchat, Instagram, Discord, Facebook, Twitter, etc. may result in disciplinary action if the content posted by the student(s) contains defamatory and/or inappropriate comments regarding the school, the faculty, the staff, other students, and/or the parish.

20.0 TELEPHONES/CELL PHONES & ELECTRONIC DEVICES

Cell phones, smart watches, and any other electronic devices (but not limited to these specified devices) are not available for student use at any time while on campus. If a student needs a cell phone due to walking home from school, entering a house where no one is home, attending an after-school practice, game, club activity, or rehearsal, he/she must turn in the cell phone (turned off) upon arrival in the morning and “park” the cell with their homeroom teacher. The cell phone may be picked up by the student at dismissal when leaving the building. Any student attending aftercare will pick up their cell phone upon dismissal from the program at the front desk when picked up by a parent/guardian. School telephones are not available for student use.

Students may not have cell phones and/or smart watches as well as other outside electronic devices in their possession during the school day. Students may not text, call, or turn on cell phones as well as use smartwatches while on campus including during arrival and dismissal. Any deviation from this protocol will cause the cell phone and/or any other electronic device to be confiscated and stored in the front office. Once confiscated, electronic devices are returned only to the parent at pickup, at the end of the school day/aftercare. In addition, use of any outside electronic devices on campus may result in suspension or expulsion.

21.0 TRAFFIC MANAGEMENT POLICY

The procedures for arrival and dismissal may be changed during a health crisis. Parents will be notified in advance about changes and will be required to follow the new procedures to ensure the safety of the students and staff. Carpool One families will receive a placard for their dashboard for dismissal.

If you do not drop off or pick up your student/students, please communicate these procedures to the responsible person(s) that do. It is imperative that we ensure the safety of our students above all else.

Please follow the directions given by the traffic monitors on duty. The traffic monitors who are out working in the morning and afternoon are school employees. They deserve to be treated in a courteous manner.

These procedures and rules are for the safety of our students. All parents/guardians who transport their students to and from school in a vehicle are required to discharge and pick up students in their vehicles only from the designated drop-off and pick-up areas. It is required that

the drivers of the vehicles used during morning drop-off and afternoon pick-up not use cell phones while driving during carpool.

21.1 Morning Drop-Off Procedures and Rules:

1. From St. Mary's Place, making a right-hand turn ONLY, (no earlier than 7:45 a.m. unless your student(s) is/are attending before care) pull into the school parking lot and enter into the lane as directed by the parking lot monitor.
2. Drive all the way down to the end of the lane, or follow the car in front of you. This helps prevent a backup on St. Mary's Place.
3. Parents should ensure that students are ready and prepared to leave their car with all necessary school items such as backpacks, etc. upon entering the school parking lot.
4. Students must be let out on the right side of the car only. Students may not exit the car on the left side.
5. Parents should not leave their vehicles.
6. If a parent needs to go into the school, do not pull into the drop-off lanes. Instead, park your car to the left of the discharge/drop-off lanes, and walk carefully to the crosswalk with your student.
7. As you exit the parking lot, you must follow the posted sign directions and make a right turn ONLY onto Main Street.
8. All students enter the building through the side door before 8:10 a.m.
9. If late, the student must be signed in at the front office. Students will not be permitted in the building after 8:10 a.m. without an adult. Students arriving at the side entrance will be marked tardy arriving at 8:10 a.m. and/or later.

During the 2023-2024 school year SMS will have two car pools during dismissal time.

21.2 Afternoon Pick-Up Procedures and Rules:

Please follow the parking lot monitor's directions and instructions. Students cannot cross the street.

1. Carpool 1 students will be dismissed at 3:00 p.m.
 - a. Carpool 1 will need to be in the SMS parking lot by 2:55 p.m. at which time the lot will be closed.
 - b. Carpool 1 only will receive a parking pass
2. Carpool 2 students will be dismissed at 3:15 p.m.
 - a. Those in Carpool 2 and subsequent cars should arrive at Keesler center holding area no sooner than 3 p.m.
 - b. Carpool 2 families will park across the street in the Keesler center and will be released by a staff member to pull into the main parking lot once carpool 1 has been cleared.
3. St. Mary's Extended School Program and walkers will be dismissed at 3:15 p.m.

4. Any student not picked up by 3:15 p.m. will return to the school and be placed in the St. Mary's aftercare program at the rate of \$12.00 per hour or any part thereof (\$20 per hour or any part thereof plus the registration fee for unregistered students).
5. If a parent is there to pick up a student who would normally walk or who attends St. Mary's Extended School Program, you are to follow the above procedures.
6. **Walkers** are dismissed in front of the church at 3:15 p.m. **SMS walkers are defined as students who:**
 - live less than one mile away from school;
 - walk to the Laurel library after school;
 - walk to a parent or guardian's place of employment (under one mile away from school) after school.

St. Mary of the Mills School does not have an agreement with the Laurel Boys & Girls Club. Parents should not park at Laurel Boys and Girls Club.

Parking is not permitted in the Parish parking lot during arrival and dismissal.

Parking is not permitted in front of St. Mary's church as these spots are reserved for Handicapped drivers only (subject to a fine if parking in these spots without a Handicapped placard).

St. Mary of the Mills School will not be liable for students once they leave school property.

22.0 SCHOOL UNIFORM POLICY

All students in grades 1-7 are required to have a dress uniform and a physical education uniform. All DRESS and PE uniforms must be purchased through Risse Brothers Uniforms, www.rissebrothers.com. Kindergarten students wear the physical education uniform only.

Students are expected to be neatly dressed in the complete, proper uniform on uniform days. Parents/guardians should assume responsibility for all children with regard to their manner of dress both in uniform and out-of-uniform while they are on school property. Cooperation is expected in order that the dress code can be fairly administered. No alterations of the uniform are permitted without prior authorization from the administration. Uniform items should be securely labeled in order to identify "lost and found" articles.

When students are required to wear masks, they must adhere to the following policy:

1. Masks may not contain words, sentences, or slogans. Neck Gaiters are not acceptable masks (CDC).
2. Cartoons and other illustrations must be appropriate to be viewed by the youngest members of our community (all masks should have G-rated content).
3. If the administration deems a student's mask to be inappropriate, the student's parent/guardian will be telephoned to bring an appropriate mask to school immediately. If the student's parent/guardian cannot be contacted, the student will have an In-School Suspension.

Jewelry

Girls and boys may wear a watch (**NO SMART/APPLE WATCHES**). Girls may wear one or two pairs of post earrings or small hoops (not to exceed 1/2" in diameter) in their ear lobes. No other piercing is allowed. Boys may not wear earrings. A cross or religious medal may be worn around the neck. Only **one** wristband/bracelet may be worn on each wrist. No other jewelry is permitted.

Make-up & Nail Polish

No make-up or nail polish, fake/acrylic/gel nails may be worn.

Hairstyles

- All students' hair should be neat and natural.
- No trendy or unusual hairstyles or cuts (such as partially shaved or spiked hair) are permitted.
- Hair must be kept away from the face.
- Boys' hair must be above the uniform shirt collar and above the eyebrows. Earlobes must be visible.
- Hair may not be dyed, highlighted, or altered from its natural color in any way.
- Hair accessories should be simple and not provide a distraction. Only plain headbands are permitted (uniform plaid or plain dark colors) – no animal ears, or decorative headbands permitted.

The Administration reserves the right to determine whether a hairstyle and/or accessory is inappropriate. The parent/guardian of a student will be notified and the student may be sent home if in violation of the School Uniform Policy and/or disciplined according to the Discipline Policy.

Students who are not dressed in full uniform will be sent to the front office to “rent” whatever uniform item is missing excluding socks. The rental cost is \$1 per item and the rental item is noted with an orange SMS for return to the front office at the end of the school day. Students are expected to bring in payment for their rental no later than the following school day. Parents will be contacted if the student is out of full uniform consistently.

The Royal blue fleece is available for purchase through Risse Brothers Uniforms throughout the school year.

8th Grade Privilege

Eighth graders have the option of wearing the St. Mary's School golf-style shirt with the logo. The shirt color for the 2023-2024 school year is blue and short-sleeved. It may be worn on dress uniform days in place of the dress shirt and tie.

Tag-Day Attire

Occasionally, students will be permitted to dress out of uniform for Tag Day Charitable Events and special events. Appropriate attire is required. If a student chooses not to dress for Tag Day, the appropriate school uniform for that day must be worn. If the Tag Day is following a “color” theme (i.e., red and green for Christmas), students must wear clothing that is predominantly the theme color. All Tag Day funds are earmarked for donation to a needy charity. TADS accounts will be charged for the the Tag Day fee if students do not turn in funds that day.

Inappropriate attire includes but is not limited to: short shorts (no shorter than between knee and mid-thigh), any and all tank tops, spaghetti strap tops, midriff tops, or low cut bottoms revealing the stomach and/or lower back areas, tee shirts with inappropriate slogans or pictures, tight pants, leggings, overly baggy pants, see-thru/revealing clothing, flip flops, or sandals, no ripped or torn jeans, no sweat pants. If the administration deems a student's attire to be inappropriate, the student's parent/guardian will be telephoned to bring an appropriate change of clothes to school immediately or given a PE uniform.

UNIFORM TABLES

All PE Uniform items have the St. Mary of the Mills School Logo and are purchased through Risse Brothers Uniforms. Kindergarten students wear the PE Uniform year-round. Students must wear athletic shoes only with PE uniform (no boots).

Grade	PE Shorts	PE Sweatpants	PE Sweatshirt (Optional)	St. Mary's Royal Blue Fleece (Optional)	PE S/S T-Shirt	PE L/S T-Shirt	Socks – White Crew Socks (above the ankle/no logo)*
Kindergarten	X	X	X	X	X	X	X
1-8	X	X	X	X	X	X	X

GRADES 1-5 DRESS UNIFORM

	Bradley Plaid Jumper (hem at or below the knee)	Plain, White Blouse -Peter Pan Collar	Navy Blue V-Neck Sweater – Plain Or Royal Blue SMS Logo Fleece	Navy Blue Dress Slacks (girls-2 nd & 3 rd qtr only)	Black Smooth Belt w/Pants (girls-2 nd & 3 rd qtr only)	Plain White Polo	Socks-Navy or Black (above ankle-no logo)*	Socks-White Crew or Navy Blue Knee Hi (above ankle-no logo)*	Navy Blue Tights (no pattern)
Girls	X	X	X	X	X			X	X
Boys			X	X	X	X	X		

GRADES 6-8 DRESS UNIFORM

	Bradley Plaid Kick Pleat Skort (hem at or below the knee)	Plain, White Oxford Blouse with Button Down Collar	Navy Blue Dress Slacks (girls-2 nd & 3 rd qtr only)	Black Smooth Belt w/Pants (girls-2 nd & 3 rd qtr only)	8 th Grade Privilege Colored Blue Polo	Socks-Navy or Black (above ankle-no logo)**	Socks-White Crew or Navy Blue Knee Hi (above ankle-no logo)*	Navy Blue Tights (no pattern)	Navy Blue Cross Tie	Navy Blue Tie	Navy Blue V-Neck Sweater – Plain Or Royal Blue SMS Logo Fleece
Girls	X	X	X	X	X		X	X	X		X
Boys		X	X	X	X	X			X		X

OPTIONAL DRESS UNIFORM GRADES 1-8 (1ST & 4TH QUARTERS ONLY)

1 st & 4 th Quarters Only	Navy Blue Dress Uniform Shorts of Appropriate Length/Fit	Smooth Black Belt	Plain, White Polo-No Logo (Grades 1-7 only)	Navy Blue V-Neck Sweater – Plain Or Royal Blue SMS Logo Fleece	Socks – White, Black, Navy Crew Socks (above the ankle/no logo)*/**	Black loafer or black tie <u>dress</u> (no canvas or athletic) shoe with rubber soles. NO BOOTS	8 th Grade Colored Polo (Purple with school logo)
Girls	X	X	X	X	X	X	X
Boys	X	X	X	X	X	X	X

SHOES

	PE Uniform	Dress Uniform
Girls	Athletic shoes only – no boots	Black loafer or black tie <u>dress</u> (no canvas or athletic) shoe with rubber soles. NO BOOTS
Boys	Athletic shoes only – no boots	Black loafer or black tie <u>dress</u> (no canvas or athletic) shoe with rubber soles. NO BOOTS

CREW SOCK EXAMPLES



*** GIRL'S DRESS UNIFORM**



***PE UNIFORM**



****BOY'S DRESS UNIFORM**

23.0 USE OF SCHOOL GROUNDS POLICY

St. Mary of the Mills School is in operation between the hours of 7:30 a.m. and 3:30 p.m. with the exception of school-sponsored extracurricular activities. Our Extended School Program operates from 7:00 a.m. to 7:45 a.m. and from 3:15 p.m. to 6:00 p.m. Students not enrolled in the Extended School Program may not enter the school building until 7:45 a.m. All students must be in supervised care when on school grounds, therefore students may not be dropped off before school opens or remain on school grounds after school closes unless they are enrolled in our Extended School Program or enrolled in a supervised extra-curricular activity.

Students on school grounds before or after the specified times will be sent to the St. Mary of the Mills Extended School Drop-In room. Parents will be billed through TADS for the extended school drop-in fees.

24.0 USE OF STUDENT INFORMATION/PICTURES POLICY

During the school year, we will be taking pictures/videos of the students busy at their work and play. These pictures will be used for various projects in the school, as well as the school yearbook and website. Occasionally, Catholic publications or local newspaper reporters/photographers may attend special events at the church/school. Therefore, pictures of our students and their names may appear in these publications/newspapers.

St. Mary of the Mills School abides by the Media Policies of the Archdiocese of Washington. All students must have on file a signed copy of the Archdiocesan Publicity Release Form in order to have their picture/name used for any media releases. This is completed through TADS, either when Enrolling or Re-Enrolling students.