

PRAYER OF ST. FRANCIS

**Lord, make me an instrument of your peace.
Where there is hatred, let me sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
And where there is sadness, joy.**

**O Divine Master, grant that I may not so much seek
To be consoled as to console;
To be understood as to understand;
To be loved as to love.
For it is in giving that we receive;
It is in pardoning that we are pardoned;
And it is in dying that we are born to eternal life.
Amen**

PRAYER IN HONOR OF ST. CASIMIR

**Good and loving Father, in the youthful Saint Casimir,
You have given us an example of faithfulness
to the gospel and model of true discipleship.**

**In his gentleness and compassion, we see true strength.
In the strength and firmness of his convictions we see true gentleness.**

**United in the name of Jesus
and with the powerful support of our brother, St. Casimir,
May we continue to be the visible sign of your loving presence among us.
Amen.**

FACULTY

Pre-K 3 Cecilia Wright
assistant Rose Blair
Pre-K 3 Lois Shutt
Pre-k 3 assistant Nicole Wheeler
Pre-K 4 Christina Erpleding
Pre-K 4 Aide Vicki Sticka
Pre-K 4 Sabrina Spence
Pre-k 4 Pintet Halasan
Kindergarten Melanie Conley
Kindergarten Aide Lisa Bailey
Grade 1 Brianna Gehan
Grade 1 Assistant Nadia Plum
Grade 2 Alissa Manna
Grade 3 Wendy White
Grade 4 Patricia Shortall
Grade 5 Lois Dudley
Middle School
Emily Lawson
Lawrence Whelan
Ciaran Quinn
Athletic Director Lamont Pennick
Technology Patricia Stelmalczyzk
Lois Dudley
Music Cait Drake
Art Christina Hofmann
STEM Christina Hofmann
Spanish The Language Project

Principal Noreen Heffner
Administrative Assistant Tina Micklos
School Secretary Kelli Girolami
Development Kathleen Roberge
Guidance Cindy Crown
Title I Katie Schey

ST. CASIMIR SCHOOL PARENT/STUDENT HANDBOOK

MESSAGE TO PARENTS

In enrolling your child in a Catholic school, you agree to certain important responsibilities. These include:

- to be a partner with the school in the education of your child
- to understand and support the religious nature of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate that Catholic education is a privilege that many persons do not have

Welcome to St. Casimir School. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts in His name.

Saint Casimir is a co-ed elementary school for Grades Pre-k 3 – Grade 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Saint Casimir is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the administration or guidance office. Religion is required for each year a student attends Saint Casimir School. All students enrolled in Saint Casimir must attend religion classes and services.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body. Saint Casimir reserves the right to amend the Parent/Student Handbook and parent(s) legal guardians will be notified of any changes made. The Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

GENERAL INTRODUCTION

The following directives and procedures will constitute policy for St. Casimir School. It is our sincere hope that these guidelines will serve as a practical guide to you and thus strengthen the bonds of mutual cooperation between the home and the school.

History of St. Casimir School

St. Casimir School was established in 1902 in the ground floor of the original St. Casimir's Church. The school was founded in the Franciscan tradition and was largely staffed by religious sisters. It is set in a neighborhood rich in Polish ethnicity and Catholic heritage. In 1975 St. Casimir's School was merged with St. Stanislaus School to serve the educational needs of both parishes, and the name was changed to Father Kolbe School.

For 14 years Father Kolbe had a campus at St. Stanislaus for kindergarten through grade four. St. Casimir housed grades five through eight. With the decrease in vocations it was determined that only one convent would be used, and one Principal would travel between two schools. As a result of the Catholic Schools' project in 1988, it was decided to move Father Kolbe School to only one campus with a strong staff, and incorporate St. Leo's parish as a part of Kolbe School. This took place in 1989. On July 1, 2008, the faith community of St. Casimir reestablished Father Kolbe School as a parish school and took on its original name of St. Casimir School.

Location

St. Casimir School is located at 1035 South Kenwood Avenue near Boston and O'Donnell Streets in the heart of Canton. It is easily accessed from both Interstate 95 and downtown Baltimore.

Mission

St. Casimir Catholic School Anchored in faith, education and family. Saint Casimir Catholic School prepares each student to positively impact our global society in a nurturing and dynamic environment. Inspired by the Franciscan tradition we empower students to develop their academic talents and spiritual strengths by providing a foundation of excellence.

Philosophy

St. Casimir is a Roman Catholic school that offers a quality Catholic Christian education to children of St. Casimir, St. Stanislaus, St. Brigid, St Elizabeth of Hungary and St. Leo Parishes and the surrounding community - both Catholic and non-Catholic. We implement a curriculum based on Catholic values and high academic standards. We believe that children learn by doing, and provide a program that includes hands-on learning activities, as well as enrichment and field trip activities. Our educational environment fosters the holistic development of each child: spiritual, intellectual, emotional, physical, and cultural. Our school forges a partnership of faculty, family, parish, and community to promote Christian living in a contemporary society. Admission is open to all students who can benefit from the program that is offered.

Objectives

- To prepare students for active membership in church and society by providing a program of appropriate faith development, academic, and life skills.
- To provide opportunities for Christian community, witness, and service, as well as promote an understanding of social justice issues in today's world.
- To stimulate creative and critical thinking to help students grow to their potential as active and curious learners in a changing world.
- To provide a wholesome and safe environment.
- To encourage parental involvement as role models and partners in the education of their children.

Accreditation

St. Casimir School is fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI). Founded in 1895, SACS CASI accredited schools and school systems throughout the United States and overseas. SACS CASI is an accreditation division of AdvancED. AdvancED is also the parent organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the National Study of School Evaluation (NSSE)

Maryland Green School

St. Casimir School was a recipient of the 2008 Maryland Green School Award for outstanding natural resource, environmental, and conservation education, community involvement, and practices. The recertification process took place in June 2012.

PBIS

Saint Casimir supports Positive Behavior Interventions and Supports (PBIS). PBIS is a proactive and interactive approach to establish a social culture in a school that supports social, emotional, and academic success. It uses data-based decision making to align curriculum and behavioral supports for students and staff. It is aimed at supporting safe and effective school environments. Saint Casimir has earned bronze recognition and is in the process of applying for silver.

ORGANIZATIONS

School Board

Our School Board is an advisory board subject to the regulations of the Archdiocese of Baltimore. Its primary responsibility is to ensure that the assets and personnel of the school are used to promote and strengthen the school.

Fathers' Club: This group of dedicated and enthusiastic fathers work together to support the school through volunteer efforts.

HOME SCHOOL ASSOCIATION

Welcome to the 2019-2020 School Year!

The Home and School Association (HSA) welcomes you to another exciting new school year full of first-time events and traditional annual favorites. Parent and school involvement has never been easier and these are perfect opportunities to create memories and build relationships that can last a lifetime. The HSA is an organization that focuses on bridging the gap between parents and the school by investing our time, talent, and resources into our school families. Our goal is to create a welcoming atmosphere, offer a variety of fundraisers and numerous entertaining activities, while identifying opportunities for spiritual, educational, social, and public outreach initiatives.

Some of the activities planned for this school year include Joe Corbi's Pizza, Color Run, Super bowl Raffle, Happy Hour with Silent Auction, Shrimp Feast and Bull Roast, Lenten Foods, and Extreme O's/Crab Raffle.

We truly look forward to working together to improve our school community and foster the mission and vision of St. Casimir Catholic School.

25/\$400 Service Requirement

The Home and School Association provides a significant contribution to the operating budget of the school in an effort to keep tuition as low as possible. Therefore, it is essential that all families support its activities. Toward that end, over the course of the school year parents are expected to provide 25 volunteer hours of service in any of the designated Home & School fundraising activities, as well as generate \$400 in fundraising income. Pre-k 3 three-day families are expected to generate \$200 in income and 12 volunteer hours. Parents who do not meet this goal are assessed a fee of \$8/hr. for each missing volunteer hour up to 25, and the difference between the amount of fundraising income generated and \$400, which will be added to the tuition bill. Parents may choose not to participate in fundraising activities and service and instead pay a flat fee of \$600. Parents who work in the Lenten Foods Project earn double credit for volunteer time. The Hours after May 15th will be calculated for the following school year. The school reserves the right to withhold student records and report cards if this financial / service obligation is not met.

Any family member may volunteer to help meet the hours and profit level for the student(s). The only requirement is that when the students are participating in an event, all adult volunteers must be Virtus trained. \$200 and 10 hours may be donated to another family who has shown an effort to complete profit and hour commitment or has an extenuating circumstance from those who have exceeded their commitment. This is limited to one donation per receiving family.

Homeroom Parents

The Home and School Association organizes homeroom parents for each class. A request for volunteers is sent home at the beginning of the school year and parents are encouraged to become involved in their children's classroom. A homeroom parent plays an integral role in the social welfare of the classroom. This person is a parent or grandparent of one of the students in the class and is responsible for organizing activities and events, communicating with the teacher and other parents and helping out in any other way possible. Specific duties will depend upon grade level and what the teacher and school desire in a homeroom parent.

Parent Volunteers

Parent volunteers assist teachers during school hours or work at home. Through the Home & School parent

volunteers help with various school fund-raising activities and special programs. All parent volunteers and lunch monitors are required to sign in at the school office and pick up a Volunteer badge before they assume their duties. Parent Volunteer Guidelines and Lunch Parent Volunteer Guidelines are available in the office. **Please note: New Archdiocesan guidelines require that certain policies be followed regarding the screening of volunteers who may have unsupervised contact with students. This includes VIRTUS online training, application, references, and background checks. St. Casimir School complies with the policies as required. This is for the protection of the students.**

EDUCATIONAL PROGRAMS

Core Curriculum

The curriculum is organized according to the Course of Study set forth by the Archdiocese of Baltimore, Division of Catholic Schools and the Maryland State Department of Education. The Course of Study is predicated upon content standards promulgated by national organizations of experts in various disciplines. From this perspective, St. Casimir educates students in reading, English, Writing, Mathematics, Science, Social Studies, Spanish, Technology, Physical Education, and art. Textbooks and instructional materials are selected to support instructional objectives and are current. Religious instruction centers on providing the student with opportunities to experience God’s love through prayer, scripture, sacraments, and love of neighbor. Religion is an integral part of the instructional program at St. Casimir School. All students are expected to participate in religion classes and liturgical services and activities. Parents are invited and encouraged to attend all services. In addition, the family life program is offered to students in kindergarten through eighth grade.

Kindergarten Program -Our kindergarten program addresses the needs of the whole child. Designed to enable each child to succeed at his or her own ability level, the kindergarten program fosters an eagerness for learning while addressing each child’s needs in a positive, loving environment.

Grades One through Five -Classes in grades one through five are primarily self-contained. Areas of instruction include: Religion, Family Life, Language Arts (Reading, Phonics, Spelling, English, Writing, and Handwriting), Mathematics, Social Studies, and Science. Students are instructed in the areas appropriate for each grade level. Subjects such as Spanish, Technology, Physical Education, Art, and Music are taught by specialty area teachers.

Grades Six through Eight In grades six through eight, instruction occurs departmentally in the following areas: Religion and Family Life, Language Arts (Reading, English, Vocabulary/Spelling, Writing), Mathematics, Science (including science lab), Social Studies, Spanish, Technology, Physical Education, Art, and Music.

Educational Resources:

Pre- K 3	Investigator	Robert Leslie
Pre-k 4	Maryland State Approved Curriculum for Pre-K 4	

Religion

Pre-K 3 and 4	Seeds	Our Sunday Visitor
K-8	We Believe	Sadlier
K-8	Family Life	Benziger

Math

K-2	Go Math	Houghton Mifflin
3-7	Into Math	Houghton Mifflin
8	GO Math Algebra Grade 8 Math	Houghton Mifflin

Science

K and 1	A Closer Look	McMillan
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2-8	Interactive Science	Pearson
<u>Language Arts</u>		
K-5	Reading Street	Pearson
3-4	Vocabulary	Sadlier
5-8	Vocabulary	Membean
5-8	Grammar	Loyola Press
6-8	Literature	Prentice Hall
<u>Social Studies</u>		
Grades K-5	My World	Pearson
Middle School	The American Nation	Prentice Hall
	The Ancient World	Prentice Hall
	World Geography	Holt McDougal
<u>Spanish</u>		
All Grades	The Language Project	

Catechesis for Family Life

As an integral part of our faith formation curriculum we teach Catechesis for Family Life as required by the Archdiocesan Division of Schools. This age appropriate program about Christian living, chastity, character formation, and safe environment promotes communication between you and your child. You are encouraged to review the program materials. After reviewing the program if you have any questions please contact the teacher or call the office. In compliance with Archdiocesan directives for Catholic Schools, a comprehensive program for human sexuality is provided to all students.

In addition to our regular curriculum, St. Casimir School offers the following:

- **Pre-Kindergarten** – Pre-kindergarten is available for 3 and 4-year olds either part-time or full-time. This developmental readiness program creatively provides age-appropriate learning experiences and invites children to be part of God’s family. The program enables children to learn through discovery while introducing them to the school setting. We follow the Maryland State Department of Education age guidelines for admission. Children must be completely toilet trained.

Special Are Subjects: Technology, art, music, Spanish, health and physical education instruction is offered to all students.

Field Trips

Field trips are considered an integral part of the educational program and a valuable learning experience for students. In advance of the trip, a permission slip, required by the Archdiocesan Division of Schools is sent home.

Students who do not return the provided permission form by the designated date will not be allowed to participate on the field trip. Students kept home from the trip will be marked absent.

If for an extraordinary reason a student is unable to participate, the student is expected to attend school on that day. Work will be provided by the teacher and the student will be assigned a classroom in which to work under the supervision of a staff member. Students who are kept home from a trip will be marked absent. **Due to safety and liability factors younger siblings or other children are not permitted.** Adults attending field trips must meet the Archdiocesan Virtus requirements. **Parents who have not informed the teacher at least a day ahead of time are not permitted to attend. Please inform teacher two days in advance if you are no longer able to chaperone.**

Parental permission will not be granted through over-the-phone consent.

Field trips are a privilege. Students may jeopardize that privilege if they do not conform to the academic and/or behavioral expectations.

Chaperones must comply with the following field trip policies: smoking is prohibited and chaperones must stay with the group. The use of cell phones for texting and conversation while accompanying or supervising the children is not permitted. Chaperones must comply with all decisions and requests of the teacher. Chaperones who do not meet these standards will not be permitted to serve as chaperones on subsequent field trips.

Assemblies and Guest Speakers

Assemblies and guest speakers are an important component of the academic program and of student life. Assemblies extend and enrich the students' learning, cultural awareness, and appreciation for others. Students are expected to conduct themselves appropriately during assemblies, and students may be denied participation if they fail to meet academic or behavioral requirements

STUDENT SERVICES

Before School Care

Before School Care is offered from 7:00 -7:30 a.m. on all days that school is in session. If a school day is delayed (e.g. inclement weather) the opening of before care is delayed the same amount of time.

After School Care (ASC)

The ASC program is for St. Casimir students and is open on all school days from dismissal until 6:00 p.m. If school closes early due to inclement weather there will be no after-care. The center is closed when the school is closed for holidays or weather-related issues. It is designed to provide a safe and fun environment for children whose families are unable to pick them up after school dismisses. The same discipline guidelines will be followed that are used in the school program. The program offers study time, relaxation time, and allows for both full and part-time attendance. Specific instructions and information are provided to parents who enroll in the program.

Title I

Title I is a government program that offers academic support for children who experience difficulties in reading and/or math in grades Pre-K-8 and who meet federal guidelines for the program.

School Counseling Program

The Saint Casimir counseling program is available to help faculty, parents/guardians, and students develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling for students, parent and faculty consultation, information services, and referral assistance to other programs and services in the community.

The Counselor is available to students whether they ask for help and present on their own, or they are referred by a teacher, member of staff or administration, or the child's parent. Parental consent is not required for counseling related to school issues. Should these issues persist or a need for ongoing counseling is identified, the Counselor and/or the teacher will contact parents/guardians to discuss the situation. Referrals for counseling are accepted from faculty and staff, parents, and students. If a parent doesn't want the counselor to see their child they must put it in writing.

Sacramental Programs

Since it is the responsibility of each parish to establish a program for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation, the school plays only a supportive role to the parents and the parishioners in preparing the children for those sacraments. Parents of Catholic students are informed by the appropriate parish personnel regarding the exact requirements involved for sacramental preparation.

Student Leadership Opportunities: Student Council, School Safeties, Student Service Club, Youth Ministry and Student Ambassadors all provide opportunities for student leadership.

ACADEMIC POLICIES & PROCEDURES

Expectations

Children rise or fall to the level of expectations set for them. Therefore, high standards are established to allow our students to maximize their learning experience, and students are expected to put forth strong effort toward the achievement of those goals. It is important that parents have high expectations for their children as well, and show confidence in their ability to achieve.

The administration and faculty have set the following academic goals:

- Each student will accept the challenge to work to his/her potential.
- Each student is encouraged to achieve to the best of his/ her ability.
- Homework will be completed as a follow up to class work.
- Leadership opportunities are open to all students
- Service to others is an important part of the student's development.
- Positive self-esteem is a product of responsibility and accountability.
- Promotion is determined by academic progress, maturity and attendance.

IEP Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public-school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process. If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation. If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Every effort will be made by the St. Casimir School staff to complete the required paperwork, to attend the IEP meetings, and to support the parents. In order to facilitate this process, parents should inform the school administration prior to initiating the Child Find process on their own.

Documentation Required or Accommodations

In order to be considered for receiving accommodations, a student is required to have a formal testing completed by a licensed professional that meets the following guidelines.

Documentation to support the need for requested accommodations must:

- State the specific disability as diagnosed, using the most recent DSM classification.
- Be current (IEP or 504 should be no older than 3 years)
- Provide a complete educational, developmental, and relevant medical history
- Describe the comprehensive testing and techniques used to arrive at the diagnosis.
- Describe the specific accommodations recommended.
- Describe the financial limitations supported by the test results and how the limitations affect learning and testing

ACRE Testing

Each year in compliance with the requirements of the Archdiocese of Baltimore Saint Casimir administers the ACRE, the Assessment of Catholic Religious Education Test. This test is administered to fifth and eighth graders. The results highlight the areas of strength or improvement in the religion program and instruction.

Testing Program

The following tests are administered:

- **Brigance Testing of Basic Skills**
- **IOWA Test** is administered in the spring of each year to Grades 2-8 in accordance with the requirements of the Archdiocese of Baltimore, Division of Schools.
- **The Cogat test is administered in the spring to grades 2, 4 and 6.**
- **Assessment of Catholic Religious Education (ACRE)** is administered to all students in Grades 8 in the

fall and Grade 5 in the spring.

Back to School Night

Parents have the opportunity to receive an explanation of the policy and procedures for each homeroom during the Back-to-School Open House scheduled annually during the first month of school. An outline of the projected specific curriculum for each grade along with copies of classroom policies and procedures are provided.

Teacher Conferences

Teachers are partners with parents in the students' education and welcome conferences as an educational tool to assist with this process. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore, the parents should first contact the teacher involved and then, if necessary, teacher and parents should go to the principal. However, parents are not permitted to interrupt teachers either before school or during class hours without checking in at the office. **TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY. Parents are not permitted to go to classrooms in the morning. Teachers are involved with the students at this time.**

When visiting a classroom at any time of day you must first sign in at the school office. Each visitor must have a visitor pass.

If a conference with the principal or teacher is needed, please send an e-mail, or write a note at least a day or two in advance of the desired conference date. Should a written request sent to the teacher be unanswered after allowing sufficient time, the parents are requested to call the office and leave a message with the secretary. In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers. Progress Report Card conferences will be scheduled at the first marking period and at appropriate times through the year.

Personal Student Work Habits

- Written assignments must be neat, legible, and complete.
- No wrinkled, torn, or rough edges on paper will be accepted. Sloppy work, or work with misspellings, obvious erasures, or items crossed out will be returned to the student to be redone. The excellent quality of work handed in should reflect student pride in him or her.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students must always have a library book to read.
- At all levels, students are required to do homework.
- Homework is important for the reinforcement of skills, for developing good study habits, and for developing a sense of responsibility.
- Specific classroom procedures and expectations are determined by the staff annually and communicated to the parents via letter or at the Back-to-School meeting.

PowerSchool Parent Access

- The PowerSchool Student Information System provides for Parent Access to current, on-going student academic progress. This provides parents with an excellent means for monitoring student progress, including late or missing work. Parents are granted an access code of their children's grades for students in Grades 3-8 at the beginning of the school year. In accordance with school financial policies, St. Casimir School reserves the right to withhold Parent Access until all tuition, fees, and other obligations to St. Casimir School are current. Parents are responsible for staying current with grades and assignments on PowerSchool.

Homework

Homework is important for the reinforcement of skills and for developing good study habits and a sense of responsibility. Short- and long-term assignments, may be given to students as part of the homework assignment. Parents and guardians are expected to see that their children fulfill their homework responsibilities. Students in K- 3 will often need a parent /guardian help and encouragement with the homework assignments. Students in Grades 4-8 should show their parents their completed homework. Students are expected to complete all assigned homework on time and in a careful manner.

Homework should be able to be completed in the following times:

K-1 10- 20 minutes
Grade 2 20- 30 minutes
Grade 3 30- 40 minutes
Grade 4 40- 50 minutes
Grade 5- 50-60 minutes
Grade 6 60- 70 minutes
Grade 7 70-80 minutes
Grade 8 80-90 minutes

Parents/guardians are expected to see that their children fulfill their homework responsibilities. **If a parent recognizes that his/her child consistently spends less or more time than the suggested time for homework, the parents should contact the teacher directly.**

If home assignments cannot be completed because of extenuating circumstances (e.g., sickness in the family, death of a relative, etc.), students may be permitted to defer doing the prescribed work. A written explanation should be provided to the teacher in order to obtain this permission.

At all grade levels, homework may be included in determining grades on progress reports. Failure to complete homework in an appropriate manner may result in a lower grade. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation. A conference may be required.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Reviewing the assigned work with the child
- Providing a quiet, well equipped place
- Providing assistance to the child as needed
- Emphasizing with the child the need for study
- Assuring the return of the homework to school
- Helping their children plan their time so as to complete long-term assignments by the due date
- Checking teacher's webpages for homework assignments
- Checking children's progress on PowerSchool (grades 3-8)

Make-Up Work (grades 5-8)

In case of absence, it is the responsibility of the child to obtain, complete, and submit missed work **to the teacher.**

Parents may refer to the teacher's website to get homework that is posted for the day.

Grading of Late Work : Students may be assessed a consequence of no more than ten (10) points per day for up to three (3) days before a zero may be given for work not turned in on time. The procedure for makeup work for absences shall be the following: The school day by which work is due: absent on Monday, come back Tuesday, due on Thursday etc.

In the case of extended absences, arrangements for completion of work shall be made with the individual teacher.

Generally, a 24-hour notice is required to gather make-up work. If make-up work is assigned and turned in within the number of days permitted, it will be graded, and full credit will be given.

Interim Reports

In light of the information available through parent access provided to parents through Power School interim reports for students in Grades K-8 will be sent halfway through each trimester. The interim report affords parents and guardians ample time to help their child improve his/her performance prior to report cards. Parents of students in Pre-K will receive frequent communication regarding their child's progress. A parent teacher conference will be scheduled by the teacher as needed. Parents are encouraged to request a conference if they have any questions or concerns.

Progress Reports

The school adheres to the grading system prescribed by the Archdiocese of Baltimore, Division of Schools.

PowerSchool Computerized Progress Reports are distributed three times a year. The Progress Report envelope should be signed and returned promptly. Dates of distribution of Progress Reports are noted on the calendar. A parent conference is required for the distribution of the first Progress Report each year.

The academic and citizenship honor roll will begin in grade five. Religion, Math, Language Arts, Social Studies,

Science, and Spanish (Grades 7 and 8 only) are the subjects that determine academic honors. Students may not have below an S in special area subjects.

Notes:

I's, N's, or U's on a report card eliminate a student from all honors that trimester. If there are more than five instances of unexcused tardiness in a given quarter, the administration will meet with parents to discuss this issue. If this does not improve honor roll status may be denied to the student.

Honor Roll- Grades 5-8

Principal's List

All outstanding in conduct and effort

First Honors

All A's

Satisfactory or better in all special classes

Satisfactory or better in conduct and effort including unstructured time

Second Honors

Any combination of A's and B's

Satisfactory or better in all special area classes

Satisfactory or better in conduct and effort including unstructured time

Honorable Mention

All A's and B's with one C allowed

Satisfactory or better in all special area classes

Satisfactory or better in conduct and effort including unstructured time

If there are more than five instances of unexcused tardiness in a given quarter after conferencing with the parent honor roll status may be denied.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete required educational programs may be retained at the current grade level. The major subjects are: Math, Language Arts, Social Studies, and Science. Eighth graders who are retained will not participate in graduation ceremonies and a certificate/diploma will not be issued.

It is the policy of St. Casimir School to recommend and utilize retention when necessary. Retention is an educational tool, not a punishment, and can be another means to attain academic goals

The following criteria will be used to determine retention:

- Report card grades
- Teacher observation
- Performance in relation to grade level and curriculum expectations
- Maturity
- Conduct
- Attendance

Procedure for Retention

To retain a student in the same grade for the next academic year, the following procedure is observed:

- By the end of January, the teacher, principal, and student (if applicable) review the student's work performance to date and discuss the possibilities of his/her success for the remainder of the school year. This meeting is followed by written communication to be signed by the parents summarizing the meeting.
- No later than March of the school year, the school informs the parents in writing of the possibility of the student being retained.
- The teacher continues to provide all assistance possible and regularly discusses student's progress with the parents.

- By April, the school informs the parent in writing of its decision regarding retention. All written communication regarding retention are maintained in confidential file.

NOTE: The school reserves the right to make the final determination of promotion or retention.

Eighth Grade Information

High School Admissions Preparation

There will be an eighth-grade parent meeting at the beginning of the school year to assist parents in the high school search and application process. At that time pertinent materials will be provided. All guidelines must be followed. Eighth graders are allowed three “shadow days” at high schools of their choice. Shadow days should be arranged for days on which school is closed whenever possible. Dates for “shadow days” are suggested in the eighth-grade materials. Shadow days are excused absences and do not count against Perfect Attendance.

Note: All applications are coordinated from the school office. Parents requesting scholarship applications to be completed other than the one provided by the Archdiocese must send the information/application to the school office two weeks before the due date. All letters of references are to be coordinated from the office. Please **do not** give them directly to a teacher. The school will mail the completed application along with the necessary student records.

Graduation Fee

There is an eighth-grade graduation fee that covers eighth grade graduation activities such as the cap and gowns, diploma, graduation picture, yearbook, transcripts, Hershey Park Trip, etc. The fee will be collected at the beginning of the school year.

Graduation Requirements

In order to graduate, students must complete the Course of Study prescribed by the Archdiocese of Baltimore. In addition to the academic promotion requirements for eighth grade, student behavior must be in accordance with our school expectations as stated elsewhere in this handbook. The school reserves the right to determine graduation eligibility. All financial obligations must be fulfilled, and the school reserves the right to hold academic records and withhold graduation privileges if financial obligations are not met.

High School Acceptances

High School acceptances are always conditional, contingent upon the receipt of a transcript indicating the successful completion of the academic year.

Student Records

Student records will be maintained in the school office. Access to records is governed by the Records Policy.

These records consist of:

- Registration form
- Cumulative record of scholastic achievement
- Record of attendance
- Individual progress sheets
- Standardized test scores
- Health records
- 8th Grade high school evaluation form
- Letters of recommendation

Summer School

Any student who receives a failing grade in Religion, Social Studies or Science for the year must complete a specific project as determined by the teacher in order to return to school the following year. Any student who fails Math or Language Arts for the year will be required to attend summer school or be privately tutored. Summer school sessions must total a minimum of fifteen hours. Criteria for acceptable tutoring will be determined on an individual basis by the principal. Official records of summer performance are to be forwarded to the school office no later than August 15th. Any student who fails to successfully complete summer requirements for promotion to the next grade will be retained.

Textbooks and Materials

Books are expensive to purchase, and must be well cared for. All hardback books must be covered with book covers

and kept in good condition. All books should be labeled with the student's name, grade, and subject. No other writing is permitted anywhere on book covers or in textbooks. Workbooks should be completed neatly. There should be no extra "doodling" in workbooks. Students are responsible for the possession and care of their books. If a lost book is not found within one week, or if damage is done to books, the parent is responsible for purchasing a new book. The school will provide information needed to order.

ADMINISTRATIVE POLICIES & PROCEDURES

Administration Structure

The Principal is the administrator of St. Casimir School. The school is organized into five levels, early childhood *primary*, *intermediate*, *middle school*, and special area subject and each is facilitated by a level coordinator. There are Curriculum Coordinators for each subject area to facilitate the effective implementation of the Archdiocesan Course of Study.

Admissions

Non-Discrimination Policy

St. Casimir School is a co-ed elementary school for students in grades pre-K to grade 8. It does not discriminate on the basis of race, color, sex, religion, handicap or disability, and national or ethnic origin, in the administration of their educational policies, admission policies, tuition assistance programs, athletic and other school administration programs.

Status of Students

St. Casimir School reserves the right to deny admission, readmission, or continuation in subsequent years to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Admission Requirements

Students are accepted for admission based on their ability to be successful in the academic program offered by our school. They must be able to work within the existing math and reading structure offered at their particular grade. Students must be committed to support and uphold the code of behavior and discipline, and parents must be supportive of school policies. Students are expected to actively participate in all classes, projects, liturgical celebrations, and school activities. All new students are probationary for one year.

Age Guidelines for New Registrations

St. Casimir School follows the guidelines published by the State of Maryland Board of Education. Under state law, children are required to attend kindergarten beginning at age 5. Children entering pre-kindergarten must be 3 or 4 years old by September 1st. A child entering kindergarten must be 5 years old by September 1st.

Documentation for Admission

The following must be provided at the time of application:

- Birth Certificate
- Updated Immunization Record
- Maryland State Health Inventory (pre-K 3 and pre-k 4)
- Social Security Card
- Baptismal Record and other Sacramental information
- Complete academic record from current school
- Completed application
- Non-refundable, non-transferable registration fee
- A signed release of records form to allow record transfer from previous school (if applicable)
- Legal documentation of custody status (if applicable)

Placement (criteria used for placing new students)

Students are initially placed using the results of the following:

- Admissions placement test
- Teacher evaluation (from sending school)
- Permanent records
- Standardized test results

- Disciplinary history

Registration Policy

Parents wishing to register their child (ren) must make an appointment with the development and marketing office. At that time an appointment for placement testing can be made as well. Incoming kindergartners are given the Brigance Early Childhood Screening.

Probation Policy (for new students)

All new students are probationary for one year. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Additionally, the administration reserves the right to place any student on probation. A student’s academic and behavioral progress, including attendance, is evaluated at the end of each marking period to determine if the student remains at St. Casimir School.

Waiting Lists

If a class is full, a waiting list is established. It is the policy of Saint Casimir that preference be given to St. Casimir, St. Brigid and Saint Elizabeth families as long as other requirements are met. Parents will be notified about openings in the order they are on the list. The following caveats apply: Siblings are accepted first, then parishioners, then other students.

Withdrawal

Parents are required to notify the principal, in writing, as soon as the decision is made to withdraw their child/children. Parents are responsible for tuition for each month that the student is enrolled in school.

Tuition and Fees

Each year, tuition rates are recommended by the School Board and approved by the pastor. The tuition for each child is “at cost.” When calculating tuition, the school applies funds received through the Maryland Nonpublic Student Textbook Program to help offset the expenses for student books, thereby reducing the total amount charged to parents/guardians.

SAINT CASIMIR FINANCIAL INFORMATION

A non-refundable registration fee of \$150.00 is due at the time of registration. There is a family registration fee of \$250.00 for families with 3 or more children in the school. After May 15th the fee will be \$200 for returning students.

All-inclusive fee of \$400 is due by June 30th. This includes all books, archdiocesan fees, Power School, technology fees, field trips, buses and instructional materials.

Tuition for full day students from Pre-K 3- Grade 8	\$6,250
Grade 8 graduation fee	\$ 250
Pre-K 3 and Pre-K 4 five half days	\$5,250
Pre-K 3 three full days	\$5,250
Pre-K 3 three half days	\$3,895
All-inclusive fee for three half days is \$200.	

Monthly payments—Monthly payments begin in August through May and must be paid through the FACTS tuition company as required by the archdiocese.

Tuition Plan A: Full time 25 volunteer hours per family and \$400 in fundraising profit.
3 half day Pre-K only: 12 hours and \$200 in profit

Tuition Plan B: Full time: No fundraising or volunteer hours needed- \$600 fee
Part time no fundraising and \$300

In an effort to keep tuition as low as possible, parents commit to volunteering 25 hours and generating \$400 or 50 hours and \$300 in fundraising income (Plan A) or pay \$600 in lieu of participating in fundraising activities (Plan B). Pre-K 3 parents in three half day program commit to 12 hours and \$200 profit. The difference owed between the amount generated and the \$400 is due and payable to the school before May 1. Volunteer hours fewer than 25 will be billed at a rate of \$8 / hr. Failure to meet the commitment to Plan A, Plan B, and Before and After Care will be treated the same as delinquent tuition.

After School Care Finances

ASC registration fees are due at the time of registration. There will be a \$35 .00 registration fee. Full time users will receive a discounted rate which will be paid in the same manner as their tuition. If an account is not up-to-date on the due date, student(s) concerned may not attend the After-School Care program until the account is made current. For every returned check there will be a \$10 charge in addition to any bank service fee. Parents picking up students after at 6:05 p.m. will be charged a penalty of \$1 a minute. This fee goes directly to the caretaker who must remain with the child. If students are not picked up by 6:00 p.m. 3 times, parents will be asked to find a different means of after school care. Students who are not picked up from school at 3:00 for Pre-k and 3:20 for K- Grade 8 will be sent to After School Care, and parents will be billed accordingly.

Register by August 15th.

Monthly payments begin in September and must be made through the Kinderlime Company.

Timely payment of tuition and fees is the parent/guardian's responsibility. It is anticipated that payment will be made by the due date. There is no "grace period" for the payment of tuition and fees. *It is not the responsibility of the school to send notices of delinquent tuition, fees, ASC payments, or other amounts owed; nor shall the lack of notice preclude the school from enforcing its payment policies by holding report cards, excluding students, or taking other appropriate action.* In the case of monthly tuition payments, written notice of missed payment will be sent by Kinderlime. St. Casimir School is under no obligation to send additional notices.

Tuition Assistance

St. Casimir School receives funds for tuition assistance from various sources, including Partners in Excellence (PIE), Cardinal's Lenten Appeal, and parish assistance. Tuition assistance is awarded based on need on a first come, first served basis. Financial aid awards also depend upon how much aid the schools have to allocate.

FACTS

Any family intending to apply for financial assistance must first register the child (ren) at the school and then obtain a FACTS (Private School Aid Service) application form from the school office. The application must be filled out completely and mailed, along with all required supporting documentation.

The FACTS application will not be processed if the tax return and other required information are not provided. In turn, tuition assistance cannot be awarded if the PSAS application has not been processed. It is the parent/guardian's responsibility to be sure that PSAS receives the application and all required information. The parent/guardian should keep copies of all documents submitted to FACTS.

FACTS Grant and Aid Assessment
P.O. 82524
Lincoln NE 68501

Tuition Assistance is available and provided to all families who qualify on a needs basis from the Partners in Excellence (PIE) Program. Information and applications may be requested at registration time. Criteria and deadlines are strictly enforced. For further information please contact the school office at 410-342-2681.

The Children's Scholarship Fund is a program offered by an independent organization to provide Baltimore City children the opportunity to attend private or Catholic schools. Scholarship awards are based on a lottery system. Individual schools such as St. Casimir Catholic School do not generate the process, however we accept students in that program if they meet our admission standards.

BOOST: The Broadening Options and Opportunities for Students Today (BOOST) Program provides scholarships for students who are eligible for the free or reduced-price lunch program to attend eligible nonpublic schools.

The BOOST program was established in March 2016 by the Maryland General Assembly. The program is governed by language added to the Fiscal 2017 Budget Bill. The language begins on **page 128** of Senate Bill 190 of the 2016

session (the Fiscal 2017 Budget Bill). For information, contact boost.msde@maryland.gov.

Parish Assistance

Parishioners of St. Casimir's Faith Community may apply to the parish for tuition assistance. In order to qualify, you must be a registered parishioner for at least a year, be an active church member, use envelopes to contribute to the support of the parish, actively participate in church and school fundraisers, volunteer at BINGO, and volunteer at the St. Casimir Festival in June. Applications may be obtained from the friary office. Families of other parishes applying for parish assistance should contact their own pastors for information.

St. Casimir Holy Name Society sponsors several scholarships for St. Casimir Catholic School students. Eligibility and general information regarding these scholarships may be obtained by calling the parish office.

Financial Aid Decisions

Parents will be informed as soon as tuition assistance decisions are made. Financial aid decisions cannot always be made by the beginning of the school year. If you have not received financial aid at the time your tuition payment is due (whether paying annually, by semester, or monthly), you must pay the full amount due. If you are then awarded financial aid, your account will be credited and/or your payment amounts will be adjusted as appropriate.

Delinquent Tuition, Fees, and Other Financial Obligations

Missed FACTS Payments

When a FACTS payment is returned for insufficient funds, FACTS will automatically reattempt the missed payment as follows:

<u>Scheduled Payment Date</u>	<u>Reattempt Date</u>
5th of the month	20th of <i>same</i> month
20th of the month	5th of <i>following</i> month

If the reattempt is not successful because of insufficient funds, closed account, or any other reason, the *full amount* of the payment must be paid directly to the school office no later than the 10th of the month immediately following the reattempt. If payment in full is not received by the school on or before the 10th of the month immediately following the failed reattempt, the child (ren) will automatically be excluded from school at the end of the day on the 10th without further notification.

Example:

August 20 – Scheduled payment does not clear (because of insufficient funds, closed account, stop payment, etc.); financially responsible party notified by FACTS

September 5 – Automatic reattempt by FACTS. If it clears, no action. If payment does not clear, pay full amount directly to St. Casimir School on or before September 10. Financially responsible party notified by FACTS.

September 10 – If missed payment received by the school, no action. If payment is not received, child (ren) are excluded from school as of the end of the day until payment is made.

Please inquire about easy payment plans and financial assistance.

Progress Reports / Miscellaneous

Progress Reports and Interim Reports will be withheld for any and all past-due financial obligations, whether for past-due tuition, fees or any other amounts owed. Withheld progress reports or interims will only be released upon full payment of the past-due account plus payment of any amounts currently due that have accrued since the report card date.

Students will be excluded from school for delinquent tuition and, if the debt is not paid within a reasonable amount of time that is deemed detrimental to the student, a transfer may be issued. Transfers due to unpaid tuition are immediately reversible upon payment of the debt. Uncollected debts may be turned over to a collection agency. All student records (except health records) will be withheld until debt is paid in full.

Returned Check Fee

There will be a fee of \$35 charged for any check returned by a bank for insufficient funds. This charge is in addition to any charge made by the bank issuing the check.

Refund Policy

Registration fees and Archdiocesan fees are non-refundable. Book fees are not refundable after the first day of school. Tuition is refundable on a pro-rated basis after a child is officially withdrawn. For each month (September - May) that a child is in school, one-ninth of the tuition is due. A “month” is defined as one school day of any calendar month that a child is enrolled.

Release of Records

St. Casimir School reserves the right to withhold any official school records, including progress reports, Parent Access, interim reports, and diplomas from parent(s) or other educational institutions until all tuition, fees, and other financial obligations to St. Casimir School are satisfied in full. This includes the Plan A or B fundraiser 25/\$400 profit commitment, ASC tuition, and fees for student materials damaged or not returned. Pre-kindergarten, kindergarten, and grade 8 students may not participate in graduation and closing activities until fees are paid. The administration will review requests for exceptions on an individual basis.

Uniforms:

Pre-Kindergarten

Pre-K 3 and Pre-K 4 should come to school dressed in comfortable play clothes and shoes.

Gym uniforms should be worn on gym days.

Uniforms should be purchased from Flynn and O’Hara

8868 Waltham Woods Road

Parkville, Maryland 212234

Physical Education Uniform Pre-k 3 and Pre-k 4

Shorts	Navy athletic shorts with logo
T- shirt	Grey with logo
Socks	White crew socks covering ankles
Shoes	White tennis shoes
Sweats	Navy blue sweatshirt and sweatpants with logo

Saint Casimir Catholic School Uniform Information Boys 2019-2020

Kindergarten- Grade 5

White shirt	Polo shirt with logo, short or long sleeve shirt tucked in with a black or brown belt.
Pants	Navy school pants/ must be the same color and style as pants from Flynn and O’Hara – black or brown belt NO CARGO PANTS OR OTHER STYLES
Sweater	Grey pullover with logo
Socks	Navy dress socks.
Shoes	Tan suede bucks or brown jungle moc.

Boys Middle School Grades 6-8

White shirt	Button down collared shirt (short or long sleeve) with logo. Shirts must be tucked in with brown or black dress belt
Tie	School tie
Pants	Navy blue school pants/must be same color and style as pants from Flynn and O’Hara- no cargo pants or other styles. Black or brown belt
Sweater	Grey pullover with logo or grey crew neck school sweatshirt. (middle school only)
Socks	Navy dress socks.
Shoes	Tan suede bucks with red soles, brown jungle moc

Summer Uniform K-8

Shirt	White polo shirt with school logo- tucked in with brown or black belt
Shorts	Navy blue walking shorts – must be same shade and style as Flynn and O’Hara (Cargo shorts not permitted)
Socks	White crew socks above the ankle
Shoes	White tennis shoes with ties (traditional styles only)

Physical Education Uniform

Shorts	Navy athletic shorts with logo
T- shirt	Grey with logo
Socks	White crew socks covering ankles
Shoes	White tennis shoes
Sweats	Navy blue sweatshirt and sweatpants with logo

**Saint Casimir Catholic School Uniform Information
Girls 2018-2019**

Girls 2019-2020 Kindergarten- Grade 5

White blouse	Broadcloth Peter Pan collar short or long sleeve
Jumper	Not to exceed two inches above the knee Navy blue school pants may be worn in the cold weather with the white polo with logo.
Sweater	Navy blue cardigan with logo
Socks	Navy knee highs or navy tights
Shoes	Tan suede buck, black and white saddle,

Girls Grades 6-8

White blouse	Oxford, short or long sleeve
Skirt	Skirt- not to exceed two inches above knee- blouses need to be tucked in
Sweater	Navy cardigan with logo
Socks	Navy knee highs or navy tights
Shoes	Tan bucks with soft soles, black and white saddles

Summer Uniform K-8

Shirt	White polo shirt with school logo tucked in with black or brown belt
Shorts	Navy walking short- must be same shade and style as the shorts sold in the uniform store (cargo shorts are not permitted)
Skorts	2 panel navy skort may be worn in place of shorts- must be identical to Flynn and O’Hara style and color
Shoes	White traditional tennis shoes

Physical Education Uniform

Shorts	Navy athletic with logo
T- shirt	Grey t shirt with logo
Socks	White crew socks
Shoes	White tennis shoes
Sweats	Navy sweatshirt and sweatpants with logo

Jewelry and Makeup

Girls and boys may wear a traditional watch or Smart watches. Smart bands, or other Smart jewelry is not allowed. Girls may wear one pair of post earrings (one earring in the lobe of each ear). Boys may not wear earrings. A cross or religious medal may be worn around the neck. If a cross or religious medal is worn, it must be attached to a thin chain, not to a neckband, etc. One ring may be worn. No make-up, nail tips, or nail polish (including clear polish) may be worn.

Hairstyles

Haircuts for boys and girls should be simple. Fad hairstyles are not permitted; this includes but is not limited to dying, bleaching, coloring, or highlighting razor cuts, shaved heads for girls. Determination as to what constitutes fad hairstyles will be made by the administration. Beads may not be worn in the hair. Hair wraps and hair extensions are not permitted. Bangs must be above the eyebrows for boys and girls. Boys' hair must be above the ear and above the top of the collar. Girls' hair must be out of the eyes.

The following are unacceptable with regard to the school and/or physical education uniform: * Leggings, jeggings, * Socks not visible above the shoe; white socks with logos * T-shirts/undershirts with logos or in colors other than white * smart bands, or other smart jewelry * Bracelets of any kind, including Silly Bands, Spirit wristbands, ankle bracelets, hoop earrings of any size; necklaces * Makeup, nail polish, or nail tips * Headbands in colors other than uniform plaid, red, navy, or white * Hair wraps, hair extensions, hair beads * Dyed, bleached, colored, or highlighted hair * Pajama-style pants

Out of Uniform Days

Occasionally, students are given the privilege of attending school out of uniform. In all cases, out of uniform attire must be appropriate for St. Casimir. Students will be asked to call home for a change of clothes if the administration or faculty deems that the clothing is suggestive or inappropriate. Students may not wear explicit or offensive clothing, skirts/dresses/skorts shorter than 2" above the knee, torn clothing, and excessively baggy clothing, belly shirts/midriff baring shirts, low cut tops, halter tops, pajama bottoms, low cut slacks, leggings, jeggings, flip flops, or sandals. Shorts are permitted if they are the required length (no more than 2 inches above the knee). This applies to extracurricular activities and school sponsored functions.

Uniform Exchange Program: The new uniform has been in effect for three years and we are now able to offer a limited uniform exchange program. Several times a year, parents are given the opportunity to obtain gently used uniforms that have been donated by parents whose children have outgrown the items. This service is free, and uniform donations are accepted year-round.

Lost and Found

Parents are urged to have **all** personal items (back pack, lunch box, school supplies, shoes, etc.) and **each** article of clothing **clearly marked** with the child's name and grade. Items that are found will be placed in the **lost-and-found**. A child who has lost an article may check before or after school for the lost item. Unclaimed items will be given to the poor and the end of each trimester.

Discipline

Statement on Philosophy of Discipline (Archdiocesan Policy Manual-Right of Fairness for Schools) – St. Casimir School strives to develop responsible, courteous, self-disciplined students whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility; to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

In catholic education, the student is readied to take his/her place in society in view of the gospel message of Jesus Christ. Each child is an integral part of the school community that fosters the growth of Christian character. Therefore, school regulations must be followed in order to form a sound educational climate. Discipline is administered in a manner consistent with Christian principles.

It is our hope that this policy will enable all members of the Saint Casimir School community to participate in the promotion and development of a peaceful environment that respects the dignity of all.

Saint Casimir students are to foster and maintain honesty, trust, responsibility, and academic excellence. All members of the school community, including students, parents and faculty must be dedicated to this vision. Students should produce and submit their own work and chose not to ignore when they are aware that someone else did not submit their own work.

The following are considered examples of academic dishonesty:

- Discussing test questions or answers with someone who has yet to take the test.
- Using unauthorized aides such as notes or a cheat sheet
- Giving assistance to another student during a test or quiz
- Copying another work or allowing another student to copy your work
- Copying information from a source without giving proper citation including textbooks and internet.
- Paraphrasing information from a source without giving proper citation.

If academic dishonesty is determined a zero will be given on the assignment and the student will receive a detention.

Honor Code: All middle school students will be asked to sign an honor code pledge at the beginning of the year: As a member of the Saint Casimir School community, I faithfully pledge: stewardship, respect, responsibility, honesty, sportsmanship and reliability.

Positive reinforcement (PBIS) is an important tool that helps students to grow as persons of strong, admirable character. At St. Casimir, we focus on creating a positive, safe and nurturing community. We have consistent, school-wide expectations for all our students. Positive Behavior Interventions and Supports (PBIS). It is our goal to celebrate students making great choices through words of encouragement and praise but to also have a consistent plan to support students who need help meeting the school wide expectations.

St. Casimir maintains a clear disciplinary policy designed to maintain an atmosphere that contributes to learning. Discipline is fundamental to life and the most worthwhile discipline is self-discipline. A child must be taught to choose one behavior over another and learn to deal with the consequences of those choices. Children must be taught to accept and respect the controls presented by those in authority. Teacher example, guidance, and affirmation help students to choose behavior based on Christian values. In order for these purposes to be fulfilled, it is imperative that all individuals involved are clear about the rules and expectations that exist. Students are expected to conduct themselves in a respectful, courteous, and orderly manner.

Behavior Standards

The following are the standard homeroom and classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and by the teacher's rules:

Classroom:

- Students are to be on time to class.
- Students are to be prepared for class with all materials necessary for that class.
- Students are to comply with uniform regulations in all classes.
- Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class materials, unless given explicit permission to do so by the teacher.
- Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway.
- Students are to avoid any action that is distracting to the learning procedure under way in the classroom, especially harassing other students.
- 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 day. They are to assist with routine classroom maintenance at the direction of their teachers.
- Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. They are not to argue about tests, grades and punishments during the class, but rather they should see the teacher after the school day in order to resolve such difficulties.
- The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility;

students are not to regulate these unless directed to do so by the teacher.

- Students should always enter and leave a classroom quietly.
- Access to internet is only allowed under the supervision of a faculty or staff member.
- Chewing gum is prohibited by students throughout the school at all times.

Lunchroom:

- Students are to follow directions of all lunch monitors.
- Students are to enter and leave the hall quietly.
- Students are to eat politely using good manners.
- Students are to speak quietly and respectfully to all persons.
- Students are to clean all personal materials and trash from tables and the floor, wipe tables, push in chairs, and leave the hall in the condition expected of parish buildings.

NOTE – The school reserves the right to isolate students from their peers and require that they eat lunch with another class and/or at another time if their lunchroom behavior is unacceptable.

Recess:

- Play by the rules.
- Listen to others.
- Always keep hands and feet to self.
- You need to be kind.

Unacceptable Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others of those who wish to learn. Listed below are some behaviors that are unacceptable:

- Failure to have necessary supplies for class work
- Noncompliance with the dress code
- Chewing gum
- Incomplete, late, or sloppy homework, projects, and reports
- Tardiness for class
- Truancy
- Disrespectful or discourteous behavior in manner or language
- Failing to report to a teacher for detention after proper notification
- Loud or impolite behavior at lunch
- Dangerous play
- Leaving the lunchroom unclean or in a manner contrary to parish and school expectations
- Threatening or fighting with other students
- Harassment of any kind by word or actions
- Using disrespectful, unbecoming, or vulgar gestures, clothing, or language
- Possessing dangerous objects or weapons
- Using the property of others without permission
- Destroying school, parish, or private property
- Bringing I Pods, headphones, pagers/beepers, electronic diaries/organizers, handheld electronic games to school (without permission)
- Theft or extortion
- Dishonesty or Cheating
- Displaying disruptive classroom behavior
- Signing another person's name
- Moving about the premises WITHOUT authorization
- Being involved in fights or aggressive behavior on the premises
- Leaving the school premises and/or school-related function without permission
- Defacing school property

- Smoking on the school premises or at school related functions
- Possessing or distributing indecent materials
- Being in a restricted area
- Behaving in a way that damages the reputation of the school
- Unchristian Behavior on the playground, in school, in class, or when representing the school (field trips, sports gatherings, assemblies, etc.)
- Any other types of behavior not specifically stated in this handbook but which the administration considers to be acts of serious disruptive behavior

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the administration will be consulted.

Consequences

Routine discipline procedures will be implemented in the following manner:

- The teacher will implement routine corrections within the classroom according to his / her classroom management routines and procedures.
- Inappropriate behavior may be noted on an Inappropriate Behavior Notification Form and sent to student and parent as a warning. The slip must be signed and returned.
- A parent conference will be scheduled.
- If a pattern of inappropriate behavior continues, a disciplinary plan of action or contract may result.
- Continued non-compliance may result in expulsion.

Middle School Accountability Cards

Students in the Grades 5-8 are the school's leaders and serve as an example to the younger students. Their positive behavior and sense of responsibility as Christians are expected to be strong. The students' growth and understanding of appropriate behavior and dress code are an expectation for the middle school students. Therefore, the consequence for negative or inappropriate behavior represent the higher level of expectations that we have for the middle school students.

The Accountability Card is a tool the teachers and administration have chosen to implement as a help to the students to become more responsible and respectful individuals. It serves as a reminder that all students have choices and that choices have consequences. New cards will be issued each trimester.

- Teachers' initials and dates indicate that the student has failed to comply with school or class expectations for the infractions listed on the other side of the card.
- A detention will be served after five signatures have been collected on the card.
- If there is a change in a student's behavior between the interim report and the progress report card, parents will be notified.
- If five or fewer signatures are noted in a designated U in amount of time, positive incentives will be offered.
- If a student receives an I or conduct on the progress report card, the presumption is that the Accountability Card has been signed by the teacher and the parent is aware.

At any time, a student, parent, teacher or administrator may request a conference to discuss the student's behavior. To this end, the student, parent, and school may develop a behavior contract to support the student in his/her effort to modify behavior.

Serious Violations

A student involved in any of the following situations may warrant a suspension or expulsion

- Disrespect for administration, faculty, staff, volunteers and other students.
- Cyber, verbal or physical bullying
- Repetition of minor offenses without signs of improvement
- Refusal to obey school rules.
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function

- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic materials, inappropriate books, magazines, CD's DVD's etc.
- Possession of matches or lighter
- Intentional conduct including verbal, physical, or written communication that creates a hostile environment by substantially interfering with a students' educational benefits, opportunities or performance, or with a student's physical or emotional well-being and is
 - Motivated by an actual or perceived personal characteristic including race, national origin, sex, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability etc.
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Threats, fighting, or violence (all involved)
- Insubordination (as determined by the administration)
- Harassment (sexual or otherwise)
- Truancy

While on suspension the student is responsible for missed work.

For extreme violations, such as possessing weapons, or using or dispensing illegal drugs or alcohol on the school premises or at school-related functions, the following procedures will be used:

- Parents will be notified.
- Police will be notified in the case of drugs, weapons, or firearms.
- Superintendent of Catholic Schools will be notified in the case of drugs, weapons, or firearms.
- Expulsion from school may result.

Detention

The disciplinary procedures for an after-school detention are as follows: When a student receives a detention, a notice will be emailed to the parent(s) or guardian stating the date and time the detention will be served. This notice is to be signed by the parent(s)/guardian and returned to the teacher who issued the detention. The parent(s) or guardian will be responsible for transportation for after school detentions. If the student's behavior does not improve, the teacher will notify the parent(s) or guardian to arrange a conference.

Suspension

In-school Suspension – Students serving an in-school suspension will be assigned to a classroom away from his / her peers in which to work under the supervision of a staff member. The student will be given work to complete and will be responsible for its completion. He or she may receive zeros on missed class work or tests at the discretion of the teachers. The parent, child, and teacher must meet with the administration before the student can be re-admitted to class.

Out-of-school Suspension – While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, not to exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement. All suspensions become part of a student's permanent record.

Expulsion

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when, in the judgment of the administration, his/her conduct warrants it. Any expelled student forfeits all privileges of St. Casimir School students. The Administration reserves the right not to re-admit an expelled student at a later date. The parent or guardian is notified and a conference held immediately, Archdiocesan guidelines are followed. If a student is expelled the student is entitled to prompt review procedure established by the Department of Schools. A written request for reviews must be submitted to the Superintendent of Catholic Schools within 10 working days of notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Restricted Areas

When school is in session, students may not be outside the school building unless they are involved in a class or recess and are accompanied by a faculty member. The faculty room, closets/ workrooms, and empty classrooms are

restricted areas. Hallways and stairwells are to be generally clear of traffic except for movement at the change of class. Students are not permitted to enter classrooms without a teacher present, or to return to classrooms after dismissal unless accompanied by their classroom teacher or school staff.

Standards of Behavior for Family Members / Guardians

Family members and guardians are expected to conduct themselves in a manner in keeping with that expected in a Catholic school. Unacceptable behaviors such as threats, harassment, disregard of or lack of compliance with school policies, and discourteous behavior may lead to action by the school up to and including requiring the withdrawal of the student.

The Good Reputation of the School

Students are responsible for the good name of the school. Students who bring discredit to themselves or to St. Casimir's good name as a result of improper conduct outside of school will be dealt with in an appropriate manner when the misconduct becomes known to the school. The school reserves the right to discipline students for violations of school rules on school property, at school-related events, and for incidents occurring elsewhere of which the school becomes aware.

Review of Conduct

The school also reserves the right to review the conduct of any student at any time and of all students on a yearly basis. Students whose conduct is poor and who do not contribute to the school in a positive manner can be asked to withdraw.

Searches

The administration and authorized staff of St. Casimir School reserve the right to conduct reasonable searches of students, visitors, and areas under their control (desks, personal belongings, lockers, cars, etc.) in cases of suspected violation of school policies (e.g., drugs, weapons, alcohol, tobacco, stealing) in order to enforce school rules and preserve a safe and orderly learning environment. The school also reserves the right to require drug or alcohol testing for "cause."

Conflict Situations

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation. The administration will implement acceptable conflict resolution techniques to work towards a solution.

Grievance Policy

Concerns should be first addressed with the teacher or person directly involved in the situation. If the issue is not resolved, the administration should be contacted. The administration will meet with all parties to try to resolve the situation. Final decisions rest with the administration of the school.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

Harassment Policy

Harassment or abuse of any kind is not acceptable behavior in Saint Casimir School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

I. **Scope**

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

II. **Prohibited Conduct**

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or *protected activity, that:*
 - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - (iii) Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

III. **Procedure**

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Discrimination and harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, are also addressed under the Archdiocesan Student Harassment Policy in

the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

- a. Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property at a school activity, on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

Reporting forms are located in the main office and on the school website.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited.

School Procedures

The normal school day schedule is as follows: (K-Grade 8)

7:45- 7:55	Homeroom
7:55	Prayers and announcements
8:00- 2:50	Classes in session
2:55	Prayers and announcements
3:00	Dismissal by grade beginning with Kindergarten
Pre-K Schedule	
8:00- 8:30	Children arrive at school
8:30	Classes begin
12:00	Dismissal for half day students
2:45	Dismissal for full day children

Before and After the Official School Day

Doors open at 7:45 a.m. Dismissal begins at 2:45 p.m. Walkers and bus riders are to exit the property with the appropriate line and proceed directly home. Car riders must be picked up in front of the church. On early dismissal students may be dropped off beginning at 7:45 a.m. and dismissal begins at 12:00

The school is not responsible for supervision of students before or after the times stated above. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents that may occur before or after the times stated above. Parents are advised, therefore, to adhere strictly to the designated times as stated. Students not picked up in a timely manner will be sent to After School Care and parents will be billed accordingly.

Delayed Opening / School Closing

At times it may be necessary to cancel school, open late, or dismiss early due to inclement weather or other emergency situations. Under emergency weather conditions, we comply with **the BALTIMORE COUNTY (not Hereford Zone)**. Please **DO NOT** call the school or rectory to inquire about school closings, since we also receive notice through radio and TV. (If opening is delayed 2 hours, 1/2-day pre-school will be closed. Full day pre-school

will begin 2 hours late and dismiss at the regular time. Students will not be admitted to school prior to the announced change of opening. Closings will also be noted on the school Website. Alert Now will also be used to inform parents.

Inclement Weather – Due to our students residing in both Baltimore County and Baltimore City St. Casimir School follows Baltimore County Public Schools. If special circumstances involve only St. Casimir, the Blackboard system will be used. If school opens late due to weather conditions, ASC will still be offered that day. If school closes early due to weather conditions, ASC will be closed as well and children must be picked up at the announced dismissal time. The Blackboard system will also be used to send out school closings.

Electronic Games or Devices / Trading Cards / Toys

Students are not permitted to have electronic games, devices, or trading cards in school, After School Care, or on field trips at any time. Toys brought to After School Care by primary students must be kept in the book bag during the school day. The school does not assume responsibility for lost or stolen electronic games or devices, trading cards, or toys.

Emergency Cards

Emergency card information for each child is to be kept current. IT IS IMPERATIVE THAT WE HAVE AN EMERGENCY INFORMATION IN SCHOOL ADMIN WEBISTE FOR EACH CHILD AND THE SCHOOL IS INFORMED IMMEDIATELY OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed in writing by the custodial parent/guardian.

After School Care

After School Care (ASC) is offered as a service to parents. Student behavior and discipline standards are the same as if in school, and any student unable to meet those standards will be asked to withdraw from the program. After School Care fees must be kept current or children will not be allowed to attend. Children who usually attend after care must send a note if pickup arrangements are different from the usual practice. Students will not be released to anyone other than those listed on the Student Emergency Form. This is a safety issue.

All children who are registered in after- care will sign in each day and sign out for any after school sponsored activity. There will be no after- care charge while they participate in the activity. At the conclusion of the activity, the teacher will return them to After School Care. A student who is absent from school or who goes home early may not use After School Care. **Note: If parents do not pick children up on time at the end of the school day, the school reserves the right to send the children to After School Care. In that event, the parents will be charged at the drop-in rate. After School Care ends at 6:00 p.m. This will be strictly enforced!**

Before School Care

Before School Care is available from 7:00 – 7:30a.m. on all school days.

Attendance

Absence

A child is marked absent if he/she is not in school or with the class on a school-sponsored activity. Regular attendance is considered essential for learning at St. Casimir School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian **MUST** telephone the school or email the school office by 8:30 a.m. to report the reason for absence and to request work to be sent home; otherwise the child will be considered truant. If you inform a child's teacher you must also inform the school office. Please give student's name, grade, and reason for the absence. Parents may be contacted if a student's absence has not been called in. All absences and tardiness become part of a student's permanent record. Students are responsible to make up all classwork and homework missed due to absence.

STUDENTS WHO ARE ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN ANY AFTER SCHOOL OR EVENING SCHOOL-SPONSORED ACTIVITIES SUCH AS BAND, SPORTS PROGRAMS, OR AFTER SCHOOL CARE.

Absence Notes

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a

parent/legal guardian stating dates and the reason for absence. No student will be allowed to return to class without a written excuse note. A doctor's certificate may be required for absence of more than three days or after a contagious disease, such as measles, chickenpox, etc. A child may not be permitted to return to school until he/she is well enough to participate in school activities, including recess at lunchtime. Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play.

Arriving Late / Assignments

Punctuality is necessary for all students, and a pattern of tardiness or early dismissal will necessitate a conference with parents. Students may enter their homerooms at 7:45 a.m. ***Any student arriving after 8:00 a.m. is considered late and must report to the office for a late slip.*** Teachers will not admit students to their homerooms without this pass. Tardiness is entered on a student's permanent record and will count against perfect attendance. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness. Students arriving after 10 a.m. or leaving before 12:00 noon will be marked 1/2 day absent. Students arriving after 1:00 p.m. will be marked absent. On a scheduled early dismissal day, a student who is in school less than 2 hours will be considered 1/2 day absent.

Please note: *Late arrival at school makes it difficult for your child to perform to the best of his / her ability. He/she does not have time to copy homework and complete the morning math drill; thus, those tasks must be completed at recess and the child must play "catch-up" all day. In addition, he/she disrupts the rest of the class when entering the room and thus impacts the learning of others.*

Early Departure

Early departures cause disruptions to classrooms and should only occur for emergency reasons. The school discourages early departures and requests that families arrange medical and dental appointments, etc. either after school hours, on Saturdays, or during vacation periods. Check the calendar for days when school is not in session. In case of an emergency, the student must submit a note to the office, signed by the parent(s)/legal guardian(s), on the day of dismissal. The note should include the reason for the request and the time the student must leave school. The parent/guardian must sign the student out in the office. Parents must make special arrangements in writing in order for students to be released to caretakers other than those designated in school records. The student is counted absent from classes missed and must make up the work missed. Students who leave before 10 a.m. will be marked a full day absent. After 12:00 noon the student will be marked 1/2 day absent. Early dismissals will count against perfect attendance.

Family Vacations

Absence from school during the academic year due to family vacations is ***strongly discouraged*** as it is disruptive to academic progress. Missed work and assignments may only be obtained upon return and students will be held accountable for all work missed.

Excessive Absence / Tardy / Early Dismissal

Regular attendance has a marked influence upon scholastic achievement. It is very difficult for students to achieve their potential and sometimes impossible to complete the work of the grade satisfactorily if attendance is irregular. Frequent absences may result in lower grades. A student who misses excessive days will have his records reviewed by the principal to determine whether a sufficient grasp of the year's work has been attained.

Perfect Attendance

Perfect attendance for the year means ***no days absent and no days late or early dismissals.*** This includes doctor's appointments, and being sent home ill.

High School Visitation

Eighth grade students will be allowed up to three days of excused absence for high school visitations with proper documentation. A documentation form is provided in the eighth-grade packet distributed to parents at the meeting on Back-to-School night. It is the student's responsibility to use form and obtain appropriate signatures to confirm the visit. If proper documentation is submitted, these days will not affect perfect attendance.

Seventh graders are permitted one day in the fall and one in the spring. Forms can be obtained in the school office or from homeroom teachers prior to the visit.

Birthdays and Invitations

Birthday parties for children are not held in school; however, parents are welcome to send birthday treats for the whole class to be eaten as dessert at lunchtime. Please be sure that they are prepared as **individual servings** (cookies, cupcakes, brownies, etc.) with napkins that can be easily distributed by the birthday child. Please **do not send whole cakes, sheet cakes, pizza, anything messy, or that must be cut, separated, refrigerated, or eaten with silverware**. The adults who are monitoring lunch must supervise the whole room and are unable to stay with one class to distribute treats. *The school reserves the right to suspend this privilege if the treats leave a mess or result in disruption.* Please do not send balloons, flowers, etc., to school as they will not be given to the student during the school day.

Invitations may be sent to school only if all the children (or all the boys, all the girls) in the class are invited to an event. In this way we will avoid the hurt feelings that inevitably occur if some are excluded.

Cell Phones / Pagers

Cell phones and pagers are not permitted to be used in school during the day. If a parent feels that, for the safety of the child, a cell phone is needed for after school, the phone must be turned into the teacher first thing in the morning. **Any student found with a cell phone in his/her possession during the school day will have the phone taken away and must be picked up by the parent. If a second time occurs the phone may not be brought to school.** NOTE: The school does not accept responsibility for lost or stolen cell phones or pagers.

Change of Address

Parents should notify the school office promptly of any change of address, telephone number, or place of employment. The school should be notified of any change of family status in regard to death, separation, divorce, or change of custody. All emergency numbers are to be kept current in school admin.

Change in Name or Family Status

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. St. Casimir School policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

Transportation

Children walk to school or are transported by private car or MTA buses. Children riding MTA buses must obtain identification cards from the school office or they will be charged adult fare. Parking is not permitted in front of the school or next to the cones that are used to block off the street. The children's safety is worth the few extra steps of caution you take to prevent a serious accident.

Arrival

Students wait quietly outside the front of the school until the doors open at 7:45 a.m. when they may enter the building quietly. Parents should say goodbye at the door. It is important that students transition to a focus on academics. Once students enter the classroom, they have homeroom activities to complete, and teachers are busy with morning activities and student supervision. For the safety of all the students, they are unable to conference with parents, even for "just a minute." **Parents are not to accompany students to classrooms.**

Dismissal

Pre-k is dismissed at the back playground door. K through Grade 8 should be picked up in front of the Church. **No parent should enter the building at dismissal time because it creates confusion and disruption for the teachers.** For safety reasons we ask you to please comply with these directives.

If your child is picked up by car, please let us know so that we can accommodate you to allow for safer dismissal. Safety Patrol students are given necessary authority to execute their duty. Respect and obedience to them is expected from all the students at all times. Since the teachers always have bags and boxes to carry, we ask you

please do not occupy the parking area near the school in the morning. **PLEASE DO NOT PARK IN THE CROSSWALKS.**

****NOTE: Students should be picked up at the correct dismissal time. Students not picked up during the dismissal process will be taken by their teacher to After School Care, and parents will be charged at the drop-in rate. There is no one in the office available to supervise students who are late being picked up. If you know you will be late picking up your child, please call the school office and your child's teacher will be notified to take him/her to After School Care.***

Change of Plans – Students who are normally picked up by parents after school or who go to After School Care must have a written note from the parent / guardian if they are to go home in a way other than usual. (*Example – After a noon dismissal, a student who is normally a car rider may wish to walk to the park or go home in a car with a friend. He/she is not permitted to do so and will be required to wait in school until picked up by a parent as usual, unless we have a note in writing directing us to allow something different.*)

Use of School Grounds

No recess or other types of activities are permitted on the school grounds either before or after school, unless part of a school-sponsored program that is directly supervised by school personnel. Students or other persons may not be on school grounds at any other time.

Visitors / Visitor Sign-In Procedure

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. **All visitors must report to the office through the main entrance, sign in, and receive an identification badge before visiting other parts of the school building.** Visitors to the building are not to disturb classes or interrupt instruction.

Volunteers

Parents are welcome and encouraged to come to the school as aides, lunch monitors, chaperones, etc., to share the educational programs of their children. Your presence demonstrates to your child the value you place on his/her education. It is vital to our program and represents a vibrant, living service. Your enthusiasm creates an excellent means of reinforcing the values of Christian education in the community. Pre-kindergarten and Kindergarten parents are strongly urged to sign up as aides on a regular basis. All volunteers must follow the visitor sign-in procedure in the office. Volunteers must comply with Archdiocesan regulations and Virtus training as required. Because of the inherent distraction to students, the volunteer parent, and the teacher, we ask that you make child care provisions for babies, preschool-age children and other siblings, since they should not be brought to school when you volunteer. We ask your understanding in this matter.

Weather

It is expected that students will be appropriately dressed for the weather. Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. **Parents should not send a youngster to school who is ill or running a fever in the morning.** A student must be well enough to fully participate in outdoor play. A doctor's written and signed request is needed for a student to be excused from physical education classes.

Communication

Communication between home and school is essential to student success. The communication process is facilitated in the following ways:

Calendar for School Year

A school calendar for the school year will be posted online. Please note: When we dismiss at noon, we have complied with the state requirement of 4 instructional hours to count as a full day of school.

Keeping you informed is a top priority at St. Casimir Catholic School. That's why we have adopted the K-12 SWIFT Service, which will allow us to send a telephone and e-mail message to you providing important information about school events or emergencies. We anticipate using K-12 SWIFT to notify you of school delays or cancellations due to inclement weather, as well as to remind you about various events, including report card distribution, open

houses, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone and email.

Tuesday Folders

School notices, newsletters, and all graded work from the previous week are sent home in Tuesday Folders. Graded work will be stapled together. The top of each test packet and any paper lower than 75% is to be signed. At the teacher's discretion, parents may be required to sign all papers. **All of the graded papers are to be returned signed in the folder on Wednesday morning.** Parents are asked to comply with this procedure very strictly. Students are responsible for returning the folder on time and will be held accountable. This process allows parents to monitor student progress in a timely fashion and provide assistance to their child when needed.

Weekly newsletters and other forms will now be sent home electronically. If you need a paper copy please inform the school office.

Classroom Policies

At Back-to-School Night, teachers will share curriculum and classroom policies, procedures, and expectations with parents.

Notes / Phone Calls

Notes, emails and phone calls between home and school can assist in the monitoring of student progress.

Progress Reports, Interims, & Parent Access

Progress Reports and Interims provide scheduled feedback on student progress. Distribution dates can be found on the Parent Calendar. Parents in grades 3-8 are strongly encouraged to take advantage of **Parent Access**, online access to student grades.

Crisis Emergency Plan

In the case of an emergency there are prescribed emergency procedures in place to ensure the safety of students, faculty, staff and others in the building. All faculty and staff review this process before the beginning of the school year. Drills are held during the school year. Please be sure that the school has several accurate contact numbers where you can be reached at all times.

Should there be an emergency requiring that students be picked up immediately, if at all possible, students will remain in the classrooms supervised by teachers until parents sign them out. If it is necessary to evacuate the school, parents should come to the Kolbe Center to pick up their children.

Custodial Information

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

Parents are the natural guardians of their children under the law. Both parents have equal rights and responsibilities for their children. These rights may be modified as families become separated and/or divorced. In some cases of separation and divorce, school personnel are asked to make decisions regarding the release of records, school visitation, or release of a child from school.

The following regulations have been developed to protect the safety and welfare of the child, maintain neutrality as much as possible regarding parental rights, and to provide a safe environment for the child.

Custodial Parent

- Has the obligation to provide a copy of any court order restricting the rights of the non-custodial parent relating to school matters.
- Is the legal custodian of the child through a court order. The child normally lives with this parent, is sent to school by this parent, and returns to this parent at the end of the school day.
- Receives day-to-day communication, correspondence, and other school-related information. Is welcome to visit school and review student records according to school policy.
- Is notified when the non-custodial parent seeks school-related information.

Non-Custodial Parent

Depending on the custody order, the non-custodial parent may maintain certain parental rights after a separation or divorce has occurred. Unless there is a court order stating that the non-custodial parent may not receive school-related information, the non-custodial parent:

- Is entitled to receive copies of report cards, school newsletters, and other information that pertains to the child's education which is routinely available to the custodial parent. The non-custodial parent should request this in writing, and the custodial parent will be informed.
- Is welcome to come to school, review the student's records according to school policy, and be generally informed about the child's educational progress unless forbidden by a court order.
- May not take the child away from school without the consent of the custodial parent unless a court order designates a day and time.
- A court order granting reasonable visitation does not permit classroom visitation during the school day.

Health/Safety

AHERA Guidelines

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner. St. Casimir School is in full compliance with AHERA regulations. Our asbestos management plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. It may be viewed in the principal's office during regular school hours.

Maryland Immunization Guidelines

Upon entering St. Casimir School, students must have the required immunizations mandated by state law. A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.

Immunization Requirements

The following are the immunization requirements for pupils entering Pre-kindergarten through grade 12 in a Maryland public or private school: (# doses / vaccine name)

- ***Pre-school*** – 4 / DPT, 3 / Polio, 1 / Hib, 1 / MMR, 1 / Chickenpox, 3/Hepatitis B, 1 / PCV7
- ***Kindergarten*** – 4 /DPT, 3 /Polio, 2/Measles, 1/Mumps, 1/Rubella, 1/Chickenpox, 3/Hepatitis B
- ***Grades 1-12*** – 4 /DPT, 3 /Polio, 2/Measles, 1/Mumps, 1/Rubella

NEW Requirements:

- **2 doses of Varicella vaccine for entry into Kindergarten**
- **1 dose of Tdap vaccine for entry into 7th grade**
- **1 dose of Meningococcal vaccine for entry into 7th grade**

Vision/Hearing Screening

This testing is required for all students entering school, students in Grade 1, as well as for new students in all other grades.

Health Records

Health records are due in the office the first week of school. Parents are required to complete a Student Emergency Card listing any allergies, serious medical conditions, medications, and emergency contact information. In case of illness or emergency, every attempt will be made to contact the parent and others listed on the emergency form immediately. If no one can be reached by phone, the family doctor may be consulted. ***Please notify the office immediately concerning change of name/family status, address, or phone number on these forms during the school year.*** We **MUST** have a way to contact you at all times. In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school. Children will be released

to the person/s designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Illness

Parents should be aware that the following symptoms may indicate the presence of a contagious illness: earache, enlarged glands, fever, skin rash, and sore throat, red discharging eyes, persistent cough, bad cold, nausea, vomiting, or diarrhea. Please do not send a child to school who is ill or running a fever in the morning. **Children should return to school only after symptoms have subsided for a 24-hour period and/or a release form is obtained from the doctor.** The school must be notified immediately of infectious or communicable diseases or any significant health changes.

Any child in school with a temperature of 100 degrees, an injury, a serious asthma attack, or a contagious disease will be sent home. It is the responsibility of the parent / guardian to make arrangements to have the child picked up immediately. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance. The parent/guardian will be responsible for any expenses incurred, in that event.

Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. The school does not have adequate personnel for individual supervision. A doctor's written and signed request is needed for a student to be excused from physical education classes.

Medication Procedures

When a student is taking medication, the parent should make every effort to arrange for the medication to be taken at home; however, if there are occasions when the child must receive the medication during the school day, the following guidelines apply:

- No medication, prescription or over-the-counter, will be administered in school without parent/legal guardian authorization **AND** a written order from the physician, specifying start and stop dates.
- The medication, in its original medication container or box for inhalers, properly labeled by a pharmacist in the case of prescription drugs, must be hand-delivered to the school by the parent. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. Under no circumstances will medication brought to school by the student be administered.
- **THE FIRST DOSE OF ANY NEW MEDICATION MUST BE STARTED OUTSIDE THE SCHOOL.**
- The school must have on file in the student's health folder a statement from the physician including: (a) name of the pupil; (b) name of the medicine; (c) dosage and hours to be given during the school day; (d) expected duration of administration; (e) list of all possible side effects, if any. **THE PARENT IS RESPONSIBLE FOR OBTAINING THE PHYSICIAN'S STATEMENT.** These forms are available in the school office or on the school website.
- The parent is responsible for submitting to the school notification of any change of dosage or time of giving medication in writing from the physician.
- All medication kept in the school will be kept under lock and key accessible only to authorized administering personnel. Students may not possess, dispense or distribute medication on their own.
- Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/ guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a Ziploc bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the office.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions need to be reported:

Measles - Regular or German
Meningitis
Hepatitis

T.B.
Whooping Cough
Rocky Mountain Spotted Fever

Food Poisoning
Pediculosis (head lice)
Lyme Disease
Chickenpox
Adverse Reactions to Pertussis Vaccine

Human Immune Deficiency
Virus Infection (AIDS & all other symptomatic infections)
Impetigo
Conjunctivitis

Any student with drainage from the eyes associated with conjunctivitis (pinkeye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chickenpox are excluded from school until all lesions are scabbed over. Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. A child must be examined by school personnel before he/she can return to class.

Allergies

Parents must notify the school of their child's allergies, including food allergies. The physician must renew school medication orders each year, and the order must be signed on or after July 1. If the student needs an EPIPEN, the physician's order must state this requirement, and appropriate planning for the child's safety will take place.

Blood borne Pathogens

A complete Blood borne Pathogens Standard Exposure Control Plan has been established and is on file in the office.

Insurance

The school provides the option for parents to purchase student health insurance for their children. The enrollment form is sent home in the first day folder and must be returned by the designated date indicating whether or not you wish to participate in the insurance plan.

Records

Transfers

A permanent record is kept on file for every student and may be viewed on school days in the school office. A review of the records takes place in the presence of the principal or a designated representative after a written request has been authorized by the principal. A twenty-four-hour notice is required. If you are transferring, notify the school office of the last day you expect your child/ren to be in attendance. A "Release of Records" form must be signed by the parent or legal guardian. Official school records will be sent directly to the new school as soon as a request is received, providing there are no outstanding financial obligations.

Records Policy (Family Educational Rights and Privacy Act)

St. Casimir School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

Records Policy (Family Educational Rights and Privacy Act)

Saint Casimir complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to **the principal** and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

- To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information,

- Student's Name
- Parents' Names
- Address
- Telephone listing
- Electronic mail address

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the development office in writing by September 15th.

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Saint Casimir to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Non-Custodial Parent

Non –custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of the request to review records. Saint Casimir does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Virtus

St. Casimir School adheres to the Archdiocesan policy known as "Virtus" regarding the screening and training of volunteers and employees who work with children. All parents who volunteer must be trained.

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying 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 campus 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 under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Telephone (use of)

Neither a student nor a teacher will be called to the telephone during the school day except in case of emergency. Children are not to call parents to bring forgotten lunches, books, instruments, projects, or gym uniforms, etc. Please be sure that your child has an extra quarter for those occasions. The pay phone on the first floor is available for this purpose. It may not be used without permission, and no incoming calls are accepted on the pay phone. Parents may call a teacher at home only if the teacher has personally given out his/her number. Do not use Caller ID to obtain a teacher's number.

Students should know their dismissal arrangements before coming to school in the morning. There should never be a need for a child to call home (either by a call from the office or from a student's cell phone) to find out if he/she should walk, or who will be picking him/her up, etc. By dismissal, the person picking up students should already be at school. If a phone call has to be made, then the child is late being picked up and may be required to go to After School Care. *Also see* Cell Phones/Pagers.

Telephone Numbers and Addresses

Parents whose phone numbers are unlisted **MUST** give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and the homeroom teacher in writing within a one-week period after the change occurs. Cell phone numbers and E-mail addresses (if appropriate) should be included on Student Emergency Cards.

OTHER HANDBOOK CONTENTS

Right to Amend the Handbook

St. Casimir School reserves the right to amend the Parent / Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent / Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Parental Support/Compliance

Parents and students are expected to support and be in compliance with the policies of St. Casimir School as stated in this handbook. In cases where parents' views and philosophical positions result in repeated non-compliance in regard to school policies, the administration reserves the right to request that said parent's child/children withdraw

from the school.

2019-2020

HANDBOOK ACKNOWLEDGEMENT SHEET

I/We understand the aforementioned directives and procedures which constitute the policy for Saint Casimir School. Our signatures indicate our review and understanding of the rules and regulations stated herein.

Student Signature: (Grades 3-8)

Parents/Guardian Signature:

_____ Date _____

_____ Date _____

Please return to homeroom teacher by September 8th

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