

FINAL VERSION

PARENT/STUDENT HANDBOOK TEMPLATE

Revised June 1, 2025

(Policy ADM 6.0)

This Parent/Student Handbook template must be used by all Archdiocese of Baltimore Catholic Schools. The information and policies contained in this handbook are NOT OPTIONAL.

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(Template; Add page numbers; May add topics)

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[Name of School] is a co-ed elementary school for grades [list grades]. (N) 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. (Policy ADM 6.0)

Overview

Archdiocese of Baltimore's Vision Statement

The Catholic schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Archdiocese of Baltimore's Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential - spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Vision Statement

[Include your vision statement](#)

Mission Statement

[Include your mission statement](#)

History of School

[Include the History of School](#)

Accreditation

(Policy ADM 1.1) [School's Name](#) is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, [School's name](#) met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

National Catholic Educational Association (NCEA)

(Policy ADM 21.0) (N) School is a member of the National Catholic Educational Association (NCEA).

Awards & Accolades

National Blue Ribbon Award

Green School Award

Other Awards

Administrative Team

Statement describing structure and include names

Faculty and Staff

List School Administration/Faculty/Staff with job listings

e.g. Kindergarten - Mrs. Jane Doe

*Kindergarten Aide – Mrs. Helen Smith

Pastoral Support

Include your pastor and priests

School Board Members

Listing of School Board Members (not optional); Please indicate officers.

School Calendar 2025-2026

(Policy ADM 13.1) The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings:

Day 1: Closed

Day 2: Closed

Day 3: Closed

Day 4: Asynchronous Learning

Day 5: Asynchronous Learning

Day 6 and Beyond: Add a day of instruction to the calendar

[Name of School] has identified three (3) inclement weather days into the calendar. If the school does not close due to inclement weather or unforeseen event (Day 1, Day 2, Day 3), then the administrators have decided that school will NOT occur on these days:

Add days

Please note: For each inclement weather day that is used, the one of the above planned days off will be removed- meaning the students and staff will be in school. Please check your school's newsletter for details.

Two asynchronous ½ days, Friday, November 14 and Friday, February 27, are planned for the students during the 2025-2026 school year. All teachers and staff will be working in person at the school. All students will be working on the assignments at home. Students will be responsible for completion of required work as the assignments will be graded.

[Add your school calendar here.](#)

Campus Map

[Indicate directions for arrival and dismissal.](#)

Catholic Identity

(Policy INST 1.0; INST 1.2; INST 1.3; INST 1.6; INST 1.7) The official teachings of the Roman Catholic Church are taught in (N) school. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

Advent

[Add information.](#)

"Buddy" Program

[Add information. \(if applicable\)](#)

Catholic Schools Week

[Add information.](#)

Daily Prayer

[Add information](#)

House System

[Add information \(if applicable\).](#)

([School name](#)) emphasizes the Catholic faith and values by implementing the PBIS framework through the House system. [Add details about your PBIS program and House system.](#)

Lent

[Add information.](#)

Living Rosary

[Add information](#)

May Procession & Crowning

[Add information.](#)

Pastor's Contact Information & Short Biography

[Add Information.](#)

Prayer Services

[Add information.](#)

Religion Curriculum

(Policy INST 1.4; INST 1.5) [Curriculum, Textbook, and *Growing with God* Program](#)

Retreats (Grade-level)

[Add information.](#)

Sacraments (First Eucharist, Reconciliation, Confirmation)

[Add information.](#)

School Liturgy Schedule

[Add information.](#)

Service Projects

[Add information.](#)

Stations of the Cross and/or Living Stations

[Add information.](#)

Virtue of the Month Program

Add information. (For example: Virtues in Practice by Nashville Dominican Sisters) (if applicable)

Academics

Curriculum

(Policy INST 2.0; INST 2.2; INST 2.3; INST 2.4) [N] School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative AI/ChatGPT to plagiarize).

Please add your academic integrity policy.

Textbooks

List the Titles of textbooks including digital textbooks, used at your school.

Grading Policy

(Policy INST 2.0; INST 3.9; INST 4.0) All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.

Overview of Grading and Reporting

Grades serve as a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about the student's understanding of the material, areas of strength, and areas needing improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades aim to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Kindergarten – Grade 2

In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).

[Schools will communicate school-specific grading practices.](#)

Assessment Practices

Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.

Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.

Homework

Homework is used to reinforce skills already taught and may be graded when appropriate.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, and Physical Education.

Behavior

Behavior is reported separately and is not factored into academic performance indicators.

Grades 3-8

Components of Grading

Grades should primarily reflect the student's academic mastery of the subject content. Schools will determine the category weighting within these ranges and will communicate school-specific grading practices.

Content Knowledge (50-70%) [Add your school's percentage](#)

This category will represent the student's mastery of core subject content.

- **Classwork:** Assignments completed during class that show understanding of the material. These assignments should be graded for accuracy, comprehension, and depth of thought.
- **Practice Activities:** These include tasks that help reinforce learning, such as drills, exercises, and review activities. These activities should be integrated with class content and help students solidify their understanding.
- **Tests and Quizzes:** Frequent quizzes and formal tests will assess student retention and comprehension of key concepts. Quizzes assess smaller chunks of content, while tests cover larger units or major concepts. Tests will weigh heavily in this category, given their comprehensive nature.

Assessment of Learning (20-30%) [Add your school's percentage](#)

This category includes more formal assessments such as larger tests and projects that evaluate how well students have mastered the material.

- **Projects:** Assignments that require students to apply learned concepts in more complex, real-world situations. These projects should be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- **Major Tests:** These will account for a significant portion of this category, reflecting a student's overall understanding of unit content.

Skills Application and Critical Thinking (10-20%) [Add your school's percentage](#)

This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

- **Problem-Solving Assignments:** These include tasks where students need to analyze, synthesize, and apply learned concepts to new or unfamiliar situations. Examples include science experiments, math problems requiring creative solutions, or essay questions that ask students to analyze a situation.
- **Critical Thinking Projects:** These might include essays, presentations, or research projects that require students to demonstrate higher-order thinking skills, such as analysis, evaluation, and synthesis of information.

Homework and Practice (No More Than 10%) [Add your school's percentage](#)

Homework and in-class activities should provide students with opportunities to reinforce and apply skills and concepts that have already been taught. Homework completed outside of school should be purposeful, developmentally appropriate, and should not introduce new content.

Practice activities, completed during the school day, such as exit tickets, fluency drills, or review exercises, support ongoing learning and skill development. Both contribute to a deeper understanding of the material.

Homework: Homework assignments will be graded for completion and may be graded for accuracy if the learning concepts are previously taught concepts. These assignments should provide students with opportunities to practice and review the content discussed in class.

Practice Assignments: Practice assignments structured tasks completed during class that reinforce previously taught concepts. These may include exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Behavior

Behavior should not be included in academic grades. It is essential that grades accurately reflect a student's academic performance, rather than their behavior.

Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- **Music:** Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.
- **Art:** Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- **Class Discussion:** Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.
- **Physical Education:** Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

Weighting of Grading Categories

Category	Weighting (%)
Content Knowledge (Classwork, Practice Activities, Tests, Quizzes)	50-70%

Assessments of Learning (Major Tests, Projects)	20-30%
Skills Application and Critical Thinking (Projects, Problem-Solving)	10-20%
Homework/Practice Activities (Practice Activities, Review)	≤ 10%

Trimester Report Card Grade Keys

Trimester Grade Key Grades 3-8	
A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	75-79
D	70-74
E	69 and below

Trimester Grade Key Grades K-2	
Consistently Developing	93-100
Making Progress	75-92

Support Needed	74 and below
NA	Not Assessed at this time

Trimester Grade Key Special 3-8	
Consistently Developing	93-100
Making Progress	75-92
Needs Improvement	74 and below
NA	Not Assessed at this time

Report Cards and Progress Reports

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

(List the dates for the end of the trimester, the dates for distribution of progress reports and report cards.)

Honor Roll Policy

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

Archdiocesan High Schools will establish the criteria for Honor Roll, which will be communicated in the Student Handbook. (Explain criteria)

All Archdiocesan K-8 Schools that recognize Honor Roll students must follow the minimum requirements below, and these guidelines will be communicated in the Student Handbook. (Explain grade levels)

Principal's Honor Roll

Academic Achievement: All A's in core subjects.

Special Classes: Satisfactory or better in all special classes.

Standards, Effort, and Conduct: Satisfactory or better, including unstructured time.

Second Honors

Academic Achievement: All A's and B's (more A's than B's) in core subjects.

Special Classes: Satisfactory or better in all special classes.

Standards, Effort, and Conduct: Satisfactory or better, including unstructured time.

Third Honors

Principals have the option of creating a third honor roll for students with all B's or more B's than A's.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each year.

Retention

Retention

Policy INST 5.0) Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

Graduation Requirements

Students in eighth grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year.

An eighth-grade student must be in good academic, financial and behavior standing to participate in the end of the year graduation activities.

Power School Access

(Policy INST 4.0) It is also the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Communication

The school should state how teachers and the administrative team will be communicating with parents regarding the students' performance (example: email, calls, meetings). Be clear about the communication with parents who have students in pre-kindergarten through grade 2.

Other Student Services

Do you offer speech? Push in/pull out resource teachers? What subjects? Extra cost? Name of your program? How to access it.

Learning Support and the Student Advocacy Team (SAT) 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.

In the 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.

(Policy INST 4.1) 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. Student Advocacy Team members and particularly 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 by the Student Advocacy Team 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.

Field Trips

(Policy ADM 26.0) Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

Admissions

Application Process

(Policy ADM 3.0; ADM 3.1; ADM 3.2; ADM 4.0) Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

[Explain your process including timeline.](#)

[List documentation needed for a prospective student's application.](#)

[List priority for admissions \(i.e. siblings, parishioners, etc.\)](#)

What are class sizes (range for PK, early elementary, and elementary)?

Waiting List

This written statement should be shared with prospective families during the admission process. (N) School must omit social security numbers and bank account information prior to sharing information.

“I authorize the (N) School to share my information with other Catholic Schools in the Archdiocese of Baltimore if my child is denied admission or waitlisted due to space/capacity limits and authorize other Archdiocesan schools to contact me.”

Placement

(Policy INST 3.0) Students are initially placed using the results of the following:

- School administered placement test
- Teacher recommendation (from sending school)
- Report cards
- Standardized test results

High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

Non-Discrimination Statement

(Policy: ADM 1.0; ADM 2.0) The State of Maryland requires the following statement in the Student Handbook:

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

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

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

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

- (ii) *Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or*
- (iii) *Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."*

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school's religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to [\[insert at least two contacts\]](#).

Religion is required for each year a student attends (N) School. All students enrolled in (N) School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

Assessment Program

Standardized Testing

(Policy INST 3.1) All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

(Policy ADM 3.1) Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary Students

(Policy INST 3.2) Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring. Parents are given feedback about their child's performance at the end of each trimester.

High School Students

Please add your Standardized testing as applicable.

Assessment of Child/Youth Religious Education (ACRE)

(Policy INST 3.3) All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.

Attendance and Student's Records

Absences

(Policy ADM 1.0) Regular attendance is considered essential for learning at (N) 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 between (time) and (time) to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents.

Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. The teacher's instruction cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Tardiness (arriving at school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies (arriving at school late or leaving school early) and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips. After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.

After an absence and he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities including recess.

If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of the student with excessive absences and tardies at any point during the school year to make parents and students aware of the possible consequences of not attending school on a consistent basis. Child Protective Services (CPS) may be called due to excessive absences.

Truancy

(Policy SS 1.0; SS 1.1) Students in Catholic Schools must comply with Maryland State law concerning compulsory attendance. The law requires regular attendance during the entire school year. Students are held accountable for time(s) they are absent from school. A principal may excuse a student for a necessary absence.

Regular school attendance is expected in order for students to achieve their academic potential. Each student's attendance is carefully recorded and permanently retained. Therefore, absence for reasons such as a vacation is strongly discouraged. Excessive absence has a serious impact on the student's academic performance.

The purpose of compulsory attendance is to ensure the continuous development and progress of the child's education. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

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 and may be reported to the Maryland State Department of Education.

Lateness & Assignments

Students may enter their homerooms at (time). The school day begins at (time). Any student arriving after (time) is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. 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.

Early Departure & Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, **or during** vacation periods. Check the calendar for days when school is not in session.

Explain what constitutes a full day absent/half day absent, e.g. arrival before (time) the student is marked a half day absent; arrival after (time) the student is marked a full day absent.

Regular Dismissal

State times/conditions

Early Dismissal Days

State times/conditions

Location & Access to Student's Records

(Policy ADM 5.1) Student's records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

(Policy ADM 5.0) [*School name*] 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 [insert title of appropriate school official] 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 [insert title of appropriate school official, e.g., 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 [Note: A school may delete items from this list or add items that would not be considered harmful or an invasion of privacy if disclosed.]:

- o Student's name*
- o Participation in officially recognized activities and sports*
- o Address*
- o Telephone listing*
- o Weight and height of members of athletic teams*
- o Electronic mail address*
- o Photograph*
- o Honors and awards received*
- o Date and place of birth*
- o Dates of attendance*
- o Grade level*

Parents who do not want the School to disclose the above directory information without their prior written consent must notify [insert title] in writing by [insert date].

- 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 [insert school name] 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.*

Discipline

Statement on Philosophy of Discipline

(N) School strives to develop responsible, courteous, self-disciplined boys and girls 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.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Positive Behavior Intervention and Support (PBIS)

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students' positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.

Please add a description of the school specific program and the chart for MIR's and ODR's. Add any matrixes that you have created.

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 (Listed below are some behaviors that are unacceptable:

Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff

Rowdiness

Using the property of others without permission

Dishonesty

Disruptive Behavior

Failure to have necessary supplies for class work

Dangerous Play

Rudeness

Vulgarity

Dress code
violations.

Gum

Harassment of any kind by word or action including but not limited to
digital harassment

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 material(s) including distribution of both
physical and digital

Smoking/using matches/vaping/gummies

Willful destruction of school property

Leaving school property without permission

Theft or extortion

Fighting or threats of violence

Public displays of affection

Harassment

After school activities, while riding on buses to sports games or other school or parish
sponsored activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

Schools should have CLEAR rules of discipline around such infractions and what both students and parents are entitled to in a way of process. Parents and students will receive oral or written charges against [them].

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, (unless approved in consultation with the superintendent) the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

An expelled student forfeits all privileges of the (N) School student. The Administrator reserves the right not to re-admit an expelled student later. If a student is expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

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.

Search and Seizure

(Policy ADM 18.1) [N] School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

Bullying Policy

(Policy ADM 2.0; SS 6.0) 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.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation 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 or event, or 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, gaming device, tablet, 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).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school's website. (Please make sure that a link to the bullying form is posted both here and on your school website). Refer to the bullying policy here.

Harassment Policy

(Policy ADM 2.0) It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, 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.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

A. 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.

B. 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, gender identity or expression, sexual orientation, 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, gender identity or expression, or sexual orientation. “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.

C. 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. A bullying/harassment form should be filled out.

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.

Financial Obligations

The stated policy is considered a minimum that each school abides by. This means if a school wishes to have a stricter policy than what is stated, that is permitted. Please update the criteria based on your school.

104.10 Financial: Release of Tuition Obligation/Tuition Refund

All schools, both elementary and secondary must have a release of tuition obligation or a tuition refund policy that is detailed on the Tuition & Fees page of the website as well as in the parent handbook and tuition contract.

Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

Elementary School release or refunds

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition and fees
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition and fees

- Date of Withdrawal after start of Second Trimester: Family Tuition Obligation is 100% of annual tuition and fees

Secondary School Release or Refunds

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition and fees
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition and fees
- Date of Withdrawal after start of Second Semester: Family Tuition Obligation is 100% of annual tuition and fees

The basis for the refund policies above is the following:

- Billed vs. Paid - The refund should be calculated based on the amount billed for the school year not the amount already paid. That is why the term release of obligation is used in addition to tuition refund. If the amount is calculated based on what has been paid to date, families who withdraw on the same date will be responsible for a different tuition than those who are on a different payment schedule.
- 25% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. Retaining 25% of the billed tuition is to cover these costs incurred. Since school has not yet started there is the potential that another student can be found to fill the seat, but the closer the withdrawal occurs to the first day of school the less likely that becomes, therefore that risk has also been factored into the obligation percentage.
- 100% – the teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early. Be careful not to diminish the families desire for justification and rationalization of the refund amount.

Registration Fees

(Policy FIN 1.0) [Add information. Refundable or non-refundable?](#)

Activity Fees

(Policy FIN 1.0) [Add information. Refundable or non-refundable?](#)

Other Fees

(Policy FIN 1.0) [Explain fees: Add information. Refundable or non-refundable?](#)

Registration Policy

(Policy FIN 1.0) (and any other related parish obligations where applicable)

Add information. Refundable or non-refundable?

Payment Schedule

(Policy FIN 1.0) Add information. For example, full tuition, partial tuition, or monthly tuition.

Tuition Assistance, Tuition Grants, BOOST

(Policy FIN 2.0) Add information.

Delinquent Tuition

(Policy FIN 7.1) If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.

Withdrawal from School

(Policy FIN 7.0) A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

Health

Maryland School Immunization Requirements

(Policy HE 2.0) All students in Catholic schools must be immunized in accordance with Maryland 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 and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

(Policy HE 5.0) The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the

student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

A student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps	Virus Infection (AIDS and all
Adverse reactions to Pertussis Vaccine infections)	other symptomatic
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza
Covid 19	

Conjunctivitis (Pink Eye)

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

(Policy HE 1.0) The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit www.archbalt.org/risk.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Bloodborne Pathogens

(Policy ADM 16.0) A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision & Hearing Screening

(Policy HE 4.0) The school follows the directives of (N) county/city Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9;
- 3.) Grade 3 or Grade 4 if funding is available;

4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Birthdays

How does your school celebrate birthdays? Are kids allowed to bring in birthday treats? Is your school a peanut-free/nut-free school? Please encourage party invitations to be mailed or sent electronically, not distributed at school. Restrictions on nuts?

General Use Epi Pens

As of [date], [school's name] has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Brochodilators

As of (date), (school's name) has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Naloxone (Narcan)

(Policy HE 9.0) As of [date], [school's name] has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the "Start Talking Maryland Act" a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

https://youtu.be/p9hYzykHs_o and [Pages - Home \(maryland.gov\)](https://www.maryland.gov).

Partnership and Communication with Parents

Responsibilities

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity 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
- 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 include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
- to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
- To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw a child(ren) from the school.

Depending on the severity of the breach of partnership with the school, parent, or other family members may be prohibited from entering the campus.

Communication

Describe your school's method of communication and expectations.

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend.

(Policy ADM 4.1) 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 an emergency. This information will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

Non-Custodial Parent

(Policy ADM 4.1; ADM 5.3; ADM 5.4) Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

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 a request to review records.

(N) School 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.

Change in Name, Family Status, and Custody

(Policy ADM 4.1) If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, 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 describes the custody arrangements must be on file with the school. The parent also needs to notify the principal.

Change in Address, Telephone Number, and Email Address

(Policy ADM 4.1) When there is a change in address, phone number or email address, parents need to update school admin immediately.

Bright Arrow

Describe how your school uses Bright Arrow for communication with your parents.

Parent Teacher Conferences

Parent/Teacher Conferences are mandatory at least once in the fall. Please provide the specific day(s) of when your conferences are scheduled.

Home & School Association

(Policy ADM 11.0) The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social, aspects of the school.

Add the Home & School Association Cabinet Members

Publish the link for the Home and School Association manual

https://drive.google.com/file/d/1ULei_pUjrFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing

Homeroom Parents

What are their responsibilities? How are they selected?

Safety

Emergency Plan

(Policy ADM 12.0; ADM 12.1; ADM 12.2; ADM 12.3; ADM 15.0; ADM 16.0; ADM 18.2; ADM 41) Cite a statement in your handbook that your school has an Emergency Plan. List any other information pertinent to your emergency plan per the above policies.

Fire and Safety Drills

(Policy ADM 12.2) Cite a statement in your handbook that your school conducts Fire and Safety drills required by the State of Maryland. List the drills.

Emergency & Weather-related Closings and Delayed Openings

(Policy ADM 12.4; ADM 13.1) The school will follow the county in which the school is located, for decisions regarding early dismissals, delayed openings and any other emergency and weather-related closing. [Please add your school's county here.](#)

Asbestos Hazard Emergency Response Act (AHERA)

(Policy ADM 17.0) AHERA – 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 friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This 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. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Child and Youth Protection

(Policy ADM 26.0) [\(N\)](#) School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

Child Abuse and Neglect Reporting Policy Procedures

(Policy ADM 1.0) 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. Our 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, as well as to the principal. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

Student's Cell Phones

[Include YOUR school's policy statement on the use of student cell phones. When can they be on? Where are they stored? Consequences if in violation of policy.](#)

Visitors

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 and receive an identification badge through RAPTOR before visiting other parts of the school building.

Volunteers

(Policy ADM 26.0) Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection.

Add contact information about VIRTUS training. Is there a requirement for volunteer hours? How does a parent get trained to volunteer? Document their hours?

Playground & School Supervision and Provisions

Include in a brief paragraph, local playground practices as well as the provisions made by the school for supervision.

Supervision Responsibilities (Before and After the School Day)

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as stated above.

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Clearly state your school's arrival and dismissal times and the time when the school is responsible for a child's supervision. Is before care and after care offered? See Student Services section.

Tobacco and Drugs

(Policy ADM 15.0; ADM 41.0) (N) school is a tobacco-free and drug-free workplace.

Transportation Procedures

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT never leave school in an UBER, Lift, or any private transportation company.

(Policy ADM 13.0) Specify traffic regulations, patterns, speed signs, and morning and afternoon dismissal procedures

Use of School Grounds

Stipulate your local practice

Student Services

Before & After School Care

Describe your program including hours and drop-off/pick-up regulations. Post that you are regulated by Maryland Office of Child Care. List fees and policies. List name and contact information of the director for before and after school care.

Cafeteria: Milk & Lunch Program

Describe your own particular program(s). Do you use a company? How fees are collected and when, etc.

School Activities & Organizations

Extra-curricular Activities – what activities? How do students know? Free or fee?

How are coaches selected? Oversight of the athletic program?

Guidance & Counselor

Describe your program and how parents can reach the counselor.

Leadership Programs

National Junior Honor Society

Student Council

Covey's Leadership Program (7 Habits)

Technology

Acceptable Use Policy for the Internet and Technology Tools

(Policy ADM 29.0) *Technology skills are necessary to prepare 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.

Artificial Intelligence

(Policy ADM 29.0; INST 7.0) Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.

- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.
- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

Student Use

***Stricter guidelines can be chosen for your school, based on your student needs.

- PreK–Grade 4 are not permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 are permitted to use *generative* artificial intelligence (AI) for academic purposes.
- Grades 9–12 are permitted to use *generative* artificial intelligence (AI) for academic purposes.

Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

Misinformation and Potential Bias

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

Resources

[Academic Artificial Intelligence \(AI\) Privacy and Safety Requirements for All Staff in the Archdiocese of Baltimore \(Updated 2025\)](#)

Web-based Services

(Policy ADM 29.0) 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.

Uniforms

Student Uniforms

(Policy ADM 8.0) Students wear uniform clothing in the elementary and secondary school.

[Include descriptions of the following:](#)

Uniform Company

[Name/address/phone number of uniform company](#)

Uniform Description

[Uniform description for all grade levels, boys & girls; Add photos](#)

Summer Uniform

[Summer Uniform \(if different\); Add photos](#)

Physical Education Uniform

[Physical Education Uniform; Add photos](#)

Socks, Shoes, Jewelry & Hair Accessories

[Add information; Add photos](#)

Labeling Clothes & Belongings

[Add information](#)

Out-of-Uniform Days

On occasion, there may be out-of-uniforms days scheduled. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature. [Add information](#)

Used Uniform Sale

[Add information](#)

Grooming and Hair

- Clean shaven.
- Hairstyles are to be neatly groomed. Hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows and of reasonable length and height as to not be disruptive to the learning environment. Sideburns may not exceed the bottom of the ear.
- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, or coloring of any kind. (N) School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of (N) School to permit individual families to receive an exception from this policy, so that they may choose the appropriate cared-for hairstyle for their son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.
- Body piercing jewelry is not permitted while on campus. Tattoos must be covered while on campus, and during all school-related events off campus, including during participation in athletic events. Chains or necklaces, if worn, are not to be visible.
- The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the

acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

Lost and Found

[Add information](#)
