



# **ST. MARGARET SCHOOL**

**2020-2021  
Parent/Student  
Handbook**



**ST. MARGARET SCHOOL**  
**PARENT/STUDENT HANDBOOK**  
**2020-2021**

**ADMINISTRATION**

Pastor  
Principal  
ES Assistant Principal  
MS Assistant Principal  
Admissions Director  
Advancement Director  
School Counselor

Msgr. Kevin Schenning  
Mrs. Anna C. Shanahan  
Mrs. Lauren Kimmel  
Mrs. Anne Askey  
Mrs. Cecilia Pleiss  
Ms. Beth McFadden  
Mrs. Peggy Messaris

**FACULTY/STAFF**

Pre-Kindergarten 3  
Pre-Kindergarten 4

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Media/Technology 4-8

Music

Art K-5

ES Physical Education

MS Physical Education

Mrs. Allyson Hill  
Mrs. Renee O'Mailey  
Ms. Meghan Beyea  
Mrs. Eileen Healy  
Mrs. Katrina Bullington  
Mrs. Margaret Kelly  
Mrs. Brigitte Gwiazdowski  
Ms. Madeline Miller  
Mrs. Angela Dengler  
Mrs. Lisa Gostomski  
Mrs. Linda Remsky  
Mrs. Michelle Swenson  
Mrs. Kim Bogdan  
Mrs. Kim Szymanowski  
Mrs. Christina Barnes  
Ms. Melissa Siglar  
Mrs. Mary Beth Ballweber  
Mrs. Kate Clark  
Mrs. Jill Doran  
Mrs. Sherri Ray  
Mrs. Jennifer Cowan  
Mrs. Nicole Thomas  
Mrs. Melissa Mitala  
Mrs. Lisa Komondor  
Mrs. ChristyAnn Morello  
Mr. Jon Gerstmyer  
Mrs. Margaret Gerstmyer  
Mrs. Dawn DeVoe  
Mr. Doug Sharretts  
Ms. Megan Kennedy

Spanish K-8  
ES Resource  
MS Resource  
ES Nurse  
MS Nurse  
MS Religion/Virtus  
Coordinator/Office Assistant  
Instructional Aides

Band  
Administrative Assistant  
ES Secretary  
MS Secretary  
Business Manager  
Bookkeeper  
Extended Day Care Director  
Extended Day Care Staff

### **SCHOOL BOARD MEMBERS**

Pastor  
Principal

Mrs. Pauli Dillon  
Ms. Melissa Miller  
Mrs. Kelly Link  
Mrs. Mary Carol Venanzi  
Mrs. Cheryl Chizmar  
Mrs. Brenda Bell

Mrs. Megan Bredlow  
Mrs. Theresa DiPaula  
Mrs. Maureen Kerrigan  
Mrs. Kelly Klipa  
Mrs. Kathy Mullin  
Mrs. Danielle Phillips  
Mrs. Janet Rittershofer  
Mrs. Karen Ryan  
Mrs. Tracey Schrader  
Mrs. Kelli Stabile  
Mrs. Christina Tompkins  
Ms. Jackie Truitt  
Mrs. Kendra Buza  
Mrs. Stacie Currey  
Mrs. Paula Schafer  
Mrs. Donna Bynion  
Mrs. Donna Reigner  
Mrs. Allyson Hill  
Ms. Sierra Divel  
Ms. Katie Goetz  
Mrs. Valerie Knorr  
Mrs. Danielle Phillips  
Mrs. Tracey Schrader  
Ms. Tam Truong

Msgr. Kevin Schenning  
Mrs. Anna Shanahan

President  
Members:

Mr. Ed Simon  
Mrs. Anne Askey, M.S. Asst.  
Principal  
Mrs. Alison D'Alessandro  
Mr. Steve DiBiagio  
Mrs. Cindy Height  
Mr. Jeremy Joseph  
Mrs. Lauren Kimmel, E.S.  
Asst. Principal  
Mrs. Cindi Stewart  
Mr. Michael Thomson  
Mr. Gregory Yantz

### **HOME SCHOOL ASSOCIATION OFFICERS**

President  
Vice President  
Recording Secretary  
Treasurer  
Delegates (ES/MS)  
  
Faculty Representatives  
  
Administration

Mrs. Deanna Townsley  
TBD  
Mrs. Stacy Ward  
Mrs. Valerie Provenza  
Mrs. Danielle Burnett (ES)  
Mrs. Gabi Wood (MS)  
Mrs. Renee O'Mailey  
Mrs. Nicole Thomas  
Mrs. Anna Shanahan  
Mrs. Lauren Kimmel  
Mrs. Anne Askey

#### **Elementary School**

204 Hickory Ave.  
Bel Air, MD 21014  
Phone: 410-879-1113  
Fax: 410-838-5879

#### **Middle School**

1716A Churchville Rd.  
Bel Air, MD 21015  
Phone: 410-877-9660  
Fax: 410-420-9322

### **ST. MARGARET SCHOOL IS . . .**

St. Margaret School is a co-ed elementary school for grades PreK 3 through grade 8. St. Margaret School is one school located on two campuses. Grades PK through grade 5 are located on the Elementary School campus and grades 6 through 8 are located at the Middle School campus. It does not discriminate 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). Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Peggy Messaris, School Counselor.

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.

**St. Margaret 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. COVID-19 policy headings are highlighted and are subject to change.**

### **MISSION STATEMENT**

St. Margaret School is a parish school in the Archdiocese of Baltimore committed to providing each child with a strong foundation in the Catholic faith, academics, and citizenship. We accomplish this through a challenging, disciplined environment focused on nurturing individual development and characterized by Catholic beliefs and values, academic excellence, parental involvement, and service.

### **HISTORY OF SCHOOL**

St. Margaret School (SMS), the oldest parochial school still in operation in Harford County, opened May 1, 1911, six years after Fr. Alphonsus Frederick founded St. Margaret Church. From that first day of school, when 43 pupils were enrolled and guided by two Catholic School Sisters of Notre Dame, through the current school year, St. Margaret has been providing a quality Catholic education to students throughout the Harford County area.

### **ACCREDITATION**

#### **AdvancED**

St. Margaret School is fully accredited by AdvancED. AdvancED is dedicated to advancing excellence in education worldwide. The North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) are accreditation divisions of AdvancED.

### **2013 NATIONAL BLUE RIBBON SCHOOL**

St. Margaret School was honored to be acknowledged as a 2013 National Blue Ribbon School on September 24, 2013 by Secretary Arne Duncan of the U.S. Department of Education. This means that St. Margaret School is a school that, according to its standardized test scores, ranks in the top 15% of schools in the nation and proves to be an exemplary school in other areas of viability. This includes public schools and private schools in elementary schools, middle schools and high schools. Only 50 private schools in the nations are selected each year.

An extensive application was completed focusing on indicators of success in areas of curriculum, methodologies, instruction, professional development and governance. All reports were substantiated by data and narratives. Schools that are eligible for this award all have exemplary test scores and strong academic programs; however, it is their unique “story” that will set them apart from others. Here, at St. Margaret School, our strong Catholic Identity and focus on spreading the Gospel message and “if necessary use words,” highlights our commitment to service and a faith-filled education.

### **GREEN SCHOOL RECOGNITION**

The Maryland Association for Environmental & Outdoor Education has awarded St. Margaret School the Green School Award in the year 2013 and renewed in 2017. This award is bestowed upon schools that comply with their criteria for classroom integration of environmental issue instruction; environmental related professional development for the faculty; celebration of the numerous school’s achievements; demonstration of selected conservation best management practices; and sustained school-community partnerships to enhance environmental learning.

### **ADMISSIONS**

The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message-to love and respect the rights of all people. Children of all faiths are admitted with the understanding that they participate in the religion program. Admission to St. Margaret School is based on the developmental readiness of the child for the age/grade level being requested.

Admission to St. Margaret School is based on the following priority of acceptance provided that there are OPENINGS in the level requested: (1) children of staff members, (2) siblings of current students, (3) all others. Siblings who are on a Waiting List during the previous school year will be placed on the Waiting List the following year – in the order in which they are on the current list.

Re-registration for current families begins in November. Applications and registrations are to be completed through the Parent Portal link on our website. This can be found under the Admissions tab or the Parents tab. There is an \$85 fee per family to either apply or re-register. Before a new student's official acceptance, there is a screening and completion of necessary forms. These forms are listed below. Acceptance into grade 8 is restricted to transfers from Catholic schools. Students are encouraged and welcome to shadow for a school day.

### **DOCUMENTATION NEEDED FOR APPLICATION**

- Completed application form
- Student’s birth certificate
- Student’s baptismal certificate
- Records of student immunization and health data
- Previous school records

- Standardized testing scores if applicable
- Letter of recommendation from prior school (grades 6-8)

**Custody papers are necessary in the case of separation, divorce, or adoption.** Legal documentation regarding any change in custody status during the time a child is enrolled in school must be presented to school officials. It is the responsibility of the custodial parent to provide the school with official copies of court orders. The school must maintain copies of custody decrees or other court orders in order to assure compliance with the law.

### **PLACEMENT**

Students are initially placed using the results of the following:

- Admissions test
- Teacher evaluation (from previous school)
- Permanent records including report cards
- Standardized test results

**PK 3&4 Program:** A child must be three or four years respectively of age by September 1<sup>st</sup>. The 3 & 4 year old must be toilet trained. “Pull-ups” are not allowed.

**Kindergarten Program:** A child must be five years of age by September 1<sup>st</sup> and take the Brigance Assessment Test.

**First Grade:** A child must be six years of age by September 1<sup>st</sup>. All transfer students will present a recent report card and take a placement test.

Religion is required for each year a student attends St. Margaret School. All students enrolled in St. Margaret School must attend religion classes and services.

### **PROBATIONARY PERIOD**

All new students will be monitored for academic progress and behavior during the first year. If during this time difficulties arise and the school is unable to meet the needs of the student, the parents will be asked to place their child in another school. Such recommendations would only occur after conferences with the parents and after exhausting all other methods of help.

### **FINANCIAL OBLIGATION**

**All tuition, fees and deposits are non-refundable.**

St. Margaret tuition rates apply to all applicants.



## TUITION

Tuition 2020-2021		
PRE-3 (2 day) half day		\$2,200
PRE-3-4 (3 day) half day		\$3,200
PRE-4 (5 day) half day		\$5,070
PRE-4 (full day) - 8	1 child	\$6,905
Discount for 2nd Child *		(\$1,035)
Discount for 3rd Child*		(\$2,070)
Discount for 4th Child *		(\$4,145)

Families choose from two tuition payment options: payment in full of all tuition and fees on or before July 1<sup>st</sup> with a 2% tuition discount or payment in ten equal monthly installments from July through April via direct debit. The 2% discount is applied to a child's net tuition after consideration of any scholarships, tuition grants, financial aid, etc. Direct debits are made on the 5<sup>th</sup> or 20<sup>th</sup> of the month per parents' preference.

In February, a \$150 tuition deposit is due, along with a signed Financial Agreement. An additional \$415 tuition deposit is due in May, along with a Banking Authorization for monthly debits. This deposit includes \$65 for Home School Association dues. The deposit and dues are assessed on a per family basis.

Invoices detailing tuition and fees are emailed to families beginning in May, after all deposits and financial paperwork have been received. Tuition invoices cannot be issued until a family's financial file is complete. The tuition deposits, net of Home School Association dues, are applied to tuition invoices and reduce the balance due.

Should an unusual circumstance occur during the school year that affects tuition payments, the family should contact the principal immediately. **All deposits and tuition payments are non-refundable.** Tuition for partial year attendance is determined on a full trimester basis, except for fees which are not prorated.

## DELINQUENT ACCOUNTS

It is the policy of the **Archdiocese of Baltimore** to hold all records and report cards of students whose parents have delinquent school accounts (this includes tuition, registration, fees, book/material fees, activity fees, fund-raising fees, Extended Care fees, library fines, damaged/lost textbooks, etc.). If prior year's tuition has not been paid in full at the beginning of the new school year, students will be dropped from the new school year's enrollment.

St. Margaret School reserves the right to refuse to provide any official school record, including report cards and diplomas, to parents or other educational institutions until all financial obligations to the school are satisfied in full. Delinquent accounts may result in suspension of classroom services, access to PowerSchool, school-sponsored extracurricular activities, classes and exams. Payment on delinquent account balances may be required to be in the form of cash or certified check at the school's discretion. St. Margaret School will consider requests for exceptions to these policies on an individual basis if it judges extraordinary circumstances are

demonstrated. If an account is delinquent past 90 days, the student may be dis-enrolled and the account turned over to a collection agency. All related collection fees and expenses will be the responsibility of the parent.

### **TUITION ASSISTANCE**

There are several potential resources for financial assistance for qualified families, and awards may be received from more than one source.

- St. Margaret Parish  
Tuition grants are available to families who demonstrate financial need and are registered and active parishioners of St. Margaret Parish. Families must apply every year for tuition assistance and continued need must be demonstrated.

Families requesting consideration for tuition assistance must complete and submit a Parent's Financial Statement along with an application fee to Educational Testing Service, Princeton, New Jersey. Applications are available through the Parish Office or at <http://www.stmargaret.org/school.php>. Additionally, parents are asked to submit to the Tuition Assistance Coordinator a copy of their current income tax return, including all pertinent schedules, W-2 statements and business income tax returns, if self-employed. In the case of separated and divorced parents, both parents must submit a Parent's Financial Statement, as well as income tax returns.

- Area Parishes  
Several local parishes that do not have associated schools also offer tuition grants to their parishioners. Families should contact their home parish for more information.
- Archdiocese of Baltimore  
Families may apply for tuition assistance through the Archdiocese of Baltimore. An application to the FACTS Management Company must be completed and submitted according to the predetermined date. Information and forms can be found at: <https://online.factsmgt.com/signin/3QDJ0>
- Maryland State BOOST Scholarships  
Broadening Options and Opportunities for Students Today (BOOST) provides state-funded scholarships for some students who are eligible for the Free or Reduced-Price Lunch Program to attend eligible nonpublic schools. Awards are granted based on household income, with the lowest income served first. The electronic application for parents to complete is available at: <http://marylandpublicschools.org/Pages/boost/index.aspx>. The application deadline is generally in late May, with award decisions being made in July. An application must be submitted each year to be considered for a renewal award.

## FEES

2020-2021	
HALF DAY PREK	\$226.00
FULL DAY PREK	\$326.00
KINDERGARTEN	\$492.00
1 <sup>ST</sup> GRADE	\$504.00
2 <sup>ND</sup> GRADE	\$491.00
3 <sup>RD</sup> GRADE	\$487.00
4 <sup>TH</sup> GRADE	\$490.00
5 <sup>TH</sup> GRADE	\$476.00
6 <sup>TH</sup> GRADE	\$452.00
7 <sup>TH</sup> GRADE	\$452.00
8 <sup>TH</sup> GRADE	\$577.00
Registration/Application Fee per family	\$85.00
Home School Association Dues per family	\$65.00

Fees vary by grade level and include all Archdiocesan fees, classroom supplies, activities and field trips, materials, textbooks, and technology fees. The 8<sup>th</sup> grade fee also includes all graduation expenses, including gown rental, diplomas, dinner dance, and graduation reception. The fees include a \$65 state textbook credit that is deducted from the fees of the first 577 K-8 students who complete the registration process. These fees are included and itemized on a family's tuition invoice.

**WITHDRAWAL** Parents should notify the school office in writing when withdrawing children. Parents need to complete a record release form that will be forwarded to the new school. Saint Margaret School reserves the right to refuse to provide any official school records, including report cards, to other educational institutions until all financial obligations to the school are satisfied in full.

***All fees are non-refundable and are not prorated if a family withdraws or enrolls midyear.***

### MISCELLANEOUS EXPENSES

If funds are sent to school for any other reason, please enclose payment in an envelope marked with the student's name, grade and designation (i.e. EDC, fundraiser, etc.)

### RETURNED PAYMENTS

If a direct debit or check payment is not honored by the bank on which it is drawn for any reason, a \$25 fee will be assessed on a per transaction basis to reimburse the school for the fees we incurred. The school may, at its discretion, impose the requirement that all subsequent payments be in cash or certified check/money order.

**DAMAGE ASSESSMENT**

Parents or guardians are financially responsible for damages to school and campus facilities, or other person’s property incurred by their children. This includes lost textbooks, library books, or other school owned materials, including computers and other electronic equipment.

**SCHOOL HOURS**

<b>GRADES</b>	<b>NORMAL DAY</b>	<b>EARLY DISMISSAL</b>	<b>2 HOURS LATE</b>
6-8	7:45am - 2:30 pm	7:45am - 11:50pm	9:45am - 2:30 pm
K-5	8:05am -2:45 pm	8:05am - 12:10pm	10:05am - 2:45 pm
PreK3 & 4 (1/2 day)	8:10am - 11:20am	8:10am - 11:20am	10:10am -11:45 am
PreK 4 (Full day)	8:10am - 2:20 pm	8:10am - 11:20am	10:10am -2:20 pm

**COVID UPDATED PROCEDURES**

**ARRIVAL/DISMISSAL PROCEDURES**

**EARLY CHILDHOOD CENTER ARRIVAL**

PreK-4 parents will enter the church lot from Hickory Ave., and drive up to the Early Childhood Center entrance. You will be greeted by the classroom teacher who will prompt you through the temperature check procedures. Once completed, the student will be escorted into the building. You will then proceed to exit the lot.

**PreK3 ARRIVAL**- Arrival at 8:20am

Our arrival will take place on the blacktop lot. It can be accessed by making a right from Hickory Avenue onto Wright St. No left turns are allowed from Hickory Avenue. Please have your ticket on your dashboard on the driver side. A teacher or administrator will come to your car. All occupants of the vehicle over 3 years of age must be wearing a mask. At that time we will ask that you take your child’s temperature, per MSDE Office of Child Care regulations, while everyone remains in the car. Once you take the temperature and show the teacher you must unbuckle your child (these are the current MSDE regulations). They will be escorted to the classroom by a teacher or a member of the administration. We ask for your patience at this time, as we know this process will take a few minutes per car. Late passes will be required for anyone arriving after 8:30am.

### ELEMENTARY SCHOOL ARRIVAL- K- 5th grades:

Students MUST remain in their vehicles until 7:45 AM. Due to COVID-19 social distancing policies as well as morning wellness checks, parents and students must remain in vehicles during arrival and dismissal. Staff will not be available until 7:45am to check students into the buildings.

Morning drop-off takes place on the school playground parking lot. Drive onto the lot from the Wright Street entrance off Hickory Avenue. Cars may only turn right onto Wright Street. This is a posted regulation and violators may be ticketed by the Bel Air Town Police. Following a horseshoe pattern, enter the lot and pull up until near the exit. Students exit through the right car door only. Students will walk directly to their homerooms from their vehicles once a staff member gives the parent permission. **No parents should drop off students in the church lot. This area is reserved for the Early Childhood Center.**

Each morning parents will receive an email and a text message from the Archdiocese of Baltimore. This wellness screening tool will be completed daily by a parent for each student. Students are not permitted to enter the school without this information completed. Each family will be provided with a red/green indicator to place in their vehicle. Green side facing out indicates the wellness screening tool has been completed. Red side facing out indicates the wellness screening tool has not been completed before arrival. Those parents who have not completed the tool will be asked to pull into the Wellness Screening Area where a staff member will take the child's temperature through the car window. The parent will complete the online tool and the student will be allowed to enter the school.

Grades 1, 2, and 3 students will enter the white building doors closest to the playground.

Grade 4 students will enter the white building through the Art Room doors.

Grade K and 5 students will enter the brick building through the Gym door.

### MIDDLE SCHOOL ARRIVAL

Students should arrive at school NO EARLIER than 7:25 AM. Staff will not be available to supervise students until that time. The students will enter the building and proceed directly to their classrooms. Cars are to proceed slowly down the driveway past the parking lot to the semi-circle. Students should be dropped off at either the main office doors or the doors near the mission depending on door assignment. All students should exit the car along the curbside. Cars should not pull around stopped cars to exit the lot. Please permit all cars in front of you to pull off and then proceed. Follow the designated exit pattern through the parking lot.

### EARLY CHILDHOOD CENTER DISMISSAL

At dismissal, PreK-4 parents will drive into the church lot and when you arrive at the entrance to the Early Childhood Center, your child will be escorted to your car by the classroom teacher and/or aide.

### **PRE-K 3 Dismissal** - Dismissal at 11:20am

We ask that parents park on Hickory Avenue and walk to the entrance between the white building and the rectory/priest garages. Anyone over 3 years of age must be in a mask. Your child will be dismissed one by one. Please do not congregate at the doors and maintain proper social distancing during this time. We ask that for the sake of the other students in our building that parents do not get out of their cars until as close to 11:20 as possible.

### **ELEMENTARY SCHOOL DISMISSAL K-5th grades:**

Parents are permitted to park in the parking lot or on other streets and walk up to the school. **Parents MUST wear a mask, maintain social distancing, and have the sign with them indicating the last name of the child. Please adhere to these guidelines so we do not have to go back to a "stay at your vehicle" dismissal.**

Kindergarten will dismiss at 2:45pm.

Grades 1-5 will dismiss at 2:50pm.

Students will remain in the building with the teacher at the location listed below.

#### **Dismissal locations by grade level:**

Kindergarten Dismissal- Main office doors (lobby area brick building) outside

Grade 1- White building doors in parking lot

Grade 2- White building doors facing Hickory Avenue

Grade 3- Mrs. Bogdan: white building doors facing Hickory Avenue  
Mrs. Szymanowski: white building doors in parking lot

Grade 4- Art room door (left side of white building past the nurses entrance)

Grade 5- Brick building gym door leading to parking lot

### **MIDDLE SCHOOL DISMISSAL**

Cars are to proceed slowly down the driveway past the parking lot and turn left along the straight curb of the semi-circle. The semi-circle will be closed to all traffic at pick-up time. Proceed straight and park in the assigned lanes for each grade level within the parking lot. Parents/guardians picking up 8th graders will park in lane 1 (closest to the mission). Lane 2 will be for 7th grade. Lane 3 will be for 6th grade. There should be three rows of cars in each lane. Teachers will place cones at the front and rear of each row of cars. Please follow the directions

of the faculty in the parking lot. Students will be dismissed by grade level and must walk socially distanced to their vehicle and immediately enter it.

**Carpools/Siblings:**

If your carpool includes students in multiple grades and one of them is 7th grade, please use the 7th grade lane. If no one is in 7th grade, please decide what lane you will enter so the students can locate you. Please be sure to communicate with students about which lane you will be using.

Students are not permitted to congregate in the parking lot. During dismissal, cars should only make a right hand turn onto Route 22. Left hand turns block the vision of right turning drivers and are risky at any time onto Route 22. Please be patient as cars need to be careful exiting onto Route 22.

### **NON-COVID OPERATIONS: ARRIVAL & DISMISSAL**

#### **EARLY CHILDHOOD CENTER**

PreK-4 Parents will enter the Church lot from Hickory Ave., and drive up to the Early Childhood Center entrance. You will be greeted by the classroom teacher who will escort your child to their classroom. You will then proceed to exit the lot.

At dismissal, parents will drive into the church lot and when you arrive at the entrance to the Early Childhood Center, your child will be escorted to your car by the classroom teacher and/or aide.

#### **PreK-3**

At arrival, parents should park and walk their child to the school building entering through the door by the nurse's office. The doors to the classroom will open at 8:05am.

At dismissal, parents should park and walk up to the building. Parking can be found on the church lot, on Hickory Avenue or the surrounding areas. The teacher and aide will dismiss the students from the side doors near the pre-3 classroom (nurse's office entrance).

#### **ELEMENTARY SCHOOL ARRIVAL**

Students should arrive at school NO EARLIER than 7:40 AM. Staff will not be available to supervise students until that time. Morning drop-off takes place on the school playground. Drive onto the lot from the Wright Street entrance off Hickory Avenue. Cars may only turn right onto Wright Street. This is a posted regulation and violators may be ticketed by the Bel Air Town Police. Following a horseshoe pattern, enter the lot and pull up until near the exit. Safeties will open car doors from the right side of the car only. No child should exit the car on the left side. Students enter the gym and sit in their grade's designated area until the 7:55AM bell rings. Teachers will then escort students to their classrooms. Parents may also park briefly on Gordon Street. The school crossing guard will escort students and/or parents across Hickory Avenue. No parents should drop off students in the Church lot. This area is reserved for the Early Childhood Center.

### MIDDLE SCHOOL ARRIVAL

Students should arrive at school NO EARLIER than 7:30 AM. Staff will not be available to supervise students until that time. The students will enter the building and proceed to their lockers at the sound of the 7:30 AM bell. Cars are to proceed slowly down the driveway past the parking lot to the semi-circle. Proceed as far around the semicircle as you can. All students should exit the car along the curbside. Cars should not pull around stopped cars to exit the lot. Please permit all cars in front of you to pull off and then proceed. Follow the designated exit pattern through the parking lot.

### ELEMENTARY SCHOOL DISMISSAL

Cars are to come in the church lot and proceed behind the red brick building onto the playground parking lot and line up in stadium style parking. Parents should meet their children outside of the designated buildings/doors and immediately escort them to the car after they are dismissed from their teachers. After students have entered the cars a bell will ring and ropes will go up. This indicates that no one should be walking on the lot during this time. Staff traffic directors will direct cars off of the lot. A “second wave” of cars will repeat the procedure above.

### MIDDLE SCHOOL DISMISSAL

Cars are to proceed slowly down the driveway past the parking lot and turn left along the straight curb of the semicircle. The semi-circle will be closed to all traffic at pick-up time. Proceed straight using the four open lanes within the parking lot. There should be two rows of cars in each lane and a double row of cars at the top of the parking lot in front of the other exit lanes. Teachers will place cones at the front and rear of each row of cars. Please follow the directions of the faculty in the parking lot.

Parents should meet their child/ren in the safety area and immediately escort them to the car. After students have entered the cars, the 2 rows at the top of the parking lot will exit followed by the first row of cars on the right in the lane closest to the Mission. The second row of cars in the far lane exits and then the same procedure should be followed with the other 2 lanes of cars, allowing the right row to move and then the left row exits the lane. No students will be allowed to enter cars along the straight curb of the semi-circle. During dismissal, cars should only make a right hand turn onto Route 22. Left hand turns block the vision of right turning drivers and are risky at any time onto Route 22. Please be patient as cars need to be careful exiting onto Route 22.

### **LUNCH**

**Students will eat their lunches outside on weather permitting days. Should inclement weather prohibit students from outdoor lunch, they will be socially distanced 6 feet apart in staggered A/B group rotations within their classroom. Desks will be sanitized before and after lunch. Students will also wash their hands before and after lunch. Hot lunch service is currently suspended until further notice.**

Children provide their own lunches and drinks at lunchtime. Hot lunches can be purchased courtesy of the Home & School Association. Order forms are available on the school website; orders are placed for several months at a time. **Parents may not purchase and bring hot**



**lunches to their children.**

## **ATTENDANCE**

### **Absence**

Regular attendance is considered essential for learning at St. Margaret 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 offices. Call the Middle School Office at 410-877-9660 or email Mrs. Schafer ([pschafer@smsch.org](mailto:pschafer@smsch.org)) between 7:15am and 8:30am or the Elementary School Office at 410-879-1113 or email Mrs. Currey ([scurrey@smsch.org](mailto:scurrey@smsch.org)) between 7:30am and 8:30am to report the reason for absence. All absences and tardiness become part of a student's permanent record. Students must attend school for a minimum of 4 hours in order to be marked present for the day.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return. Students will have the same number of days they are absent to complete their missed work. Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

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 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. 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.

### **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.

### **Lateness/Assignments**

Middle School students may enter the building at 7:25am. Elementary School students may enter the building at 7:45am. The school day begins at 7:45am at the Middle School and 8:05am at the Elementary School. Any student arriving after these times 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.

**ACADEMICS**

**SCHOOL CALENDAR**

The School Calendar is continuously updated on the school’s website. Please visit the website frequently at [www.smsch.org](http://www.smsch.org) for the most up to date information.

**INSTRUCTION/CURRICULUM**

The Archdiocese of Baltimore Curriculum is designed to prepare students to be Catholic, College and Career Ready. Each course of study fosters students' Catholic identity, shaping them to be models of Christian living for others. We provide students with a curriculum that is rigorous and rich in various disciplines. By continuing to implement new standards that are challenging, we work to fulfill the promise of quality Catholic education that educates the whole child: mind, body and soul.

Operating under the auspices of the Archdiocese of Baltimore Department of Catholic Schools, St. Margaret School follows the Archdiocese of Baltimore’s curricula. This curricula meets and exceeds the curriculum requirements for the Maryland State Department of Education. The Archdiocese of Baltimore periodically reviews and updates curriculum.

It's our ministry as Catholic educators to embody our faith in everything we do. We model and teach children how to form a personal relationship with Jesus and build a foundation for lifelong learning and discipleship.

**TESTING PROGRAM**

Standardized testing of achievement and aptitude is administered each spring to students in grades 2-8 as recommended by the Archdiocesan Division of Schools. Beginning in fall of 2020, Scantron Performance Series will be used for standardized assessment. Students in grades 2-8 will take Reading, Language Arts, and Math in the fall, winter, and spring. They will also take a Science and Social Studies assessment in grades 3, 5, 7, and 8 in the spring. These assessments are considerably shorter than the Iowa Assessment and the administration of these short, formative assessments will not disrupt the school schedule.

Brigance	All students in PK-KG
Scantron Performance Series	All students 2-8
ACRE (Assessment of Catholic Religious Education)	All students in grades 5 & 8

**Grading Policy**

The grading system set forth by the Archdiocesan Division of Schools is as follows:

GRADES 1-2	
Progress Codes	Effort/Conduct

I – Independent	O - Outstanding
P – Progressing	G - Good
E – Emerging	S - Satisfactory
NA – Not Assessed at this time	N - Needs Improvement U - Unsatisfactory

GRADES 3-8		
Subject Marking Code		Effort/Conduct
A+ 97-100	C+ 80-84	O - Outstanding
A 93-96	C 75-79	G - Good
B+ 89-92	D 70-74	S - Satisfactory
B 85-88	E 69 and below	N - Needs Improvement U – Unsatisfactory

GRADES 3-8: Achievement Comments	
I	Independent
V	Very Good Progress
P	Progressing
S	Satisfactory
N	Needs Improvement

## GRADUATION REQUIREMENTS

**Graduation from St. Margaret School is a privilege. Proper behavior at the Dinner Dance and Graduation ceremony is expected by all students, parents and guests.** All obligations must be in order, i.e. tuition paid, EDC payments, school books/materials returned. If financial obligations are not paid in full and/or academic requirements are not met, Graduation Certificates and Progress Reports will not be issued.

## HONOR ROLL

Honor Roll for students in Grades 6-8 – Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

**Principal’s Honor Roll** – All A’s and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time.

**Second Honors** – all A’s and B’s (more A’s than B’s) and Satisfactory or better in all special classes, standards, effort, and conduct including unstructured time

Students in grade 5 will be recognized for outstanding academic performance once during the year. Fifth graders will be awarded Honor Roll status at the end of the third trimester.

Three special awards are presented each trimester to recognize outstanding achievement in an academic area. These awards are: the Jackie Kinzler Science Award, the Mary Strong Language Arts Award, and the Kim Trio Math Award. Students may only receive each award once in

grades 6, 7 or 8. Teachers nominate students who have excelled in the academic subject area through class participation, completion of homework and projects, and assessment scores. In addition, the student supports the efforts of their classmates and exhibits an enthusiasm for the content of the subject area. Awardees are selected by the Principal each trimester. Students receive a certificate and a small monetary award.

### **PROGRESS REPORTS AND INTERIM REPORTS**

Reports of a child's progress are issued on a trimester basis. Interims for students in grades K–8 are issued halfway through the trimester and can be accessed through PowerSchool. Parents of students in grades 3-8 are required to access their child's grades through PowerSchool on an ongoing basis. Preschool progress reports will be emailed to parents.

### **PARENT/TEACHER CONFERENCES**

#### **COVID UPDATED PROCEDURES**

Conferences will be held virtually at the end of trimester one. Parents will be informed as to when to register online for ONE teacher conference.

### **NON-COVID OPERATIONS**

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, the teacher and parents should go to the principal. **PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS. TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY.** If a conference with the principal and/or teacher is needed, please call the office, email or write a note at least a day or two in advance of the conference date. In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers. Conferences are held at the end of trimester one. Parents will be informed as to when to register online for ONE teacher conference. Conferences will only be held with the student's legal custodian/guardian.

### **PROMOTION REQUIREMENTS**

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

### **RETENTION**

If a student fails to successfully complete the required educational program, after appropriate interventions have been provided, the principal reserves the right to retain the student at the current grade level, or recommend alternative placement. To retain a student in the same grade for the next academic year, the following procedure is observed:

- The teacher diagnoses the student's problem at the earliest possible date and provides the student all possible assistance to remedy the situation.

- By the end of January the teacher, principal, guidance counselor, parents, (and student) review the student's work performance to date and discuss the possibilities of his/her success for the remainder of the year. This meeting is followed by a written communication to the parents reviewing the content of the meeting.
- By the end of Trimester 2, the school informs the parents in writing of the possibility of the student being retained.
- By the last marking period, the school informs the parent of its decision regarding the student

### **Grade 1-7 Students**

- Failure in one or more subjects for the school year including religion, reading, math, English, science and social studies and Grades 7-8 Spanish necessitates summer school attendance or tutorial services approved by the administration
- Failure in two or more subjects necessitates a conference with the administration, guidance counselor and teacher(s). Possibility of retention is most probable. However, each case will be treated individually
- Lack of development readiness in preschool, Kindergarten, and grades 1-2 would warrant retention

### **Grade 8 Students**

- Failure in one major subject for the school year:
  - Student must attend summer school or tutorial services approved by administration
  - Graduation Certificate will be withheld until successful completion of summer school program or tutorial services has been approved and verified by the administration
- Failure in two major subjects for the school year:
  - Student will not receive a graduation certificate
  - Student will not participate in graduation activities and exercises
  - Student must attend summer school or tutorial services approved by the administration
  - Student will be promoted if summer school or tutorial services approved by the administration is successfully completed
  - Any high school that has accepted student will be notified
- Failure in three or more subjects:
  - Student will not be promoted to grade nine
  - Repeating grade eight at St. Margaret School will not be encouraged

### **HIGH SCHOOL ADMISSIONS AND VISITATION POLICY**

Eighth grade students are allowed three excused absences for high school visitations. They will not be considered absent if appropriate documentation of the visitation is provided.

### **HEALTH RECORDS**

Students entering elementary school must submit the following forms:

- Physician Physical Form
- Immunization Records

- Dental Form
- Parent Health Assessment
- Lead Testing (by first grade)

Students entering middle School (6th grade) must submit the following forms:

- Physician Physical Form
- Updated Immunization Form
- Dental Form
- Parent Health Assessment

All forms are to be sent to the school prior to the first day of school. If you have any questions please contact the school nurse.

### **STUDENT RECORDS**

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

### **RECORDS POLICY**

St. Margaret School 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 St. Margaret School are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the 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 Assistant Principals or 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
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Grade level
- Clubs and organizations

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal in writing within one week upon receipt of the handbook.

- 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 St. Margaret School 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**

St. Margaret 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.

### **Preschool Discipline Policy**

Our Code of Conduct is based upon the Christian values of love, respect, and forgiveness. The well-being and safety of each child guides our discipline procedures. When a child's actions interfere with the learning environment or may result in injury to self or others, the teacher intervenes. Strategies, such as distraction, redirection, or time-out are used by the teacher or aide to improve the situation. By giving choices and offering experiences in problem solving our preschool program provides a learning environment that encourages self-discipline.

### **Elementary and Middle School Policy**

Our Code of Conduct is based upon the Christian values of respect, love, and forgiveness. Our school community believes every child has the right to learn and every teacher has the right to teach. Therefore, actions that interfere with the learning environment result in a consequence.

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 Guidance Counselors and/or the Administration will implement acceptable conflict resolution techniques to work towards a solution.

Discipline is a process, not a single action or statement. The ultimate goal is to have students become self-disciplined individuals who know and accept personal boundaries, standards, and expectations. Self-disciplined persons are motivated to do the right thing whether observed or not. Our goal is to have students accept responsibility for their actions and mature into self-disciplined Christians.

### **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. Listed below are some behaviors that are unacceptable and may warrant disciplinary action.

- Rudeness
- Vulgarity
- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty



- Disruptive Behavior
- Dangerous Play
- Dress Code violations
- Gum chewing
- Harassment
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Fighting or threats of violence
- Theft or extortion
- 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)

### **Incident Report**

The Incident Report provides a series of warnings to students who make inappropriate choices. It also serves as a form of communication with parents about their child's behavior. When an incident occurs, communication is sent to the parent that requires the parent's signature. Parents are requested to discuss with their child the reason for school rules and policies and the expectations that he/she can follow them.

### **Detentions**

Inappropriate behaviors that are more serious in nature may result in a detention. During detention, students complete a written assignment about their behavior and/or a school service project. If students are absent on their assigned detention day, they will need to report on the next scheduled day. Detentions are cumulative for the year.

Detentions include, but are not limited to the following:

- Willfully inflicting physical harm on another including acts that could result in injury and/or could be a safety issue
- Dishonesty
- Presence in an unauthorized area without permission
- Deliberate destruction of school or other's property
- Disrespect
- Possession of cell phones, pagers, laser pointers, pen laser pointers and other electronic devices
- Certain violations of the Acceptable Use Policy
- Other serious matters as determined by the administration

In all disciplinary actions, circumstances relating to an offense may influence the action taken by the school. Therefore, no action described in a discipline code is absolute. It is the responsibility of the administration to make judgments in extenuating circumstances. The goal is to be fair and reasonable as we teach children to be responsible for their actions.

Schools across the nation are experiencing very difficult times. The atmosphere is charged and we need to do everything we can do to bring a sense of calm and order to our schools; therefore, please be advised that any remarks that are made regarding bomb threats or threats of violence are considered serious. It is inappropriate to make jokes that can be interpreted as threatening the wellbeing of anyone. This includes all written, verbal, or electronic communications.

All threats should be reported to the teacher, guidance counselor, and/or administration. Each threat will be evaluated individually and appropriate actions will be taken.

### **Suspension**

Repeated violations of the code of conduct or an action of a serious nature may result in a student suspension. After careful consideration of all factors, the principal will determine if a suspension is merited and for how many days. Any student on suspension may not attend school functions during that time period. While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s) guardian(s) will meet the Administration for reinstatement. The administration reserves the right to determine the conditions for reinstatement. A continuation of discipline problems may result in expulsion.

### **Expulsion**

The principal shall determine if any infraction of this section exists. The decision of the principal shall be based upon reasonable cause. St. Margaret School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

An expelled student forfeits all privileges of the St. Margaret School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be 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. Parents are given the option to withdraw the student in lieu of expulsion.

NOTE: 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. Disciplinary action is at the discretion of the Administration.

### **Plagiarism Policy**

Plagiarism is the act of copying words, ideas, or images from a source without giving credit to that source. When a student presents someone else's work as their own, it is an act of plagiarism. Examples of plagiarism may include, but are not limited to: copying word-for-word without giving proper acknowledgement of the source, submitting work written by another student, copying images without properly citing their source.

Students of St. Margaret School are taught a progression of age-appropriate skills which enable them to understand the concept of plagiarism and avoid engaging in acts of plagiarism. These skills also serve to enhance our students' abilities as writers, thinkers, and individuals of strong moral character.

Because plagiarism is a serious academic and honor offense, it falls under the School's Code of Conduct regarding dishonesty. Consequences for a student who has plagiarized are as follows. 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.

### **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, iPads, 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 and/or images
- 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.

### **Distance Learning**

During the course of distance learning students are required to follow the acceptable use of technology guidelines outlined above. In addition, digital learners must also abide by the school’s policies and procedures outlined in this student handbook. Students participating in virtual learning must be available during regular school hours, wear their gym uniforms, as well as have an appropriate designated space conducive to school work (such as a desk, well lit area, and necessary supplies at hand).

### **HOME SCHOOL ASSOCIATION**

St. Margaret School is uniquely blessed in the viability of its Home and School Association. The objectives of this organization are:

- To promote the spiritual and educational welfare of children at home, school, church, and community in a program of Catholic Education.
- To encourage between the home and school a greater degree of cooperation in the Catholic education of our children and to promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage the continuance of high standards of Catholic family life.

- To function as a non-profit organization and conduct affairs to raise funds, the net proceeds from which will be donated to Saint Margaret School.
- To act as a liaison between parents and the school.

The Home and School Association operates in a manner which supports and respects the school policies and practices as established by the administration. Membership consists of parents or guardians of students in the school, the administration and members of the faculty. Meetings are announced through the school newsletter and calendar.

## **VOLUNTEERS**

**COVID UPDATE: When we can welcome visitors to campus we would love your assistance.**

Parents are the primary educators of their children. St. Margaret School does not assume complete responsibility for this most important task of educating our students. Rather, the school works in partnership with the parents or guardians. For this reason, some form of parental involvement in the school is expected of each family. Volunteers are needed for classrooms, library, outreach activities, the Hot Lunch Program and lunch duty.

Before reporting for duty, approved volunteers are asked to sign in at the school office and obtain a Visitor's Badge. Badges are discarded before leaving the building and volunteers should sign out at the main office upon departure.

## **VOLUNTEER COMPLIANCE**

In 2003 the Archdiocese of Baltimore implemented a plan for a thorough screening of all persons who have contact with children in a school setting. St. Margaret School adheres to this plan. Therefore, all adults who volunteer in a classroom including, but not limited to, class parties, mystery readers, lunch helpers, and field day must be volunteer compliant. Chaperones for a field trip must also be in compliance with the Archdiocese of Baltimore Child and Youth protection procedures (Virtus Program). Attendance at school wide assemblies, grade level performances, and school Masses or prayer services do not require Virtus certification. Please contact Mrs. Brenda Bell for further information at [bbell@smsch.org](mailto:bbell@smsch.org) or access the Archdiocese of Baltimore's website for current information on compliance.

## **ROOM PARENTS**

Room parent volunteers are needed in each classroom to provide support to the teachers and assist them with various tasks throughout the year. The room parents communicate important information to families and organize volunteers. **ALL CORRESPONDENCE SENT THROUGH THE CLASS MUST FIRST BE SENT TO THE HOMEROOM TEACHER FOR APPROVAL AND COPIED TO EITHER THE ES OR MS SECRETARY.** Room parents should support the Mission of St. Margaret School and communicate in a positive manner (including emails, social networking, etc.) All room parents must be VIRTUS compliant.

## **PARTNERSHIP WITH PARENTS**

In enrolling your child in a Catholic School, you agree to certain important responsibilities.

These include:

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

### **PARENTAL SUPPORT/COMPLIANCE**

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

### **ADMINISTRATION**

#### **Crisis Intervention Plan/Crisis Team**

The Archdiocese has issued directives for handling emergency situations. St. Margaret School will abide and implement these directions. All personnel have been versed on these procedures for proper implementation to insure the safety of the children. Fire and various safety drills are in place as well as security systems. Fire and crisis safety drills are conducted on a regular basis during the school year. Crisis safety drills include evacuation, reverse evacuation, lock-down, shelter-in-place, drop, cover and hold and other weather drills. The safety and security of our children is important. Please abide by all policies to help us provide such an environment.

#### **Change of Address**

If there is any change in address or contact information, parents are required to notify the office immediately.

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.

#### **Change of 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 describes the custody arrangements must be on file with the school.

### **EMERGENCY & WEATHER RELATED CLOSINGS/DELAYED OPENINGS**

St. Margaret School follows the Harford County School System decision on closings, late openings, and early closings. All school information is announced on radio and TV stations WBAL. On a scheduled early dismissal day, if Public Schools open 2 hours late, SMS will be closed. On days when Public Schools are closed and SMS is open, listen to radio and TV stations WBAL for our school announcement. **As HCPS learning centers are open during the school year, St. Margaret School will follow their weather related policies as in the past.**

**NON-CUSTODIAL PARENTE**mergency card information for each child is to be kept 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 his/her child during school hours or on school premises unless the custodial parent has consented to review records. St. Margaret School does not allow a non-custodial parent physical access to or the school has a court order permitting access.

### **ST. MARGARET SCHOOL ALERT SYSTEM: SWIFT K12**

Swift K12 is the form of communication that will enable the school to text, call or email information to parents. Daily announcements, closings, events and other non-emergency announcements are sent through emails. Emergency notifications will be sent through phone calls, text, and emails.

### **HARASSMENT POLICY**

Harassment or abuse of any kind is not acceptable behavior in St. Margaret 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 of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. 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 prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available at [archbalt.org](http://archbalt.org) (go to Schools tab and then resource tab) and from the School Office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that 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 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,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school

### **PETS**

Pets (dogs, cats, etc.) are not permitted on school grounds (on or off leashes) due to health and safety reasons before, during or after school hours.

### **HEALTH AND SAFETY**

#### **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 Facilities Office and may be viewed upon request during normal business hours.

Asbestos abatement was done during the summer of 2012 in the boiler room. Floor tiles were removed from the stage area and caulking was removed around the outside of the gym/hall. All work was done in the elementary school building. Inspection completed on November 5, 2012. Report is on file.

July of 2018 abatement was done on our Primary School due to improvement of mechanical systems and windows. Caulking around old windows was abated due to findings of asbestos, piping above ceilings in the building was abated before removal of all old piping. All asbestos has been removed from the building. Inspection completed on July 15, 2018. Report is on file.

### **LEAD IN WATER TESTING**

Recent changes to Maryland law requires the testing of lead levels in drinking water in all school buildings every three years in the State of Maryland. Though our school's water was tested and passed in 2016, the law required it be tested again. Every faucet and water fountain was tested in our school, as required by law, in April of 2018. The Archdiocese of Baltimore informed St. Margaret School that all tested water sources in our school were within the acceptable standards with the exception of two faucets in two handwashing sinks in the elementary school building bathrooms. Access to these faucets was prohibited. They have been remediated, re-tested and are determined to be with the acceptable standards. Please note that **all drinking fountains in the school were within acceptable standards** and did not show any evidence of elevated lead content.

### **MARYLAND SCHOOL IMMUNIZATION REQUIREMENTS**

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 contraindication, 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**

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 physician 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.

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 sealed plastic 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 nurse's office.

### **GENERAL USE EPINEPHRINE POLICY AND PROCEDURE**

St. Margaret School 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.

### **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 | other symptomatic infections) |
| Lyme disease                           | Animal bites / Rabies         |
| Chickenpox (varicella)                 | Influenza                     |
| CoVid-19                               |                               |

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. Students who have chickenpox are excluded from school until all lesions are scabbed over. **Students must be fever free and experience no vomiting for 24 hours in order to return to school. See link below for COVID-19 return to school protocol.**

### **COVID-19 HEALTH INFORMATION**

<https://drive.google.com/file/d/1K9oDZKtOOQGefuVk2z-6gwYKp891olSR/view?usp=sharing>

### **HEALTH RECORDS**

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, the 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 school provides the option for parents to purchase health insurance for their children.

### **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**

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**

The school follows the directives of Harford County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades PreK, kindergarten, 1, 4, and 8 as well as for new students in all other grades.

### **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. 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.

### **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 before visiting other parts of the school buildings. **A valid driver's license or state ID must be presented to receive a badge and access to the buildings.**

**COVID UPDATE:** The St. Margaret School campuses will be limited to faculty, staff, students, and essential visitors (deliveries, service vendors, etc.) until further notice. At this time, there can be no volunteers in any of the classrooms. Authorized visitors are required to wear a mask while on campus. If you should need to drop off materials for your child during the school day

please enter through the main office entrance. School staff will collect items in the main lobby outside of the main office upon arrival. Visitors will not be allowed to enter the main offices. Thank you for your diligence and understanding with following these changes based on COVID-19 guidelines.

## **SUPERVISION RESPONSIBILITIES**

### **PLAYGROUND/SCHOOL SUPERVISION PROVISIONS**

Preschool and Kindergarten students utilize the school playground for recess time. Students in grades K-5 utilize the school parking lot (Peaceful Playground) during recess time. Students should be supervised at all times on the school playground and Peaceful Playground.

### **BEFORE AND AFTER THE OFFICIAL SCHOOL DAY**

**Students should arrive at school no earlier than 7:45AM at the Elementary School campus and 7:30AM at the Middle School campus. Staff will not be available to supervise students until those times. Students MUST remain in their vehicles until a staff member permits entrance to the school. Parents MUST remain in their vehicles during drop off.**

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 or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times 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.

### **USE OF SCHOOL GROUNDS**

During the course of the school day, the school grounds are limited to the use of the school, its classes and daily operations. Use of the grounds after school hours must be cleared through the St. Margaret Parish.

## **STUDENT SERVICES**

### **ARD REFERRAL PROCESS**

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from the local public school system. The Admission, Review and Dismissal Process (ARD) is available to children who may need further academic assistance. The ARD process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial ARD meeting with the ARD committee from the child's local public school Saint Margaret School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), St. Margaret School administrators will consult with the parents to determine the most appropriate academic

placement for the child.

### **BEFORE AND AFTER SCHOOL CARE**

EDC (Extended Day Care) is offered by the school for the benefit of working parents. Day Care is from 7:00 AM to 6:00 PM for children enrolled in grades preschool-gr. 5. Middle School Day Care is available from school dismissal until 6 PM. The rules and regulations stated in the handbook also apply during Extended Day Care time since this program is an extension of the school day.

Re-registration of current families using extended care takes place in early April. Open registration occurs at the end of April. Applications are available in the main office on each campus or call 410-879-3868. There is a \$25 non-refundable application fee. Parents are urged to register early as there are limited openings. For fees and availability, please contact the Director of Extended Day Care.

**SCHOOL ORGANIZATIONS/ACTIVITIES** Clubs, school organizations, and activities will be evaluated based on risk, availability of space, and size of the program. This includes clubs/activities that occur during the school day as well as those after school such as Soul Striders Running Club, Creative Arts, etc. Robotics is suspended until further notice.

Prayer Partners

Spring Chorus and Band Concert

Christmas Concert

IND Scholympic

NDP Egg Drop

Calvert Hall Academics

Archdiocesan Spelling Bee

Field Day

Catholic High Math Olympics

Rosary Club

Newspaper Club

Retreats

### **CO-CURRICULAR ACTIVITIES**

Choir

Creative Arts Club

Robotics

Basketball

Soccer

Running Club

Music Ministry

Band

Rosary Club

**FIELD TRIPS All field trips will be suspended through 12/31/20 and will be reevaluated.**

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. The teacher must be notified 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, preschool siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion.

All chaperones are required to complete VIRTUS training.

**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 academics and behavioral outcomes for every student.

As a team, we decided that we wanted to make sure our Catholic Identity remained strong in our vision and our behavior expectations. Three elements that we felt we needed to include are respect, responsibility and safety for each of our students. We developed a campus wide theme to help each of us and each student to be aware of their behaviors and what positive behaviors can do for our school. **BE THE PEACE is our theme. We used PEACE as an anachronism - Prayer (our Catholic identity) Everyone is respected (how we trust others), Attitude in Action (this is where we will emphasize responsible behaviors), Compassion (helping to support each other), and Empathy (putting ourselves in another person's shoes).**

**SPECIAL SERVICES**

Resource teachers are available for students who are in need of special skill reinforcement. A guidance program has been developed for all classes, kindergarten through eighth grade. A counselor provides services to individual students as needed. The health rooms are staffed by a registered nurse.



## **STUDENT UNIFORMS**

### **COVID UNIFORM MODIFICATIONS**

PE uniforms may be worn each day on both the Elementary and Middle School campuses. This will allow the students to be more comfortable throughout the day and limit the handling of buttons, zippers, belts, etc. This will also assist parents with the laundering of uniforms. Shoes and sneakers without ties (slip on shoes) are encouraged for our younger students so touching and tying shoes and shoelaces is less of a concern throughout the school day. These can be worn in place of the “Bucks” school shoe. Slip on shoes must be worn with socks and must be safe for walking (no heels, rubber soles only).

### **MASKS:**

Each member of the St. Margaret School community will be required to wear masks per directives from the State of Maryland. Masks may be removed for brief periods of time under certain circumstances such as lunch and outdoor recess. When removed, individuals must abide by social distancing rules, staying at least 6 feet apart. It is the responsibility of the families to supply masks for the students to wear. Families should purchase their own masks of soft cloth, paper fiber, or fabric masks with layers of material that fully covers the student’s nose and mouth. Masks must be worn with BOTH the nose and mouth covered at all times.

**Students will need at least one extra mask in a disposable baggie or washable pouch, in their backpack. Fabric or reusable masks must be washed before re-use. Paper masks should be disposed of after one use.** Cloth masks may be any color or pattern, but may not have any slogans or phrases, political messages or controversial material, or any images that are not aligned to our vision and mission. Masks should be labeled with the student’s name.

The official uniform company for St. Margaret School is Flynn & O’Hara. They are located at North Plaza Shopping Center, 88687 Waltham Woods Road, Parkville, MD 21234. They can be reached at 410-828-4709 and <https://www.flynnohara.com/>

School uniforms are worn by students in grades kindergarten through eight beginning with the first day of school. Pupils are expected to be in complete uniform throughout the school day from the moment they arrive at school until they leave school grounds. Exceptions for extraordinary circumstances will be determined by the staff. Parents are encouraged to contact the school if clarification of any element of the dress code is necessary. The acceptable uniform is as follows:

### **PRE-K and KINDERGARTEN**

Both boys and girls wear the school gym uniform to school every day. From Nov. 1-Mar. 31, students wear the school sweatpants and sweatshirts over their gym uniform.

### **GRADES 1-5**

**Options: Warm Weather** Aug.-Oct. 31<sup>st</sup>; April 1<sup>st</sup>-June

**Cold Weather:** Nov. 1<sup>st</sup>-Mar.31<sup>st</sup>

### **BOYS**

- Navy blue dress slacks with a hem that touches the shoe top. Levis, corduroys, and denims are not acceptable. A solid navy, brown, or black belt must be worn with slacks that have

belt loops.

- White golf shirts with the SM logo, long or short sleeves
- SMS navy sweatshirt
- Solid navy uniform pullover sweater or vest
- Plain white or navy blue socks, without logos that are visible at the top of the shoe.
- Warm weather option: Navy blue uniform walking shorts. Solid navy, brown or black belt worn if shorts have belt loops.

## **GIRLS**

- Plaid uniform jumper that touches the **KNEE**
- White uniform blouse with a Peter Pan collar, long or short straight, tailored, sleeve as featured at Flynn and O'Hara
- SMS navy sweatshirt
- Solid navy uniform cardigan, pullover sweater vest, or long sleeved sweater
- Plain white or navy blue socks without logos that are visible at the top of the shoe.
- Cold weather option: Uniform turtleneck with logo or blouse may be worn with the jumper. The turtleneck or polo shirt with logo may be worn with the uniform slacks. Uniform navy slack with a solid navy, black, or brown belt may replace the jumper. Plain navy opaque or heavy cable stitched tights may be worn with or without the white crew socks. Navy blue knee highs may also be worn.
- Warm weather option: Navy blue uniform walking shorts or navy skort may be worn with the white uniform blouse or the white golf shirt with SM logo. A solid navy, brown or black belt must be worn if shorts have belt loops.

## **MIDDLE SCHOOL**

### **BOYS**

- Navy blue dress slacks with a hem that touches the shoe top. Levis or denims are not acceptable. A solid navy, brown or black belt must be worn with slacks that have belt loops.
- White uniform shirt with SM logo on the pocket, long or short sleeves
- School tie
- Solid navy uniform pullover sweater, vest or official school sweatshirt
- Plain white or navy blue socks without logos that are visible at the top of the shoe.

### **GIRLS**

- Plaid uniform skirt that touches the **KNEE**
- White uniform oxford blouse with SM logo on the collar, long or short sleeves
- Navy uniform vest without buttons or official school sweatshirt
- Plain white or navy blue socks without logos that are visible at the top of the shoe.
- Cold weather option: Navy uniform sweater, pullover or vest style, or official school sweatshirt may be worn instead of the uniform vest. Plain navy opaque tights or heavy cable stitched tights may be worn with or without the white crew socks.

## **GRADES 1-8**

## **SHOES**

- The uniform shoe is the classic dirty buck with the red sole. Examples: BASS DIRTY BUC or ACADEMY GEAR/WILLITS DIRTY BUC (Flynn & O'Hara)

## **GYM UNIFORM**

- Regulation gym shorts and T-shirt.
- Tennis shoes that tie or have Velcro closings.
- Plain white or navy blue socks without logos that are visible at the top of the shoe.
- SMS navy sweatshirts and sweatpants. Gym short and shirt must be worn under the sweatshirt and sweatpants. No defacing of the gym uniform is permissible.
- All students grades 1-8 wear gym uniforms to school on gym days. They must wear regulation sweatshirts and sweatpants over their uniforms from November 1<sup>st</sup> to April 1<sup>st</sup>. Students can wear sweats before November 1<sup>st</sup> and after April 1<sup>st</sup> if the weather warrants it. Students will also be permitted to wear them during the school day on the scheduled P.E. day.
- Middle School students should wear their regular uniforms when visiting the Elementary School campus for school day activities unless directed otherwise by administration.
- All students wear their regular uniform on gym days when school wide liturgies or prayer services are scheduled and whenever the principal so requests.

**THE ONLY LOGO THAT IS TO BE WORN ON ANY UNIFORM CLOTHING IS THE ST. MARGARET SCHOOL LOGO.**

**SPIRIT WEAR IS NOT CONSIDERED PART OF THE OFFICIAL SCHOOL UNIFORM.**

## **HAIR**

- Hair must be clean, neatly groomed, and styled in a conservative fashion
- No shaved patterns, initials, numbers or portions of the head
- Hair should remain its natural color
- No hair coloring, tints or highlights
- Hair should not obstruct vision
- Length of boys' hair should not exceed shirt collar length or touch the eyebrows

## **JEWELRY**

Girls only, may wear one pair of earrings in their earlobes. Posts and small hoops are acceptable. Dangling earrings are unacceptable. A watch, ring, religious necklace, SMS bracelet and medical alert bracelet/necklace are the only other acceptable items of jewelry that may be worn. Apple watches and any watches connecting to the internet are not permitted. On gym day, necklaces should not be worn.

## **PHONES**

Phones are permitted for grades 6-8 but MUST remain off during the school day and kept in their bookbag.

**MAKEUP**

MAKEUP MAY NOT BE WORN. Colored fingernail polish, sculptured nails, or nail tips of any kind are not allowed. Girls in grades 6-8 may wear only clear nail polish.

**OTHER**

Tattoos of any kind or any other body art/writings are not acceptable.

Student dress should be neat and well-groomed at all times. Shirts and blouses must be buttoned and tucked in. No colored shirts or similar apparel may be worn under the blouses or shirts. Defacement of uniforms is not allowed. The school urges parents to instruct their child(ren) in good habits for personal hygiene at appropriate stages in their development.

On Out of Uniform Days, students are to wear appropriate clothes. Halter tops, flip-flops, spaghetti straps, backless shoes, immodest shorts, sandals, shirts with inappropriate language and innuendoes, leggings, studs, chains, gloves, skorts are not to be worn.. Modesty and safety are of utmost importance. Shorts may be worn during the summer uniform months; however, they must be the official SMS gym shorts or athletic shorts comparable to the SMS gym shorts.

The administration will be the judge of the appropriateness and conservativeness of hairdo and jewelry in our school setting. Students who violate the out of uniform rules may receive an Incident Report or not be allowed to participate in the next out of uniform day.

**SCOUT UNIFORMS**

Scout uniforms may be worn on meeting days.

**LOST AND FOUND**

Lost and found items can be located outside of both school offices.

**PARENT/GUARDIAN  
RECEIPT OF HANDBOOK  
2020-2021**

Dear Parent/Guardian:

The Parent/Student Handbook clearly states the philosophy, objectives, programs, policies and regulations of St. Margaret School. To ensure effective communication between our parents and the school, you and your children are requested to sign the form below indicating that you have received his handbook.

Sincerely yours in Christ,  
Anna C. Shanahan  
Principal

We have received the policies and guidelines as stated in the St. Margaret School Handbook.

Parent signature and date: \_\_\_\_\_

Student signature and date: \_\_\_\_\_