

HOLY REDEEMER CATHOLIC SCHOOL

Where Caring Makes a Difference



Dear Parents and Students,

It is our pleasure to welcome you to Holy Redeemer Catholic School.

This handbook is written for you, our Holy Redeemer School parents and students, to give you information on school policies for the 2017-18 school year. It is written in order to enhance your knowledge of our academic standards and discipline policy as well as to give a general overview of our curriculum. Please read the handbook carefully and sign the acknowledgement page.

The faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

We hope you will find Holy Redeemer Catholic School the warm, caring environment we work so hard to create.

God be with you,

Father Mark Hughes, Pastor

Mrs. Colleen Ryan, Principal

IMPORTANT TELEPHONE NUMBERS

Please call if you have any questions.

School Main Office: 301-942-3701

School Main Office Fax: 301-942-4981

Rectory Office: 301-942-2333

Rectory Fax: 301-942-1041

All new information and changes have been printed in RED

*The pastor and the principal retain the right to amend the handbook.
Every attempt will be made to notify parents if changes are made.*



PARENT AND STUDENT SIGNATURE

I have read the 2017-2018 Holy Redeemer School Handbook for Parents & Students.

FAMILY NAME _____

Parent Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

***Parents and students must both sign.**

ONCE THE HANDBOOK HAS BEEN REVIEWED
KINDLY SIGN AND REMOVE THIS PAGE FROM THE HANDBOOK.

SIGNED FORM DUE TO MRS. RYAN BY SEPTEMBER 15, 2017.

*The pastor and the principal retain the right to amend the handbook.
Every attempt will be made to notify parents if changes are made.*

TABLE OF CONTENTS

Absence	14	Home and School Association	6
Academic Honesty	17	Homework	15-16
Admissions	7	Hot Lunches	28
Admissions Procedures	7	Immunization	22
After Care	11	Injury	22
Advisory Board	6	Internet Use	20-21
Arrival Procedures	12, 37-38	Library	21
Arts Festival	29	Lost and Found	28
Attendance	14	Lunch	28
Back-to-School Nights	29	Medication	23
Birthdays	27	Mission Statement	4
Bullying	35	Morning/Before Care	11
Carpool	37-40	Parent Service Requirement	8-9
Cell Phone Use	10	Parent/Guardian Cooperation	5
Child Abuse and Neglect	34	Patrols	34
Child Custody	34	Philosophy	4
Child Protection Workshop	10	Pre-Kindergarten Program	18
Classroom Parties	27	Progress Reports	16-17
Communication	9	Religious Life	23-24
Conferences	18	Report Cards	17
Crisis	35	Resource Program	18
Delayed Openings	13	Retention	18
Detention	32	Room Parents	10
Discipline Options	30-32	School Attendance	14
Dismissal	12-13	School Fees	8
Dismissal for Appointments	13	School Hours	11
Dress Code	24	School Security	34
Early Dismissals	13	Sexual Harassment	35
Educational Standards	16	Sickness	22-23
Emergency Information	22, 36	Standardized Testing	19
Expulsion	33	Summer School - Required	18
Extended Day Program	11	Supplies	28
Fees	8	Suspension	32
Field Trips	21-22	Tag Days/Dress Down Days	27
Financial Assistance	8	Tardiness	15
Fire Drill	35	Technology	19-21
Four C's	5	Textbooks	28
Grades and Absences	15	Tuition	7-8
Grading System	16	Uniforms	24-27
Hair Styles	26	Visitors	10
Harassment	35	Volunteer Requirements	10

2017-2018 SCHOOL CALENDAR FOUND AT THE END OF HANDBOOK

MISSION STATEMENT

Holy Redeemer Catholic School, a community rooted in faith and academic excellence, fosters spiritual growth, personal development, and service to others in a nurturing and inclusive environment.

HISTORY AND PHILOSOPHY

Founded in 1950, Holy Redeemer Catholic School is a Pre-Kindergarten through 8th grade Catholic parish school dedicated to the development of the whole child. We continue today to be an integral part of a vibrant community that comprises Holy Redeemer Parish. Our mission is to foster the development of all children on the spiritual, academic, social, emotional, and physical level. We encourage each child to reach their potential by utilizing their own individual gifts and uniqueness. Diversity, in the form of learning style or other differences, is embraced and highlighted in the context of the richness of God's gifts. In our students, we seek to develop Gospel values and practices, a sense of responsibility for Christian service, and an awareness of mutual interdependence with the constantly evolving levels of their community. Within this framework of faith-guided choices, we promote intellectual curiosity and the drive for excellence.

The students of Holy Redeemer Catholic School should have enough self-confidence and durable self-esteem to reach beyond themselves and their own needs to nurture and support others. This strong commitment to others should reflect Christ's likeness, in accordance with the Church's teachings and with an openness to accept diversity and to value uniqueness and difference.

As a Community we are committed to a strong academic education, which not only ensures well-educated Catholic citizens who are problem-solving individuals, but also produces responsible, accountable citizens who can be readily assimilated into society. It is essential that our students have curious, questioning minds and strong communication skills. Learning critical thinking skills as well as empathy and understanding for the problems they encounter are equally vital to the developmental process.

Because we see ourselves as part of the global community, we want our students to value cultural as well as individual differences. We focus on an appreciation of the arts and on God's beauty all around us as a means to open individual students to the world in which we live. We also offer the opportunity to learn about and become comfortable with modern technology.

The parents, faculty and administration of Holy Redeemer Catholic School see themselves in partnership. The total education of the child is a united effort, one focused on the well-being of each individual child. The relationship between our larger parish community and the school is one of mutual respect. We are committed to helping each child reach his or her maximum level of academic, social, physical, emotional and spiritual growth.

We believe these qualities will empower our students to face the challenges of the future.

- Every student is a child of God to be respected by all in our community.
- Every child has the capacity to learn.
- Children learn at different rates and in different ways.
- Teaching to individual learning styles will provide an opportunity for every child to reach his/her potential.
- Every student has unique gifts which we should nurture.
- Students have a right to a safe and caring environment in which to learn.
- Education is the shared responsibility of the parents, teachers, and parish.
- Durable self-esteem will lead to self-confidence and success in life.
- A strong academic foundation contributes to the development of life-long learners.
- An education grounded in the Gospel of Jesus Christ provides students with a strong sense of responsibility towards themselves, others, and the world.
- The creative use of technology in all areas is necessary to prepare our students to be fruitful contributors to our nation's future.
- Students with a strong foundation in academics and spirituality represent the future of our Church and nation.

GO RED! — RESPECT EVERYONE DAILY

This is Holy Redeemer Catholic School’s rallying cry, encouraging cheer, and affirmation for personal conduct that exemplifies **courtesy, compassion, commitment and community service**. Whether in the classroom or on the athletic field, in church or on stage, a Holy Redeemer student who acts with courtesy, shows compassion, demonstrates commitment, and serves the community is doing the “RED” thing.

Rooted in Christian scripture, the following verses are the foundations for “Go RED!”

“Go, therefore, and make disciples of all nations...” *Matthew 28: 19*

“So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets.”
Matthew 7:12

“Honor everyone. Love the community... Fear God.” *1 Peter 2:17*

“But seek first the kingdom of God and His righteousness, and all these things will be added to you.” *Matthew 6:33*

FOUR C’s – COMMUNITY, COURTESY, COMPASSION, COMMITMENT

At Holy Redeemer School, we begin each day with our Four C’s Cornerstone Prayer, dedicating ourselves to Jesus and petitioning for His help as we work to build a Christ-centered **community** characterized by **courtesy, compassion and commitment**. We invite our school families to adopt our Cornerstone prayer as we work together—parents, faculty, and priests—to foster our students’ growth in Christian prayer, values, practices, and service. We seek our parents’ support in emphasizing at home these cornerstone characteristics of Christian attitudes and conduct.

At each grade level, students explore developmentally appropriate ways to act with courtesy, show compassion, demonstrate commitment and serve the community. The Four C’s inform teaching across the curriculum and serve as behavioral standards throughout school life. The power of surrounding our children with this shared message is only surpassed by the power of prayer. Together, we are striving to build up our community, providing our children with every opportunity to develop spiritually in a community “*Where caring makes a difference.*”

FOUR C CORNERSTONE PRAYER

O Jesus, my Holy Redeemer,

I offer You this day all my thoughts, words, desires and actions.

Help me so that I may always:

Speak and act with courtesy.

Treat others with compassion.

Show commitment to my faith, family, school work and activities.

Build up our community by loving others as myself for the love of You.

Christ Jesus, strengthen me so that I may grow closer to You each day. Amen.

ACCREDITATION

Holy Redeemer Catholic School is accredited through Advanced Ed and was named a Blue Ribbon School in 2009 by the Council on American Private Education.

PARENT/GUARDIAN COOPERATION

As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Holy Redeemer Catholic School. Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Holy Redeemer Catholic School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Holy Redeemer Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Holy Redeemer Catholic School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass.

ADVISORY BOARD

The School Board is an advisory panel consisting of volunteers selected by the Board's nominating committee from school parents and Parishioners who provide advice and assistance to the pastor and principal (administrative team). The Board fulfills its purpose and exercises its function in accord with the mission and goals of the Parish and with the goals, policies and regulations of the Archdiocese of Washington. Holy Redeemer Catholic School Advisory Board functions in accordance with guidelines issued by the Superintendent of Schools.

Since the Board is advisory to the administrative team, Board members individually and collectively do not have the authority to bind the pastor, principal or others of the school. However, when the Board acts together (with the administrative team and the members agreeing), the decisions are binding on all

The functions of the School Board are:

Strategic Planning	Development/Fundraising
Public Relations	Financing
Building and Maintenance	Curriculum Evaluation

The School Board is assisted by several committees staffed by Board members and parent volunteers.

HOME & SCHOOL ASSOCIATION - HSA

The Home and School Association (HSA) works with the pastor, administration and faculty to lead and organize events that promote school community and raise funds for special projects.

Primary HSA Goals:

1. Lead and organize events that promote school culture and community such as Arts Festival, Bingo, Homecoming, the School Spirit Store and other parent-child events.
2. Lead and organize events that raise funds for school projects. Fundraising efforts include, but are not limited to, the annual Cardinal 5K Race, "Dine Out" nights, the grocery enrollment program, Book Fair, school supplies, used uniforms, hot lunch, and the Biennial ShamRock-n-Roll.
3. Promote communications and cohesiveness through room parents and nursery school liaison volunteers.
4. Fund ongoing efforts for faculty appreciation through monthly meals, wish-list fulfillment, and Christmas and end of the year bonuses.
5. Work in collaboration with the School Advisory Board and Athletic Association to stream-line community and school efforts and maintain open communications.

Primary HSA Member Goals and Obligations:

1. HSA members act as stewards called to support the mission and vision of the school and who articulate the mission in words and actions.
2. Members are expected to attend appropriate monthly meetings.
3. Committee Chairs communicate event updates with the Executive Board and other committee chairs and coordinate event volunteers. Updates include community outreach efforts, volunteer needs, financial status and needs, and a post event report.

The HSA is administered by an Executive Committee which is composed of the Principal, Pastor, Faculty Representative, School Advisory President, HSA President, Vice President, Former President, Treasury and Secretary as well as Committee Chairpersons who organize and staff events and projects throughout the school year.

For more information about the School Advisory Board and the Home & School Association, including Executive Committee Member application process and Committee Chair Commitments please go to the school website www.hrs-ken.org

SECTION ONE SCHOOL OFFICE POLICIES AND PROCEDURES

ADMISSIONS

Holy Redeemer Catholic School is a parochial school supported by the parishioners of Holy Redeemer Parish. It is Holy Redeemer Catholic School's policy to admit and provide services for students of any race, religion, sex, or national origin, as space permits.

Enrollment in Holy Redeemer Catholic School implies a willingness and commitment by parents and students to comply with policies, regulations, and activities of the school. In order to realize the school's goals, parents are expected to support the school's philosophy and discipline code.

The pastor/principal reserves the right to select students who will benefit from the curriculum and resources of Holy Redeemer Catholic School.

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

ADMISSIONS PROCEDURES

The Archdiocese of Washington is now requiring schools to move their application and registration process online through TADS. This will help to streamline our admissions and registration process and make it much more automated.

New Family Enrollment: To apply for Holy Redeemer School, go to <https://mytads.com/a/holyredeemerkensington> where you will be directed to create an account for your family and then be able to begin the online application process. The process is as follows:

1. Complete the online application
2. Print the Teacher Recommendation Forms (K-8th grade)
3. Submit Testing for students applying to grades 2-8 to the school's Main Office (whether Scantron testing from another ADW school; or Maryland State Standardized Testing; or other applicable state standardized testing)
4. Birth Certificate and Baptismal Certificate (if Catholic)
5. Immunization form (these forms are not due to the school until August)
6. Medication forms for those who have allergies and asthmas
7. S.O.S. Emergency Form
8. Complete records request form so that records from prior school may be requested upon acceptance.
9. Pay all application fees and enrollment fees online through TADS.

Re-Enrollment for Current Families: Please log onto your already established TADS account to complete the re-enrollment process.

TUITION

TUITION AGREEMENT - Tuition Agreements are sent through TADS upon completion of enrollment. All tuition information is generated from the Business Office at the Rectory. All questions concerning tuition should be addressed to Mrs. Blanca Douki at 301.942.2333, ext. 104.

TUITION for the 2017-2018 School Year - Please contact the Business Office at the Rectory to speak directly with Mrs. Blanca Douki at 301-942-2333, ext. 104 if you have any questions related to tuition.

TUITION FEES

Students Per Family	Tuition Per Family	Book Fee Per Family	Book Fee Minus MD State Subsidy	Total Tuition To Be Paid Per Family (with book fee added and MD State Subsidy subtracted)
1 Child	\$7212.94	\$342.17	\$(65.00)	\$7,490.00
Pre-Kindergarten Tuition 5 Full Days \$7,780 Per Student and 5 Half Days - \$5,600 Per Student Pre-Kindergarten Tuition 3 Full Days \$5,500 Per Student and 3 Half Days \$3,600 Per Student Pre-Kindergarten Tuition 2 Full Days \$4,500 Per Student and 2 Half Days \$2,600 Per Student				

Note on Tuition Payments: Holy Redeemer Catholic School reserves the right to cancel registration and withhold report cards of any students whose family fails to meet tuition payments satisfactorily at any Archdiocesan school during the preceding semester or in such cases to require full tuition in advance of registration acceptance.

FINANCIAL ASSISTANCE

All requests for financial assistance must be processed through the Archdiocese of Washington. Forms are available through the Archdiocese’s website (www.adw.org). In order to qualify for the Angel Fund, the parish assistance program, or the Shepherd Foundation, the same forms must be completed and submitted during the registration period to the main office addressed to “Principal – Confidential.”

SCHOOL FEES

Non-refundable fees for 2017-2018 which are in addition to tuition are:

1. Registration fee per family \$100.00 per family
2. Pre-Kindergarten registration \$200.00 per child
3. Kindergarten registration \$200.00 per child
4. First grade registration \$100.00 per child
5. Graduation Fee \$450.00 per child (8th grade)
6. Milk Fee \$24.00 per child per semester
7. Hot Lunch will vary upon student choices/preferences. Information sent separately.

Parent Service Requirement (or Fee): Playground Duty - Our children’s safety is a priority at Holy Redeemer Catholic School. A safe and organized lunch is vital. To this end, as part of our annual service agreement, every family is required to give a full week (5 days/1 hour daily) of playground duty from 11:45 am to 12:50 pm. It is essential that each family be responsible and fulfill this obligation by completing the Playground Duty Agreement form at time of registration. If you are unable to perform this duty, please return the fee of \$250.00 to the school office by September 30th. All parent volunteers must complete the Volunteer Requirements set by the Archdiocese of Washington – Catholic Schools Office.

If you do not pay by September 30th and are unable to perform this duty, you must either 1) find your own substitute or 2) pay a fee of \$250.00.

When it is your turn, you will need to arrive at the school office by 11:45 a.m. to sign the logbook. It is important that you arrive on time. The Recess Director remains outside during recess to provide any needed assistance. When the last child has left the playground, your playground duty for the day will be complete. For the safety of all students we ask that parents refrain from using their cell phones during playground duty.

Please address any questions regarding playground duty to the Recess Director, Mrs. Mary Ruth Clark, at m.clark@hrs-ken.org.

Half-Day Pre-K 3 and 4 Year Old Co-Op Requirements: Families are required to spend one day each month in their child’s classroom to facilitate hands on learning projects. Families may forgo the co-op requirement with a fee of \$550.00.

All families are required to complete a Playground Duty Agreement and/or a Nursery School Co-op Agreement which will be sent out through the Main Office.

WITHDRAWAL

Families withdrawing children from Holy Redeemer Catholic School should notify the Principal in writing, as soon as possible. Records will be forwarded to the new school upon request if the parent has signed a student record release form. All financial obligations must be met before records are released. This includes late fees, Before and After Care fees (if any have been assessed). All library books and textbooks must be returned, including extra set of textbooks designated for home use, or their cost will be included in the financial obligations due.

CLASS LISTS

Class placement will be determined by prior school year teachers with approval by the administration. On “Sneak-a-Peek” day, class lists will be posted by each classroom door. Students and parents are invited to come and meet this year’s new teacher and peek at the new homeroom.

COMMUNICATION

Contacting Administration, Teachers and Staff.

The teachers, staff and principal are genuinely interested in your child/ren. If at any time a conference with one of the staff is desired, kindly either:

- 1. E-mail** the teacher (initial.teacher’s last name@hrs-ken.org) Email is the most effective form of communication to the teacher. * Your child’s teacher will respond to you within 24 hours.
- 2. Send** in a note with your child.
- 3. Contact** the Main Office.

Please remember the teachers should not be approached during class hours, lunchtime, or on the playground. It is unproductive and unprofessional to have unscheduled meetings. It is school policy that the teachers’ home phone numbers are not released to the school community.

It is the school’s policy that parents/guardians have a conference with the teacher before a conference is requested with the principal. ***Please Note: Several of our faculty/staff have children in the school; therefore, their home numbers are in the school directory. Please do not call teachers at home regarding school issues.**

FAMILY DESIGNATED MESSENGER/MESSAGES

Parents are asked to designate one student in the family to be responsible for bringing home information regarding school business. We encourage parents to check school bags for notices. Parents can send in orders and payments and notes (including those for other parents regarding school activities) by placing the items in a clearly labeled envelope. If passing information onto another family, clearly identify the child’s name and classroom. All tuition matters are to be dealt with at the Business Office in the Rectory.

FLYERS & OTHER INFORMATION

All communication, flyers and important school information will be sent to parents each Wednesday through an all school email and posted on the school website under Principal’s Newsletter. Parents will receive an e-mail each week when new information has been posted. **All flyers being sent home by non-school personnel must be approved by the principal twenty-four hours prior to transmitting. Please send an electronic copy of the information to be published to l.doyle@hrs-ken.org.**

PHONE USAGE

SCHOOL PHONES

- Parent emergency messages will be forwarded to a student.
- Student outgoing messages will be limited to emergency messages. The main office staff is required to ask a student the purpose of the phone call and to determine if it is an emergency. A forgotten lunch, assignment, or uniform change does not constitute as an emergency.

CELL PHONES

Student personal cell phone usage during the school day is prohibited. Middle School students are permitted to have a cell phone at school; **however, it must remain off and in the student's back pack during school hours, including recess and lunch.**

If the cell phone rings or a student is seen using it:

1. The cell phone will be confiscated immediately by the faculty or staff member present and sent to the principal.
2. The parents will be informed of the misuse by the principal and the student will serve detention (lunch or after school)
3. If a second offense occurs, the student forfeits the right to have a cell phone on campus for the remainder of the school year.

If a student has an extracurricular or after-school activity he/she must let the moderator know he/she has a phone to contact parents in case of an emergency.

Digital Cameras, iPods, iPads, and other electronic devices are not allowed on or in use during the school day unless specifically authorized by a teacher. **PLEASE NOTE:** Holy Redeemer Catholic School is not responsible for any cell phone or other electronic devices stolen or damaged during school hours/activities.

ROOM PARENTS

Room parents act as liaisons between the teacher and the parents. There are generally two for each homeroom. Under the teacher's direction, they help plan parties, arrange for chaperones for field trips, and notify parents by phone when there are special school messages. The person in charge of room parents is listed in the School Directory. **All Room Parents must complete the Volunteer Requirements set by the Archdiocese of Washington's Protecting God's Children Policy.**

VISITORS

All visitors must enter through the front doors and check in at the front office. Visitor passes will be issued to them at this time. If your child forgets his/her lunch, PE clothes, books, etc., parents are to leave these items clearly marked with name and room number at the front office. We ask that you do not take items to the classroom.

VOLUNTEERING WITH CHILDREN

The Archdiocese of Washington (ADW) has a written child abuse policy, which calls for background checks and fingerprinting of all school employees as well as for all parent and/or grandparent volunteers who work significantly with children. Each person must complete an online background check and attend an ADW **Protecting God's Children** workshop. The workshop provides awareness on creating safe environments for children, as part of the Archdiocesan Child Protection Policy. The schedule for these free three-hour workshops is online at www.adw.org. Just click on Child Protection or Events for schedule and online registration. **Note: Per ADW requirements no parent or person may work or volunteer with children until all outlined requirements have been met.**

Volunteers are a welcome addition to our school. There are many opportunities afforded to both parents and parishioners to offer their services. At the start of the school year, parents are sent a notice indicating areas of need. At this time, they may state their interests and the days and times they would be available. When volunteering for the school, **ONLY** enter through the front doors. Sign in at the front office and wear a pass. This is for the well-being and protection of our students.

SECTION TWO SCHOOL SCHEDULE

SCHOOL HOURS

The school is open Monday through Friday from 8:00 a.m. through 3:00 p.m. The school office closes at 3:30 p.m. On early dismissal days, the hours are 8:00 a.m. through 12:30 p.m. The school office closes at 1:00 pm. Students arrive between 8:00 a.m. and 8:15 a.m. **Students in Pre-K 3's through 5th grade are to report directly to the Auditorium and all Middle School students are to report directly to their homerooms.** Teachers and patrols will be on duty at that time to assist the students. If a student arrives before 8:00 a.m. he/she will be sent to the Before School Care and the parent will be billed for this service. School will begin at 8:15 a.m. A student is marked tardy if not in the classroom by 8:15 a.m.

***STUDENTS ARE NEVER ALLOWED TO ENTER A CLASSROOM WITHOUT A TEACHER PRESENT.**

The school is not responsible for any injuries or accidents which may occur if parents permit children to be on the school grounds during unsupervised times. Parents are advised of these times and asked to cooperate with this school policy.

THE SCHOOL ACCEPTS RESPONSIBILITY FOR STUDENTS ONLY DURING SCHOOL DAYS AND HOURS AS PUBLISHED OR WHEN SPECIAL OCCASIONS WARRANT A CHANGE.

EXTENDED DAY/BEFORE & AFTER SCHOOL CARE PROGRAM

The Before & After School Care is a state licensed program following those guidelines and requirements for student teacher ratios and spacing. Only students enrolled in Grades Pre-K 4's (full day) through 8th are permitted to participate. Registration is required for Before School and Afterschool care and is held at the time of school registration. **Before & After School Care** is located in the Kindergarten wing of the school. It is accessible from the small playground.

Before Care Program: Before Care hours are from 7:00 a.m. through 8:00 a.m. An additional Drop-in program is available.

Afterschool Program: Students are registered on a first-come basis with priority given to siblings of already registered students. The hours of operation are from 3:00 p.m. through 6:00 p.m. On 12:30 p.m. dismissal days, hours are from 12:30 p.m. to 6:00 p.m. An additional drop-in program is available.

Snow Policy for Program: Holy Redeemer Catholic School follows Montgomery County's Snow Policy. On a two-hour delay opening, Before School Care will begin one hour before the announced school time (9:00 a.m.). If school is dismissed early due to inclement weather there will be no After School Care provided. Please make arrangements to pick up your child/ren. If Montgomery County cancels all After School Activities Holy Redeemer After School Care will close at 5:00 p.m. Please make arrangements to pick up your child/ren by 5:00 p.m.

Fees for Program: The monthly cost is due at the beginning of each month. Parents must pay when their child is absent (whether for activities or illness). Information regarding fees and schedules can be obtained from the Business Office at the Rectory. A fee will be assessed if payment is late, or if pickup is past 6:00 p.m. Report cards will be withheld at the end of the school year when fees have not been paid.

Information Forms for Program: Health and emergency forms must be submitted before the start of the program. Any major health problems must be listed at this time. Also, any medication the child is taking regularly must be noted. All medications to be administered must be accompanied by a doctor's note and proper ADW forms. The container must be marked with the name of the child, the name of the medicine, and the dosage. This medicine must be stored in the health room. Duplicate health forms for summer activities are not available through the school office or the Main Office.

ARRIVAL PROCEDURES

For the safety of all our children, the following procedure is recommended by the Montgomery County Police Department:

1. ALL students will enter through the front, main doors to the school.
2. The children should be dropped off at the Kiss and Ride located in the church parking lot. There must be a line of moving cars, same entry (Church) and exit (Rectory). This is a drop-off only. Parents may not exit their cars, as we must keep this line moving.
3. Drivers can park their cars to walk their children along the long driveway to the classroom door.
4. Do not park at the base of the steps in the church parking lot.
5. Keep an aisle of traffic free along the field, so children and parents may walk.
6. Please refrain from using cell phones while dropping off and picking up children.
7. Please use safety belts for all passengers
8. Students in Before Care or before school activities are to enter through the Pre-K Room's exterior door.
9. **Tardy students must be accompanied by an adult to the front entrance of the school.**
10. **The adult MUST sign the admission/tardy sign-in sheet for the student.**

FOR STUDENTS' SAFETY DO NOT drop off children in the circle driveway OR on Summit Avenue in front of the school. DO NOT use your cell phone when your car is moving through the parking lot.

8:00 a.m.-8:15 a.m.: Pre-K through 5th grade students report directly to the Auditorium for Morning Prayer, and Middle School students report directly to their homerooms. If the Middle School teacher is not yet in the room the children will report to the partner classroom. They can talk with each other, prepare their school materials and put away their personal belongings. This is considered homeroom time.

REGULAR DISMISSAL PROCEDURE

1. All students (walkers and riders) will be dismissed from the lower parking lot at 3:00 p.m. Cars will line up along the lanes in the parking lot. There will be at least four rows of cars with cars then moving to the overflow spots near Nursery School. (See map on page 38)
2. All students will be dismissed at 3:00 p.m. from the "student dismissal area." No one may enter the area or remove their child prior to dismissal.
3. When dismissal occurs, walkers are to leave the parking lot area as quickly as possible. They are to use the sidewalks and grassy areas. Riders are to move directly to their cars and wait for signals from the "traffic teachers." No cars will move until signaled to do so.
4. Row 1 will leave first, followed by 2 and 3, etc.

Please DO NOT PARK in the church circle or on Summit Avenue. If you park on Summit Avenue, children are crossed outside the crosswalk, traffic is slowed and an unsafe environment is created. Please see the procedures map located at the end of this handbook.

DISMISSAL PROCEDURES –AFTERNOON CARPOOL

SAFETY IS OUR PRIMARY CONCERN. At dismissal, parents are required to park their cars in the designated area. Students are escorted to the parking lot and released to their parents or designated adults. Cars are dismissed in an orderly fashion. A teacher and patrols will be on duty to assist you, if necessary. If your child is not picked up 15 minutes after dismissal, he/she will be sent to the Aftercare room in the Kindergarten wing of the school.

Driving in the lot: The cardinal rule of the parking lot is: WHEN THE CHILDREN MOVE, THE CARS DO NOT.

- Please drive slowly and cautiously during arrival and dismissal and follow directions given by the teachers.
- All cars should enter the church parking lot by the driveway next to the church and park. Await instructions to exit by the driveway next to the Rectory.
- The drivers and carpool should go back to the car together and exit the parking lot when given their proper directions.
- The drivers will be responsible for the safety of the children from the time they pick up their child/ren.
- DO NOT use your cell phone when your car is moving through the parking lot.

CHILDREN ARE NOT PERMITTED TO PLAY OR RUN AT ANY TIME DURING DISMISSAL.

DISMISSAL FOR APPOINTMENTS

Students who leave school early for reasons other than illness or a family emergency must have a note from a parent or guardian. If someone other than the parent is picking up the child, this must be stated in the note. Notes are given to homeroom teachers, who send them to the office. Parents picking up their children for these dismissals must enter through the front door, sign their child out and wait for their child in the front foyer. It is recommended that you arrive 10 minutes early to allow time for your child to pack the book bag and walk to the office. *Students are called to the office once the parent arrives at school. Please do not call the main office in advance to have your child/ren waiting for your arrival.*

LATE PICKUP POLICY

The school day ends at 3:00 p.m. (or 12:30 p.m., on early dismissal days). If your child/ren are not picked up at dismissal or by 3:15 p.m. (12:45 p.m.) they will be taken to Aftercare. Parents may be charged the drop in fee. (Of course, emergencies do arise. Please, call the school office.)

DELAYED OPENINGS AND EARLY DISMISSALS

Holy Redeemer Catholic School follows the decisions of MCPS regarding school closings, late openings, or early dismissal due to inclement weather. These decisions are broadcast over local radio and television stations. Please do not call the school or rectory to ask about such decisions. **The following TV and radio stations will have the information: WMAL - 630 AM, WTOP - 1350 FM, Channel 4, and Channel 9.**

If a delayed opening falls on a 12:30 p.m. dismissal day, school will be in session until 3:00 p.m.

SECTION THREE ACADEMIC AGENDA

SCHOOL ATTENDANCE

The State of Maryland requires by law attendance in school of all students between the ages of five (5) and seventeen (17) years. Responsibility for compliance with the law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance for each student (ref. Policies and Regulations for the Catholic Schools of the Archdiocese of Washington, Regulation 5112).

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

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

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

ABSENCE

PLEASE SCHEDULE DOCTOR'S APPOINTMENTS AFTER SCHOOL OR ON THE AFTERNOONS OF HALF DAYS.

If your child/ren will not be attending school due to illness or will be late due to medical or dental appointment(s), please call the Main Office attendance line at 301-942-3701, ext. 4 before 8:45 a.m. In the event of a planned absence, parents should notify the school in advance by note. It is the parent/student's responsibility to acquire any missed class work or homework. **Students are required to turn in all homework to teachers if at school for part of the day – even when they arrive late or leave early.**

Upon returning to school, the parents or guardian of the student will provide the student's homeroom teacher with a written excuse giving the dates and reason for the absence. If the student does not present a written excuse within two days of returning to school, or if the school has reason to suspect the validity of the excuse, the principal may investigate the situation and apply appropriate remedies (ref. Regulation 5112).

Parents may wish to take their student out of school for several days for personal reasons. When this request is made, the principal and teacher, if necessary, may discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's school work. The final decision, however, is the responsibility of the parents (ref. Regulation 5112).

Absences due to a family's vacation during scheduled school time are strongly discouraged. Parents are asked to plan vacations that coincide with school holidays. A calendar outlining the major holidays is issued at the beginning of the school year and usually at the end of the previous school year. Calendar updates are prepared well in advance. If, however, it is absolutely necessary for a student to be absent for a reason other than illness, provision of advance assignments or make-up tests will be left to the discretion of the principal and the teachers.

Please Note: Excessive absences are detrimental to high school acceptances.

TARDINESS

The school doors open at 8:00 a.m., and school prayers begin at 8:15 a.m. Your child will be considered tardy if NOT IN THE CLASSROOM by 8:15 a.m. Arrival should be by 8:10 a.m. When a student is tardy, the adult is required to accompany the student to the front entrance of the school. The adult MUST sign the admission/tardy sheet for the student, which will be presented to the homeroom teacher. Every effort should be made to have the students report to school on time.

Everyone is affected when a child arrives late at school. Grades will be affected by constant tardiness. Students who are tardy more than three times in a marking period/quarter, will not be eligible for the Perfect Attendance award at the end of the school year. Students with excessive tardiness will be contacted by the administration.

Please Note: Excessive tardiness is detrimental to high school acceptances.

GRADES AND ABSENCES

Students returning to school after an absence must submit to the student's homeroom teacher a note signed by a parent/guardian as to the cause and extent of the absence. Students absent on the day a recorded grade is given for homework, class work, and for tests must take the initiative to hand in the homework and/or make up the assignment or test. For middle school students (grades 6-8) work not submitted -- subject to the late homework policy for the middle school -- will earn a zero. Tests or quizzes not taken within seven (7) school days of the absence will earn a zero.

The student must make arrangements with his/her teacher(s) to reschedule tests.

Absence Due to Illness: The student who is absent due to illness for a day or two will have an equal amount of time to make up the work. In the event of a longer absence due to illness, a special arrangement can be made with the teachers.

Absences in Grades 3 - 8: Class and home assignments are collected by student "homework buddies." Homework is posted daily by the teachers on the school website. In the interest of helping to foster independence and responsibility, students who are absent for any reason are expected to obtain the missing class work, homework, and books from a classmate. Students should return to school prepared to take make-up tests. It is the parent/student's responsibility to acquire any missed class work or homework.

PLANNED ABSENCE: Students who are absent for reasons other than illnesses are responsible for having their work in order on the day of their return. They are responsible for taking tests and quizzes on the originally scheduled dates when they return. All materials should be ready upon return. **Teachers are not required to prepare work prior to a planned absence.** Missing work will be done when the student returns within a reasonable time frame established by the teacher(s). Please realize that make-up work cannot fully replace the classroom learning experience. **The School Calendar is provided well in advance of the following school year. Parents should schedule vacation time on days that school is not in session. When students are being taken out of school during regular school days for ski trips, Disney World, etc., it puts undue pressure on the student to accomplish and finish all work immediately upon their return to school. These absences are unexcused absences and the policy above applies.**

HOMEWORK POLICY

Homework is an essential part of the total education of the student. The purpose of homework is to reinforce learning and to develop study skills so that the student may become an independent learner. Homework, which includes both written and study assignments, is intended to reinforce learning concepts already presented in class. Students will have the skills necessary to complete the assignment independently. They should be able to present finished assignments to parents for approval and/or signature as required by the teacher. The accuracy and understanding of homework is between teacher and student. Assuming the responsibility for completing homework is part of the maturation process of the child. In the beginning stages, the parents must accept responsibility to supervise the completion of homework; however, as the students mature beyond the primary level, they should begin to assume greater personal responsibility until they arrive at the stage where they are fully responsible and self-directed. This development never precludes parental care, interest and supervision.

HOMEWORK ASSIGNMENTS: If accompanied by a note from a parent or guardian, students are permitted to defer homework assignments, which cannot be completed because of home conditions, e.g., sickness in the family, death of a relative, etc. Parents are expected to send a note or email regarding any concerns.

When homework assignments are given, they should not exceed 30 minutes in grades Kindergarten and 1, 45 minutes in grades 2 and 3, one hour in grades 4 and 5, and two hours in grades 6, 7 and 8. Please remember that every child works at a different pace when doing homework. If there are any concerns, please contact the teacher. Teachers may send unfinished schoolwork home to be completed and returned. Homework is given nightly and there may be weekend assignments. Parents are encouraged to check homework each night. They should review the student planner and school website for assignments and future test dates. Incomplete or missing homework will negatively affect the student's grade.

A full explanation of each grade's homework policy is given at Back-to-School Night by the classroom teacher(s). Students are responsible for making up all work when absent.

EDUCATIONAL STANDARDS

The Archdiocese of Washington (ADW) has established educational standards which meet state requirements. A copy of these standards is available for review upon request or can be found online. **All textbooks chosen by Holy Redeemer Catholic School are recommended by the Archdiocese of Washington, Catholic Schools Office.**

EXAMS

Eighth grade students will take Second Semester (final) Examinations in all academic subjects. **Eighth Grade** students who maintain an A Average for all four (4) quarters in a specific subject may be excused from taking the final exam for that subject. **Sixth and Seventh** grade students will take Second Semester (final) Examinations in all academic subjects. Teachers will provide students with review sheets for study.

GRADING SYSTEM

We use the Archdiocese of Washington grading scale and its standardized report card. **Grades, Progress Reports, and Report Cards are recorded and shared through Rediker/Plus Portal. The link to Rediker/Plus Portal to access Grades and Report Cards is <https://plusportals.com/HolyRedeemerSchool>** Please contact the front office for assistance, if needed.

Pre-K through 2nd Grade:

Use Standards Based Report Cards where each subject area is divided into a list of skills and knowledge that students are responsible for learning. Students receive a separate mark for each standard.

EE = Exceeds Expectations

AE = Approaching Expectations

ME = Meets Expectations

NE = Not Approaching Expectations

Grade 3:

E = Excellent

I = Improvement Needed

G = Good

S = Satisfactory

U = Unsatisfactory

Grades 4-8:

A = 93-100

D = 70-76

E = Excellent

B = 85-92

F = Below 70

G = Good

C = 77-84

N = Needs Improvement

In addition to grading on class material, students are assessed on their social development & work habits.

INTERIM/PROGRESS REPORTS

In grades 1-8 interim/progress reports are sent home or are shared through Edline at the midpoint of each quarter to parents of students having academic difficulties or who are in danger of failing. These reports must be signed or acknowledged electronically by the parents and returned to the teacher by the date determined by the teacher. After the receipt of this notice, it is the responsibility of the parents to monitor their child's progress. The receipt of an interim report does not

necessarily mean failure for the marking period nor does the absence of an interim report guarantee the passing of a subject. The interim report is a vehicle for parent-teacher communication.

ACADEMIC HONESTY POLICY

Holy Redeemer Catholic School values academic achievement and student success. While recognizing that there is often considerable pressure on students to earn high marks, we believe that good character and honesty are pillars of our Catholic school community. We are charged with the responsibility of student formation - To help the students become outstanding citizens in an increasing secular world and to teach the students to embrace the tenets of the Catholic Church. The Beatitudes and the Ten Commandments are the basis for the behavioral and interior disposition for the students' faith formation. In shepherding students on the right path, consequences for poor choices must be given along with guidance. As a school we believe that cheating and plagiarism are serious offenses. By middle school, the students are aware of these offenses and therefore have serious consequences attached to them.

CONSEQUENCES FOR CHEATING OR PLAGERISM

Tests and Quizzes: If a student is caught talking, looking, walking around the room, or participating in unauthorized communication of any kind without the teacher's permission:

His/her test or quiz will be taken away.

1. He/she will receive a failing grade for the test or quiz.
2. He/she will receive a detention and guidance.
3. Parents will be called in for a conference with the teacher, and principal.

Second offenses are subject to in-school suspension and parent conference to determine further appropriate actions.

Subsequent offenses are subject to suspension.

Homework: If a student is caught copying homework or caught allowing students to copy their work:

1. The work will immediately be taken away.
2. No credit will be given for all involved.
3. Parents will be notified by e-mail with a copy to the principal.
4. All involved students will receive guidance.

Assignments: If a student is caught **plagiarizing** in any form on an assignment:

1. He/she will receive a failing grade for that assignment.
2. He/she will receive a detention and guidance.
3. Parents will be called in for a conference with the teacher and the principal.

Second offenses are subject to in-school suspension and parent conference to determine further appropriate actions.

Subsequent offenses are subject to suspension.

REPORT CARDS

Report cards are given to students at the end of each quarter. Report cards may be withheld if financial obligations have not been met. Final reports at the end of the school year are mailed to the parents. All High Schools where the 8th grade students will be attending will receive a copy of the student's final report card as well.

HONORS REQUIREMENTS GRADES 6-8

Principal's List: All A's in all academic subjects (Religion, Literature, English, Math, Social Studies, Science and Foreign Language) **AND** must earn all E's in Music, PE and Art.

First Honors: All A's and one B in all academic subjects (Religion, Literature, English, Math, Social Studies, Science and Foreign Language) **AND** must earn all E's in Music, PE and Art.

Second Honors: All A's and 2 B's in all academic subjects (Religion, Literature, English, Math, Social Studies, Science and Foreign Language) **AND** must earn all E's in Music, PE and Art

PRE-KINDERGARTEN PROGRAM

Our Pre-K program is designed to develop the whole child in concert with each individual's talents, interests and abilities. As a bridge between home and school parents can be assured that Holy Redeemer's Pre-K will play a significant role in their child's developmental, educational and socialization processes.

The curriculum for the Pre-Kindergarten, as in Kindergarten, promotes the spiritual, emotional, aesthetic, intellectual and physical growth of the young child. It is designed to reflect the child's total development. Activities are age-appropriate, challenging, hands-on and multi- sensory.

CONFERENCES

Parent-Teacher conferences are scheduled to coincide with the distribution of report cards at the close of the first marking period/quarter. Additional conferences may be scheduled if either the teacher or the parent deems it necessary. Parents are encouraged to be in contact with the teacher should there be any concerns regarding their child.

The Principal is also available for conferences when the need arises. Arrangements should be made through the Main Office. It is the school's policy that parents/guardians have a conference with the teacher before a conference is requested with the principal.

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

RESOURCE PROGRAM

Students in need of individualized attention are usually given help within the general education setting. In some cases, it may be necessary to give individualized and/or small group assistance. The decision for the referral is based up on a MCPS (Montgomery County Public School) plan, a private psycho-educational evaluation or, in some cases, classroom teacher suggestion. In order for the student to participate in this program outside of the general education setting, parents may be asked to sign a consent form granting permission for the student to participate in such a program.

In order for a student to receive accommodations on Standardized Tests, a psycho-educational evaluation **MUST** be completed through the public school system or a private **certified** psychologist and on file thirty (30) days prior to testing. Federal law provides that psychological testing, including those for speech and language difficulties, learning disabilities, etc. be made through the MCPSS (Montgomery County Public School System).

RETENTION AND REQUIRED SUMMER SCHOOL

Parents will be officially notified at the end of the first semester if there is any possibility of retention, failure, or dismissal of a student for academic reasons. Holy Redeemer Catholic School follows Archdiocesan guidelines regarding failure or retention. Retention in primary grades is normally dependent upon the development of reading and language arts skills. In the primary grades consideration is also given to social and emotional maturity. Retention in grades four through eight is normally dependent on achievement in the basic skills subject, including reading, math, and language arts. Failure in two of the basic skills subjects or in one of the basic skills subjects plus another academic subject is a basis for retention.

The principal and teaching team, after consultation with the parents, shall make the decision about whether a student is retained. A student in any grade who has received one F or U in an academic subject area may be required to attend summer school. Written proof of attendance and a passing grade received is required before promotion to the next grade.

Diplomas will be issued to those students who have successfully completed eighth grade. Those who have not successfully completed the requirements may be issued a certificate of attendance. Tuition, books and fees must be paid in full in order to receive a diploma and to have transcripts sent to high schools.

STANDARDIZED TESTING

The Archdiocese of Washington and the children of Holy Redeemer Catholic School participate in the Archdiocesan Criterion Referenced Based Testing Program, Scantron. These tests are to be administered to grades 2 through 8 in the beginning of the year, in the middle of the year, and at the end of the year. Results of these tests are shared with the parents. They provide valuable information for the school faculty and are used in conjunction with the High School Admissions Program of the Archdiocese of Washington. Please do not schedule vacations during testing. Makeup tests will not be given for students who are absent for any unexcused reasons.

OTHER ACADEMIC CONCERNS

ACCEPTABLE USE OF TECHNOLOGY AND INTERNET

ADW Catholic Schools Office Policy for Acceptable use of technology and internet by catholic school students.

Student Responsibilities When using any Technology Equipment, All Students:

- *Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.*
- *Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another’s reputation.*
- *Shall not violate any local, state or federal laws.*
- *Shall not engage in cyber-bullying behavior.*
- *Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.*
- *Shall never use the technology in bathrooms or locker rooms.*
- *Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.*
- *Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.*
- *Shall not engage in any behavior otherwise prohibited by school disciplinary standards.*

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a “BYOD” (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

- *Shall not reconfigure any school hardware, software, or network settings.*
- *When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.*
- *Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.*
- *Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.*
- *Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher’s permission.*
- *Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.*
- *Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.*
- *Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.*
- *Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.*
- *Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.*

- *Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.*
- *Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.*
- *Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.*

All students understand and acknowledge:

- *Student use of cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited, except in the case of a medical emergency or as otherwise directed by the student's teacher for instructional use.*
- *Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.*
- *Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.*
- *Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.*

Parent/Guardian Acknowledgement

- *Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.*
- *Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.*
- *Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.*
- *Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.*
- *Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.*

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

The Holy Redeemer technology network is a school resource and, as such, inappropriate use (e.g., corrupting or deleting others files, vandalism, accessing others' accounts, accessing or unsupervised use of the Internet, etc.) will be considered a violation of the Holy Redeemer Code of Conduct. **Students will sign a Technology and Internet Usage Agreement each school year mandated by the Archdiocese of Washington at registration time through TADS.** Any disciplinary action resulting from misuse of technology will be carried out in accordance with the Holy Redeemer Catholic School disciplinary policy. Inappropriate use of the sites YouTube, Facebook, Instagram, Twitter, Tumblr, etc. or any other Internet sites used in or out of school that are detrimental to the morals, traditions, and values of our school, faculty/staff, students, and the parish community will be considered a serious offense. Warnings, detentions, suspensions, or expulsions will be determined at the discretion of the principal depending on the seriousness of the act.

Parents, Teachers and Students are to promote Holy Redeemer Catholic School and Parish in a positive light in all forms of Social Media. Any negative postings about Holy Redeemer Catholic School and Parish and its community (faculty, staff, students and parents) is considered inappropriate use of technology and a serious offense.

LIBRARY/MEDIA CENTER LENDING POLICIES

Each student in grades 1-8 receives a library card. Kindergarteners visit the media center weekly but do not check out materials, participating instead in a daily classroom Library Train. While use of library cards to check out is encouraged in grades 1-8, students may check out without their cards; therefore lost or damaged cards are not replaced. Students may check out one (grade 1) or two (grades 2-5) books per two-week loan period. If books are returned before their due date, more may be checked out. Students with overdue books may not check out. Renewal requests are honored unless the book has been reserved by another student or by a teacher. All overdue books must be returned at the end of each quarterly grading period. All books must be returned two weeks prior to the summer holiday. Fees for lost or damaged books/materials are assessed by the media specialist at the current replacement rate and are due upon billing. All media center materials and fees are due prior to the issuance of the final report card.

FIELD TRIPS

Holy Redeemer Catholic School believes field trips are an exciting and a worthwhile part of a child's total education. These opportunities are provided for students so that they may expand their knowledge and experiences as part of their education.

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Before a field trip is scheduled, all details of the trip must be approved by the principal. A permission form mandated by the Archdiocese of Washington will be given to each student for each trip. This includes a medical release and information about the trip. These forms must be signed by a parent or guardian and returned with the fee to the school by the date stated on the form. Only these official permission forms will be accepted. ***NO PHONE CALLS ARE ACCEPTED AS PERMISSION FOR A STUDENT TO GO ON A FIELD TRIP.**

A parent may be asked to accompany his/her child due to behavioral and/or health concerns.

If a student chooses not to go on a school sponsored field trip, the student should report to school for a regular school day (illness is an exception). The students will be placed in the next appropriate class and will be given work to do in each of his/her subjects. There may be extenuating circumstances to which a student is unable to participate in the scheduled field trip. These instances will be handled between the parent(s) and principal.

HOLY REDEEMER CATHOLIC SCHOOL IS RESPONSIBLE FOR THE SAFETY OF ALL OUR CHILDREN.

ADULT CHAPERONES ON FIELD TRIPS MUST:

- Have registered at www.virtus.org, attended a Protecting God's Children workshop through the Archdiocese of Washington, filled out a volunteer application at the school and completed an online background check at the school.
- Make other arrangements for siblings. All chaperones must be with the students from departure for the trip until the student(s) return to Holy Redeemer Catholic School.
- Chaperones are to park in the far Church parking lot by the Nursery School entrance so as to not block afternoon carpool.
- Come to the front office, sign in, and wait for further instructions from the teacher.
- Be aware that all student medications are carried and distributed by that student's teacher unless specified by their parent.
- **NEVER LET CHILDREN GO TO THE RESTROOM OR ANYWHERE ALONE.**
- **NEVER LET THE CHILDREN ASSIGNED TO YOUR GROUP LEAVE WITH ANYONE, EVEN IF A CHILD'S PARENT ARRIVES AND WANTS TO TAKE HIM/HER HOME OR BACK TO SCHOOL.**

RECOMMENDATION LETTERS

When 8th grade students are applying to private high schools (NOT Archdiocesan) they are asked to secure recommendations from specific teachers. The teachers need at least one week's notice so they have ample time to write the recommendation. **All requests for recommendations should come through the main office not to the classroom teachers.**

SHADOW DAYS

During the fall, 8th graders "shadow" high schools to help determine which they may want to attend. When their shadow days are taken, the student is still responsible to make up any work missed on those days. They should speak with their teacher(s) to make arrangements to make up any missed work. Any students "shadowing" high schools need to inform their teacher and school, in writing, of the days they will be shadowing a particular high school. Eighth grade students may take three shadow days. Any additional shadow dates will be marked as an unexcused absence. More information regarding Shadow Days will be discussed at the parent High School Information night held at during the first week of school.

SECTION FOUR HEALTH

EMERGENCY HEALTH CARE

All students enrolled in Holy Redeemer Catholic School must have a completed Emergency Medical Form on file at the school. It is the parents/guardians obligation to keep the information on this form current. The form is available through the office or on the school's website.

In the event of a serious accident, or if hospitalization is required, parents will be called so that authorization may be received for appropriate care. If the parents or the emergency contact person cannot be located, the child will be taken to the nearest hospital.

Parents are required to notify the school of any serious chronic health problems, diabetes, epilepsy, etc. so that appropriate attention may be given to the student.

Should a child contract a contagious disease, the school should be notified so that parents of other children in the class can be notified. It is the directive of the County Health Department that any child with a rash be sent home immediately; the child cannot return without a physician's notice explaining the rash and its treatment.

IMMUNIZATION

The State of Maryland requires that no child be admitted to school without proof of immunization. All immunization records must be signed by a physician or certified by a health department official and contain all immunization types and dates administered. No exceptions to any of these Health Department regulations can be honored unless a Physician's documentation is presented stating reasons for a variance.

MEDICATION POLICY

Prescription or non-prescription medication to be given at school may only be administered to a student during the school day upon the written order of a physician/dentist or nurse practitioner (Form can be obtained from the school nurse or from our web site). Verbal orders are not allowed. All medications must be delivered to the school's health room by the

parent and the medication must be in the original container that is appropriately labeled with the student's name, content, proper dosage and dispensing time. All Archdiocesan forms must be signed and on file.

SPECIFIC ILLNESSES

FEVERS: Children with fevers should be kept home until they are without a fever for twenty-four (24) hours. Children will be sent home if they have a fever.

STREP THROAT: Children must be kept home until the results from the throat culture are obtained. Also, children should be on medication for at least twenty-four (24) hours before returning to school.

SECTION FIVE RELIGIOUS LIFE

ALTAR SERVERS: This is a volunteer program available to Catholic children in grades 6 and above. Children are trained to assist at Mass. Children serve weekend Masses and Holy Days of Obligation, and school Masses on First Fridays. Occasionally, the children are called upon to serve at weddings, funerals and other special liturgical events.

CONFIRMATION: Holy Redeemer School and CCD students prepare for Confirmation in Grade 8. Each student researches and writes a paper on a chosen saint, and does a certain number of hours of community service. If you know of service needs in the community, offer them as suggestions to the school. Confirmation takes place in the second semester of 8th grade. There is a reception given by the 7th grade parents immediately following the Mass and all are invited.

DAILY PRAYER: We begin each day with school prayer, pause each noon for the Angelus and Grace, and end with the Act of Contrition. Other prayers are said throughout the day in the classroom.

FIRST PENANCE: Holy Redeemer School and CCD students in second grade receive the sacrament of Penance for the first time after the usually in March. The exact date will be announced when determined. Several priests participate; this gives the students a choice and enables the parents and others who wish to share this day and receive the sacrament to do so.

FIRST HOLY COMMUNION: Holy Redeemer School and CCD students in second grade receive First Holy Communion on a Saturday morning after Easter, usually the first Saturday in May. Prior to receiving First Holy Communion, a daylong retreat is scheduled for the students. A committee of volunteer 1st grade parents traditionally organizes a reception for the families and friends of the First Communicants after the Mass in the Herb Young Auditorium.

MAY PROCESSION: Each year the Parish participates in a May Procession on the first Sunday in May. Parishioners gather in the front driveway around the statue of Mary for prayers and a ceremony crowning Mary. Everyone is invited to attend.

ROSARY: During the Month of May and on special feast days of Mary, the entire student body meets to pray the rosary.

SCHOOL MASSES/CONFESSIONS: Students from grades K–8 attend Mass at least once a week, on First Fridays and on Holy Days of Obligation. Confessions are held for students during the Advent and Lenten seasons.

STATIONS OF THE CROSS: During Lent, the students participate in the Stations of the Cross in their individual classes and as a whole school.

S.O.M.E. (SO OTHERS MIGHT EAT): On the second Thursday of each month, Holy Redeemer Parish provides lunch at S.O.M.E., a soup kitchen for the poor. The school supports the effort by providing the designated fruit of the month. Parents send in fruit by the bunch or the bag (approximately a dozen items) by 8:30 a.m. on the designated date so that it may be taken to S.O.M.E. by drivers. Please refer to the calendar for "fruit of the month."

SECTION SIX STUDENT UNIFORMS AND SUPPLIES

DRESS CODE

It is the policy of Holy Redeemer Catholic School to have all students wear a uniform. The purpose of the uniform is to identify students as members of the Holy Redeemer Catholic School community and to promote an appropriate, non-distracting learning environment. As such, the uniform is to be worn correctly and with pride. To do anything less diminishes the school and the values and goals the school embraces.

The following regulations regarding dress are in effect beginning the first day of school. We ask for your cooperation in adhering to every item of this dress code.

All students in grades K-8 are required to be in full uniform each school day except special theme days/tag days throughout the year. **It is strongly advised that every article of clothing be clearly and indelibly labeled with your child's name.**

Uniform policies are designed to minimize competition with regard to designer labels and social trends. The school reserves the right to determine appropriate attire and accessories.

Pre-K Program - Dress for the full day and half day Pre-K program is regular everyday clothes or the Holy Redeemer uniform.

UNIFORMS

UNIFORMS ARE TO BE KEPT CLEAN AND NEAT AT ALL TIMES

Uniforms must be in good condition and must fit properly. Uniforms which are faded, ripped, and /or stained should not be worn to school. A student may be denied access to class if dressed inappropriately.

GIRLS – Grades Kindergarten-5th Grade Dress Uniform

Plaid Jumper: Plaid jumper at a modest length—no shorter than **2 inches** above the knee. Administration and teachers will periodically check skirt lengths and a note will be sent home if the skirt is too short. Students will be given a week in which to lengthen the hem or purchase a new skirt from the used uniform sale or from the uniform supplier.

Blouse: White blouse with Peter Pan collar.

Shoes: Either solid black or brown leather dress shoes (no heels). Sperry shoes are acceptable provided they are **solid colored with no multi-colored or print trim, remain tied properly at all times, and are in good shape. If wearing Sperry shoes, students must wear the shoe properly and may not walk on the back of the shoe.** Shoelaces on school shoes must be the same color as the shoe, either solid brown or black and must be tied at all times.

Socks/Tights: Plain white or navy “Crew” or knee socks. Students **may not** wear multi-colored socks or socks with any patterns. Socks with logos are not permitted. Plain white, black or navy tights may be worn in inclement weather. No leggings are permitted and no footless tights of any color are permitted. If wearing socks and tights, the color of the sock must match the color of the tights; for example, navy socks with navy tights, and white socks with white tights.

Sweater/Sweatshirt: Navy Holy Redeemer sweater or sweatshirt. (PE SWEATSHIRT WITH CARDINAL IS NOT PERMITTED ON DRESS UNIFORM DAYS)

Girls - Lower School Fall and Spring Options

- Navy blue knee length walking shorts
- Belt - solid black, brown, or navy belt must be worn with shorts
- White Polo with school logo (with shorts only)

GIRLS – Middle School (Grades 6, 7, and 8) Dress Uniform

Skirt: Plaid skirt at a modest length. Skirts are not to be rolled and must be hemmed no shorter than **2 inches** above the knee. Administration and Middle School teachers will periodically check skirt lengths. A note will be sent home if the skirt is too short. Students will be given a week to lengthen the hem or purchase a new skirt from the used uniform sale or from the uniform supplier.

Shirt: Navy blue polo shirt, long or short sleeved. Shirts are to fit properly and be tucked in at all times. Students wearing shirts that are too small or over-sized will have a note sent home to replace the shirt with one of a proper size.

Shoes: Either solid black or brown leather dress shoes (no heels). Sperry shoes are acceptable provided they are **solid colored with no multi-colored or print trim, remain tied properly at all times, and are in good shape. If wearing Sperry shoes, students must wear the shoe properly and not walk on the back of the shoe.** Shoelaces on school shoes must be the same color as the shoe, either solid brown or black and must be tied at all times.

Socks/tights: Plain white or navy “Crew” or knee socks. Students may not wear multi-colored socks or socks with any patterns. Socks with logos are not permitted. Plain white, black or navy tights may be worn in inclement weather. No leggings or footless tights of any color are permitted. If wearing socks and tights, the color of the sock must match the color of the tights; for example, navy socks with navy tights, and white socks with white tights.

Fleece/Sweatshirt Sweater: **Students may wear red half zip fleece with dress or PE Uniform.** Navy Holy Redeemer sweater or sweatshirt. Students wearing sweat shirts that are too small or over-sized will have a note sent home to replace the sweatshirt with one of a proper size. (PE SWEATSHIRT WITH CARDINAL IS NOT PERMITTED ON DRESS UNIFORM DAYS)

Fall/Spring Options

- **SHORTS:** Tan Khaki walking shorts. Middle School girls have the option of wearing tan khaki walking shorts with the fall and spring uniform. If wearing the shorts, students must wear a black, brown, or navy belt.

***We understand that the uniform change is an added expense for our rising 8th grade families. Therefore, the proposed changes will be optional for our rising 8th grade families for the 2017-18 school year.**

GIRLS’ ACCESSORIES – ALL GRADES

JEWELRY: All female students are permitted to wear a watch of modest size and design, one ring of modest size and design, one pair of stud earrings of modest size and design, and the Holy Redeemer “Go Red” rubber wristband. Students may also wear a religious necklace consisting of a crucifix or cross on a chain or a religious medal on a chain.

UNDERGARMENTS: All female students are permitted to wear a plain white t-shirt under their shirt or blouse. T-shirts must be solid white and have no logos or writing visible through the uniform shirt or blouse. Female students may also wear spandex shorts under their jumpers or skirts provided the shorts are not visible below the hem of the jumper or skirt. In inclement weather, female students are permitted to wear school sweat pants under their skirts for walking or riding to school but the sweat pants must be taken off and stored away when they enter their homerooms. No other undergarments may be visible above, below, or through the school uniform.

NOT PERMITTED AT ANY TIME – INCLUDING TAG DAYS: Female students are not allowed to wear any **makeup or nail polish**. Female students may not have their **hair artificially colored or highlighted** and all hair styles for school must be modest and worn out of the eyes. Hair accessories such as hairbands and bows are allowed but must be modest in size and design. Sandals of any kind, Flip-flops, Crocs, UGG’s, slippers of any kind, high heels, wedges, or work boots.

BOYS – Uniform Grades Kindergarten-5th Grade Dress Uniform

Slacks: Boys are to wear dark navy blue slacks—no jeans or cargo pants. Slacks should be clean and in good condition (not dingy and faded).

Dress Shoes: Either solid black or brown leather dress shoes (no heels). Sperry shoes are acceptable provided they are **solid colored with no multi-colored or print trim, remain tied properly at all times, and are in good shape. If wearing Sperry shoes, students must wear the shoe properly and not walk on the back of the shoe.** Shoelaces on school shoes must be the same color as the shoe, either solid brown or black and must be tied at all times.

Belts: Boys are to wear brown or black leather belt. The belts should be solid color with no print or patterns.

Light Blue Polo Shirt: Boys may wear light blue polo shirt with school logo. The boys have the option to wear short or long sleeves. Shirts **MUST** be tucked in at all times.

Socks: Plain white or navy “crew” socks—NO ANKLE SOCKS. No multi colored socks or socks with logos may be worn.
Sweatshirt/Sweater: Navy Holy Redeemer sweater or sweatshirt. Students wearing sweatshirts that are too small or oversized will have a note sent home to replace the sweatshirt with one of a proper size. (PE SWEATSHIRT WITH CARDINAL IS NOT PERMITTED ON DRESS UNIFORM DAYS)

Boys Uniform – Fall/Spring Options

Dark navy blue walking shorts must be worn at the waist with a brown or black leather belt.

BOYS – Middle School (Grades 6th, 7th, and 8th) Dress Uniform

Slacks: **Tan Khaki slacks** must be worn at the waist—no jeans, no cargo pants. Slacks should be clean and in good condition (not dingy and faded).

Shirt - Navy blue polo shirt, long or short sleeved. (long or short sleeved) must be worn. Shirts must fit properly (not too big or small) and must be tucked in at all times.

Dress Shoes: Either solid black or brown leather dress shoes (no heels). **Sperry shoes are acceptable provided they are solid colored with no multi-colored soles or print trim, remain tied properly at all times, and are in good shape. All shoes must be worn properly; fully on foot with shoe laces tied.** Shoelaces must be the same color as the shoe.

Belts: Boys are to wear brown or black leather belt. The belts should be solid color with no print or patterns.

Socks: Plain white or navy “crew” socks—NO ANKLE SOCKS. No multi colored socks or socks with logos.

Red Half ZipFleece/Sweatshirt/Sweater: **Students may wear red half zip fleece with dress or PE Uniform.** Navy Holy Redeemer sweater or sweatshirt. Students wearing sweatshirts that are too small or over-sized will have a note sent home to replace the sweatshirt with one of a proper size. **Jackets, sweaters, or hoodies may NOT be worn in the classroom, hallways or Church during Mass**

Middle School Boys Uniform – Fall/Spring Options

Shorts – Tan Khaki walking shorts (not cargo) must be worn at the waist with a brown or black leather belt.

BOYS’ ACCESSORIES – ALL GRADES

JEWELRY: Male students are permitted to wear a watch, one ring, a cross or medal chain (worn inside shirt), and/or one Go RED bracelet, NO earrings are permitted.

HAIR: Standard haircuts. NO fads or extreme styles, hair must be above collar, eyebrows, and ears. (Inappropriate hairstyles will be determined by the administration) Students in need of a haircut will receive a written notice of infraction and will have through the first weekend to obtain standard haircut of appropriate length. Students who do not comply with getting a haircut will receive a pink slip.

NOT PERMITTED AT ANY TIME - INCLUDING TAG DAYS: Sandals, flip-flops, crocs, slippers, UGGS, wedges, clogs, or boots of any kind.

PE UNIFORM—GIRLS’ AND BOYS’ ALL GRADES

Fall/Spring

HR Red Gym Shorts: Shorts must be worn at the waist.

HR Red T-shirts (NO CARDINAL 5K T-SHIRTS unless designated by school)

Athletic Shoes: Running shoes, cross trainers, high tops are to be worn only on PE days. Shoes must be tied at all times.

WINTER PE (Optional for Fall/Spring)

PE Sweatshirt: Dark navy sweatshirt with HR Cardinal Logo must be worn over PE t-shirt.

HR Sweatpants: Dark navy blue sweatpants with HR Cardinal Logo must be worn over PE shorts. Pants must be worn at the waist.

GENERAL GUIDELINES FOR PE UNIFORMS

PE uniforms must be kept clean and in good condition—without holes or stains. Faded and dingy uniforms should not be worn to school.

If students have PE on a Friday Mass day, they are permitted to wear their PE uniform. The uniform must be clean, without holes or stains and presentable.

FREE DRESS DAYS/THEME DAYS/TAG DAYS

Throughout the school year, usually on or near a holiday, students are allowed to dress “out of uniform.” Play clothes should be appropriate for the school setting. A nominal fee may be charged which is then donated to charity. On school-wide theme/tag days, the following dress code applies. **The Principal reserves the right to contact parents to bring appropriate clothing if a student is dressed in appropriately.**

Inappropriate attire for theme/tag days or special field trip days includes but is not limited to:

- Not allowed - Short shorts, running shorts, mini-skirts, short skorts or rompers, leggings or jeggings, low riding pants or pants that have writing on the backside, yoga pants, tight pants, or jeans with holes or that are torn.
- All dresses, skirts, and shorts must be fingertip length.
- T-shirts with inappropriate slogans, advertisements or pictures.
- Shirts must cover the midriff (not revealing stomach) and have sleeves, No tank tops, spaghetti strap tops, strapless tops, any see thru/revealing clothing, and no low cut tops or open back dresses.

School policy applies for footwear. Sneakers are acceptable for theme/tag days. Shoes need to have toes and heels covered. Clogs, UGG’s, work boots (any kind), sandals, flip-flops, slippers, wedges, or high-heeled shoes are not appropriate. If you are in doubt as to whether what you intend to wear is appropriate, please see the Principal.

SECTION SEVEN STUDENT LIFE

BUDDIES

At the beginning of the school year, all of the grades will be paired with a grade “buddy.” All of the buddies will attend school Masses together and participate in “buddy” activities during the school year.

BIRTHDAYS

The school day and lunchtime do not allow sufficient time for birthday parties. Please send only dessert items in single, “self-serve” portions, such as brownies, cookies, and cupcakes. **NO DRINKS.** No refrigeration is available. No special lunches or outside restaurant style food may be sent. No deliveries can be made for birthdays to the school (i.e.; balloons, flowers, telegrams, pizza, etc.). If your child is unable to carry the birthday treats to his/her classroom, the parent can deliver the dessert to the front office and it will be sent to the classroom. Unless requested, parents may not carry anything to the classroom. Party invitations may not be distributed at school.

CLASSROOM PARTIES

Room parents organize classroom parties at the direction of the teacher and with the help of parents. Parents may be asked to contribute a nominal amount for the year, to a party fund to cover the cost of paper products and juice and/or they might be asked to contribute baked goods and supplies for the parties.

HOT LUNCHES

Hot lunch is an optional activity designed to give students a break from the packed lunches they bring to school every day. Hot lunch menus vary and typically include pizza, and hot/cold sandwiches. A menu is sent home per semester. For each student participating, parents are asked to select lunch items and return the list with the appropriate amount of money by a given date. The food is catered and served by parent volunteers during the regular scheduled lunch periods.

LOST AND FOUND

Parents should label coats, jackets, sweaters, gym-class sweats, etc. Any unlabeled items found will be placed in the Lost and Found located in the front lobby. Parents and students can check the Lost and Found at any time and should check it often. Every quarter Lost and Found items are sent to the local men's and women's shelters.

MILK/SNACKS/LUNCH

Students bring packed lunches to school each day. Lunch is eaten in the classroom. No glass bottles are allowed. **NO FAST FOOD RESTAURANT FOOD IS PERMITTED. NO SODAS SHOULD BE PACKED IN THE STUDENTS' LUNCHES.** A half-pint of chocolate, 2% white or skim milk will be purchased by each family on an individual basis per student per semester. Order forms will be sent home in August before the school year begins. Should a student want additional milk, it may be purchased during the first week of school through the office. If you do not wish to purchase milk for your child, s/he may bring a thermos or a container of juice. Kindergartners drink their milk at snack time and require juice or milk for their packed lunches. All other students drink milk at lunch.

Kindergartners eat a snack in the mid-morning at their tables in the classroom. The snack should be packed in their backpack separately from their lunch.

SCHOOL PICTURES

School pictures are taken individually of all students by professionals in the fall. Class pictures are taken in the spring. Notes are sent home from school with reminders and ordering information. Purchase of pictures is optional.

- 1. On the individual picture day in the fall, dress uniforms are required for all students.**
- 2. On the day of the class photograph, dress uniforms are required for all students.**
- 3. In the spring, there will be another opportunity for pictures. Uniforms are not required for the spring photo. Students are advised to wear bright colors. The same rules apply to the spring individual photo day as do to theme days/tag days.**

SCHOOL SUPPLIES AND TEXTBOOKS

Students in each grade are required to have specific supplies. A list will be sent home at the end of the year and posted on our school's website, detailing what each child will need for the following school year. The Kindergarten parents receive their list in the mail over the summer. School supplies may be purchased in advance through the Home and School Association. Hardback textbooks are the property of the school and are rented by the student. Every care should be taken that they are not lost or damaged. In the event a book is lost or damaged the parents are responsible for the cost of a NEW textbook.

YEARBOOK

The yearbook is an annual publication distributed each spring. Each year a yearbook team compiles the formal class photographs and photographs contributed solicited by students throughout the year. Parents are encouraged to send to the office candid photographs (marked "Yearbook") of students at school, related events, and field trips.

SECTION EIGHT

MEETINGS/PROGRAMS/EVENTS

ARTS FESTIVAL

Each year, Holy Redeemer Catholic School celebrates the arts with a two day festival that explores a multitude of artistic venues centered on a well-defined, purposeful theme. Parent volunteers and the whole faculty & staff work with the art teacher to set up performances, presentations and workshops for the students. Each day is spent exploring different mediums of interest. This program enriches the curriculum by providing opportunities for the students to explore new avenues of expression including film, culinary arts, woodworking, dance, painting, sculpture & music.

BACK-TO-SCHOOL ORIENTATION - NURSERY SCHOOL PARENT MEETING

Half-Day PRE-K 3-YEAR & 4-YEAR OLD PROGRAM, PRE-KINDERGARTEN 4's (Full Day) AND KINDERGARTEN PARENTS' MEETING WITH TEACHERS: In August, the half-day Pre-K 3-year old & 4-year old program will attend an orientation meeting for parents only. Pre-K 4's (full day) and Kindergarten parents attend an evening orientation meeting at the school. The teachers explain everything the parents and students will need to know during the first few weeks of school. Among the topics covered are packed lunches, school supplies, and drop-off and pick-up procedures. Parents ask questions, meet other parents, and see the classrooms at this meeting.

BACK-TO-SCHOOL NIGHTS (GRADES 1-8)

These events occur at the beginning of the school year. Parents meet their child's teacher, sit in their child's seat (literally), and learn about the classroom routine and the student's school responsibilities. Back-to-School Night is a "mini-day" and parents participate in a shortened session of their child's regular school day. There are several sessions during the evening so parents with more than one child in the school can visit each classroom. It should be noted that Back-to-School Night is not an appropriate time to discuss a student's progress or problems because it is a very public gathering and each teacher has many parents to acknowledge and address. Edline training will be available at this time.

BAND CONCERT

As a showcase for the students in grades 4 through 8 who have participated in the Archdiocesan Band Program, an evening winter and spring concert is held in the Herb Young Auditorium.

CATHOLIC SCHOOLS WEEK

Each year the Archdiocese of Washington sets aside a week to draw attention to the benefits of choosing Catholic education. Catholic Schools Week is normally held during the last week of January and a new theme is emphasized each year. An assembly is held to focus attention on Catholic education at Holy Redeemer. The school's Open House is also scheduled during Catholic Schools Week.

CHRISTMAS PROGRAM

The exact format of this program varies from year to year. Students are asked to be in their "Sunday Best."

FIELD DAY

The entire school participates in outdoor games and races one day early in the school year. If it rains, activities are rescheduled for the following day. The PE teacher sends out a notice asking for parent volunteers to help before the event. Parents are welcome to drop by and observe the fun at any time during the day.

GRADUATION MASS AND RECEPTION

Graduation Mass is celebrated on an evening during the first week in June. At the Mass, students receive their diplomas as well as their academic and citizenship honors. Immediately following the Graduation Mass the new graduates and their families are honored at a reception in the Herb Young Auditorium. Eighth grade parents plan the reception and a group of volunteer seventh grade parents serve at the reception.

GRANDPARENTS' DAY

Grandparents' Day, one of our most popular days of the school year, is celebrated on the Tuesday before Thanksgiving. The day begins with Mass, followed by refreshments and a musical celebration in the Herb Young Auditorium. After the assembly, grandparents are escorted by student representatives to their grandchildren's classrooms where they meet the teacher and spend some time "back in class." We invite our grandparents to walk with their grandchildren to dismissal.

HALLOWEEN PARADE

The Halloween Parade is held on Halloween or on an afternoon closest to the holiday. Students and teachers parade either indoors or outdoors, depending on the weather. Parents and friends are welcome to come and admire the costumes.

HOST FAMILY CONTACT

A Host Family is assigned to each new family at the beginning of each school year. The Host Family calls the new family before the Newcomers' Welcome to greet them and to offer to answer questions throughout the year.

MIDDLE SCHOOL ORIENTATION

All Sixth graders attend a brief orientation following Sneak a Peek from 11:00 a.m. – 11:45 a.m. At the same time, sixth grade parents attend their own orientation in the Auditorium.

NEW STUDENT/FAMILY WELCOME

The members of the PR Committee from the School Board and the school administration host a social during Sneak-A-Peak, the Thursday before school officially opens. At the gathering, which is held in the Herb Young Auditorium, representatives are available to answer questions about activities of the school and the functions of various school committees and organizations.

SNEAK-A-PEEK

All students and their families, current and new, are invited to school on the first day of school to visit their classroom and meet their teacher. The hours to "peek" are from 10:00 a.m.-11:00 a.m. right after the All School Welcome Back Mass in the church.

SECTION NINE DISCIPLINE POLICY

The administration makes every effort to insure that your child is provided with an excellent educational environment. We believe that such an environment will reflect the Gospel pursuit of truth and goodness, in an atmosphere of mutual respect, understanding, and support for one another. Our goal is the education of the whole student: the character formation of self-disciplined, responsible, respectful, and caring individuals, along with the presentation and mastery of appropriate academic material. All students have the right to personal respect as children of God, and we expect each and every student to reflect that respect for self and others on a daily basis. Academic learning can best occur when students feel safe, emotionally and physically, and when they are free from disruptions extrinsic to the educational process.

Student behavior that impacts on the dignity and self-worth of others, or inhibits learning opportunities, reflects a choice to disrespect the basic values of our school community, and the rights of individual persons. Students choosing to engage in such behaviors first need to be reminded of their own dignity and that of others. They need to understand their behavior and its ramifications for themselves and others; they need to demonstrate their desire to make amends and rejoin the school community in a positive manner. The two-fold goal of our discipline policy is thus to re-direct student choices as a part of the educational process, and maintain an optimum learning environment which safeguards the rights and dignity of all.

Please read the policy carefully and discuss it with your children.

DISCIPLINARY CODE OF CONDUCT

The Holy Redeemer Catholic School Disciplinary Code of Conduct, as in any Catholic school, is established to define the duties and responsibilities of all students and the Administrative staff and to bring about self-discipline in order to promote Christian development and thereby enhance the community as a People of God.

Based on firm foundations of Christian values, Holy Redeemer School has high expectations for the conduct of its students. We stress these values as a way of Christian life.

The **DISCIPLINARY CODE OF CONDUCT** serves as a formal, written policy. These guidelines are intended to enhance the school's classrooms and playground as nurturing places for educational and spiritual growth.

To ensure maximum learning, students will be expected to:

1. Conduct themselves in a Christian manner at all times.
2. Respect the person and property of parents, teachers, and fellow students.
3. Use proper and courteous language.
4. Be dressed in the proper Holy Redeemer school uniform, at all times.
5. Obey and respect all of the rules and regulations of the school.
6. Respect all physical education space.

SCHOOL-WIDE EXPECTATIONS

Students are expected to show RESPECT...

- When walking in the hallways and in and out of Church
- During school assemblies and in the classroom
- To others and to property of others
- To all adults – principal, teachers, parents and volunteers
- By keeping their hands and feet to themselves

Students are expected to take RESPONSIBILITY...

- By listening to adults and responding promptly when a direction is given
- When wearing the uniform they are to adhere to the guidelines as outlined in the handbook
- By being on time for school and class
- By being prepared with school tools and homework
- By walking not more than two (2) abreast in the hallway

Students are expected to exhibit REVERENCE...

- During morning prayers
- During school prayer services including all school Rosary and Stations of the Cross
- While in Church

GENERAL DISCIPLINE PROCEDURES – GRADES PRE-K THROUGH FIFTH

- Each teacher will establish rules of expected student behavior.
- Each teacher will establish school behavior expectations that will be sent home at the beginning of the school year.
- Both parents and student will be informed of these rules and the consequences of not following them at the beginning of school.

GENERAL DISCIPLINE PROCEDURES – GRADES SIXTH THROUGH EIGHTH

DISCIPLINE/BEHAVIOR:

- a. When there is a discipline problem with a student the teacher who observes the behavior will give the student a discipline slip. Depending on the infraction the student will either serve lunch detention or detention after school. After School detention is held every Thursday from 3-4 p.m.
- b. **Lunch Detention.** Infractions that would warrant a lunch detention are uniform violation and classroom behavior such as: too talkative, not prepared for class, and does not use time wisely. This gives administration and faculty a chance to communicate to students about their uniforms and keep an eye on students who repeatedly come to class without proper materials or who are acting impulsively. Lunch detention would be served the same day if infraction occurs in the morning or next day if infraction occurs in the afternoon.
- c. **After School Detention.** Major Infractions that warrant after school detention include but are not limited to: cell phone violations, destruction of school property, dishonesty, and disrespectful conduct, disruptive in class, harassment of any nature, fighting, and unacceptable language.

- d. If a student receives three (3) after school detentions, an in-school suspension will be given.
 - i. In-school suspension – the student will be in the office and will be responsible for his/her assignments as required by their teacher(s).
- e. If a student receives an in-school suspension due to three (3) after school detentions, an accumulation of three (3) additional after school detentions thereafter will result in another in-school suspension. If behavior persists, then an out-of-school suspension may be required as well as determining whether Holy Redeemer Catholic School is the appropriate setting for the student.

MAJOR INFRACTIONS:

Certain behaviors are an offense against the goals of Holy Redeemer Catholic School. Major infractions, as outlined below, will not be tolerated. After school detention may be issued for, but is not limited to, the following infractions:

Towards Members of the Faculty/Staff/Students

- Physical assault – hitting*, kicking*, biting*, throwing of objects*
- Blatant lying, stealing*, cursing, deceitful behavior of any kind
- Disruptive behavior – defiance/disobedience of authority
- Physical/verbal abuse – bullying, derogatory remarks about a person
- Insubordination by acts of disrespect to any adult or person in the position of authority (in school or a school sponsored event)

Irresponsible Behavior

- Destruction of personal property belonging to the school, staff or other students
- Academic dishonesty
- Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade and disciplinary action. All incidents of cheating will be referred to the Principal.
- Plagiarism
- Leaving school grounds without permission*
- Destruction of school property*

Situations which may warrant immediate expulsion or withdrawal and are not subject to correcting the inappropriate behavior are:

- Arson
- Possession and/or use of a weapon (guns, knives, etc.)
- Use or possession of controlled substances – such as alcohol, drugs, tobacco products
- Robbery
- Inappropriate sexual behavior, sexual harassment (regulation 5150, Section IV)
- Extortion
- Gross disorder
- Trafficking of pornographic material
- Excessive/repeated incidents of bullying

EXPULSION

Expulsion is viewed as a radical action at which point the school is saying the student’s interest would be best served in another environment and/or that the student’s behavior is a serious threat to the school community. In the extreme case of irrevocable expulsion, the primary goal is neither punitive nor deterrent in the criminal sense (although it may be), but rather the determination that it is counterproductive for the student to continue as a member of the community.

Situations will arise at school or school sponsored events in which expulsion may be merited. Any serious negative behavior at or away from school which may be detrimental to Holy Redeemer Catholic School or to its good name may be considered for expulsion. While it is not possible to enumerate all cases that could arise, several categories of cases can be listed for guidance. Other problems of equal seriousness may arise and should be treated similarly.

EXPULSION PROCEDURE:

In accordance with the Archdiocese of Washington, the decision for expulsion of a student from Holy Redeemer Catholic School shall be confirmed by the Pastor. In the event that a situation of this nature arises, a conference will convene with Principal, teaching team, and parents. Once the decision to expel a student occurs, after consideration with the Catholic Schools Office and the Pastor, the parents or guardian of the student will be notified in writing, stating the grounds for such action. Thereafter, the Pastor and Principal shall schedule a conference with the parents or legal guardian of the student, at which time the student, his or her parents or legal guardian shall be afforded the opportunity to appear at this meeting to offer possible alternatives other than expulsion. Subsequent to the scheduled meeting, the Pastor and the Principal shall review all matters presented for their consideration and the parents or legal guardian of the student subject to expulsion shall be notified in writing, as to their decision.

THREATS

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

REVIEW OF THE HOLY REDEEMER CATHOLIC SCHOOL DISCIPLINARY POLICY

Disciplinary procedures are reviewed regularly by the faculty and administration. Students are apprised of the policy by the faculty & parents are asked to review the policy with their children. The administration of the Disciplinary Code of Conduct shall be fair, firm, uniform and consistent as to all students. Disciplinary procedures shall incorporate appropriate consideration directly relating to the individual needs of a student. Enforcement of the Disciplinary Code of Conduct shall be based on prudent investigation of the infraction said to have been committed, and a student will be afforded the opportunity to explain fully the circumstances of his or her alleged misconduct and to present such matters to establish that he or she, in fact, did not commit an infraction and/or did not violate the rules and regulations of the school.

CARE OF SCHOOL PROPERTY

Students are expected to take proper care of all school texts and materials. Schoolbooks are to be covered at all times. It is strongly recommended that all students carry their books in a backpack.

School furniture, equipment & property are to be cared for responsibly. Any student who damages, defaces or destroys school property will be penalized and may be suspended. Parents/guardians must assume the cost of necessary repairs or replacement.

Gum chewing is not permitted at any time on the school premises. Lunch Detention will result if a student continually disregards this rule.

SECTION NINE EMERGENCY AND SAFETY PROCEDURES

Please notify the school if there is a change in home, work or cell numbers. It is most important that the office be able to contact you.

SCHOOL SECURITY: For the safety and protection of our children, all outside doors will be closed and locked during school hours. We require all visitors, including parents and volunteers to enter the front door, to check in at the front office, sign the visitor book, and receive a visitor pass.

SAFETY PATROLS: Holy Redeemer Catholic School Safety Patrols and Montgomery county crossing guards are stationed around the school and surrounding streets to assist the students before and after school. Students are expected to cross at protected corners. The location of the patrols and Montgomery County crossing guard varies from year to year

according to walker traffic needs. Currently, walker traffic only warrants a County crossing guard at the intersection of Saul Road and Summit Avenue. The Safety Patrol Program is for students in grades 7 and is moderated by a teacher.

BICYCLE RIDING: Students in Grades K-8 are permitted to ride bicycles to and from school. The bike rack is located in the front of the school. Bike riders must obey all Montgomery County safety regulations. Helmets are required. It is the student's responsibility to make certain that the bicycle is securely locked into the bicycle rack at school for the duration of the school day. **CHILDREN ARE NOT ALLOWED TO WALK OR RIDE THEIR BIKE HOME DURING THE SCHOOL DAY.**

CHILD ABUSE AND NEGLECT POLICY: The welfare of each child is important to our parents as well as to the faculty and staff of Holy Redeemer Catholic School. Parents are reminded that the school is required by law to report any suspected case of abuse or neglect, even if there is no definite proof. The duty to determine if there is child abuse belongs to the police and social services departments not to the faculty, staff or administration. (Archdiocesan Regulation #5000.2) Definitions of "Neglected" and "Abused" are as derived from Section 2301 of Title 16 of the DC Code.

CHILD CUSTODY: All custody concerns should be reported to the school office at the beginning of each school year. This report should also be updated each year. In cases of restricted visitation rights, the school should be given a copy of the court document stating the conditions for visitation. Any individual changes to court-ordered visitation rights must be addressed outside of school hours.

Holy Redeemer Catholic School voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's record, unless a court order providing otherwise is filed with the school.

Other relatives have no right of access to a student unless it is granted by the parents or guardian.

SELF-INFLICTED BODILY HARM AND THREATS: We take very seriously any suggestions that a child is considering harming himself or herself. Therefore, if a student has expressed thoughts of suicide or has made suicidal gestures, the following procedure will be followed:

Staff members receiving information that a student is considering physical harm to him or herself, such as suicide, must notify the principal. The principal and/or guidance counselor will contact the parents or guardians and keep the student supervised until parents arrive at the school. The student must be seen by a mental health professional who will determine if the child is safe to return to school. The parents must provide a written letter from the mental health professional directly to the principal before the child can return to school.

In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Holy Redeemer Catholic School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary.

PREVENTION PROGRAMMING

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

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

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

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

HARASSMENT: Harassment can be defined as any unwanted or uninvited behavior which may interfere with a person's participation in the school community. This includes, but is not limited to, any form of: threatening, bullying, teasing, taunting, discriminating, and sexual harassment.

A student shall not verbally malign, physically threaten or intimidate another person or persons. Each student shall be responsible for providing a positive and healthy environment for others by maintaining order, self-discipline and having consideration for the rights and property of others. Each student shall bear the responsibility for his or her own behavior. This includes, but is not limited to, cursing, and any inappropriate language or gestures. This behavior will result in suspension and can be grounds for expulsion.

SEXUAL HARASSMENT: Sexual harassment is defined as "unwanted and unwelcome behavior (verbal and/or physical) of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere" (ref. Sexual Harassment in Schools: It's No Laughing Matter, Maryland State Department of Education publication).

All allegations must be reported to the principal, who will review the matter in accordance with Archdiocesan guidelines. Suspension or expulsion may result.

ARCHDIOCESAN CATHOLIC SCHOOL COUNSELING SERVICES: In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Holy Redeemer Catholic School. One-time initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

SCHOOL EMERGENCY PROCEDURES

FIRE DRILL: A fire drill is conducted at least once a month in compliance with the Montgomery County Fire Marshall. The children evacuate the building in quiet lines outside and away from the building. Teachers take roll to ensure that every student is present.

Code Red and Code Blue: Holy Redeemer Catholic School follows procedures outlined by Montgomery County Public Schools in the event of any external threat to the safety of our students.

- **Code Blue:** This is an emergency that affects the immediate school area. This could be severe weather, the presence of a criminal suspect in the vicinity of the school or a medical emergency inside the building. During a code blue, students are kept inside their classrooms and instruction continues. Code blue indicates greater caution is needed.
- **Code Red:** This is an emergency of imminent danger to the students and staff. This could be a bomb, bomb threat, explosion or armed intruder. Students and staff go to the nearest classroom and lock the door. The blinds are drawn and paper is placed over the window in the door. Instruction stops and students sit on the floor to await further instructions
- **Shelter-in-Place:** Occasionally a code blue is followed by a shelter-in-place. This could be caused by severe weather or by biological, chemical or radiological threat. Students and faculty move to secure locations in the building and the building is locked down.

Storm and Emergency Dismissal: If a thunderstorm occurs during or around dismissal time, the students will be held in their classrooms for an additional amount of time, not to exceed fifteen minutes. If the storm diminishes prior to the close of the fifteen-minute time frame, the students will be dismissed in the regular manner.

If after fifteen minutes, the storm continues all students and teachers will proceed to the auditorium.

1. All riders will be held and drivers will be directed to the circle for pickup.
2. They must stop their cars in the circle and pick up their children from the auditorium.
3. Parents and child/ren will then return quickly to their car and leave the circle in a group, allowing the next group of cars to move into the circle.
4. If the parent of a walker is driving, they must follow the same procedure as the riders.
5. Any parent who is walking, may pick up their child in the auditorium.
6. Any children who are walkers and are not picked up by a parent will be held and dismissed after all riders when the thunder and lightning has ceased and the rain has slowed.

PLEASE NOTE: This policy is not for a regular rain storm or shower. Regular dismissal is in effect in case of normal rainy weather.

MORNING DROP OFF PROCEDURES

KISS AND RIDE

1. Pull in the entrance closest to the church and line up in the Kiss and Ride lane. (See diagram on next page)
2. Once cars are stopped, patrols and teachers will open car doors to assist children out of the passenger side of the car.
3. Please allow cars from the overflow lot to merge into the Kiss and Ride lane so that they may exit the parking lot.

ARRIVAL PROCEDURES **REGULAR/ON TIME ARRIVAL**

1. All students will enter through the front main doors of the school.
2. The children should be dropped off at the Kiss and Ride located in the church parking lot. There must be a line of moving cars, using the same entry (Church) and exit (Rectory). The line must be kept moving. Parents may not exit their cars.
3. Drivers may park their cars in the over flow lot near the Nursery School and walk the children to the main doors by walking behind the basketball courts and up the back stairs near the field.
4. Do not park at the base of the steps in the church parking lot.
5. Keep an aisle of traffic free along the field so children and parents/drivers may safely walk.
6. Please refrain from using cell phones while dropping off and picking up children.
7. Please use safety belts for all passengers.
8. Please follow the flow of traffic when exiting the parking lot.
9. Please do not drop students off on Summit Avenue.

BEFORE-CARE OR BEFORE SCHOOL ACTIVITIES ARRIVAL

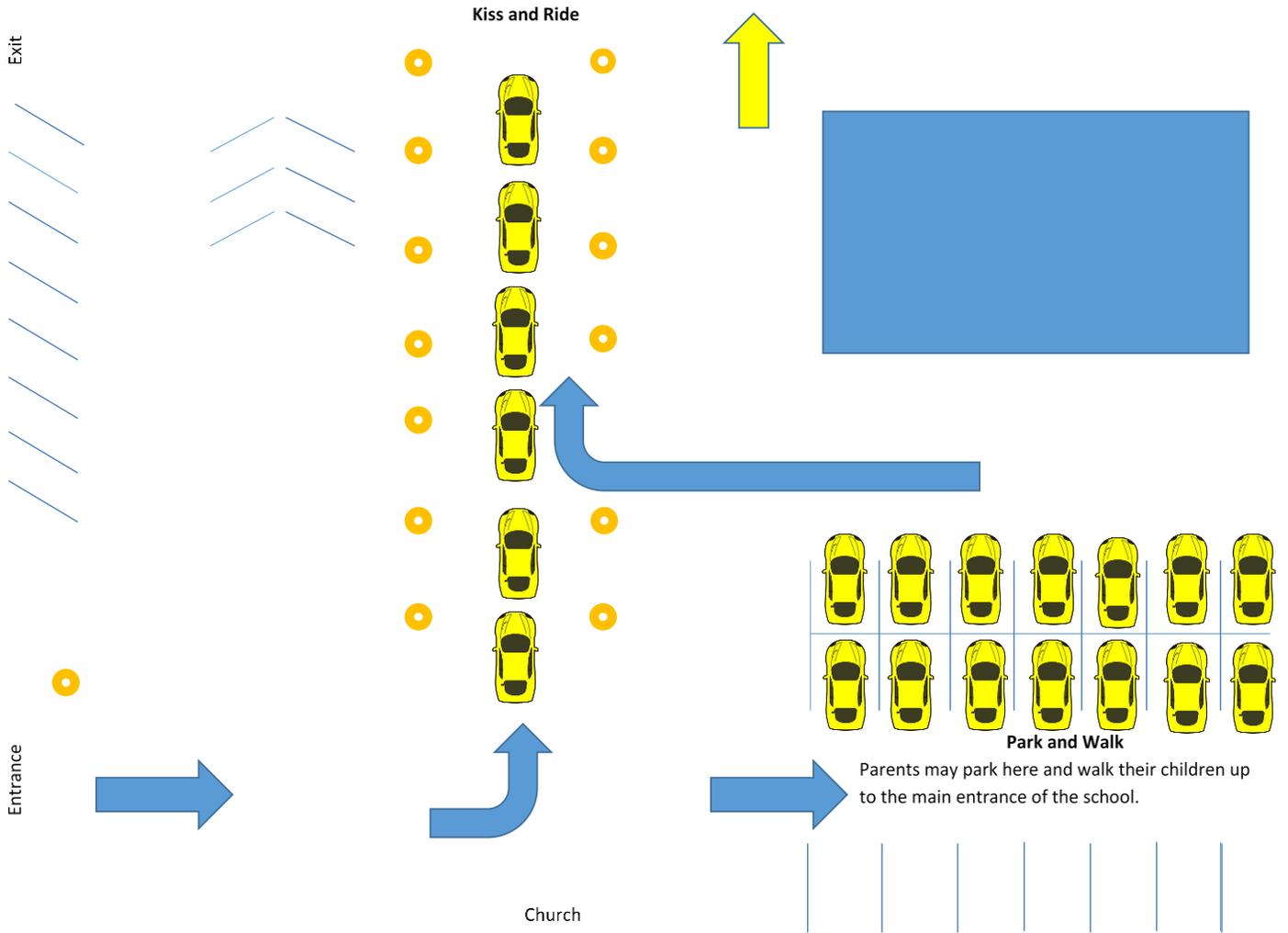
1. Students in Before-Care or before school activities are to enter through the exterior door near the Pre-Kindergarten Classroom near the small playground.
2. Students meeting with teachers before 7:45 may be dropped off at the front of school.

TARDY ARRIVAL

1. Students who arrive at school late/tardy, after 8:15, must be accompanied by an adult to the front entrance of the school and into the school building.
2. The accompanying adult MUST sign the student in on the admission/tardy sign-in sheet.
3. If a student is late the driver must follow this procedure. Please do not drop the student off in front of school and drive away without signing the student in at the main office.

MORNING DROP OFF PROCEDURES MAP

RECTORY



AFTERNOON PICKUP PROCEDURES

1. Pull through the entrance closest to the Church and begin to line up in one of the five (5) carpool lines. The beginning of each line will be marked by a cone.
2. When the lines are full, please pull through to the overflow lot. To keep all walkers safe the overflow lot will be blocked once the dismissal bell has rung.
3. Once the car has been parked in a designated area/spot please turn off your car.
4. Once the dismissal bell has rung please head to your child's class and pick up your child.
5. Cars will be dismissed from the carpool lines once all students and drivers are safely in the cars and all doors are closed.

REGULAR DISMISSAL PROCEDURE

1. All students (walkers and riders) will be dismissed from the lower parking lot at 3:00 pm. Cars will line up along the lanes in the parking lot. There will be at least four rows.
2. All students will be dismissed at 3:00 pm from the "student dismissal area." No one may enter the area or remove their child prior to dismissal.
3. When dismissal occurs:
Walkers are to leave the parking lot area as quickly as possible. They are to use the sidewalks and grassy areas.
Riders are to move directly to their cars and wait for signals from the "traffic teachers."
No cars will move until signaled to do so.
4. Row 1 will leave first, followed by 2 and 3, etc.

Please DO NOT PARK in the church circle or on Summit Avenue. By parking on Summit Avenue, children are crossed outside the crosswalk, traffic is slowed and an unsafe environment is created.

REMINDERS

While driving in the lot:

1. Please drive slowly and cautiously during arrival and dismissal and follow directions given by the teachers.
2. All cars should enter the church parking lot by the driveway next to the church and park.
3. All cars should await instructions to exit by the driveway next to the rectory.
4. The drivers and carpool should go back to the car together and exit the parking lot when given their proper directions.
5. The drivers will be responsible for the safety of the child/ren from the time they pick up the child/ren.
6. DO NOT USE YOUR CELL PHONE when your car is moving through the parking lot.

The cardinal rule of the parking lot is: WHEN THE CHILDREN MOVE THE CARS DO NOT.

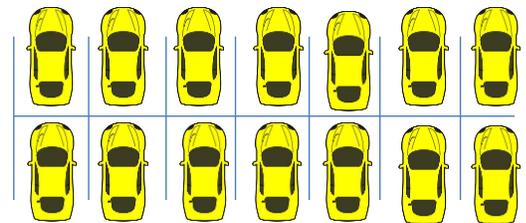
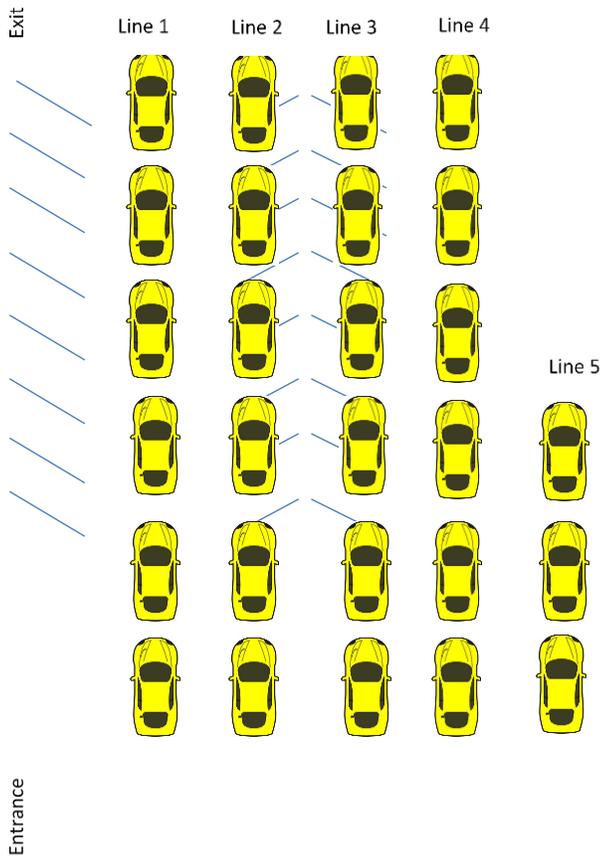
LATE PICKUP POLICY

The school day ends at 3:00 p.m. (or 12:30 p.m., on early dismissal days). If your child/ren are not picked up at dismissal or by 3:15 p.m. (12:45 p.m.) they will be taken to Aftercare. Parents may be charged the drop in fee. (Of course, emergencies do arise. Please, call the school office.)

AFTERNOON PICKUP PROCEDURES MAP

Rectory

Grey Area Below – Basketball Courts
Dismissal Area for all Classes. Please
Wait for the bell to ring before picking up
Children.



Over Flow Lot



Church