

MONSIGNOR SLADE CATHOLIC SCHOOL

1954

Monsignor Slade Catholic School 2026-2027

PARENT and STUDENT HANDBOOK

FAITH - KNOWLEDGE - SERVICE

Dear Parents and Guardians,

Thank you for entrusting Monsignor Slade Catholic School (MSCS) with your greatest gift—your children. By choosing MSCS, you are making a lasting investment in their faith, character, and future.

Our faculty and staff firmly believe that a child's greatest success is achieved through a strong partnership between school and home. Parents and guardians serve as the primary educators of their children, and together we share the responsibility of nurturing these young disciples who are grounded in faith and committed to personal and academic growth.

In that spirit, we ask that you carefully review the expectations and responsibilities outlined in this handbook. These policies and procedures exist to foster a safe and respectful learning environment, ensuring that every student has the opportunity to thrive throughout their time at Slade. Your commitment to the responsibilities and expectations outlined below are essential to making this mission not only possible, but sustainable for every member of our school community.

We expect all parents/guardians:

1. to be a partner with the school in the education of your child.
2. to understand and support the Catholic mission and identity of the school.
3. to read all communications from the school and to request clarification when necessary.
4. to know your child's teachers and observe parent-teacher conference dates and any requests for meetings.
5. to discuss concerns and problems with the person(s) most directly involved.
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. to promote MSCS and to speak well of it to others.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school
9. to appreciate that Catholic education is a privilege that many persons do not have.
10. to keep the school updated regarding your child's health conditions and to provide current physician's orders and required medications in a timely manner.
11. to provide the school with any updates regarding a change in family life or living conditions (divorce, change in custody, change in address, contact information, etc).
12. to maintain a professional and respectful demeanor in all interactions with faculty and staff. Any form of intimidation, harassment, or inappropriate tone—whether in person, over the phone, or through written communication (including email)—is prohibited and not tolerated. Aggressive behavior or unrealistic expectations of communication from faculty/staff may result in restricted access to the campus for the parent/guardian and could impact the student's continued enrollment.
13. to communicate respectfully with students and direct any student concerns/disciplinary matters to school staff.

Thank you in advance for partnering with us and adhering to these expectations. We welcome all families to MSCS, and pray that Christ Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education.

With gratitude,

Mr. Cameron Stehle

Principal

Parent and Student Handbook 2026-2027

Monsignor Slade Catholic School
120 Dorsey Road
Glen Burnie, Maryland 21061
www.msladeschool.com

School Office: 410-766-7130

Edu-Care (PreK2 and PreK3): x 2502
Extended Care (before and after-school care): x 2500
Health Room (Nurse): x 2122
School Counselor: x 2203
Admissions: x 2118
Advancement: x 2116

Right to Amend Handbook

Monsignor Slade Catholic School reserves the right to amend the Parent & Student Handbook at any time. As changes in the policies occur, the online handbook will be updated. Changes will be highlighted. This Parent & Student Handbook is an informative booklet for parents/guardians and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

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Foundational Documents:

Archdiocese of Baltimore Catholic Schools Mission Statement:

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

Monsignor Slade Catholic School Mission Statement:

Rooted in Catholic faith and committed to academic excellence, Monsignor Slade Catholic School is dedicated to forming the whole child to know, love, and be a disciple of Christ.

Belief Statements

- We believe in the value and dignity of each person and the importance of accepting and nurturing children from all backgrounds.
- We believe that the knowledge of religious truth and values is necessary to respond to the Church's call to meet local, national, and global needs.
- We believe that the school, in partnership with parents/guardians, promotes students' development and awareness of their relation with God and others.
- We believe a nurturing and safe environment is essential for learning.
- We believe in encouraging critical thinking, leadership, and civility, by providing learning opportunities that meet the needs of the developing person.

Accreditation

Monsignor Slade Catholic School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Monsignor Slade Catholic School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

School History:

Ground was broken at the site of Holy Trinity School in October 1952, and construction was begun in May 1953. On Sunday, June 20,1954, the official dedication of the school was held with the Most Reverend Francis P. Keough, DD, presiding and the Rev. Michael W. Hyle as featured speaker. Opening day, September 7, 1954, saw a student enrollment of 504 and a staff of six Sisters of Notre Dame de Namur assisted by three lay teachers.

With the division of Holy Trinity Parish into four separate and independent parishes, the parochial affiliation of the school was no longer practical. In July, 1973, the Northern Anne Arundel Regional Catholic School was organized under the Archdiocesan Board of Education, using the facilities of the Holy Trinity school-convent education complex and serving the parishes of Good Shepherd (Glen Burnie), Crucifixion (Glen Burnie), St. Bernadette (Severn), Our Lady of the Fields (Millersville), and St. Joseph (Odenton), as well as Holy Trinity (Glen Burnie). During the 1977-78 school year, St. Elizabeth Ann Seton (Crofton) became the seventh member of the Regional School parishes. During the 1991-92 school year, Our Lady of the Chesapeake (Pasadena), became the eighth member of the Regional

School parishes. In 1994 -95 St. Lawrence Martyr (Jessup), became our ninth parish.The parishes of St. Elizabeth Ann Seton, St. Joseph, and Our Lady of the Fields disincorporated with Monsignor Slade Catholic School in 2001 to form a new regional school which serves families in the southern part of Anne Arundel County.

Renamed the Arthur Slade Regional Catholic School by Lawrence Cardinal Shehan at dedicatory ceremonies on February 24, 1974, the school continued its fine tradition of service to the people of Anne Arundel County, providing a religious-oriented education for kindergarten and grades 1 through 8 in the primary, intermediate and middle school levels. Since 1975, a state-approved Edu-Care Center has functioned providing services for 3-4 year olds. The expansion of the Edu-Care center in the fall of 1994 brought the addition of a part-time nursery school program for children ages 2-4. In the fall of 2014, a full day two year-old program was established.

A major renovation of the school auditorium was completed in 2004 in honor of the 50th anniversary. The school

was re-named Monsignor Slade Catholic School in 2004 to honor the priestly ministry of its founder.

In 2018, the parishes of Crucifixion, Good Shepherd and Holy Trinity merged into one parish, named Christ the King Catholic Church.

The year 2019 marked the 65th anniversary of the school. Monsignor Slade is proud of its continuing reputation for academic excellence in Anne Arundel County.

Monsignor Slade Catholic School stands today as a living tribute to the faith and foresight of its founder, Msgr. Arthur C. Slade, pastor of Holy Trinity Parish from 1946 to 1968.A vision of the necessity of Catholic education for the children of his parish was a compelling force motivating his life. Monsignor Slade died on November 12, 1971. The school personnel and parent/guardian communities strive to develop a quality, faith-filled program in tribute to the legacy passed on by Monsignor Slade.

Foundress of the Sisters of Notre Dame de Namur, Saint Julie Billiart:

Saint Julie Billiart, was born in Cuvilly, France, on July 12, 1751. Julie gave evidence of her future apostolate, when playing school as youngsters are wont to do, she actually taught her friends the catechism and hymns. As a teenager, Julie even instructed the reapers in the fields, answering their questions and explaining many truths of faith. Despite paralysis, which claimed Julie while still in her teens, she continued, gathering the children of the neighborhood around her bedside to hear the Word of God. During the French Revolution and its aftermath Julie was hounded from village to village as Public Enemy Number One because of her steadfastness in adhering to the true faith, and her 'wickedness' in instilling that faith into the hearts of others.

It was during this tragic time that Julie was given a vision of her future work. In ecstasy she beheld the crucified Christ surrounded by a group of women dressed in a religious habit she had never seen before. A voice proclaimed that these would one day be her daughters, going all over the world to teach little children to know and love the good God. The fulfillment of such a prophecy seemed impossible but the earnest prayers of a missionary priest, who implored the Sacred Heart of Jesus for Julie's cure, proved effective. Henceforth every ounce of her newborn strength was used for God's glory. When it became possible to teach the faith openly again, missionary priests conducted missions throughout France. Julie was asked to prepare the women and the children for the sacraments. So successful was this endeavor that more and more parishes requested her assistance. Meanwhile, a noble lady, Mademoiselle Francois Blin de Bourdon, who had escaped an appointment with the guillotine by the timely fall of Robespierre, offered her fortune and services to Julie, to be used in furthering the work of the apostolate. Together they opened a small school for the poor children of the district, and gradually other young ladies sought to join them. It was then that their spiritual director suggested the formation of a religious congregation. On February 2, 1804, the first vows were taken, thus officially giving birth to the new institute and shaping the fulfillment of Julie's vision.

Many pastors sought to obtain the help of Julie's Sisters in rebuilding their scattered flocks. Bishops of other dioceses added their entreaties. Julie's immediate superior, however, looked with disfavor upon this branching out of the institute. Julie felt the necessity of being true to her vision, but cost what it might, obedience to authority was ever her watchword. After many misunderstandings and vicissitudes, which virtually amounted to persecution, including the expulsion of the Sisters from their native France, the obstacles were gradually cleared away by Divine Providence. Today we find the Sisters of Notre Dame on every continent.

The order in the United States has spread from the first Ohio Convent in 1840 to six provinces in the United States. Julie Billiart was beatified in 1906 by Pope Saint Pius X and canonized by Pope Paul VI in 1969.

Sisters of Notre Dame de Namur

'How good is the good God' is the maxim of St. Julie Billiart, foundress of the Sisters of Notre Dame de Namur (SSND) in 1804. St. Julie envisioned her Sisters as teachers proclaiming God's goodness while addressing students' individual needs. Believing as St. Julie did that children must be taught what they need to know for life, the Sisters of Notre Dame are committed to the following tenets:

- Creating unique communities
- Proclaiming the goodness of God
- Providing opportunities for life-long learning
- Cultivating global perspectives
- Cultivating respect for the human dignity of every person, especially the poor

While the SSND order no longer oversees Monsignor Slade Catholic School, we espouse these noble calls as part of our mission to promote Catholic faith and intellectual development in our students.

School Colors: Green and White

School Mascot: Roadrunner

Regional Parishes of MSCS:

Christ the King Catholic Church
7436 Baltimore Annapolis Blvd.
Glen Burnie, MD 21061
Rev. Austin Murphy, Pastor
410-766-5070

Church of St. Bernadette
801 Stevenson Road
Severn, MD 21144
Rev. Austin Murphy, Pastor
410-969-2783

Our Lady of the Chesapeake Church
8325 Ventnor Road
Pasadena, MD 21122
Rev. Stephen Hook,Pastor
410-255-3677

Church of St. Jane Frances de Chantal
8499 Virginia Avenue
Pasadena, MD 21122
Rev. Stephen Hook, Pastor
410-255-4646

Church of St. Lawrence Martyr
7850 Parkside Blvd. Hanover, MD 21076
Rev. Tom Dymowski, O.SS.T., Pastor
410-799-1970

MSCS School Board Members

Mrs. Molly LeQuang, Board Chair

Mrs. Lisa Lally, Board Member

Rev. Austin Murphy, Canonical Rep.

Mr. Bill McMahon, Board Member

Mr. Cameron Stehle, Ex-Officio

Mr. John Olson, Board Member

Ms. Evelyn Chapman, Board Member

Mr. Antonio Alaimo, Board Member

Mrs. Tiffany Durr, Board Member

Mrs. Shannon Scriba, Non-Voting Home & School Association Representative

Faculty 2026-2027:

Administration:
Mr. Cameron Stehle, Principal
Mrs. Regina Herbert, Vice Principal, Upper School
Mrs. Kristi Ogilvie, Vice Principal, Lower School

Support Staff:
Mrs. Suzanne Peters, Director of Edu-Care and Extended Care
TBD, Communications & Marketing Manager
Mrs. Joanna Buchanan, Admissions Director
TBD, Chief Financial Officer (CFO) Email finance@msladeschool.com
Mrs. Heide Hostelley, Business & Development Manager
Mr. Cody Campion, Information Technology (IT) & Power School Administrator
Mr. Mike Sutor, Facilities Director
Sarah Whitely, Executive Assistant
Mrs. Shari Wescott, Receptionist

Student Resource Staff:
Mrs. Stephanie Holmberg, Lead School Nurse
Ms. Jennifer Hubers, School Nurse
Mrs. Jordan D'Antonio, School Counselor
Mrs. Emily Schmitz, Resource Director-Lower School
Mrs. Regina Herbert, Resource Director-Upper School
TBD, Middle School ELA Resource Teacher
Mrs. Cheryl Lemanski, Middle School Math Resource Teacher

Special Area Teachers:
Mrs. Kelly Murphy, Art - Room 403
Ms. Makenna Dziemburski, Librarian & Educational Assistant - Room 209
Mr. Jason Carter, Music - Room 406
Ms. Elizabeth Blade, Physical Education - Gym
Ms. Stephanie Brilliant, Spanish (Gr. 4-8) - Room 303
Mrs. Kathleen Oleszczuk, Technology/STEM Specialist - Room 205
Mr. Wes Osment, Band Director, Instrumental Music Program - Room 405

Edu-Care Center:
Part Time Pre-Kindergarten 2
Mrs. Camila Collins - Room 505
Pre-Kindergarten 2 - Full-Day
Ms. Mary Bohn, Teacher - Room 504
Part Time Pre-Kindergarten 3
Mrs. Camila Collins - Room 505
Pre-Kindergarten 3 - Full-Day
Ms. Shanda Miller-Burgess, Teacher - Annex 2
Ms. Maya Herishen - Annex 1

PreK4-8 Classrooms, Teachers, and Assistants:

Pre-Kindergarten 4
Mrs. Rebecca Padencov, Teacher - Room 107
Mrs. Taylor Adams, Assistant
Ms. Michele Cameron, Teacher - Room 109
Mrs. Cheryl Wieland, Assistant
Mrs. Kelly Johnson, Teacher - Room 110
Ms. Kelly Pisco-Coello, Assistant

Kindergarten
Mrs. Natalie McFarlane, Teacher - Room 106
Mrs. Janet Fenwick, Assistant
Ms. Bridget Kilkelly, Teacher - Room 108
Mrs. Terri Cosey, Assistant

1st Grade
Mrs. Morgan Reem, Teacher - Room 102
Mrs. Lisa Tavener, Assistant
Ms. Alyssa Palazzo, Teacher - Room 103
Mrs. Miranda Merchant, Assistant

2nd Grade
Mrs. Tasia Schmitz, Teacher - Room 104
Mrs. Shelda Flanagan, Assistant
Ms. Mallory Martel, Teacher - Room 105
Mrs. Jessica Vargas, Assistant

3rd Grade
Ms. Meghan Rzepkowski, Teacher - Room 208
Mrs. Beverly Winter, Teacher - Room 210
Ms. Michele Gardiner, Assistant

4th Grade
Mrs. Tania Santana, Teacher - Room 206
Mrs. Brittany Pennell, Teacher - Room 204
Mrs. Jessica Moran, Assistant

5th Grade
Ms. Jennifer Rosari, Teacher - Room 202
Mrs. Karen Huff, Teacher - Room 203
Mrs. Lynn Brennan, Assistant

6th Grade
Mrs.Gina Keil (Mathematics) Room, Teacher - 304
Ms. Alison Alberts (English Language Arts), Teacher - Room 305

7th Grade
Mrs. Valerie Williams (Social Studies), Teacher - Room 306
Ms. Lisa Jaklitsch (Mathematics), Teacher - Room 310
Mr. Joseph Bauer (Science), Teacher - Room 311 & Room 404 (Science Lab)

8th Grade
Ms. Katie Cortina (Religion), Teacher - Room 307
Ms. Heather Kittiver (English Language Arts), Teacher - Room 308
Ms. Maura Oleszczuk (Part-Time Religion), Assistant - Gr. 6-8
Mrs. Cheryl Lemanski, Math Resource Teacher - Gr. 6-8
, ELA Resource Teacher – Gr. 6-8

Status of Students:
Monsignor Slade Catholic School prohibits discrimination, including harassment, on the basis of sex, race, color, and/or national or ethnic origin in the administration of its educational policies, admission policies, scholarships and financial aid, and other school administered programs. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school, or whose behavior or attitude is disruptive to the functioning of the student body. The school reserves the right to amend the Parent & Student Handbook. Parents and legal guardians will be notified promptly of any changes.

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

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

- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a correct record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record.

School officials have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee,such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School, to other schools to which a student is transferring, and in connection with financial aid under certain circumstances.

- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or legal agreement records and other school-related information regarding the student.
  It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records. The school reserves the right to notify the custodial parent of any request to review records.

Parental Support/Compliance:
In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent/guardian, child or other family member, the administration reserves the right to withdraw child/children from the school and/or Edu-Care/Extended Care. Depending on the severity of the breach of partnership with the school, parents/guardians or other family members may be prohibited from entering the campus.

I. Admissions:

Non-discriminatory Policy:

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

1. Title VI of the Federal Civil Rights Act of 1964; and
2. Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

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

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

The following are requirements of admission to Monsignor Slade Catholic School:

- Children entering any grade level, particularly preschool and Kindergarten, must be the appropriate age that will enable them to comply with MSDE regulations regarding entrance to school. Educational readiness is the primary criterion in determining the acceptance of a student into the Kindergarten program. Children entering Kindergarten must be in compliance with Maryland regulations regarding age of readiness.
- An admissions test will be administered to children entering grades Pre-K4 - 8
- The birth certificate and baptismal certificate for Catholic applicants must be presented to complete application, prior to admission.
- The Parish Verification Form for Catholic applicants must be filled out by the pastor and must contain his signature and the parish stamp.
- The child's physician must complete a Medical Evaluation Form and Maryland Immunization Certificate DHMG 896.
- Written permission to obtain previous school's records is to be given.
- In case of foreign-born students, immigration documentation is required.
- If a student has been identified through Child Find or has an existing IEP or 504 Plan, a copy must be provided to the school at the time of application.
- Children in the Pre-K4 program MUST be potty-trained.

Priority of Admissions:

Acceptance of new students in grades Pre-K2 - 8 is based on the completion of all admission requirements, the results of admissions testing (students grades K-8) and possible openings in the following priority:

1. Siblings of current students
2. Catholic parishioners of any of the incorporated parishes
3. Catholic students transferring from other Catholic schools
4. Catholic students transferring from a non-Catholic school
5. Non-Catholic students

Please note: Siblings of students already attending MSCS are given priority of admission if parents/guardians have applied during the period of re-registration for their current student(s). If a parent/guardian applies after the

re-registration deadline of December 19, 2026, priority of admission will be given only if seats are available in the applicant's grade level.

Registration for New Students:
Registration for Monsignor Slade Catholic School is based on a rolling admissions process. Applications are completed online. New students for grades Pre-K-8 will pay application and testing fees of $100.00 (non refundable). Incoming 8th grade students will be assessed a graduation fee of $145. This fee will be added to your FACTS account. Potential applicants are encouraged to attend our Open Houses on November 11, 2026, and January 30, 2027.

Please note: Applications for siblings of current students should also be submitted during the re registration time period to be given priority of admission.

Application Process:
Applications for students in grades Pre-K2 - 8 can be found online at: https://msladeschool.fsenrollment.com

The following procedure is required to complete an application for admission:

- Provide student's birth certificate, baptismal certificate (if applicable), and parish verification form (if applicable) by uploading through the FinalSite parent portal or by hard copy to the school office. The parish verification form for Catholic applicants must be completed by the parish office and must contain an official signature with the Church seal/stamp.
- Provide copies of most recent final report cards (students entering grade three and up must submit the three most recent final report cards) and standardized tests. Parents/guardians are encouraged to provide accurate and updated IEP and/or 504 plans as applicable at time of application.
- A non-refundable $100 application fee is required and is submitted online.

Upon admission, the following documentation is necessary to complete the enrollment process:

1. MSDE Emergency Form (OCC 1214).
2. Maryland Health Inventory Form (OCC 1215).
3. Maryland Immunization Certificate (DHMH 896) completed by the student's physician
4. Technology Acceptable Use/Media Release
5. Written permission to obtain the previous school's records must be given.
6. In the case of foreign-born students, immigration documentation is required.
7. Custody papers must be supplied, if applicable.

Student Placement:
Upon admission, students will be academically placed using the following criteria:

- MSCS placement test results
- Prior report cards or progress reports
- Standardized test results
- Teacher recommendations from sending school

Grade Retention and Reclassification Policy:
In accordance with the academic and developmental standards of the school, no student shall be retained or reclassified beyond one academic grade level during their enrollment. A student may not be held back or placed more than one grade level below their chronological peers. All final decisions regarding retention or reclassification remain at the sole discretion of the school principal.

Grade Advancement Policy:
Students may not advance or skip academic grade levels unless such advancement is formally initiated and approved by school administration. Parents/Guardians may not request, initiate, or unilaterally attempt to place their child in a grade level beyond their current academic placement. Any consideration for grade acceleration will be based on multiple academic, social-emotional, and developmental factors and must be recommended by school faculty and approved by the school principal.

II. New Students:

Probation Policy:
All new students are continually evaluated throughout their first year. If, at any point, the administration determines that the school is unable to meet the academic, social-emotional, or behavioral needs of the student(s),

or if for any reason it is deemed in the best interest of the school community that the student not continue, the parents/guardians will be notified of school-issued withdraw.

III. Level Placement for Instruction:

Monsignor Slade Catholic School delivers its instructional program and curriculum in concert with the Archdiocese of Baltimore Curriculum Standards and the regulations of the Maryland State Department of Education for non-public schools.

Students are grouped in all grades, Pre-K4-8, for instruction. In grades Pre-K4-8, whole group and small group instruction is given. Small groups are fluid and are organized for instruction, skill reinforcement, and/or enrichment. Student placement decisions are made at the sole discretion of the school and are based on the educational needs and best interests of the student.

Children are placed for instruction using the following criteria:

1. Standardized test results, to include the Pre-HSPT and Algebra Readiness test for 7th graders
2. Grades
3. Assessments in grades K-6
4. Teacher observations and discretion

Class placements are reviewed regularly by the faculty and administration to assure that the instructional needs of each student are being met. Students may be re-assigned as deemed necessary by the administration in consultation with the teachers.

IV. School Curriculum:

Educational Programs:

The educational community of Monsignor Slade Catholic School is committed to the total Catholic education of the child. It serves children from 2-year-old preschool through eighth grade. In addition to full-time classroom teachers in grades Pre-K4-8, the faculty consists of full-time instructional assistants in preschool, and part-time instructional assistants in grades K-8. Additional faculty and staff includes teachers for physical education, music, art, library, computer, and Spanish, as well as two resource teachers, a school counselor, and a registered nurse.

In order to provide maximum opportunities for learning, the academic structure allows for three divisions, primary grades (Pre-K4-2), intermediate grades (3-5), and middle school grades (6-8). While each division functions separately, unity in procedures and policies is maintained through weekly department meetings, monthly faculty meetings and professional development sessions.

Preschool for Two and Three Year-Old Children/Edu-Care Center (see EduCare Parent Handbook):

There are several programs offered at MSCS for two- and three-year-old children. A part-day and full-day program is available for two-year old children during the academic year from September through May. Summer care is available for an additional fee. A part-day and a full-day program is available for three-year old children during the academic year from September through May. Summer care is available for an additional fee. The growth and developmental needs of early childhood students are addressed through a rich variety of educational activities and experiences. A warm and accepting atmosphere is created in an effort to instill in each child a sense of self-worth and love of learning. Children are challenged and are provided opportunities for success as they explore their environment so that they establish a foundation of healthy attitudes and habits for learning. Well-planned activities will enable the children to learn about sharing, respecting the needs and rights of others, following directions, and actively listening. The development of these skills will shape each child into a responsible and productive student.

Pre-K4 - Grade 8 Instruction:

Instruction occurs in both large and small group settings, utilizing differentiated instruction based on learners' needs. Teachers at Monsignor Slade Catholic School provide instruction based on logically organized and sequential presentation of material and are encouraged to develop individual styles of teaching. Classroom instruction is enhanced through cooperative learning, the integration of technology including Ben-Q and other interactive board technologies; interactive textbooks; Chromebooks; a STEM lab, which includes a computer lab and a makerspace; as well as document projection systems.

Curriculum:
Curriculum policy is developed under the leadership of the administrators and guided by the Archdiocese of Baltimore Curriculum Standards and the regulations of the Maryland State Department of Education for non-public schools. The curriculum is as follows:

Pre-K4:

Religion and Growing with God; Math Readiness; Language and Literacy; Reading Foundations; Communication Skills; Gross Motor Development; Fine Motor Development; Social and Emotional Development; Physical Education; Art; Music; Library. Children in Pre-K4 must be toilet-trained.

Toilet Accidents – Pre-K4:

- If a Pre-K4 student has a toilet accident, a parent/guardian will receive a phone call.
- If no one is reachable by phone, the school nurse will send an email notification.
- Depending on the severity, the school may request that the student be picked up.
- Staff do not assist students in the cleaning or changing process.
- If the frequency of accidents increases and becomes a concern for school personnel, the school reserves the right to have the student remain home for a period of time to regain toilet training.
- If toilet training remains unsuccessful, this may result in unenrollment from the program.

Kindergarten:
Religion and Growing with God; Math Readiness; Language and Literacy; Reading Foundations; Science; Social Studies; Technology; Physical Education; Art; Music; Library

Grades 1-8:
Religion and Growing with God; English/Language Arts (Reading, English, Vocabulary, Spelling, and Writing); Penmanship (K-5); Math; Science; Social Studies; Spanish (4-8); Physical Education; Music; Art; Library/Media (1-5); Technology

Textbooks:
Textbooks are not purchased for the sole use of each individual student in every academic subject area. If a student requires a textbook for home use, the textbook must be checked out in accordance with the teacher's textbook checkout procedures. For textbook information, contact teacher directly.

Religion Classes:
Religion is required for each year a student attends Monsignor Slade Catholic School. All students enrolled in Monsignor Slade Catholic School must attend religious classes and services. The School will always teach and act consistently with the tenets of the Catholic Church.

Sacramental Preparation Policy:
As directed by the Archbishop of Baltimore, it is the student's home parish which is responsible for the immediate sacramental preparation. The school is only responsible for the remote sacramental preparation of the students. Religion classes do not take the place of sacramental preparation, which is completed through the family‘s parish. Catholic families are responsible to inform their parish of their child/children‘s registration at MSCS. Parishes need to be informed so that the necessary sacramental information can be forwarded to the parents/guardians.

Growing with God:
Growing with God is a comprehensive program for kindergarten through grade 8 that empowers parishes to teach children about the dignity of the human person, personal safety, and moral development—all grounded in the teachings of the Catholic Church. Developed by Loyola Press, this program supports Directors of Religious Education and catechists with tools to guide children in understanding God’s love, their sacred identity, and how to live safely and respectfully in today’s world.

As part of the *Growing with God* curriculum, students will have instruction on human sexuality. Parents/guardians will be notified prior to this instruction and provided an opportunity to review the instructional materials. Parents/guardians can request to have their child excused from this portion of the curriculum and must submit a written request to the child's teacher prior to the start of instruction.

Field Trips:
Field trips are scheduled at various times during the school year. In advance of the scheduled field trip, a permission form, required by the Archdiocese of Baltimore, is sent home outlining all pertinent information for the trip. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian

and returned to the teacher by the specified date. The cost for field trips will be processed through individual FACTS account portals.

If a student is unable to attend the field trip, they must remain at home. If a student is unable to attend because of illness, a refund is not guaranteed. Parents/guardians must reach out to the CFO to request a refund and the teacher must be notified. VIRTUS-compliant parents/guardians are encouraged to volunteer as chaperones. Selection of chaperones is completed at random. Those who request to chaperone will be notified of selection status. If a documented medical condition requires specific supervision, the parent/guardian must reach out to the school nurse prior to the selection of chaperones. Only students assigned to the field trip group may participate. Parents/guardians who are not selected as official chaperones are requested to refrain from joining the class at the field trip destination due to VIRTUS compliance protocol. Students are expected to travel to and from all field trip destinations using school-provided transportation. Parent/guardian pick-up or drop-off at the destination is not permitted.

Report Cards and Interim Reports: Progress Reports will be issued three times a year to students in Pre-K4 - Grade 8. Interim reports will be issued for students in Pre-K3 - Grade 2 halfway through each trimester. Grades 3-8 will be provided a mid trimester grade report by the teachers from PowerSchool. It is the responsibility of the parent or guardian to cooperate in remedying situations relating to academic concerns. It is the responsibility of the teacher to keep parents/guardian informed of the student's academic progress.

The final progress report of the year will not be released prior to the last day of school. Monsignor Slade Catholic School uses the standard progress report of the Archdiocese of Baltimore in grades 3-8, which uses the academic achievement conduct and effort codes as follows:

Grading by Level:

Grades K–2:
In Kindergarten through Grade 2, grading is standards-based and reflects student developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. The levels are defined as: Consistently Demonstrating (CD), Making Progress (MP), Developing (DV), Support Needed (SN), and Not Assessed at this Time (NA).

Assessment Practices:
Assessment methods include, but are not limited to: teacher observations, classwork, student discussions, portfolios, checklists, quizzes, and tests. Formal quizzes and tests are administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K–2, assessment results are used to inform instructional decisions and report progress toward mastery of grade-level standards.

Homework:
Homework is assigned to reinforce skills that have already been taught in the classroom and may be graded when appropriate. Students are expected to complete assignments independently. On average, homework should take approximately 10-20 minutes per night for students in grades K–2, 30 minutes per night for students in grades 3–5, and 45–60 minutes per night for students in grades 6–8. Homework may include written assignments, studying and reviewing class material, reading, and preparation for long-term projects.

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

Grades 3-8:
Grades are a reflection of the student's classroom performance and academic mastery of the content and are weighted in the gradebook for each class in the following 3 categories: Classwork and Assignments (60%), Assessments (30%), and Homework and Practice (10%).

Category 1: Classwork and Assignments (60%):

Formative assessments including application, projects, writing, and practice activities.

Classwork and assignments are completed during class time and demonstrate a clear understanding of the material. These formative assignments may be graded for accuracy, comprehension, completion, and/or depth of thought.

Practice activities include tasks that help reinforce learning such as drills, exercises, and review activities. These activities are integrated with class content and help students solidify their understanding.

Category 2: Assessments (30%):

Summative measures of mastery including quizzes, tests, and projects.

Projects require students to apply learned concepts in more complex, real-world situations. These summative projects can be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).

Quizzes and tests are formal assessments that measure student retention and comprehension. Quizzes assess smaller portions of the content, while tests include larger units or major concepts.

Category 3: Homework and Practice (10%):

Formative practice and preparation primarily completed outside of class.

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

Practice assignments are tasks completed during class or at home that reinforce previously taught concepts. They include, but are not limited to, exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Special Subjects:
Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Technology and Physical Education, using the same performance indicators. Please note, specials that meet 3 or more times per week are eligible to receive letter grades. Specials meeting less than 3 times per week will use performance levels.

Behavior:
Behavior is not included in academic grades. Grades are an accurate reflection of a student's academic performance, regardless of their behavior.

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

Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.

Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.

Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Additional Grading Considerations:
The range of student scores is from 0% - 100%. No other grading minimums or maximums are allowed.

Extra credit is generally not permitted and will not be used as a substitute for completing required coursework or demonstrating mastery of content. In limited circumstances, a teacher may, at his/her discretion, offer an extra credit opportunity, provided it is made available in an equitable manner and carries a nominal point value that does not disproportionately impact or inflate a student's overall grade.

As a general practice, assessment retakes are not allowed. Participation in class discussions may be assessed as part of the learning process, as it provides students with opportunities to demonstrate understanding, communicate ideas clearly, and engage thoughtfully with course content and peers.

Grading Category Summary	Weighting (%)
Classwork and Assignments (formative) - application, projects, writing, and practice activities	60%
Assessments (summative) - quizzes, tests, and projects	30%
Homework and Practice (formative) - practice and preparation primarily completed outside of class	10%

Trimester Grade Key Grades K-2/Specials	
Consistently Demonstrating	**93-100**
Making Progress	**85-92**
Developing	**75-84**
Support Needed	**74 and below**
NA	**Not Assessed**

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

Trimester Grade Key Specials Grades 3-8	
Consistently Demonstrating (CD)	**93-100**
Making Progress (MP)	**85-92**
Developing (D)	**75-84**
Support Needed (SN)	**74 and below**

Honor Roll:
Students in grades 6-8 can earn honor roll status based on the following criteria:

Principal's Honor Roll:
Academic Achievement: All A's in core subjects.
Special Classes: Making Progress or better in all special classes.
Standards and Conduct: Making Progress or better, including unstructured time.

Second Honors:
Academic Achievement: All A's and B's (more A's than B's) in core subjects.
Special Classes: Making Progress or better in all special classes.
Standards and Conduct: Making Progress or better, including unstructured time.

Recognition of honor roll recipients will be held in an assembly at school in which parents/guardians are invited. Students who earned at least one PBIS ticket throughout the trimester will also be recognized.

PowerSchool and Parent Access:
Monsignor Slade Catholic School utilizes the Parent Access portion of PowerSchool for students in grades 3-8. Parent Access is intended to provide student's academic progress and status of missing assignments. Parents/guardians are provided a temporary user ID and password, as well as instructions on how to use PowerSchool. Parents/guardians are expected to set up an account and reach out to c.campion@msladeschool.com with any questions or concerns.

PowerSchool grades will be updated within five (5) school days of an assignment's due date. Projects, writing assignments and assignments turned in late may take longer to be reflected in PowerSchool. In the event of extenuating circumstances, such as illness, school closures, or other unforeseen situations, additional time may be needed.

DISCLAIMER: Parent Access to PowerSchool is provided as a convenience. Grades and other information provided by this system are not official records and may or may not be accurate. Neither the School, the Archdiocese of Baltimore, nor PowerSchool Group, LLC, accept any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. To obtain official grades and student records, or to request correction of information on the system, please contact the School.

Class Status, Promotion, and Retention:
Students who do not successfully complete the required educational program may be retained at the current grade level or withdrawn at the principal's discretion. The retention and/or withdrawal process is initiated by school personnel in consultation with the parents/guardians after following the timeline described below. Teachers should communicate with parents/guardians regarding the student's progress. By mid-February, the teacher, administration, and parents/guardians will review the student's work performance to date and discuss his/her educational needs, and the possibility of failure and/or retention. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Archdiocese of Baltimore. Students will not be retained more than once at Monsignor Slade Catholic School. Should a second failure of a grade occur, the student will not be re-enrolled.

Repeated poor performance in any concept area may require school-appointed summer tutoring. The failure of two or more subjects, for two or more marking periods, constitutes a failure of the grade. If this occurs, the principal reserves the right to initiate a retention or withdraw. Any student who fails may not be provided the option to repeat the grade at Monsignor Slade Catholic School. Any 8th grade student failing two or more subjects has failed the grade, and may not attend events including, but not limited to: 8th-grade activities and celebrations, field trip, and graduation ceremony, etc. It is the policy of Monsignor Slade Catholic School not to advance any student working above grade level to the next grade.

Graduation Requirements:
Students in eighth grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore will be awarded a diploma. Eight grade students must be in good academic, financial, and behavior standing in order to participate in the end-of-the-year graduation activities and receive his/her diploma.

Evaluation and Assessment:
The evaluative process relies on formal and informal assessments. Formal student evaluation is obtained primarily through fixed standards of achievement including teacher-designed assessments and standardized testing. Tests, projects, homework, class work, and creative presentations are inclusive to student evaluation and assessment.

Testing Programs:

ACRE:
All students in grades 5 and 8 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. No individual scores are given, and assessment results do not impact grades.

MAP Testing:
Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. MAP Assessment results are provided to families twice a year.

V. Standards:

Homework:
Homework is an extension of classroom instruction and is assigned to reinforce concepts, develop independent learning skills, and promote responsibility. All students are expected to complete homework assignments in a timely and thorough manner. The frequency, quantity, and duration of homework are determined at the discretion of the teacher and may vary by grade level and subject area.

To foster student ownership and self-advocacy, students are expected to maintain an accurate record of homework assignments and due dates. Teachers will post assignments, directions, and any necessary resources on the school's designated online learning platform, which is accessible to parents/guardians. Students are also encouraged to utilize their planners or agenda books, as assignments may additionally be displayed within the classroom for their reference.

Homework is intended to reflect each student's individual understanding and effort. While parents/guardians are encouraged to provide guidance and encouragement, assignments are expected to be completed independently by

the student. Parents/guardians should not complete homework, projects, or other academic assignments on behalf of the student.

If there is reasonable concern that submitted work does not represent a student's own effort, the teacher will communicate with the parent/guardian and administration as appropriate. Academic consequences, including a reduction in credit or reassessment of the assignment, may be imposed.

At all grade levels, homework may be included in determining the subject area grade on the progress report. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents/guardians and offer appropriate suggestions to remedy the situation. A late homework policy will be communicated with families by the individual teacher.

Work Habits:

- Written assignments must be legible and complete.
- Homework assignments must be completed in the platform as designated by the teacher.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.

Make-up Work/Assignments:

Students and parents/guardians can stay abreast of homework assignments by accessing Google Classroom (Pre-K4–8). It remains the student's responsibility to check with each teacher upon their return of missed work. The middle school follows a universal late assignment policy established by the middle school team. It is the student's responsibility to regularly check online platforms for any missed work. If an assignment is not posted online and the student was absent, they will not be penalized until the work is made viewable to the family.

In cases of absence due to illness, it is the student's responsibility to obtain, complete, and submit missed work. Students will be given one day for each day absent to make up daily work. If a long-range assignment is due when students are absent, it is to be turned in at a date established by the individual teacher. Upon returning to school, students are required to make up any missed test and/or quiz at the time established by the teacher. For prolonged absences due to medical issues, the school will work in concert with families to determine how missed work will be addressed.

For anticipated long-term absences unrelated to illness, teachers will not provide assignments or academic content ahead of time. For instance, if a family is taking an extended vacation during the school year and requests academic work prior to that trip, it will not be provided by the school. When the student returns to school, he/she is expected to complete all missed work as outlined above. Parents/guardians must communicate with all teachers when an absence is expected, regardless of the duration.

VI. Attendance:

Arrival:

Doors will open for students no earlier than 7:35 a.m., daily. Students should not be let out of their cars before 7:35 a.m. Parking lot supervision does not begin until 7:35 a.m. Students should never be dropped off ahead of time, and expected to stand and wait outside the doors prior to 7:35 a.m. If a student serves on the morning safety patrol, they are permitted to enter the building no earlier than 7:25 a.m. Siblings and/or carpool riders of the safety patrol members are not permitted to be dropped off early.

All students in grades Pre-K4-8 are to be at school no later than 8:00 a.m. Upon arrival, all students proceed directly to their homerooms. Students arriving after 8:00 a.m. will be marked tardy. Any student arriving late must be accompanied by a parent or guardian to the school's main entrance for check-in. Under no circumstances should a student be dropped off late and expected to enter the building or wait outside unaccompanied. This requirement is a critical safety measure and will be strictly enforced.

Dismissal:

Pre-K4 (full-day program) - 8th grade - Monday through Friday - 3:00 p.m.
Pre-K4 (half-day program) - 11:30 a.m.
Pre-K4 (full-day program) - 8th grade - **Early Dismissal Days** - 12:15 p.m.

Tardiness:

Students arriving after 8:00 a.m. will be marked tardy. Any student arriving late must be accompanied by a parent or guardian to the school's main entrance for check-in. Upon check in, students will receive a late pass. They must present the pass to their teacher to be admitted into the classroom. Tardiness is entered on a student's permanent record. Excessive tardies and/or absences may result in school-issued withdrawal.

The school is not responsible for supervision of students before or after the times previously stated. The school is not liable for any injuries or accidents, which may occur before or after the times stated above.

This is required by insurance coverage and is done for the safety of the children. Parents/Guardians are advised, therefore, to follow the times as stated above when dropping off or picking up students.

Late Pick Up:

Any student picked up after 3:15 p.m. will be considered late. When a parent/guardian arrives after the designated dismissal time, they must park, turn off their vehicle, exit the vehicle, and report to the office to complete the dismissal sign-out process by scanning the dismissal QR code.

For the safety and supervision of all students, students will not be released outside until the parent/guardian has completed the required sign-out process. During the construction period, the late pick-up sign-out process will take place in the temporary office at the cafeteria doors.

Late pick-up fees will be strictly enforced and charged through the family's FACTS account.

Late Pick-Up Fee Schedule:

- 3:16 p.m. – 3:30 p.m. (12:31 p.m. – 12:45 p.m. on early dismissal days): $15 fee
- After 3:31 p.m. (12:46 p.m. on early dismissal days): $30 fee Extended Care Drop-In Fee ($45 fee for Extended Care Drop-In Fee)

After three late pickups per trimester, the student will be automatically enrolled in the Afterschool Extended Care Program. Applicable monthly extended care fees will be charged to the designated FACTS account.

Students participating in band, clubs, or other after-school activities must be picked up at the designated end time established by the after-school moderator/teacher. If the student is picked up more than 10 minutes after that designated end time, applicable fees will be charged to the family's FACTS account.

Absences:

Whether your child is absent, tardy, or leaves early, his/her attendance becomes part of his/her permanent record. Regular attendance is considered essential for learning. When a student is absent from school for any reason (illness or other), a parent/guardian must notify the health room by phone (410-766-7130 x 2112) or by email (absences@msladeschool.com). Please contact the school by 9:30 a.m. with the following information: child's name, your name, relationship to student, the reason for the child's absence, and a phone number where you can be reached. Students who are present for two hours or less on a scheduled full-day will be marked absent for that day. For scheduled half-days, any student present for one hour or less is marked absent for that school day. Parents/guardians should always contact teachers when a student is absent.

Students who leave early due to illness or are absent from school may not participate in any after school or evening school-sponsored activities, such as sports, band, dances, etc. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation.

More than 20 days absent in one school year is considered excessive. Any student who is absent 20 school days will be considered for retention or school-issued withdrawal, in accordance with Maryland and Archdiocesan policy. The school adheres to the Maryland state law regarding truancy, which includes involvement of Child Protective Services when applicable.

If a student will be out of school for an extended period, whether continuous or intermittent, parents/guardians must contact the administration regarding appropriate support of the student in fulfilling the school curriculum. It may be necessary to arrange for a temporary withdrawal from school and registration of Home and Hospital Program in the student's local public school district. This is under extenuating circumstances and must be approved by the principal.

Early Dismissal Requests:
Any parent/guardian picking up a student early for an appointment or other reason is asked to do so prior to 2:15 p.m. The school kindly requests that families arrange medical and dental appointments, etc., during after-school hours, on early dismissal days, or during vacation periods. When signing a student out early for any reason, parents/guardians must take the following steps:

- Send email to earlydismissal@msladeschool.com and homeroom teacher with student name, homeroom teacher, and time of dismissal
- Early dismissal communication should be proactive and take place several days in advance when possible.
- Upon arrival at the school, parents/guardians should exit their vehicle, sign their student(s) out using the Dismissal QR Code, and notify the receptionist of the early dismissal. Students will not be permitted to exit the building without the accompanying adult/guardian.

High School Visitation Policy:
Each eighth grader is authorized to use up to three school days for the purpose of shadowing/visiting prospective high schools. Students are required to submit a hard-copy, completed MSCS high school visitation form for each applicable visit. It is the student's responsibility to retrieve any missed homework assigned on the day they visit a high school.

Withdrawals:
When withdrawing a student, parents/guardians must contact the admissions director, Mrs. Buchanan at j.buchanan@msladeschool.com, and complete all necessary paperwork. All financial obligations must be met, and books and materials must be returned before records are forwarded to another school.

VII. Health and Safety:

Emergency Closings/Inclement Weather/Snow Days:
Per archdiocesan policy, Monsignor Slade Catholic School, the Edu-Care Center and the Extended Care Program will follow the delayed opening or school closing announcements given for Anne Arundel County Public Schools (AACPS). Upon a decision made by AACPS, MSCS will communicate that decision with all registered numbers via text and call, as well as email. Social Media accounts, as well as the school website, will also be updated. On days when AACPS is not in session, or for school-specific emergencies, a decision will be made in accordance with the Archdiocese, and communicated with MSCS families immediately.

If there is a two-hour delay, all half-day programs (PreK2, PreK3, PreK4) are cancelled. In the event of a two-hour delay, morning extended care begins at 9:00 a.m. During school closures for inclement weather or other emergencies, extended care will also be closed.

Emergency Drills:
MSCS has a Crisis Response Team composed of School and Archdiocesan personnel. The team is responsible for the implementation of a Crisis Intervention Plan.

Fire drills and crisis safety drills are conducted on a regular basis during the school year. Fire drill routes are posted in each classroom. Crisis safety drills include evacuation; hold; secure; lockdown; reverse evacuation; drop, cover, and hold; and other weather-related drills. Students are taught the expectations and procedures of all types of drills.

Emergency Information:
It is required that the school has updated and accurate emergency contact information for all students. This includes active phone numbers and email addresses. If changes to numbers, addresses, and/or email addresses occur during the school year, parents/guardians are expected to make the school aware. These changes should be sent to c.campion@msladeschool.com and j.buchanan@msladeschool.com.

Parents/guardians must return a completed emergency card for each child by the first week of school. If there are questions, please email nurse@msladeschool.com. Parents/guardians who have a restricted work phone number should supply the school with an alternate number where they can be reached during the day.

Asbestos Hazard Emergency Response Act (AHERA):
In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains

information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Accident-Sickness:
Students should not be sent to school if they are sick in the morning. Do not send your child to school if he/she has: fever (100° F or higher), has been having repeated episodes of diarrhea or vomiting, or is not feeling well enough to participate in school activities. Students must be fever free without the administration of fever-reducing medication (Tylenol, Advil, etc.) for 24 hours before returning to school.

Children with strep throat must have been taking an antibiotic for at least 24 hours before returning to school. Children with other communicable diseases will be kept home in accordance with the disease-specific health department recommendation. All cases of communicable diseases must be reported to the health room.

If a child becomes ill or injured at school and the school nurse feels the child is too sick to benefit from school or is contagious to other children, parents/guardians will be notified and asked to have the child picked up promptly. It is the expectation that the student is picked up within 30 minutes of notification.

If children are sent to school, it is understood that they are well enough to participate in all regularly scheduled activities from P.E. to outdoor recess. The school does not have adequate personnel for individual supervision, so a student must be well enough to fully participate in the regular school schedule. Only those students bearing a doctor's note will be permitted to miss a P.E. class.

Any chronic conditions, injuries, illnesses, hospitalizations, or at home student medication changes should be brought to the attention of the school nurse, nurse@msladeschool.com, and administration as soon as possible.

Allergies:
Parents/Guardians must notify the school of their child's allergies including food allergies. A child's physician must renew school medication orders each year and the order must be signed on or after July 1. If a student carries an EpiPen with him/her, the physician's order must state this requirement.

All K-8 classrooms in MSCS are peanut/tree nut free. Please do not send in any peanuts, peanut butter, or foods containing nuts or nut products to be eaten in the classroom. Please do not send in birthday foods, party snacks, holiday treats, or any other foods to be eaten in the classroom that contain any tree nut or peanut ingredients. There will be an area in the cafeteria identified as "peanut/tree nut safe" so that children with these allergies will not risk being exposed. If a child desires to sit at the nut-free lunch table, all food items must be nut-free.

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

Birthday Celebrations:
Student birthdays may be recognized by sending in treats (please see the previous section entitled Allergies before selecting any items) or non-food items such as pencils, stickers, or erasers to be shared with classmates. Parents/guardians who are VIRTUS-compliant are welcome to join their child for lunch on their birthday, provided they notify the front office in advance.

To promote fairness and inclusivity, we ask that if parents/guardians join their student for lunch, they bring a treat only for their own child. Group treats intended for a specific group of students are not permitted in the cafeteria.

No additional items such as balloons, gifts, or decorations may be sent to school. All birthday items must be dropped off at the front office in the morning if the student is unable to carry them independently. Parents/Guardians may not deliver items directly to the classroom. In addition, party invitations may not be distributed at school unless all students in the class are receiving one.

Food delivery policy (ie. DoorDash, Uber Eats, etc):
For reasons related to student safety, allergy management, and school security, students are not permitted to receive food deliveries from third-party vendors, including but not limited to services such as DoorDash, Uber Eats, Grubhub, or direct restaurant delivery.

While we understand that most delivery orders are initiated by parents or guardians, the school must maintain a controlled food environment to ensure the well-being of all students. Deliveries brought to campus for individual students create unnecessary disruptions and introduce unverified food items that may pose significant allergy

risks.

No student may receive delivered food at any time during the school day or after-school. Any unauthorized food delivery that arrives at the school will be declined by the front office and not distributed to the student.

Blood-borne Pathogens:
A complete blood-borne pathogens standard exposure control plan has been established by the school.

Child Abuse and Neglect Policy and Procedures:
Maryland Law requires that all educators and other school employees, including volunteers, report suspected abuse or neglect to the proper authorities.

Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department.

Communicable Diseases:
Parents/Guardians must notify the school if their child is diagnosed with a communicable disease. The school is required to notify the Anne Arundel County Health Department of certain communicable diseases. All reports are confidential.

The following communicable diseases/conditions are necessary to report:

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

Any student with drainage from the eyes, associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note is required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

If a student is suspected to have lice, they will be examined by the school nurse. If appropriate, that student must be picked up early from school. The student must be completely free of live lice, and be nit free within ¼ of an inch of their scalp before he/she can return to school and classes.

Students with Temporary Limitations:
The school nurse should be notified if a student has any temporary physical limitations. In addition, a doctor's note stating the physical diagnosis and anticipated length of limitation must be provided. Upon receipt, the school nurse and administration team will review the physical limitation and request, and provide a response to the parent/guardian with reasonable and sustainable accommodations. Examples of temporary physical limitations include, but are not limited to: casts, medical boots, crutches, slings, braces, orthopedic shoes, and any possible change to the school uniform. The school nurse should be notified if a student is absent due to a long-term issue with surgery, immobility, or anxiety (ex. school avoidance or separation anxiety). The nurse should be informed of the student's status and any limitations or doctors' orders related to their injury or illness.

Head/Serious Injury:
If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent/guardian and provide a report. The report is to be signed by the parent or guardian and returned to the school. If a parent/guardian or emergency contact cannot be reached in an emergency, the school will contact the police/ambulance for assistance.

Health Records & Immunizations:
Upon entering MSCS, students must have a complete physical and required immunizations. Information on these required immunizations can be obtained from the school office or the Anne Arundel County Health Department.

Parents/Guardians are required to complete a Health Form listing all allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the year.

A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. If there is no verification of immunization record presented within twenty (20) calendar days of entry, the student is to be excluded until the record is obtained. The immunization record

must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the admitting school. Students who are not up-to-date on the required immunizations will not be allowed to attend school. In the case of religious objection or medical contraindication, form DHMH 896 must be submitted and kept on file. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Parents/guardians are responsible for maintaining current and accurate student health and immunization records in accordance with Maryland State law.

Dispensing of Medication:

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a medication form signed by the student's licensed health care provider is required, specifying the start and stop date. Forms are available by request through the school nurse at nurse@msladeschool.com or through the school website.

All medication must be delivered to the school by the parent/guardian in its original box or container. The boxes or containers should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. The first dose of non-emergency medications must be given outside of school without problems.

Students may not possess, dispense, or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhaler, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Non-medicated cough drops may be administered to a student with a note from his/her parent/guardian. Students must bring them in a bag with their name on it to the health room.

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

In accordance with school health and safety practices, our school maintains a supply of Naloxone (Narcan) on campus. Naloxone is a medication used to rapidly reverse the effects of an opioid overdose and may be administered in emergency situations by trained personnel. Please note that while Naloxone is available within the school building during regular school hours, it is not routinely carried or available during off-campus activities or field trips.

Vision/Hearing Screening:

The school follows the directives of Anne Arundel County Health Department and responds to parent's/guardian's requests for individual testing. This testing is usually done for:

1. All new students who have not provided documentation for screening in the past year
2. All new students the year they enter the school and all students in grades Kindergarten, 1, and 8; Grade 3 or Grade 4 if funding is available
3. Any student with a suspected hearing or vision problem as reported by school staff or parents/ guardians.

Pictures:

During the year, pictures will be taken of students involved in school activities for publicity purposes, including the school's website. A technology Acceptable Use/Media Release form is available through FinalSite. This form must be signed, granting permission for your child's likeness to be used in publications, including social media posts. . Should you wish that your child not appear in any publication, please indicate that on the Talent Release form and return it to the school.

Visitor Entry to School:

In order to ensure a safe environment for your child, all exterior school doors will remain locked during the school day. Visitors may only gain entrance to the building by ringing the doorbell at the designated entrance. All visitors are required to sign-in and obtain a picture identification badge before visiting any part of the school building. Visitors must wear the picture identification badge while in the building, and ensure they sign out at the front

office before exiting the building. No visitor should attempt to gain entry to the building by knocking on one of the side doors. Advanced Notification of attendance for an event, including morning prayer, should email visitor@msladeschool.com

Non-Custodial Parent/Change in Custody:
MSCS does not allow a non-custodial parent physical access to his/her child during school hours unless the custodial parent has consented or the school has a court order permitting access. All court-ordered documents must be accurate and updated.The school will adhere to the specifics of the individual custody order/visitation agreement, in accordance with the archdiocesan legal team.

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

If there is a change in custody of a child, a copy of the court order that describes the custody arrangements must be submitted to administration in a timely manner. This information is stored in a confidential file within the school.

VIRTUS for the Protection of Children and Youth:
The Archdiocese of Baltimore is committed to providing a safe environment for our children and youth and has developed a process of screening volunteers who have substantial contact with children and youth. This program is called VIRTUS. All volunteers are required to complete the Archdiocese of Baltimore online compliance management system, VIRTUS. All documentation will be kept in a confidential, safe and secure location with controlled access.

VIRTUS can be found on the MSCS website under Parent Volunteering. You may not volunteer in any activity, or engage in any school-related activity with substantial contact to children (ie. room parent, reading to a child's class, eat lunch with child on birthday, volunteering at dances or social, etc) until the VIRTUS process is complete.

VIII. Communication:

Communications between Parent(s) and School:
In the best interest of students, the school welcomes and encourages communication between parents/guardians and teachers. For it to be effective, communication must be appropriate, constructive, and not demeaning, belittling, or aggressive in any way. There are many necessary forms, including emergency contact information, which are available through FinalSite and on the school website. Parents/guardians are required to submit these forms on or before their child's first week of school. During the school year, the school will provide a weekly newsletter electronically, and some grade-levels provide a take-home folder for other communication. It is the expectation that parents/guardians read all communications from the school.

Parent Conferences-Requested and/or Mandatory:
When concerns arise, parents/guardians are expected to follow the school's chain of communication by first contacting the individual most directly involved, typically the classroom teacher. Because teachers work with students daily, they are best able to address most questions or concerns. If the matter remains unresolved after meeting with the teacher, parents/guardians may then contact the appropriate administrator.

Teachers are available by appointment. To schedule a conference, parents/guardians should contact the teacher directly by email or phone to arrange a mutually convenient meeting time. Parents/guardians should not call teachers at home.

Formal parent-teacher conferences are required during the first marking period for all new families. Conferences for returning families are optional and may be scheduled at the request of the teacher or parent/guardian. Additional conferences may be arranged at any time during the school year as needed.

To facilitate the cooperation needed between the home and school, parents/guardians are requested to comply with the following guidelines:

- For communication to be effective, all must realize it is for the benefit of the student. It must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior. Rude or anonymous communication will not be answered.

- If your child comes home seriously upset about a school situation, we ask you to listen openly to the child. We caution you not to offer an opinion until you have contacted the teacher involved in the situation. The discipline in this action is one of calm and passive listening. The time taken for this communication will show the interest in the child's viewpoint. At the same time, the need to view the situation, as completely as possible, requires that the parent/guardian confer with the teacher openly.
- If you disagree with a teacher's action, please express your disagreement and concern directly to the teacher. Your cooperation and support are necessary for an effective discipline and guidance program. It is important not to place the child in opposition to the teacher, which may result in defiance.
- Interest in your child reinforces his/her interest in school. If you feel that your child is not working to his/her capacity, contact the homeroom teacher in order to arrive at a mutually agreed upon program. Homework is for the child's benefit, and should be done completely by him/her. It is most important that the child grow in independent study habits as s/he moves from grade to grade. The most effective means of assisting your child's scholastic growth can be checking homework, reviewing for tests, inquiring about projects, test results, and school activities.
- Responsibility is learned behavior. If we exemplify responsibility, our children will practice it. We are not always able to communicate personally; therefore, we ask you to value communication and respond promptly.
- Request to see test papers; sign papers when requested.
- Attend all parent/guardian meetings of any nature.
- All school-related business should be conducted at school.

Please adhere to the following guidelines when you email the teachers:

- Messages should be short and to the point, and signed by the sender.
- Messages should be polite and courteous.
- Messages should not deal with personal or non-school related information.
- Email should not be used to relay personal messages to children.
- Since technical problems may occur, a phone call or note should be sent to the teacher if a reply is not received within a reasonable period.

Homeroom Parents:

In grades Pre-K4 - 3, each homeroom has a room parent/guardian who is responsible for coordinating classroom parties for various holiday celebrations, which have been initiated by the homeroom teacher. Any communication being sent out in regards to these celebrations must first be approved by the assistant principal. Room parents/guardians and/or helpers assisting with celebrations may not bring siblings to the classrooms.

Parent Aides/Parent-to-Parent Communication:

The school encourages the assistance of parents/guardians in the classroom. All volunteers in the classroom must be VIRTUS-compliant.

Confidentiality is a must when parents/guardians assist in the classroom. Parent/Guardian aides must wear a picture identification badge issued by the receptionist when assisting in school. Parent/Guardian aides and volunteers should refrain from photographing any individual other than their own children. Parent/Guardian aides and volunteers are not permitted to post images and/or words about any individual student other than their own on social media.

Parents/Guardian acting as classroom aides should sign-in daily with the receptionist, and must wear a picture identification badge.

Only room parents/guardians are permitted to solicit teacher gifts, etc., through notes sent home with the students or by emailing or telephoning the parents/guardians. If monetary donations are requested, please submit them in an envelope addressed to the room parent/guardian in care of the front office. Any communication directed to parents/guardians must be reviewed and approved by the assistant principal.

Electronic Notification System - Bright Arrow:

The school's electronic notification system provides important information to parents/guardians. This service will automatically send e-mail and telephone messages detailing any announcement from the school.

All parents/guardians in grades Pre-K2 - 8 will need to register for a notification account. For initial access, parents/guardians will be provided a temporary user id and password and asked to set up an account at arch balt.powerschool.com/public. The password will not change from year to year. When selecting your e-mail

addresses and phone numbers, remember they may be used during or after school hours, so please choose accordingly.

Change of Address and/or Contact Information:
If you should have a change of address, or if any of your contact information should change during the year, please update your account using the Change of Contact Information form found on the MSCS web site under Documents and Forms. Please send this completed form to the Educational Technology Manager at c.campion@msladeschool.com. Additionally, please update address change information in your FinalSite portal.

Change of Name or Family Status:
If you or your child should have a name change, or if there is a change in your family status, please contact c.campion@msladeschool.com with any updated information.

Weekly Update:
The school publishes a weekly update to inform parents/guardians of relevant information, including the current week's school calendar and other important reminders and news. This will be emailed weekly through the electronic notification system. Any school organization that would like to include information in the weekly update should submit this to the administrative assistant.

Demerits Notification:
Demerit notifications are used to communicate undesired student behaviors to parents/guardians. Students may receive either a Minor Demerit or Major Demerit, depending on the nature and severity of the behavior. These demerits serve as formal notifications to families and help ensure timely collaboration and support. Consequences associated with each demerit level are outlined later in the handbook.

Telephone/Cell Phone Use:
Neither a student nor a teacher will be called to the telephone during the school day except in the case of an emergency. Students should not be texting, calling, or otherwise communicating with family members or others during school hours. If a student needs to contact home, they will be permitted to do so using a school-issued phone—no child will be denied the opportunity to call home when necessary.

If a student brings a cell phone to school, it must be turned off and kept away in their backpack for the entire school day. At times, a school official may grant a student express permission to use their phone for a specific purpose; outside of that, phones should not be in use.

If a cell phone is visible or being used without permission, the student will be issued a demerit, and the phone will be confiscated by administration. The phone will be returned to the student or their parent/guardian at the end of the school day.

Visitors:
All parents/guardians or visitors are to report to the receptionist at the front office upon entrance into the building. No parent/guardian or other person should appear at a classroom door before school, during the day or at dismissal unless it is his/her assigned day to be the classroom aide. All business should be dealt with in the office. Teachers will conference with parents/guardians at a mutually agreed upon scheduled time.

IX. Code of Conduct and Discipline Policy:

Monsignor Slade Catholic School strives to develop responsible, courteous, self-disciplined students whose pride in themselves, their parents/guardians, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions reflect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility; to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

It takes the collaboration of all – parents/guardians, teachers, and students – to achieve success in this most important area of growth and development. In guiding the child's growth in habits of virtue and Christian attitudes, emphasis is on the positive rather than the negative. Children need to understand that they choose one behavior over another and must take upon themselves the consequences of that chosen behavior.

All students at Monsignor Slade Catholic School are expected to:

- show respect for administration, teachers, staff, students and school facilities.
- uphold behavioral expectations in their actions and words.
- obey rules, regulations, and procedures established by school and administration.
- obey rules, regulations, and procedures established by each teacher.
- be present and punctual daily.
- complete projects and homework assignments daily.
- participate appropriately and fully at prayer, liturgies, field trips, civic activities and school assemblies.
- practice courtesy and good manners at all times.
- abide by the dress code established in the handbook.

Public Conduct:

Every Monsignor Slade Catholic School student must be aware that his/her actions reflect upon his/her reputation and the reputation of the school in the local community. Students must refrain from any type of public misconduct or illegal behavior that will damage their reputation or the reputation of the school. Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, through social media, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs. After-school activities, while riding on buses to sports games, field trips, and other such activities, are included in the definition of on-campus conduct. When it comes to social media, whether posted during school hours and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action relative to in-school discipline.

Student Character and Behavior Expectations:

At Monsignor Slade Catholic School, we nurture the whole child—spiritually, academically, socially, and emotionally. To foster a Christ-centered, safe, and productive environment, students are expected to mature in four core areas:

Spirituality:

We begin and end each day with prayer, participate reverently in Mass and liturgies, and grow closer to God through faith-based choices. *"Pray without ceasing." – 1 Thessalonians 5:17*

Students are expected to:

- Participate prayerfully and respectfully in services.
- Treat sacred symbols with reverence.
- Recognize goodness in others.
- Demonstrate honesty and integrity.
- Contribute to service projects.

Stewardship:

We care for others and God's creation by showing kindness, compassion, and respect.*"The earth is the Lord's, and everything in it." – Psalm 24:1*

Students are expected to:

- Use gentle, sensitive words and actions.
- Resolve conflicts peacefully.
- Respect people and property.
- Play safely and fairly.
- Show empathy through action.

Scholarship:

Learning is a gift from God, and students give their best effort with active engagement and responsibility.
"Whatever you do, work at it with all your heart." – Colossians 3:23

Students are expected to:

- Complete work on time and with care.
- Follow directions and participate fully.
- Stay attentive and prepared.
- Seek help when needed.

Safety:

We maintain physical, emotional, and spiritual safety through thoughtful, respectful behavior.
"Be strong and courageous. Do not be afraid; the Lord your God will be with you wherever you go." – Joshua 1:9

Students are expected to:

- Use kind, respectful language.
- Exercise self-control and think before acting.
- Report unsafe behavior or bullying.
- Handle materials responsibly.
- Keep personal devices off and stored unless permission is given.

Super Slades:

Each week, students have an opportunity to earn tickets for demonstrating exemplary spirituality, stewardship, scholarship, and safety pledged through the student conduct pledge. Every ticket is placed into a drawing where one student per grade is randomly picked and announced during morning prayer service on Fridays. Each winner is also recognized in the Weekly Update. In addition, students get to choose from among several prizes as an expression of thanks for the student's contribution to the school program.

Classroom Behavior Policies:

The following standards apply in all classrooms. Teachers may have additional rules, and students are expected to follow both the general and teacher-specific policies:

- Students must be in their seats and ready when class begins. Leaving the classroom or seat requires explicit teacher permission.
- All necessary materials for class must be brought beforehand.
- Students are expected to pay full attention and actively participate in class activities. Work for other classes or unrelated reading is not allowed unless explicitly permitted. Non-class materials should not be on desks.
- Talking without permission, speaking to others during instruction, study periods, or tests is prohibited.
- Any actions distracting to the learning environment, including harassment of other students, will not be tolerated.
- Students are responsible for keeping their desks and surrounding areas clean. Trash should be disposed of at the end of each class period.
- Insulting language, disrespectful gestures, or overt demonstrations of disapproval that disrupt the classroom will not be allowed. Issues related to tests, grades, or discipline should be discussed privately with the teacher during recess or homeroom.
- Classroom environment controls (desk arrangement, windows, blinds, lights) are managed by the teacher and should not be adjusted by students unless directed.
- Students must enter and exit the classroom quietly and on time.
- Students may eat and drink in classrooms only during designated times and with the permission of the teacher.
- Water bottles must have a secure, closed lid, may not be made of glass or display inappropriate

images or messages, and must be kept a safe distance from Chromebooks and other electronic devices.
- Chewing gum is prohibited anywhere on school grounds at all times.

Unacceptable Behaviors:

While we celebrate students' personal growth and progress, certain behaviors are unacceptable and interfere with a positive learning environment aligned with our Catholic values. These include, but are not limited to:

- Dangerous play
- Defacing or damaging school property
- Disrespectful behavior in school or during school-related activities (e.g., field trips, assemblies, sporting events)
- Disrespectful language or behavior
- Dress code violations
- Failure to bring necessary materials
- Gum chewing
- Rowdiness and disruptive behavior
- Tardiness and lack of responsibility
- Unauthorized use of another person's property
- Vulgar or rude behavior

Any other behaviors not specifically listed but deemed seriously disruptive by administration will also be considered unacceptable.

Enforcement and Consequences:
Teachers will generally handle demerits, but serious or repeated issues will involve parents/guardians and school administration. MSCS is committed to applying fair and just consequences for behavior that disrupts learning or violates our values.

Student Demerit System:
To support a safe, respectful, and productive learning environment, student behavior concerns will be addressed through a demerit system. This system ensures that responses are developmentally appropriate, consistent, and aligned with the expectations of our school community. Demerits will reset after each trimester. The principal reserves the right to amend, interpret, or make final determinations regarding all disciplinary matters at his or her sole discretion. Think Sheets for grades kindergarten-2 serve the same purpose as minor demerits in grades 3-8. The terminology is adjusted to be age-appropriate for younger students, while maintaining the same expectations for student behavior and accountability.

Minor Demerit:

A demerit is issued for less severe infractions that can be appropriately managed by the classroom teacher. These demerits focus on restorative practices, communication, and classroom-level consequences. Minor demerits require:

- Teacher intervention
- Communication from the teacher to the parent/guardian
- Consequences determined by the teacher (e.g., loss of recess, staying after class, reflective conversation, etc.)

Accumulation of Think Sheets - Kindergarten through Grade 2

Kindergarten-2 will follow the same progressive discipline system as the upper grades, using Think Sheets in place of minor demerits with the following consequences:

- Three Cumulative Think Sheets = 10-minute reflection time with the teacher during recess.
- Five Cumulative Think Sheets = 30-minute reflection time during recess.
- Seven or More Cumulative Think Sheets = Parent/Guardian meeting with administration to

develop a behavioral plan.

Accumulation of Minor Demerits - Grade 3 though 8

- Three Demerits = Lunch/Recess detention with teacher
- Five Cumulative Demerits = Morning detention with administration
- Seven or more Cumulative Demerits = Parent/Guardian meeting with administration to determine behavioral plan
-

Minor Demerit behaviors include, but are not limited to:

- General disrespect toward students or adults
- Being in unauthorized areas
- Misuse of materials, school property, or technology/cell phone
- Gum chewing or eating in class
- Failure to observe school or classroom rules
- Name calling
- Minor inappropriate touching
- General noncompliance
- General disruptive behavior
- Lying
- Uniform violations

Major Demerit:

When a student engages in a serious behavioral infraction, the matter will be referred immediately to the administration. Depending on the nature and severity of the offense, consequences may include a disciplinary contract, suspension, expulsion, or other appropriate disciplinary action. Students in Kindergarten through Grade 2 may also receive a major demerit for behaviors that warrant an immediate administrative consequence. Major demerit behaviors equate to 5 demerits and require:

- A thorough investigation of the incident
- Immediate escalation to school administration
- Parent/guardian communication (initiated by school personnel)
- Explicit and immediate consequences, which may include detention, suspension, or expulsion

Major Demerit behaviors include, but are not limited to:

- Abusive or threatening language
- Bullying or harassment
- Disrespectful tone, attitude, or body language
- Honor code violations, including academic dishonesty or plagiarism
- Inappropriate or offensive language
- Major classroom disruption
- Major disrespect of property belonging to others
- Major damage or disrespect of school property
- Major insubordination
- Major misuse of technology/cell phones
- Physically inappropriate or aggressive behavior
- Theft
- Vulgar literature, drawings, or obscene gestures

Detention:

The severity of student behaviors will be determined at the discretion of the teacher and/or administration. While detention is the minimum consequence for certain infractions, more serious or repeated offenses may warrant suspension or expulsion.Behaviors that typically warrant a major demerit violation will result in a detention including, but are not limited to:

- Stealing
- Vandalism
- Lying

- Disrespect toward authority
- Use of improper language—oral, written, or gestures
- Bullying behaviors such as name-calling, intimidation, or harassment
- Academic dishonesty, which is considered a very serious offense. This includes plagiarism, forgery, cheating on tests or assignments, copying another student's work, or allowing one's work to be copied. Academic dishonesty may result in a zero on the assignment and further disciplinary action.

Detention Policy:

Lunch/recess detention will be held with an assigned teacher. Any before-school detention will begin promptly at 7:00 a.m. Scheduling of before-school detentions will be based on administrator availability.

Students are responsible for arriving on time and prepared. Missing detention or arriving late may result in additional disciplinary consequences.

Accumulating demerits can lead to escalating consequences including, but not limited to, suspension, loss of privileges, disciplinary contracts, and expulsion.

Artificial Intelligence:

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

Purpose

To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.

To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.

To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.

To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.

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

Introduction and Definitions

Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.

As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.

Generative AI is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

Student Use

AI is intended to support learning, not replace it. The development of critical thinking, creativity, problem-solving, and authentic student voice remains central to the educational mission.PreK–4 are not permitted to use generative artificial intelligence (AI) at this time.

The following expectations apply to students:

- Students may not use AI to complete assignments, assessments, projects, essays, or other coursework on their behalf unless expressly authorized by the classroom teacher.

- The use of AI to generate work that is submitted as a student's own constitutes plagiarism and academic dishonesty. Students may not use AI to infringe upon copyright laws or to create, reproduce, or submit copyrighted material without proper authorization or attribution.
- When permitted by the teacher, AI may be used in grades 5-8 as a learning support tool to assist with research, brainstorming, organization, revision, practice, or other instructional purposes identified by the teacher.
- Classroom teachers have the authority to determine when, how, and if AI may be used within their classrooms, assignments, projects, or assessments. Teachers may prohibit AI entirely or establish specific guidelines for its acceptable use.
- When AI use is permitted in grades 5-8, teachers are responsible for communicating clear expectations, acceptable uses, and limitations, as well as monitoring student use throughout the learning process. If applicable, teachers should use AI detection software to deter plagiarism.
- If AI use is prohibited for a particular assignment or assessment and a student uses AI in violation of the teacher's expectations, the incident will be treated as academic dishonesty. Appropriate disciplinary consequences will be administered, including parent notification. Teacher expectation regarding AI for a particular assignment or assessment should be in writing so as to not create any possible confusion amongst students or parents.
- When appropriate and when teachers are knowledgeable in the use of AI, they are encouraged to demonstrate comparisons between AI-generated responses and authentic student work. These opportunities should emphasize the value of human creativity and critical thinking while helping students recognize both the strengths and limitations of artificial intelligence.

Privacy and Safety

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

Misinformation and Potential Bias

Students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.

Disciplinary Contract/Suspension/Expulsion:

In addition to the standards for student behavior described previously, whenever a student's behavior deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict privileges and rights of school attendance.

Such action may be of four kinds:

- **Disciplinary Contract**: A conditional enrollment during a trial period as stated by a behavior agreement. Contracts require parental signature, student acknowledgement, and administrative approval.
- **In-School Suspension**: A temporary restriction of activities, privileges and interaction with other students for a specified length of time. Responsibility for the stipulated conditions and length of in-house suspension resides with the administration.
- **Out-of-School Suspension**: A temporary termination of enrollment, not to exceed three consecutive school days, until stipulated conditions are met. Responsibility for suspending a student resides with the administration.
- **Expulsion**: A termination of enrollment permanently or for an extended period of time. In cases of expulsion, the student has a right of review in accordance with the procedure established by the Archdiocese of Baltimore.

Offenses Subject to Above Procedures:

Behaviors that can result in suspension or expulsion include, but are not limited to the following:

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons

- Possession and/or use of firecrackers, ammunition, or other explosives
- Continued and willful defiance or disobedience of authority
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies/nicotine pouches and/or any tobacco/nicotine replica products
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting/serious acts of aggression/threats of violence
- Harassment (sexual or otherwise)/bullying behaviors
- Inappropriate public displays of affection, or any gestures of a sexual nature
- Inappropriate postings on websites or any social media platform concerning any member or aspect of the school community
- Any serious action not in keeping with the philosophy of MSCS

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parents/guardians will meet with the Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Expulsion:
The school reserves the right to expel any student in cases of serious or repeated violation(s) of school rules and regulations or policies. Any expelled student forfeits all privileges of the MSCS student. The Administrator reserves the right not to readmit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Archdiocese of Baltimore. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents/guardians may be given the option to withdraw the student in lieu of expulsion.

Reasons for Dismissal:

- Poor academic achievement
- Serious misbehavior that shows disregard for stated school policies and/or disrupts the teaching learning environment in the school
- Parents'/Guardians' noncompliance with the teacher and/or administration's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for more thorough evaluation of the child
- Parents'/Guardians' noncompliance with school policies
- Parents'/Guardians' falsification of records or withholding pertinent information regarding child's current and/or past physical, emotional, or academic problems
- Parents'/Guardians' failure to meet tuition obligations as detailed in their contract
- Any other behavior from student and/or parent/guardian deemed reasonable dismissal as established by the principal.

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

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, and/or gender identity or expression are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

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

a. Creates a hostile education environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
b. Is motivated by an actual or a perceived personal characteristic including race, origin, marital

status, sex, sexual orientation, gender identity, religion, ancestry, attributes, socioeconomic status, familial status, or physical or mental ability; or

c. Is sexual in nature; or
d. Is threatening or seriously intimidating, and
e. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

Reporting forms are available online at the Archdiocesan website under the Schools Resource Portal tab.

The Principal or designee will review all submitted reports, conduct any necessary investigation, and determine appropriate disciplinary action in accordance with school policy. To protect the privacy of all students and in compliance with the Family Educational Rights and Privacy Act (FERPA) and Archdiocesan of Baltimore policies, reporting students and/or parents/guardians will not be informed of the specific disciplinary consequences assigned to another student. While the school will provide appropriate follow-up regarding the status and resolution of reported concerns, all communications will remain within the limits of applicable privacy laws and school policy.

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

Policy:
It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

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

Prohibited Conduct:
For the purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity, that:

Has the purpose or effect of creating an intimidating, hostile, or offensive environment;

- Has the purpose or effect of unreasonably interfering with an individual's academic performance,or otherwise adversely affects an individual's educational opportunities.
- Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive environment.

Procedure:
Any person who believes that a student is being subjected to harassment should immediately report the harassment to anyone or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.

- Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Archdiocese of Baltimore.

Search and Seizure:
MSCS reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Electronic Devices:
Any personal electronic devices—including, but not limited to, FitBit devices, Apple watches, smartwatches, Meta glasses, AirPods, and any form of wearable or handheld technology—are prohibited in school unless specifically authorized by administration. This includes any device capable of recording, transmitting, or receiving audio, video, or images. Dedicated e-readers (e.g., Kindle or Nook) that are not internet-enabled for web browsing, social media, messaging, or cellular communication are permitted at the school's discretion. Should an e-reader become a distraction, be used inappropriately, or interfere with the educational environment, the school reserves the right to revoke this privilege, and parents/guardians will be notified.

Cell phone use by students is prohibited in school and/or during any school-related activity under the direct supervision of school employees. All cell phones must remain powered off and stored inside the student's backpack for the duration of the school day. Cell phones may not be carried on a student's person (e.g., in a pocket, waistband, or clothing) or accessed at any time during the school day unless expressly authorized by school administration.

Playground:
Students are encouraged to organize non-violent/non-competitive games. Although students may bring in their own sports or playground balls, hard balls, softballs, and bats, are not permitted. Grades 3-8 students may elect to bring lacrosse sticks with soft practice balls in order to play catch. Lacrosse games are not permitted. Students are not to play near parked cars. They are to be aware of through-traffic. Ball playing is not permitted before or after school while cars are arriving and departing. The use of playground equipment is available to classes when a teacher is on duty. There are three teachers/staff members assigned to supervise the students during recess.

Recess:
Weather permitting, all students have at least one outside recess break. During inclement weather, children are encouraged to bring quiet-type games into school. Video game devices and other electronics are not permitted.

Students are permitted to stay in from recess only if they are in possession of a doctor's note. We do not have personnel available to supervise children with colds, etc. Therefore, if a child is well enough to come to school, he/she will be expected to participate in outdoor recess unless he/she is in possession of a doctor's note.

Use of School Grounds:
The use of school property is restricted to use by MSCS organizations and/or Christ the King Catholic Church, upon written approval.

X. Academic, Psychological, and Support Services for Students:

Resource Team:
As part of MSCS's commitment to its students and families, the school offers the services of a resource team. The

team consists of a resource specialist and/or administrator, a licensed reading resource teacher, certified school counselor, and a registered nurse.

School Counselor:

The school counselor supports students' academic, social, emotional, and behavioral development through short-term counseling, consultation, and collaboration with students, parents/guardians, teachers, and administration. The counselor assists students in developing healthy coping skills, problem-solving strategies, and positive decision-making.

School counselors are not licensed therapists and do not provide ongoing therapy, psychological treatment, or long-term mental health services. Students requiring services beyond the scope of the school counseling program may be referred to outside providers. For students who receive outside counseling services, parents/guardians may be asked to sign a consent form that allows for collaboration between School Counselors and outside professionals.

Parents/guardians may request that their child meet with the school counselor; however, meetings are scheduled based on the counselor's professional judgment, student needs, emergencies, and overall availability. The school reserves the right to prioritize counseling services accordingly. Confidentiality is maintained for students who receive school counseling support, unless there is a concern involving the student's safety or the safety of someone else.

MSCS shall have the right to require that a child be examined by a licensed psychologist or psychiatrist selected by the School, but at the parents'/guardians' expense. This evaluation will determine his/her mental status, and ability to continue at MSCS. Should the evaluation indicate that the child is unable to continue, or should the parents/guardians of the child in question refuse to permit the child to undergo the required evaluation, MSCS has the right to require the involuntary withdrawal of the student in question.

MSCS reserves the right to require a student to undergo a psychological or psychiatric evaluation when, in the judgment of the principal, there is reasonable concern that the student's emotional, behavioral, or mental health may pose a risk to the safety, well-being, or educational environment of the student or others. The evaluation must be completed by a licensed mental health professional approved by the school or otherwise acceptable to the school. The school may require written documentation and recommendations from the evaluating clinician prior to considering the student's return to school. Depending on the circumstances, a student may be placed on a temporary or indefinite leave of absence pending completion of the evaluation and the school's determination that the student can safely and successfully return to the educational environment. The decision to permit readmission rests solely with MSCS.

Reading Resource:

A licensed reading resource director is available to assist teachers in developing different reading programs to assist students to improve their reading level, fluency, and comprehension. This will assist teachers in addressing different learning styles so that the children can maximize their learning potential. The resource teachers will do in-house educational testing based on the recommendation of the resource team and will be part of the IEP Process. The reading resource director, along with numerous literature teachers, are licensed and certified from the Orton Gillingham Academy and collaboratively provide students with tailored reading interventions.

Registered Nurse:

The school's health suite is equipped with a full-time registered nurse M-F, from 8:00 a.m. - 3:00 p.m. throughout the school year. The health suite is not a diagnostic clinic with facilities for prolonged treatment but rather to be used for the immediate and temporary care of injuries or illnesses occurring during the school day. If a child cannot return to class within a half hour, a parent/guardian will be called. The nurse will administer first aid to injured students and isolate ill students until they can be taken home by a parent/guardian. The nurse must be informed if a child has any special health problems. It is imperative that all emergency information be accurate and up-to-date for students and parents/guardians. Parents/guardians are responsible for notifying the nurse of any emergency information changes.The registered nurse consults with the resource team regarding students with medical needs.

Student Accommodation Process:

Catholic schools in the Archdiocese of Baltimore strive to meet the academic needs of students, so they may access and benefit from a Christ-centered education. The Individuals with Disabilities Act of 1997 (IDEA) is a federal law that mandates all students in the United States who have a disability or multiple disabilities be provided with Free Appropriate Public Education (FAPE) that is individualized to meet their needs.

Students enrolled in private schools by their parents/guardians are not entitled to the same level of service that they would receive if enrolled in a public school. The applicable regulations give public schools the authority to decide, after consulting with private school representatives, which students in private schools will be served, what services they will receive, and where the services will be delivered. The regulations require the development of an Individual Service Plan (ISP), rather than an IEP or 504 plan, by the public school with input from the private school representatives in order for a private school student to receive services, such as speech/language therapy or occupational therapy (OT), from the public school. A family may also seek these services privately.

When a student has been previously identified by the public school as qualifying for an IEP or Section 504 plan, a Student Accommodation Plan (SAP) may be written by the Catholic school staff to document accommodations the student needs to benefit from education services, providing there is psychoeducational testing data or other testing data to support the need for accommodations.

If a parent/guardian or teacher identifies an area of concern that is impacting a student's ability to learn, the teacher takes the necessary pre-referral steps to address the concern. The teacher contacts the family about the concerns and response to pre-referral steps. Each school has a Student Advocacy Team (SAT). The teacher completes the SAT referral form and gives it to the SAT leader. The teacher attends an SAT meeting to present the student information. A plan of action is constructed. The school engages the family in the student's plan of action and documents response. The teacher and SAT leader work together to carry out the plan of action. The teacher updates the SAT of the student's and family's progress.

If the SAT recommendation is that the student needs to be formally evaluated, the SAT will discuss with parent or guardian the ongoing concerns and recommendation that the student be evaluated/tested. Testing may be necessary documentation for the school to be able to write a Student Accommodation Plan for their child.

All Student Accommodation Plans are reviewed annually with the student's family and revisions are made as needed. SAPs are only valid for the duration of the school year in which they were implemented. In order for a SAP to be implemented in subsequent school years, an annual review must take place with the parent/guardian.

MSCS strives to provide reasonable academic accommodations and support services for students whose educational needs can be appropriately met within the school's resources and programs. In some cases, a student's identified educational needs, as determined through MSCS data and observations, formal evaluations, and professional recommendations, may exceed the level of support MSCS is able to provide. When this occurs, the resource team will communicate with the parents/guardians to review the student's needs and discuss appropriate educational options. If the school determines it cannot adequately meet the student's educational needs, the principal may initiate a school-issued withdrawal in the best interest of the student. When appropriate, the school will assist the family in identifying a more suitable educational placement.

Pediatrician and Other Professional Forms:

Parents/guardians may request in writing that progress updates, behavior reports, or screening forms be completed for pediatricians, psychologists, psychiatrists, occupational therapists, professional tutors, and other specialists. However, the forms must be sent directly to the admissions director or administration. In order to keep the school's records current, parents/guardians should provide the name, address and phone number of the specialist along with the forms. Please submit these forms at least three weeks prior to the due date. Please inform the providers not to mail the forms directly to the teachers. A Consent to Release Records form must be signed and on file at the school.

Students' Rights Policy:

While every student is entitled by law to the personal rights and protections guaranteed by the U.S. Constitution

(e.g., freedom of speech), proper recognition has also been given by the courts to the prerogatives of the non-public school to maintain its own particular philosophy and goals and to require behavior that is congruent with these aims and objectives. Therefore, it is the policy of the Archdiocesan elementary schools that proper fundamental precautions be exercised in both the administration of the school program and the management of the classroom to safeguard the constitutional rights of students and, at the same time, that proper requirements be made to insure that the behavior of students will conform to the Catholic ideals and the expectations of a Catholic school.

Involuntary Withdrawal Policy:

MSCS is a community of teachers and students working together to pursue knowledge and the development of individuals. Sometimes the needs of students are beyond the professional expertise of the teachers and affect the rights of the other students. These can be academic, social-emotional, and/or behavioral needs. MSCS reserves the right, at its sole discretion, to require the involuntary withdrawal of any student whose academic, behavioral, social, emotional, medical, or other educational needs cannot be appropriately met by the school, or whose conduct, performance, or continued enrollment is determined to be inconsistent with the school's mission, policies, expectations, or best interests of the school community.

XI. Finances

Money Sent to School:

All funds sent to school for any purpose should be enclosed in a sealed envelope clearly labeled with the student's name, room number, amount enclosed, and the specific purpose of the payment. Loose cash will not be accepted under any circumstances.

Tuition payments should never be sent directly to the school. The school expressly disclaims any responsibility or liability for money of any kind sent to school with a student. Any such funds sent at the risk of the parent/guardian will be considered the sole responsibility of the sender. Parents/guardians are advised to use the approved official tuition payment channels.

Financial Obligations:
MSCS considers the mutual agreement between the parents/guardians and the school with the utmost seriousness. In all interactions, the school fulfills its commitment to provide a quality Catholic education for each student. In return the parental obligation is to maintain support of these educational efforts and to fulfill all financial obligations.

Tuition:
In order for MSCS to budget its funds properly for school obligations, it is necessary that the school receive tuition payments when they are due. The school utilizes the FACTS Tuition Management System, to maintain an accounting of a student's tuition charges, as well as the collection of tuition payments. Each family is required to establish a FACTS Tuition Management System account. If parents/guardians are engaging in separation and/or divorce, such applicable legal court-ordered documents must be submitted directly to the school. Otherwise, it is assumed that all payments are shared and linked to the family account.

Since MSCS must ensure that tuition accounts are paid timely in accordance with payment plans and not delinquent, the School Board has found it necessary to adopt the following regulations and has instructed the school administration to carry out the following policies:

1. No student will be admitted to school at the beginning of the new school year unless all accounts are paid in full from the previous year and all accounts are current for the upcoming school year.
2. All families must have a FACTS account activated by April 23rd of the coming school year. Upon activation of the FACTS account, a non-refundable $200 per student tuition deposit will automatically be deducted from your FACTS account.
3. In order for a family to re-register their children for the following school year, all tuition accounts must be current at the time of re-registration. If the account is brought up-to-date after the re-registration date, the children may be placed on a waiting list as necessary.
4. If a family's FACTS account is in arrears, delinquent, or has a collectability issue, the school will notify parents/guardians via one or more of the following methods: email, mailed letter, phone. If the situation has not been resolved within fifteen (15) days of the original school notification to families, the student(s) may not be allowed to attend classes until the issue is settled.
5. The school reserves the right to deny access to PowerSchool and withhold student progress reports for those FACTS accounts that are in arrears, delinquent, or uncollectable.
6. For students transferring from MSCS, either during the school year, or upon completion of a school year, all accounts must be current before transcripts of the student's records will be released or before a student will be permitted to register/continue in any extracurricular school-sponsored offerings.
7. All debts to the school including, but not limited to, tuition, service hours, HASA membership fees, sports fees or equipment, library books, and/or textbooks, must be paid and/or returned to the school by or before May 15th of the current school year, or:
    - Final progress reports will be withheld for the student(s).
    - Yearbooks will not be distributed to the student(s).
    - Student's transcripts of school records will not be released.
    - Students will not be allowed to return to school in the fall.
    - Students will not be allowed to register for Slade Sports.
    - Families with 8th grade students must be paid in full before that student can participate in field day; 8th grade activities such as a theater production, graduation social event, graduation activities and exercises; and receive a diploma.

Regarding tuition refunds, always refer to the enrollment agreement provided by the admissions department. Please note: If notice to withdraw an enrolled student is received on or after June 1st of your contractual year of enrollment, but prior to the end of the first academic trimester, then one-third the annual tuition amount will be due. In the event of withdrawal after the start of the second academic trimester, the full annual tuition will be due.

- Students are expected to treat all school materials and books with respect. If during the course of the school year a textbook is lost or damaged, the student is responsible for payment to cover the replacement of the textbook before the next progress report will be distributed.
- The school reserves the right to require a payment by cash, certified check, or money order if a FACTS account is in arrears, delinquent, or uncollectable.
- The school reserves the right to bill your FACTS account for any fees, such as service hours, late pick -up fees, graduation fees, etc.
- The school reserves the right to seek legal action to collect outstanding debts. Parents/guardians will be obligated to assume all debts, which arise from such legal action, such as court costs, attorneys' fees, etc.

Monsignor Slade Catholic School
2026-2027 Tuition (Pre-K4 - Grade 8)

Registered Catholic*

Children	Annual Tuition	Deposit	Option 1 10 Monthly Payments	Option 2 4 Quarterly Payments	Option 3 2 Semi - Annual Payments	Option 4 1 Single Payment
1	$8,996	$200	$880	$2,199	$4,398	$8,796
2	$17,278	$400	$1,688	$4,220	$8,439	$16,878
3	$25,383	$600	$2,478	$6,196	$12,392	$24,783
4	$33,307	$800	$3,251	$8,127	$16,254	$32,507

Non-Catholic*

Children	Annual Tuition	Deposit	10 Monthly Payments	4 Quarterly Payments	2 Semi - Annual Payments	1 Single Payment
1	$9,965	$200	$977	$2,441	$4,883	$9,765
2	$19,216	$400	$1,882	$4,704	$9,408	$18,816
3	$28,290	$600	$2,769	$6,922	$13,845	$27,690
4	$37,183	$800	$3,638	$9,096	$18,191	$36,383

Option 1: 10 monthly payments July 2026 through April 2027, withdrawn 1st, 15th or twice monthly
Option 2: 4 payments withdrawn August, November, February, April
Option 3: 2 payments withdrawn July and January
Option 4: 1 payment withdrawn July

*These tuition rates include a $85 per child Technology Fee.

Preschool

	Annual Tuition	Deposit	Monthly Payments
1/2 Day - 4	$4,648	$200	$445
Full Day 3	$10,956	$200	$1,076
1/2 Day 3	$4,122	$200	$392
Full Day 2	$12,371	$200	$1,217
1/2 Day 2	$3,472	$200	$327

10 monthly payments July 2026 through April 2027, withdrawn 1st, 15th or twice monthly
Preschool tuition rates listed are for the program that runs concurent with the school year, the Summer Program, which runs from June through August, has a separate fee.

Re-registration Fees:
All returning families must be re-registered by completing an Intent to Enroll Form and paying the re-registration fee of $150 per student through the FinalSite portal on or before 11:59 p.m. of December 18, 2026. If re-registration occurs after the aforementioned date, an additional $100 per child processing fee will be assessed. All re-registration fees are non-refundable. An early-incentive program may be offered.

If a parent/guardian re-registers after the re-registration deadline of December 18, 2026, priority of admission will be given only if seats are available in the student's grade level.

Please note: Applications for siblings of current students should also be submitted during the re-registration time period to be given priority of admission.

Returning 8th grade students are assessed a $145 graduation fee. This fee will be added to your FACTS account.

Any returning family's FACTS accounts activated after April 1 will incur an additional processing fee of $100 per child. If current families who plan to re-register their child(ren) for the upcoming school year do not complete the appropriate process prior to the established deadline, and do not have an activated FACTS account, the student(s) is subject to be placed on a waitlist and/or unenrolled. If activated after June 15, families may experience a compressed payment schedule.

Home and School Association (HASA) Fee:
An annual membership fee of $75 will be charged to each family, as all families are part of the Home and School Association. This fee will be added to your oldest child's FACTS account as part of the annual tuition contract issued through your FinalSite portal.

Tuition Assistance/Tuition Grants:
MSCS is committed to making Catholic education as accessible as possible through a variety of tuition assistance opportunities. Financial assistance may be available through participating partner parishes, the Archdiocese of Baltimore, and the school's own tuition assistance program. Tuition assistance is awarded based on demonstrated financial need, available funding, operational budget considerations, and the number of qualified applicants. Because these factors vary from year to year, tuition assistance is neither guaranteed nor an entitlement, and award amounts may increase, decrease, or be discontinued at the school's discretion. Enrollment fluctuations, budgetary constraints, and other operational considerations may also impact the amount of assistance available.

In order to be considered for tuition assistance, you must apply through FACTS Grant-and-Aid Program.
The deadline for returning students is February 26, 2027. There are other outside resources for tuition assistance, including State-funded programs such as BOOST. For additional information, explore the BOOST website regarding deadlines or contact the CFO.

Registered Catholics:
In order for MSCS to deem a student eligible for the Catholic faith discount, it is required that the custodial parent/guardian provide a parish verification form for the family and a baptismal certificate for each child being enrolled in the school. It is the family's responsibility to acquire the necessary documents. Families will not receive the Catholic discount until these documents are on file. All verification forms must be received by October 31 of the current school year in order to receive the discount.

Service Hours Program:

Service Hours requirement per family - 12 hours or $400.00

A unique opportunity called the Service Hours Program has been established at the school in an effort to help the school raise funds and/or to help defray costs for services needed throughout the school.

Each family is required to give twelve hours of service during the school year or pay an additional fee based on the following payment schedule:

If paid by the December 31, 2026, deadline : $350.00
After December 31, 2026: $400.00

The Home & School Association (HASA), in collaboration with school administration, will provide a list of opportunities to earn service hours. Some are listed below. Volunteer hours earned by assisting with field day will be credited toward the required volunteer hours for the following school year. The Administration Team is

working to develop a more efficient service-hour tracking platform that will allow families to monitor their hours throughout the school year. Once implemented, additional information and instructions will be communicated directly to families.

Please Note: Most activities require that volunteers be VIRTUS-compliant to participate. We encourage parents/guardians to contribute their service, and require that they complete their time by May 21, 2027. Any hours not completed by this date will be calculated at the maximum hourly rate of $33.33 (maximum amount of $400.00 divided by 12 hours equals $33.33 per hour). This hourly rate will then be multiplied by the total number of service hours still owed to the school. Those families that have worked zero hours as of May 21, 2027 will be charged the maximum rate of $400.00.

Statements with Service Hours accumulated will be issued in January/February. No further report of hours earned will be issued. A letter will be sent out in May indicating the total number of hours served and balance due, if any. Please note: All families must have all debts paid by May 21, 2027.

Each family with children enrolled in the school is part of the Service Hours Program. To follow is a detailed list of areas and/or services available for fulfilling your commitment. Families do not receive hours for helping with field trips, class parties, or Field Day.

Explanation of the Service Hours Program for 2026-2027:

Each family with students enrolled in grades Pre-K4 (Full Day) - 8 will be responsible for completing its own hours. Participants must be 21 years of age or older. Any high school age child that assists for any school function will only be able to receive credit towards his/her high school community service hours. Service hours cannot be shared among families or friends. The school plans to purchase a new platform in which parents/guardians can track their service hours on the Helper Helper App/Website. More information will be provided when it becomes available.

Please note: It is your responsibility to sign in with the designated chairperson of the event/activity so that you receive proper credit for hours worked.

The following events and activities are examples of events in which parents/guardians can earn service hours. To stay updated on ongoing events that need volunteers, please email hasa@msladeschool.com or contact the front office directly. It is the responsibility of the parent/guardian to track their earned hours. Excess hours cannot be carried over to the following school year.

Baking for Events

Volunteers are needed to bake for events. You will be notified of upcoming events and the type of baked goods needed. Based on the need, families can earn one service hour credit for each event in which baking is needed. For those events, to earn the hour, families should provide something to the extent of: one cake, two dozen of an item, etc. When applicable, store-bought items are acceptable. A list of the baking events include: Open Houses, Christmas at Slade, Grandfriends & Special Friends days, as well as other possible events.

Classroom Aide/Volunteer

You may work any day, Monday - Friday, in the Kindergarten - 8th grade, as needed by a teacher. Please contact your child's homeroom teacher for further information as to dates, times, etc. Aides assist the teacher by working with individual students or small groups of students. Hours will be credited for services performed between 8:15 a.m. and 2:15 p.m. Participants must be 21 years of age or older. All participants must be VIRTUS complaint

Club Volunteer

Parents/guardians who volunteer to run or assist the club moderator in various capacities. All participants must be VIRTUS compliant.

Hospitality Committee

This committee is responsible for set-up, including making coffee and drinks, serving and clean-up. The hospitality events for this year include but are not limited to: New Parents' Night, Muffins with VIP! (Formerly Muffins with Mom), Donuts with VIP! (Formerly Donuts with Dad), Open Houses, Grandfriends & Special Friends Day. You will be scheduled by the Hospitality Committee Chairperson to work for these receptions and/or socials. All participants must be VIRTUS compliant.

Office Volunteer

The school office, including the advancement and admissions office, needs volunteers who can do occasional clerical work. At-home volunteer work would include: making phone calls, stuffing envelopes, applying labels and postage to mailings, etc. In-office would include: organization of files, general cleaning and organization, etc.

Parent Cleaning Days

Parent/guardian cleaning days are scheduled twice a year on a Saturday morning in the Fall and Spring. Parents/guardians come to school to do some general cleaning and/or yard work. This event takes place from approximately 7:30 a.m. to 12:00 p.m. You will receive one hour of credit for every hour worked.

Student Snack Sale

Parents/Guardians can earn one hour for sending in one dozen store-bought, pre-packaged treats. Only one hour of time can be earned for each snack sale. There are several snack sales scheduled throughout the year. Students may participate in the snack sale by bringing $0.25 for the monthly sale. All participants must be VIRTUS compliant.

Sports Programs

Sports hours are earned as follows: Officers: Athletic Council Officers - 12 hours; Sports Commissioners - 12 hours; Teams: Coach - 12 hours; Assistant Coach (up to two per team) - 10 hours; Event Monitor - 10 hours; Team Parent - 5 hours. Any questions may be directed to the Athletic Council members listed in the Handbook or on the Slade sports website—www.sladesports.com. All participants who are planning to volunteer in the sports program

must be VIRTUS compliant.

Uniform Exchange
Volunteers are needed to help sort and organize donated uniforms prior to the scheduled uniform exchange sale. During the event, volunteers help shoppers locate desired uniform items. The Uniform Exchange is held several times throughout the school year. All volunteers must be VIRTUS compliant.

Home and School Association (HASA) Activities
For the following HASA activities, the Service Hours Program will credit your account as follows: For every hour worked, you will receive one hour of credit, with the exception of those people who are appointed chairperson. The chairperson will receive a full 12 hours of credit for chairing these activities.

Multicultural Festival
This event requires several chairpersons to plan/organize the event, as well as volunteers to help set-up, work during the event, and clean-up. All participants must be VIRTUS compliant.

Bingo
This event requires a chairperson to plan/organize the event, as well as volunteers to help set-up, work during the event, and clean-up. All participants must be VIRTUS compliant.

Halloween Trunk or Treat
This event requires organizing and/or working on the committee with set-up, working during the event, and clean-up. All participants must be VIRTUS compliant.

Christmas at Slade
This event requires volunteers to help set-up, work during the event, and clean-up. All participants must be VIRTUS compliant.

Race for Slade
This event requires organizing and/or working on the committee with set-up, working during the event, and clean-up. All participants must be VIRTUS-compliant.

Flower Mart
This event requires people to assist with set-up in the morning and to sell plants to the students, parents/guardians, faculty and staff throughout the school day. All participants must be VIRTUS-compliant.

HASA Monthly Sports Cards Show
In the Slade cafeteria, a vendor hosts a trading sports card show each month. HASA seeks volunteers to serve pizza. The event takes place monthly on a Saturday, from 9 am - 3 pm. Volunteers are not needed for that entire duration.

Donuts with VIPs/Muffins with VIPs
Each year, MSCS hosts a before-school community breakfast for students and their parents/guardians. To support this event, HASA and the Hospitality Committee seeks volunteers for setup, food and beverage service, and cleanup. All participants must be VIRTUS compliant.

Advancement and Outreach:
Within advancement efforts, all stakeholders play a part. This includes current and former parents/guardians, grandparents and extended relatives, alumni, administration, faculty, staff, and students. Tuition dollars alone are not enough to maintain operating costs while enhancing the continued mission of our Catholic school. There are many opportunities for giving. Donors may wish to consider several plans for making tax-deductible charitable contributions. The administration is available to help donors select projects to match their philanthropic interests with MSCS's needs. Contributions may be made in various forms:

- Direct contributions
- Matching gifts from employers

- Pledges over a period of time
- Gifts of securities or real property
- Life insurance policies
- Stocks/bonds

XII. Dress Code

A. Uniforms

Students must be in the approved school uniform at all times, unless given permission by the administration to dress otherwise. The complete, clean uniform is to be worn properly (shirts tucked completely in, slacks belted, etc.) whenever a student is on the school property. All uniforms need to be in good repair. Please label every piece of your child's uniform attire. Any uniform item depicting the old school logo (known as the rocking cross) is not acceptable. Colored undergarments or shirts with any type of logo or printing which can be seen through the uniform shirt or blouse are not allowed to be worn.

The complete school uniform must be purchased from **FlynnO'Hara Uniforms** by:

Visiting the local store: 1608 W. Furnace Branch Road
Glen Burnie, MD21061
410-684-2816
Ordering by Phone: 800-441-4122
Ordering Online: www.flynnohara.com/school/md178

Pre-K4- Girls' and Boys' Winter Uniform - (Nov. 2, 2026 - Apr. 2, 2027)

Children in Pre-K4 are required to wear the Slade sweatshirt, Slade sweatpants, and gym shoes to school each day. No musical, flashing lights, or Heely-style tennis shoes are permitted. Black or white above-the-ankle socks are required. The gym uniform may only be purchased through the uniform company.

Pre-K4 - Girls' and Boys' Summer Uniform - (Aug. 31 - Oct. 30, 2026, and Apr. 5 - Jun. 10, 2027)

The optional summer uniform consists of Slade gym shorts and Slade gym t-shirt. No musical, flashing lights, or Heely-style gym shoes are permitted. Black or white visible socks are required. The gym uniform may only be purchased through the uniform company.

Kindergarten - Grade 5 - Girls' Winter Uniform - (Nov. 2, 2026 - Apr. 2, 2027)

The winter uniform consists of a red and green plaid jumper, blouse (white, short or long sleeves, Peter Pan collar), and green, white, or black knee-high socks, as well as solid green, white or black tights. A green cardigan sweater (optional) with the school emblem completes the uniform. Shorts, worn under the jumper, but not visible, are optional. No sweatshirt or sweatpants may be worn as part of the uniform. During the winter months, gym sweatpants may be worn under the jumper at recess time. As an option, girls may choose to wear the uniform khaki slacks with the white school blouse and a sweater or sweater vest with the school emblem.

Kindergarten - Gr. 5 Girls' Summer Uniform - (Aug. 31 - Oct. 30, 2026, and Apr. 5 - Jun. 10, 2027)

The optional summer uniform consists of khaki shorts, slacks, or skorts and a yellow polo shirt with the school emblem. Uniform shoes will be worn with the summer uniform. Black or white visible socks are required. or solid white or black knee highs are required.

Kindergarten - Grade 5 Boys' Winter Uniform - (Nov. 2, 2026 - Apr. 2, 2027)

The winter uniform consists of dark green pants, a yellow polo shirt with the school emblem, white, green or black crew socks. A green V-neck sweater (optional) with school emblem completes the uniform. No sweatshirts may be worn as part of the school uniform.

Kindergarten - Gr. 5 Boys' Summer Uniform - (Aug. 31 - Oct. 30, 2026, and Apr. 5 - Jun. 10, 2027)

The optional summer uniform consists of khaki shorts and a yellow polo shirt with the school emblem. Uniform shoes will be worn with the summer uniform. Black or white visible socks are required..

Grades 6-8 Girls' Winter Uniform - (Nov. 2, 2026 - Apr. 2, 2027)

The winter uniform consists of a red and green plaid kilt, a white, short- or long- sleeved oxford button down shirt, a red sweater vest or long-sleeved sweater with the school logo, and either white or black socks above the ankle or solid green, white or black knee-high socks or solid green, white or black tights. No sweatshirt or sweatpants may be worn as part of the uniform. Girls are not permitted to "roll" their kilts to shorten the length.

As an option, khaki slacks may be worn instead of the plaid kilt. Shorts, worn under the kilt, but not visible, are also optional.

Grades 6-8 Girls' Summer Uniform - (Aug. 31 - Oct. 30, 2026, and Apr. 5 - Jun. 10, 2027)

The optional summer uniform consists of the plaid kilt or khaki slacks, khaki shorts, or khaki skort, a white knit polo shirt with the school emblem, and a red V-neck sweater (optional) with the school emblem. Black or white visible socks are required. or solid green, white, or black knee-high socks are also required.

Grades 6-8 Boys' Winter Uniform - (Nov. 2, 2026 - Apr. 2, 2027)

The winter uniform consists of khaki pants and a white oxford cloth button-down shirt with the school emblem, and Slade green striped tie. Solid white or black crew socks are also required. A red V-neck sweater or sweater vest (optional) with school emblem completes the uniform. No sweatshirts may be worn as part of the uniform.

Grades 6-8 Boys' Summer Uniform - (Aug. 31 - Oct. 30, 2026, and Apr. 5 - Jun. 10, 2027)

The optional summer uniform consists of khaki pants or shorts, a white knit uniform polo shirt, and a red V-neck sweater (optional) with the school emblem. Black or white visible socks are required..

Physical Education (Gym) Uniform

All students in grades K-8 will be expected to wear their gym uniform to school on their scheduled gym days.

The gym uniform may only be purchased through the uniform company. All students are required to have a complete gym uniform, which includes the following items: green gym shorts, grey t-shirt, grey sweatshirt (crew neck or zip-up hoodie), and green sweatpants. During the warm months, students may opt to wear only gym t-shirts and shorts. (Please note: the zip-up hoodie does not replace the school sweater as part of the regular school uniform.)

Students may wear either black or white socks that are free of any obvious and obnoxious design. Socks must always be visible.

Students must wear a pair of athletic shoes of the same color. These shoes may not have wheels, lights, or sounds. Gym shoes must be laced and tied or velcroed securely at all times.

Special notes:
If wearing the khaki uniform slacks or shorts, students must also wear a solid-colored black or brown belt.

When standing straight with arms resting naturally at their sides, girls' kilts, jumpers, and/or skorts must be no shorter than fingertip length. Khaki shorts should not be worn below the knee.

A. Shoes:
Children in grades K–8 must wear one of the four school-approved shoes, which may be purchased through the uniform company or an approved private vendor. All shoes must fit securely and be worn as designed to ensure student safety while moving throughout the school building. Students are not permitted to alter, modify, or manipulate their shoes in any manner that removes, folds down, or otherwise eliminates the back of the shoe to create a slip-on style. Laces must remain intact as applicable. Any modified footwear will be considered out of uniform and may result in disciplinary action.

B. Hair Policy:
Students are expected to come to school with clean, neatly groomed hair that reflects a natural hair color. Hair that is dyed, bleached, frosted, or otherwise altered to create unnatural or fad colors (such as red, purple, blue, pink, green, orange, or yellow) is not permitted.

Prohibited styles include, but are not limited to: mohawks, mullets, partially shaved heads, spiked hair, and any designs cut into the hair on the sides, top, or back. No channels, rows, hair extensions, wraps with colored threads

or beads, tinsel, or shaved sections are allowed.

Hair must be kept away from the face. When at rest, it must remain above the eyebrows without needing to be tucked or tossed. Boys' hair must be clean-cut, above the uniform shirt collar, and allow the earlobes to remain visible. Boys must be clean-shaven.

Clean-shaven is defined as the absence of visible facial hair, including beards, goatees, chin hair, mustaches extending beyond normal adolescent growth, sideburn hair past the lower ear, and excessive stubble. Students who are beginning natural facial hair growth are expected to shave regularly and maintain a neat, well-groomed appearance.

Requests for exceptions or accommodations based on a documented medical condition must be submitted to the school administration and the school nurse. All requests will be reviewed by the school's Student Support Committee and may require supporting documentation from a licensed physician or qualified medical specialist treating the specific condition for which the accommodation is requested. The school reserves the right to request additional documentation, seek clarification, or require updated medical information before granting or continuing any accommodation. Approval of accommodations remains at the sole discretion of MSCS.

Hair accessories should be simple and non-distracting. The administration reserves the right to determine what constitutes an unacceptable or fad hairstyle.

The school recognizes and respects hairstyles tied to racial, ethnic, spiritual, or cultural identity. In such cases, individual families may choose appropriate hairstyles so long as they do not interfere with learning or the school environment.

C. Hair Accessories for Girls:
Hair accessories should be simple and not provide a distraction. Girls are permitted to wear ribbons, barrettes, or headbands only in solid school colors of green, white, red, yellow, or black. Headbands made from the uniform material are also acceptable. Hair accessories should be plain and should not be embellished with additional bows, jewels, flowers or other decorative items.

D. Jewelry/Nail Polish/Pimple Patches:
Girls are allowed to wear only one (1) post earring per ear, positioned on the ear lobe only (no cartilage, etc.). For safety reasons, hoop or dangle earrings are not permitted. Only one simple religious necklace or medal is allowed. One simple ring may be worn on either hand. One simple religious bracelet is permitted. Bracelets are allowed for boys or girls. No earrings of any description are permitted for boys. No make-up or face decorations are permitted. Girls and boys may wear a watch, with the exception of Smartwatches or fitness trackers. Students are not permitted to wear nail polish. No press-on, sculptured, French manicures, gel, overlays, or designs of any kind are permitted. Nail length should be reasonable in length; nails should not extend beyond the tips of the fingers for safety and hygienic reasons. Pimple patches are not permitted.

Religious Necklace and Chain Guidelines

All students may wear **one (1) religious necklace or chain** as part of their daily attire provided it meets the following requirements:

- The necklace or chain must be modest, thin, and understated in appearance.
- The pendant or medal must be religious in nature (e.g., crucifix, cross, Miraculous Medal, saint medal, scapular, or another symbol consistent with the Catholic faith).
- Chains and pendants must be gold and/or silver in color. Colored, novelty, decorative, or fashion jewelry is not permitted.
- The chain and pendant may not exceed **4 mm** in thickness.
- Pendants or medals may not exceed 1/2 inches by 1/2 inches.
- Necklaces should be worn beneath the uniform whenever possible and may not extend:
    - below the base of the V-neck sweater;
    - below the knot of a boy's necktie; or
    - below the third button of a polo or oxford shirt.

- Girls may wear one simple, thin, non-religious necklace; if the pendant is visible, it may not exceed 1/2 inches by 1/2 inches.). No student is permitted to wear more than one necklace at a time.

E. <u>Book bags/Backpacks:</u>
Students are expected to maintain backpacks that are neat, professional, and free from excessive decorations or modifications.

- PreK–5 Students: Students may have no more than two (2) keychains or clipped-on accessories attached to their backpack. Each item may not exceed 3 inches in length.
- Middle School Students (Grades 6–8): Students may have no more than two (2) keychains attached to their backpack, with each item not exceeding 3 inches in length. Lanyards affixed to backpacks are not permitted due to safety concerns associated with students traveling throughout the building with their backpacks.

For all students:

- Backpack pins, buttons, or similar attached items are not permitted.
- Students may not write on, color, paint, draw, or otherwise deface the exterior of their backpack.
- The school reserves the right to require the removal of any accessory or backpack deemed distracting, inappropriate, excessive, or inconsistent with the school's standards or that presents a safety concern.

F. <u>Out-of-Uniform Days:</u>
Out-of-uniform days are a privilege and not an opportunity to ignore school policies regarding hair, nails, shoes, jewelry, or clothing style and length. Students must dress appropriately for school: clean, neat jeans or slacks, or knit sport shirts. Pajamas, onesies, ripped clothing, leggings (unless paired with a top covering to mid-thigh), crop tops, tank tops, halters, miniskirts, and tight or revealing clothing are not allowed. No rips, tears, sheer fabric, or offensive/political/graphic logos or messaging are permitted. When standing straight with arms resting naturally at their sides, girls' shorts/skirts must be no shorter than fingertip length. Students may never wear flip flops, slides, backless shoes, slippers, Crocs, high heels over 1", platform shoes, shoes with wheels, lights, or sound effects. Shoes must be secure, safe, and school-appropriate.

Students scheduled for P.E. on an out-of-uniform or spirit wear day must wear appropriate athletic clothing/footwear.

Failure to follow these guidelines may result in the student being required to call home for a change of clothes and could jeopardize future out-of-uniform privileges.

Students may participate in the monthly out of uniform days by bringing $2.00 to school on each designated tuition assistance out of uniform day.

G. Slade Spirit Wear Days' Attire:
Spiritwear days are distinct from out-of-uniform days. Spiritwear days are special days designated by the principal when the students, faculty, and staff may come to school dressed in official MSCS spirit wear, purchased through Crab & Anchor , Slade Sports Team, and/or any Slade-sponsored activity or event. Students participating in Spiritwear Days must wear, at a minimum, an approved MSCS top (e.g., T-shirt, sweatshirt, quarter-zip, jersey or hoodie). Spiritwear bottoms are optional. The Spiritwear top must remain visible throughout the school day and may not be covered by non-Spiritwear apparel or accessories. (For example, a student may not wear a Spiritwear T-shirt underneath a non-Spiritwear sweatshirt or jacket.) Failure to comply with the Spiritwear Day dress expectations may result in the student forfeiting the privilege to participate.

Spiritwear days are the last day of each school week, unless otherwise noted. Spirit wear days are optional, and if a student does not choose to dress in spirit wear on these days, he/she should come to school in the regular school uniform. All expectations for uniforms and out-of-uniforms apply for Spiritwear days.

H. Uniform Exchange:
Please remember to save uniforms that your children have outgrown. They can be contributed to or traded in at the Uniform Exchange. The Uniform Exchange will not accept uniforms which are not in good repair. There are generally two used uniform sales throughout the year. For further information, please contact Shannon Scriba at sscriba8@gmail.com

XIII. School Services

Cafeteria:
The cafeteria is available for all students in grades K-8. Students may bring a packed lunch from home, or purchase lunch in advance from our school lunch provider.

Students are requested to follow proper etiquette in the lunchroom. Please provide a napkin and any needed utensils with your child(ren)'s packed lunch. Students are not allowed to bring sodas, coffee, or energy drinks to school (ie. Celsius Fitness Energy Drink, PRIME energy, Monster, Red Bull, Starbucks drinks, etc). There are no facilities in which to heat children's lunches brought from home.

The hot lunch program offers students a choice of purchasing the daily entrée by ordering online in advance or purchasing items a la carte in person each day. The school lunch menu is provided weekly. Heaven Sent Catering plans to implement a PIN system, in which students are given a unique PIN number to enter when purchasing lunch. More information will be sent directly from the caterer.

Pre-K4 (Full-Day) students are required to bring lunch from home each day. Milk is provided daily.

Lunch provider:

Heaven Sent Catering
Catonsville, Maryland
443-527-5566 / jford@heavensentcaters.com
Order lunches online: https://heavensentcateringllc.h1.hotlunchonline.net/

Families are expected to maintain their cafeteria accounts in good financial standing and remain current on all meal-related charges. While MSCS and Heaven Sent Catering is committed to ensuring that no student will be denied a standard school meal due to an outstanding cafeteria balance, students whose accounts are delinquent may be restricted from purchasing supplemental or à la carte items, including but not limited to chips, cookies, ice cream, bottled beverages, and other snack items, until the account is brought current.

Health Room:
MSCS has a registered nurse and several part-time medication technicians on staff to assist students in daily healthcare needs. The health room is fully staffed during normal school hours.

Library:
All students in grades Pre-K4-8 may borrow non-reference books suitable for their grade level for a period of two weeks. No student should have more than two books borrowed at any time unless special arrangements have been made with the Media Specialist. Students are encouraged to be aware of the grade level designation of books so that the materials they choose are suitable to meet reading and interest levels.

Students are encouraged to return books by the due date. Overdue notices will be sent on a regular basis. There are no fines charged for overdue books. However, the student will be unable to borrow an additional book until the overdue book is returned or arrangements have been made for a replacement. Books that are four weeks overdue are considered lost and should be paid for immediately. No refunds will be made for books that are consequently found and returned. The student must also pay for any damages to books in excess of normal wear and tear.

There will be no check out of books before a long holiday, such as Christmas or Easter. All books are to be returned to the library the last day before those long holidays. Approximately 2-3 weeks before the end of the school year all books are to be returned to the library.

The library sponsors two book fairs each year. Please check the school calendar for dates.

Lost and Found:
Articles may be claimed in the front office area. All articles belonging to a child should be labeled. Quarterly, unclaimed articles are donated.

Pictures:
Each year the school contracts with a photographer for individual and group pictures. Purchasing information will be distributed by the photographer.

XIV. Transportation 5

Car Riders:
Please adhere to the posted speed limit of 5 M.P.H. while on MSCS property. Parents/guardians should never be on their cellphone while driving.

As outlined in this handbook, the school day ends at 3:00 p.m., Monday through Friday, and at 12:15 p.m. on designated half-days. Timely pickup is expected.

All students being transported by car must be picked up from the school parking lot only. Parents/guardians are not permitted to park or pick up students from off-site locations such as the Armory, the Parish Center, or along Dorsey Rd.

Parents/Guardians may not choose alternative drop-off or pick-up locations on campus. Meaning, to avoid traffic, parents/guardians cannot create their own drop off or pick up locations. Designated areas are staffed specifically to ensure student safety. Parents/Guardians who fail to comply will be contacted. Repeated violations may result in further action, including disciplinary consequences affecting both parent/guardian and student privileges.

The school cannot be responsible for students left on school property or the parking lot before 7:35 a.m., after 3:15 p.m., Monday-Friday, or after 12:30 p.m. on half-days.

Families wishing to designate their student as a regular "walker" to and from campus must submit a formal, direct request to the Principal for review and written authorization. Students are not permitted to walk to or from school without an approved waiver on file. To qualify for official "walker" status, the request must meet the following strict safety prerequisites:

- Proximity: The student's primary residence must be located within a one-mile radius of the MSCS campus.
- Route Assessment: The walking path between the home and the school must be free of significant traffic hazards, high-risk intersections, or areas deemed dangerous for unsupervised pedestrian travel.
- The administration reserves the right to deny or revoke walker status at any time if environmental or route conditions change, or if safety concerns arise.

Rideshare Policy:
To ensure the safety and security of all students, students at both the elementary and middle school levels are not permitted to be picked up from school grounds or any school-sponsored event by ride-sharing services (e.g., Uber, Lyft, etc.). This policy applies to regular dismissal times, early dismissal times, as well as any after-school programs, extracurricular activities, or special events.

Authorized Pick-Up Persons:

Students may only be picked up by the following individuals:

- **Legal Guardians:** As listed in the student's enrollment records.
- **Emergency Contacts:** Individuals listed on the student's emergency contact list.
- **Pre-Authorized Individuals:** Persons who have been explicitly authorized in writing by a legal guardian.

Notification of Alternate Pick-Up:
If a legal guardian anticipates that they will not be available to pick up their child(ren) for a single day or an extended period of time, the school administration and the student's homeroom teacher must be notified in advance, in writing (via email). This notification must include:

- The specific dates during which the legal guardian will be unavailable
- The full names of all authorized adults who will be responsible for pick-up during that time.

Special Pick-Up Arrangements:
If a legal guardian wishes to arrange for an individual not listed on the emergency contact list to pick up their child, the following procedure must be followed:

- **Written Notification:** The legal guardian must provide the school with a written notification detailing the name of the individual who will be picking up the student.
- **Verification Process:** The school may verify the identity of the individual picking up the student by checking a government-issued photo ID. The authorized individual must present this ID at the time of pick-up.

Enforcement:
Failure to comply with this policy may result in the following actions:

- The student may be held at school until a legal guardian or authorized emergency contact can be reached.
- A financial charge will be assessed to the legal guardian.
- Repeated violations of this policy may lead to a meeting with school administration to discuss further action.

Exceptions:
Any exceptions to this policy due to emergencies or extenuating circumstances must be approved by school administration. For example, if a student is escorted by an ambulance or emergency vehicle due to a need.

Traffic Procedures:
For the safety of our students and community, all families are required to follow MSCS's established traffic patterns. Parents/Guardians may not create their own rules, traffic flow, or drop-off/pick-up locations. Exiting through the entrance-only driveway (near the Armory) is strictly prohibited, as it is dangerous, illegal, and irresponsible. Repeated violations may result in law enforcement involvement and may jeopardize your child's continued enrollment at the school.

There are two authorized entrances to campus:

1. The Armory-side entrance is for cars turning right only from Dorsey Road or for vehicles entering from Central Avenue.
2. The main entrance at the light across from the Pascal Senior Center accommodates both right and left turns from Dorsey Road and handles two-way traffic to and from the parking lot.

Families using Extended Care may use either entrance.Upon entering campus, drivers must follow all directional signs, student safety patrols, and staff instructions. At dismissal, please park within marked lines. Oversized vehicles (vans, trucks) may use end spaces to avoid blocking others.

All vehicles must exit via the main driveway (Pascal Center side), traveling along the back of the lot by the trees, past the Edu-Care Center, and out to Dorsey Road. Do not exit via the Armory driveway, which is an entrance only.

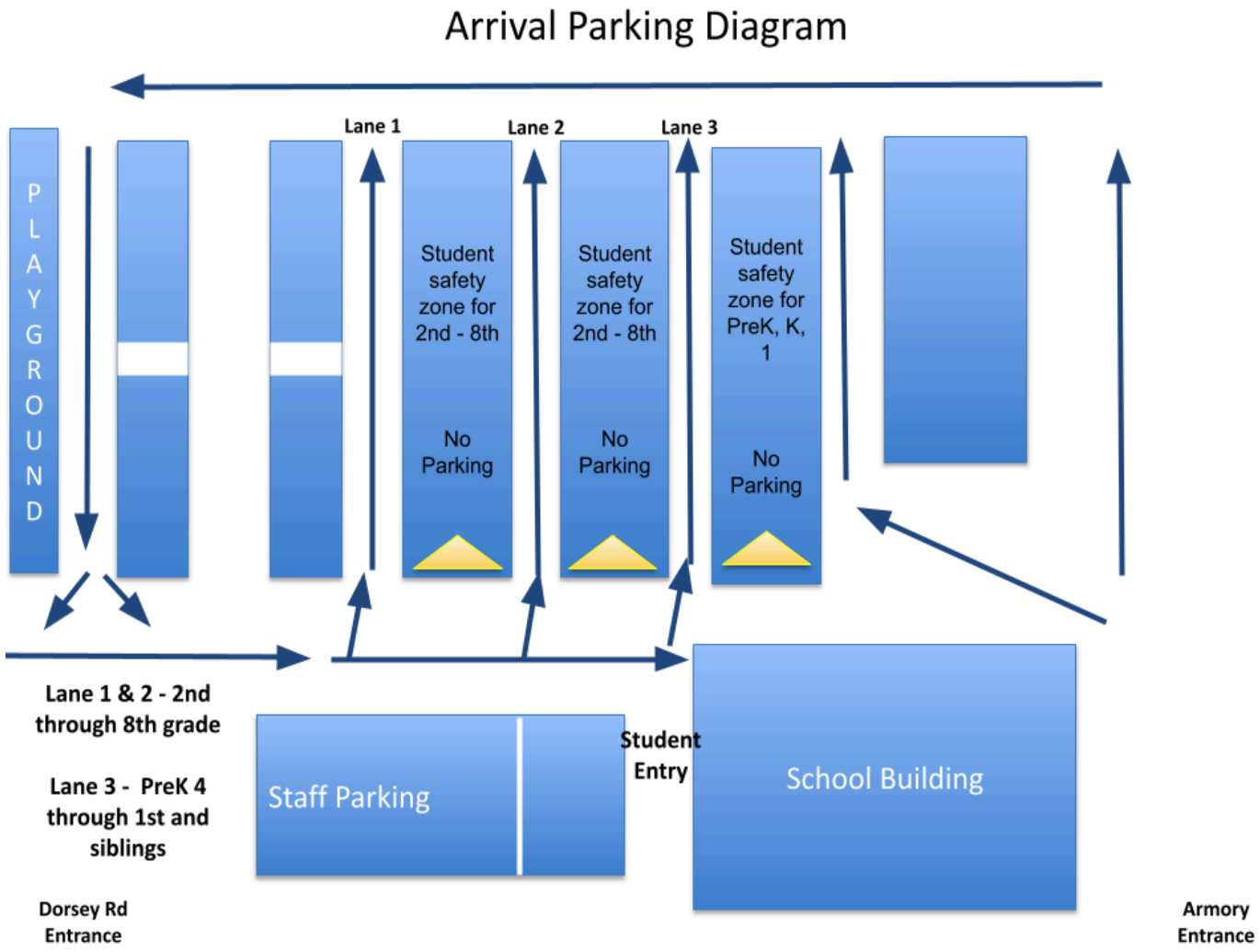
Your full cooperation is essential to maintaining a safe and respectful environment for all families. During construction, the parking lot procedures are subject to change.

Safe Driving Policy:

All drivers on Monsignor Slade's campus are expected to operate their vehicles safely, responsibly, and in accordance with school procedures. Drivers must: obey all traffic signs, directional arrows, and parking lot diagrams, follow the instructions of safety patrol students and staff on duty, enter the correct lanes for drop-off or pick-up without attempting to bypass the process, remain in line and refrain from cutting, passing, or entering the wrong line intentionally, and never ask their child to misrepresent their dismissal group (e.g., claiming to be a single rider when they are a multiple) to avoid waiting

Unsafe driving, disregarding established procedures, or manipulating dismissal protocols creates a hazardous environment for students and staff. Repeated or serious violations may lead to administrative action and could impact continued enrollment at MSCS.

Morning Drop-off Procedure
Please refer to the chart below for a detailed diagram of this a.m. procedure.



REMINDER: Students are not supervised prior to 7:34 a.m., unless they are enrolled in our Extended Care Program. This simply means that all students, unless they are a morning Safety, are to remain in cars until the staff reports to traffic duty at 7:34 a.m.

If you use the armory entrance (closest to Central Ave):
1. Extended Care Drop-Off (7:00 a.m. to 7:33 a.m.)

Those parents/guardians dropping their children off at Slade's Extended Care are strongly encouraged to use the "Armory Entrance" each morning. There are a few parking spaces designated for this purpose alongside the cafeteria; however, if you should find these spaces completely in-use, you are asked to park along the tree line on the right side of the driveway next to the Armory and walk your child down to the cafeteria to sign in.

If you arrive after 7:33 a.m., you will need to proceed through the regular drop-off line.

2. Drive & Drop-Off

The Armory entrance is available for cars containing students only in grades 2-8 students. Parents/Guardians should proceed past the cafeteria and follow the orange cones slightly to the left and into the fourth available lane. All students in the Armory entrance lane should exit their vehicles on the left once traffic is stopped by staff or student safeties on duty. Students should follow the yellow line to the yellow cone in the nearest 'Student Safety

Zone'. Again, be vigilant and watch for students crossing any traffic lane.

Active supervision of students by staff on the parking lot ends by 8:00 a.m. If parents/guardians arrive after supervisory staff has left the parking lot, they must park and walk their student to the carport door.

If you use the Pascal Senior Center entrance:
Parents/Guardians entering the school property using this entrance will need to follow one of the following options when dropping off students:

1. Edu-Care Parents/Guardians

Upon entering the school property, please turn right into the Edu-Care parking area (the area just after the 1st STOP sign). When ready to leave, you must rejoin the incoming flow of traffic by turning right at the stop sign closest to the Edu-Care learning cottages. A teacher is posted in this area to facilitate this merger. Once you have rejoined the line of traffic, please follow the directions of the teacher on duty and proceed through the traffic pattern and exit our parking lot.

2. Drive & Drop-Off Parents/Guardians

Proceed to the driveway where parents/guardians will be directed into one of the three available lanes. The third lane is for students in grades Pre-K4-1st grade and any siblings/riders they may have in the vehicle. The first and second lanes are for any cars containing only 2nd-8th grade students. Follow the blue lane markings, as well as the directions of the staff on duty. Do not stop if there is room to advance in the lane. This will allow for a smoother flow of traffic and prevent back-ups in the driveway.

Please remain in your car at all times. There are student safeties on post to assist your child with his/ her coat, book bag, musical instrument, lunch, etc. All students should be prepared (coats on, book bags in hand, etc.) to exit the vehicle once it comes to a complete stop.

All students in the first three lanes should exit their vehicles on the right once the traffic is stopped by staff or student safeties on duty. They should follow the yellow lines to the yellow cones in the nearest 'Student Safety Zone'. Please be vigilant and watch for students crossing any traffic lane. Please remain in your car. There are staff and student safeties on post to assist children in Pre-K4-1st grades. All students should be prepared (coats on, book bags in hand, etc.) to exit the vehicle once it comes to a complete stop.

For the safety of everyone, do not let your child out of the vehicle prior to the designated drop-off area to 'cut across' or walk along the faculty parking area. Please be patient while waiting for the cars in front of you to finish unloading. For the safety of our students, please do not pass a stopped vehicle for any reason.

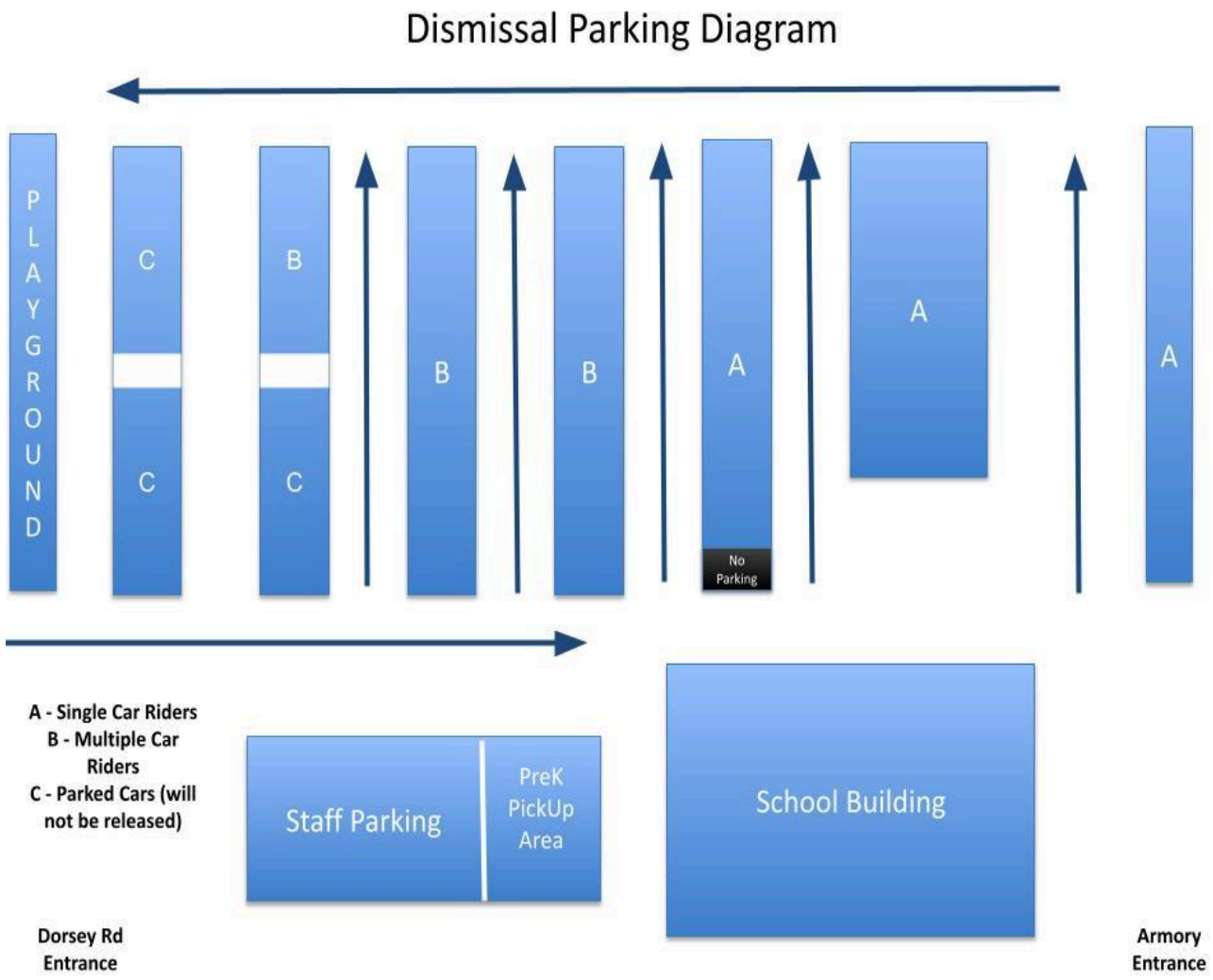
3. Park/Walk Parents/Guardians

Any parent who wishes to walk their child to the building will need to park in the row closest to the field. Students must be escorted by an adult to the yellow lines and proceed to the yellow cones in the nearest 'Student Safety Zone.

Afternoon Parking/Dismissal Procedure

Please refer to the chart below for a detailed diagram of this p.m. procedure.

Parents/Guardians are reminded that the following procedures are designed with the safety of all in mind. Therefore, please be diligent in following these guidelines, as you are a role model for your children. (NOTE: Parents/Guardians are not allowed to park in the Parish Center parking area, the Edu-Care lot or the Armory parking lot during Slade dismissal



A. Armory Entrance

All parents/guardians entering the parking lot from this entrance should proceed up the driveway and wait behind the cones. Once student safeties have removed the cones, parents/guardians may park in the first row closest to the Armory. Once parents/guardians have their child(ren), they are to proceed to the back of the parking lot where the late pick-up line forms along the fence.

B. Pascal Center Entrance

All parents/guardians entering the parking lot from this entrance should proceed past the Edu-Care Center parking area, up along the 'front aisle' (area between the faculty parking area and the parent/guardian parking area), turning left down either a single-child car-rider (three rows nearest the Armory) or a multiple-child car rider aisle (three rows nearest the playground).

Please remember that vehicles are to park facing the playground end of the lot. Each parking aisle has been designed for two-way traffic.

We also ask that you, out of courtesy to your fellow Monsignor Slade Catholic School parents/guardians, park between the designated lines for the spaces. Do not straddle two parking spaces. There are plenty of spaces along the back row if your vehicle needs additional room. Also, larger vehicles such as full sized vans or trucks may park at the end of the rows where you will obviously have more room.

C. Pets

As children or adults may be allergic to or fearful of certain animals, as well as the risk of diseases, bites, or

injuries, no animals are allowed to be outside of the vehicle while on the MSCS campus.

Parking Directions for All Parents (Singles and Multiples)

Please do not arrive before 2:00 p.m. for dismissal as students may still be using the blacktop area for recess or PE classes.

The first two parking areas closest to the Armory are for single-child car-riders only (cars containing one Monsignor Slade student). These areas are labeled Section "A" on the dismissal diagram. If all of these spaces are filled, you will need to park in one of the Section "B" areas, but be aware that you will be dismissed by the teacher on traffic duty with those cars in Section "B".

Triple parking is allowed in the first row/section of "singles only" (section closest to the Armory) rather than the 'double parking' allowed in all other rows. Please be advised that if parking in this area, you agree to be ready to leave on time when it is your turn. Should you miss your turn, you will be required to wait to leave until the very end of the dismissal process.

The next three parking areas are for multiple-child car-riders (cars containing two or more Monsignor Slade Catholic School students). These areas are labeled Section "B" on the dismissal diagram.

Please refrain from parking in the "reserved" parking spaces on the parking lot, unless you are the authorized user of such space for the school year.

All parents/guardians of children in grades Pre-K4-K must walk to meet your child/ren. Please stand and wait for your child/ren in the designated pick up area. Do not wait up near the carport entrance or the faculty parking area, as the children need clear passages from the school in order to dismiss in a timely fashion.

Students and parents/guardians should report to their cars immediately to enable the staff on dismissal duty to begin moving vehicles off the lot. No cars are to move until directed to do so.

Once traffic has begun to move, parents/guardians and students may cross to their cars only after being signaled by staff or safety on duty to do so.

Staff on duty will indicate when cars are to begin to move out of the parking area as well as which direction they are to move. Please wait until you are directed to move by the staff.

If a child is normally a single-child car-rider, but will have other Monsignor Slade Catholic School students riding home with him/her on any given day, the parent MUST park their vehicle in the multiple child parking section (Section "B"). This child should also come out with the multiple-child car-riders.

The reverse of this is true for a child who is normally a multiple-child car rider, but who will be a single child car-rider on any given day.

If you arrive in the parking lot after 2:55 p.m., parents/guardians are stopped by a faculty/staff member and placed into a "late line." The faculty/staff member will dismiss the late line once it is safe to do so. When traveling to pick up the children, follow the directives of those on the parking lot. Late line drivers should park their vehicles as directed, and wait for a faculty/staff member to safely instruct students to enter the cars. Do not leave your vehicle to go meet your children whether in the waiting area or when parked in the designated late parking area.

If parents/guardians are in the parking lot in the afternoon, but do not plan to exit with all other cars during dismissal, they must park in the lanes closest to the field/basketball hoops.

XV. Extra-Curricular Activities

Extra-Curricular Activities

A variety of activities are available for students including clubs, band, sports, and field trips.

Please be advised that the school nurse, health room supplies, and student medications stored in the health room, are not available during after-school, extra-curricular, and weekend activities. Therefore, it is the parent's/guardian's responsibility to coordinate with the adult(s) conducting any extra-curricular activity to assure that their child's medication is available during the activity.

Students involved in band, or other after-school club or activity, must be picked up within 5 minutes of the activity's end time. Any student with a late pick-up from an after-school activity will incur a late fee in accordance with the above-stated policy.

All extracurricular enrollment is subject to administrative review and approval to ensure alignment with the mission, values, and policies of the school.

Band

Students in the intermediate and middle school grades are eligible to participate in the school band. Monsignor Slade Catholic School has three bands: beginner, concert, and symphonic. Lessons are held during school hours, once a week for one-half hour. It is the child's responsibility to make up any work missed during band lessons. Full band practice is held one day a week, after school, for students in the concert and symphonic bands.

Rental fees for an instrument depend on the store from which the instrument is rented. The usual procedure is that rental may go towards purchase of the instrument. Once a student is a contributing member of the band s/he is expected to participate in all concerts.

Safety Patrol

This service organization plays an important role in helping school staff provide adequate safety procedures for children who attend our school. Parental permission is required for students 4th-8th. For more information, contact l.blade@msladeschool.com.

Slade Ambassadors Program

The Slade Ambassadors Program consists of middle school students who are selected to represent Monsignor Slade Catholic School in some capacity, either at internal or external affairs. Students will be selected to be ambassadors based upon their outstanding level of responsibility, volunteerism, and commitment to the school community. All MSCS ambassadors are subject to administrative approval and will serve as needed.

Sports

A variety of sports are available for students of all grade-levels. Please see the Athletic Council section for a complete listing of available sports programs.

Student Council

Middle school students are eligible to participate in Student Council. The focus of the Student Council is to provide leadership and service to our school community.

XVI. School Programs and Associations

Athletic Council

This Council is accountable to the school's administration. This board is open to recommendations, which will improve the athletic program in the school. Membership is open to adults. Monies necessary for implementing the total extra-curricular programs are obtained through registration fees.

The Monsignor Slade Catholic School athletic philosophy is:

- to develop a wholesome attitude towards a competitive spirit and the desire to win.
- to develop character.
- to develop team spirit, sportsmanship, and fair play.
- to develop each child's God given abilities.
- to develop a sense of respect for oneself, others and authority.

Children in sports need understanding, acceptance and praise. As children grow and are nurtured and encouraged by their parents/guardians, coaches and other volunteers, it is our job to assist in providing a solid foundation for further physical activity as they mature into young adults. As we encourage sports participation at Monsignor Slade Catholic School, we must be aware that moral, ethical behavior emphasizing the value of sportsmanship on the part of adults will provide the best example for our children. For all inquires surrounding athletics, please direct questions to c.stehle@msladeschool.com.

Duties of the Athletic Council

- determine when implementation of new programs is in order and in keeping with the school's philosophy
- approve financial disbursements
- set disciplinary policies and rule on any action taken

Listed below are service hours that may be earned through the athletic program.

Position Hours

- Athletic Council Board Members 12
- Team Coach 12
- Assistant Coach 10
- Event Monitor 10
- Team Parent 5

Athletic programs offered at MSCS:

1. basketball league play for boys' and girls' teams, ages 7 to 14
2. basketball clinic for boys and girls in grades K-2
3. cheerleading for grades K-8
4. field hockey for girls in grades K-8
5. lacrosse for boys and girls in grades K-8
6. soccer league play for boys and girls ages 8 to 14
7. soccer clinic/intramurals for grades K-3

Please refer to the MSCS sports website for the latest information, including current fees, for all sports programs. The web address is *www.sladesports.com*.

Extended Care Program (see Parent Guidelines on pg. 69)

This licensed child care program is designed for children enrolled in MSCS in grades Pre-K4-8 who need care before and/or after school hours. Morning care is provided from 7:00 to 7:34 a.m. Afternoon care is provided from school dismissal until 6:00 p.m. It is expected that all parents/guardians will be prompt in picking up children by 6:00 p.m. The program is open on scheduled half-days and on some days when MSCS is scheduled to be closed. Please refer to the school calendar for specific closings. For fees and further information, please call the Edu-care Office (410-760- 2024).

Supervised by caring adults, the Extended Care program offers students the opportunity to engage in a variety of activities including outdoor play, crafts, and games in a safe and nurturing environment. Students are provided a snack and time to work on homework in the afternoon. The program does not offer tutoring services.

Summer Program (see Parent Guidelines on pg. 69)

Beginning on the first weekday of summer vacation and continuing until the first day of school in the fall, this program provides full day care for students in grades Pre-K2-4. Space is limited. For fees and further information, please call the Edu-care Office (410-760-2024).

Home and School Association (HASA)
Primary contact: hasa@msladeschool.com

It is an organization that:

- helps parents/guardians, school administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic education as lived in the local Catholic School within the Archdiocese of Baltimore.
- provides a formal avenue for parents/caregivers of current students to participate with the faculty and administration in their children's education.
- develops supportive systems for communication and service to the local Catholic School. · works with the Principal to provide programs and processes that engage the School families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the School.
- collaborates with the other parish, civic, and School organizations.
- is rooted in prayer, discernment, and the contemporary vision of the Church of Catholic education. · is accountable to the Principal of the School.
- provides positive and energetic communication for the Administration and School community. · displays positive Public Relations/Marketing on behalf of the School.
- supports financial endeavors or the School.
- observes the School's mission and vision.

All parents/guardians are members of the Home and School Association and are encouraged to be active in this organization.

With the cost of Catholic education rising yearly, a continued concentrated effort is needed to provide assistance to Monsignor Slade Catholic School. Each year, the HASA provides funding toward the school's budget in an effort to keep yearly tuition lower, thus lightening the financial burden on each school family. Parent/Guardian participation in these fundraisers will help HASA in reaching that goal.

Parents/Guardians are responsible for fundraising items sent home with a student. Articles or money received from selling articles should be returned to school within the time allotment. All outstanding debts and/or returned checks must be paid by the end of the school year. Failure to do so will result in your child(ren)'s yearbook, report cards, records, etc., being withheld.

Archdiocese of Baltimore

Acceptable Use Policy for the Internet and Technology Tools

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

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

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

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

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

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

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

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

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

- Accessing or searching files, directories, or folders for which the user does not have authorization · Intentionally erasing, renaming, or disabling of anyone else's files or programs · Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under **Maryland 's law prohibiting the Misuse of Computer Service ("Grace's Law")**.

Parents/guardians are responsible for

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

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

Web-based Services

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

Right to Amend Handbook

We reserve the right to amend the Parent & Student Handbook at any time. As changes in the policies occur, the online handbook will be updated. Changes will be highlighted. It is the responsibility of the parent/guardian to regularly review the handbook for any updates.