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Saint Mary's Catholic School

Parent & Student Handbook

2025-2026

SECTION I: SCHOOL OVERVIEW

I01 Mission

Built on our Catholic values Saint Mary's Catholic School fosters a nurturing community dedicated to service to others, a strong academic foundation, and spiritual growth.

I02 Vision

Saint Mary's Catholic School embodies Christ's teachings through service to others, academic excellence, and character development. We equip our students with essential skills to excel in their educational endeavors as we prepare them to be future leaders and productive citizens. Our strong Catholic community thrives through the dedication of high-quality educators, committed staff, and engaged families.

I03 Philosophy of Learning

Our Christ-centered approach to learning encourages responsibility, accountability, respect, and above all compassion for one another. We recognize diverse learning styles among our students and strive to differentiate instruction so that creativity is fostered and individual needs are addressed. We endeavor to instill within the child and the community a life-long love of learning rooted in Catholic values and the conviction to follow them.

I04 Spiritual Theme

At Saint Mary's our faith and values guide and anchor all aspects of the educational experience. The 25-26 school year's spiritual theme is Psalms 31:25 "Be strong and take heart all who HOPE in the Lord." This theme will be incorporated into curriculum, policies, and all other aspects of community life.

I05 Diversity & Non-Discrimination Statement

Saint Mary's Catholic School seeks to foster a community of inclusion that respects the dignity of the individual in the areas of age, gender, religion, ability, socioeconomic status, race, ethnicity, culture, etc. All members of the Saint Mary's Catholic School community are responsible for advancing an understanding of and a respect for diversity.

I06 Religious Identity and Services

Saint Mary's Catholic School teaches the doctrine of the Catholic Church and integrates the faith and values of the Church throughout the curriculum. The comprehensive school curriculum has been approved by the Bishop and the Office of Catholic Schools.

Saint Mary's provides students, faculty, and staff with a variety of religious observances during the school year. Attendance at Mass and prayer services scheduled during the school day is required by all students.

The celebration of Mass, or Holy Eucharist, is the highest form of Catholic religious observance. Because of the substantially different beliefs about the meaning of the Eucharist, Catholic Church law states that only Catholics who have celebrated their First Holy Communion may receive Holy Communion. While Holy Communion is being offered, members of other faith traditions are invited to come forward for a blessing. Members of other faith traditions are encouraged to participate in every other aspect of Mass.

Students will be taught the Catholic Church's positions on scripture, revelation, and moral practices. The various faith traditions of all students attending our school will be respected; however, only Catholic teachings will be taught.

I07 Accreditation

Saint Mary's Catholic School is accredited by the Middle States Association Commission on Elementary and Secondary Schools via the Catholic Diocese of Richmond Office of Catholic Schools.

SECTION 2: ADMISSIONS & PLACEMENT

Saint Mary's Catholic School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid programs, and other school-administered programs.

201 Acceptance at Saint Mary's Catholic School is based on:

Applicants reaching age 4 by September 30th of the school year in which the child wishes to enroll and older are considered in order of siblings of enrolled students, parishioners, demonstrated commitment to the practice of the Catholic faith, active in another faith, non-active Catholic families, and then all other families. As a faith-based school, faith is a priority. The following items will be used when considering admission:

- Report Cards/Transcripts
- Demonstrated congruence between earned grades and testing
- Teacher recommendations
- Age appropriate grade level
- Classroom accommodations
- Other pertinent information concerning the student (including the possible outcomes of screening, interviews etc.)

202 Student Placement

Saint Mary's Catholic School has an objective, methodical process for placing students in grade-level classrooms to ensure that there is an equal balance of student abilities among each of the classes. The final decision regarding placement, acceleration, promotion, or retention of a student rests solely with the principal.

203 Accommodations

Saint Mary's Catholic School strives to meet all needs of each student, however, there are cases where the needs of a student are greater than the school's ability to provide support. The school reserves the right to determine what accommodations will be provided and these accommodations will be outlined in a Student Accommodation Plan (SAP) or Individual Catholic Education Plan (ICEP). A student must have current psychological and/or educational testing (not more than three years old) on file to receive an accommodation plan. In many cases, students may require services outside of school personnel. The expense of these services is the responsibility of the parents. Currently Saint Mary's contracts with third-party service providers for Occupational Therapy, Speech Therapy, and Academic intervention services. Should the school deem it necessary for a student to receive additional support, a member of the school Student Support Team will contact the parents to discuss options.

204 Continued Enrollment and Re-enrollment

Enrollment at Saint Mary's Catholic School is on a year-to-year basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Instead, re-enrollment of any student requires the joint agreement of the parents, teacher(s), and the school administration. That agreement may be withheld by the parents or the principal. Should a family decide to terminate re-enrollment after signing the re-enrollment contract, they must submit a request in writing to the school principal to request a release from the contract. The request is not guaranteed and could result in full financial obligations.

Enrollment during a school year is subject to termination at the discretion of the principal/pastor. Families wishing to withdraw their child(ren) from the school during the school year need to request a release of contract from the principal in writing. If approved it is the family's responsibility to notify the Director of Admissions in writing after signing a release of records. Upon request from the new school and with parental consent, the records will be forwarded assuming all financial obligations are satisfied.

205 Tuition Payment and Delinquent Accounts

Tuition must be paid in accordance with the applicable payment schedule set up during re-enrollment. Any family that does not set up a payment plan by September 1st will be responsible for the full tuition by September 30th. If the financial account is delinquent, the school will work with the family to bring all balances current; however, may result in a financial hold being placed on the student(s)' academic records within our Student Information System (SIS). A financial hold does not allow access to grades or other academic information. Please contact the Director of Admissions to schedule a meeting to arrange an appropriate payment. In the event tuition is not paid upon completion of a student's enrolled time at Saint Mary's, the student's report card and/or transcripts may be withheld.

206 Transcript Requests and Teacher Recommendations

Transcript requests need to be made in writing to the Director of Admissions. Please allow at least five business days for the transcripts to be sent. Teacher recommendation forms, if required, will be mailed within ten school days.

During the high school application process, please allow at least two weeks to process transcript requests and teacher recommendations. Transcripts for high schools will be sent directly to the high school indicated on the student's information sheet. Preliminary transcripts can be sent during the application process; however, please allow two weeks after the distribution of reports to send final 1st semester transcripts.

SECTION 3: GENERAL INFORMATION AND PROCEDURES

301 Attendance Policy

Regular, prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are expected to attend school. Parents are expected to notify the school if a student is going to be absent. For known late arrivals, early dismissals or absences, email the homeroom teacher **and** SMCS attendance at attendance@saintmary.org.

- To ensure the health and safety of the school community, students must remain at home if they are sick. If a child has a fever of greater than 100.4°F and/or is symptomatic he/she should not come to school. Students must be fever-free without fever-reducing medication, symptom-free from emesis (vomiting) and/or asymptomatic from other illnesses for at least 24 hours before returning to school. If a sibling has a fever or is symptomatic, the school encourages families to keep the other siblings at home for observation.
- Students who do not come to school are not permitted to attend any after school activities. If you have any questions, please feel free to contact the administration.
- Parents are encouraged to schedule trips/vacations at times when school is not in session. If the time away exceeds **three days** from school, please seek administrative approval at least one week in advance at which time make-up work deadlines will be established. Please note, non-medical and extracurricular absences will follow the non-medical absences policy below. Extended absences near the end of a marking period are highly discouraged and will shorten make-up work time frame due to predetermined grading and report card deadlines.
- Since attendance and punctuality are vital to student success, excessive absences and tardiness may result in a parent meeting with administrators, during which an attendance contract or the need for additional instructional/seat time may be discussed.

A) Late Arrivals

The warning bell rings at 7:50 a.m. and school begins at 7:55 a.m. It is essential that you ensure your child arrives at school by 7:50 a.m. to prevent disruption to your child's own learning and that of others. Middle School Monarch Morning Meeting begins at 7:55 a.m. Students arriving between 7:50 - 7:55a.m. must check in through the main office and could be marked tardy. Students arriving after 7:55 a.m. the parent must come in the school to sign in the student(s). Any tardy student(s) must provide a written note or email with the reason for his/her tardy; excused tardies are at the discretion of the administration. Any tardiness will be recorded on the student's attendance record. Excessive tardiness may result in a parent meeting with the administration.

B) Early Dismissals

Parents of students who will be dismissed early must send email notification (attendance@saintmary.org) and to the teacher by **10:00 a.m.**; any emails after this time may not be seen by the teacher until the end of the day. All early dismissals must take place prior to **2:25 p.m.** Children will only be released to those adults on the emergency contact list. Parents of students in ECDC classrooms will report to the main office for student sign-out and then drive around to the ECDC doors for pick-up.

C) Make-Up Assignments

Medical Absences

To obtain assignments for medical absences that exceed three days, please notify your child's teacher(s) and arrangements will be made. Please allow 24 hours for assignments to be collected. The middle school instructional resource teacher will serve as a coordinator for missing assignments for middle school students with extended medical absences. Teachers will set a reasonable deadline —not to exceed two days for each day missed — for all missing assignments to be completed but will not exceed 10 days from the student's return to school.

Non-Medical Absences

For any absences due to scheduled vacation or extracurricular activities, assignments may or may not be given prior to the absence/leave as it is at the discretion of the teacher and administration. When the student returns to school, the student should meet with all of his/her teachers to gather any missed assignment or verify assignments on Google Classroom and roadmaps. Students will be given one day per school day missed to make up assignments. Any assessments, projects, or work assigned prior to the absence will be due immediately upon student's return to school.

302 Child Transportation

1) Carpool/Dismissal Procedures

- Parents are discouraged from entering the school building during carpool.
- Use of cell phones during carpool is prohibited.
- Students not picked up by the end of carpool (3:00 p.m), will be charged a fee. ASC is not an option due to enrollment capacity.

2) Carpool Times:

Families with children in grades JK-8 are expected to participate in arrival and drop off using the carpool system. Morning drop off is intended to have families pull up to the curb and have the children walk independently into school.

Morning Drop-Off: 7:30 – 7:50 a.m.

No student is to be left unattended on Saint Mary's Catholic School property before 7:30 a.m. If you arrive on campus with your child before 7:30 a.m. your child must remain with you in the car until a staff member is present for carpool to begin. .

Afternoon Pick-Up: 2:45 – 3:00 p.m.

Afternoon carpool begins promptly at 2:45 p.m. Families should not line up before 2:10 in the front of the school. The back parking lot will be opened by 2:25 p.m. for cars. Students who are in JK/K who are only children should be picked up at 2:30 p.m. unless they attend After School Care.

3) Change of Transportation Arrangements

Parents must notify attendance **and the** homeroom teacher if they want their child to be transported by someone other than a parent. Please email any changes in arrangements with your child by 10:00 a.m.

4) Items Left at Home

If you need to bring an item to your child during the school day, please put the student's name and the teacher's name on the item and drop it off in the main office.

5) Child Custody Issues

Saint Mary's Catholic School requires the custodial parent to file a certified copy of the custody decree, or the custody section of the divorce decree, with the school. School officials will make all reasonable

efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements.

Parents must accept the primary responsibility for their custody arrangements and provide any special schedules for drop-off/pick-up to the school prior to the first day of school. If no custody decree is on file, school officials will presume that both parents have custodial rights.

Non-custodial parents have the same rights as custodial parents to inspect their children's records unless a court order to the contrary is on file with the school.

6) Change in School Schedule / Inclement Weather Policy

Saint Mary's does not follow any county or district for school closings, delays, or early dismissals.

In the case of inclement weather, once a decision has been made by the Principal, Saint Mary's Catholic School will communicate all weather related delays and closings in the following order:

- Via Text Message using our Parent Alert System.

Since this is our first mode of communicating all weather related information, we ask that you please take a moment to ensure that you have signed up to receive text messages and that the phone number you have provided in [FACTS](#) is correct.

- Lastly, we will post weather related information on our school website and social media channels (@saintmarysrva on Instagram and Facebook) as well as inform local media for inclusion on their Closing and Delays pages.

303 Student Behavior Policy

Our Christ-centered approach to learning encourages responsibility, accountability, respect, and above all compassion for one another.

All employees at Saint Mary's Catholic School are dedicated to helping students become more responsible for their own actions. The goal is that students interact with respect and in accordance with school rules while at school, at school activities, and when outside of school. A student's actions on campus or at school events are expected to be in agreement with the policies listed below. Off-campus student behavior could become a school matter if the situation impacts the school day.

Students should conduct themselves with respect toward one another and faculty and staff members at all times. Rude and disrespectful behavior, lying, disruptions, inappropriate gestures, defiance, or refusal to accept the reasonable directions of school personnel will result in disciplinary action.

Saint Mary's Catholic School follows a school-wide Positive Behavior Interventions & Supports (PBIS) framework to support students' behavioral, academic, social, emotional, and mental health. Appropriate behavior and expectations are modeled and reviewed for students.

We encourage our students to:

- R - Respectful
- O - On-task
- A - Accountable
- R - Responsible

A) Unacceptable behavior(s)- engagement in any of the following behaviors can result in disciplinary action.

Inappropriate language: The use of any verbal or written inappropriate, abusive, or profane language or gestures is prohibited on campus and at any school event. It is also unacceptable to engage in demeaning activities at athletic events, such as insulting the other team, its fans, or the officials.

Fighting: Fighting, threatening physical violence, or similar behavior is prohibited at any school function. Students who instigate or involve themselves with fights but are not physically involved (such as but not limited to; students who spread rumors, put others up to fighting, make rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to consequences.

Harassment/Bullying: The use of words, gestures, or electronic devices to harass, antagonize or instigate a conflict with any student, faculty, or staff members or to invade their privacy is prohibited. "Cyber-bullying" and other electronic means used to harass students or to demean members of the school community, even on non-school computers or personal electronic devices (cell phones, etc.) off campus or after school hours may result in consequences at school. Students shall not sexually harass any other student or any member of the faculty or staff.

Vandalism/Theft: Damage or theft of property are serious offenses. This includes but is not limited to Damage or graffiti to school computers, tables, desks, bathroom stalls/walls, or property signs.

Drugs, alcohol, and paraphernalia: The use or possession of illegal drugs, alcohol, or other controlled substances is strictly prohibited. The possession of alcohol/drug-related paraphernalia is also prohibited.

Tobacco use: The use or possession of tobacco products at school or any school function is prohibited.

Threats: Threats of violence at school will be taken seriously, regardless of the age of the student involved. To that end, if the school becomes aware that a student has threatened violence at the school, or toward other students or staff, the school principal or designated school official will contact law enforcement, the Office of Catholic Schools, and the parents of the student making the threat. The student will be immediately suspended. The student will not be allowed to return to school until the school is satisfied with the assessment by law enforcement and the student has undergone a threat assessment by a licensed mental health professional which confirms the student does not pose a threat to school safety or to themselves. The school principal, or designated official, has the right to inspect and search a student's person, the student's locker(s) or desk(s), and/or the student's personal property located on school property or at school activities if the school has reason to suspect the student poses a threat to the health, welfare and safety of students and staff. Unless the safety of other students requires prompt removal of dangerous items, law enforcement should be advised so they can arrange for removal.

Weapons: The use or possession or portrayal of a weapon, of facsimile thereof, including but not limited to, firearms, knives, laser pointers, or explosive compounds, is prohibited at any school function. Furthermore, the attempted use of any object to harm another is considered use of a weapon.

B) School Expectations

Electronic devices: All electronic devices, including cell phones and wearable technology, must be turned off and stored in backpacks. Any phone or smartwatch used or causing disruption will be confiscated and must be picked up by a parent. The school is not responsible for any lost, stolen, or damaged devices.

Elementary School/ECDC: No personal devices, including smart watches may be brought to school.

Lockers: Only appropriate decorations are permitted inside of school lockers. Lockers are school property and can be checked or searched at any time. Students are responsible to keep their lockers free from old food or an excess of debris.

Inappropriate access: Students are not to access classrooms, offices, teacher desks or property, or other sections of the school unless accompanied by an adult employee of the school. During the school day, students are not to go to parts of the campus outside the building without permission and supervision. This includes the parking lots, fields, adjoining woods, neighborhoods, and sidewalks.

Inappropriate computer use: Students must abide by the acceptable use and procedures document signed during enrollment before accessing school technology. A copy of the appropriate use of technology policy can be found in Appendix A of this handbook.

C) Disciplinary Procedures

If a student engages in unacceptable behavior(s) as outlined above, consequences will be issued. Depending on the severity of the situation parents may be notified via email, phone call, or have a conference requested. In accordance with our PBIS framework, teachers and administration may discuss behavioral expectations with students to provide an opportunity for behavioral growth. Please note, the disciplinary consequences of students can only be discussed with the parents or guardians of that student; other students' consequences will not be discussed with any other parents even if their child is involved.

Restorative Actions

Depending on the severity of the misconduct and the context of the situation, a written reflection or apology, community service, or other restorative actions may be assigned before school, during lunch, or after school in order to restore, repair, or replace damaged property or relationships. The student will be expected to complete the assigned task during the period outlined by administration.

Detention

Depending on the severity of the misconduct and the context of the situation, detention may be assigned before school, during lunch, or after school. The student will be expected to complete a ROAR reflection, work on any homework or missed assignments due to the classroom disruption.

Suspension

Depending on the severity of the misconduct and the context of the situation, a suspension may be in-school or out-of-school. A student who disrupts the academic atmosphere of the school, damages property, or endangers themselves or others may be immediately suspended from school. The administration will notify the student's parents by telephone.

Withdrawal from School

Serious violations of the school's student behavior policies may result in the administrative recommendation or request to withdraw the student from the school. If withdrawal from school is necessary the parents will meet with the Principal directly. In these instances parents are responsible for the remaining tuition balance.

304 Dress Code Policy

Our school uniforms and dress code provide a level of reverence, respect, and decorum worthy of being in God's image. When families accept the invitation to attend Saint Mary's Catholic School, it is with the understanding that students will adhere to our uniform and dress code policies. The goal of the uniform policy is consistency and uniformity; therefore, all uniform pieces must be purchased from Flynn O'Hara. Specifics regarding uniform requirements can be referenced in our [Uniform Guide](#). It is imperative to positively represent Saint Mary's while in uniform in public and on social media.

The administration reserves the right to make individual judgments as to the appropriateness of dress and appearance in addition to the stipulations below:

A) Uniform Policy

Students shall dress in an appropriate school uniform for the day's activities whether the daily uniform, formal uniform (Mass) or PE uniform.

Daily Uniform

- **Girls** - light blue polo, navy skort (JK-5), kilt/skirt (5-8), crew socks, athletic shoes
 - Leggings may be worn only underneath the girl's jumpers (JK-5) and kilts/skirts (5-8) on cold days; not skorts or PE shorts.
- **Boys** - navy blue polo, khaki shorts/pants, belt, crew socks, athletic shoes
- All students may wear school sweatshirts, soft shell jackets or fleeces purchased at Flynn O'Hara
- Spirit wear shirts and sweatshirts are only permitted on Spirit Fridays.

Formal (Mass) Uniform

- All students are required to wear formal uniforms on Mass days.
- **Girls** - formal uniform is drop waist jumper with blouse (JK-5) & skirt/polo (5-8)
- **Boys** - formal uniforms consist of long pants and polo shirts (JK-8)
- 8th grade students wear a white oxford and tie (tie optional for girls) instead of their polo

PE Uniform

- Students are required to wear PE uniforms on assigned PE days, even if it falls on Mass day.
- PE t-shirt and shorts/sweatpants with new logo, crew socks and athletic shoes

B) Dress Code

In general, we ask that:

- All uniform pieces must be purchased through Flynn O'Hara.
- Students appear well kept, with shirts tucked in, and shoes tied.
- The fit and length of shorts, skorts, kilts and jumpers should be generously sized and no more than 4 inches above the middle of the knee.
- Updated logos are required on all branded elements.

Hair

- Hair should be groomed away from the face so as not to cover the face.
- No hair dying, chunking, highlighting, or streaking.
- No shaved or intentionally bald heads. No designs are to be shaved into hair.
- No “skater cuts”, spiked hair, mohawks, or tails.
- Students will be expected to correct any appearance infractions within one week

Boys Hair:

- Hair must not extend over the ears or below the top of the shirt collar.
- Sideburns must be straight, trimmed, and must not extend beyond the lowest opening of the ear.
- Bangs should not extend past the eyebrows.
- Students must be cleanly shaven every day (no mustaches, beards, or goatees).

Girls Hair:

- Conservative hair clips are allowed (dark blue, white, etc.)
- Bandanas, sequin, multi-colored ribbons, etc. are not permitted.

Makeup / Nail Polish

- No acrylic, gel, or powder dipped nails; **only natural nails with polishes as noted below.**
- Nail polish in neutral/pastel/school colors is allowed. No neon, bright, or bold colors.
- No tattoos or writing on hands, arms, or legs.
- Middle School girls may wear powder/foundation only; students in JK-5 may not wear makeup
- No mascara, eye shadow, eyeliner, or blush may be worn.
- No colored/tinted lip gloss or lipstick may be worn.
- Students will be expected to remove makeup, nail polish, & tattoos/writings immediately and artificial nails within 3 days.

Jewelry / Piercings

- One cross, religious charm or medal necklace, one ring, one bracelet, and a watch (non smartwatch) are permissible.
- Chokers, large bracelets, non-religious necklaces, and thumb rings are not acceptable.
- No visible body piercings are allowed except girls may wear one single stud simple design earring in each ear.
- No hoop, dangling, or French loop earrings are permitted. No tongue piercings are permitted.
- No chains or studded jewelry of any kind may be worn to school or at any school-sponsored event/trip.
- No shoe jewelry is permitted.
- Students will be expected to remove jewelry immediately and store it in their backpacks.

<u>Offense</u>	<u>Consequence</u>
1st Warning/Uniform Violation	Email home to parents JK-4; Grades 5-8 addressed with the student
2nd	Sent to the office to call parents to bring the uniform piece(s) to school.
3rd	Administration will contact parent(s)
Repeat Offenders	Administration will contact parent(s) and schedule a conference with parent(s)

C) Dress for “TAG” Days

There are days during the school year in which students do not have to wear his or her uniform. These are called “TAG” days. Often these days are fundraisers and require a small donation.

While students may wear their clothing of choice on these days, they are expected to dress neatly and appropriately. Some specific requirements are listed below.

- Closed toe shoes with backs must be worn. Athletic shoes are encouraged. No Crocs.
- Dresses, skirts, shorts, and other similar clothing must be long enough to generously cover the student’s body between the waist and the knees, the standard length of 4 inches above the middle of the knee is expected.
- Non-sheer leggings are only allowed when worn underneath a dress, skirt, tunic/oversized sweatshirt or sweater, which should be of appropriate size & length to generously cover the student’s body to the thigh.
- Athletic shorts of appropriate length (4 inches about the knee) may be worn.
- Tops must be at least 4 inches wide at each shoulder; no racerbacks or cut out arm pit holes.
- Unless specific permission is given, hats are not to be worn inside.
- Unless specific permission is given, hair, jewelry and makeup rules remain the same as a school uniform day.

Specific items that are **NOT** permitted:

- Clothing with rips and/or tears, even if that is how the piece of clothing is designed.
- Clothing with inappropriate messages.
- Clothing that is tight or immodestly cut.
- Leggings with any oversized t-shirts and sweatshirts that sits at or slightly below the waist
- Spandex shorts or biker shorts that are seen underneath athletic shorts
- Clothing that is see-through or revealing.
- Clothing that reveals the midriff.

- Please remember that what may be appropriate elsewhere may not be appropriate at Saint Mary's. If there is a question as to whether something is appropriate or not, assume that it is not and have your child make another choice. The regular school uniform is always an option on "TAG" days.

D) Lost and Found

Please label all items with your child's name so we may return lost items to their owners. Items not retrieved shall be donated periodically. You may contact the office to access the lost and found.

SECTION 4 INSTRUCTIONAL INFORMATION

401 Curriculum

The school's curriculum is the Catholic Diocese of Richmond Office of Catholic School Consensus Curriculum, which is based on national and state standards. The mission of the Office of Catholic Schools is to to develop and nurture the spiritual, intellectual, social, and emotional growth of each student in the spirit of the Gospel and teachings of the Catholic Church.

402 Theology Curriculum

The school's theology curriculum is consistent with the teachings of the Roman Catholic Church and follows the theology curriculum guidelines and textbook recommendations promulgated by the Catholic Diocese of Richmond. The goal is to assist all students as they grow their understanding of their faith as Roman Catholics and deepen their relationship with Jesus Christ. The Diocesan Theology standards are aligned to the 4 Pillars of the Catechism: Profession of Faith, Celebration of Christian Mystery, Life in Christ, and Christian Prayer. The standards for Grades K-5 are framed around these Pillars and consist of ten fundamental domains which are the broad categories repeated in every grade: Creed, Trinity, Church History, Scripture, Liturgy, Sacraments, Morality, Theology of the Body, Social Justice, and Prayer. The Middle School (Grades 6-8) standards are also formed around the Pillars, but as focused topics within each grade-level.

403 Textbooks

The administration, in consultation with the faculty, has final approval of the textbooks used in the school based on recommendations from the Catholic Diocese of Richmond. Within each classroom there is a collection of textbooks that are used as reference. Consumable workbooks are provided to the students by the classroom teacher. Textbooks used in grades JK-8 are the property of Saint Mary's Catholic School, and students will be responsible for damages thereto. Lost, stolen or damaged textbooks are the responsibility of students. Where necessary, replacement fees must be paid prior to issuance of end-of-year report cards or 8th grade transcripts.

404 Community Service/Service Learning

Saint Mary's Catholic School encourages students to participate in community-wide or grade level service. Each year, students engage in opportunities to practice the Corporal and Spiritual Works of Mercy. Middle school students are expected to complete 20 hours of service each year. Students must complete the service and write a reflection on their experience to receive credit toward the requirement. Specific guidelines are provided through theology class.

405 Field Trips

Saint Mary's Catholic School offers field trips periodically throughout the school year. These trips are curriculum appropriate and have educational benefits. Part of our mission at Saint Mary's Catholic School is to educate the

student beyond the four walls of the classroom. The daily school uniform will be required for field trips unless otherwise specified by the classroom teachers.

Field trips are not mandatory; however, participation is strongly encouraged because of the added value these trips bring to the student's education experience. If a student chooses not to go on a trip, school attendance is still required and work related to the trip will be assigned by the teachers leading the trip. The school may deny a student participation in a field trip for disciplinary reasons.

Every field trip must have a faculty chaperone as the point of contact between the school and the parents. The faculty chaperone is responsible for ensuring that all of the school's policies and procedures for field trips are followed. Parents who are serving as chaperones help ensure that students are behaving appropriately and follow the provided itinerary. Chaperones are not allowed to make additional stops during the field trips. If a situation becomes a discipline issue, the chaperone will inform the faculty chaperones for any disciplinary measures. All parent chaperones must have met volunteer requirements which can be found [here](#).

Children not enrolled in the school may not attend school field trips. This prohibition includes children of parents who drive on field trips.

406 Academic Policies

1) Interims & Report Cards

Interims, for grades 3-8, are available in FACTS at the midpoint of each quarter to update parents on their child's progress. Report cards are emailed to parents four times a year, at the end of each quarter.

2) Academic Grading Scales

Junior Kindergarten - 2nd Grade:

- 3 - Meeting grade level standard; applies skills consistently and independently
- 2 - Developing grade level standard; applies skills inconsistently with or without support
- 1 - Below grade level standard; unable to apply skills with support

3rd Grade - 8th Grade:

A+ 97-100	A 93-96	A- 90-92	
B+ 87-89	B 83-86	B- 80-82	
C+ 77-79	C 73-76	C- 70-72	
D+ 67-69	D 63-66	D- 60-62	F 0-59

3) Academic Expectations

Honesty and integrity are expected of all students at all times. Students are expected to submit their own work on all assignments unless given explicit instructions by the teacher who issued the assignment.

Plagiarism is the use of another person's work and claiming it as your own or failing to give appropriate credit to the author or creator. The use of online translators, writing filters and assistance programs are considered plagiarism. Programs such as, but not limited to AI, ChatGPT, Google Translate may not be used in the creation or revision of any student work. This could result in both an academic and disciplinary penalty.

Violation of test-taking procedures: To protect the integrity of the testing process, each student must abide by the procedures established by the individual teachers. Failure to follow these procedures invalidates the test results and is therefore not allowed.

4) Honor Roll

Honor Roll for Middle School students is calculated at the end of each quarter. First honors requires a ≥ 93 in academic subjects and a B and above in all resource classes. Second honors requires a ≥ 87 in academic subjects and a B and above in all resource classes.

5) MAP-Growth Testing

The MAP-Growth assessment is given on the computer to students three times per year in grades 1-8. Test scores are evaluated to ensure that each child is progressing appropriately. Family reports will be distributed to parents.

6) Retention

It may be necessary for a student to repeat the work at a given grade level in order to understand and succeed in important skills. If retention is being considered, parents will be notified and a conference will be scheduled to discuss the situation.

7) Tutoring

There may be times when a student needs individual help above and beyond the classroom teacher such as a supplemental tutor. The cost of this tutoring will be the responsibility of the parent. Currently Saint Mary's contracts with third-party service providers for Occupational Therapy, Speech Therapy, and academic intervention services. Should the school deem it necessary for a student to receive additional support, a member of the school Student Support Team will contact the parents to discuss options. If your child is receiving services outside of Saint Mary's Catholic School, it is important to share this information with your child's teacher(s) to maintain the school and family partnership.

Additional tutoring support will be provided on an as needed basis. If you believe your child needs additional academic support please reach out to our Instructional Resource teachers. Saint Mary's Catholic School teachers may not tutor students on their roster and may only tutor students outside of the teacher contracted hours of 7:30-3:30. Payments are to be made to the school and not the teacher directly.

407 TECHNOLOGY

1) Responsible Use

Technology provides students access to resources that will assist in fully educating each student by supporting the school's curriculum. The ability to access the internet also is crucial in affording students the opportunity to become effective and critical users of electronic information. Students are expected to use the technology appropriately and as directed per the Acceptable Use Policy (Appendix). Misuse of technology could result in loss of technology privileges temporarily or the remainder of the school year.

2) Internet Filter

The Saint Mary's Catholic School network employs an Internet filter. However, filtering software does not block access to all material that users might find offensive. Saint Mary's Catholic School cannot be held responsible for a student encountering this type of site. It is imperative as part of our partnership with families, for parents to discuss the boundaries for internet use and school appropriate searches.

3) Supervision and Monitoring

Saint Mary's Catholic School teachers will endeavor to closely supervise and monitor student use of technology tools and devices while in school, especially when accessing the Internet. However, it is expected that students will use technology responsibly and monitor their own actions. SMCS encourages parents to discuss appropriate boundaries for internet use at school and the potential consequences and dangers associated with misuse of technology.

4) Access to Subscription Resources

Password access to subscription resources is for the use of enrolled students and their families only, whether in school or at home. It is a violation of our agreements with these companies to allow access to users who are not students at Saint Mary's Catholic School.

5) Downloading Programs and Other Applications

Downloading program files and other applications without the express permission of a teacher or administrator is strictly prohibited. Loading personal software on a computer or other technology tool or device is also strictly prohibited without express permission. This includes music, apps, games, and other software. Students may not make any changes of any sort to general use computers or other technology tools or devices.

6) Individual Student Accounts

There are many resources available to students that provide individualized learning and require individual student accounts, such as G Suite for Education. In order to create these accounts, Saint Mary's Catholic School shares limited student information with some of these companies, such as student name, grade, and teacher.

7) Email

Students in some grades are provided with student email accounts. These accounts should only be used for school-related purposes. During school hours, email accounts should only be used with a teacher's permission. Students are not allowed to use school computers to access or send email from personal email accounts. If a student accesses their personal email account or uses their SMCS email for non-school related purposes they may lose access to their email account and/or school computer.

8) Printing

Printing on school printers should be limited to those pages necessary for class assignments. Please be judicious in the use of the school's paper and toner. If it is necessary to print pages from a web site, remember that it is often more efficient to cut and paste the information needed to a Google document. (Be sure to cite any sources from which you take information.)

9) Publishing of Student Work

In order to share and celebrate student work, it may occasionally be published on the school's web pages. Student work will only be posted with a first name.

10) Loss, Theft or Damage

Students are expected to use computers and other technology tools and devices responsibly and carefully. If equipment is damaged, lost or stolen, students could be held responsible for the cost of repair and/or replacement.

SECTION 5: SAFETY AND STUDENT HEALTH

501 School Safety

The safety of our students and staff is paramount and our top priority. Our secure main entrance is the entry to our school and all visitors and volunteers must check in upon arrival in the main office and wear name badges at all times when in the building. All exterior doors will remain locked at all times.

502 School Safety Plan

Saint Mary's Catholic School is committed to the care and protection of the children entrusted to its care. We are reminded that our school and community must be prepared and ready to respond to every crisis situation in the most effective manner possible.

Our Safety plan provides guidelines for the essential steps to be followed by everyone involved in the life of the school in the event of an emergency. This plan is published according to specific emergency situations and makes available procedures for gathering and communicating information in order to make key decisions and take necessary actions that are rapid and appropriate.

No plan can cover every emergency, but we believe that this plan will minimize any potential for danger. In this way, we hope to achieve an atmosphere of peace and calm within our school.

1) Drills

In accordance with our Safety Plan and the Office of Catholic School policy, the school maintains a safety drill schedule. We conduct safety drills on a regular basis (fire, tornado, intruder) with one or more drills scheduled each month.

2) STOPit: Anonymous Reporting Tool

In accordance with Diocesan policy, SMCS uses the STOPit program for all students in Grades 5-8 to anonymously report concerns. Parents do not have the ability to submit a report through STOPit. School administration will monitor reports submitted through the app during school hours. Any reports made after school hours and over the weekend or school holiday will be made available to the administration upon the start of school.

503 Student Health

1) Health Forms

School Entrance Health Forms are required to be provided for all new students, rising Kindergarten and rising 7th grade students. The 7th grade vaccination information must include the DTAP Booster and Meningitis vaccine.

All health forms are required before the start of the school year; students may be unable to attend school without the proper documentation on file with the school's clinic.

Forms may be downloaded and printed from the [Virginia Department of Health website](#). Medication forms for prescription and non-prescription medication are required annually with updated information.

2) Immunizations

In conjunction with Saint Mary's Catholic School admissions procedures, all students are required to have the immunizations as mandated by state law. The parent(s) of children with expired immunization records or with missing immunizations will be notified by the school via e-mail. An updated form will be expected within 30 days of notification.

3) Over-the-Counter or Prescription Medication

[Please complete this updated Medication Form if you need the clinic to administer prescription or nonprescription medication to your child.](#)

Please note that this form now requires a **health care provider order and signature** for ALL medication (prescription or nonprescription.)

Parents are required to make an appointment with the clinic nurses to drop off medications for students. The requirements for allowing the clinic nurses to administer medications are very specific. It is important for the nurses to review each request and verify that all permissions, orders and labeling requirements meet the mandated guidelines.

Important: All Prescription Medication must be delivered to the clinic in the original container/package, expiration dates must be valid for the current school year. Medications not within these requirements will not be accepted.

Students should not carry any prescription or over the counter medication with them while at school. Parents should hand deliver medications (prescribed/over the counter) to the school clinic in the original container with only the exact number of doses needed to be dispensed at school and personally pick up any unused medicine.

The only exception is medication for asthma or epinephrine carried by students who have written permission from their Health Care Provider and has been deemed self-directed by the School Nurse. Students must meet with the school nurse, along with their parent/guardian, please contact the clinic.

Please contact the clinic if you have any questions regarding medication for your student.

Wearable technology for medical reasons: In cases where a medical need requires a smartwatch or cell phone, permission must be granted by the principal in consultation with the school nurses.

4) Distribution of Medication

Information about medication that needs to be administered during the school day must be shared with our school nurses. The nurses will contact parents if there are concerns about a treatment plan being

successful at school. A student who needs to take prescribed or over-the-counter medication during school hours must have a current signed and dated Medication form on file with the clinic.

5) Illness

Students diagnosed with or suspected of having a contagious illness will be sent home and must be kept out of school until symptoms including fever no longer exist. Specifically, students who test positive for Flu (Influenza A/B), Streptococcus, Covid, or other contagious illness will need to follow CDC and Diocesan guidelines to determine eligibility to attend school. To ensure the health and safety of the school community, students must be fever-free without fever-reducing medication, symptom-free from emesis (vomiting) and/or asymptomatic from other illnesses for at least 24 hours before returning to school.

Any student who becomes ill during the school day will be triaged through our school clinic. Students should not email or text parents to be picked up.

6) Injuries - PE/Recess

Students must bring a signed note from their health care provider if they have any extended circumstances where they cannot participate in PE/recess due to injury, illness, or any other medical condition. For same day injury or sickness a parent note/email to the teacher must be approved by the clinic (clinic@saintmary.org).

For the physical health of the students at Saint Mary's Catholic School, all students have a recess period everyday. Please [click here](#) for temperature guidelines. Students should have a coat with them when the temperature is below 40 degrees. Many recess times occur before the forecasted high temperature for the day. Students will not be allowed to remain indoors when their class is at recess if they did not bring a coat.

7) Concussion Policy

The school acknowledges that concussions are a serious medical injury. In keeping with our mission, we aim to support students and their families through the healing process. We have implemented procedures to help assist with this process as they return to school. Should a student be diagnosed with a concussion by their health care provider, the school will require a Return-to-Learn Plan signed by a provider. This will instruct us how to proceed with any learning accommodations and physical activity restrictions. Upon receipt of the Return-to-Learn Plan, school nurses will work with the student, parents/guardians, administration and instructional resource teachers to notify classroom teachers of all restrictions, necessary protocols, and classroom accommodations.

8) Mental Health and School Counseling Services

At Saint Mary's, we recognize and respect that mental health challenges may occur for our students. In order to properly serve our students, we have counseling services in place to assist with these challenges.

We have a school counselor on staff who works with students through many modalities, including individual check-ins, small group meetings, and classroom activities.

- Individually, our school counselor can assist students with school-based challenges, social challenges, and life event processing to assist the student in becoming more resilient. The school counselor can also provide resources to the family for additional counseling services outside of school if needed or requested. Individual check-ins can be set up by the student self-referring through the Counseling Google Form, a teacher referring a student, or the family emailing the counselor, Anna Borrelli, at aborrelli@saintmary.org
- In small groups, our school counselor can assist with working through friendship conflicts or can utilize psychoeducation to inform students of skills to overcome challenges that many students are individually facing. This format allows for peer support and social connection as well. If the school counselor is recognizing the need for a small group to occur, the school counselor will ensure permission is granted by the family prior to the student participating.
- In the classroom, our school counselor focuses on teaching Social Emotional Learning skills to students in the ECDC and focuses on group facilitating classroom discussions with topics such as kindness, individuality, and coping skills for different emotions for our elementary and middle school students.

9) Child Abuse/Neglect

The laws of the Commonwealth of Virginia require that members of professions such as teaching, nursing, counseling, and medicine must report to the proper authorities any cases of suspected abuse. Members of these professions are held legally accountable for failure to make such reports and are protected against legal consequences when complying with these expectations. Our school will report suspected child abuse and neglect.

10) Animals

Animals which do not serve as service animals are not allowed in the classroom or on campus except with the express permission of the Principal. Cars arriving with family pets must keep the pets in the car at all times.

11) Incident Reports

All accidents or injuries on school premises will be documented. Parents will be notified if further medical attention may be warranted. An incident report will be filled out in those incidents. Incident reports will be kept on file in the clinic.

12) First Aid

All certified teachers are CPR & First Aid trained. The school's Safety team including administrators, school nurses, counselors and other key staff members are CPR & First Aid certified. All volunteer

coaches are encouraged to receive CPR and first aid training. AED locations in St. Mary's Catholic School are as follows: the gym entrance to the middle school hallway, outside the clinic, ECDC workroom, lower commons, and the parish office.

13) Nut-Free Campus Policy

We ask that no nuts of any kind be brought into the school for any reason. Foods sent in for snack, lunch or any class event, including birthday celebrations, should be carefully checked to make sure they are nut-free. Remind children not to share food with other children while at school.

14) Water Bottles & Beverages

Please ensure your student brings water in a non-glass water bottle to stay hydrated during the school day. Since students are able to refill their water bottles throughout the day, large water bottles are discouraged. Water bottles should not have a straw and should be able to close tightly to avoid spillage. Hot or cold "to go" beverages, canned soft drinks, and fountain drinks of any kind may not be brought or delivered to school.

All beverages consumed during lunch should be thrown away or put back in lunch boxes before leaving the cafeteria. Thank you for your assistance in preventing sticky spills.

SECTION 6: PARTNERSHIP WITH PARENTS AND GUARDIANS

601 Parent/Guardian Responsibility

Parents, guardians, and family members of Saint Mary's Catholic School students are encouraged to abide by all guidelines, policies, and procedures as described in the handbook. The school believes that parents are the primary educators of their children; therefore, a deep partnership should exist between the parent, student, and school personnel. The goal of this partnership is to fulfill the mission of the school through mutual respect and open communication. We ask our community members to model Christ-like language (tone and word choice) and behavior according to the highest standards of decorum, respect, love, and charity. Incidents or episodes which do not reflect these standards are subject to review by school administration, the pastor, and the diocese. Students may be unenrolled by the school due to unbecoming, uncompliant, and disrespectful parents' or family member's behavior.

Regarding the discipline of students, the school reserves the right to issue discipline consequences up to and including not re-enrolling a student if the school concludes that the actions of the student and/or parent(s) preclude the school from fulfilling its educational purpose. The decision of the school administration and the pastor in these regards shall be final.

602 Parent/Teacher Communication

Communication is essential to cultivate the partnership between parents and teachers. Email is the preferred means of communicating with faculty and staff at Saint Mary's Catholic School. Please allow 48 business hours to respond. Faculty and staff hours are from 7:30 am to 3:30 pm, Monday-Friday. Your child's teacher should be the primary point of contact regarding student issues.

1) Phone Calls

If a student needs to make a phone call, he/she must have permission from an administrator. Phone calls must be made from the main office. Because student cell phones are off and away, students are not able to send or receive messages during school hours; students who use their personal cells to call or text during the school day will receive additional consequences.

If you need to reach your child during the school day, please call the main office and we will have a message delivered to your child at an appropriate time.

2) Weekly Folders

Communication, including graded work, will be sent home in a folder for children in grades JK-5 weekly. It is the parents' responsibility to review the weekly communication for important information regarding upcoming assignments, due dates, and events.

3) Parent/Teacher Conferences

All visits to the school, including conferences, should be pre-arranged with the administration or the classroom teacher. Conferences and visits must be planned and scheduled in advance, with a minimum of one day's notice. Unauthorized visits and doorway/hallway conferences are not permitted.

Parents are encouraged to meet with the teacher during scheduled school conference days. Conferences are held two times per year - once in November and once in February. Parents of students in JK-5 should meet with the homeroom teacher. Parents of middle school students should meet with the subject area teacher. In some cases, the middle school teachers may meet with parents and students as a team. It is recommended that middle school students be present at the conferences.

603 Stakeholder Communication

1) Weekly Communication

Saint Mary's Catholic School publishes an electronic newsletter every week, called the *Friday Flash*, to provide parents with the latest news and information about upcoming events. The newsletter is emailed to families. Friday Flash archives are also available on Saint Mary's website. At the start of each week, Monday reminders are sent to families with the week's upcoming events and deadline. When necessary, an additional email will be sent earlier in the week to communicate pertinent information. It is the parents' and guardians' responsibility to review the weekly communications sent by the school for important information.

2) Family Directory

The Saint Mary's Catholic School family directory containing names, addresses, email addresses, and telephone numbers for students and parents can be accessed through FACTS SIS. If there is any change of personal or family information during the school year, please make the change through FACTS SIS so that our records stay up to date.

3) Student Images

Images of students may be published on the school website, parish publications, advertisements/press releases, school yearbook and social media. All families should complete [this Publicity Release Form](#) as required by the Diocese.

4) No Solicitation by Parents, Staff and Faculty

In order to attain the fundraising program goals at Saint Mary's Catholic School, no solicitation of funds by parents, staff and faculty is permitted without the express permission of the Principal or Pastor.

5) Promotion of Businesses

Throughout the school year, Saint Mary's Catholic School receives requests to distribute informational materials to parents about local sports, dance, cooking, and other youth-related activities. Each and every activity is beneficial in its own right. The school cannot distribute all of these materials to parents, however we would like to promote family businesses in alignment with our mission to the community. See the Friday Flash for future information.

6) Fundraising

Fundraising at Saint Mary's Catholic School is generally limited to the Boosterthon, Monarch Fund Campaign, Capital Campaign, Gala and special events associated with the PTO.

All fundraising events on school premises must be pre-approved by the Principal and Pastor.

604 Field Trips

Every field trip must have a faculty chaperone as the point of contact between the school and the parents. The faculty chaperone is responsible for ensuring that all of the school's policies and procedures for field trips are followed.

Parents who are serving as chaperones help ensure that students are behaving appropriately. If a situation becomes a discipline issue, the chaperone will inform the faculty chaperones for any disciplinary measures. All parent chaperones must have met volunteer requirements which can be found [here](#).

The school may deny a student participation in a field trip for disciplinary reasons.

Children not enrolled in the school may not attend school field trips. This prohibition includes children of parents who drive on field trips.

Privately owned vehicles may be used to transport students to and from field trips and other school-sponsored activities, provided the following requirements are met at least one week prior to the trip:

- Completion of the online [Volunteer Driver Information Sheet](#)
- The driver must be at least 21 years old and present copies of a valid driver's license and proof of motor vehicle insurance.
- The vehicle must be insured for the limits required by law and any additional limits required by the school's insurance carriers.
- Children under the state age and weight limit must be strapped into approved booster seats.
- All other students must wear seat belts at all times.
- All volunteer drivers need to take the "Bee Smart Drive Safe" online driving course. Once the course has been taken it does not expire. [CLICK HERE](#) to begin. The username is 0092ric and the password is service. See instructions on [Volunteer Drive Information Sheet](#) to complete the course.

SECTION 7: ADDITIONAL PROGRAMS

701 Lunch

Students have two options for lunch. Students may pack their lunch each day or students may purchase lunch. Lunch orders are submitted on two week cycles via Boonli.com. The password to create an account is **saintmarys34**. Outside food delivery by parent/guardian should be limited and is not to be a regular practice. Students may not have soda or fountain drinks at lunch, if bringing lunch from an outside source, please do not include sodas or fountain drinks.

Outside guests, including family members and friends are not allowed to eat lunch at school with the students.

For the 2025/2026 school year, we will remain a nut free school. Tree nuts and peanuts are not to be brought to school.

702 Classroom Celebrations

In order to keep a routine for our students, classroom celebrations will be limited to pre-planned celebrations and will be coordinated between the classroom teacher(s) and the room parent(s) pending administrative approval.

All treats that are brought in to class parties should be store bought so the list of ingredients is on the package and follow our requirements as outlined in our [Nut Free Policy](#). This is for the safety of students with allergies. Water bottles and juices boxes may be brought to class parties. Sodas and soft drinks may not be brought in.

Please review this [Nut-Free Suggestions List](#) which provides some guidance on safe foods to bring to school. If your child has a known food allergy, you may bring in an “alternative” snack/treat for them to keep in the classroom or clinic to ensure they have a safe option on these special occasions. *If you choose to do this, please send in a treat that is non-perishable or that can be kept in the freezer to maintain freshness.*

703 Birthdays

Each child will be recognized on their birthday during morning announcements. Parents should email their child’s teacher regarding sending in a classroom treat for their child’s birthday that can be easily distributed by the teacher at snack or lunch time. Birthday parties are not allowed at school.

704 Gum and Snacks

Saint Mary’s Catholic School does not allow gum in school. Students who chew gum in school will be asked to dispose of the gum immediately.

Students should bring a healthy, nut-free snack to school to eat during designated time(s) of the day. Please do not send candy, sodas, sugary drinks, or nut products to school with your student.

705 After School Care

Saint Mary's Catholic School provides an After School Care (ASC) program which requires yearly registration. This program is provided at an additional cost above and beyond tuition and is licensed through the Virginia Department of Education Office of Child Care Licensing.

The After School Care program operates daily on school days from 2:45-6:00 p.m.; early release and closure dates can be found on the [website](#). While the ASC program has additional policies and procedures, all participants are expected to follow the school policies in this handbook.

706 Extracurricular Programs

1) Athletics and Extracurricular Activities

Saint Mary's Catholic School recognizes that athletics and other extracurricular activities are important parts of the educational experience. The school offers a range of activities, with the school making the final determination of which activities will be offered each year. Information about the athletic program will be updated and posted on the school website, as well as emailed through the weekly newsletter. The athletic program will comply with all applicable requirements. For the safety of all students, parents and/or siblings are not to be in the building until the conclusion of said activity.

2) Eligibility

All students must be in good standing with the school to participate in school athletics. Any student who is absent from school, may not participate in practices or games on the day of their absence.

3) Management of Club, Class and Organization Funds

As it relates to parent volunteers, no single individual, adult or student, is to be solely accountable for incoming funds at any time. At least one adult should be present whenever funds are being handled. Two adult individuals should count and record all funds, which are to be deposited in a locked box in the Business Office. All such funds will be deposited in a school account for which the Principal is a signatory.

Appendix A: Technology and Internet Acceptable Use Policy

Technology and Internet Acceptable Use Policy

For All School Employees

and

Students and Grades 6-12

Diocese of Richmond

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, **faculty, staff, administrators, and students** are expected to exhibit high standards of behavior at all times when using the Internet, email, and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behavior. The administration, faculty and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades six through twelve and their parent(s) (when a student is under the age of 18), must return the signed Technology and Internet Acceptable Use Contract. Students in grades K-5 will return the Computer and Internet Promises form. These agreements will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access, as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of school, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

Acceptable Computer and/or Internet Use

- I. The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. To accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.

2. Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors must be promptly reported to the Principal or his/her designee includes, but not limited to the following:

1. Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
2. Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other folders, work, or files.
3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information, or promotion of illegal or immoral behavior.
4. Sending and receiving of any material in violation of any national, state, or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.
5. Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure websites.
6. Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premises).
7. Non-School related social contacts between faculty/staff and students.
8. Any access to inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks, or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
10. Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data.
11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
12. Assisting others in violating any of these policies.
13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.

Prohibited unless authorized by the Administration:

1. Access to personal email, chatting, instant messaging, or discussion boards.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

Computer and Internet Promises

For

Grades 1 - 5

Diocese of Richmond

Introduction

The use of computers and the Internet at the School must be for learning. We believe that using technology to learn is an important tool if students act responsibly.

Computer use is a privilege, not a right, and improper use will result in losing those privileges. The Principal will decide if improper behavior has occurred and whether computer privileges are to be taken away. His/her decision is final.

When you use the School's computers, the Principal and other adults have the right and ability to look at your files and activities. Make sure that what you put in the computer system is courteous, legal, and acceptable.

Security on our computer system is important. If you see anyone trying to use other people's work or trying to go to areas that are not allowed, it is your responsibility to notify the teacher.

Just like parents monitor what you watch on television, see at the movies, listen to on the radio, or talk to on the telephone, the School will provide guidance on what is proper and teach you how to use the computers and the Internet in a responsible way. Your Promises

Using the computer and Internet correctly and responsibly is very important. I promise to follow these rules.

1. I PROMISE to use all equipment carefully and not intentionally damage or destroy it.
2. I PROMISE not to tamper with the software or network.
3. I PROMISE to use the computers and Internet for School work only and use only the programs and websites that my teacher has approved.
4. I PROMISE to keep my password to myself and not to share it with others.
5. I PROMISE not to use someone else's password.
6. I PROMISE to be polite and not to use any language or pictures that are hurtful to others.
7. I PROMISE to give credit to others when I use their words or ideas.
8. I PROMISE to obey copyright rules.
9. I PROMISE to use only my own files and/or folders and never to trespass into someone else's.
10. I PROMISE to tell my teacher if I see something on the computer that is inappropriate.
11. I PROMISE to ask for help when I do not know what to do and to print only when my teacher tells me to.
12. I PROMISE not to reveal my address, phone numbers, or any personal information about me on the Internet.

I understand that if I do not use the computers or Internet responsibly or if I break my promises that there will be consequences. I will sign my name to show that I will follow the rules and keep my promises.