



2025-2026

Parent and Student Handbook

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Introduction

Mary of Nazareth Roman Catholic Elementary School is an inter-parish school, serving seven parishes from the upper Montgomery County area. It serves students in pre-kindergarten through eighth grade.

Archdiocese of Washington School Mission Statement

The Catholic Schools in the Archdiocese of Washington, rooted in Gospel values and the teaching mission of the Catholic Church, are learning communities of faith and service dedicated to educational equity and excellence for all students.

Mary of Nazareth Roman Catholic Elementary School Mission Statement

Mary of Nazareth Roman Catholic Elementary School prepares children for lives of service to God and neighbor, through a rigorous academic program rooted in the faith and teachings of the Roman Catholic Church as professed in the Creed, celebrated in the sacraments, lived in Christian virtue and affirmed in prayer.

Mary of Nazareth Roman Catholic Elementary School Philosophy

Mary of Nazareth Roman Catholic Elementary School is a Christ-centered environment where each child, nurtured by parent, parish, and educator, is encouraged to follow the example of Jesus in all aspects of life. Our students thrive in an environment of regular worship, service, daily prayer, devotion to Mary, and consistent reference to the word of God. We welcome diversity among our inclusive student-body and stress the unifying concepts of tolerance, love, and respect. Students are encouraged to seek knowledge through the teachings of the Catholic Church and apply those teachings to daily life.

Mary of Nazareth Roman Catholic Elementary School comprises three age-focused programs: early childhood, intermediate, and middle school. Within these programs, teachers collaborate to develop and strengthen relationships. These interdependent relationships within the school community are fostered through the leadership of administrators.

The curriculum of the Archdiocese of Washington is viewed from a Catholic perspective, with a central love for the wisdom that comes from the Holy Spirit. The faculty is aware that the manner in which we model our love of God and Church encourages our students in their own search for lasting faith. Families of our students and their individual parishes continue to foster a love for Christ and a respect for education. Parents are the primary educators; in partnership, teachers and parents strive for the overall success of each student.

We are dedicated to providing students with a well-rounded curriculum, which focuses on the spiritual, developmental, emotional, cognitive, and physical well-being of our students. Recognizing the multiple learning styles and diverse needs present in each classroom, the educators differentiate with a variety of resources, teaching methods, and assessments. Through reinforcement, praise and consequence, we foster an enthusiasm for education. As a result, our students develop the inner confidence to make choices that positively impact their world.

Founding Vision

The name, Mary of Nazareth, was selected by James Cardinal Hickey to “create a link with the Holy Family, in recognition of the school’s role in supporting Christian family life.” It is the community’s and the Archdiocese’s commitment to Catholic education that has resulted in the historic opening of this school, the first new elementary school to open in the Archdiocese of Washington in 30 years. A mural painting, created by a school parent, is displayed in the main hallway commemorating the school’s opening and founding vision.

Governing Structure

A Board of Directors representing the Archdiocese, Pastors, and parishioners from the seven supporting parishes governs Mary of Nazareth School. Committees provide guidance on plant and facilities, development, finance, governance, curriculum, and strategic planning. The current list of Board members is included as an addendum.

Accreditation

Mary of Nazareth School is accredited through Cognia

Handbook Review

The school administration and members of the Board of Directors will review the policies and procedures in the Parent and Student Handbook annually. Suggestions for making the handbook a more useful reference document are welcome. Please contact the assistant principal with your suggestions. The principal and Board of Directors retain the right to amend the handbook at any time. Parents will be notified promptly of any changes. Parents are required to review the handbook with their child/children enrolled at Mary of Nazareth School.

Search and Seizure

If the principal, assistant principal, or one who takes their place officially, has information that a student has in his/her possession items, such as drugs or weapons, or anything resembling drugs or weapons, that constitute a criminal offense in the state of Maryland, the principal or his designee reserves the right to conduct a reasonable search of a student on the school premises in the presence of a third party.

Privacy Policy

Mary of Nazareth School does not distribute private information to anyone outside of our community and only inside of the Mary of Nazareth School community for necessary purposes. We do not disclose the phone numbers or private email addresses of our faculty and staff. Parents are prohibited from sharing family contact information available from Plus Portals.

Parents are not to call administration, faculty or staff at their homes or on their cell phones unless otherwise directed.

Child Abuse Policy

The welfare of each student is important to the staff and faculty of Mary of Nazareth School. Parents are reminded that the school is required to report any suspected case of child abuse or neglect, even if there is no definite proof (Archdiocese Regulation 5000.2).

Prevention Programming

As a Catholic school, we believe and teach that each of us is called to love our neighbor and to treat them with respect. We are committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner. The reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously.

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

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

Non-Discrimination Policy

Archdiocesan schools follow local, state, and federal non-discrimination regulations, as applicable. As religiously-affiliated schools, Archdiocesan schools are not required to adopt any rule, regulation, or policy that conflicts with the religious or moral teachings of the Roman Catholic Church.¹

Catholic students shall be given preference over non-Catholic students for initial admission into Archdiocesan schools. All applicants shall follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before finalizing any admissions.

¹Maryland law requires non-public schools that receive state funds to publish the following additional statement: "It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

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

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

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

(ii) refuse enrollment of a prospective student, expel a current student, or withhold privileges from a

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

Maryland law further provides that Title 26, Subtitle 7 of the Education Article of the Maryland Code "does not require a nonpublic prekindergarten program or 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."

Admissions Policy

Students will be accepted to Mary of Nazareth School in the following order: siblings of children already enrolled in the school, children of registered participating members of one of the seven sponsoring parishes, Catholic children from non-sponsoring parishes, non-Catholic children interested in a Catholic education.

An equal number of seats in the school will be made available to each of the seven sponsoring parishes each school year, following re-registration of currently enrolled students. If needed, a lottery system will be utilized for kindergarten to fill remaining available seats and establish a waiting list for the upcoming academic year.

Registration Procedures

Registration for school admission for the next school year will open in October. Information on registration will be posted in the bulletins of the seven sponsoring parishes and available online. All students will be screened prior to admission, in accordance with Archdiocesan policy. Documents required for registration included a completed application form(s), birth certificate, baptismal certificate, current report card or progress report, a pastoral recommendation form if applicable, and a non-refundable \$250.00 registration fee. Re-registration of current students will be available in January. Student re-registration may be withheld and/or denied by the administration at any time.

Children entering kindergarten must be five (5) years old by September 1 of the academic year for which they are applying. Students entering Preschool must be 4 years old by September 1 of the academic year for which they are applying.

Withdrawal from School

- Parents of students withdrawing from school must notify the main office of the intended withdrawal and clear all accounts (hot lunch program, tuition, textbooks, library books, extended care, transcript fees, and other fines or fees).

- It is essential that students be withdrawn properly in order that the records can be transferred to their next school.

Tuition

The Board of Directors establishes tuition for Mary of Nazareth School annually. Tuition may be paid yearly, monthly, quarterly, or semi-annually payment plans using direct debit or credit card through the FACTS Tuition Management Company. Payment in full by credit card can also be made through FACTS. Information on FACTS Management and the payment options is available on our website.

The book and materials fee for students in grades K-8 is \$300.00 per student per year, and the Preschool Admission fee is \$300 per student per year. The Preschool Admission fee only is applied to the student's total tuition.

Delinquent Tuition Policy

If tuition is not current at the end of any quarter, the student(s) may not be permitted to attend classes at the beginning of the next quarter unless the parent or guardian contacts the school principal. If tuition is not current at the end of the school year, the student(s) may not be permitted to register for the next school year nor have transcripts forwarded to another educational institution. In addition, final report cards and/or diplomas will be held until tuition payment is received in full.

Tuition Assistance

Tuition assistance programs through the school and the Archdiocese are available to students attending Mary of Nazareth School. Pre-K students may only receive assistance through the Archdiocese; Mary of Nazareth School does not offer tuition assistance to Pre-K students. Families must apply through TADS and need only to submit one application. Families who may be experiencing a need for some form of tuition assistance are encouraged to contact the school office for further information. Parents experiencing difficulty in paying full tuition for more than one child are also encouraged to contact the school office for possible tuition assistance.

Returned Check Policy

A fee of \$12.00 will be charged for checks that have been returned from a bank.

Home and School Association

All parents of Mary of Nazareth School students are automatically members of the Mary of Nazareth School Home and School Association (H.S.A.) and are therefore expected to pay an annual dues fee (set by the H.S.A. Executive Committee) at the beginning of the school year. Parents are expected to attend the meetings and to participate in H.S.A. committees and in its activities. Many of the school's wonderful community building activities are sponsored by the H.S.A. Additionally, H.S.A. meetings provide an important forum for the exchange of information and discussion of issues affecting the students. It is recommended that at least one parent attend each meeting. A listing of H.S.A. officers, committee chairs, and other information may be found on the school website.

Volunteering

In order to work with children in the Archdiocese of Washington, volunteers must be cleared through the Child Protection Program (VIRTUS). To be in compliance, a volunteer must:

- Go to www.virtus.org and click on the link for "registration". Begin the registration process and choose "Washington, DC (Archdiocese)". Create a username and password, and register to attend a child protection class somewhere in the Archdiocese. Please choose "Mary of Nazareth School" as your location.
- Schedule an appointment to come into the office to complete a Criminal Background check with Mrs. Maryellen Wray. Please bring the completed volunteer application ([available at www.adw.org "Child Protection"](#)), two forms of government issued ID (drivers' license, passport, birth certificate, social security card), and a check for \$13.50, payable to Mary of Nazareth School.
- Fingerprinting is required for all parent volunteers and Mary of Nazareth Staff.
 - In the State of Maryland, locations are collectively listed at: www.dpscs.maryland.gov/publicservs/fingerprint.shtml
 - Individuals may call the Metropolitan Police Department at (202) 727-4409 for guidance.
- Once you have attended the required child protection class, sign and submit the last page of the Archdiocese of Washington Child Protection Policy (Appendix E) to the main office.

School Hours

School day: 8:20 a.m. – 3:00 p.m.

- 7:55 a.m. – School doors open for students
- 8:15 a.m. – Preschool arrival
- 8:20 a.m. – Elementary school bell rings – Children should be settled in their classroom before the bell. Any student entering the building after the bell is considered tardy (**after 8:30, a child is considered late, with an excuse. Otherwise, they are tardy**).
- 11:15 a.m. – 11:40 a.m. – Middle school lunch
- 11:45 a.m. – 12:05 p.m. – Grades 3, 4 and 5 lunch
- 12:10 p.m. – 12:30 p.m. – Grades 1 & 2
- 12:35 p.m. – 12:55 p.m. – Kindergarten and PreK
- 2:55 p.m. – Preschool dismissal
- 3:00 p.m. – Dismissal
- 3:30 p.m. – End of carpool with remaining students sent to aftercare

The school does not assume responsibility for children before 7:55 a.m. or after 3:30 p.m. unless the children are registered in the extended care program.

School Office

- The school office is open Monday through Friday from 8:00 a.m. – 3:30 p.m.
- Teachers may not leave the classroom to receive phone calls. If you wish to contact a teacher, please send an email, or send a note.
- Emergency messages will be delivered to students.

Carpool Procedures

Morning Drop Off

The following rules are to ensure the efficiency of morning drop off and the safety of our students. Your compliance and patience are greatly appreciated.

- **SLOW DOWN!** It's better that your child is a little late than someone being hit by a car.
- **Do NOT** get out of your car. Safety patrol and staff members are available to assist your child out of the car.
- Pull all the way around the circle to allow other vehicles to unload simultaneously.
- **NEVER** pass on the left in the front circle. Please wait until the car in front of you moves.
- Children should only exit the car from the passenger side of the vehicle.
- Using your cell phone is **not allowed** while dropping off your children.
- Please leave your pets at home. Having your pets in your car while dropping off could create a potentially dangerous situation.
- Place your car in park while unloading your children.
- **Never allow your child to stand behind your car to unload a trunk.** If you have a large carpool or if your children are bringing projects/sports bags to school, please drop off at the KFC to allow the children ample time to unload.
- Please **do not beep your horn** to recall your child, say hello, or to have someone in front of you move faster. Using your horn is often misinterpreted and creates confusion. Please only use your horn in case of an emergency.

Afternoon Carpool

During the first few weeks of school the carpool line is always longer. New children are learning their carpool numbers, carpools are forming and after school activities have not yet begun.

- Adequate space should be left for the first car in the carpool line. This space is reserved for the Benefit Gala item winner.
- **SLOW DOWN!** Make sure the carpool person has your number before you pass him/her. If the carpool number-taker is busy, please stop and wait for him/her to finish. This ensures your number is recorded correctly.
- Make sure your carpool number is visible at all times. Always use the office-generated yellow carpool number, never a homemade sign. Hanging the carpool number from your rear-view mirror works well. Do not verbally give your number to the number taker. **Do not remove your number until your child is in the car.**
- If you sleep in your car in the carpool line, please set an alarm.
- All students leaving the main building during carpool must exit from the front doors unless an individual participates in a carpool with a preschooler. **Preschool students will be dismissed from the KFC lobby.**
- Using your cell phone is **not allowed** while picking up your children.
- You may be directed down ***the side road before the teacher parking lot (the "road to nowhere")***. This is critical in preventing a backup on Seneca Road and it helps the carpool line operate more smoothly.
- If you hit a car in the parking lot or any place on school grounds it is your responsibility to leave a note with your name and number.
- If you are sent into the church parking lot, please form a line utilizing the entire loop of the parking lot. **Do not** make the first left once inside the church parking lot to shortcut the lot,

even if there are no cones blocking the way. This will result in numbers being out of order. This is also critical in preventing a backup on Seneca Road.

- If your child does not come out of the school when you are in the circle you will be directed to the KFC parking lot. Please wait patiently or park your car and walk to the front door of the school to pick him/her up. **Do not** re-enter the carpool line, this throws off the number order.
- **Do not** send children back into the building to retrieve another student. Instead, please tell a safety patrol or staff member the name of the student you are missing.
- **DO NOT** get out of your car. Safety patrol and faculty are available to assist your child into the car. If you need to buckle a safety seat, please move to the KFC parking lot.
- Place your car in park while loading your children.
- Please leave your pets at home. Having your pets in your car while dropping off could create a potentially dangerous situation.
- Please **do not beep your horn!** Using your horn is often misinterpreted and creates confusion. Only use it in case of an emergency.
- Half days, holiday dismissals, no aftercare days, and bad weather are reasons for heavy volume and slower movement. Please be patient.

Parent – Teacher Partnership

As stated in our philosophy, each child at Mary of Nazareth school is nurtured by parents, parish, and educator. We consider the parents to be the primary educators of their children. The administration and teachers at Mary of Nazareth school are pleased to have the opportunity to assist in that process. As your partners, we welcome your input and feedback on our school program.

Parents and teachers will work together to support our school by supporting the religious, educational, and disciplinary aspects of Mary of Nazareth School. We will partner to strive for the overall success and development of each child.

We consider our teachers to be highly qualified professionals in the performance of their obligations, and you are encouraged to communicate your comments and concerns directly to our teachers. The first step in parent and school communication is to contact the teacher directly. In all of our communications, parents and teachers must work in partnership with dignity, respect, and courtesy with the mutual goal of encouraging the child to have the inner confidence to make choices that will positively impact their world.

Additionally, parents are expected to carefully consider what they choose to post online and on social media sites regarding the Mary of Nazareth School community. Certain types of personal observations and judgements can create a liability for the individual posting the comment, the school, and its constituency. These postings are often counterproductive and incendiary. Parent Facebook moderators for class pages are required to add the assistant principal as a member of the page. Additionally, please be cognizant that communicating via parent group chats can disenfranchise participants and lead to unintended miscommunication.

School Rules and Regulations

Mary of Nazareth School has the authority to make reasonable and necessary rules governing the behavior of students in the school. This is necessary for the safety and well-being of all. These rules will apply to all students during the school day, as well as, while participating in school-approved activities. Each student is expected to recognize that the school's authority extends from within the building itself to the walls surrounding it, to the playgrounds and other outside areas. Teachers have the responsibility for maintaining a suitable environment conducive to learning. The administration has the responsibility for maintaining and facilitating the educational programs. Rules and regulations will be published and reviewed at the beginning of each school year.

See Something Say Something

All Mary of Nazareth School stakeholders - staff, students, and parents - are urged to report instances and warning signs of someone at-risk of hurting themselves or others and to say something to a trusted adult. Please have a candid and age appropriate conversation with your children tonight about reporting safety concerns immediately. Although we teach the students to communicate with adults in these instances through the ADW Personal Safety Education Program, we want to remind you to have this conversation with your children at the beginning of the school year and to encourage each of you to say something if you see something too.

Emergency Contact Information

It is essential that student and parent contact information is always accurate and up to date. The school office must be notified in writing immediately should there be any change of address, telephone number, email address, medical history, or emergency contact person.

Visiting the School

- During normal school hours (7:45 a.m. – 3:30 p.m.), all visitors, including parents, must enter the building through the front door and report to the school office. During extended care, all visitors, including parents, must enter through the front doors, report to the multipurpose room and check in with extended care staff.
- Volunteers and visitors must sign in at the main office and wear a nametag while in the building.
- In cases of emergency or pre-arranged classroom visits, parents or visitors will be directed to the appropriate classroom.
- Special visits to observe children in the classroom can be arranged in advance by contacting the principal and teacher.
- Parents wishing to meet with a teacher must schedule an appointment beforehand. Please refrain from entering the classroom during school hours or before or after school without an appointment.
- If you bring something to school for your child, such as a forgotten lunch or binder, the office personnel will alert your child's teacher and the child will retrieve the item from the office.
- Parents should refrain from visiting the school office between the hours of 8:00 a.m. to 8:30 a.m. and 2:45 p.m. to 3:30 p.m.

- Please park in the Katie Fitzgerald Center parking lot or the faculty and staff parking lot unless it has been blocked off for use. Please do not park in the spaces reserved for preschool.
- Please refrain from parking in the circle in front of the main building.

Catholic Faith – Mass and Sacraments

According to church teaching, parents are the primary education and the cornerstone of their children’s education in the ways of Christian faith. You are encouraged to participate in the Sunday liturgy as a family. Children will understand and appreciate this central mystery of Christian life when they see their parents participate in the weekly celebration of the Mass and in other parish ministries.

All students, regardless of their religion, will attend the monthly school Mass, receive general instruction in the Catholic faith and sacraments, and participate in other religious activities as part of their religious education at the school.

Parents should note that final preparation and reception of individual sacraments will be through their parish. It is the parent’s responsibility to contact the pastor or religious coordinator in their parish for specific information on the preparation of each sacrament.

May Crowning

The month of May is dedicated to the Blessed Virgin. It is our tradition to crown Mary on the first Friday in May in a whole school Mass in the Katie Fitzgerald Center and in individual classrooms.

Prayer Partners

Students in grades K, 1, and 2 are paired with students in grades 6, 7, and 8. Prayer partners will pray together during the year, sit together at Mass, and engage in other activities. Please get to know your child’s prayer partner.

Student Attendance

Archdiocese of Washington School Attendance Policy

The following are valid reasons for excused absences from school (if properly documented upon the student’s return to school):

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

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

Additional School Attendance Policies

- Student absences are to be reported to the school office before 8:45 a.m.
- An email excuse **sent** by the parent or guardian must be **sent** for each absence.
 - The absence email needs to include the child's full name, homeroom, and reason for absence.
- **Five unexcused absences will constitute excessive absence in a quarter.**
- Other absences for school related meetings or Masses that have been approved by the principal, high school shadow days (no more than 3) and Take Your Child to Work Day are excused absences.
- Vacations during the school year are unexcused absences. The faculty and administration are not responsible for class work, homework, and tests missed by the student during this time. The teacher is not obligated to provide tutorial help for time missed. No assignments will be given in anticipation of family vacations. The teacher will determine the appropriate amount of time given to make up missed work.
- Students who are ill and must be sent home are to be excused by the nurse or the main office.
- Students who have been absent the entire day or the afternoon due to illness are not permitted to attend after school functions in the afternoon or evening of that day.
- When a student needs to be dismissed early, an email from the parent stating the time and reason must be **sent** to the homeroom teacher, the affected teachers, and the front office staff.
- Departure before 12:00 p.m. is entered as a ½ day absence. Students must be signed out at the main office.
- Arrival after 12:00 p.m. is entered as a ½ day absence. Students must be signed in at the main office.

Tardiness

- Tardy students are a disruption to the education of all our students. Please make an effort to be on time.
- Students arriving at school after the 8:20 a.m. bell are considered **tardy**.
- Students arriving at school after 8:30 a.m. **are considered late and must be signed in by a parent/guardian. If no valid reason for being late is given, it will be considered a Tardy and appear that way on the students' report card.**

Inclement Weather

- Mary of Nazareth School follows the closing and delays procedure adopted by the Montgomery County Public Schools (MCPS) system.
 - If a closing or delay occurs on a day when MCPS has a scheduled day off, we will follow announcements made by the Archdiocese of Washington Schools.
- Local TV and radio stations will carry school closing or delayed opening announcements. Mary of Nazareth will also post on social media, send out a text to the community and the school website.
 - Please do not call the school or rectories for school closing and delay information.

- If necessary, additional school days will be scheduled to compensate for closings due to inclement weather.
- If Mary of Nazareth School has a scheduled early dismissal, and a two-hour delay is announced, Mary of Nazareth School will be closed.
- Students must be picked up at the announced dismissal time when the school has early dismissal due to inclement weather.
- Before care/after care will not be held when the school is closed due to inclement weather.
- After care will be canceled when MCPS cancels after school activities.

Health Information and Policies

Medication

Students are not permitted to bring or carry any over-the-counter medication or prescription medication to school. This includes aspirin, cough drops, eye drops, creams, ointments, etc.

If a student requires medication:

- The parent/guardian can bring the medication to school and give it to the student.
- The parent/guardian can provide the school with the medication and ADW Form 8, “Student Medication Authorization” (grades K-8) or “The Office of Child Care Medication Administration Authorization” form for Pre-K students (both forms found on the website under “Health Room”).
 - These forms require both a doctor’s signature and a parent signature.
 - The student must go to the nurse’s office at the time the medication is to be dispersed.

Immunization

All students in the Archdiocesan Catholic schools shall be immunized in accordance with the immunization requirements and the guidelines of The Roman Catholic Archdiocese of Washington. Exemptions are provided on a temporary basis to those applicants with a physician-documented medical reason. Full immunization reflects Catholic moral teaching which urges parents/guardians to immunize their children against serious infectious diseases given the grave risk of non-vaccination to other children, pregnant women, and the population as a whole.

Student Illness

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover. If you have any questions, please call the school nurse at 301-869-0940, extension 5 or email her at ephillips@maryofnazareth.org.

Please refer to the following guidelines when deciding to keep your children home from school due to illness or when returning to school after an illness.

- COVID-19 symptoms
- Colds – Please keep your child at home if he/she has a fever over 100 degrees or is experiencing discomfort that would interfere with the ability to perform at school (i.e., uncontrollable coughing, severe lack of energy, etc.). Consult with your physician if your child experiences green nasal discharge that continues throughout the day, or has a cough lasting longer than ten days, that is accompanied by fever or chills and is productive of discolored sputum.

- Conjunctivitis (pink-eye) – A child with bacterial conjunctivitis may return to school 24 hours after the first dose of prescribed medication. A child with viral conjunctivitis may return to school when the eyes are clear.
- Diarrhea/Vomiting – A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom free for 24 hours.
- Fever – A child with a fever greater than 100 degrees should remain at home. The child can return to school after he/she has been fever free for 24 hours without fever-reducing medicine such as Tylenol or Motrin.
- Impetigo – A child with impetigo may return to school 24 hours after treatment has begun. A doctor’s note or proof of prescription is requested.
- Rashes – Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a healthcare provider has made a diagnosis and authorized the child’s return to school.
- Strep Throat – A child with strep throat may return to school 24 hours after antibiotic treatment has begun.
- Lice – Please contact the school nurse for assistance if you suspect your child has lice.

Counseling

Counseling services are available to students at Mary of Nazareth School. These services include classroom guidance, individual and small group counseling, and guidance to parents, guardians, and faculty and staff.

The counselor gives guidance as a mediator in conflict resolution, instruction in anti-bullying in the classrooms, and any other social concerns the classroom teacher or administration identifies.

Individual students may visit with the counselor one time without parent consent or knowledge.

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Mary of Nazareth. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

Curriculum and Academic Policies

- Mary of Nazareth School teachers are guided by the academic standards of the Archdiocese of Washington.
- All students should strive to work to their full potential and meet the academic standards and expectations of Mary of Nazareth School.
- It is important to note that promotion to the next grade and opportunity to return for the next academic school year are not automatic.
 - Parents will be notified if there is any possibility of retention, failure, or dismissal of a student for academic reasons.
 - Any student who receives a failing grade in an academic subject may be required to attend summer school or a tutoring program before entering the next grade.
 - Any serious deficiency in a student’s academic performance, attitude, and conduct will be evaluated by the principal and the student’s teachers, in consultation with the

student's parents, to determine the student's ability to remain at Mary of Nazareth School.

Homework

- Homework is assigned to ensure assimilation of the subject matter taught in class and to provide reinforcement.
- Students are required to write homework assignments in their assignment books.
- Homework is posted on the teacher's Google classroom page.
- Parents are asked to oversee the completion of homework and preparation for assessments.
 - Provide a quiet place, free from distraction, to complete homework assignments.
 - Supervise and check homework.
 - The average total time for written and study homework will vary in relation to each student's ability, focus, and grade level.
- Failure to complete homework assignments may result in assignment completion during recess or in a detention.

Penmanship

Students should strive for high quality performance. This rules out:

- Crossing out.
- Underlining without a ruler.
- Careless letter formation.
- Improper heading.
- Writing above or below the line.

Standardized Testing

- Grades 2-8 participate in the Archdiocese of Washington elementary school testing program (NWEA Map).
- The reading and math tests are computer adaptable tests (NWEA MAP) and are given in September, mid-year, and in May.
- The science is given in grades 5 and 8 in the spring.
- ARK testing (religion) is administered in the spring in grades 3-8.
- Parents are notified of the test dates and the results are sent home in June.
- The High School Placement Test is administered to 8th grade students who apply to Catholic high school. This test is given on the Wednesday after Thanksgiving.

Testing Center

- A middle school testing center is available for middle school students everyday from 11:40 a.m.-12:10 p.m. during middle school recess
- The Testing Center, located in the Resource Room, is open every afternoon (except when there is a faculty meeting) from 3:00 – 4:00 p.m. The purpose of the Testing Center is to provide a supervised location for students who need to make up or complete a test, quiz, or class work.
 - Parents are to park in the faculty parking lot. The Resource room overlooks this parking lot; therefore, the student can see his/her parent's car

Field Trips

- Field trips, though an extension of the educational curriculum, are a privilege not a right. Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to poor conduct.
- All field trips are coordinated by the teachers and the H.S.A.
- Notice will be sent to parents with details for each field trip and a permission form for each student to return to school.
- Students will not be allowed to attend field trips without a permission slip signed by a parent/guardian.
- Students not attending a field trip should stay home from school and work will be assigned.
- Parents/guardians may be asked to act as chaperones.
 - Chaperones must be in compliance with the VIRTUS Child Protection policy.
 - Admission fees should be sent in with requests to chaperone. If you are not selected, the fee will be returned.
 - Chaperones must ride on the school bus. No exceptions.
 - Teachers will provide specific guidelines and instructions for the chaperones (where to sit, the itinerary, groups, gift shop policy, assignments, etc.).
 - Chaperones unable to comply with these policies will not be allowed to chaperone and will be replaced with a substitute.
- Students are required to return to school and finish the school day. Parents/chaperones are not permitted to sign students out upon return from a field trip. It is disruptive to the main office, teachers, and students.

Grades, Progress Reports, and Report Cards

- The Catholic Schools Office of the Archdiocese of Washington has adopted a uniform grading system for use in all Catholic elementary schools.
- Grades will be posted on FACTs.
- Progress reports are not generated for grades 4-8 at the mid-term of each quarter. Parents have access to the grading system (FACTs) at all times and can see grades. Teachers are responsible to have all grades up to date by the midterm date on the school calendar. Grade Kindergarten through 3rd will receive generated mid-term grades via email or on paper.
- Report cards are generated quarterly in grades 1-8.
 - The preschool and kindergarten report cards are completed in a two semester format, beginning in quarter 2.
 - Report cards are available on the FACTs website until Plus Portals is closed for the summer. Report cards are not visible to families with outstanding balances.

Pre-Kindergarten – Grade 3

- Symbols indicating the level of mastery are:
 - EE: Exceeds Expectation
 - ME: Meets Expectation
 - AE: Approaching Expectation
 - NE: Not Approaching Expectation
 - X: Not Assessed

Grades 4 - 8

- The grading scale and symbols are:
 - A: 93 – 100
 - B: 85 – 92
 - C: 77 – 84
 - D: 70 – 76
 - F: Below 70
 - E: Excellent
 - G: Good
 - S: Satisfactory
 - I: Needs Improvement
 - U: Unsatisfactory

Honor Roll (Grades 5-8)

- To be eligible for high honor roll, a student must earn A's in all major subjects.
- To be eligible for the honor roll, a student must earn no lower than a B in all major subjects.
- The major subjects are religion, English, mathematics, social studies, reading, science, and Spanish (grades 6-8 only).
- The principal may exclude a student from the honor roll for violations of the Mary of Nazareth School Honor Code.

Referrals for Educational Evaluations

The Resource Director assists parents and teachers with all referrals for educational evaluations: collecting the necessary data and forwarding this information to the evaluating agency (either Montgomery County Public Schools or a private provider), performing classroom observations, administering informal and formal reading and math assessments, and acting as a liaison between the parents, school, and evaluating agency. The Resource Director organizes and maintains the confidential records of students who have received educational evaluations, IEPs, 504 plans, writing and implementing accommodation plans, and working with all stakeholders to support the learner.

All paperwork for educational evaluations must be coordinated with the Resource Director. The Resource Director will collect this information, make a copy of it for the student's confidential file, and mail / fax the information directly to the provider. **It is school policy that the paperwork be delivered directly to the provider, not returned to the parent.**

Student Behavior

At Mary of Nazareth School, we stress respect for authority and for one another, self-discipline, obedience of school policies and regulations, and interest in academic achievement. We urge you, the parents and guardians, to work with us in these areas.

- Students should strive to follow all the rules and regulations in this handbook, the Honor Code, and the rules set by the individual teachers.
- Students must always conduct themselves in a Christian manner and show respect for their teachers and peers.
- Students should strive to learn to work quietly, independently, and with responsibility.
- Students must observe silence during morning and afternoon announcements, announcements from the office, and during prayer.
- Students must move quickly and silently during evacuations.
- Students must do their share to keep the classroom and school building clean.
- Students are expected to tell the truth.

- Students are expected to solve conflicts peacefully and to speak positively about people.
- Students may not eat candy unless given by a teacher and consumed in that classroom.
- Chewing gum is prohibited in all buildings and during recess.
- The trading and selling of toys, cards, etc. is not permitted on school grounds.

School-Wide Morning Arrival Homeroom Expectations

- Quiet and organized socializing, such as morning work or acceptable games, is required in the classroom during morning arrival.
- Students should be preparing for the day or be **actively** involved in morning work.
- Coats and sweatshirts must be placed in lockers. These things should not be worn during morning homeroom.
- Low volume talking while seated is permitted as directed by the teacher or moderator.
- Students are **NOT** permitted to visit other rooms, sit on desks, hang out in the bathroom or hallways, loitering in the locker bay etc.

Classroom

- Students will follow the rules and procedures established by each classroom teacher.
- Students may not enter a room when a teacher is not present or without teacher permission.

Bathroom

Students will:

- Use whisper or soft voices.
- Use the facilities appropriately and expeditiously.
- Leave pens, pencils, markers, cell phones, etc. in the classroom.
- Properly dispose of paper towels.

Hallway

- Middle school students may talk quietly while changing classes in the middle school hallway. Middle school students must be silent while in other hallways.
- Elementary school students must be silent.
- All students must be silent in the main office lobby and library hallway.
- Students in the hallway during announcements from the office must stop and listen.

Lunchroom

Students will:

- Remain seated during lunch and raise their hands if they need something or need to move.
- Speak in quiet tones.
- Use proper etiquette while eating.
- Be silent when the bell rings at any time during the lunch period.
- Be responsible for cleaning their area and discarding trash in the appropriate bins.
- Only two students may return to the classroom with the lunch bin.

School-Wide Afternoon Dismissal Homeroom Expectations

- Quiet and order is required in the classroom during dismissal.
- Students are required to be quiet and seated, unless engaged in an activity with the homeroom teacher
- Students will not congregate in the hallways, the bathrooms, or in other classrooms.

Discipline

Detention

- Inappropriate behavior or failure to complete homework may result in detention. Detention will be set by the teacher and parents will be notified about the detention.
- Detention takes precedence over appointments, practices, lessons, ball games, etc.
- Detention may be given for, but not limited to, the following infractions:
 - Chewing gum or eating candy in class
 - Deliberate damage to school property or the property of another person.
 - Disruptive behavior or fighting on school property.
 - Disrespect of a person in authority.
 - Disrespect of other students.
 - Inappropriate language on school grounds or on field trips.
 - Failure to comply with the uniform policy.
 - Inappropriate behavior during Mass or special assemblies.
 - Failure to comply with the homework policy.
 - Talking during emergency drills.
 - Misuse of textbooks or library books.
 - Misuse of the internet.

Detentions include, but are not limited to, morning detention (7am-8am), recess detention, and after school detention (3:30pm-4:30 pm).

Academic Dishonesty

Cheating during a test, quiz, copying homework, or exams from another student is a cheating offense. In addition, discussing testing material in between the change of classes with another student is a cheating offense and will be treated as such. The use of AI programming is considered cheating.

- A 50% will be averaged with the grade on the assignment/assessment of all students involved.
- A second offense will result in a zero and a morning detention.
- Any additional offense will result in a parent conference and may have more serious consequences including suspension or possible expulsion.

Honor Code

I will do my best to follow the Honor Code of Mary of Nazareth Catholic School at all times.

- I will be respectful and polite towards all teachers and adults and peers.
- I will respect all school and personal property.
- I will only use appropriate language.
- I will follow the classroom rules.
- I will not plagiarize, copy, or cheat on any written or oral work.
- I will not lie, steal, or possess stolen property.
- I will not engage in harassment, bullying or aggressive behavior toward others. These include, but are not limited to, teasing or taunting, exclusion or ignoring, spreading rumors, verbal or written insults and physical violence.

- I will not engage in verbal or written comments that threaten harm or disrespect to other students or faculty, including email, text messages, or internet use.
- I will not bring inappropriate reading materials, pictures, or internet images to school or school sponsored events.
- I will not bring any real or toy knives, guns, matches, or lighters to school.
- I will not possess or use illegal drugs, alcoholic beverages, drug-related paraphernalia, or tobacco on school property or at school related events.
- I will be accepting of others' differences.
- I will not engage in inappropriate displays of affection or sexual harassment.
- I will not use a cell phone during school hours of operation or wear/use a smart watch.

Bullying Prevention

As a Catholic school, Mary of Nazareth believes and teaches that each of us is called to love our neighbor and to treat them with respect. We are committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. All reports of bullying, harassment, and intimidation will be treated seriously.

Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

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

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

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

Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.

Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming

or counseling organized by the parents of the student. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.

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

Suspension and Expulsion

- In serious situations, a student may be subject to suspension or expulsion in accordance with Archdiocesan policies.
- The administration reserves the right to make decisions regarding the violation of any code and whether suspension or expulsion is appropriate under the Archdiocesan policy.
- Suspensions should not exceed a period of five (5) days.
- A record of a student's suspension will be kept on file during a student's enrollment. A student may be suspended for a serious infraction without prior offense.
- Serious infractions and situations include, but are not limited to:
 - Destruction of school property
 - Disrespect for authority or others
 - Fighting, shoving, pushing
 - Use of foul language
 - Academic dishonesty
 - Possession of drugs, alcohol, cigarettes, electronic devices and weapons of any kind
 - Stealing
 - Bullying or cyberbullying (seriously, in jest, online)
 - Honor code violation
 - Extortion
 - Sexting on or off campus
- The chief administrator has sole discretion with regard to a final determination in all disciplinary situations

Student Cell Phone Use

- Cell phone use is prohibited during the school day, including beforecare and aftercare.
- Cell phones must be turned off and remain in the locker or backpack.
- Use of the cell phone during class or during the school day will result in confiscation of the phone.
 - Students who remove cell phones from their backpacks without permission from an adult during school hours (7:55am-3:45am) will receive a one day out of school

suspension. This includes during carpool dismissal in the classroom, lobby, horseshoe and KFC.

- Cell phone use is permitted in extended care with the permission of an adult.
- Smart watches are not permitted.

Due Process

A student is told what he/she did was wrong and is given a chance to be heard. The administration has the responsibility to consider all sides of the “story.”

Additional Policies

Weekly Newsletter and School Activity Information

- All newsletter, school activity flyers, and announcements will be posted online on the school website every Wednesday.

Subpoenas and Communication with Attorneys

Mary of Nazareth highly discourages parents/guardians from involving the school in custody disputes. The school aims to maintain a safe, neutral, nurturing environment for its students and does not take sides in custody disputes. Please note that any parent will be billed for all legal fees, copying costs, and any other expenses incurred by the school to comply with a subpoena.

Hot Lunch

- Hot lunch is provided through an outside provider, Yay Lunch. All hot lunch is **pre-purchased/ordered** through the Yay Lunch website.
 - Hot lunch is available to purchase each school day except for early dismissal and school closures.
 - Parents are responsible for purchasing student lunches. If a student will be absent on a day that hot lunch has been ordered for them, it is the parents responsibility to contact Yay Lunch to cancel the students lunch for that day. Students will not be given hot lunch from Yay Lunch in the event their lunch was left at home.
- Students may bring his/her lunch to school.
- **Parents may not bring in special lunches i.e. fast food for students if it is not their birthday**
- If your child forgets his/her lunch, label it with your child’s name and class number and bring it to the main office. The main office will alert your child’s teacher.

Money

- Money will only be accepted in an envelope labeled with the student’s name and homeroom and the purpose of the money.

Parent – Teacher Conferences

- Parent-teacher conferences dates are available for all parents in all grades in November. Information about specific dates will be announced.
- Additional conferences may be held during the school year as needed.
- Please refrain from entering the classrooms during school hours to speak to teachers or before or after school without an appointment.

- Please make an appointment with the teacher in advance by contacting the school office, leaving a voicemail, sending an email or sending a note.

Communication Concerns

- As parents and teachers collaborate, misunderstandings may arise. Parents with concerns need to explain their concerns to the teacher before seeking intervention by the principal or assistant principal.
- If an agreeable solution is not reached, parents should contact the principal or assistant principal.
- Conferences with parent, teacher, principal, and student, if necessary, may take place after the parent has first discussed the situation with the teacher.

School Supplies and Books

- Information regarding school supplies is available on the Mary of Nazareth School website.
- All students must have a book bag or backpack to transport books and materials.
 - Book bags with wheels are permitted.
- Books should always be kept covered.
- Families will be responsible for the replacement of lost or damaged books.
 - A form will be sent home with the student if a book needs to be replaced. Payment should be made promptly to secure another book for the student.

Student Birthdays, Parties, and Gifts

- Birthday and party invitations may not be distributed at school unless the entire class or all the boys or all the girls are invited.
- Students are not permitted to hand out birthday snacks, balloons, or gifts at school.
- We are a Catholic school that is all-inclusive. Some students might be excluded in the above situations and we do not permit exclusion of any kind.

Uniform Policy

- The full uniform must always be worn.
- The proper school shirt must be worn under the black quarter zip sweatshirt or gym sweatshirt
- Shirts must be tucked in.
- Shoes must be tied.
- Permanent or semi-permanent tattoos are not permitted.
- Writing on oneself is not permitted.
- Girl's skirt length is to be no more than **four** inches above the knee in grades 5 – 8.
- Skirts may not be rolled at the waist.
- Non-uniform sweatshirts, jackets, coats, hats, gloves, etc. are not to be worn during school hours.

Grooming

- Students' haircut/hairstyles are expected to compliment the school uniform and should reflect the tone of the dress code: neat and appropriate. Disruptive or distracting hair styling, sculpting, or coloring arrangements are not permissible.
 - Hair is to be clean and well-groomed.

- o Boys with long hair should wear it neat and tied back.
- o Hair dye, coloring, bleaching, streaking and highlighting of hair is not allowed and will be asked to be corrected. This includes hair tinsel. Acceptable hairstyles will be determined by the administration.
- Hair may not hang in the eyes; bangs must be above the eyes or pulled back away from the eyes.

Jewelry

- Girls
 - o One watch – smartwatches of any kind are not permitted
 - o One post earring per ear lobe. **Dangling earrings are not permitted. Students may not wear hoop earrings.**
 - o One cross or religious necklace with a simple gold or silver chain
 - o One ring
 - o One bracelet
- Boys
 - o One watch – smartwatches of any kind are not permitted
 - o No earrings
 - o One cross or religious necklace with a simple gold or silver chain
 - o One ring
 - o One bracelet
- No other jewelry is permitted.

Make-up and Nail Polish

- **Makeup of any kind is not permitted.**
- Students who come to school with nail polish on will be asked to remove it with nail polish remover

Uniform Infractions

- **For Middle School students, an egregious uniform infraction or gum chewing can result in a morning detention with the Assistant Principal from 7 a.m.- 8 a.m. A uniform infraction is considered a deviation from the policy above. Students will receive a clean slate each quarter.**
- **After a morning detention is issued, each infraction following will result in a morning detention or a parent conference with Administration.**

Mass Uniforms

- Students must be in dress uniform for the following Masses: first school Mass, Catholic Schools Week Mass, May Crowning Mass, and the last school Mass.
 - o The choir must always be in the dress uniform for Mass.
 - o The class/grade responsible for the Mass must be in dress uniform.

May Crowning Dress Code (8th Grade)

Girls

1. Dresses must be simple and modest, not revealing in any way. No plunging necklines or cleavage. Dresses should not be overly tight or clinging.
2. Dress length may range from covering the knee to tea length.

3. Dresses are to be in soft muted pastel colors or pastel prints. Earth tones such as champagne are also acceptable. No black, brown, or burgundy dresses.
4. Dresses may have short sleeves, cap sleeves, ¾ length sleeves or be sleeveless. Dresses with a thin strap must have a cardigan. No strapless or off the shoulder dresses are permitted.
5. No visible bra or camisole straps.
6. Pale pink or glossy lipstick and pale pink, clear or French manicures may be worn. No heavy eye make-up. Jewelry should be minimal and simple.
7. Hair should be done simply and tastefully.
8. We do not encourage visits to the salon or spa for up-do's and manicures.
9. Shoes need to be conservative. Dressy flats or sandals are appropriate for the occasion. No large platform, spiked heels, flip flops, or espadrilles.

Boys

10. Boys must wear a navy, black, tan, or gray jacket with dress slacks of khaki pants, or a suit in any of those colors, a belt and dress shoes.
11. Shirts should be white or a pale conservative color.
12. Ties should also be a pale conservative color.
13. Boys may not wear bold colors, Madras slacks or jackets, Sperry's, Top-Siders, or sandals.

Out of Uniform Policy

- Students should be neat, clean, modest, and dressed for school.
- Torn jeans or pants, short shorts, yoga pants, oversized clothing, high heels, platform shoes, crop tops, halter tops, tops with spaghetti straps, immodest apparel, and clothing with inappropriate messages or writing on the seat of the pants are not permitted.
- Skirts must not be shorter than **four inches** above the knee in grades 5 – 8.
- Makeup and nail polish are not permitted on out of uniform days. This includes eyeliner and mascara.
- If students do not adhere to the out of uniform policy on dress down days, it will result in a morning detention.

Extended Care Program

Mary of Nazareth School is pleased to offer an extended care program. Students can register to attend before care, after care, or both. For more information and to register for this program, check the website under "Current Families," "Extended Care."

Hours of Operation

- Before school: 7:00 – 7:55 a.m.
- After school: 3:00 – 6:00 p.m.
- Extended care is open only on days that school is in session.
- Extended care will not be available on days that the school is closed, such as holidays, inclement weather days, and vacations.

- Before care will open at 9:00 am on days when there is a delayed opening unless otherwise announced.
- After school extended care will be canceled when MCPS cancels after school activities.

Registration Rates

- Registration fee: \$25 per family
- Full time before and after care - \$115 per week per child
- Full time before care only - \$35 per week per child
- Full time after school care only - \$90 per week per child
- Registered drop-in - \$8 per hour per child
- All students must be signed out each day they attend after care. If no time is noted on the sign-out, you will be charged until 6:00 p.m.
- Late fees are assessed at \$5.00 per minute after 6:00 p.m.

Extracurricular Activities

Students will have an opportunity to participate in after school enrichment programs and several sports programs. Information will be available in the weekly newsletter and on the Mary of Nazareth website.

- All after school clubs/ groups/ sports will have the leader/ coordinator pick up from aftercare. Students are not allowed to dismiss themselves.
- All after school clubs/ groups/ sports will have the leader/ coordinator escort all students out to the circle for parents to pick up or if weather is bad, the leader will wait in the main lobby with the students until the parent or guardian picks up. If the club ends at 4:30 and they are not picked up by 4:40 then the student will go to aftercare.

Band Program

Mary of Nazareth School, in conjunction with the Archdiocesan Band Program, has a school band composed of students from grades four through eight. Students are encouraged to participate.

Archdiocese of Washington Technology Agreement

Student Responsibilities when Using any Technology Equipment

All Students:

- Shall use all Technology Equipment, including but not limited to, computers, networking systems, Internet, mobile devices, tables, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (“Technology Equipment”) with care and respect, whether at school, at home, or elsewhere.
- Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds, or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way

disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.

- Shall not violate any local, state, or federal laws.
- Shall not engage in cyber-bullying behavior.
- Shall not use the device to capture photos, video, audio, or other media involving other students, faculty or staff without explicit permission from the subjects of the media.
- Shall never use the technology in bathrooms or locker rooms.
- Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.
- Shall immediately report to a teacher or supervising staff member of any inappropriate material or misuse of Technology Equipment of which the student becomes aware.
- Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

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

- Shall not reconfigure any school hardware, software, or network settings.
- When on school grounds, shall access only school-supplied wifi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or other means not specifically provided by the school.
- Shall not attempt to bypass or otherwise evade any content filters or security measures in places on the Technology Equipment.
- Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.
- Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.
- Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.
- Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.
- Shall not take photographs or record audio or video unless directed by the teacher for instructional purposes.
- Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.
- Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.
- Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.
- Shall not play any games on Technology Equipment except, as directed by the student's teacher for instructional use.
- Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses,

telephone numbers, parents' work addresses or telephone numbers of the name and location of the school.

All students understand and acknowledge:

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

Parent/Guardian Acknowledgement

- Parents/guardians shall be responsible for reading and reviewing the terms listed above with their child.
- Parents/guardians shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.
- Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.
- Parent/guardian acknowledge that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student's technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.
- Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.
- Parent/guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.
- **Parent/guardian agrees to pay for a broken or lost school-issued device that requires a replacement. This includes, but is not limited to a broken screen, keys, and charging port.**

- Parent/guardian agrees to pay for any replacement chargers or Chromebook cases that have been issued to the students by Mary of Nazareth School.

Faculty and Staff, 2024 – 2025

Principal Mr. Michael J. Friel
Assistant Principal Mrs. Katherine Schultz
Faculty

Preschool Director	Mrs. Jenny Birks
Preschool Teaching Assistant	Mrs. Karen Woolery
Preschool Teaching Assistant	Mrs. Venilda Broderick
Preschool Teaching Assistant	Mrs. Kara Hand
K-1	Mrs. Erika Hernandez
K-2	Mrs. Cynthia Kokinda
Teaching Assistant	Mrs. Paola Ortiz
Teaching Assistant	Mrs. Yesenia Pineda
1-1	Mrs. Barbara Ryba
1-2	Ms. Jessica Calixto
Teaching Assistant	Ms. Mary Ellen Dunlavey
Teaching Assistant	Mrs. Joy Dyer
2-1	Mrs. Michelle Himes
2-2	Mrs. Cecilia Rajnic
Teaching Assistant	Mrs. Kathleen Teter
Teaching Assistant	Mrs. Catalina Palacio
3-1	Mrs. Jennifer Mohrbacher
3-2	Ms. Mary Glynn
Teaching Assistant	Mrs. Meree Vargo
Teaching Assistant	Mrs. Claudia Hilliard
Reading Teacher	Mrs. Sara Longstreth
4-1	Mrs. Holly Magidson
4-2	Ms. Emma Witt
5-1	Mr. Matt DuVall
5-2	Ms. Claire Rogers
6-1, Reading/Literature 6-8	Mr. William Antonetti
Math 6-8	Mrs. Kimberly Kelly
7-1, English 6-8	Mr. Jonathan Kravitz
7-2, MS Science	Mrs. Michele Kowansky
8-1, Math 5-7	Mrs. Tracy Sanchez
8-2, Social Studies 6-8	Mr. Nicholas Humphries
6-2, Religion 6-8	Ms. Marion Strishock
Technology	Ms. Rachel Bentz
Library	Mrs. Nancy DeWitt
Music	Ms. Katie Gentile
P.E.	Mr. Timothy Renehan
P.E.	Mr. Joseph McIntyre
Art	Ms. Talia Rizzo
Resource Math	Ms. Vivian Tran
Reading Teacher	Ms. Angelika Clark
Small Group Reading	Mrs. Kristen Kaelin
Resource Director	Mrs. Katherine Johnson
Resource Teacher	Mrs. Danielle Capano
Spanish, 4-8	Mrs. Leticia Fuenteslaz
Spanish, K-3	Mrs. Nayda Depaz
STREAM Coordinator	Mrs. Victoria Posner
STREAM Assistant	Lorraine Halsey

Staff

Accountant	Mrs. Andrea Murphy
Accountant Assistant	Mrs. Moira Seminara
Administrative Assistant	Mrs. Colleen Shea
Administrative Assistant/Admissions	Mrs. Maryellen Wray
Athletic Director/KFC Director	Mr. Daniel Prete
Counselor	Mrs. Kathleen Carter
Custodian	Mr. Victor Olmos
Development Director	Ms. Sarah Muir
Development Assistant	Mrs. Kristi Traini
Extended Care Director	Mrs. Paola Ortz-Ianni
Facilities Director	Mr. Jonathan Carr
Hot Lunch Coordinator	
IT Specialist	Mrs. Vannessa Afram
Nurse	Mrs. Erin Demeria, PRN

Board of Directors, 2024-2025

Pastors

The Reverend Greg Shaffer
 The Reverend Kevin Regan
 The Reverend Justin Huber
 The Reverend Msgr. Robert Panke
 The Reverend Tony D’Souza
 The Reverence Mark Cusick
 The Reverend Augustine Mateo

Parish

Our Lady of the Visitation
 Mother Seton Parish
 Our Lady of the Presentation
 St. John Neumann
 St. Mary’s Shrine Barnesville
 St. Paul’s Catholic Church
 St. Rose of Lima

Others

Mr. Geoff Barker
 Mrs. Lourdes Bond
 Mrs. Gabriella Daniel
 Mr. Joseph Gardemal
 Ms. Sara Jamison
 Mr. Alan Jung
 Mrs. Alison Melley
 Mrs. Valerie Reposa
 Mr. Matthew Scholl
 Mrs. Victoria Underhill
 Mr. Martin Yapur
 Mr. Michael J. Friel, Ex-Officio
 Ms. Kelly Branaman, Ex-Officio

Parent/Child Reunification Process

Guidelines for Implementing the Parent/Child Reunification Process

1. Post signs on entrance doors and hallways to direct parents/guardians to the reunification area.
2. Utilize available staff members to assist with the implementation.
3. Assign available staff members and OSET members to locate and release students.
Once the crisis plan has been activated and the decision has been made to dismiss students, the following policy will be strictly enforced:
4. Students will be moved to the chosen Parent/Child Reunification area. If release is from the school building, students should return to their homeroom for dismissal.
5. Parents will not be permitted to enter the evacuation area until the Administrator in charge and the Archdiocese have released the students for dismissal.
6. Tables will be set up for the release of students. Each will be labeled with a sign denoting a portion of the alphabet.
7. Parents will be directed into the pick-up area in a controlled manner and will proceed to the table labeled with the first letter of the student's last name. Students will only be released to their parents or persons designated as an emergency contact on each student's emergency card. A staff member will be stationed at the table and the student will be brought to the parent by staff. Photo ID will be required before a student will be released. The parent/contact will sign out the student and then he/she will then be checked off on the master role.
8. Students will not be released to their car pools.

9. Emergency cards which denote custody concerns will be highlighted in red.

**Location of indoor, on-campus PCR area:
School lobby**

**Location of outdoor, on-campus PCR area:
Conference room of the Katie Fitzgerald Center**

Location of off-campus PCR area: Doors of the lower level of Visitation Church

Phone number: 301-948-5536

Address: 14135 Seneca Road, Darnestown, MD 20874