



Father Andrew White, S.J. School
LEADERSHIP ✦ FAITH ✦ ACADEMICS

2023-2024
Parent/Student Handbook



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would like to say**

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Right to Amend: Throughout the year it might be necessary to modify or update the information contained in this Handbook. Any such changes, modifications or updates will be announced on the School website. Signing of this handbook is an acknowledgement of the acceptance to be governed by the rules, regulations, conditions, and requirements of the school as stated in this Handbook as well as those policies of the Archdiocese of Washington. The administrative team also reserves the right to rule on any issue or event not covered in the handbook.

WELCOME TO FATHER ANDREW WHITE, S.J. CATHOLIC SCHOOL

*Let it be known to all who enter here that Christ is the reason for this school.
He is the unseen but ever-present Teacher in its classes,
The Model of its faculty and the Inspiration of its students.*

Introduction

Welcome to Father Andrew White, SJ Catholic School for the 2023-2024 school year! In choosing Father Andrew White, SJ Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

As partners in your children's education, it is important that we work together and support one another in providing an environment for spiritual development, academic excellence, and character formation.

The purpose of the Parent/Student Handbook is to ensure that parents and students understand the rules and regulations of the school and agree to abide by them. The rules and regulations are intended to promote the development of self-discipline, responsibility, appreciation of learning, and respect for others.

The information contained in this handbook enables us to cooperate and communicate effectively and provide for the safety and security of each child. All parents, guardians, and students are expected to follow the procedures set forth in this book once the children are enrolled in Father Andrew White, SJ School. When in doubt regarding a particular policy, procedure, regulation or activity, please contact the school office to clarify the issue.

It is our hope that our partnership will always be built on mutual respect, and that parents and teachers will support one another and communicate effectively in the best interest of the children. All the Catholic values and morality lessons that are taught in school and at home must be modeled for children by the adults in their lives. Together, we can guide our students as they strive to fulfill the Father Andrew White, SJ School motto: "*Learning Today, Leading Tomorrow, Living Our Faith.*"

Non-Discriminatory Statement

The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>

Accreditation

Father Andrew White, SJ Catholic School is accredited by the NCA Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the SACS Commission on Accreditation and School Improvement.

Vision Statement

Our vision is to be recognized as a preeminent school community focused on the academic and spiritual development of each student, preparing them to be responsible, faith-filled, contributing members of society.

Mission Statement

The mission of Father Andrew White, SJ School is to continue the ministry of Jesus Christ by providing an educational environment where the Catholic faith and gospel values are taught and practiced daily.

Philosophy

The foundation of our philosophy is to provide an atmosphere which fosters the spiritual, intellectual, physical, aesthetic, social and emotional well-being of each child. We recognize that families are the primary educators of their child and that development of a child is a shared responsibility of the home and school. We work together to provide support and resources for one another. We believe that to become effective citizens, students must fully understand their place in the world, accept responsibility for the consequences of their actions, and embrace Gospel values so that they choose to act in a righteous manner and treat others with dignity and respect. We understand that students develop at different rates and learn in a variety of ways. We strive to help students develop social skills, accept responsibility for learning and behavior, and to strive for excellence. Problem solving, critical and analytical thinking, and application of knowledge lead to understanding, mastery and the development of lifelong, self-directed learners.

Each faculty member contributes unique gifts which enhance the family environment. We strive to provide a nurturing environment where students receive the core resources and knowledge that will accompany them throughout their lives.

Objectives

Father Andrew White, SJ School will provide an environment in which students will:

1. Demonstrate respect for themselves, peers, teachers, and parents by exemplifying the Great Commandment, "Love of God and Neighbor."
2. Participate in liturgical worship, sacramental programs, and meaningful prayer experiences.
3. Expand and enhance their knowledge in all areas of the curriculum and apply this knowledge to their changing role in our global society.
4. Develop communication skills through an environment rich in exposure to language, literature and writing.
5. Use various learning styles and develop problem solving strategies to become independent critical thinkers and lifelong learners.
6. Develop self discipline through proper choices and acceptance of responsibility.
7. Develop a positive self-concept as they use their special abilities and talents.
8. Strive for excellence in all academic pursuits and in the formation of Christian character.

The Catholic Nature of the School

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

Our LOGO

The design is a shield which has a cross at its center, symbolizing our central school mission which is to share the gospel of Jesus Christ. It also points to our namesake, missionary Fr. Andrew White, S.J., who was a Jesuit (Society of Jesus) involved in the founding of the MD colony. The blue color of the shield reflects the blue waters of Breton Bay and the Blessed Mother. The checkered pattern of the flag of Maryland represents Fr. Andrew White's arrival on St. Clements Island, right here in St. Mary's County in 1634. Fr. Andrew White celebrated the first Catholic Mass in the original thirteen colonies on March 25, the feast day of the Annunciation to the Blessed Virgin Mary. The words "Leadership, Faith, Academics" are reflective of our school motto, "*Learning Today, Leading Tomorrow, Living Our Faith.*"

Communication

A strong home-school partnership characterized by mutual respect, honesty, support, and communication is the key to assuring the maintenance of a quality education. Parents are encouraged to actively follow the progress of their children. The school maintains a website with information regarding policies and current activities occurring at the school.

A mandatory parent-teacher conference is scheduled for grades PK-5 at the end of the first marking period in November. Middle school parents are welcome to meet with individual members of the middle school team as needed.

- Throughout the year, conferences may be arranged by contacting the individual teachers through the teacher's email. When requesting a conference, parents are asked to state their concern and/or reason for the conference. The conference will be scheduled within one week as both teacher and parent schedules permit.
- **Teachers are willing and eager to discuss your concerns. However, they are NOT available for unscheduled conferences before school, during the day, or at dismissal.** Parents are asked to refrain from asking to speak to a teacher at the classroom or in the hallway as students are arriving or being dismissed. Please make appointments to ensure confidentiality.
- **Teachers should not be called at home.** Questions and/or concerns should be addressed through emails. Teachers will respond to an email within 48 business hours.
- All communication between parents and staff members should always be respectful in tone and wording. In-person meetings are more productive for serious matters.

If questions or problems arise during the course of the school year, parents are asked to communicate in a respectful manner with teachers and administrators.

To encourage constructive dialogue between our parents and teachers, the school asks that **the following four-step procedure be followed in addressing any concerns:**

1. Parent requests a meeting with the teacher to discuss the matter of concern. The meeting is scheduled within one week. Such a request may also be initiated by the teacher.
2. Teacher and parent agree upon a plan of action. A follow-up meeting, phone call, or email to review progress is to take place within two school weeks after the initial meeting.
3. If after the follow-up, either the parent or the teacher still have concerns regarding the plan of action, either party may request a meeting with the principal.
4. If the problem still exists after following the above steps, the school director will be notified by the principal and a meeting with all parties will be held.

School Office

The School Office is open for business from 8:00 a.m. to 3:00 p.m. All school business should be transacted during these hours.

- All persons entering the school are to use the main entrance and report to the school office.
- Individuals are not permitted to interrupt classes with messages or deliveries. This rule ensures a safe and well-ordered educational environment.

- All visitors to the building during the school day must stop in the office to obtain a visitor's ID badge.
- The office phone is only to be used for school related matters by students, teachers, staff, and administration.
- Any parent wishing to call the school for any reason may feel free to do so. Phone call messages to teachers and/or students will be delivered by our office staff. Teacher replies will be given in a timely fashion. Teachers' home phone numbers will not be given out by office personnel.

Advisory Board

Father Andrew White, SJ School has an advisory board that includes representatives from Our Lady's, St. Aloysius, and St. Francis Xavier parishes, a non-Catholic member of the school community, the president of the Home and School Association, and a member of the faculty. The principal and the pastors of the supporting parishes are also board members.

Home and School Association

Father Andrew White, SJ School has a very active Home and School Association (HSA). All parents, school volunteers, and supporters are encouraged to participate. The mission of the Home and School Association is to promote education and generate funds for the operating expenses of the school. The HSA will sponsor and conduct fundraising activities to supplement the school revenues, promote the enrichment of children and youth in their home, school and community, and encourage a closer relationship between parents and teachers in the education of their children. All door-to-door sales of goods by ADW elementary students shall be prohibited for reasons of safety.

For detailed information about HSA events and activities visit the link on the school website.

Volunteers

Our school needs and encourages volunteers to help in many and diverse ways. Anyone who wishes to volunteer in any way that involves contact with the children (coaching, chaperoning field trips, classroom and cafeteria helpers, etc.) **must be in compliance with the ADW Child Protection policy** which includes completion of a Virtus Safe Environment Training and a fingerprinting screening. Steps to be in compliance are as follows:

1. Open and create a Virtus account at www.Virtus.org.
2. Fill out an application with the school Child Protection Coordinator.
3. Contact information is office@fatherandrewwhite.org
4. Sign up for a Virtus Safe Environment Training Session at www.adw.org
5. Obtain a document for fingerprinting on the school website.

Upon completion of the training session, the policy book page acknowledgment page must be signed and returned to the school office. By law, any instance of known or suspected child abuse must be reported to civil and archdiocesan authorities.

All volunteers are asked to sign in at the office upon entering the building.

Volunteers will work under the direction of classroom teachers or specific event coordinators. We ask that volunteers realize the importance of consistency in enforcing school rules when they are working with the students. We also ask that volunteers be aware that if they need to discipline a student, no physical contact is permitted nor embarrassing or sarcastic remarks. A verbal warning should be given, and if the disruptive behavior continues, the student should be escorted to the teacher.

ADMISSION TO FATHER ANDREW WHITE

For determining admission to Father Andrew White, SJ School, the following guidelines will be followed:

The school gives preference in admission to:

1. Students presently enrolled
2. Siblings of students currently enrolled in the school
3. Students belonging to Our Lady's, St. Aloysius, and St. Francis Xavier, Holy Angels and Sacred Heart parishes
4. Students transferring from another Catholic school (out of town)
5. Catholic students from other parishes (*with the exception of 8th grade*)
6. Non-Catholic students

Final decisions are made by the school administration. Parents will be notified when registration through the online TADS registration program is available and a non-refundable registration fee will be paid at that time. New students to the school must present copies of their birth certificate, baptismal certificate, and immunization records. All transfer students (Grades 1-8) will submit copies of current report cards, achievement tests, and disciplinary performance. Testing may be required in Reading and Math prior to grade placement. Students are admitted on a probationary basis and may be re-evaluated at any time during their first year of attendance. Parents will be notified if future enrollment is in jeopardy.

The following must be adhered to:

- A Pre-Kindergarten child must be 4 years of age by September 1 of the enrollment year.
- A Kindergarten child must be 5 years of age by September 1 of the enrollment year.
- Custody papers are necessary in the case of separation, divorce or adoption. Legal documentation regarding any change in custody status during the time a child is enrolled in school must be presented to school officials.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Class Size/Waiting Lists

Class size is limited to 20 students for PreKindergarten and 30 students each for grades K - 8. A waiting list will be established annually and reduced as space becomes available during that particular academic year on the basis of the admission criteria. Occasionally an exception is made for upper grade classes that have grouping for both Math and Language Arts.

Tuition and Fees

Introduction:

At Father Andrew White, SJ School, we believe that tuition payments are an investment in your children's education and religious formation. Therefore, the School Advisory Board accepts the responsibility of recommending to the school director, pastors and principal policies concerning the amount of tuition, the manner of payment, and the development of policy in this area of concern. Furthermore, it is the responsibility of the pastors, principal, and School Advisory Board to ensure that adequate financial resources are available for the school, offering an affordable Catholic education to as many families as possible.

Policies and Procedures for Tuition Payment & Grants

1. To qualify for the Active Parishioner tuition rate, a family must be registered in a parish in the Archdiocese of Washington (ADW), must actively participate in the life of the Church, and support the parish by making regular contributions using the family offertory envelope or direct debit. A Pastoral Verification Form signed by the pastor must be submitted annually by each Catholic family.
2. Families who are not active parishioners of a Catholic parish and those who are non-Catholic shall make tuition payments based on the non-Catholic tuition rate.
3. **Tuition Payment Options:** Tuition may be paid in full by July 25, in two installments (by July and January 25) or in 12 installments (July-June by the 25 of each month). **Please Note: If you withdraw your child from enrollment in the school for any reason, any tuition already paid is NON-REFUNDABLE.**
4. **Tuition Agreement:** A tuition agreement must be completed annually within TADS. Families will select their payment preference and provide an electronic signature accepting the terms of the agreement.
5. **Withdrawal from School:** Due to financial obligations and agreements with teachers, the school **must be notified by August 1** if your child is not returning for the upcoming school year. If the school is not notified by this date, the first tuition payment for the year will be billed and considered due.
6. **Consequences of Late/Non-Payment Policy:** Father Andrew White, SJ School reserves the right to cancel the registration of any student(s) whose family fails to satisfactorily meet its tuition or fees obligation. Student report cards, results of standardized testing and/or transfer information will not be sent or completed until all accounts and fees are paid in full. Tuition payments delinquent for 30 days or more are subject to a late fee. Failure to pay tuition will result in dismissal from the school unless an alternative arrangement has been made.

Families with a child in 8th grade must have all tuition and any other financial obligations paid in full by May 15th in order for your child to participate in graduation ceremonies.

All families must have their tuition for the current school year paid in full by June 30th.

Late Registrations:

1. Families registering from July 1st through the first day of school shall be expected to fulfill their tuition obligation according to the policy stated above.
2. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the pastor, principal, and School Advisory Board.

Late Payments:

It shall be the responsibility of each school family to keep their pastor **and** principal informed of their need to make any changes in their tuition payment preference option or adjustment in the amount of tuition expected to be paid. The school will work with families to set up alternate payment plans if necessary.

Archdiocesan Tuition Assistance:

Financial aid from the Archdiocese of Washington is available for students in grades PreK-8 who are applying to or are currently enrolled at Father Andrew White School. All tuition assistance obtained through the Archdiocese is based on demonstrated financial need. Financial aid request is an annual process and families must demonstrate a need each year that they apply for financial assistance.

- Tuition assistance applications are available for current Father Andrew White families beginning in October of the current school year and are due in December for the following school year.
- New families must submit applications by the February deadline.

- TADS Financial Aid and Assessment manages the process on behalf of the Archdiocese of Washington Catholic schools.
- Please note that you only need to complete one form for all children in a family, whether elementary school students or high school students, even if seeking tuition assistance for children attending different schools.

FAW Tuition Grants:

Father Andrew White, SJ School awards tuition grants to families with multiple children enrolled in the school and those with one enrolled child who demonstrate need.

- To apply for assistance from the school, families must have already submitted an application through TADS.
- Decisions regarding assistance from the school will be made by an independent committee and families notified no later than May 31st.
- Awards will be credited to your TADS billing invoice.

Since difficult financial circumstances are often unpredictable, families should not hesitate to inform their pastor or the principal of their need whenever it may arise during the year. Circumstances will be reviewed by the school director and principal.

For the sake of your family's security and peace of mind, and for the general financial stability of our school, we encourage parents or guardians to contact their pastor or the principal as soon as possible when they are experiencing economic difficulties.

GENERAL GUIDELINES AND POLICIES

Arrival/Dismissal/Transportation

School doors **open** at **7:45 a.m.** Children may not enter the building prior to this time.

When children arrive in the morning, they are to go straight to their homeroom whether they are car riders or bus riders.

Car Riders

- Children should be dropped off along the curb near the side entrance to the gym
- Children should exit the car on the **CURB SIDE ONLY**
- Anyone who wants to walk students to the side door in the morning must pull into a marked parking space and use the sidewalks or marked crosswalks when approaching the building from the parking lot on foot
- Use extreme caution when crossing the active drop-off lane
- **No child** should be **walking** to the side door **unless accompanied by an adult**
Students will not be admitted through the gym after 8:00 am. Students arriving after 8:00 am must come to the front door and go to the office to receive a late slip.

Bus Riders

- Enter the building through the main entrance at the front of the building

Dismissal:

Students are **dismissed** beginning at **2:30 p.m.**

Car Riders

- Please have the family name displayed on the rearview mirror hanging placard or on a sign on the passenger side window

- Dismissal will take place from the side door of the gym
- Students will line up on the sidewalk under the direction of teachers
- Cars will form a line with **all drivers remaining in their cars**
- Children will be helped by staff and safety patrols into 4-5 cars at a time
- Cars will then exit immediately
- Teachers will keep traffic moving with no parking allowed
- Please pick up children on time - supervision is not available after 2:45 p.m.

Bus Riders

- Exit the building through the main entrance and walk to the parked bus for safe boarding
- **Any change** in usual dismissal routine **requires a written note from the parent/guardian**. Phone calls are accepted only in extraordinary circumstances.
- **UNLESS WE HAVE A WRITTEN NOTE OR A PHONE CALL BEFORE 2:00, CHILDREN WILL BE REQUIRED TO FOLLOW THEIR USUAL DISMISSAL ROUTINE.**
- Please remind your child to give notes with dismissal changes to their teacher **FIRST THING IN THE MORNING.**

If parents are picking up children early from school, they must sign out students in the office. Please remember that instructional time has been added to our day to meet diocesan requirements. In order to respect class instructional time, we will not call children to the office until the first bell rings at 2:30 unless there is a family emergency.

Transportation:

Free bus service is provided for all parochial school children **within** the St. Mary's County Non-Public Transportation Division. With this privilege comes the responsibility to obey bus rules and to show respect and consideration to bus drivers and to each other.

Booklets outlining bus safety and discipline regulations are distributed to each student the first week of school. The school strongly supports these safety and discipline regulations and requests that parents **READ** the booklet, **DISCUSS** it with their children, and **ENCOURAGE** respect and compliance with these policies for the general safety and well-being of all concerned. In the case of repeated student misconduct, bus privileges will be suspended.

IF A PROBLEM ARISES ON THE BUS, PLEASE CONTACT THE BUS DRIVER FIRST. IF THE PROBLEM CONTINUES, BRING IT TO THE ATTENTION OF THE PRINCIPAL.

All children are expected to ride to and from school on their assigned bus. **ACCORDING TO A DIRECTIVE FROM THE NON-PUBLIC TRANSPORTATION OFFICE, ANY STUDENT WISHING TO RIDE A BUS THAT HE/SHE DOES NOT NORMALLY RIDE, WHETHER IT IS TO RIDE OCCASIONALLY OR FOR ONE DAY, MUST SUBMIT A TRANSPORTATION REQUEST FORM EACH TIME TO THE BUS OFFICE, AND THE FORM MUST BE RECEIVED AT LEAST ONE DAY PRIOR TO THE STUDENT RIDING THE BUS.** These forms are available at <http://www.co.saint-marys.md.us/dpw/nonpublicschools.asp>

Bus Misconduct Notice

Bus misconduct reports are sent to the respective school to inform the school officials and parents of a disciplinary incident involving your student. Inappropriate student behavior may jeopardize the safety and well being of other students on the bus. **All Bus Behavior Report (Exhibit 4) Forms** documenting notices of misconduct must be signed by the parent and returned to the school. Guidelines for Discipline include:

- 1st Offense: Written Warning
- 2nd Offense: Two-Day Suspension
- 3rd Offense: Five-Day Suspension
- 4th Offense: Ten-Day Suspension

Note: Serious misconduct could result in an immediate suspension of riding privileges.

Traffic

To comply with safety regulations, **no vehicles** are to drive through the bus lane or be **parked in front of the school** along the sidewalk or opposite curb **during school hours (7:30-3:00)**.

Parents who are dropping off and picking up children in the car rider line must follow the designated traffic pattern.

- Cars approaching the school from Route 5 should proceed past the school and St. Aloysius church to make a left turn into the church parking lot.
- The line of traffic should pass by the front of the church and parish hall before making a right and then left to proceed behind the school.
- Once behind the school, cars should make a left U-turn and proceed back toward the parking lot.
- Make a right turn where the sidewalk parallel to the school begins, pulling forward as far as possible, and proceed until you are able to stop and students can unload in the morning and load in the afternoon.
- Cars approaching the school from the Square in town, should turn right into the church parking lot and then continue with the directions as described above.

On school days between 7:30 and 8:30am and again between 2:00 and 3:00pm, upon the advice of local police officers, all cars are to make a **right turn only** when exiting the parking lot to keep the car line moving and not block traffic on Washington Street. We appreciate your cooperation with this very important traffic safety issue.

Absences and Tardiness

School begins at 8:00am and extends to 2:35pm. Morning prayer is essential to our mission at Father Andrew White School. Students are expected to be seated and prepared for Morning Prayer by 8:00 am. Students **arriving after 8:00 am are considered tardy** and must report to the school office for a late slip. Habitual tardiness is disruptive to the normal routines of the school day and classroom instruction. It also affects the learning of the tardy student, who misses important instructions, teaching, and class work. Parents of students who are habitually tardy will be asked to meet with the principal. When a child arrives after 8:15am, an adult must come into the office and sign the child in for the day.

Tardiness, leaving school early and doctor's appointments during school hours will disqualify students from receiving a perfect attendance award. Students will not be marked tardy if a school bus is late.

To be excused during school hours, a written request must come from the parent or guardian. IT IS REQUESTED THAT MEDICAL AND DENTAL APPOINTMENTS BE SCHEDULED FOR AFTER SCHOOL HOURS. WHEN THIS IS NOT POSSIBLE, PRIOR WRITTEN NOTIFICATION IS NECESSARY.

- Phone calls requesting early dismissal will be accepted only in extraordinary circumstances. The parent or guardian must come to the office to pick up the child at the requested time of dismissal and sign the child out for the day.
- **Parents/Guardians are requested to call the school office prior to 9:00am to report an absence.** In the interest of safety and security, the school will contact parents/guardians regarding a child's absence in the event that a call has not been received.
- In addition to the phone call, **a written note stating the dates and reason for the absence must be submitted to the homeroom teacher upon the child's return.** Frequent absences and/or an excessive number of absences will be addressed with the parent by the principal.

Archdiocesan 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** indicating 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 the chief administrator;
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. Five or more unexcused absences will warrant a conference with the chief administrator. Any student accumulating forty (40) or more unexcused absences within a full school year shall not be promoted.

Time in school is all-important to the learning process. In the best interest of the child, **parents are encouraged to schedule family vacations during times when school is not in session. Class assignments and/or homework for absence due to a vacation will NOT be given prior to the vacation.**

- Any time a child misses school it is the responsibility of the student and parents to obtain and complete missed assignments within the time allotted by the teacher(s). Students have one day for every day missed to complete work that is assigned while they are absent.
- Assignments given prior to the child's absence, long range projects included, are due upon the child's return or on the assigned date unless other arrangements have been made with the teacher ahead of time. If work is not made up, a zero may be recorded for missing assignments at the teacher's discretion.
- Arrangements for making up missed tests are at the convenience of the teacher. If additional instruction is needed for the mastery of missed skills, outside tutorial help may be advised.
- In the event of an extended illness, individual learning plans will be developed for students.

Health Information

Immunizations:

Maryland State Law requires children in ALL grades to provide proof of immunization against Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles, Mumps, and Rubella (German Measles). Every student must have an Immunization Record on file in the school office BEFORE the first day of school.

NOTE:

- As of September 1992, Maryland State Law now requires a **SECOND** Measles immunization once a child reaches the age of 5, usually in the form of MMR vaccine.
- As of September 2006, children in Pre-K through tenth grade must have vaccinations for chickenpox and Hepatitis B.
- As of August 2015, children entering Kindergarten must have two (2) doses of Varicella vaccine.
- As of August 2015, children entering 7th grade must have a single dose of Tdap vaccine and a single dose of Meningococcal vaccine.

Complete physical examinations are required prior to entrance into school by ALL PK and Kindergarten students, and all NEW students in 1st – 8th Grade.

Illness:

If a child is running a fever of 100.4 degrees or higher, is nauseated or ill at home before school starts, PLEASE DO NOT SEND THE CHILD TO SCHOOL. Sending the child to school exposes others to possible illness. **When a student will be absent from school due to an illness, a parent is required to call the school office with the nature of the illness. A note from the parent stating the reason for the absence is required when the child returns to school.**

Children will be sent home if any of the following conditions exist, so please keep your child home in the morning if he/she exhibits:

- Diarrhea or vomiting
- Severe cough
- Yellowish, watery or red eyes
- Difficult or rapid breathing
- Abnormal body temperature or fever (below 97 degrees or above 100 degrees)
- Severe headache
- Live head lice

Once parents of sick children are contacted by the school office, immediate pickup is appreciated due to the limited health care facilities at school.

For cases of strep infection, ringworm, impetigo, conjunctivitis (pink eye) and other contagious conditions, a child MUST be on antibiotics for 24 - 48 hours prior to returning to school. A doctor's note is required in order to return. A child's temperature should be within normal range for at least 24 hours before returning to school after an illness. **Children MUST be free from nausea, diarrhea and vomiting for 24 hours before returning to school.**

Medicine:

A Diocesan Student Medication Authorization Form, signed by BOTH a physician and parent, must accompany ANY over-the-counter medication, (including cough drops), as well as physician prescribed drugs.

- The consent form (which is available from the school office and on the school website) should be dated, the medication identified, the dosage and the time of distribution stipulated, as well as the anticipated duration of the treatment and any side-effects which may occur.
- For the safety of the children and to comply with state health regulations, **NO STUDENT IS TO HAVE IN HIS/HER POSSESSION ANY MEDICATION DURING THE SCHOOL DAY. ALL MEDICATION MUST BE KEPT IN AND DISTRIBUTED THROUGH THE OFFICE.**

PARENTS MUST INFORM THE SCHOOL AUTHORITIES OF ANY HEALTH PROBLEMS OR ALLERGIES THEIR CHILD MIGHT HAVE. THE SCHOOL SHOULD BE NOTIFIED IF A CHILD IS ON MEDICATION OR WHEN THERE IS A CHANGE IN A CHILD'S MEDICATION.

Medical/Emergency Forms:

Forms are sent home the first week of school for parents to fill out with emergency phone numbers and medical information.

- **IT IS EXTREMELY IMPORTANT THAT THESE FORMS BE RETURNED PROMPTLY AND THE INFORMATION IS KEPT UP TO DATE.**
- Parents will be asked to provide contact information and dismissal directions in the event of an emergency school closing. Parents should have another contact besides themselves on the emergency form.
- If there are any changes to regular contact or emergency contact information during the school year, the school office MUST be notified.

Personal Hygiene:

The health and safety of the students demands that all children be toilet trained by the age he or she is eligible to attend Pre-Kindergarten or Kindergarten. All children who attend Father Andrew White, SJ School are expected to be able to handle their own personal hygiene needs independently, including managing their clothing, toileting and clean up, and hand washing. When a child has an occasional toileting accident, staff members will contact the child's parent(s). If a student has more than three toileting accidents the principal will provide the parent verbal and written notice. From that point forward, the parent will be contacted and will be expected to come and change the child or pick the child up from school in the event of a toileting accident. Failure of a parent to change or to pick up a student with a toileting accident will result in dismissal of the student. If the number of toileting accidents documented is six or more, the student will be asked to withdraw from the school until they are fully toilet trained. Students are expected to maintain healthy hygiene. Bathing and washing one's hair several times a week is part of healthy hygiene.

Health Related Information:

Children will be excused from active participation in physical education classes in the case of injury. A doctor's note is necessary if long term prohibitive health conditions exist.

At the discretion of faculty/staff, students who do not have sweatshirts or jackets on cold weather days may be kept inside from recess.

Lunch/Playground

Lunch:

Hot lunch is available for purchase Monday-Friday using the online ordering system, www.orgsonline.com, or students may bring lunch from home. Children may bring their own non-sugar drinks, but they may not bring glass bottled drinks. **Students may not bring or purchase sodas at lunch time or at dismissal. Parents dropping off fast food for their children in the lunchroom is prohibited at any time, including on a student's birthday.**

At lunchtime students are expected to:

- Enter the lunchroom quietly and conduct themselves in an orderly manner, walking at all times
- Gather all necessities (milk, straw, utensils, napkins, etc.) before sitting down
- Observe proper etiquette and be polite
- Respect other students and the staff on duty at all times - use conversational tones when speaking
- Obtain permission to leave the lunchroom for any reason
- Clean up after themselves and dispose of all trash after the teacher on duty rings the bell and calls on them to quietly line up
- Take care of cleaning tables as assigned

Playground: Please discuss the following rules and guidelines for playground behavior at recess time with your child. The teachers also make students aware of the playground rules throughout the school year. The same rules of safety and conduct used inside the school (see School Regulations) also apply to the playground area. The principal reserves the right to exclude any child from the privileges of recess for inappropriate playground behavior.

- All students should obey adults on duty on the playground at all times.
- All students must be accepted and allowed to play. No exclusive games, groups, or cliques.
- No wrestling, tripping, pushing, hitting, fighting, etc. This includes pretend fighting.
- Baseballs are not permitted. Touch football and soccer are allowed provided there is no unnecessary roughness. If problems arise, those privileges may be suspended.
- Balls/Toys from home are not allowed on the playground unless approved/requested by the classroom teacher.
- No jumping from, twisting, flipping, or doubling up on the swings or other playground equipment.
- No climbing up slides. Only one person at a time down the slide.
- No throwing rocks, sticks, acorns, mulch, sand/dirt, etc.

Parents/Guardians help maintain the discipline of the school by partnering with the school and supporting the policies, staff, faculty, and administration.

Emergencies

The AP Notify System will be activated to contact all parents via phone call and text message in the event of any emergencies, school closings, delays, or unscheduled early dismissals.

Fire: The State Fire Prevention Code and Archdiocesan insurance policy require a minimum of 10 fire drills per year. Students exit quietly to designated areas. Roll is then taken to assure that the building has been vacated.

Crisis Management Plan: In accordance with Archdiocesan requirements, a School Emergency Response Plan has been developed for the school and will be implemented by the faculty when necessary. Information is updated annually—or more often as needed. The parochial schools work in partnership with St. Mary’s County Emergency Management to coordinate responses.

Counseling Services: In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Father Andrew White, SJ School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.

Closings and Delayed Openings: Father Andrew White, SJ School will follow St. Mary’s County Public Schools for closings and delayed openings due to inclement weather.

- Notifications will be made through the AP Notify System via phone call and text message.
- Announcements are made on most local radio (98.3 Star FM, 97.7 WMDM and 102.9 WKIK) and area television stations (WRC-TV Channel 4, WTTG-TV Channel 5, WJLA-TV Channel 7, and WUSA-TV Channel 9) and can also be found on the St. Mary’s County Public Schools website: www.smcps.org.
- Hazardous weather conditions, such as excessive heat, hurricanes, snow, or ice may require schools to remain closed or to close early.
- Calls to verify closings should not be made to the school or teachers’ homes.
- **In the event of a school closing or unscheduled early dismissal, school will be closed for all after-school and evening activities.**

Delayed Openings – Please Note: If the parochial school system is scheduled for an early dismissal and a delayed opening is announced, the early dismissal will be canceled. We will extend to a full day dismissal. All students will need to bring a bag lunch on these delayed opening days.

Unscheduled Early Dismissals: If an emergency or unscheduled weather-related early dismissal should occur, parents will be notified through the AP Notify System via phone call and text message when possible as well as through local radio and television stations. Information can also be obtained by checking the school status at www.smcps.org.

Once an emergency closure has been decided, buses will make their normal runs and car riders should be picked up following routine dismissal procedures.

Emergency Information: Parents are responsible for keeping family emergency contact information current, including changes in home, work, or mobile numbers.

ACADEMIC POLICIES AND EXPECTATIONS

Grading Scale

Pre-Kindergarten, Kindergarten, First, Second, and Third grade students are evaluated on age-appropriate skills and archdiocesan academic standards. Their report cards will indicate the progress they make in attaining their grade level skills using standards based report cards.

Letter grades will be awarded to students in Grades 4-8 using the following scale:

- A – 93% - 100%
- B – 85% - 92%
- C – 77% - 84%
- D – 70% - 76%
- F – below 70%

Students will be promoted or retained on the recommendation of the teachers and the principal based on their evaluation of the students' cognitive ability, performance, maturity, and the regulations of the Archdiocese of Washington.

Conferences to discuss possible retention must be held at the end of the third quarter.

Report Cards

Report cards are posted for viewing on PlusPortals at the end of each quarter for students in Grades 1-8. A printed copy of the first quarter report card will be given directly to parents of students in grades 1 - 5 at a scheduled conference in November. A printed copy will be sent home via the student in the middle school grades. A printed copy of the final report card will be mailed home in June.

Midway through each quarter, parents of students in Grades 4-8 may view Progress Reports on PlusPortals. A mid-term progress report requiring a parent signature will be distributed to students with a grade of a D or an F in any class. Any student whose grade average is an F in any class at any time, is suspended from extracurricular activities until the grade is brought up to a passing grade.

Pre-K and Kindergarten teachers will hold conferences with parents to discuss students' progress at the end of the first quarter. A first semester report card will be available on PlusPortals and the final report card will be mailed home in June.

Honor Roll Criteria

Students in Grades 4 -8 are recognized for their academic achievements at the end of each quarter according to the following criteria:

- **High Honor Roll**
 - **Grades 4-5:** All A's in all academic areas (Religion, Reading, English, Spelling, Math, Science, and Social Studies) and an E or G average in specials classes.
 - **Grades 6-8:** All A's in all academic areas (Religion, Reading, English, Math, Science, Social Studies, and Spanish) and an E or G average in PE. A passing grade is required for electives.
- **Honor Roll-** All A's or B's in all academic areas (as previously listed) and an E or G average in specials classes. A passing grade is required for electives.
- To be included on the High Honor Roll or the Honor Roll, a student cannot have a letter grade of D or F in any single curriculum area.
- **Improvement Honor Roll** (for second, third, and fourth quarter marking periods) - grades in two academic subjects improve without a drop in any other academic area, with no F's.

Students assigned consequences due to Level 2 behavior violations according to the School Behavior Plan (see p. 19 for detailed information) two or more times during the quarter will not qualify for the honor roll.

Honor Code

As a Catholic school our faith is integrated throughout everything we do. As part of our mission, we strive to educate the whole child and foster character formation through instruction in the commandments and virtues.

- One of the ongoing virtues we emphasize is honesty in all that we say, in the work we do, and in taking responsibility for our behavior.
- Honesty in our work means that we will always do our own work, whether it is class work, homework, projects, or tests. Cheating on any of these forms of work is a serious act.
- We define cheating as taking the work of someone else and presenting it as your own. This includes direct copying of homework answers from another person, taking information from an internet source or other reference and passing it on word-for-word as if you wrote it, asking for or offering to share answers on a quiz or test, or any other way in which you have not been responsible for completing your own assignments. While parental assistance can be helpful for students, parents must be careful not to do any work for a student. Completion of a student's project or work by a parent is considered as taking the work of another and presenting it as your own.
- Giving direct answers is not helping. It is cheating.
- Plagiarism is cheating and students receive instruction about what defines plagiarism and the serious consequences for plagiarizing written work.
- Consequences for cheating include, but are not limited to, students not receiving any credit for the assignment, not having the opportunity to make-up the work, parents being notified, and lunch/recess detention.
- Students will abide by the following statement when submitting both written and digital assignments: *I affirm that the work I submit is my own and that I have neither received nor given unauthorized help.*
- **Parents will support FAW in its goal of helping students to grow in moral values by encouraging academic honesty in their children.**

Extracurricular Eligibility

Students who wish to participate in extracurricular activities (athletics, clubs, student council, etc.) must maintain an overall C average (with no F's) in academic subjects and have an S or better average in specials classes. At the principal's discretion, serious behavior violations will also render the student ineligible. Eligibility will be reviewed and evaluated at all times during the marking period. Any student whose grade average is an F in any class at any time, is suspended from extracurricular activities until the grade is brought up to a passing grade.

Homework

Homework is part of the learning experience. It reinforces daily class work, provides needed practice for skill development, and offers the opportunity to review and prepare for upcoming tests and quizzes.

- Homework can help children develop essential lifelong skills such as responsibility, resourcefulness, autonomy, self-reliance, perseverance, time management, self-discipline and initiative.
- Parents should provide an atmosphere free of distractions and make homework a priority in the home.
- Most teachers require homework daily. Specific guidelines are explained at the beginning of the year by individual teachers. General guidelines are 10 minutes of homework per grade level. (For example: Grade 3, 30 minutes. Grade 4, 40 minutes. Grade 5, 50 minutes.)
- Outside reading is required in every grade.
- Homework assignments should always be neat, complete, and **turned in on time.**

Partial Credit for Grades 6-8

Only partial credit will be given on assignments that are late. When assignments are one day late, a student can only receive a maximum of 90% and the grade will be determined from that point. No

credit (0%) will be given on assignments that are two or more days late.

Questions regarding grades

Any questions/challenges to a student grade must be addressed within two days of when the student receives notification of the grade. After two school days, the grade stands as recorded.

Standardized Testing

Students in grades 2 – 8 participate in the testing program of the Archdiocese of Washington.. Students will be tested in Reading and Math at the beginning of the school year, in January, and in May. This testing program will be used to determine a baseline of skill levels at the beginning of the year and focuses on measuring student growth. Students in grades 5 and 8 are tested in Science. Students in grades 3 – 8 take the archdiocesan Faith Knowledge Assessment in the spring of each year. Parents will receive testing reports after the testing periods in August and May.

Library/Media Center

The school library is open Monday through Friday. All students are encouraged to use the library for outside research.

The borrower is responsible for all library materials signed out in his/her name. Reimbursement must be made for lost or damaged materials.

Field Trips

Father Andrew White School believes field trips to be an exciting and worthwhile part of a student's education. Such trips, though encouraged by the school, are considered to be privileges. The school reserves the right to exclude from these events a student whose conduct has not reflected acceptable school behavior.

Father Andrew White School will follow the St. Mary's County Public Schools concerning cancellation of field trips or limited field trips due to national security alerts or crisis situations.

The following regulations apply to field trips:

- Official school permission forms, provided by the Archdiocesan Catholic Schools Office, are required for each student. Failure to submit the proper form or altering the form in any way may result in a student not participating in the activity. Changes and/or additions invalidate the permission form. Verbal permission over the telephone will not be accepted.
- When traveling on field trips, all students are required to ride the bus to and from the destination. All students will follow general school bus rules of safety such as remaining seated at all times, no loud distractions that would affect the driver's attention to traffic, etc.
- Some field trips may return to school after regular dismissal time. Parents are asked to be on time when picking up their child from school after a field trip.

The number and selection of chaperones will be determined by the classroom teacher. Teachers plan field trips with all reasonable precautions for the safety of the children as a priority. Chaperones are needed to help ensure that safety and supervision for every child has been addressed. In order to chaperone any field trip, the adult must be in compliance with the Child Protection Policy of the Archdiocese of Washington. It is important that chaperones are aware of the following responsibilities:

- Chaperones are assigned a small group of children. The chaperone and his/her child must realize that the chaperone's attention must be shared with all the children in the group.
- Supervision must be physical and mental. Chaperones must be with their group at all times and be

- attentive to the students' activities. Cell phones should be used only if an emergency arises.
- The group must stay together. No one may go to a restroom, snack bar, exhibit, souvenir shop, etc., alone.
- School rules apply to all students on field trips. Therefore, students should be respectful, good listeners, follow directions, be considerate of one another, and follow safety rules. Chaperones are expected to enforce our school rules.
- If it is necessary to discipline a child, no physical contact is permitted, nor embarrassing or sarcastic remarks. A verbal warning should be given to a student for any disruptive behavior and if the problem continues, the student should be escorted to the teacher.
- Due to the attention required by a group, younger siblings may not accompany a chaperone.
- Chaperoning a field trip does NOT qualify for volunteer hours for the service scholarship.

EXPECTATIONS FOR STUDENT BEHAVIOR

School Regulations

Our school regulations are based on Christian principles and the concepts of common courtesy, respect and personal responsibility. The following are school rules which will be the basic criteria for behavior expected of students at Father Andrew White, SJ School:

- In the school, on the playground, in the lunchroom, on field trips or in any place that can be considered a school function, students must treat others with dignity and respect.
- Inappropriate language, harassing, derogatory, and racist or discriminatory remarks or deeds, in-person or electronically, by gesture, image or in any other manner will result in disciplinary action, which may include suspension and/or expulsion from school. Insolence or disrespect to any adult or peer, unwelcome physical contact, roughness, and fighting will not be tolerated and will result in disciplinary action which may include suspension and/or expulsion from school.
- In the classroom students must conduct themselves in an orderly manner and adhere to the rules established in individual classrooms. Attention must be given to the teacher and the task at hand. Calling out and disruption of the classroom environment is not acceptable.
- All class work and homework assignments are to be neat, complete, and **turned in on time**. When working in groups, conversational tones are expected.
- Honesty and trustworthiness are character traits that are expected. Lying, cheating, and stealing are considered serious infractions and will result in disciplinary action.
- **Whenever a bell rings, it indicates silence, whether it is a fire alarm, a dismissal bell, a bell for prayer, announcements in the lunchroom or a bell for playground time to cease. The silence continues until students are directed otherwise.**
- Students should move silently through the hall so as not to disturb others in the building.
- For safety reasons, students must walk at all times inside the school building.
- Students are expected to show proper respect for all school equipment and property, as well as the property of others. Students and their parents will be responsible for all damage as a result of vandalism, defacing school materials and property, or improper use of school facilities.
- Gum chewing is not permitted anywhere on school property.
- **The only drink permitted in the classroom for use throughout the school day is plain water in a bottle with a secure lid. (No soda, sports drinks, juice, flavored water, iced tea/coffee, etc.) Refilling of bottles will occur during non-instructional times.**

All of the above regulations are intended to foster an attitude of dignity and respect for classmates, teachers, and all other adults and school personnel. These regulations apply for all school sponsored activities. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

School Behavior Plan

The Father Andrew White, SJ School Behavior Plan is based on the commitment to **Follow God,**

Always acting with respect and kindness, and showing that we are Willing to learn. This plan outlines three levels of behavior violations and the consequences for each. Students and parents should be familiar with the information contained in the plan as outlined below. With the committed efforts and cooperation of students, parents, and teachers, Father Andrew White, SJ School will be a safe and caring learning environment for all. Please note that **there may be specific behaviors that are not listed here.** For behaviors that are not specifically listed, it is the teacher's discretion to assign Level 1 infractions and to assign Level 2 infractions in consultation with the chief administrator. The chief administrator has sole discretion with regard to a final determination in all disciplinary situations; and, the chief administrator may waive any disciplinary rule for just cause.

Level 1 Behaviors: These behaviors are addressed in the classroom by the teacher using effective consequences to stop the behavior. Documentation of the behavior is noted by the teachers. Teachers communicate through an email to the parents or by a Level 1 Behavior Reflection that will be sent home to parents to be signed and returned.

- A. Disruptive behavior in the classroom
 - i. ▪ refusing to follow directions
 - ii. ▪ excessive talking in class
 - iii. ▪ making inappropriate noises which disrupt the learning environment
 - iv. ▪ failure to follow classroom rules
 - v. ▪ disruptive behavior meant to impede instruction or transitions
- B. Inappropriate language
- C. Running in school building or failure to move silently through hallways
- D. Dress code violations occurring after a reminder and parent notification (including lack of P.E. uniform)
- E. Failure to complete class work (three times or more per quarter)
- F. Unsafe/rough play on the playground
- G. Unprepared for class, including failure to complete homework assignments (three times or more per quarter)
- H. Chewing gum or any other candy
- I. Possession/use of a cell phone during school hours

Accumulating three Level 1 behavior referrals will result in Level 2 consequences.

Level 2 Behaviors: These behaviors deal with safety and display of non-Christ like behavior and are addressed by the teacher in consultation with the principal. A Level 2 Behavior form is filled out for grades K-8.

- A. Failure to comply with FAW/ADW technology rules (proper treatment of Chromebooks, laptops, etc.)
 - i. inappropriate use of technology
 - ii. using device for non-educational purpose or without permission
- B. Dishonesty or cheating to include plagiarism, copying class work or homework, or allowing another student to copy one's work.
- C. Disruptive behavior at Mass and any disrespect/disruption of a liturgical celebration/event including Morning Prayers, Retreat Day, Confessions, Adoration, Faith Rally, etc.
- D. Deliberate defiance and repeatedly refusing to follow school rules. This includes any defiance of a teacher's (staff member/substitute/guest) instruction. If a student is instructed or warned (including non-verbal communication such as a thumbs up or thumbs down, visual cue) and the student proceeds to engage in the behavior, regardless of the adult warning.
- E. Extreme disrespect to any person including arguing with a teacher, disrespectful or rebellious

- language/ behavior, putting others down, language meant to be hurtful to others.
- F. Disrespect to a substitute teacher.
- G. Intimidation/Bullying (including cyber-bullying)
- H. Inappropriate displays of affection
- I. Throwing objects across the classroom, on the school bus or into/out of a school bus
- J. Physically hurting others in the school building or on the playground
- K. Inappropriate drawings/messages/images
- L. Continual uniform infractions that have been previously addressed with a warning, both verbal and written and after parental notification. This is a behavior displaying deliberate defiance.
- M. Damage to school property
- N. Student being in an unauthorized location or not where they are supposed to be
- O. Continuous Level 1 behaviors after interventions have been tried

Three Level 2 behaviors will result in Level 3 consequences.

Level 3 Behaviors: These behaviors are addressed by the principal with support from the school director. A level 3 Behavior form is filled out for grades K-8.

- A. Fighting (both initiating contact and defensive actions)/hitting/punching/kicking/spitting/other inappropriate touch
- B. Insubordination (complete refusal to follow school rules/instructions, failure to take responsibility for one's actions)
- C. Student threats (against themselves or others) to include social media. Student threats result in an automatic out of school suspension while an investigation occurs. The ADW requires an evaluation by a mental health professional for any student threat and a re-entry meeting to determine if the student does not pose a threat to themselves or others.
- D. Significant disruption
- E. Extreme harassment/bullying of others
- F. Deliberate damage to school property or the property of others
- G. Theft
- H. Continuous Level 2 behaviors after interventions have been tried

Students who exhibit these behaviors are sent immediately to the principal.

Infraction -> Consequences Progression:

- Level 1 Infraction: Student Conference w/teacher/teacher determines appropriate consequence
- Level 2 Infraction: **Student** completes Behavior Reflection; Parent Signature Required
 - Possible consequences include lunch/recess detention, loss of monthly activity or
 - other logical consequences.
- Level 3 Infraction: In-school suspension /Out-of-school suspension/Expulsion

Bullying

As a Catholic school, Father Andrew White, SJ School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Father Andrew White, SJ School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. 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. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.

Suspension

When a serious offense is committed, when repeated violations of school rules have occurred, or when normal disciplinary procedures have failed to bring about improvement in student behavior, an in-school or out-of-school suspension may be warranted. Serious offenses include, but are not limited to, the following:

- Continued insolence or disrespect to any adult on our premises or at any function where our students are congregated
- Fighting
- Use of vile, obscene, or inappropriate language or actions of this type
- Destruction or vandalism of school property
- Disregard for school authority
- Truancy
- Leaving school property without permission from the office
- Repeated incidents of cheating
- Student threats of any kind (automatic out of school suspension)

When the principal determines that suspension of a student is an appropriate consequence, the student's parents or guardian will be notified concerning the behavior.

- In-school suspension means that the student is not permitted to attend classes. Assignments are given and completed under the supervision of a teacher or the principal. Students do not participate in regular daily activities. In-school suspensions may be one to three days.
- Out-of-school suspension means the student remains at home for a period of one to five days. No assignments, quizzes, or tests will be given or made up during this period. A conference with the principal, parent/guardian, and appropriate personnel is required prior to the student returning to school.

Expulsion

Expulsion is a severe action which is taken when it is determined by the principal and the school director that either the student's best interests would be better served in another environment or that the student's behavior is a serious threat and/or disruption to the school community.

The following are some behaviors that may result in expulsion:

- Serious acts of aggression/physical assault
- Continued and willful defiance/disobedience of authority
- Using, taking, selling, giving, or possessing drugs of any type, including alcohol, at school
- Possession and/or use of a weapon
- Repeated suspensions
- Serious theft
- Grave defacing or destruction of school property
- Criminal activity
- Arson
- Extortion
- Any other behavior that threatens or disrupts the school community

Threats

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

TECHNOLOGY, DEVICES & INTERNET

Technology and Internet Usage

Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the International Society for Technology in Education. For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation. Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.

Students

1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. All Students:
 - a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;
 - b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;
 - c. Shall keep all accounts and password information private and secure.
2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. All Students:
 - a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and anti-cyberbullying laws at the local, state and federal levels;

- b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;
 - c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;
 - d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
 - e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
 - f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.
3. Students will manage their personal data to maintain digital privacy and security and are aware of data-collection technology used to track their navigation online. All Students:
- a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
 - b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
 - c. Shall use school issued email accounts for authorized educational purposes only;
 - d. Shall respect the right of the school to monitor student use of technology.
4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:
- a. Shall demonstrate proper physical care for technology equipment;
 - b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
 - c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
 - d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.
5. Students understand and acknowledge that:
- a. 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.
 - b. Schools may require that technology used in a bring your own device 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.
 - c. Use of all technology may be monitored, and there is no expectation of privacy for ,or for any information stored on any technology 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.
 - d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; 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 at the discretion of the principal.

Parent(s)/Guardian(s)

Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity

1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.
2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location
3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)
4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology
5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology. Additional resources related to digital safety and digital citizenship; <https://adwcollaborators.weebly.com/parentresources.html>

Social Media

Father Andrew White provides many online resources for student use, and we recognize that in addition to using the Internet to access educational materials, many students also use various forms of social media. Students are expected to demonstrate the same standard of respectful behavior toward others online as they are in-person.

At Father Andrew White, we do not make a practice of reviewing our students' social media activity outside of school hours, but if something is brought to our attention that is believed to be in violation of the school's code of conduct, the school may investigate and respond with appropriate consequences up to and including expulsion. Therefore, we encourage parents to be diligent in monitoring their child's social media to ensure their personal safety and compliance with Father Andrew White's social media expectations.

Cell Phone Policy

Students are not permitted to have cell phones in their possession during the school day. **If a student needs a phone for communication with parents after school, the phone must be turned off and brought to the school office as soon as the student arrives at school.** The phone will be kept in the office during the day and given to the student at dismissal. Students must keep phones **turned off until they leave the building.** This includes during the time dismissal is taking place while students are in the classroom, hallway, or the gym. Other electronic devices that may be allowed by a bus driver for long bus rides must be turned off and kept in the child's book bag during the day. Any phones found in a student's possession or in his/her desk or book bag during school hours will be turned into the office and the parent must come into the school to pick up the cell phone. **Students who violate the cell phone policy forfeit the privilege of bringing it to school.**

EXPECTATIONS FOR UNIFORM

Uniform Code

Uniforms are worn at Father Andrew White, SJ School as a symbol of unity and school pride. The school dress code is designed to promote an atmosphere that is appropriate for a school setting and intended to reduce distractions, allowing students to focus on their academic responsibilities. The wearing of uniforms is to be a cooperative effort among parents, students, and staff.

Uniforms are required and are not subject to modification. Uniforms should be clean and pressed with all buttons attached and hems intact. Students and parents share the responsibility for proper dress and grooming.

K-8 PE Uniforms, All Students:

- Navy blue gym shorts or sweatpants with school insignia
- Gray t-shirt or gray/navy blue sweatshirt with school insignia
- Any color athletic shoe with good support and a rubber sole **required**
- Dress shoes may not be worn for PE class
- All students must be in PE uniform to participate in class
- For safety reasons, no jewelry is to be worn on PE days

PE Option:

Students may wear their FAW spirit gear on the day of their **regularly scheduled PE class**. The royal blue, gray, or long-sleeve shirt or hoodie (Under Armour sold by the school) with the Father Andrew White/Crusaders logo can be worn in place of the gray t-shirt or gray crew neck sweatshirt with the school insignia on it. With this option, students are still required to wear the navy blue FAW shorts or sweatpants. The HSA has a School Spirit Website with designated PE items available for purchase.

Hair:

- Students' hair length and style must not impede vision nor be a distraction from schoolwork
- Neither coloring of the hair (i.e. dyeing, bleaching, coloring, etc.) nor extreme hairstyles (i.e. designs cut in the hair, hard parts, faux-hawks, mohawks, mullets, skin fades, spiking the hair, pompadours, rat tails, etc.) are permitted
- Girls' hair should be clean and neatly groomed with bangs cut above the eyebrows - long hair must be pinned back so as not to fall over the eyes or face. Shaved sides are not permitted.
- Girls' hair accessories must be minimal and not distract from the uniform
- **Girls' hair accessories (i.e. headbands, bows, etc.) MUST BE PLAIN and match a color in the school uniform.**
- Boys' hair must be cut above the eyebrows, cut above and not touch the shirt collar, and **cover no more than the top third of the ear**
- Boys' hair may not flip up above the eyebrows, collars, or ears
- Older boys must be clean shaven - no facial hair is permitted

Jewelry & Accessories:

In keeping with the simplicity of a uniform, accessories should be minimal as follows:

- Wristwatches may be worn (those with sound capabilities should be set to silent mode)
- Bracelets, fitbits or hair ties of any kind worn on the wrist are not permitted
- **Due to the stand alone capability of some models/brands to send and receive text messages and take pictures, no smartwatches of any kind (i.e. Apple Watch, Android Watch, etc.) may be worn at any time, even if their "smart" functions can be "turned off"**
- Rings of any kind are not to be worn
- A plain chain necklace with a cross or religious medal is the only necklace that may be worn
- Modest, appropriate stud earrings (one in each ear) may be worn – in the interest of safety, no hoops of any size nor any dangling earrings are permissible. BOYS may NOT wear earrings of any kind.
- For safety reasons, no jewelry is to be worn on PE days
- No make-up is to be worn to school
- No nail polish, artificial nails, or French manicures (regardless of out-of-school commitments)
- Visible body markings such as temporary tattoos must be covered with a bandage until they have worn off or been removed
- Students may not draw tattoo-like markings on any visible parts of their bodies with pens or markers

Uniform Infractions

All students are expected to follow the complete dress code. When a uniform violation occurs the first time, a verbal warning will be given. The second time, teachers will notify parents so they can help the child correct the violation. For middle school students, after a verbal warning, if the violation is not corrected, middle school students will be assigned a Level 1 Behavior infraction. Further violations of the dress code may result in the student losing part or all of recess, additional infractions for middle school

students, and/or notification of the parents by the principal. Parents will be called to pick up their child when uniform violations are not corrected. Repeated uniform infractions that indicate defiance are a Level 2 Behavior, subject to Level 2 Consequences.

PK Girls

Fall/Spring

- Navy blue skort or navy blue elastic waist cotton shorts
- Yellow short-sleeve polo shirt with school insignia

Winter

- Navy blue sweat pants with school insignia or navy blue elastic waist long slacks
- Yellow short- or long- sleeve polo shirt with school insignia
- Navy blue or gray sweatshirt with school insignia (optional)

Year-round

- Navy blue or white crew socks
- Tennis shoes (any color)

PK Boys

Fall/Spring

- Navy blue elastic waist cotton shorts
- Yellow short-sleeve polo shirt with school insignia

Winter

- Navy blue sweat pants with school insignia or navy blue elastic waist long slacks
- Yellow short- or long- sleeve polo shirt with school insignia
- Navy blue or gray sweatshirt with school insignia (optional)

Year-round

- Navy blue or white crew socks
- Tennis shoes (any color)

K-5 Girls

Fall/Spring

- Plaid jumper or navy blue permanent-press shorts with stitched belted waistband - shorts may not be below the knee and no shorter than two inches above the knee
- Short-sleeve light blue peter pan collar blouse when wearing a jumper or polo shirt with the school insignia when wearing shorts
- When choosing to wear shorts, a plain brown or black belt must be worn and shirts must be tucked in neatly at all times

Winter

- Plaid jumper or navy blue permanent-press dress pants with stitched belted waistband may be worn and must include a plain brown or black belt
- Short- or long-sleeve light blue Peter Pan collar blouse when wearing a jumper or short- or long-sleeve polo shirt with the school insignia when wearing pants.
- Navy-blue cardigan sweater or ¼ zip fleece with the school insignia (optional)
- FAW sweatpants or solid, navy-blue leggings/tights under jumpers for warmth (optional)
- Girls are also advised to wear a pair of shorts under their jumpers throughout the year

K-5 Boys

Fall/Spring

- Navy blue permanent-press dress shorts or pants with stitched belted waistband (elastic on sides or back for sizing is acceptable) - shorts may not be below the knee
- Light blue button-down collar oxford cloth short-sleeve dress shirt or light blue short-sleeve polo shirt with school insignia
- A plain brown or black belt must be worn with pants belted at the waist - shirts must be tucked in neatly at all times.

Winter

- Navy blue permanent-press dress pants with stitched belted waistband (elastic on sides or back for sizing is acceptable) and must include a plain brown or black belt
- Light blue button-down collar oxford cloth short- or long-sleeve dress shirt or light blue short- or long- sleeve polo shirt with school insignia
- Shirts must be tucked in neatly at all times
- Navy-blue V-neck sweater or ¼ zip fleece with the school insignia (optional)

6-8 Girls

Fall/Spring

- Plaid skirt or navy blue permanent-press shorts with stitched belted waistband – **skirts must be no shorter than fingertip length and may not be rolled at the waistband. Shirts must be tucked in and waistbands sized appropriately**
- Shorts may not be below the knee and no shorter than two inches above the knee
- Short-sleeve light blue polo shirt with the school insignia
- When choosing to wear shorts, a plain brown or black belt must be worn and **shirts must be tucked in neatly at all times**

Winter

- Plaid skirt or navy blue permanent-press dress pants with stitched belted waistband may be worn and must include a plain brown or black belt
- Short- or long-sleeve light blue polo shirt with the school insignia and **shirts must be tucked in neatly at all times**
- Navy-blue ¼ zip fleece with the school insignia
- FAW sweatpants or solid, navy-blue leggings/tights under jumpers for warmth (optional)
- Girls are also advised to wear a pair of shorts under their skirts throughout the year

6-8 Boys

Fall/Spring

- Navy blue permanent-press dress shorts or pants with stitched belted waistband - shorts may not be below the knee
- Light blue button-down collar oxford cloth short-sleeve dress shirt or light blue short-sleeve polo shirt with school insignia
- A plain brown or black belt must be worn with shorts or pants belted at the waist - **shirts must be tucked in neatly at all times**

Winter

- Navy blue permanent-press dress pants with stitched belted waistband and a plain brown or black belt
- Light blue button-down collar oxford cloth short- or long-sleeve dress shirt or light blue short- or long- sleeve polo shirt with school insignia
- **Shirts must be tucked in neatly at all times**
- Navy-blue ¼ zip fleece with the school insignia

K-8 Shoes, All Students:

- Solid brown, black, navy, or tan rubber sole dress shoes, including Sperry or Docksidiers or solid black or white low-cut tennis shoes
- **Any contrasting color in stitching, trim, logos, or soles on ANY shoes is not acceptable**
- **No slip on shoes without laces (Vans or Canucks without laces are not allowed)**
- All shoes should have soles and heels no more than one inch high for safety reasons
- High top shoes or boots may not be worn
- **School shoes must cover the entire foot** - open-toe shoes, clogs, mule style, slides, flip-flops, etc., may not be worn
- Shoes must be secured on children's feet with tied laces, Velcro, or buckle straps at all times.

K-8 Socks, All Students:

- Plain white, navy, or black **crew** socks must be worn at all times
- Socks may have a small logo but cannot have decorations or be trimmed with another color – logos should not distract from the uniform
- Navy blue or white knee socks may be worn with skirts and jumpers
- Low cut socks of any kind are unacceptable

HOODIES may only be worn on PE Uniform Days and must be the school issued hoodie. Hoodies are not to be worn at any time inside the school building on a regular uniform day. This includes the classrooms, gym, and hallways.

Out of Uniform Days

On designated days (“tag days”), students may be given permission by the principal to wear clothing other than their uniforms to school. Out of uniform days are for students who have not had a uniform violation in the same month as the “tag day”. **Students who have had a uniform violation in the same month as the “tag day”, must wear their school uniform and may not participate in an out of uniform day.**

Students must abide by the following on tag days:

- Clothing must be modest and appropriate
- Shirts may not have inappropriate words or pictures on them
- Pants must be clean and properly sized for both girls and boys
- Tank tops, tops with spaghetti straps, or crop tops that leave the midriff area bare above the waistband are not permitted
- **Shorts or skirts may not be more than three inches above the top of the knee cap**
- **Leggings are permitted for students in grades PK - 4 only.**
- **Pajama bottoms are not permitted.**
- Jeans should fit properly around the waist
- Jeans that are ripped or have holes are not permitted
- Pants or skirts that expose bare skin are not permitted

Parents may be called to bring a uniform to school for any student who the principal determines is dressed inappropriately. Normal daily school rules regarding accessories, jewelry and make-up will apply on tag days.

All students are allowed a tag day on their birthday. For students with summer birthdays, a tag day will be issued when the school celebrates summer birthdays in May during the school year.

Right to Amend

Throughout the year it might be necessary to modify or update the information contained in this Handbook. Any such changes, modifications or updates will be announced on the School website. Signing of this handbook is an acknowledgement of the acceptance to be governed by the rules, regulations, conditions and requirements of the school as stated in this Handbook as well as those policies of the Archdiocese of Washington.

The members of the administrative team of Father Andrew White, SJ School, including the school director (pastor of St. Aloysius Parish) and the principal, reserve the right to amend any and all policies or procedures at any time. The administrative team also reserves the right to rule on any issue or event which may not be covered in the handbook.

Archdiocesan Admissions & 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.”

Parent/Student Signature Page

My signature below indicates that I have received a copy of the 2023-2024 Father Andrew White, SJ School Parent/Student Handbook. I understand that this handbook contains information regarding the school's policies and procedures which affect me as an enrolled student or parent at the school.

I acknowledge that I have read, understand and will abide by these policies and procedures.

Student Name and Grade

Student Signature

Student Name and Grade

Student Signature

Student Name and Grade

Student Signature

Student Name and Grade

Student Signature

Parent Name

Parent Signature

Date

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