



**Our Lady Star of the Sea School**  
**PARENT/STUDENT HANDBOOK**  
**2021-2022**

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## **INTRODUCTION**

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 policies are intended to promote the development of self-discipline, accountability, 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, volunteers, and students are expected to follow the procedures set forth in this book once the children are enrolled at Our Lady Star of the Sea School.

When in doubt regarding a particular policy, procedure, regulation or activity, please contact the school office to clarify the issue.

## **NON-DISCRIMINATORY STATEMENT**

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: [www.adwcatholicschools.org](http://www.adwcatholicschools.org)

## **MISSION STATEMENT**

Jesus Christ is the center of our Catholic school community and the Person by whom we measure our life in its daily, physical, mental, and spiritual activities. It is, therefore, the mission of Our Lady Star of the Sea, in conjunction with the parents and guardians of our children, to build a community which will reflect Gospel values, not only in the smaller school and parish setting, but also in the wider world society. Because we are also an academic institution, we strive for scholastic excellence by providing an organized and integrated curriculum, which responds to the unique ability of each person. It is hoped that by providing a program that encourages spiritual, emotional, social, intellectual, and physical growth, the students will be able to meet the challenges that face them as they strive to become members of a democratic society.

## **ADMISSIONS & ENROLLMENT**

### **ADMISSIONS PROCESS**

Parents interested in applying for admission are required to visit the school, have their child(ren) visit their classroom for a day, and complete Scantron standardized testing in Math and Reading (for grades 1-8). An applicant for 1st Grade or above must provide a copy of his/her most recent report card and a copy of the results of their most recent standardized tests scores.

The principal must be apprised of any IEP or 504 plans the child may have before acceptance can be formalized. State health requirements must also be met before a child is accepted at OLSS.

Applications for Admission are accepted throughout the school year. To be considered for admission, prospective families must submit an electronic application through TADS at: <https://mytads.com/a/ourladystaroftheseasolomonsmd>. A \$150 application fee is due with the application; this reserves space for your child and is non-refundable, unless space is not available in the requested class.

### **ADMISSION PRIORITY**

In order of priority, Our Lady Star of the Sea School will accept children:

- 1) Whose parents are active, contributing parishioners of Our Lady Star of the Sea or St. John Vianney parish.
- 2) Whose siblings are presently students at Our Lady Star of the Sea School.
- 3) Whose parents are contributing members of another parish.
- 4) Whose parents are Catholic but do not contribute to any parish.
- 5) Whose parents belong to another religious denomination.

## **ADMISSIONS POLICIES**

Children entering PK4 must be four years of age on or before September 1<sup>st</sup> of the enrollment year, in compliance with the Catholic Schools Office and Calvert County Public Schools policy.

Children entering Kindergarten must be five years of age on or before September 1<sup>st</sup> of the enrollment year.

Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test administered by an authorized evaluator. The Early Prevention of School Failure assessment will be administered to all incoming kindergarten students.

All new students entering Our Lady Star of the Sea School must sign an "Authorization for Release of Information" form so that OLSS can request school records from their previous school(s).

## **ACCEPTANCE**

Parents/Guardians will receive notification of acceptance to OLSS School shortly after submitting an Application for Admission in the TADS system.

New students at Our Lady Star of the Sea School are subject to a 90-day probation period to determine if both the student and the school benefit from the student's placement at the school. During this period, students will be evaluated for attendance, behavior, completion of assignments, adherence to school rules, and cooperation with teachers and staff. If any procedures or policies are not followed, the student will be removed from the school during, or at the conclusion of the 90-day period. At the end of the probation period, a conference will be scheduled between the parents, student, teacher, and principal and a final decision will be made.

## **ENROLLMENT**

Once a child has been accepted by the school in the TADS system, the parent/guardian must complete the online enrollment process in TADS in a timely manner. The following items are required:

- 1) Immunization Policy Acknowledgement/Health Assessment, completed & signed by a physician
- 2) Copy of Birth Certificate
- 3) Copy of Baptismal Certificate (for Catholic students; required to receive Catholic tuition rate)
- 4) Copy of school records and report cards if your child is currently enrolled in another school.
- 5) Copy of custody order, or other court orders (if applicable)
- 6) Current report card, including comments, and the two previous years' report cards if transferring from another school
- 7) Current standardized test scores plus the two previous years' scores, if available.
- 8) Completion of the Tuition Agreement in TADS

## **CUSTODY ARRANGEMENTS**

Parents/guardians who are or become divorced, separated, unmarried, or who have other special circumstances regarding the custody of their children must provide the school with a court order or decree of custody for the student's file. This information and documentation must be provided and updated upon applying for admission, re-registration, and whenever a custody arrangement changes. The Transportation Permission Form must also be updated as needed to reflect all current custody arrangements.

Any specific instructions regarding the release of the child to a parent must be written, signed, and kept in the student's file. Any special requests for school staff to release a child to someone other than the persons indicated in the specific instructions must be written and signed by the custodial parents/guardians of record.

## **RE-REGISTRATION**

In order to get a firm commitment from parents of students already attending OLSS, each family must pay a \$150 nonrefundable re-registration fee each Spring for the following school year. Re-Registration is processed through TADS. After the posted deadline for re-registration has passed, students who have not re-registered will be considered lapsed and their application will be included among the entire pool of applicants for the following year.

The principal may determine that re-registration of a particular student is not in the best interest of the child, or of the school. Such determination will be communicated to the family in writing. Some reasons for refusal of re- registration include, but are not limited to:

- 1) Failure to pay tuition, student fees, or other school-related expense;
- 2) Behavior by a student, parent or guardian that reflects consistent lack of respect for the school, school authorities, policies, procedures, or the faith community teaching and mission of the Roman Catholic Church;
- 3) Failure of a student, parent or guardian to act in ways that promote the best interests of the church and school;
- 4) Refusal of a parent or guardian to collaborate with the school on recommendations made in the best interest of the student, such as diagnostic testing, referral to counseling services, behavioral assessments, and/or other educational recommendations necessary to the student's academic success; or
- 5) Unwillingness of a parent or guardian to grant the school access to confidential information/access necessary for the education of the child. Examples include: information available from existing evaluations or permission to speak to the child's pediatrician, therapist or counselor.

## **FINANCIAL POLICY**

### **TUITION PAYMENTS**

OLSS School is firmly committed to providing an opportunity for a Catholic education with tuition costs that are reasonable for most families.

In order to receive the Catholic Active Parishioner Grant, the student must be part of a practicing Catholic family and complete the Catholic Active Parishioner Grant Application. Families who are not active parishioners of a Catholic parish or are non-Catholic will be charged the full tuition rate but may apply for Tuition Assistance.

All families shall be expected to make tuition payments according to one of the school's available payment plans. Each family's preferred manner of payment must be submitted each year at the time of student enrollment.

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

Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be in attendance according to a formula established by the pastor, principal, and tuition bookkeeper.

### **LATE PAYMENTS**

It is the responsibility of each parent/guardian to keep the 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.

## **OVERDUE ACCOUNTS**

Tuition payments received more than 30 days late will be assessed at a 10% late fee. Overdue accounts will be handled as follows:

30 Days Late: All monies 30 days past due will be charged a 10% late fee.

60 Days Late: Families overdue more than 60 days will receive a formal statement and a letter from the principal requesting payment and/or explanation of extenuating circumstances.

90 Days Late: Families overdue more than 90 days must meet with the Principal, and/or Pastor to explain any extenuating circumstances.

120 Days Late: Families with accounts overdue more than 120 days will not be allowed to return to OLSS School the following year unless arrangements are made with the Principal or Pastor.

In the event that it becomes necessary for OLSS to institute legal proceedings to collect tuition, the parents/guardians, will be responsible for any and all legal/attorney fees.

A fee of \$25 will be charged for all returned checks.

## **VOLUNTEER SERVICE PAYMENT**

Each family must meet a volunteer service payment of 20 volunteer service hours (10 hours for part-time PK students) per school year. Volunteer opportunities are posted on the school website throughout the year and include helping in school, fundraising activities, etc.

Alternatively, parents/guardians may choose to make a cash payment for volunteer service hours to the school.

The volunteer service payment is a financial obligation. Families that have not completed the volunteer service payment by the last month of school will be billed for their unfulfilled hours at a rate of \$25/hour with the last direct payment of the school year.

## **ATTENDANCE**

### **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, the 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 principal
- 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
- 7) Other absence(s) approved in advance by the principal upon the written request of a parent or

guardian. Sufficient notice should be given to the school 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.

Time in school is essential 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). 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/parent. In the event of an extended illness, individual learning plans will be developed for students.

Students are expected to be in school every day that school is in session; however, any student who has signs of fever, sore throat, headache, etc., should not be sent to school. Illnesses for 3 or more days **require** a physician's note. A student with a rash is not to be sent to school unless a physician's statement indicating that the rash is not contagious is sent with the child.

If a student is absent from school, parents should inform the school by phone between 7:30 - 8:30am. Upon return to school, the student will have up to two school days to make up daily work assigned on each day absent. Long-range work or projects will be given an extension date at the teacher's discretion.

Habitual tardiness is a habit that needs to be discouraged. It disturbs classroom routine and robs students who are on time for class as well as the latecomer of valuable learning time. A student is considered late if he/she arrives after the 8:00am bell. A student arriving after 10:30am or leaving before 12:30pm will be marked ½ day absent.

Doctor/Dental appointments and family vacations should be after school hours or on days scheduled as school holidays. Family vacation during the school year is extremely disruptive to the student and teacher. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or during these times so as to eliminate the need to interrupt a child's learning process. If parents choose to remove students from school, the assignments missed must be made up upon return to school. Students miss an extended period of school days may be subject to retention.

**TRUANCY LAW:**

Under Maryland State law, a student is considered truant if they miss more than 8 school days in a quarter, 15 days in a semester, and/or 20 days in a school year.

**HEALTH**

**HEALTH REGULATIONS**

Maryland State Law requires children in ALL grades to provide proof of immunization against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, and Rubella. Every student must have an Immunization Record on file in the school office BEFORE the first day of school. Families who do not submit written proof of proper immunizations will not be admitted to school.

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

## **ILLNESS**

If a child is running a fever of 100°F, is nauseated or ill at home before school starts, **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.

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°F or above 100°F)
- Severe headache
- Head lice

In the event that a child becomes ill at school, the teacher will send the child to the office where the school Nurse or Med Tech will examine them and notify the parents. If the child is running a fever, the parent must come to the school in a reasonable amount of time (within one hour) ***\*\*Please See Covid Attachment\*\**** and transport the child home. In the case of accident or emergency the parent also must pick the child up in a reasonable amount of time, or the school will call 911 to have the child transported to the Emergency Room at Calvert Health Medical Center (formerly Calvert Memorial Hospital) in Prince Frederick.

## **COMMUNICABLE DISEASES**

Whenever a child has a communicable disease, the parents must notify the school office by phone call, email, or written notice, so that health records may be kept up to date. Following certain communicable diseases, a definite period of absence from school is required. Since cases vary greatly, it is recommended that a child see the family physician, who will determine if the child is ready to return to school.

For cases of strep infection, ringworm, impetigo, conjunctivitis (pinkeye) and other infectious conditions, a child must be on medication for 24-48 hours, and be symptom-free prior to returning to school. A child's temperature must be within normal range for at least 24 hours before returning to school. Children must be free from nausea, diarrhea and vomiting for 24 hours before returning to school. If a child is diagnosed with head lice, he/she must be completely lice- and nit-free before returning to school. The child will have their hair inspected before they are allowed to return to their classroom.

A note is required from the parent and doctor if a student is able to come to school but unable to participate in school activities such as Physical Education.

Any allergies to foods, insects, and medications must be included on children's Emergency Information form. If a child is allergic to bee stings, the parent must provide a bee sting kit to be kept in the school office. If a child has food allergies, parents must provide an EpiPen with completed medical form from their physician to the School Nurse.

## **ADMINISTRATION OF MEDICATION**

The Archdiocese of Washington, in compliance with the State of Maryland, mandates that schools must have proper documentation from a physician to administer ANY prescription or OVER THE COUNTER MEDICATION. In the event that ANY medication must be administered during the school day, the parent must complete a Student Medication Authorization before school personnel can comply with their request.

If a child must take medicine during the school day, parents must obtain a Student Medication Authorization form from the school office or school website. The form must be completed and signed by a physician and signed by the parents. This form must 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, INCLUDING THROAT LOZENGES, LIP BALM, OR COUGH DROPS. ALL MEDICATION MUST BE KEPT IN AND DISTRIBUTED THROUGH THE NURSE'S 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.

### **PERSONAL HYGIENE**

The health and safety of the students demands that unless a child has a documented disability that prevents him/her from being toilet trained by the age he or she is eligible to attend pre-kindergarten or kindergarten, all children who attend OLSS 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 toilet accident, staff members will contact the child's parent(s). If a student's accidents become a documented pattern, 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.

### **EMERGENCY CONTACT & MEDICAL INFORMATION 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 also be asked to provide contact information and dismissal directions in the event of an emergency school closing. Parents should have another local 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.

## **ACADEMICS**

### **CURRICULUM**

The curriculum at Our Lady Star of the Sea, guided by the teaching of the Catholic Church, will enable each student to reach his or her full potential. The curriculum is aligned to the standards of the Archdiocese of Washington. OLSS follows the curriculum guidelines formulated under the direction of the Catholic Schools Office of the Archdiocese of Washington. This includes the curriculum guidelines on religious education, each subject area, human sexuality, and environmental education. Formal and informal instruction is provided to help each student grow in knowledge, skills, personal and social traits, and service to the Church and community. Each child enrolled in Our Lady Star of the Sea School will participate in regular religion classes, weekly liturgy, and paraliturgical celebrations that commemorate the seasons of the Church year.

### **HOMEWORK**

The purpose of homework is:

- 1) To reinforce learning that has taken place in school.
- 2) To foster habits of independent study.
- 3) To relate school learning to out-of-school experiences.
- 4) To foster unity between home and school.



Generally, students will have homework each weeknight. There will be occasions when students do not have written assignments, but they are expected to study or practice each school night. It is highly recommended that parents check homework each evening. For the average student, the following time allotment should be expected:

- Grade 1: approximately 10 minutes
- Grade 2: approximately 20 minutes
- Grade 3: approximately 30 minutes
- Grade 4: approximately 40 minutes
- Grade 5: approximately 50 minutes
- Grade 6: approximately 1 hour
- Grade 7: approximately 1 hour 30 minutes
- Grade 8: approximately 2 hours

In case of absence, students will have up to two days to make up class work and homework assigned on each day absent. Missed tests will be administered upon consultation with the teacher. If family vacations are taken during scheduled school days, the student will be responsible for making up missed work upon return. Homework and schoolwork will not be provided by the classroom teacher during the vacation. Student assignments that are turned in after the deadline may be marked down as late assignments.

### **PROMOTION/RETENTION**

A student will be promoted to the next grade when he/she has successfully completed the previous grade. A student may be retained in Grades K-3 if he/she has not mastered the skills necessary for success in the next grade. Retention in the primary grades is normally dependent upon the development of reading and language arts skills. If a child is to be retained, report cards and daily papers must consistently show marks, which indicate failure to progress. A conference with parents to advise them of the possibility of retention and to discuss possible remedial actions should be held no later than the end of the first semester. Follow up teacher-parent conferences to evaluate academic progress of the child must be held. The principal, after consultation with appropriate staff members and parents, will make the decision as to whether or not a pupil is retained. Students in grade 4 through 8 who do not maintain a 70% average for the year **MUST** successfully complete an approved summer school program in order to be considered for promotion to the following grade. If he/she does not maintain a 70% average in two or more classes, they face possible retention.

Additionally, students accruing excessive absences over the course of the school year that affect their academic growth may possibly be considered for retention. Under Maryland State law, a student is considered truant if they miss more than 8 school days in a quarter, 15 days in a semester, and/or 20 days in a school year.

### **REPORT OF ACADEMIC PROGRESS**

Report cards are distributed four times a year. Parent-Teacher conferences are held for all parents at the end of the 1st quarter. If a child experiences difficulty, a conference between the parent and teachers can be arranged at any time. This may be done by writing a note to the teacher or by calling the school office. Please do not call teachers' homes unless a teacher specifically requests it.

Kindergarten students receive two reports cards a year, at the end of each semester. Parent-Teacher conferences are held for parents of Kindergarten students at the end of the first quarter. At mid-quarter, each student in grades 1 – 3 will receive an interim progress report, which will give parents a report of student achievement to date. Parents of students in grades 4-8 can access this information in Plus Portals. The final report card will be mailed after the end of the school year.

**GRADING SYSTEMS**

<b><u>PK</u></b>	<b><u>Kindergarten</u></b>	<b><u>Grades 1-3</u></b>	<b><u>Grades 4-8</u></b>	<b><u>Specials Classes</u></b>
EE = Exceeds Expectations	+ Progressing	EE = Exceeds	A = 93% -	E =Excellent
ME=Meets Expectations	-- Needs more time	ME=Meets Expectations	B = 85% -	G=Good
	* See comments	AE= Approaching	C = 77% -	S=Satisfactory
		NE=Not Approaching	D = 70% -	I =Improvement Needed
		X=Not Graded	F = Below	U =Unsatisfactory
				EE = Exceeds
				ME=Meets Expectations
				AE= Approaching
				NE=Not Approaching
				X=Not Graded

**HONOR ROLL**

Students in Grades 4 - 8 are eligible for the Honor Roll. A student must have all A's to achieve first honors. To receive second honors, a student must have all A's and B's. Good or Excellent must be earned in special subjects to receive honors.

**LEVELED CLASSES**

Students in leveled Math or Reading classes must maintain a 90% average or above to remain in those classes. At the beginning of the school year, students will be evaluated using a Scantron evaluation to determine their readiness in reading/math for an accelerated program.

**EXTRACURRICULAR ELIGIBILITY**

Students in grades 4–8 who are otherwise eligible to participate in extracurricular activities (e.g., student council, basketball, robotics, and vex) must maintain at least a ‘C’ in each academic subject and an ‘S’ in each special subject (i.e., Spanish, Music, PE, Art, Computer, and Library) to remain academically eligible. In addition, receiving a ‘comment code’ number of 21, 22, or 23 in three or more areas will render the student academically ineligible. Academic eligibility will be determined at interim and quarterly marking periods.

**TESTING**

The testing program is designed to provide information concerning each child for the purpose of planning for his/her total education and development. In accordance with the Archdiocesan Office of Education’s regulation on testing, the Scantron Program is administered online to students Kindergarten through 8th grade. This testing program will be used to determine a baseline of skill levels at the beginning of the year and progress made by students at mid-year and end of the school year. Students in grades 3–8 also take the Archdiocesan Faith Knowledge Assessment in the spring of each year.

A child’s scores on standardized tests will be shared with the parent and will also be filed in student’s cumulative folder. No individual or agency outside of the school system will be permitted to inspect a child’s school records without the written permission of the parent and in the presence of school personnel.

A high school placement test is given to the 8<sup>th</sup> grade students in November or early December.

## PROCEDURES

### ARRIVAL & DISMISSAL

Regular school hours are Monday-Friday, 8:00am – 3:00pm. Before care (not currently available) opens daily at 6:45am and is available until 7:30am. All students are expected to be in their homerooms by 7:45am. After 8:00am, they are marked tardy. Students are dismissed at 3:00pm daily.

### TRANSPORTATION

Parents should notify the school in writing if someone other than the usual driver is picking up the student. A parent may not transport a child, other than his/her own, unless written or verbal permission (in person or by phone to the School Office) is available from the other parent.

Students who are usually bus riders will ride the bus unless a note, email, or phone call from a parent states otherwise. If someone other than the parent picks up a regular bus rider, the parent needs to state who will be transporting the student.

Parents who pick up their children in the afternoon carline do so only in the parking lot behind the school. The parking area between the convent and rectory, Sedwick Street, and the gravel lot are off-limits to parents of OLSS children. The former is reserved for Our Lady Star of the Sea parishioners who have appointments at the rectory, and the latter is for teacher parking. **Students are not to be dropped off or met in any area other than the main parking lot.** At the end of the school day, students who are car riders become the responsibility of their parents; consequently, it is imperative that children be met promptly. After dismissal, teachers are not responsible for students. Parents picking up children late, who have not called the school, are to come into the school to meet and sign out their child(ren).

Habitual late pick-ups after afternoon dismissal may result in financial consequences.

Students leaving before the end of the school day, must present a handwritten note (not an e-mail) to that effect to the homeroom teacher.

Parents, visitors, and regular volunteers coming into school must report to the office, sign in, and receive a volunteer/visitor nametag.

### EMERGENCY SCHOOL CLOSINGS

Our Lady Star of the Sea follows the same procedures as Calvert County Public Schools in inclement weather. In the event that OLSS must deviate from the above policy, announcements will be made through the Rediker mass notification system, an emergency communication program (phone, text, and e-mail) set up by the Archdiocese of Washington.

### FIELD TRIPS

In the event that a teacher arranges an educational field trip for students, parents must sign the Archdiocesan Field Trip Permission Form and pay the specified cost. No child may participate without the proper signed consent form. The school will exercise care in planning and following safety procedures for such trips.

Such trips are considered part of the educational program, and every student is expected to participate. A student who does not participate in a field trip will be marked absent if s/he does not attend school on the day of the field trip.

The school has the right to refuse to take a child on a field trip if the child fails to meet academic or behavioral requirements.

On all field trips, the students must travel with the class to and from the destination. Siblings are not allowed to attend school-sponsored field trips.

## **LUNCH & RECESS**

All children in OLSS will have two regular breaks; one in the morning when a small, healthy snack may be eaten and one longer recess before or after the lunch period. Outdoor recess is a time of exercise and play for the children.

All children should bring a morning snack, lunch, and drink. Glass-bottled drinks and sodas are not permitted.

Hot lunch is served each day at a cost of \$4 per meal, or students may bring their lunch from home.

During lunch time students are required to:

- Sit at the table while eating.
- Talk quietly with the people at their table.
- Clean up any spills, pick up any paper, and put all trash in proper bins.
- Stay at the table until dismissed by the lunch monitor.

## **ACADEMIC RECORDS**

A parent/guardian may request to review/inspect information in their child's permanent and temporary records within a reasonable amount of time (never more than 45 days after the request is made). Parents of students transferring to other schools must notify Our Lady Star of the Sea School in writing and must sign an official release form before records are forwarded to the receiving school. The transfer of any student's records shall be contingent upon fulfillment of all financial obligations.

OLSS abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, OLSS will provide a non-custodial parent with access to the academic records and other school-related information regarding the child.

## **SCHOOL SUPPLIES**

Students are expected to have the necessary school supplies for every day. A list of required supplies is provided to parents before the start of the school year.

## **EVENT INVITATIONS & GIFTS**

If your child is planning a party outside of school, invitations may only be given out at school if every child in the class is invited (or all the boys / all the girls.) Please follow rules of common courtesy during school to prevent hurt feelings.

If a student wishes to share holiday or birthday gifts with other students, gifts should be exchanged outside of school, unless all students in the class are included.

## COMMUNICATION

The primary method of communication from the school is by Rediker School Notification System emails. Every Wednesday, an email message will be sent to all families with the weekly newsletter from the principal, and additional school-related information. Any hard copy items, including quarterly progress, report cards, and field trip forms will be given to students by their teacher to bring home.

Communication between teachers and parents is highly valued at OLSS. Parents are encouraged to contact teachers if there is a problem or concern. The options for communication are:

- Call the school office to make an appointment or to contact a teacher. The teacher will return the phone call as soon as possible.
- Send a note for the teacher in with your child, or to the school office
- Email the teacher via their OLSS email address only for questions regarding homework, assignments, etc. Do not email the teacher through their personal email address or any social networks such as Facebook.

While OLSS is a Christian community, disagreements may occur. Parents are asked to pursue the appropriate channels of communication with teachers or the principal, and not to post any inappropriate, defamatory messages about the school or staff on social media outlets such as Facebook and Instagram.

It is the policy of the Catholic Schools Office not to entertain any local concern until the proper channels on the local level have been followed.

Teachers will usually contact parents by telephone or by a note sent in a sealed envelope. Teachers in the Upper School (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>) will communicate to parents/guardians specific middle school policies regarding late assignments and disciplinary procedures. This will normally be done on Back to School Night.

## DISCIPLINE

While the school strives to provide an atmosphere that is pleasant for students, it must also be sufficiently structured to provide an environment in which learning can take place. Discipline in a Catholic school is an important part of moral guidance. Students are subject to the school's disciplinary code whether their inappropriate behavior occurs on or off school property, or over any communicative forums, including but not limited to, internet, intranet, cell phones of any kind, or other electronic devices or media.

The purpose of discipline is:

- 1) To promote moral, spiritual, and physical development.
- 2) To develop self-discipline.
- 3) To develop respect for one's self and others.

Students shall comply with the rules of the school and submit to the authority of teachers and others in authority over them. It is the student's responsibility to:

- 1) Conduct him/herself as a Christian young person at all times.
- 2) Have respect for the person and property of teachers, all adults, and fellow students at all times.
- 3) Use proper and courteous language at all times.
- 4) Wear the school uniform properly at all times and for all classes (Refer to the Dress Code).
- 5) Be prepared for each class by having the necessary supplies and assignments.
- 6) Leave the building only at specified times, and enter rooms only with the permission of the teacher and in the presence of school personnel.

Students must abide by this code of conduct. They are expected to be respectful in their interactions with others. Some examples of unacceptable behavior are:

- Deliberately disrupting a teacher's class or the general quiet of the school
- Speaking disrespectfully to any teacher, adult, or student

- Behaving in a disrespectful manner in church
- Cheating on tests or school assignments, or any other dishonest behavior
- Using profanity or derogatory language, and/or making obscene gestures
- Fighting, harassing, or bullying another student, i.e. any actions that result in deliberate, hurtful acts or statements that physically or emotionally hurt, frighten or threaten another student
- Throwing rocks, sticks, snowballs or anything that might injure another student

Students must show proper respect for all school property, and will be held responsible for any damage to school property. School property includes books, the building, instructional equipment, educational and sports equipment, and the school grounds.

Students are required to have book bags in order to protect school property. Hardback textbooks will have covers on them at all times.

Students are not allowed to chew gum on school/church property.

Students must not have cigarettes, or other tobacco products, alcoholic beverages, drugs, fireworks, or weapons on school property. \*

Students are never permitted to run inside the building.

Students are to maintain quiet during class changes and snack break, out of consideration for business being conducted in the office and for other classes that are in session.

In the event of a fire drill, students are not to talk or push.

Students may not enter the building during recess or after dismissal without permission from a teacher/staff member. Students may not leave school property without permission.

Students may not be absent from school without the knowledge of parents.

Students who bring their cell phone to school must turn it into the school office in the morning and may pick it up at the end of the day. Students who would like to bring electronic devices to school for reasons such as a long bus ride, must first receive permission from the principal and must keep the item in their backpack during the school day.

Students are required to follow all uniform and non-uniform regulations.

ALL infractions of the Discipline Policy will be reported to the Principal, who will then discuss the matter with the child's parents. The Principal, in consultation with the pastor and/or teachers, reserves the right to determine whether an incident constitutes a serious infraction. Parents will be notified as soon as possible in cases of significant disciplinary situations that involve their child/ren.

**\*The school principal (by state law) reserves the right to inspect desks and bags of any type brought onto the school premises. All contraband items will be seized and appropriate measures will be taken.**

## **HARASSEMENT**

Our Lady Star of the Sea School is committed to providing a physically safe and emotionally secure learning environment that is free from harassment or bullying in any form, including cyberbullying. Harassment or bullying, verbal or written, of any student by any other student, lay employee, volunteer, religious or clergy is prohibited. All reports of harassment or bullying will be treated seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

## **THREATS**

In the event of any actual or perceived threat of violence or other inappropriate illegal behavior, Our Lady Star of the Sea 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.

## **SUSPENSION**

In cases of serious violation of school rules and regulations, when all other normal disciplinary procedures have been followed, it may be necessary to consider temporary in-school or out-of-school suspension. As soon as it becomes evident that the suspension of a particular student is appropriate, the student's parents/guardians will be notified and asked to confer with the proper school authorities about the matter. In all cases, written records of each suspension will be kept on file for the duration of the student's enrollment in the school. The following procedures will be followed:

- 1) The student and parents/guardian will be given oral and written notices of the charges against him/her.
- 2) The student and parents/guardian will be given an explanation of the evidence.
- 3) The student will be given an opportunity to present his/her side of the story.

## **EXPULSION**

If it is determined that a student's interests would be better served in another environment, or that the individual's behavior poses a significant threat to him/herself or a threat to others, a student may be expelled.

## **PROCEDURES AND REGULATIONS GOVERNING EXPULSIONS**

The administrator of the school must contact the Catholic Schools Office before any action regarding expulsion takes place. Under ordinary circumstances, the student will have been suspended at least once during that school year.

The principal is the final recourse in all disciplinary situations.

## **TECHNOLOGY AND INTERNET USAGE**

### **ACCEPTABLE USE OF TECHNOLOGY AND INTERNET BY STUDENTS IN CATHOLIC SCHOOLS:**

Students shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, communication devices, cell phone, email, social networking sites, calculators, DVD players, and cameras (Technology Equipment) with care and respect, whether at school, at home, or elsewhere. Students shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. Students shall not use Technology Equipment in a manner that violates any local, state, or federal laws. Students shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware. Students shall not use Technology Equipment in any way to engage in cyber bullying behavior. Any student use of cell phones and mobile devices during school hours is prohibited, with the exception of medical emergencies.

When using the school's Technology Equipment, all students:

- shall not reconfigure any school hardware, software, or network settings;
- shall print, download, or otherwise transfer only that information approved by the teacher or supervisor;
- shall obtain the permission of a teacher or supervisor before loading a file or disk onto a school computer;
- shall not use any school Technology Equipment to create, store transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content;
- shall not plagiarize works on the internet;
- shall not load any software onto school computers without first obtaining the teacher's permission;

- shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher;
- shall not surf the Internet or visit Facebook or any other social networking websites while at school;
- shall not log-on to the Internet without permission from a teacher or supervising staff member;
- shall not give out, post, or otherwise distribute personal information such as photographs, home address, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school
- Each student's parent must review the "Technology & Internet Usage Agreement" with the students and either sign a hard copy, or acknowledge agreement to the policy in the TADS system during Admissions or Re-registration.

### **BLOGS:**

Engagement in online blogs such as, but not limited to, Facebook, Instagram, etc. will result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

### **CELL PHONES**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she must bring the cell phone to the school office upon arrival in the morning and turn the cell phone off for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's desk or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

### **SEXTING**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

### **TEXTING**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

### **VIRTUAL REALITY SITES**

Virtual Reality Sites such as, but not limited to, There.com secondlife.com, pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

### **ARCHDIOCESAN CATHOLIC SCHOOL COUNSELING SERVICES**

In the event of an emergency or crisis, the Archdiocese of Washington may send a school counseling professional to Our Lady Star of the Sea 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.

### **PREVENTION PROGRAMMING**

As a Catholic School, Our Lady Star of the Sea believes and teaches that each of us is called to love our neighbor and to treat them with respect. Our Lady Star of the Sea 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, cyber bullying. Bullying, harassment, and intimidation of any member of the school community are prohibited. All reports of bullying, harassment, and intimidation will be treated



seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

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

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

- 1) Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or
- 2) places an individual in reasonable fear of harm to the individual's person or property; and 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.

### **EXTRACURRICULAR ACTIVITIES**

A student will be barred from participation in extracurricular activities for serious violations of school rules. This action will be taken at the discretion of the principal. Aftercare, bus transportation, and field trips are all extensions of the school day and all rules apply.

## **DRESS CODE**

### **PRE-K & KINDERGARTEN**

**Summer Uniform:** OLSS PE t-shirt and \*OLSS PE shorts

**Winter Uniform:** OLSS PE t-shirt, sweatshirt and \*OLSS sweatpants

\* If the smallest size OLSS shorts and sweatpants are too big for PK and K students, they may wear solid navy shorts or sweatpants.

**Footwear:** White or navy socks with sneakers (any color)

### **GIRLS IN GRADES 1-8:**

**Tops:** Short-sleeve or long-sleeve navy polo

**Bottoms:** Khaki shorts, khaki pants, khaki skirt/skort, plaid jumper (grades 1-5), plaid skirt (grades 6-8)

**Belt:** Navy, brown, or black belt must be worn with shorts & pants

**Socks:** White or navy knee-high socks or tights with skirts & jumpers, white or navy fold-over socks with short or pants. Leggings are not allowed under skirts and jumpers.

**Footwear:** Grades 1-5: All-white or all-black sneakers OR brown boat shoes

Grades 6-8: All-brown boat shoes daily, and all white or all black sneakers with PE uniform

#### Dress code regulations for additional top items:

- Sweaters: a navy crewneck or cardigan may be worn over uniform
- Sweatshirts: only an OLSS sweatshirt may be worn over the uniform
- OLSS basketball sweatshirts may be worn by members of the team during the regular basketball season
- Sweatshirt sleeve length must be at the wrist
- Shirts must be long enough to be tucked in
- White t-shirts or tanks may be worn under shirts and blouses

#### Dress code regulations for bottoms:

- Shorts, skirts, and skorts must be no more than two inches above the knee
- Shorts may be worn only in the Aug, Sep, May, & June, unless otherwise stated by the Principal
- Girls are advised to wear bike shorts under their skirts
- Logos on socks or tights are not permitted

**Additional Regulations for Girls in All Grades:**

**Jewelry:**

- A simple chain necklace with a cross or religious medal may be worn
- Watches may be worn
- Girls may wear only ONE STUD earring per ear
- Dangling earrings MAY NOT be worn

**Other:**

- Makeup, nail polish, artificial nails, and hair dye (including highlighting, streaking, & hair extensions) are not permitted.

**BOYS IN GRADES 1-8:**

**Tops:** Short-sleeve or long-sleeve navy polo

**Bottoms:** Khaki shorts or khaki pants

**Belt:** Navy, brown, or black belt must be worn with shorts & pants

**Socks:** White or navy crew socks

**Footwear:** Grades 1-5: All-white or all-black sneakers OR brown boat shoes

Grades 6-8: All-brown boat shoes daily, and all white or all black sneakers with PE uniform

**Dress code regulations for additional top items:**

- Sweaters: a navy blue crewneck or cardigan may be worn over uniform
- Sweatshirts: only an OLSS sweatshirt may be worn over uniform
- OLSS basketball sweatshirts may be worn by members of the team during the regular basketball season
- Sweatshirt sleeve length must be at the wrist
- Shirts must be long enough to be tucked in
- White t-shirts or tanks may be worn under shirts

**Dress code regulations for bottoms:**

- Shorts must be knee-length
- Shorts may be worn only in the Aug, Sep, May, & June, unless otherwise stated by the Principal

**Jewelry:**

- A simple (not thick) chain necklace with a cross or religious medal may be worn.
- Watches may be worn

**Additional Regulations for Boys in All Grades:**

- Boys' hair must be trimmed above the eyebrows and cut to a length above the collar. No mohawk haircuts or shaved designs are permitted.
- Earrings and bleached hair or unnatural hair dye (including highlights & streaking) are not permitted

**PHYSICAL EDUCATION (GYM CLASS) ATTIRE FOR ALL STUDENTS:**

**Tops:** OLSS T-shirt and/or OLSS sweatshirt

**Bottoms:** OLSS shorts or OLSS sweatpants

**Footwear:** White or navy socks with all-white or all-black sneakers

**BIRTHDAY/ TAG DAY DRESS CODE**

On students' birthdays (or half-birthdays) and designated Tag Days, students may wear appropriate non-uniform clothing reflecting the Tag Day theme or colors. Clothing must be modest and appropriate. T-shirts must be in good taste and must not display inappropriate symbols or sayings. Tank tops, halter tops,

“spaghetti strap” tops, and crop tops are not permitted. Tops must be long enough to tuck in easily and cover the shoulders. Cleavage must not be visible at any time. Policies for jewelry and make-up remain the same on non-uniform days.

Jeans or pants must be neat, fit properly, and may not be tight or have rips or holes in them. Leggings, skinny jeans, and pajama bottoms are **not** allowed. Leggings may **only** be worn under dresses or knee-length skirts.

Dresses and skirts must be approximately knee length and may not be tight-fitting. If shorts are worn on Tag Days in Aug, Sep, May, or Jun, they must be no more than two inches above the knee. All pants, shorts, or skirts cannot ride low on the hips, they must fit properly on the student’s waist. Underwear must be covered by clothing at all times and shirts should not be see-through. Open-toed shoes and flip flops are not allowed.

**DRESS CODE INFRACTIONS:**

When a child arrives at school in shoes or clothing other than that outlined in this handbook, a parent/guardian will be notified of the infraction by a phone call from the School Office. A student in violation of the uniform or non-uniform regulations may be required to remain in the office until he/she has the necessary clothing to dress appropriately. Disciplinary action may result. The Principal has final recourse as to whether or not clothing is appropriate.

**TRANSPORTATION**

**By Car:**

Parents who transport their children by car are asked to follow the traffic pattern established by the school.

**Morning:**

- Cars enter the parking lot from the entrance on Alexander Lane.
- After the children are dropped off, cars leave by the exit by the Parish Church and down Alexander Lane.
- DO NOT PASS CARS THAT ARE UNLOADING CHILDREN AT ANY TIME.

**Afternoon:**

- Cars will enter by the Parish Church entrance, and depart through the school entrance/exit in two lines; one going to Alexander Lane, the other going to Calvert St.

**By Bus:**

- Students walk to the bus quietly, led by the assigned teacher
- The safety of the children is of primary importance; therefore, good conduct on the bus is imperative. The driver is in charge of the bus and assumes responsibility for the behavior and safety of the students. Driver rules are to be followed!
- Classroom conduct is expected on the bus at all times
- The use of tobacco is prohibited
- Students and/or parents must pay for replacing damaged areas or items on the bus that a student/s has vandalized
- No object may be discarded from the windows of the bus at any time. MD State Law imposes a fine for this offense.

## STUDENT COUNCIL

The Student Council of Our Lady Star of the Sea consists of four elected officers, (President, Vice President, Secretary, and Treasurer), five elected homeroom representatives (Grades 4-8), five appointed homeroom representatives (Grades PK-3), and appointed committee chairpersons. Students are elected as an officer or appointed as a representative or chairperson for a term of one year to serve their fellow students, the school, and the community in various ways. Student Council officers and appointed members are required to maintain a C average and display respectful behavior.

The purpose of Student Council is:

- To promote good citizenship
- To encourage students to respect justice and peace
- To prepare students to serve their community with Christian values
- To advance the welfare of the school and its members
- To arouse school spirit
- To demonstrate the application of democracy
- To help students become respected citizens and active members of the faith community

## NATIONAL JUNIOR HONOR SOCIETY

Students in Middle School are eligible to apply for the National Junior Honor Society (NJHS) in the fall of each year. An induction will be held in the spring.

There are five criteria for selection for the NJHS that form the foundation on which the organization and its activities are built:

- 1) Scholarship: Students must have a cumulative middle school grade point average of 3.0.
- 2) Service: Service is a volunteer contribution of time, energy, and talent made by a student to their school, church, or community without receiving payment or expecting recognition.
- 3) Leadership: Student leaders are resourceful, organized, dependable, and enthusiastic role models, who are willing to give their time and energy to guide, work with others, and teach others.
- 4) Character: A student of good character demonstrates morality, honesty, and respect in all situations. He or she always follows courtesy, concern, and thoughtfulness towards others.
- 5) Citizenship: A student demonstrates good citizenship by willingness to be involved in community organizations and school clubs and looking for ways to contribute to the good of all.

## CHILD PROTECTION POLICIES

### VIRTUS CHILD PROTECTION PROGRAM

The Archdiocese of Washington has implemented a Child Protection Policy for the safety of the children in our diocesan schools and parish ministries. As part of the policy, ADW mandates that anyone who wishes to volunteer in any way that involves contact with the children (coaching, chaperoning field trips, classroom and cafeteria helpers, etc.) must complete the Virtus process. This involves:

- 1) Setting up an account on the Virtus website,
- 2) Completing and submitting a "Volunteer Application" form,
- 3) Attending a training session on the Child Protection Policy and submitting the acknowledgement form from the back of the book,
- 4) Having electronic fingerprinting done through an Archdiocese of Washington approved service.

By law, any instance of known or suspected child abuse must be reported to civil and Archdiocesan authorities.

**SUSPECTED CHILD ABUSE/NEGLECT:**

The Code of the State of Maryland requires any childcare worker or teacher to report a suspected case of child abuse or neglect to the local social service agency. This is required even if there is no proof of abuse. The law specifically provides that any person participating in good faith in the making of a report of suspected child abuse shall be immune from liability, civil or criminal, which might be incurred with respect to the making of such a report.

<b>PARENT SERVICES</b>
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**PARENT/GUARDIAN COOPERATION**

Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Our Lady Star of the Sea 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 OLSS 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 Our Lady Star of the Sea School. Parents/ Guardians shall cooperate fully with the school and the students; shall participate in all required 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 Our Lady Star of the Sea School.

**HOME & SCHOOL ASSOCIATION (HSA)**

This is an organization of the parents and teachers of the children enrolled in Our Lady Star of the Sea School. Meetings are held at least four times a year. Every family with children enrolled in the school MUST be represented at these meetings.

The objectives of the Home School Association include the following:

- To encourage parents and teachers to cooperate in fulfilling their responsibilities.
- To promote a clear understanding of the educational responsibilities of parents and teachers.
- To provide a base from which all the needs of the school and students are accomplished.

**FUNDRAISING**

Archdiocese of Washington policy states that all door-to-door sales of goods by elementary school students for fundraising purposes is prohibited for safety reasons.

**SCHOOL ADVISORY BOARD**

The School Advisory Board provides advice and assistance to the OLSS administrative team (Principal and Pastor). The board is composed of 11 members including the ex-officio members, and will meet once a quarter or as necessary. The functions of the board include the following:

- Planning, including goal setting in conjunction with AdvancEd Team.
- Formulation of school policy
- Finances
- Public Relations/Marketing

Selection of board members is as follows;

- Candidates shall be nominated by the board to the administrative team
- From the list of candidates, the administrative team selects members to fill the vacancies left by members rotating off the board

## **VOLUNTEERING**

The faculty and staff are very grateful to all who so generously contribute their time and talents to assist as volunteers. According to Archdiocese of Washington policy, all volunteers must complete all required steps of the VIRTUS Child Protection Program before beginning serving the school as a volunteer.

It is expected that all parents/guardians volunteer in some way to assist our school. Besides helping during the school day, parents/guardians may help with various fundraisers, help in school custodial work, or work at home for various needs. If a parent is contacted for any of the above, the school would certainly appreciate a sincere effort to assist because these projects benefit the students and maintain the health and vitality of the school.

### **VOLUNTEER DRESS CODE**

As adults representing Our Lady Star of the Sea School, and as models to our students, all volunteers working in the school are expected to dress in accordance with our students' dress code. Men may wear pants/jeans and a collared shirt or crew neck T-shirt with appropriate footwear. Women may wear a modest skirt or pants/jeans with a collared shirt/blouse or crew neck T-shirt and appropriate footwear. Skirts, skorts, and shorts must be no less than two inches above the knee. Cleavage must not be visible at any time.

### **RIGHT TO AMEND**

*Our Lady Star of the Sea School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via Weekly Newsletter or through e-mail communication.*

*Parent Signature Page*

I have read the 2021/2022 Student Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

SIGNED FORM DUE TO MRS. THOMPSON BY September 2, 2021



Our Lady Star of the Sea School  
PO Box 560, 90 Alexander Lane  
Solomons, MD 20688  
Phone (410) 326-3171  
Pastor: Father Ken Gill  
Principal: Mrs. Jennifer Thompson

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August 19, 2021

Dear OLSS Families,

We have been working with the Archdiocese of Washington Catholic Schools Office as we prepare to open for in-school learning for the 2021-2022 school year. Our students' and staff's health and safety are our top priority. We believe that our success of keeping the spread of the coronavirus at a minimum has been the result of our adherence to protocols. In compliance with CDC guidelines, Maryland State regulations, and the Archdiocese of Washington's recommendations which were updated today, the following health and safety protocols will be in effect when we open next week:

**FACE MASKS:**

We understand that many parents would like to see the end of the face mask requirement. We continue to monitor this situation closely and will continue to study any further guidance that becomes available. We also continue to monitor the impact of legal restrictions imposed by local jurisdictions. It is our goal to get things back to normal as soon as possible and at the same time, keep our children and staff safe. In alignment with CDC recommendations, our current policy is that all teachers, staff, and students must wear masks in the school buildings.

- All teachers, staff, and students must put face masks on as soon as they step out of their vehicle in the morning, regardless of vaccination status.
- Students will not have to wear face masks for more than 1½ hours without a break.
- Students must always have one extra face mask at the school.

This does not mean we will not adjust that requirement in the future, as we continue to monitor and review local and national data, the guidance of experts and health authorities, and local legal restrictions. We ask for your patience as we continue to monitor and update these protocols.

**TEMPERATURE CHECKS**

- All students in Grades K-8 arriving at school in the morning carline must have their temperature taken by a staff member with a contactless thermometer before exiting their vehicle.
- If a child has a temperature higher than 100.4°F, they will not be allowed into the school and must be immediately taken home by their parent/guardian.
- If a child is exhibiting COVID-19 symptoms, they may not be allowed into the school and may possibly need to be taken home by their parent/guardian.
- OLSS staff members will be required to ask parents daily in the morning carline the required COVID questions.
- Before Care, After Care, and PK are regulated by the Maryland State Dept. of Education and have specific guidelines that must be followed.
- Before Care and PK students' temperatures need to be taken by the parent/guardian bringing them to school, with a thermometer brought from their home, in front of the teacher, before they may enter the building.
- Aftercare students will have their temperatures taken before the program begins at dismissal.
- Students who arrive at school on the VVS Charter school bus will have their temperatures taken upon arrival at OLSS.



- OLSS staff will have their temperature checked upon arrival.

### **3) CLASSROOMS**

- Teachers and students will practice social distancing in the classrooms.
- Student desks will be at least three feet apart.
- Classroom windows will be left open for air circulation whenever possible.
- All classrooms are equipped with air purifiers.

### **4) OUTDOOR TIME**

- Students will spend more time outdoors for instruction and recess breaks.
- Outdoor classrooms will be set up on the Providence Room patio and in tented areas.
- Students will have snack breaks and lunch outdoors whenever possible.

### **5) AFTERNOON CAR LINE DISMISSAL:**

- Students will be dismissed in small groups (12 vehicles is one group) to the afternoon carline.
- This is a time-consuming process that we must adhere to in order to keep the children socially distanced. We appreciate your patience.

### **6) PARENTS & VISITORS:**

- No parents or visitors will be allowed in the school buildings during school hours.
- If an emergency situation arises where a parent must enter the building, they will be met at the main door by an OLSS staff member and have their temperature taken.
- The School Secretary must be notified in advance if a child must be picked up early from school. The parent will be met at the door by a staff member with their child to be signed out.

### **7) CATHOLIC IDENTITY/MASS ATTENDANCE**

- Children's Masses will be held in the Parish Church at 9am on Wednesdays. Grades 1-8 will attend Mass, and PK and Kindergarten will view the live Mass from their classrooms.
- The Principal and 8th grade students will continue to lead Morning Prayer and students will watch virtually from their classrooms. Students will continue to add to their Prayer Journals throughout the year.
- Student Council and the National Junior Honor Society will continue to meet safely distanced and will continue to sponsor various charity and outreach events throughout the year.

### **8) FOOD & DRINKS**

- Please send a labeled plastic or metal water bottle (NO GLASS BOTTLES) with your child daily, which they can refill at contactless water bottle filling stations throughout the day.
- We will not sell milk or juice at lunch time.
- Children will sit six feet apart during lunch, as they will have face masks off whilst eating.

### **9) PAYMENTS TO THE SCHOOL**

- We will not accept cash or checks at the school office unless announced otherwise.
- Lunch tickets must be purchased IN ADVANCE from the online school store.
- PE uniforms must be purchased through the online school store and will be sent home with your child.
- Any school items requiring payment will be made available on the Online School Store.

### **10) VOLUNTEER HOURS**

- The number of required Volunteer Service Hours has been reduced from 40 to 20 for the school year because of the limited number of volunteer opportunities we can offer. (10 for part-time PK).

### **11) COVID SYMPTOMS**

- If at any point during the school day a child exhibits COVID symptoms, such as fever, headache, or coughing, he/she will be taken by the School Nurse to a designated quarantine location on the school grounds.
- Parents will be notified immediately by a phone call from the school and are expected to pick their child up within 30 minutes.
- Please have a local contact on your Emergency Pickup Form who will be able to pick your child up if you are not able to arrive at the school within 30 minutes.

### **12) CONTACT WITH COVID CASE**

- If any student or staff member has close contact with a person who is positive for COVID, or is awaiting a COVID test result, the child or staff member must not enter the school buildings until evaluated by their healthcare provider, or until they have completed their quarantine period without becoming symptomatic or diagnosed with COVID.
- If the close contact tests positive, then they must seek guidance from their healthcare provider and follow local jurisdiction health requirements.
- If a student or staff member contracts COVID, they will need to provide a doctor's note stating they are cleared to return to work/school or a COVID test with a negative result.

We will always follow federal, state, and local laws, and will communicate updates with our school families as quickly as possible. I am confident that by working together, we will have another successful school year.

Grace and Peace,

Mrs. Jennifer Thompson  
Principal



Our Lady Star of the Sea School  
PO Box 560, 90 Alexander Lane  
Solomons, MD 20688  
Phone (410) 326-3171  
Pastor: Father Ken Gill  
Principal: Mrs. Jennifer Thompson

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## COVID-19 SAFETY PROTOCOL VIOLATION

### Face Mask Violation

Date: \_\_\_\_\_

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### Social Distancing Violation

Date: \_\_\_\_\_

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**1<sup>st</sup> Offence:** Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**2<sup>nd</sup> Offence:** Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**3<sup>rd</sup> Offence:** Date: \_\_\_\_\_ Signature: \_\_\_\_\_