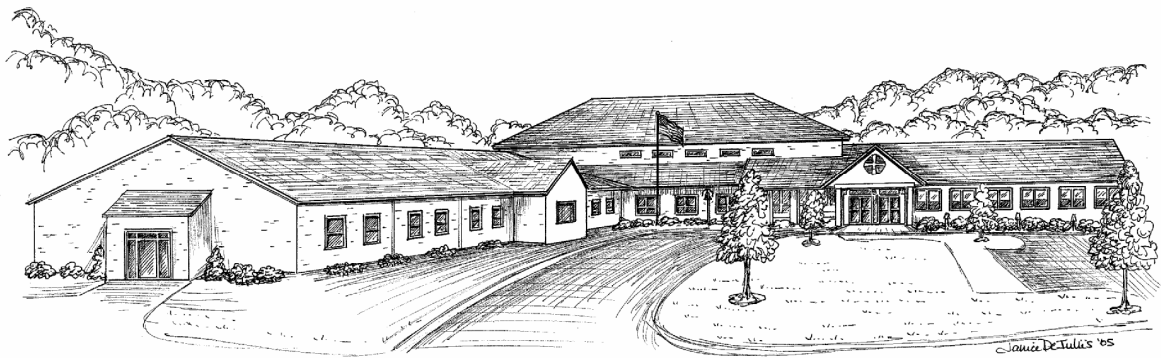


Parent/Student Handbook 2010-2011



Mary of Nazareth Roman Catholic Elementary School

14131 Seneca Road
Darnestown, Maryland 20874
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Mission Statement
of
Mary of Nazareth Roman Catholic Elementary School

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

Philosophy of Mary of Nazareth Roman Catholic Elementary School

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

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

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

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

INTRODUCTION

Mary of Nazareth Roman Catholic Elementary School is an interparish school, serving seven parishes from the upper Montgomery County area. Mr. Michael J. Friel is the school Principal.

Mary of Nazareth serves students in pre-kindergarten through eighth grade with two classes at each grade level. The school building includes state of the art classrooms, a library dedicated to James Cardinal Hickey, the Susie Falcone Computer Lab, science lab, a music room, art studio, media room, the Stavalo All-purpose Room, a resource wing, and a room for Before/After School extended care.

FOUNDING VISION

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

GOVERNING STRUCTURE

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

ACCREDITATION

Mary of Nazareth is accredited through the Middle States Association of Schools and Colleges.

NON-DISCRIMINATION POLICY

Mary of Nazareth Roman Catholic School admits students of any race, color, gender, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of this school. It does not discriminate on the basis of race, color, gender, and national or ethnic origin in the administration of educational policies, admission policies, athletic programs and other school-administrated programs.

ADMISSIONS POLICY

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

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

REGISTRATION PROCEDURES

Registration for school admission is held in February, following the school's Open House during Catholic Schools Week at the end of January. Information on registration will be posted in the bulletins of the seven sponsoring parishes and available online after the Open House. All students will be screened prior to admission, in accordance with Archdiocesan policy. Documents required for registration include a completed application form(s), birth certificate, baptismal certificate, current report card or progress report, written recommendation from the pastor, and a non-refundable \$250.00 registration fee.

Children entering kindergarten must be 5 years old by September 1 of the academic year for which they are applying.

RETURNED CHECK POLICY

A fee of \$10.00 will be charged for checks that have been returned from a bank.

TUITION

The School Board establishes tuition for Mary of Nazareth Roman Catholic Elementary School annually. Tuition may be paid in full with check or money order directly to the school office no later than July 20. Monthly, quarterly, and semi-annual payment plans using direct debit or credit card have been established through the FACTS Management Company. Payment in full by credit card can also be made through FACTS. Information on FACTS Management and the payment options may be obtained from the school office. The book and materials fee is \$300.00 per student and is paid directly to the school office.

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

TUITION ASSISTANCE

Tuition assistance programs through the school and the Archdiocese are available to students attending *Mary of Nazareth Roman Catholic Elementary School*. Families must apply through the Archdiocese and will be considered for both programs. Families who may be experiencing a need for some form of tuition assistance are encouraged to contact the school office for further information. Parents experiencing difficulty in paying full tuition for more than one child are also encouraged to contact the school office for possible tuition assistance.

MASS AND SACRAMENTS

According to church teaching, parents are the primary educators and the cornerstone of their children's education in the ways of Christian faith. You are encouraged to participate in the Sunday liturgy as a family. Children will understand and appreciate this central mystery of the Christian life when they see their parents participate in the weekly celebration of the Mass and in other parish ministries. Students must wear dress uniforms to Mass on the following days: First School Mass, CSW Mass, and Last School Mass. Choir must be in dress uniform for all Masses and the class responsible for setting up Mass must be in dress uniform.

All students, regardless of their religion, will attend First Friday Mass, receive general instruction in the faith and sacraments, and participate in other religious activities, as part of their religious education at the school. Parents should note that final preparation and reception of

individual sacraments will be through their parish. **It is the parent's responsibility to contact the pastor or religious education coordinator in their parish for specific information on the preparation of each sacrament.**

PRAYER PARTNERS

At the beginning of the school year, older students will be paired with younger students as Prayer Partners. Partners will pray together during the year, sit together at Mass, and engage in other social contacts. Please get to know your child's Prayer Partner.

MAY CROWNING

The month of May is dedicated to the Blessed Virgin. It is a tradition that each class has a classroom crowning. A student is selected to be the crowner (a girl) and to be a crown bearer (a boy). Modest attire appropriate for the religious ceremony of the crowning of the Blessed Virgin Mary is required of the girls, and dress shirts, sport coats, or suits may be worn by the boys for this religious event.

It is also our tradition to hold a total school crowning which will take place on May 6, 2011. This religious ceremony is held in the Katie Fitzgerald Center. For the crowning ceremony, the eighth grade selects one student to place the crown and one student to act as crown bearer. We are celebrating the Blessed Virgin and the May Crowning is a way of expressing our love and devotion to her.

ATTIRE

In keeping with the simplicity of Mary Our Mother, our students will wear their dress uniforms for the ceremony with the exception of the eighth grade. The Crowner will wear a modest, street length (to or below the knee) white dress. The eighth grade girls will wear Marian like, innocent, afternoon luncheon/tea dresses of street length (to or below the knee) in light summer shades. Sleeveless dresses or dresses with cap or three-quarter length sleeves may be worn. Girls may wear flat shoes or 2-inch heels. Pale pink or glossy lipstick and pale pink nail polish may be worn on nails and toenails. Hairstyles must be simple. Guidelines for jewelry found in the handbook must be followed. Suits or jackets and khaki, navy, or solid gray slacks are suitable for the boys.

In keeping with the simplicity of the ceremony, the following are **not permitted**:

Girls - Halter tops, dresses with straps of any size, strapless dresses with shawls or sweaters, dresses with beads, sequins, sparkles, shiny, glittery evening material, cocktail or evening dresses, low backs, see through, tight, revealing dresses, dresses that show cleavage or panty lines, 3-inch or higher heels, nail polish other than light pink or clear, heavy eye make up, lipstick other than light pink or clear glossy, and jewelry other than what is stated for everyday wear in the handbook. Nail polish other than pale pink on hand or toe nails.

Boys - Madras slacks or jackets, slacks other than khaki, navy, gray, or solid dark colors; tan, white or pale wheat colored suits, tennis shoes and jewelry other than what is stated for everyday wear in the handbook.

The Administration will not permit students to participate in the May Crowning Ceremony if the dress code is not followed.

SCHOOL TELEPHONE NUMBERS

School Telephone: 301-869-0940

School Fax: 301-869-0942

Before/After School Extended Care Office: 301- 869-0940 option # 2

Pre-school 301-869-0940 option # 4

Web Page: <http://www.maryofnazareth.org>

Please contact the school office if you have any questions concerning *Mary of Nazareth Roman Catholic Elementary School* matters. Do not call individual parish offices.

SCHOOL HOURS

Classes: 8:20 a.m. to 3:00 p.m.

8:00 a.m. -- School doors open for students.

8:20 a.m. -- Bell rings. Children should be settled in their classroom before the bell. Any student entering the building after the bell is considered tardy.

11:20 a.m. - 1:00 p.m. -- Lunch

3:00 p.m. -- Dismissal

3:30 p.m. – End of Carpool, Remaining students are sent to aftercare

The school does not assume responsibility for children before 8:00 a.m. or after

3:30 p.m., unless registered in the extended care program (see extended care for more details).

WEEKLY NEWSLETTER and SCHOOL ACTIVITY INFORMATION

All newsletters, school activity flyers, and announcements will be posted online at the school web site every Wednesday by 3:00pm.

STUDENT ABSENCE/EARLY DISMISSAL

Student absences are to be reported to the school before 8:45 a.m. A written excuse signed by the parent or guardian must be presented for each absence on the day the student returns to school. Five unexcused days will constitute excessive absence in a quarter, unless the absence is due to a serious or contagious illness, or a death in the family.

A written note from a parent stating the time and reason for early dismissal must be brought to the homeroom teacher by the student on the morning of the day the student is to be dismissed early. The student is then responsible for notifying his/her affected teachers. Children excused during the school day for medical appointments, etc., must be picked up by their parent or guardian in the school office. Do not tell your child to meet you outside. A sign in/sign out form is located in the school office.

Parents are encouraged to plan vacations and trips around school holidays. The faculty and administration will not be held responsible for class work, homework and tests missed by the student during this time. Teachers are not obligated to provide tutorial help for time missed. No assignments will be given in anticipation of family vacations. Please do not make such a request to your child's teacher. The Principal may make a request for these assignments and only, in extenuating circumstances. These students must make up all missed work upon return, within a reasonable amount of time that will be set by the teacher. Parents must provide written notice to the

school, in advance, of time that will be missed for vacations, trips, etc.

TARDINESS

Students arriving after the 8:20 a.m. bell will be considered tardy. All tardy students must be signed in by a parent or guardian after 8:30a.m. Please take traffic into account when you are planning your morning drive. Parents will receive a phone call from the administration for any student who has been tardy five days in a quarter. A parent conference will be required for an additional two days of tardiness without an acceptable excuse. Tardy students will be issued a late pass for admission to class. Tardy students are a disruption to the education of all our students. Please make an effort to be on time.

TARDYS and EARLY ARRIVALS & DEPARTURES

- Five times leaving early is a ½ day absence.
- Five times between 8:30 and 11:00a.m. is a ½ day absence.
- Arrive after 12:00p.m. automatic ½ day absence.
- Leave before 12:00p.m. automatic ½ day absence

ARCHDIOCESAN SCHOOL ATTENDANCE

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Lawful suspension or exclusion from school by chief administrative officer.
5. 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
6. Other absences for school related meetings or Masses that have been approved in advance by the Principal, High School Shadowing days (2), and Take Your Child to Work Day,

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

Attendance

- Students may not be readmitted to class unless they present a written excuse from home signed by their parents or guardian. The note should state the days and dates on which the student was absent and the reason for the absence. Keep all notes on record until June.
- If a student asks to be dismissed during school hours because of illness, he/she is to be sent to the office before being excused. No student should leave the school area without permission of the Principal.

- Any student who has not entered the school when the bell rings is considered tardy.
- High School shadow days are absences that do not count against perfect attendance. The administration will review student absence records when determining perfect attendance on a case by case basis as it relates to a death in the immediate family, tardies, early school departures, etc.

BEFORE/AFTER SCHOOL EXTENDED CARE PROGRAM

Mary of Nazareth is pleased to offer a Before/After School Extended Care Program. Students can register to attend the morning session, the afternoon session, or both. Hours of operation are from 7 a.m. to 8 a.m. and from 3 p.m. to 6 p.m. daily, only on the days that school is in session. The cost is as follows:

\$60 per week for before and after school care. For a second child in the same family: \$45
 \$50 per week for after school care only. For a second child in the same family: \$35
 \$35 per week for before school care only. For a second child in the same family: \$25
 \$5 per hour, drop-off rate is available for the first child. Additional children: \$3 per hour

Before/after school care will not be available on days that the school is closed, such as holidays, snow days, and vacations. The children should bring juice and a snack for the afternoon session.

Please note: a \$5.00 fee will be charged for each 5 minutes a parent is late picking a child up from the center after 6 p.m. For information and to register for this program, contact the Before/After School Extended Care office at 301-869-0940 Option 2.

Aftercare will not be held when the school is closed or closes early for any reason.

INCLEMENT WEATHER

Local radio and TV stations will carry school closing or delayed opening announcements. We will follow the procedure adopted by the Montgomery County Public Schools System. When snow falls on a Montgomery County Public Schools scheduled day off we will follow the Archdiocese of Washington Schools. Please do not call the school or rectories for this information. The radio and TV stations will make any and all pertinent announcements. If necessary, additional school days will be scheduled to compensate for closings due to inclement weather.

Before/Aftercare will not be held when the school has been closed due to inclement weather. If snow necessitates early dismissal there will not be aftercare. Students must be picked up at the announced dismissal time, when the school has early dismissal due to snow or other weather related emergencies. **On early dismissal days there will be no school if there is a one or two hour delay.**

EMERGENCY CONTACT INFORMATION

It is essential that the information in a student's file be accurate and up to date at all times. The school office must be notified in writing immediately should there be any change of address, telephone number (home or business), medical history or emergency contact person.

PRIVACY POLICY

Mary of Nazareth does not distribute private information to anyone outside of the Mary of Nazareth community and only inside of the Mary of Nazareth community for necessary purposes.

We do not disclose the phone numbers or email addresses of our faculty and staff. While we do produce a Faculty and Parent and Student Directory for school use, distribution of this information outside of the Mary of Nazareth community is prohibited and must never be used for commercial purposes.

VISITING THE SCHOOL

During normal school hours (8:20 a.m. to 3 p.m.) **all visitors, including parents, must enter the building through the front door and report to the school office.** Parents intending to speak with a teacher must schedule an appointment. Volunteers must sign in on the computer in the foyer. All visitors must wear nametags while they are in the building. This procedure is for your child's protection. In cases of emergency or pre-arranged classroom visits, parents or visitors will be directed to the appropriate classroom. If items are forgotten at home, such as lunch or medication, the office personnel will deliver them to your child's classroom. Special visits to observe children in the classroom can be arranged in advance by contacting the Principal and teacher through the school office at 301-869-0940. Parents should refrain from visiting the school office during the hours of 8:00 a.m. to 8:30 a.m. and 2:45 p.m. to 3:15 p.m.

When visiting the school during school hours, parents and guests should park in the Katie Fitzgerald Center parking lot or the lower level of the parking lot near the school unless it has been blocked off for use by the children due to wet fields. When entering or exiting the school grounds, please use the school entrance on Seneca Road only.

CARPOOL PROCEDURES

A.M. - Parents or individuals responsible for dropping off students should arrive at the school between 8:00 a.m. and 8:15 a.m. Cars should pull all the way around the circle to allow for other vehicles to unload simultaneously. Students should exit cars quickly from the right side onto the sidewalk and proceed directly to their classrooms. Cars should not be left unattended. All parents must remain in cars and follow the directions of the adults and patrols on duty.

P.M. - **All students must exit from the front doors.** Parents or individuals responsible for picking up students are given a carpool number by the school. The carpool(s) number must be displayed in the front window each afternoon. At pickup time, cars should park along the sidewalk around the school's entrance. **For fire safety reasons, do not park in front of the entrance doors to the school or in front of the fire hydrant.** Adequate space should be left for the first car in the carpool line. This space is reserved for the auction winner from our annual fundraising event.

Parents are requested to remain inside their cars during afternoon carpool. **It is requested that they not gather in the office area or in front of the school, as this is disruptive to the carpool procedures.**

LUNCH

Hot lunch will be available for purchase five days of the week. Menus will be posted online monthly. Students may bring their own lunch to school. Lunch boxes must bear student's name and grade. If your child forgets his/her lunch, please bring it to the office (labeled with his/her name and grade). It will then be sent to your child's classroom. **On half days and when the school has a delayed opening due to inclement weather, hot lunch will not be served.**

MONEY

All money sent to the school should be placed in a sealed envelope and clearly marked with the name of the child, grade and purpose of money. Teachers are not permitted to accept money without proper identification.

MEDICATION

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

If a student requires prescription or over-the-counter medication of any sort, the parent can either bring the medication to school and give it to their child at the appropriate time, or provide the school with the medication and form #525-13, *Authorization to Administer Prescribed Medication*. This form requires a doctor's signature and is available from the school nurse or on the school web site. The student must go to the health room at the time the medication is to be dispensed. No medication is to be left in the student's possession or sent to school with the student.

WHEN TO KEEP YOUR CHILD AT HOME IF THEY ARE SICK AND WHEN THEY CAN RETURN TO SCHOOL

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

- Colds: Please keep your child at home if he/she has a fever over 100 degrees or is experiencing discomfort that would interfere with his/her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy). If you child experiences green nasal discharge that continues throughout the day, or a cough lasting longer than ten days that is accompanied by fever or chills and is productive of discolored sputum, consult with your physician.
- Conjunctivitis (pink-eye): Following a diagnosis of bacterial conjunctivitis, the child may return to school 24 hours after the first dose of prescribed medication. Students with viral infection may return when eyes are clear.
- Diarrhea/Vomiting: A child with diarrhea and /or vomiting should stay at home and return to school only after being symptom-free for 24 hours.
- Fever: The child should remain at home with a fever greater than 100 degrees. The child can return to school after he/she has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
- Impetigo: The child with impetigo may return to school 24 hours after treatment has begun. A doctor's note or proof of prescription is requested.
- Rashes: Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.
- Strep Throat: A child with strep throat may return to school 24 hours after antibiotic treatment has begun.
- "Lice" Although having lice is not an illness, please note that if your child does have lice he/she must be "nit-free" prior to their return to school. Contact the school nurse in the health room for assistance.

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

BIRTHDAYS

No birthday or other party invitations are to be given out in class unless either the entire class, all of the boys, or all of the girls are invited. **Students are not permitted to hand out birthday snacks, balloons, or gifts at Mary of Nazareth School.** We are a Catholic School that is all-inclusive. Some students are excluded in the above situations and we do not permit exclusion of any kind.

VOLUNTEERING

Under the Archdiocesan guidelines, all parents who volunteer at the school or in the sports programs must be fingerprinted. All volunteers are required to attend the “Protecting God’s Children” workshop sponsored by the Archdiocese. Forms for fingerprinting must be obtained through the school office. Registration for both fingerprinting and the workshop is done through the Archdiocese’s web site www.adw.org.

Alcohol consumption by adults is prohibited on school premises at events attended by children.

FIELD TRIPS

Notices will be sent to parents with details for each field trip and a permission form for each student to return to school. Students will not be allowed to attend field trips without a permission slip signed by their parent or guardian.

Field trips, though an extension of the educational curriculum, are a privilege not a right. Individual teachers in consultation with the administrators, reserve the right to restrict or deny student participation on any field trip due to poor academic performance and/or poor conduct. Students not attending a field trip must report to school that day and work will be assigned.

Parents/guardians may be asked to act as chaperones. Fees should be sent in with requests to chaperone. If you are not selected the money will be returned.

Parents will be notified in the permission slip for the field trip if the students will need additional funds for snack bars or gift shops.

CHAPERONE GUIDELINES:

- Chaperones only pay admission fees.
- Chaperones must park in the KFC Parking Lot.
- Chaperones should provide a backpack to carry student lunches if needed.
- Chaperone selection is as follows:

Trip #1 – Chaperones are selected at random from a drawing of chaperone reply forms.

Trip # 2 – Same process as above with priority given to chaperones not previously selected.

- Chaperones must submit their checks for the trip prior to being selected. The money will be returned if not selected.
- Chaperones must ride on the school bus. No exceptions.
- Chaperones unable to comply with the above requirements will not be allowed to chaperone and will be replaced with a substitute.

Details of chaperone duties must be discussed with the teacher. All field trips are coordinated by the HSA.

Tips for Chaperones

- **Chaperones are “teacher representatives” during field trips.**
The students are lucky to have parent volunteers willing and interested in chaperoning field trips. Please understand that as a chaperone, you are acting as a guide for the students on the teacher’s behalf. As such, please focus your group on the site and the educational objectives conveyed by the teacher. Do not allow students to simply wander a site without any purpose.
- **Use the site-specific guidance provided to chaperones**
If possible, before the trip, research the particular site. Review the information sent by the teacher to familiarize yourself with the site and its particular exhibits.
- **Follow the Gift Shop Policy!**
Do not allow children to spend money on gift shop items (including your own!) unless the teacher has specifically permitted purchases. If purchases are allowed, do not purchase gift shop items for any child other than your own child. Do not allow children to purchase items for other children either.
- **Manage the lunch schedule.**
Make certain you are aware of the plans for lunch for the trip. If lunch is brown bag, be prepared to carry the lunches of the students in your group. Some trips require eating on the bus. If you eat on the bus, bring trash bags to clean the bus afterwards. If a group lunch will take place, please be on time to the lunch location. Remember, even during lunch you are responsible for the students in your group.
- **Manage the students in your group.**
Make certain you are aware of what steps to take if you have an unruly student in your group. As chaperone, you are responsible for the behavior of all students in your group. Do not allow your group to engage in any irresponsible or disrespectful behavior. Ensure you keep track of all students in your group and make sure they are on the bus at the end of the trip.
- **Manage your time.**
Make certain to move your group through the venue in a timely fashion. Most field trips offer only a limited amount of time at the destination. Be sure to move your group along to see the important exhibits or displays at the site. Make sure to be at the departure site on time!
- **Manage bathroom breaks.**
Please take extra care with your group when using restrooms. Try to work bathroom breaks for the whole group at once into your schedule.
- **Limit socializing.**
Remember the priority is to chaperone. Please socialize with other chaperones only

within the context of chaperoning your group. Although it is much fun to see the sites with other parents and groups, your first priority is to lead your group.

- **Make sure to leave the bus clean and to remove all student belongings.**
- **Provide feedback.**

At the end of a trip, we are always interested in your thoughts. Please pass along any comments or suggestions to the office. Include the date and destination of your trip and mark it “Field Trip Feedback”.

EXTRACURRICULAR/ SPORTS ACTIVITIES

Students will have an opportunity to participate in after school enrichment programs and several sports, such as soccer, basketball, softball, etc. Information will be sent home concerning class times, registration, fees, practice times, and game schedules.

BAND PROGRAM

Mary of Nazareth School, in conjunction with the Archdiocesan Band Program has a school band composed of students from grades four through eight. Students are encouraged to participate. Students are pulled from academic classes to participate in band practices. Each band member is responsible for all work missed while participating in band practices.

HOME AND SCHOOL ASSOCIATION

All parents of Mary of Nazareth students are automatically members of the Mary of Nazareth Home and School Association (HSA) and are therefore expected to pay an annual dues fee (set by the HSA Executive Committee) at the beginning of the school year. Parents are expected to attend meetings and to participate on HSA committees and in its activities. Many of the school’s wonderful community building activities are sponsored by the HSA. Additionally, HSA meetings provide an important forum for the exchange of information and discussion of issues affecting the students. *It is recommended that at least one parent attend each meeting.* A listing of HSA officers, committee chairs, and other information may be found in the Parent/Student Directory. The Sports Committee Handbook can be found on the Mary of Nazareth website. All parents are encouraged to read this document, with careful attention paid to the Parent and Player Responsibilities sections.

SCHOOL RULES AND REGULATIONS

Mary of Nazareth School has the authority to make reasonable and necessary rules governing the behavior of students in the school. These rules will apply to all students during the school day, as well as, while participating in school-approved activities. Teachers have the responsibility for maintaining a suitable environment conducive to learning. The administration has the responsibility for maintaining and facilitating the educational programs. Rules and regulations will be published and reviewed with students at the beginning of each school year.

It is necessary that rules and regulations be established for the safety and well-being of all. Each student is expected to recognize that the school's authority extends from within the building itself to the walls surrounding it, to the playgrounds and other outside areas.

CHILD ABUSE POLICY

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

PREVENTION PROGRAMMING

Mary of Nazareth 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 of any member of the school community is prohibited. All reports of harassment or bullying will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

COUNSELOR

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

The counselor gives guidance as a mediator in conflict resolution, instruction in anti-bullying to the classrooms, and any other social concerns the classroom teacher or Administration identifies. Individual students may visit with the school counselor one time without parent consent or knowledge.

PARENT/TEACHER PARTNERSHIP

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

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

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

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are scheduled for all parents, grades K through 8, in early November. Additional conferences may be held during the course of the year as needed. Information concerning specific dates will be announced. **Parents are asked to refrain from entering the classrooms during school hours to speak to teachers. Please make an appointment with the teacher in advance by contacting the school office, accessing the teacher's voice mail, sending an email, or sending a note.** The teacher can then give you his/her undivided attention before or after school hours.

SCHOOL SUPPLIES

Information regarding school supplies will be sent home during the summer. Before purchasing supplies, wait for notification from the school or classroom teacher as to what supplies will be needed for the school year. It is mandatory that each child have a book bag in order to protect books from inclement weather, needless handling, and above all, loss. Book bags with wheels are permitted; however, the wheels must be white or clear. We prefer clear wheels. All books should be kept covered at all times.

Students will be responsible for the replacement cost of lost or damaged books. A lost or damaged book form will be sent home with the student. Payment should be made promptly in order to secure another book for the student.

ACADEMIC STANDARDS AND PERFORMANCE

All students must strive to meet the academic standards and expectations of Mary of Nazareth School. Students are expected to work to their full potential. Parents are expected to see that their children complete all homework assignments on time. Failure to complete homework assignments is an indication of poor study skills, which usually will result in poor academic achievement. It is important to note that promotion to the next grade and the opportunity to return for the next academic school year are not automatic. Any serious deficiency in a student's academic performance, attitude, and conduct will be evaluated by the Principal and student's teachers, in consultation with the student's parents, to determine the student's ability to remain at Mary of Nazareth. A student who fails a major subject must attend a summer school and earn a passing grade.

GRADING SYSTEM

The Catholic Schools Office of the Archdiocese of Washington has adopted a uniform grading system for use in all Catholic elementary schools.

Major Subjects (Grades 4-8)

A = 100 – 93 (Superior)
B = 92 – 85 (Above Average)
C = 84 – 77 (Average)
D = 76 – 70 (Below Average)
F = Below 70 (Failing)
* with modifications

Minor Subjects (Grades 4-8)

All Subjects (Grades 1-3)

4.0 E = Excellent
3.0 G = Good
2.0 S = Satisfactory
1.0 I = Improvement Needed
0.0 U = Unsatisfactory
* with modifications

Kindergarten

For the second, third, and fourth quarters, music grades will only be given for kindergarten students not receiving a “+” in music. Computer class is non-graded.

+ progressing satisfactory
- needs more time
* see comments

HOMEWORK

Homework is posted on the internet everyday. Parents should use this to check homework assignment books and for makeup work due to a student's illness. Homework assignments are given in order to ensure assimilation of the subject matter taught in class and to provide reinforcement. It is imperative that each student has an assignment notebook in which he/she enters information about the nature of the assignment and the date on which it is due. Parents are asked to provide students a quiet place, free from distraction, to complete homework assignments. Parents are expected to supervise and check homework. Average total time required for written and study homework will vary in relation to each student's ability, focus and grade level.

Beginning in Grade 1 students who fail to complete homework assignments will be issued a homework notice to alert parents. Incomplete assignments must be completed and returned to school with the signed notice on the next school day. In grades, 1 through 5 detention may be given for delinquent homework performance at the discretion of the teacher. In grades 6 through 8, two homework notices will result in an after school detention. Failure to return the issued homework notice and completed assignment will result in another homework notice. Students may be held in class during lunch or A.M. recess for discipline problems or to make up missed or incomplete assignments.

REPORT CARDS/ACADEMIC/INTERIM REPORTS

Report cards are issued four times per year for all grades except kindergarten. Students in kindergarten receive their first report card in January or the end of the second quarter.

Grades 6, 7 and 8 will be issued interims at the midpoint of each quarter. Interim progress reports will be issued to grades 1 through 5 students at the midpoint of each quarter. These reports will be issued to students who are failing, in danger of failing, or who have dropped considerably in their grades.

All financial obligations must be met before quarterly and end of the year report cards are issued. These accounts pertain to the hot lunch program, tuition, textbooks, library books, aftercare and any other fines or fees. Reports cards will be withheld if these obligations have not been met.

RESOURCE

There may be times that a child and or an adult representative may come into the classroom to discuss specific health or learning needs in a developmentally appropriate manner using child friendly language. The parents of the child with the disability may be present along with the school counselor.

TESTING CENTER

The Testing Center is open Monday through Friday from 2:50 – 4:00 p.m. The center will not be opened on days the faculty meets. All students in need of extra time or make-up testing must use the Testing Center.

Parents are to park in the faculty parking lot. The Resource Center (Testing Center) overlooks this parking lot; therefore, the student can see his/her parent's car.

STANDARDIZED TESTING

- Students in grades 2-8 participate in the Archdiocesan elementary school testing program (TerraNova). Parents are notified of the test dates and Home Reports are sent of the student's testing results.
- The High School Placement Test (HSPT) is administered to the 8th grade students who apply to Catholic Schools.

- Archdiocese of Washington Religion Assessment is administered to grades 5 and 8 in the spring.

RETENTION and REQUIRED SUMMER SCHOOL

Parents will be notified if there is any possibility of retention, failure, or dismissal of a student for academic reasons. Any student who has received a failing grade in an academic subject may be required to attend summer school or a tutoring program before entering the next grade.

WEEKLY PAPER PACKETS

A sample of student work from the previous week is sent home for review. Parents will sign, comment if appropriate and return the student work packets to the teacher on the following day. Some teachers send home tests and quizzes to be signed and returned rather than including them in the student work packets. The middle school teachers will convey the method of paper dispersal to parents at Back to School Night.

HONOR ROLL

To be eligible for The High Honor Roll, students in grades 5-8 must receive straight A's in all major subjects. To be eligible for the Honor Roll, a student must not receive a grade lower than a B in any major subject. Major subjects are: Religion, English, Vocabulary, Spelling, Mathematics, Social Studies, Reading, Science, and Spanish.

The principal of the school may exclude a student from the high honor roll or honor roll for violations of the Mary of Nazareth Honor Code.

DISCIPLINE – SUSPENSION/EXPLUSION

At Mary of Nazareth Roman Catholic Elementary School, we stress respect for authority and for one another, self-discipline, obedience of school policies and regulations, and interest in academic achievement. We urge that you, our parents, work together with us in these areas. In some serious situations students may be subject to suspension or expulsion in accordance with Archdiocesan policies. Suspensions should not exceed a period of five (5) days. A student may be suspended for a serious infraction without prior offense. These may include, but are not limited to:

- Destruction of school property
- Communicating a serious disrespect for authority or others
- Fighting, shoving, pushing, use of foul language
- Academic dishonesty
- Possession of drugs, alcohol, cigarettes, unauthorized electronic devices
- Stealing
- Bullying/Cyberbullying (seriously, in jest, or online)
- Honor Code violation
- Extortion
- Sexting on or off campus

A record of the student's suspension will be kept on file throughout the student's enrollment at Mary of Nazareth School.

PREVENTION PROGRAMMING

Mary of Nazareth 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 of any member of the school community is prohibited. All reports of harassment or bullying will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

SEARCH and SEIZURE

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

DUE PROCESS

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

COMMUNICATION CONCERNS

In working with people, misunderstandings may arise. Parents with concerns need to explain their concerns to the teacher before seeking intervention by the Principal or Assistant Principal. If an agreeable solution is not reached, parents should contact the Principal or Assistant Principal. Conferences with parent, teacher, Principal, and student, if necessary, may take place after the parent has first discussed the situation with the teacher.

DETENTION

Inappropriate behavior or failure to complete homework will result in detention. Detention is usually held from 3:15 p.m. until 4:00 p.m. at the discretion of the teacher. In middle school it will be held from 3:15 p.m. until 4:00 p.m. Students are under the constant supervision of a faculty member for the duration of the detention period. It is the responsibility of the parent to make arrangements for transportation on days when detention has been assigned. Notification will be sent home to parents prior to the detention date.

Detention(s) may be given for, but not limited to, the following infractions:

- Academic dishonesty ---Cheating during a test, quiz or exam will not be tolerated. A zero will be given on the assessment of all students involved. Copying homework assignments from another student or using a sibling's work from previous years is a cheating offense. A zero will be given on the assignments of all students involved. A first offense will result in a detention. Any additional offense will result in a parent conference and may have more serious consequences including suspension or possible expulsion.
- Chewing gum or eating candy in class.
- Deliberate damage to school property or the property of another person.
- Disruptive behavior or fighting on school property.
- Disrespect of a person in authority.
- Disrespect of other students.
- Inappropriate language on school grounds or on field trips.
- Failure to comply with the uniform code.

- Inappropriate behavior during Mass or special assemblies.
- Failure to comply with the homework policy.
- Talking during emergencies drills.
- Misuse of textbooks or library books.
- Misuse of the Internet. An Archdiocese technology use policy is included in this handbook. It must be signed and returned by September 29.

Detention takes precedence over appointments, practices, lessons, ballgames, etc.

The Administration reserves the right to make decisions regarding the violation of any code and whether suspension or expulsion is appropriate under the Archdiocesan policy.

SCHOOL UNIFORM

Students are required to wear a complete school uniform at all times. The purpose of the school uniform is to create within the student body a sense of uniformity. The winter uniform must be worn during the months of November, December, January, February, and March. It may also be worn year-round. The summer uniform may be worn during the months of September, October, April, May, and June. Please write the student's name on each item of clothing with a permanent marker.

Students must wear the prescribed uniform for class and Physical Education. All winter and summer formal and P.E. uniforms are to be purchased from Flynn & O'Hara. Their phone number is 301-838-8958. Previously owned uniforms, in good condition, are available through the HSA. Please contact the HSA for information on sizes and items available, or if you have uniform items to sell. The email address is: monuniforms@msn.com

Students must bring a written explanation from their parents if they are unable to comply with the school uniform regulations. **Persistent disregard of uniform and out of uniform day policies will be referred to the Administration and parents may be called to pick their children up from school.** Repeated uniform violations will be considered a disciplinary matter.

OUT OF UNIFORM ATTIRE

Several times during the school year, students are permitted to come to school in clothing other than the normal school uniform. On those days, students should **not wear** torn jeans, extra short shorts, crop tops, halter-tops, or tops with spaghetti straps. Skirts must be no shorter than 2 inches above the knee in grades 5 through 8. The length of shorts or skirts must be no more than four inches from the top of the knee. No oversized clothing is permitted. Students may not wear immodest attire or clothing with inappropriate messages or writing across the seat of the pants or shorts. **In addition, for their own safety high heels or tall platform shoes may not be worn.** Uniform violation forms will be sent home for parent signatures as deemed necessary. On out of uniform days students must be neat, clean, modest and dressed for school - not picnics. If an out of uniform day falls on a day P.E. is scheduled the student must wear or bring sneakers and socks for class. **OUT OF UNIFORM DOES NOT MEAN SLOPPY.**

AUCTION OUT OF UNIFORM DAYS

Out of Uniform days purchased through the Benefit Auction are available to all students and are sold as a group of four Out of Uniform days and may not be purchased as an individual Out of Uniform day. Students arriving to school on these designated days, who did not purchase the four

day package and are out of full Mary of Nazareth uniform, will receive an out of uniform notice and parents will be contacted to bring the proper uniform to school. Continued abuse will result in a detention.

GROOMING

General Guidelines

Hair

- Hair styles must be simple for both boys and girls.
- Jewelry or beads must not be worn in the hair.
- Bangs for both boys and girls should be above the eyes.
- Hair must be clean and well groomed.
- Inappropriate hair styles will be determined by the Administration.

Jewelry – The following are permitted:

Girls

- One watch
- Earrings – post only one in each ear lobe
- One cross or religious medal with a small gold or silver chain
- One ring
- One cause bracelet – no silly bands permitted

Boys

- One watch
- No earrings
- One cross or religious medal with a small gold or silver chain
- One ring
- One cause bracelet

No other jewelry is permitted.

- Nail polish, eye shadow, lipstick, and blush may not be worn. (8th grade girls may wear clear nail polish)
- Permanent or semi-permanent tattoos are not permitted.
- Shirrtails are to remain tucked inside the waistband.
- Boys must wear black or brown belts.
- No logos other than MON are permitted on shirts, or pants.
- Athletic socks are to be worn only with PE uniforms.
- Athletic socks are not to be worn with uniform dress shoes.
- Girl's skirt length is to be no shorter than 2 inches above the knee. Skirts may never be rolled at the waist.

Mary of Nazareth School – Uniform Requirements for the 2010-2011 school year

The winter uniforms may be worn all year; the fall/spring uniforms are optional. Complete fall/spring uniforms may be worn during the months of September, October, April, May and June. Winter uniforms **must** be worn beginning November 1, 2010.

Girls Gr. K-5: Fall/Spring Dress Uniform

Dress White or red polo shirt (MoN logo)+
Uniform Plaid shorts, or uniform khaki pants*
With Black or brown belt
White OR lipstick red **crew** socks
Shoes: Black & White saddle shoes

Winter Dress Uniform

White blouse with peter-pan collar (short or long sleeved), or white turtleneck
Plaid Jumper, or uniform khaki pants* with black or brown belt (girls **MUST** wear uniform sweater or sweatshirt over blouse with khaki pants)
Burgundy or lipstick red cardigan sweater (optional) **
Black or red logo sweatshirt (optional)
Burgundy or lipstick red knee socks, or **white** tights**
Shoes: Black & White saddle shoes

Girls Gr. K-5: Fall/Spring PE Uniform

PE Uniform Black shorts with logo
Red t-shirt with logo
White crew or athletic (no-show) socks
Plain white sneakers (no colored logos)

Winter PE Uniform

Red sweatshirt with logo
Black sweatpants with logo
Red t-shirt with logo
White crew or athletic (no-show) socks
Plain white sneakers (no colored logos)

Girls Gr. 6-8: Fall/Spring Dress Uniform

Dress White or red polo shirt (MoN logo)+
Uniform Kilt skirt, or uniform khaki pants*
With Black or brown belt
White OR lipstick red **crew** socks
Shoes: Dirty Bucks

Winter Dress Uniform

Kilt skirt, or uniform khaki pants* with black or brown belt
White button-down oxford shirt (short or long sleeved)
Burgundy or lipstick red vest**
Black or red logo sweatshirt (optional)
Burgundy or lipstick red knee socks, or **black** tights**
Shoes: Dirty Bucks

Girls Gr. 6-8: Fall/Spring PE Uniform

PE Uniform Black shorts with logo
Red t-shirt with logo
White crew or athletic (no show) socks
Plain white sneakers (no colored logos)

Winter PE Uniform

Red sweatshirt with logo
Black sweatpants with logo
Red t-shirt with logo
White crew or athletic (no-show) socks
Plain white sneakers (no colored logos)

Boys All Grades:

Fall/Spring Dress Uniform

Dress White or red polo shirt (MoN logo)+
Uniform Uniform khaki shorts or khaki pants*
Black or brown belt
White OR lipstick red **crew** socks
Shoes: Dirty bucks

Winter Dress Uniform

White button-down oxford shirt (short or long sleeved)
Uniform khaki pants*
Black or brown belt
Striped tie
Burgundy or lipstick red V-neck sweater (optional)**
Black or red logo sweatshirt (optional)
White OR lipstick red **crew** socks
Shoes: Dirty Bucks

Boys All Grades:

Fall/Spring PE Uniform

PE Uniform Black shorts with logo
Red logo t-shirt
White crew or athletic (no-show) socks
Plain black sneakers

Winter PE Uniform

Red sweatshirt with logo
Black sweatpants with logo
Red t-shirt with logo
White crew or athletic (no-show) socks

(With non-marking soles-no colored logos) **Plain black sneakers** (With non-marking soles-no colored logos)

**Uniform khaki pants must be purchased at Flynn & O'Hara.*

+White polo shirts, worn with the Fall/Spring dress uniform, may be worn by all students for the 2010-2011 year ONLY.

***Burgundy sweaters and knee socks may be worn for the 2010-2011 school year ONLY (with the following exception): All incoming 6th grade girls **must** wear the new lipstick red sweater vest and lipstick red knee socks with the winter dress uniform. Incoming 7th and 8th grade girls may wear the burgundy vest and burgundy knee socks through their eighth grade year.*

Black logo sweatshirt is available in the Mary of Nazareth Spirit Shop

Note: All white socks for the dress uniforms must be crew socks ABOVE the ankle. Athletic or no-show socks (below the ankle) are permitted only with the P.E. Uniform.

LUNCHROOM BEHAVIOR

A teacher will walk students to the lunchroom in a single file. In the cafeteria:

- Students will speak in quiet tones.
- Students will remain seated at all times.
- Students will raise their hands if they need something or have a need to move.
- Students will be silent when the bell rings at any time during the lunch period.
- Students will be silent when the bell rings for dismissal and follow the directions of the teacher.
- Only 2 students will be selected to return the lunch bin to the classroom.
- A teacher will return to the cafeteria to ring the bell for Grace and dismissal.

Students will clean up their eating area completely (table top, floor and chair), before leaving the cafeteria

BEHAVIOR TO STRIVE FOR

1. Students are to follow the instructions of the teacher in the classroom.
2. Students must conduct themselves in a Christian manner at all times and show respect to their teachers and fellow classmates.
3. Students should stand and greet guests who visit the classroom.
4. Students must observe the silence rule during morning prayers, and morning announcements.
5. Students in K-5 will remain silent when changing classes.
6. Middle school students may speak in soft tones or whisper while changing classes.
7. Students are not to leave the classroom without permission.
8. The full school uniform must be worn at all times. Outer jackets, coats and hats are not to be worn in class and must be hung in locker.
9. Students must always move quickly and silently during fire drills or emergencies.
10. Students must do their share in helping to keep their classroom clean.
11. Homework is to be completed both promptly and neatly.
12. Books must be covered.
13. Students are expected to tell the truth.
14. Students are expected to solve conflicts peacefully and to speak positively to and about people.
15. Students should strive to learn to work quietly, independently and responsibly.
16. Students should strive to follow all the rules and regulations in this handbook, the Honor Code and the rules set by individual teachers in the classroom.

UNACCEPTABLE BEHAVIOR

Profanity and fighting are forbidden. Such actions could result in suspension and/or expulsion.

1. Students are not to engage in an action that is potentially or actually harmful to the safety of other students or adults (running in the halls, throwing an object, pushing or shoving). Such actions will result in detention, suspension and/or expulsion.
2. Students are not to deliberately damage any school property or books. Vandalism of any sort may result in suspension or expulsion as well as payment of any damages inflicted.
3. Students are not to bring to school objects such as: electronic devices, iPods, MP3's, video games, headphones, bats, water pistols, toy guns or anything that could be

- mistaken for or resemble a weapon or drug. Teachers will determine the safety of other objects brought to school.
4. Substance abuse of any kind (drugs or alcohol) will not be tolerated and will result in suspension or expulsion.
 5. Students must not eat candy or chew gum during school hours or on school grounds.
 6. No form of threatening, extortion, bullying, teasing, taunting, discrimination, exclusion or sexual harassment will be tolerated in the school or on the internet. This behavior may result in detention, suspension, or expulsion.
 7. Laser pointers are not permitted in the school. Teachers will confiscate such items and return them to the students at the end of the school year.
 8. Cell phones are not to be used at anytime during the school day by a student. Cell phones must be turned off and kept in the student's locker or backpack. Cell phone use is permitted in After Care with the permission of an adult.
 9. Texting is not permitted during the school day. Texting during class or anytime during the school day will result in the confiscation of the phone. The phone will be returned to the parent during an Administrative conference.
 10. The trading and selling of toys and cards is not permitted on school grounds.

WITHDRAWAL FROM SCHOOL

Parents of student's withdrawing from school must notify the main office of the intended withdrawal and clear all accounts. These accounts pertain to the hot lunch program, tuition, textbooks, library books, Aftercare, transcript fees, and any other fines or fees. **A transcript fee of \$25.00 will be charged for the transcripts of records or teacher recommendations that are part of the application process for each school to which the student is applying. This fee does not apply to eighth grade students.**

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

HANDBOOK REVIEW

The school administration and members of the Board of Directors will review the policies and procedures in the Parent/Student Handbook annually. Suggestions for making the handbook a more useful reference document for parents and students are welcome. Please contact the Assistant Principal with your suggestions. The Principal and Board of Directors retain the right to amend the handbook at any time. Parents will be notified promptly of any changes. Parents are required to review the handbook with their child/children enrolled at Mary of Nazareth. A parent or guardian and each student in the family must sign the enclosed form acknowledging that they have reviewed the handbook.

FACULTY AND STAFF 2010-2011

PRINCIPAL

Mr. Michael J. Friel

ASSISTANT PRINCIPAL

Mrs. Rosemary G. Adams

FACULTY

GRADE	NAME
K-1	Mrs. Clair Englebrecht
Assistant	Mrs. Cynthia Kokinda
K-2	Ms. Megan Belden
Assistant	Ms. Tiffany Werking
1-1	Mrs. Christine Messick
Assistant	Mrs. Sharon Tramazzo
1-2	Mrs. Lynn Ferrell
Assistant	Mrs. Eileen Stevens
2-1	Mrs. Nancy DeWitt
2-2	Ms. Heather Benson
3-1	Mrs. Jacqueline Scaletti
3-2	Mrs. Victoria Posner
4-1	Mrs. Holly Magidson
4-2	Mrs. Robin Field
5-1	Ms. Jennifer Massey
5-2	Ms. Janelle Thompson
6-1	Mrs. Susan Matesa
6-2	Ms. Marion Strishock
7-1	Mrs. Michele Kowansky
7-2 AM	Mrs. Jennifer Koutsos
7-2 PM	Mrs. Kathy Roe
8-1	Mr. Mark Whitney
8-2	Mrs. Anna Savage
Science 6-8	Mrs. Michele Kowansky
Social Studies 6-8	Mrs. Anna Savage
Math 6-8	Mrs. Jennifer Koutsos
Math 4-8	Mrs. Kathy Roe
Math 6-8	Mrs. Maria Nolan
Spanish 6-8	Mrs. Lourdes Tudela
Spanish K-5	Mrs. Marianella Jimenez deLucio
PE 6-8	Mrs. Karen Fowler
PE K-5	Mr. Rich Huelbig
Art K-8	Ms. Malinda Marcus
Computer K-8	Ms. Laura Davidson
Music K-8	Ms. Jil Luyk
Resource Director/Reading Specialist	Mrs. Kathy Luongo
Resource/Reading Specialist 1-3	Mrs. Barbara Cosentino
Reading Teacher	Ms. Angelika Clark
Reading, Math, Religion Teacher	Ms. Theresa Finucane
Reading 2-3	Mrs. Michelle Himes

Teaching Assistant
Teaching Assistant
Teaching Assistant
Pre-school Director
Pre-School Assistant
Library

Mrs. Mary Gil
Mrs. Anne Peterson
Mrs. Moria Seminara
Mrs. Amy Ebner
Mrs. Barbara Yann
Mrs. Denise Humphries

STAFF

Counselor
Admin Assistant
Admin Assistant
Accountant
Nurse
Development
Aftercare Director
Custodian Director
Custodian
Kitchen

Mrs. Victoria Smith
Mrs. Fran DuVall
Mrs. Maryellen Weir
Mrs. Andrea Murphy
Mrs. Connie Rocco
Mrs. Heather Long
Sister John Kutzi
Mr. Steve Munzer
Mr. Jorge Guerra
Mrs. Rita Giacalone
Mrs. Beth Barbera
Mrs. Leanne Robey

CONTACTING ADMINISTRATION, TEACHERS, STAFF and STUDENTS

Anyone wishing to call school for any reason may feel free to do so. The school office is open from 8:00 a.m. to 3:30 p.m., Monday through Friday.

Teachers may not leave the classroom to receive phone calls. If you wish to contact a teacher, please leave a voice mail message with the teacher, email or send a note.

Emergency messages will be delivered to students.

PARENTS ARE NOT TO CALL TEACHERS, ADMINISTRATION, OR STAFF AT THEIR HOMES UNLESS OTHERWISE DIRECTED.

BOARD OF DIRECTORS
2010-2011

PASTORS

The Reverend Carlos Benitez
The Reverend Vincent Rigdon
The Reverend Dr. Raymond Fecteau
The Reverend Thomas LaHood
The Reverend Kevin O'Reilly
The Reverend Joseph Pierce
The Reverend Msgr. Paul M. Dudziak

PARISH

Mother Seton
Our Lady of the Presentation
Our Lady of the Visitation
St. John Neumann
St. Mary's Shrine
St. Paul
St. Rose of Lima

OTHERS

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Mr. John Feeney
Mrs. Isabel Gomez
Mr. Eugene Kane
Mr. Joseph Mahoney
Mrs. Allison Melley
Mrs. Marguerite Nedzelnitsky
Mrs. Dado Singer - Chair
Mr. Robert Skelton
Mr. Steve Staton
Mrs. Cathy Thompson
Mr. Michael Weigand
Mr. Michael J. Friel – Ex-Officio
Deacon Bert L'Homme, Ph.D. – Ex-Officio

STUDENT GUIDELINES FOR INTERNET USE

Mary of Nazareth School believes that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

We believe that the benefits of Internet access far exceed any disadvantages due to the form of information resources and opportunities for collaboration available. Ultimately, however, parents of minors are responsible for setting and conveying standards that their children should follow when using the Internet. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

The Internet is not governed by any entity; therefore there are no limits or checks on the kind or accuracy of information that is accessible to Internet users. While the school will make an effort to ensure access to proper materials, the student has the responsibility for how the Internet is used.

Teachers agree to:

- Provide supervision and direction for all Internet activities
- Have a curriculum focus for all research with no "free surfing" allowed
- Avoid publishing student information and photographs on our web page.

Students agree to:

- Report any misuse of the Internet to teachers
- Use the Internet for appropriate educational use only
- Avoid giving out personal information or pictures over the Internet
- Report any material which makes them feel uncomfortable
- Avoid meeting people in person whom they have "met" online
- Avoid responding to mean or uncomfortable messages at school or at home
- Follow all other school rules while online at school or at home
- Abide by all copyright regulations
- Avoid using the system in a way that could interrupt use by others
- Avoid subscribing to or purchasing anything on the Internet

A student at Mary of Nazareth represents the school at all times. If a student engages in conduct detrimental to the reputation of the school that student may be disciplined by school officials.

Violation of this agreement may result in a loss of Internet access. Additional disciplinary action may be taken on a school level and when applicable, law enforcement agencies may be involved.

Parent permission is required. Access is a privilege, not a right. Use will only be granted to students who agree to act considerately and responsibly as is defined above. This form is due by September 27, 2010.

MARY OF NAZARETH SCHOOL HONOR CODE

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

- I will be respectful and polite towards all teachers and adults and peers.
- I will respect all school and personal property.
- I will only use appropriate language.
- I will follow the classroom rules.
- I will not plagiarize, copy, or cheat on any written or oral work.
- I will not lie, steal, or possess stolen property.
- I will not engage in harassment, bullying or aggressive behavior toward others. These include, but are not limited to teasing or taunting, exclusion or ignoring, spreading rumors, verbal or written insults and physical violence.
- I will not engage in verbal or written comments that threaten harm or disrespect other students or faculty, including email, text messages or internet use.
- I will not bring inappropriate reading materials, pictures, or Internet images to school or school sponsored events.
- I will not bring any real or toy knives, guns, matches or lighters to school.
- I will not possess or use illegal drugs, alcoholic beverages, drug-related paraphernalia, or tobacco on school property or at school related events.
- I will be accepting of other's differences.
- I will not engage in inappropriate displays of affection or sexual harassment.
- I will not use a cell phone during school hours of operation.

2010 – 2011 Publicity Release Form

Mary of Nazareth Catholic School and the Archdiocese of Washington have opportunities throughout the year to promote Catholic education through news stories in radio, TV, print and electronic media.

Permission is hereby granted to Mary of Nazareth School and the Archdiocese of Washington to use the voice/audio recordings, photographs, video and quotations of

Name(s) of Participant(s)

to assist in community awareness, educational efforts and related public relations purposes, including media coverage of school events and activities and public relations/advertising that may include brochures, posters, print, radio, TV or electronic media.

In exchange for the opportunity to participate in the community awareness programs, educational efforts and related publicity endeavors of Mary of Nazareth School and the Archdiocese of Washington I hereby agree to release and hold harmless Mary of Nazareth School and the Archdiocese of Washington and their agents, servants and employees from any and all claims, demands, causes of action and/or liability of whatever kind or nature arising out of or connected to the use of said voice/audio recordings, photographs, video and quotations.

I hereby waive any right to compensation, fee or royalty for myself, the participant/student or our successors, heirs or assigns in connection with the production or use of the aforesaid materials.

**PLEASE RETURN THIS FORM TO SCHOOL NO LATER THAN
MONDAY, SEPTEMBER 27, 2010.**

I have read the policies and procedures in the *Mary of Nazareth Roman Catholic Elementary School* Parent/Student Handbook and agree to abide by them. This includes but is not limited to Publicity Release Form, Honor Code, and Student Internet Guidelines for Use, further, I have reviewed the contents of the handbook with my child/children.

FAMILY NAME: _____
(Please Print)

Parent/Guardian

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Please check if you **do not** agree to the terms and conditions of the Publicity Release Form.