



2023-
2024

CARDINAL SHEHAN SCHOOL

PARENT/STUDENT HANDBOOK



PRINCIPAL
ASSISTANT PRINCIPAL
ADMINISTRATIVE ASSISTANT
ADMISSIONS DIRECTOR
BUSINESS MANAGER

DR. ANIKA LOGAN
MR. KEVIN COONS
MS.KORI JAMES
MS. JANAY WELLS
MRS. JANE BLUSIEWICZ



Cardinal Shehan is a co-ed elementary school for grades PreK3 - Grade 8. Cardinal Shehan School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

I. Mission and Vision Statements

Mission Statement

Cardinal Shehan School is a peaceful school community dedicated to maintaining and upholding Catholic traditions and doctrines in a safe environment. We believe in developing the whole child in a positive atmosphere that encourages creative and critical thinking. We nurture students' natural abilities and create opportunities for growth by challenging them to achieve their highest potential. We believe that as an educational and spiritual community, we set standards of achievement by modeling behavior, demonstrating how to work collaboratively, and recognizing and appreciating diversity in others.

Vision Statement

We believe that all children, regardless of the economic, geographic, religious and social circumstances into which they were born, are enhanced by engaging in educational experiences that challenge their abilities and cultivate habits of excellence. All students enrolled at Cardinal Shehan School are recognized for their talents, abilities and special gifts. The Cardinal Shehan School Community will maintain high expectations for all students in order to assist them in achieving their fullest academic and personal potential.

II. Cardinal Shehan School Peace Prayer and Pledge

Peace Prayer

Good and gracious God, bless me with your peace---
The peace to build and grow,
to share my feelings honestly,
to live in harmony with others,
and to look for safe ways to express my anger.
Grant me the wisdom and courage
to solve my problems peacefully,
and to plan for the future with confidence.
May Your peace flow through me to others. Amen.

Peace Pledge

We pledge allegiance to the world
To cherish every human being
To care for the Earth, Water and Air,
To work for Peace and Freedom everywhere.

III. History of School

Cardinal Shehan School has a long and proud history of service to our students, community, and to our dedication to create a peaceful world. We are the proud legacy of the merger of two remarkable Catholic elementary schools - St. Matthew and St. Thomas More Schools, with the guidance of the religious communities of the School Sisters of Notre Dame, the Sisters of St. Joseph and the Oblate Sisters of Providence. In 1988, St. Matthew and St. Thomas More merged to form Cardinal Shehan School, an inter-parish school.

The special mission of the school is to work intensively to develop peace. Teachers work with students to equip them with peacemaking skills, while parents are called upon to work with the school in bringing peace to their households and communities. The Cardinal Shehan School is creating a peaceful world, one student at a time.

IV. Non-Discrimination Statement

“It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the Federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
 - (i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
 - (ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
 - (iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

The State of Maryland does not require a nonpublic school that is religiously affiliated to enroll, retain, or extend privileges to a student or prospective student who does not meet the usual and regular qualifications, requirements, and standards of the program or school or to adopt any rule, regulation, or policy that conflicts with the program or school’s religious or moral teachings provided that the denial, rule, regulation, or policy is not based on discrimination on the grounds of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

Requests for reasonable accommodations for a student with a disability may be directed to the Principal or Assistant Principal.

Religion is required for each year a student attends Cardinal Shehan School. All students enrolled in Cardinal Shehan School must attend religion classes and services. We will always teach and act consistent with the tenets of the Catholic Church.

V. Statement of Philosophy

Nature of Purpose: Cardinal Shehan School is a Catholic elementary school whose mission is consistent with the educational mission of the Catholic Church. We recognize the uniqueness of each child and embrace students of all faiths. In transmitting the Christian message, we are committed to challenging each of our students to follow the Gospel message of love and peace. Religion is incorporated into the entire program through daily prayer, classroom instruction, liturgies and on-going spiritual formation. We are committed to peacemaking, which is the cornerstone of our school identity. In this environment, beliefs and values shape and give direction to moral life-style choices.

Our mission of peace calls us to relate to each other as sisters and brothers. A heightened awareness of social justice issues and the need for community service provide opportunities for students, parents and teachers to respond together as a family of faith.

Our commitment is to nurture in our students a positive self-image and a spirit of inquiry and discovery which will inspire them to attain a mastery of curriculum commensurate with their potential. Creative, innovative instructional strategies and technology complement a variety of activities and programs that allow students to experience success.

Our school community believes that the development of the whole student, mind, body, and spirit is fostered through a systematic progression of instruction occurring in a continuum, Pre-Kindergarten through Eighth Grade. We provide students with fundamental knowledge and usable skills to prepare them for the future as they ultimately take their places in our emerging society.

Nature of the Student: The spirituality of our students is affirmed and nurtured within the context of Catholic values and Catholic faith. We are committed to instilling the shared values of justice, integrity, compassion, patriotism, self-sacrifice, civility, self-sufficiency, and the pursuit of peace. To this end Cardinal Shehan School provides daily classroom instruction (which incorporates the affective nature of students across the curriculum), school-wide liturgies and prayer services, Christian service projects, eighth grade retreat, and daily prayer experiences.

Recognizing that intelligence is a gift from God, we encourage each student's spirit of curiosity and wonder toward a lifelong appreciation and enjoyment of learning. A varied, well-integrated, faith-based curriculum and quality standards promote intellectual competence. Rooted in the belief that life experiences contribute to the development of one's self-image, we value students for who they are and Whose they are. While encouraging students to understand their uniqueness, we guide the development of positive self-awareness, self-expression, self-responsibility, and self-concept. This is achieved through our programs of peacemaking, religion (especially Gospel values), each of our academic disciplines and the visual and performing arts programs.

We believe that God and his laws are the ultimate authority. Children learn to incorporate this concept, first taught in the home, through the establishment of classroom rules, respectful interaction with peers and authority figures, and participation in self-governing activities. Students practice appropriate responses to real-life situations, preparing them to function responsibly as self-confident members of the larger community. It is our conviction that

consequences for behavior should be natural and individualized for each student. Students with serious problems in personal development receive appropriate assistance.

We recognize that the body is a gift from God and as such, should be treated with respect and care. Accordingly, grade-appropriate instruction is offered in health, personal hygiene, AIDS awareness, drug abuse prevention and human sexuality. Developing good character and self-discipline, understanding and accepting physical capabilities, and practicing the skills of movement are integral to our physical education program. Participation in team sports and other extra-curricular activities is offered to provide additional opportunities for physical activity.

Nature of Relationships: Students are guided at Cardinal Shehan School to follow the example of Jesus in their relationships with each other. The skills taught and practiced in our Peacemaking Program assist students in maintaining respectful, caring, supportive, and responsible relationships with their peers.

Teachers at Cardinal Shehan School are mindful of the awesome privilege and responsibility of their ministry as role models to their students. Love and care for each student form the foundation of the relationship from which teachers seek to inspire trust, nurture confidence, support growth, and monitor progress as they guide students to achieve their full potential.

Teachers at Cardinal Shehan School respect and support one another (as children of God and fellow professionals). They work together in a spirit of cooperation and harmony to ensure a successful school community. Teachers relate to one another as members of a team and model healthy relationships to students through their mutual care and respect. Cooperation between parents and teachers generates an active involvement genuinely focused on the success of each student.

Nature of Process: School policy is established and implemented through the cooperative efforts of the Division of Catholic Schools of the Archdiocese of Baltimore, the Cardinal Shehan School Board, the administration, faculty, and staff. These policies are clearly stated in the Archdiocesan Elementary School Policy Manual and the Cardinal Shehan School Handbook. The principal clarifies questions related to policy. Appropriate changes are made following evaluation and proposals to the School Board.

VI. Calendar for School Year

August	
21	Faculty Returns (Professional Day)
24	AOB Convocation: Faculty and Staff only
25	Parents drop off supplies and HSA Meet and Greet (See Schedule)
28	Grade 4-8 Students return (Half Day)
28	Summer Uniform begins
29	1-8 Students only (Half Day)

29	PreK and Kindergarten Parent Orientation 9a.m. Parents only		
30	All Grades: PK3-8 (Half Day)		
31	1st FULL Day: All Grades		

September - Welcome Back Children of God			
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4	School Closed: Labor Day	18	Claire's Gourmet Fundraiser Begins
5	Faculty Meeting	19	Faculty Meeting
6	Back to School Night: 5p.m.	20	Day of Reflection: Feast of St. Matthew
11	NWEA Map Test - Fall Session	22	Half Day and Fall Festival at 4p.m.
13	Opening Mass 9:00a.m.	29	Back to School Lunch: Chick-Fil-A
15	Maryland Safe School Presentation		

October - Fall Before God			
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3	Faculty Meeting	16	C.A.R.E.S. Canned Goods Begins
4	St. Francis of Assisi Mass 9:00 am	16	8th Grade Retreat
4	Half Day: P/T Conference	17	Faculty Meeting
4	Mid Term Reports Distribution	19	HSA General Meeting
5	Half Day: P/T Conference	20	\$3 Tag Day, Theme: School Colors Day
6	School Closed: Professional Day	23	Open House #1
11	Ident-A-Kid	23	Re-enrollment begins
12	School Board Meeting	26	Trunk-A-Treat 6-8:30pm (HSA)

November - Have a Thankful Heart			
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1	All Saints Day Mass 9:00a.m.	21	Faculty Meeting
3	Half Day	22	End of Trimester 1 Half Day: Thanksgiving Break Begins
7	Faculty Meeting	27	School Reopens
8	Class/Faculty Picture Day	30	HSA General Meeting
10	School Closed: Faculty Retreat	30	High School Placement Test
21	Thanksgiving Prayer Service	30	Picture Retake

December - Joy to the World			
1	CSS Science Competition (Grade 5)	14	Christmas Program 6p.m.
5	Faculty Meeting	15	Pajama/Movie Day (HSA)
6	Open House #2 In Person	16	\$3 Tag Day - Theme: Christmas Sweater Day
8	Immaculate Conception Mass 9a.m.	18	Kids' Kastle Holiday Shop
9	Breakfast with Santa 10a.m.	19	Kids' Kastle Holiday Shop
13	Advent Prayer Service	19	Faculty Meeting
11	Individual 8th Grade Picture Day	20	Half Day/Christmas Break Begins

January - Catholic Schools Week			
1	School Closed	19	Silent Auction Fundraiser
2	School Closed	23	Faculty Meeting
8	NWEA Map Test - Winter Session	26	Half Day - Parent Teacher Conference
9	Faculty Meeting	29	Catholic Schools Week -Open House #3
10	School Mass 9:00 a.m.	31	HSA General Meeting
15	School Closed - Dr. King Day		

February - Sharing God's Love			
2	Noon Dismissal	16	\$3 Tag Day - Theme: Super Hero Day
6	Faculty Meeting	19	School Closed
7	School Mass at 9:00 a.m.	20	Faculty Meeting
14	Ash Wednesday Mass 9:00a.m.	22	Acre Testing for 5th and 8th Grades
15	CSS Bible Quiz Competition (Grade 3)	28	HSA General Meeting
16	Winter Dance HSA		

March - Jesus is Our Only Treasure			
1	School Closed: Professional Day	19	Faculty Meeting
5	Faculty Meeting	20	Lenten Prayer Service
6	School Mass 9:00 a.m.	22	8th Grade Retreat

4	End of Trimester 2	27	HSA General Meeting
14	Faye Wilkes Perry Concert	28	Easter Break begins (noon dismissal)

April - Rise Up and Walk with God			
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8	School Reopens	23	Faculty meeting
9	Read-a-thon Begins	24	NWEA Map Test - Spring Session
9	Faculty Meeting	24	HSA General Meeting
11	SGA Talent Show	26	\$3 Tag Day - Jeans Day
17	School Mass	26	Read-a-thon ends
18	CSS Spelling Bee (Grade 4)	26	International Night

May - God Reigns and the Sun Shines			
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1	May Crowning	23	Field Day and BBQ
1	Summer Uniform begins	24	8th Grade Dance
3	Half Day: Noon Dismissal	27	School Closed
7	Faculty Meeting	28	8th Grade Trip
8	School Mass at 9:00a.m.	29	Farewell Liturgy
21	Faculty Meeting	31	Graduation (noon dismissal)

June - We will Follow Jesus			
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1	Faculty Meeting		
4	\$3 Tag Day, Theme: Hawaiian Day		
5	End of Year Luncheon for Staff		
6	Last Day of School/Noon Dismissal		
7	Last Day of School for Faculty		

VII. School Administration/ Faculty/ Staff

Principal: Dr. Anika Logan	Administrative Assistant: Ms. Kori James
Assistant Principal: Mr. Kevin Coons	Admissions/Advancement: Ms. Janay Wells
Business Manager: Mrs. Jane Blusiweicz	Facilities: Mr. Raymond Smith

Nurse: Ms. Cara DeRosa	Counselor:
PreK-3 Teacher: Mrs. Darlene Lee PreK-3 Aide: Ms. Sister Mary Puline	PreK-4 Teacher: Ms. Ashley Gillis PreK-4 Aide: Ms. Carolyn McCray
Kindergarten Teachers: Mrs. Valerie Kim Kindergarten Aide: Adriane Gillis	First Grade Teachers: Ms. Lindsey Jones First Grade Aide: Ms. Cindy McNeill
Second Grade Teacher: Mrs. Lori Waller Second Grade Aide: Mrs. Denique Lyles	Third Grade Teacher: Mrs. Angela Brown
Fourth Grade Teacher: Mrs. Teresa Dawkins	Fifth Grade Teachers: Mrs. Malinda Brooks
Middle School ELA: Mrs. Shekyra Martinez	Middle School Math: Ms. Roshae Jones
4th/5th/Middle School Religion: Mr. Mark Anog	4th/5th/Middle School Science: Mr. Uche Okoronkwo
Middle School Social Studies: Mrs. Paulette Allen	Middle School Spanish: Mr. Luther Hahn
Art/Library: Mrs. Patricia Veal-Shannon	Music: Ms. Delia Hatten
MS Technology: Mr. Kevin Coons	Physical Education: Joshua Pittman
Cafeteria: Ms. Vivian Harvey	K-5 Technology: Joshua Pittman

VIII. Accreditation

Cardinal Shehan is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Cardinal Shehan School met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

IX. Academics

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects in a given year.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child’s progress. By mid-February, the teacher, principal, parents, (and student) review the student’s work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents

reviewing the content of the meeting, including the educational plan. In early May, the school will notify the parent/guardian of the school's decision regarding retention.

Failures in Major Subjects

In Grades 5, 6 and 7, failure for the year in one of the major subjects of Language Arts, Math, Science or Social Studies necessitates summer school attendance. Tutoring will not be accepted as a substitute for completion of summer school.

Failure for the year in two of the above-mentioned subjects in Grades 3-7 necessitates a conference with the Administration and/or teachers. The student must attend summer school and may be retained. In Pre-K 3, Pre-K 4, Kindergarten, First and Second Grades, serious consideration will be given to summer school and/or retention of any child who is behind academically, socially and/or developmentally.

Written communication will be forwarded to families of students needing to attend Summer School. Students who are required to attend because of failure must have official records of summer school achievement forwarded to Cardinal Shehan School no later than August 15th. Any student who fails to succeed in completing summer school requirements for promotion to the next grade or fails to submit the necessary records by August 15th may be retained.

A second retention at Cardinal Shehan School will not be permitted. Placement in another school must be sought.

Graduation Requirements

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities. Should failure occur in any major subject for the year in Grade 8:

- Student will not receive his/her Graduation diploma.
- Student will not participate in graduation and/or activities.
- Student must attend summer school.
- Student will be promoted only if summer school is successfully completed.
- Any high school that accepted students will be notified.

Should failure for the year occur in two or more subjects in Grade 8:

- Student will not be promoted to Grade 9.
- Repeating Grade 8 at Cardinal Shehan School will not be permitted.

Honor Roll

The academic honor roll will begin in grade 3.

Students in grades 3-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

Students who earn a grade point average of at least 4.0, consisting of all A's or A+'s, and no less than a "Satisfactory" in conduct, effort, application standards in all areas are awarded **Principal's Honors**.

Students who earn a grade point average of 3.5 to 4.0, consisting of A+'s, A's, B+'s, B's and no less than a "Satisfactory" in conduct, effort and application standards in all areas are awarded **Second Honors**.

A+ = 4.0 A = 4.0 B+ = 3.5 B = 3 C+ = 2.5 C = 2.0 D = 1.0

Progress Reports and Interim Reports

Progress Reports are distributed three times a year. Cardinal Shehan School participates in a computerized progress report system (Student Information System) as established by the Archdiocese of Baltimore.

Trimester Dates:

1st Trimester: August 28, 2023 - November 22, 2023

2nd Trimester: November 27, 2023 - March 8, 2024

3rd Trimester: March 11, 2024 - June 6, 2024

Interim Progress Reports are distributed in the middle of each trimester to notify families of the students' performance.

Parent Access

The Archdiocese of Baltimore uses PowerSchool (grades 3-8 only) as its student information system. PowerSchool allows parents/guardians to log on to its server at any time to access information such as grades and attendance for their children and provides an additional means of communication about students' academic performance. This feature is called Parent Access and is not intended to replace other forms of communication or official student records. Parents/guardians receive a unique username and password for each of their children in the school. PowerSchool servers are protected with the most secure safeguard available.

In order for parents/guardians to be granted access to PowerSchool, tuition and other fees must be current. Parent Access will be closed one week prior to the end of each trimester to allow for the final computation and storing of trimester grades.

Testing Program

All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring.

Pre-K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

ACRE Testing

All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. This is a school assessment and no individual student scores are given.

Instruction/Curriculum

Guidelines from the Division of Catholic Schools of the Archdiocese of Baltimore and the Maryland State Department of Education direct the curriculum of our school. The sequential curriculum is continuously evaluated and adjusted as appropriate. The faculty uses the curriculum guidelines to adapt the body of skills in each discipline to the needs of the students. A globally inclusive curriculum allows teachers to educate and challenge students to reject discrimination and mediocrity. Cardinal Shehan School seeks teachers possessing the following: a college degree and teaching certification, classroom experience, love of children, enthusiasm, dedication to their profession, a cooperative spirit, strong interpersonal skills, and respect for the Catholic identity of the school. The teacher is responsible for the planning and implementation of effective lessons.

Teachers select methods and materials according to the learning styles of their students. In addition, teachers evaluate student progress; ensure the smooth progression of the day's activities; administer classroom discipline; nurture the spiritual, emotional, intellectual, and physical development of the child; and participate in policy and curriculum development.

Excellence in education must include ongoing evaluation of students, faculty, and staff. Students are evaluated on a continuing basis, using a variety of assessments to ensure an accurate reflection of progress. All school personnel are evaluated annually by the principal. Evaluations are formal and informal, and timely feedback is both written and verbal. Professional goals are set by members of the faculty and administration and evaluated in dialog with the principal. Faculty is further evaluated at the end of the year using an Archdiocesan appraisal form, a copy of which is submitted to the Archdiocese. The principal is evaluated by the School Board and the faculty.

Titles of Textbooks

Religion

PK: God Made Me/God Made the World, Loyola Press

K-8: We Believe Catholic Identity, Sadlier

Math

K-5: Reveal Math, McGraw-Hill Education

6-8: Math Course 1, McDougal Littell; Algebra 1, McDougal Littell

English Language Arts

K-2: SRA Open Court Reading, McGraw-Hill Education

3-5: Wonders, McGraw-Hill Education; Vocabulary Workshop, Sadlier; Exercises in English, Loyola Press

6-8: Voyages in English Grammar and Writing, Loyola Press; Literature-Timeless Voices, Times Themes, Prentice Hall; Vocabulary Workshop, Sadlier

Science

K-8: Science Dimensions, HMH

Social Studies

3-5: Into Social Studies, HMH

6-8: World Civilization, HMH; World Geography, HMH, U.S. History Beginnings to 1877, HMH

Parent/Teacher Conferences

Parent-teacher conferences are a valuable asset in supporting a student's growth. Appointments should be scheduled by teacher or parent whenever necessary; however, parents/guardians are requested not to interrupt teachers during school hours unless the conference has been pre-arranged. The scheduled conference days this school year will be held virtually.

Wednesday, October 4, 2023

Thursday, October 5, 2023

Friday, January 26, 2024

An appointment must be scheduled for these conferences. Further information about scheduling of conferences will be sent home by the classroom teacher.

Parents/guardians wishing to schedule a conference with teachers at other times throughout the school year please contact the teacher ahead of time to schedule a time as teachers will confer with parents/guardians by appointment only. Parents/Guardians who have scheduled appointments are asked to sign in at the front desk.

Homework

Homework is an outgrowth of class work. It is assigned as reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner. Homework assignments will vary in content according to the subject involved, the needs of the individual child, and the objectives of the teacher. Parents should provide suitable conditions for home study for this purpose. Recommended homework times are as follow:

Kindergarten should not on a regular basis exceed 30 minutes.

Grades 1 and 2 should not on a regular basis exceed 45 minutes.

Grades 3, 4 and 5 should not on a regular basis exceed 90 minutes.

Grades 6, 7 and 8 should not on a regular basis exceed two hours.

At least 15 minutes of reading should be added to each of these times each night.

Consequences for missed homework assignments may include lowering the grade in the subject. Work must be submitted on a timely basis to receive full credit

- Written/typed assignments must be neat, legible and complete.
- Books and notebooks should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.

Students returning from an absence will be given a reasonable time in which to make up missed work. During lengthy absences (in excess of 3 days), requests for homework should be made to the School Office.

X. High School Visitation Policy

To assist in decision-making regarding high school choices, eighth grade students may make use of three "excused absences" which are spent at the high schools of their choice. Once the parent has contacted the high school to request the visit, the student informs the Assistant Principal/Principal and receives the request form, which is then signed by a parent and the Assistant

Principal/ Principal. On the day of the visit, the student brings the form to the high school, has it authorized, and returns it to the Assistant Principal/Principal at CSS the following day. This process must be started early enough (one week in advance of the visit) to allow at least 24 hours for the Assistant Principal's/Principal's signature. These absences will not be excused until the signed paperwork is returned to Cardinal Shehan.

As a Cardinal Shehan student, proper attire is expected and required on the days of the high school visits. Only eighth grade students are granted these three excused absences for high school visits/shadow days. A student may also elect to use one of their shadow days for placement testing at a school to which they are applying, if needed.

XI. Student Records

Student records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (*Family Educational Rights and Privacy Act*)

Cardinal Shehan complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Cardinal Shehan are as follows:

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the Principal/Assistant Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.

- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

The School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal in writing by **September 30**.

XII. Home and School Association

Purpose: the purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

[Home and School Association Manual](#)

Volunteers: The Archdiocese of Baltimore has determined that all volunteers who have substantial contact with children must comply with the following procedures (VIRTUS Training) in order to volunteer in any capacity at Cardinal Shehan School:

- Inform the school of your desire for Volunteer Service
- Complete the online training regarding child abuse and protection of children by logging into: <https://www.virtusonline.org/virtus/>
- Present the completed VIRTUS Training certificate to the main office.

Children (14-18) who seek to volunteer and who have substantial contact with children should also complete the VIRTUS Training: <https://www.virtusonline.org/virtus/>

It is strongly suggested that those seeking to volunteer be trained as soon as possible.

XIII. Partnership with Parents

In enrolling your child in a Catholic School, you agree to certain important responsibilities. These include:

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
10. to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party sites, and including sporting events.
11. to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw child/children from the school. Depending on the severity of the breach of partnership with the school, a parent, guardian or other family members may be prohibited from entering the campus.

XIV. Harassment Policy

It is the policy of the Archdiocese of Baltimore to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation.

"Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Procedure

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools. A bullying/harassment form should be filled out.

Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

XV. Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

Harassment of students on the basis of race, color, sex, national origin, religion, disability or handicap, gender identity or expression, and sexual orientation are also addressed under the Archdiocesan Student Harassment Policy in the Code of Conduct. Suspected abuse or neglect of students is addressed under the Policy for the Protection of Children and Youth.

“Bullying, harassment, or intimidation” means intentional conduct, including written, verbal, or physical conduct or an intentional electronic communication, that:

Creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance or with a student’s physical or psychological well-being and:

Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or

Is sexual in nature; or

Is threatening or seriously intimidating; and

Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, pager, etc.

Retaliation means an act of reprisal or revenge, i.e., getting back at a person for an act he/she committed (such as reporting misconduct).

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school’s website.

[Bullying Form](#)

XVI. Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research,

produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)

- Using or accessing another’s account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, ‘worms’, etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else’s files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School’s policy and values.

Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland’s law prohibiting the Misuse of Interactive Computer Service (“Grace’s Law”).

Parent Responsibilities

- Reviewing and discussing this policy with their child as well as supporting the School in its enforcement
- Partnering with the School in monitoring their child’s technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child’s use of the Internet or technology tools to School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student’s Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child’s name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children’s use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School’s web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child’s participation in the School’s academic activities and programs, including the child’s use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

XVII. Health

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request

Aerosol Management & Analysis, Inc. is contracted by Cardinal Shehan School to conduct triennial inspections.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. The first dose of any new medication should be administered at home.

Students may not possess, dispense or distribute medication on their own. Under special circumstances, individual students may be authorized by their physician to carry and self-administer emergency medications (e.g. inhalers, epi-pens). In this case, the school nurse must be consulted. All medication must be delivered to school by a parent/guardian.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)

Tuberculosis

Meningitis

Whooping Cough (Pertussis)

Hepatitis

Rocky Mountain Spotted Fever

Food Poisoning

Human Immune Deficiency

Mumps

Virus Infection (AIDS and all

Adverse reactions to Pertussis Vaccine

other symptomatic infections)

Lyme disease

Animal bites / Rabies

Chicken Pox (varicella)

Influenza

Covid 19

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information.

The school must be notified of any changes that occur during the school year

Head Injury

If any injury to the head or any other serious injury occurs to a student, then nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Insurance

The Office of Risk Management, on behalf of the Archdiocese of Baltimore, offers a voluntary student accident plan for school families to purchase. This coverage is an inexpensive way for families to cover co-pays, high deductibles, and may even provide accident coverage in the event that no other health coverage is available. If a family declines this coverage please be aware that any injuries sustained while at school or during school activities may not be covered by any Archdiocesan insurance policy. For more details regarding purchasing student accident insurance please visit www.archbalt.org/risk.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the office

XVIII. Safety

Emergency Plan

The Emergency Procedure Plan for Cardinal Shehan School provides for the care and well-being of its students, faculty and staff. The plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in the plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals as well as preparatory measures that should be accomplished during non-emergency time. The plan does not create elaborate new structures, but relies on the organization, skills and procedures that are followed on a day-to-day basis.

Fire Drills

Fire drills are conducted on a regular basis at Cardinal Shehan School. The Baltimore City Fire Department conducts supervised fire drills each year and the school also conducts “in-house” fire drills. Fire exit notices are posted in each room. To ensure the safety and protection of all, students are expected to give full cooperation during fire drills.

Child Abuse and Neglect Reporting Policy Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the Principal.

Visitors

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building.

Supervision Responsibilities Before and After the Official School Day

School Schedule:

7:40 am	PreK 3 - Grade 8 students will enter the school through identified entrances and report to their homerooms.
7:55 am	All students should be present. Announcements will begin at this time.
8:00 am	LATE BELL – students must be in their classroom by 8:00 a.m. or are considered tardy and must obtain a late slip from the main office. Instruction begins at this time.
3:00 pm	Dismissal for Pre-K 3 – Eighth grade students.
4:00 pm	School office closes. No business either in person or by telephone may be conducted after 4:00 p.m. Voicemail messages may be left on

410-433-2775 to be addressed the following day. Voice mail messages may be left for faculty and staff at any time by calling the main office.

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Child Safe Program

At Cardinal Shehan School, students from Pre-K to Eighth Grade receive instruction in personal safety skills. This material is presented throughout the year in a variety of methods.

XIX. Use of School Grounds

The use of school grounds is permitted on a limited basis and must be coordinated through the Principal.

XX. Student Services

IEP Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system. The evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days. At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Catholic school staff, in particular the student's teacher, are a vital part of the process.

If an evaluation is deemed warranted and takes place, recommendations and an academic plan are developed and given to the parents/guardians at the summative meeting following the academic evaluation.

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Guidance and Counseling

A School Consultant (counselor) may be on staff part time and available to service students individually, in small groups or classes as a whole, on school-related issues. Students may initiate services themselves or may be referred by teachers or parents/guardians. Consent of the legal guardian will be required for students needing more than occasional visits to the school consultant. **Any parent/guardian who does not wish to have his or her child's be seen by the school consultant must notify the Principal in writing no later than September 11th of the**

current school year. Students with counseling needs beyond the scope of short-term school-related issues will be referred to outside services.

XXI. Uniform Code

The school uniform is to be worn as outlined in this handbook and may not be altered in any way. Substitutions are not permitted.

- Fingernails may not extend more than $\frac{1}{4}$ inch beyond the fingertip.
- Nail tips or colored nail polish, including French or American manicures, are not permitted.
- Make-up may not be worn; this includes lip gloss.
- Tattoos and male facial hair are not permitted.
- A student may wear a watch and one pair of small post earrings on ear lobes only. No SmartWatches allowed. Earrings should be no larger than a dime. For safety reasons, students are not allowed to wear hoops or dangle earrings. Boys are not allowed to wear earrings. No other body piercing jewelry is permitted.
- A small cross or small religious medal may be worn around the neck. No other jewelry is permitted.
- Exposed lanyards and keys are not part of the uniform.
- Extreme or unkempt hairstyles on male or female students are not allowed. No hair color (streaks or highlights), wigs or large headbands with large flowers, bunny ears, cat ears or any type of protruding extensions are permitted.

Students may be sent home from school if they are out of uniform or dressed inappropriately on out of uniform days. The administration has discretion over uniform and dress code violations.

CSS Uniform for Pre-Kindergarten 3 and 4 Boys and Girls

August–Oct. 13th	Red shorts, gray and red shirts, white crew socks and Velcro shoes
Oct. 16th–April 26th	CSS Sweat Suit (red pants/gray sweatshirt), white crew socks and Velcro shoes
April 28th–June 6th	Red shorts, gray and red shirts, white crew socks and Velcro shoes

CSS Uniform for Girls

Grades K-5

Red plaid jumper (may not be more than 2 inches above the knee)

White blouse, Peter Pan collar, short or long sleeve

CSS monogrammed red cardigan sweater

Solid White Crew Socks or Knee Socks (not sport anklets)

White tights permitted

Black and White Saddle Shoes

Red CSS sweatpants are the only item that may be worn under the jumper (must be removed in the morning)

Grades 6-8

Red plaid box pleat skirt (may not be more than 2 inches above the knee)

White oxford cloth, button down blouse, short or long sleeve

CSS monogrammed red, long-sleeved V-neck pullover sweater

Solid White Socks or Knee Socks (not sport anklets)

White tights permitted

Black and White Saddle Shoes

Red CSS sweatpants are the only item that may be worn under the skirt (must be removed by the end of homeroom)

CSS Uniform for Boys

Grades K-5

Gray trousers (worn at the waist with a solid black leather belt. No cargo pants or Dickies are permitted)

White oxford dress shirt, short or long sleeve

CSS monogrammed long sleeved red V-neck sweater

Red plaid ties (required Oct. 13th-April 26th)

Solid Gray or Black socks

Polishable black leather shoes or bucks – not athletic shoes or boots (shoes may not be above ankle level)

Grades 6-8

Black trousers (worn at the waist with a black leather belt. No cargo pants or Dickies are permitted)

White oxford dress shirt, short or long sleeve

CSS monogrammed long sleeved red V-neck sweater

Solid Black Socks

Red/black/white diagonal striped tie (required October 13th-April 26th)

Polishable black leather shoes or bucks – not athletic shoes or boots (shoes may not be above ankle level)

Please note that the only sweater permitted as part of the uniform is the CSS monogrammed sweater sold by Flynn & O’Hara.

Optional summer uniform for all boys and girls in grades K thru 5

August 29th-October 13th and April 29th-June 6th

Gray shorts and CSS monogrammed red polo shirt (No Cargo Shorts or Capris)

Solid White Crew Socks and Tennis Shoes

Solid black leather belt

Optional summer uniform for all boys and girls in grades 6 thru 8

August 29th-October 13th and April 29th-June 6th

Black shorts and CSS monogrammed red polo shirt (No Cargo Shorts or Capris)

Solid White Crew Socks and Tennis Shoes

Solid black leather belt

Gym Uniform (boys and girls K-8):

August 29th-Oct. 14th

Red shorts, gray and red shirts, white crew socks and athletic shoes

Oct. 16th-April 26th

CSS Sweat Suit (red pants/gray shirt), white crew socks and athletic shoes

April 29th–June 6th

Red shorts, gray and red shirts, white crew socks and athletic shoes

Students are to wear their gym uniform on their assigned physical education days. It is the student's responsibility to come prepared for class. Any changes necessary in the dates for wearing the sweat suit or shorts and tee-shirt will be noted on the monthly newsletter or in a communication from the Principal.

Uniform Code Enforcement

Only solid white tee shirts may be worn under the uniform blouse, uniform shirt, or gym shirt. Uniform requirements for school-sponsored field trips will be communicated via the permission slip. All students (K-Grade 8) must have a school sweater for special events and trips.

In order to maintain a strong learning environment, it is imperative that all students adhere to all uniform and dress code requirements. Students who are not in complete uniform may not be allowed to remain in class. Neither parent nor student has the option to change the uniform at will.

The complete uniform (including shoes) is to be worn to school and home from school every day. The uniform regulations will be strictly enforced. All articles of the uniform should be maintained in a clean and neat manner. Particular attention should be paid to ties which are washable and easily kept clean. School sweaters should be worn as needed by the student, unless necessary for an event or trip.

Flynn & O'Hara

We wish to emphasize that all articles of the uniform (dress and gym) must be purchased from:

Flynn & O'Hara Uniform Company

North Plaza Shopping Center

8868 Waltham Woods Road

Parkville, Md. 21234

410-828-4709

www.flynnohara.com

Out of Uniform Dress Code

Several times during the school year, students are given the privilege of an out of uniform day. Attire on these days should be appropriate for Cardinal Shehan School. Students will not be allowed to remain in class and will need to call home for a change of clothes or to be picked up from school if the administration or faculty deems that the clothing is suggestive or inappropriate.

1. All clothing must fit properly, be clean, and without tears or holes. Baggy clothing or tight-fitting clothing is not acceptable.
2. Jeans must fit properly, and all pants must be worn at the waist, and without holes, tears, slits, or ties.
3. Footwear must be tied and fastened and have a shoe back. Plastic or rubber shoes, shower shoes, flip flops, and slippers are prohibited.
4. No revealing clothing is permitted (no bare midriffs, bare shoulders, bare backs, or cleavage).
5. Tank tops are not permitted.
6. Dresses, skirts, skorts, and shorts (when permitted) may be no shorter than finger-tip length.

7. No baseball caps, hats, or bandanas may be worn.
8. No spandex or lycra clothing may be worn.
9. Shorts may not be worn unless announced for a particular out of uniform day.
10. Fingernails may not extend more than $\frac{1}{4}$ inch beyond the fingertip. No nail tips or colored nail polish (including French or American manicures) and make-up may not be worn.
11. A student may wear a watch and may wear one pair of small post earrings on ear lobes only. A cross or small medal may be worn around the neck. No other jewelry is permitted. For safety reasons hoop or dangle earrings are not permitted to be worn.

Any questions about appropriate attire should be addressed by the student prior to the out of uniform day. Any student not dressed appropriately may be sent home to change and will forfeit the privilege of participating in future out of uniform days.

XXII. Attendance

Absence

Regular attendance is considered essential for learning at Cardinal Shehan School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school (410-433-2775) by 9 AM to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents. Prolonged unauthorized absences can and does affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. Personal instruction delivered by the teacher cannot be replicated.

Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities.

Students who are away from school for reasons of bereavement, legal proceedings or eighth grade shadow days (2) (or other reasons as authorized by the principal) will be marked absent until there is proper written verification.

“Take Your Son/Daughter to Work Day” is recorded as a day of absence

If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district.

Per the Archdiocese of Baltimore policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of student with excessive absences and tardies at any point during the school year in order to make parents and students aware of the possible consequences of not attending school on a consistent basis.

Truancy

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion and may be reported to the Maryland State Department of Education.

Lateness

Students may enter their homerooms at 7:40 AM The school day begins at 8:00 AM. Any student entering the building after 8:00 AM is considered late and must report to the office for a late slip. Tardiness is entered on a student’s permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Early Departures/Late Arrivals

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session.

All medical and dental appointments should be scheduled outside of school hours. If an early dismissal is necessary, a note should be sent to the homeroom teacher. Early dismissals must occur prior to 2:00 PM. Upon arrival of the parent/guardian the student will be called to the office for dismissal. Please do not request “early dismissal” on a regular basis. All students should remain in class until the 3:00 PM dismissal bell rings.

XXIII. Positive Behavior Interventions and Supports

The Archdiocese of Baltimore has implemented an evidence and research-based Anti-bullying Program, Positive Behavior Intervention and Support (PBIS). PBIS is a comprehensive framework in which schools focus on our Christ-centered teachings and values to create nurturing, safe, positive, and supportive learning environments. Consistent school-wide expectations are visible throughout the school and students’ positive behavior is acknowledged and celebrated. The PBIS framework adopts behavioral interventions into an integrated continuum that is designed to enhance academic and behavioral outcomes for every student.



Cardinal Shehan School
PBIS School Wide Behavior Expectations
The Peace You See



	Prepared	Engaged	Accountable	Cooperative	Excellence
Learning Space	<ul style="list-style-type: none"> • Arrive on time • Bring all materials to class 	<ul style="list-style-type: none"> • Actively listen to the teacher and other students • Keep trying and always doing your best 	<ul style="list-style-type: none"> • Know the classroom procedures and expectations • Self-asses behavior, attitude, and work 	<ul style="list-style-type: none"> • Follow all directions • Clean up after yourself 	<ul style="list-style-type: none"> • Respect others' right to learn • Value your own work
Hallways	<ul style="list-style-type: none"> • Know the expectations • Use quiet voices 	<ul style="list-style-type: none"> • Always walk • Hands down and eyes forward 	<ul style="list-style-type: none"> • Go directly to your destination • Stay in your class line 	<ul style="list-style-type: none"> • Keep body and objects to yourself • Stay to the right 	<ul style="list-style-type: none"> • Do the right thing even when no one is watching
Lunchroom	<ul style="list-style-type: none"> • Clean hands before you enter • Bring everything you need from the classroom 	<ul style="list-style-type: none"> • Eat your food in a timely manner 	<ul style="list-style-type: none"> • Take care of your own trash • Use manners • Stay in your assigned seat 	<ul style="list-style-type: none"> • Help all students to feel included at your table • Only eat and touch your own food 	<ul style="list-style-type: none"> • Show respect to the cafeteria staff • Help to clean up the area
Playground/ Recess	<ul style="list-style-type: none"> • Have everything you need 	<ul style="list-style-type: none"> • Line up promptly • Stay in designated areas 	<ul style="list-style-type: none"> • Know and follow playground/recess procedures • Play games according to agreed upon rules • Take care of all equipment/games/supplies 	<ul style="list-style-type: none"> • Include others in activities • Wait your turn • Problem solve using kind words and actions 	<ul style="list-style-type: none"> • Listen and follow all directions the first time
Bathrooms	<ul style="list-style-type: none"> • Always sign out of a classroom • Have a bathroom pass with you 	<ul style="list-style-type: none"> • Always wash hands 	<ul style="list-style-type: none"> • Treat school property like it is your own home 	<ul style="list-style-type: none"> • Respect others' privacy • Flush toilets 	<ul style="list-style-type: none"> • Leave the bathroom cleaner than you found it
Dismissal	<ul style="list-style-type: none"> • Pack up quietly and quickly 	<ul style="list-style-type: none"> • Listen for name to be called 	<ul style="list-style-type: none"> • Stay on the sidewalk 	<ul style="list-style-type: none"> • Stand in line with your class 	<ul style="list-style-type: none"> • Move quickly and safely when your name is called

XXIV. Discipline

Philosophy on Discipline

Cardinal Shehan School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Behavior

Students from Pre-K-4 will adhere to the guidelines of the school. Failure to follow classroom and school rules and procedure may result in communication with the parent /guardian as well as other established class consequences. If necessary, referral will be made to the Principal

/Assistant Principal. Administrative action at this level may include verbal or written communication to the parent/guardian, advising of the incident and the appropriate action taken such as detention or suspension.

Students in grades 5-8 will be given demerits (Level One Infraction) for infractions of the school rules and regulations. Four demerits warrant a Minor Office Referral (Level Two Infraction) which result in after-school administrative detention or in-school detention (ISD). After-school detention will be held on Wednesdays from 3:00 – 4:00 pm with an administrator. The parent/guardian will receive a written communication from the school the day before the detention is to be served. Parents are asked to sign the communication and return it to school on Wednesday. Students are expected to be picked up on time. Demerits are cumulative for each Trimester throughout the school year.

Level One Infractions: Demerit

Should be handled within the framework of class or school rules by the teacher. All demerit slips must be signed by a parent/guardian and returned to the main office the following day.

- Uniform Violations 1 demerit
- Lateness at change of class 1 demerit
- Chewing gum anywhere on school property 1 demerit
- Eating, except at designated times/locations 1 demerit
- Buying/selling/trading of any kind on school property 1 demerit
- Littering 1 demerit
- Failure to return signed documents to school 1 demerit
- Running in the halls, learning space, or cafeteria 1 demerit
- Unprepared with necessary class materials 1 demerit
- Off task use of Chromebook 1 demerit
- Violation of general classroom rules/procedures 1 demerits
- Rowdiness 1 demerits
- Using the property of others without permission 1 demerits

Level Two Infractions: Minor Office Referral

Parents or guardians may be contacted. The student is to be referred to an administrator or counselor. Appropriate disciplinary responses include counseling, after-school administrative detention or in-school detention (ISD).

- Repeated Level One Infractions (4th occurrence)
- Possession/use of cell phone/smartwatch at unauthorized times
- Disruptive or inappropriate behavior
- Profanity directed/undirected
- Vandalism
- Cheating/plagiarism, copying or allowing homework to be copied
- Forgery
- Skipping Class (over 5 minutes late without a pass)
- Taunting and teasing (Nonverbal, verbal, written, cyber or physical)
- Play fighting/Dangerous Play
- Public Displays of Affection
- Disrespect in manner and/or language
- Dishonesty

Level Three Infractions: Major Office Referral

Are more serious in nature, require parental contact, may involve school counseling, and will result in detention and/or suspension from school.

- Repeated Level Two Infractions (3rd Occurrence)
- Intimidation, threats, bullying
- Instigating a physical confrontation
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession/viewing of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Theft or extortion
- Fighting or threats of violence
- Vandalizing, damaging, or stealing school or private property
- Insolence, disrespect, insubordination or intentionally misrepresenting fact or truth to a staff member
- Any behavior which endangers the health, safety and welfare of another or him/herself
- Misuse of technology
- Possession of fireworks, poppers, stink bombs, or smoke bombs
- Truancy (partial or full day)
- Leaving school property without permission
- Engaging sexual activities
- Any other types of behavior not specifically stated here, but which the administration considers to be acts of serious harmful or disruptive behavior.

For extreme violations such as possessing weapons or look-alikes, using or dispensing illegal drugs or alcohol on school premises or at school related functions, the following procedures will be followed:

- Parents / Guardians will be notified in any case.
- The Superintendent of Catholic Schools will be notified in the case of drugs, weapons or firearms.
- Expulsion from school may result.

After school activities, while riding on buses to sports games or other such activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

Disciplinary Suspension/Expulsion Procedures

Suspension

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, which shall not exceed three consecutive school days, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. The Administration reserves the right to determine the conditions for reinstatement.

Expulsion

An expelled student forfeits all privileges of the Cardinal Shehan School student. The Administrator reserves the right not to re-admit an expelled student at a later date. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. In some cases, parents are given the option to withdraw the student in lieu of expulsion.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Search and Seizure

Cardinal Shehan School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control in order to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

XXV. Cell Phone Use/Electronics

Students in possession of cell phones are not permitted to use (call, receive or text) them for any purpose during school hours or in after school activities. Cell phones must remain off.

In grades 4th-8th, all cell phones will be collected at the beginning of the day (during Homeroom) where they will be kept in a lock box and returned at the end of the school day. Any student caught using their cell phone or other electronic device during school hours will have it taken away by the teacher. If a student's device is confiscated during the school day, the following consequences will apply:

1. After the first offense, the cell phone or electronic device will be sent to the office and will not be returned until a parent/guardian comes to the school office themselves to retrieve the cell phone or device.
2. After the second offense, the device will be confiscated and a lunch/recess detention is imposed followed by a conference with parent/guardian.
3. For a third time, there will be a one day suspension and students will not be allowed to bring their cell phone in the building for the remainder of the school year.

If students consistently disregard school guidelines they may receive further disciplinary action to include but not limited to suspension or expulsion

Cardinal Shehan School is not liable for lost or damaged cell phones.

Students are not permitted to use phones, cameras, ear pods, video games, iPods, iPads, SmartWatches, tablets, personal computers/Chromebooks, or any other electronic device in the school building or at recess, or afterschool related activities. Should a student choose to disregard this regulation, the school will not be held liable for any loss or damage. The school has the right to seize any of the above items and retain ownership until the article is reclaimed by parent / guardian.

XXVI. CLASSROOM VISITS

Any parent/guardian desiring to visit his or her child's classroom must schedule an appointment with their child's teacher in advance. Parents are required to sign in at the office, obtain a Visitor's Badge before being escorted to the classroom. The first and last weeks of school and the week(s) of Benchmark Testing are not available for visitation. Classroom visitations will not begin prior

to 8:30 a.m. or after 2:00 p.m. Visitation is not permitted if a substitute is present in the classroom. Parents are encouraged to call the school in advance, thus eliminating these situations.

Visits are limited to one hour. Any parent/guardian desiring to remain for more than one hour must make prior arrangements with the classroom teacher and comply with Virtus procedures.

Families who wish to authorize classroom observation by a family member other than the parent/guardian should add the name and relation to the "Emergency Sheet."

XXVII. Contact Information

Emergency Contact

It is mandatory that each student attending Cardinal Shehan School have a properly completed emergency sheet on file at the school. Two emergency contact persons and phone numbers must be listed in addition to home and work numbers for parents/guardians. This information must be kept current and accurate. Children will not be permitted to attend school unless this information is submitted during the first week of classes.

If school communications are to be shared with a parent/guardian other than those with whom the child is residing, that request must be submitted in writing by September 8th.

Families wishing to authorize classroom observation by an adult family member other than the parent/guardian should add the name and relationship to the emergency sheet in the space provided. It is also important for parents/guardians to provide the school with email addresses on the emergency card. This information will be used by the staff for routine communication.

Change in Address

When there is a change in address, the school is to be notified immediately and that information is immediately changed in School Admin by the parents.

Change in Name or Family Status

If there is a change in the family status/or the change of a child's name, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school.

SchoolAdmin is a communication system utilizing telephone numbers and email addresses allowing the administration to communicate important school information. Please keep your contact information updated.

XXVIII. FIELD TRIPS

When Cardinal Shehan School is sponsoring a Field Trip, students are given a Permission Form which must be signed by a parent/guardian, and returned to the homeroom teacher together with any fees specified. Failure to return the completed form within the allotted time will result in the student's inability to take part in the field trip experience. Phone calls, emails or faxes will not be accepted. If a student will not be attending a field trip parent/guardian must notify the Homeroom Teacher and Principal in writing by the due date of the permission slip or the date when the money is due whichever is the earliest date. If the parent/guardian does not do this, they will be responsible for all financial obligations for the trip. If a student does not report to school on time or remain until regular dismissal on the day of the field trip, this will negate perfect attendance.

Field trips are planned to enhance the educational experience of each student, and therefore are not optional.

Students may be excluded from field trips for the following reasons: Excessive absence and/or tardiness, failing grades, lack of responsibility, failure to respect the discipline code of the school, or if the field trip is on a day when the student is excluded from school due to outstanding financial or other obligations. Students who do not attend a field trip may not attend school on the day of the trip, and that absence is unexcused. In the event of late decisions regarding field trip attendance, refunds cannot be issued since costs are calculated on total participation.

On some field trips, parents/guardians may be invited to serve as chaperones. If you feel you may wish to chaperone a school trip, it is necessary for you to comply with the VIRTUS procedures, which includes: informing the school of your desire for Volunteer Service and completing the online training regarding child abuse and protection of children by logging on to www.virtusonline.org and completing the training. This is done through our CSS office. Parents/guardians will not be permitted to chaperone or attend any field trip unless these procedures have been followed.

Field trips are planned for the educational value at each grade level; therefore, siblings may not participate.

XXIX. FINANCES

For the 2023-2024 school year, tuition is \$6,650 per child. Tuition is managed by FACTS Tuition Management Services. All families must be enrolled with FACTS and select their payment plan option.

Places will not be held for students whose tuition is not paid during the summer months (June, July, August). Tuition must be up to date in August in order for a student to begin the new school year.

No tuition payments are accepted at Cardinal Shehan School.

Should unforeseen circumstances interfere with the timely payment of tuition, it is necessary to communicate with the Principal immediately (either in writing or by telephone) to prevent an interruption in a student's education. Tuition is not prorated on a daily basis.

Tuition is non-refundable

Only in cases of geographical moves greater than 30 miles, with families submitting documentation of the move, will exceptions be considered. Acceptable documentation includes a utility, rent or mortgage statement/bill in the name of the parent/guardian.

Tuition Assistance

Parents/guardians may apply for tuition assistance through the Archdiocese of Baltimore utilizing the FACTS Tuition Assessment Program. Information regarding tuition may be obtained from the school office. Full monthly tuition payments must be made until notification is sent regarding tuition assistance.

In order to qualify for Tuition Assistance from Saint Thomas More Parish or Saint Matthew Parish, parents/guardians must:

- be Catholic and registered in St. Thomas More Parish of Saint Matthew Parish
- use the church collection envelopes weekly
- request a tuition assistance form at the time of registration from the parish and submit the completed form by the required date
- be an active volunteer in either the parish or the school
- be supportive of the policies of the school

Families residing in Baltimore City and demonstrating financial need are eligible to apply for participation in a private scholarship program administered by the Children's Scholarship Fund. Information concerning this program is available by calling 410-243-2510. It is the responsibility of applying families to provide all necessary information within the specified deadline.

Re-registration for children at Cardinal Shehan School for the 2024 – 2025 school year will take place beginning October 23, 2023. Families will receive re-registration information. The completed form and fee are due back to the school no later than the end of February.

Re-registration for the upcoming school year is accepted contingent upon: fulfillment of the present year's financial obligations; student's satisfactory conduct and attendance/tardiness records, grade average of C or above, and parent's compliance with school policies.

Policy Statement Regarding School's Right to Exclude Students if Financial Obligations to School Are Not Satisfied

Cardinal Shehan School reserves the right to exclude students from school if financial obligations, including, but not limited to, tuition payments, fundraising, Child Care payments, or Child Nutrition obligations are not met. The parent/guardian has 5 calendar days in which to remit a delinquent payment including late charges. At the end of the 5 days, an exclusion notice will be issued and given to the student to carry home at the close of the day. During the course of the exclusion period, it is the responsibility of the parent/guardian to contact the school and settle the debt. If the financial obligation has not been met within 5 school days after the exclusion, the Principal is authorized to initiate a transfer for the student to attend another school. Re-assignment to Cardinal Shehan School is possible, if space is available, after all delinquent accounts are fully paid.

Delinquent accounts are subject to late charges, exclusion from school and school activities, assignment of account to a collection agency, withholding of report cards, relinquishing of re-registration privileges, participation in graduation exercises, class activities/field trips, loss of use of Parent Access, and forfeiture of Parent/Teacher conferences. Payment of delinquent accounts must be made by money order, cashier check or cash after May 1st. At the end of the year, Cardinal Shehan reserves the right to all the above actions for any outstanding materials or obligations.

Policy Statement Regarding School's Right to Withhold Records Unless Financial Obligations to School Are Satisfied

Cardinal Shehan School reserves the right to refuse to provide any official school record, including progress reports and diplomas, to a parent/guardian or educational institution until all tuition, fees and other obligations to Cardinal Shehan School are satisfied in full.

Students transferring from another Catholic School to Cardinal Shehan School must clear up all financial obligations before acceptance is final.

Re-Enrollment of Current Students

Each academic year, parents will be invited to re-enroll their students beginning in October. The re-enrollment period will remain open through March. The re-enrollment process will occur using SchoolAdmin. **All families who do not re-enroll by the enrollment deadline agree to forfeit their seat on a first-come, first-serve basis.**

Families are only able to re-enroll once they have fulfilled the present year's financial obligations; student's satisfactory academic, class conduct and attendance/tardiness records; family's compliance with school policies; and appropriate behavior (parents/guardians and students) in the school setting and at school sponsored activities.

Re-enrollment fees are non-refundable. The re-enrollment fee is paid through the SchoolAdmin portal.

XXX. ADMISSIONS

Students Applying to Cardinal Shehan School for the first time

Applications for new student admission will open beginning in Fall of 2022. Families must complete the application form online and submit it with the appropriate documentation and fee online via SchoolAdmin. Testing is required for students applying to Grades 1-8. Students applying for Kindergarten are screened using the *Brigance* Assessment. Families may be requested to interview with the Principal and Assistant Principal as part of the Admissions process.

Probationary Period

The probationary period is a time for review and observation of a student's behavior and academic qualifications. To properly satisfy the behavioral and academic needs of all students, the needs of new students must be compatible with the currently available resources of the school. The probationary period is one year.

Extenuating Needs of Students

CSS makes every effort to meet each student's individual instructional needs. However, we recognize that some students require resources that are outside the scope of those available at Cardinal Shehan. If the psychological, emotional or other needs of the student are beyond the professional expertise of the faculty, or adversely affect the learning environment, the administration will require that the student undergo an appropriate evaluation by a qualified professional. The professional will be expected to provide the school with a diagnosis, recommendations, and a projected treatment plan.

The administration, in its sole discretion, reserves the right to require any student to transfer to a more appropriate educational school setting, if the administration deems it to be in the best interests of the student and/or Cardinal Shehan School. The administration also has the right to require the withdrawal of any student who is unable to comply with Cardinal Shehan School standards. Please refer to the Finance section for information regarding refund of tuition.

XXXI. Liturgies and Prayer Services

Liturgies and prayer services are conducted regularly throughout the year. Students assist in preparation, and actively participate in these services. Dates and times are listed on the monthly calendar and on the website. All are welcome to join in these experiences.

XXXII. LUNCHES

The Child Nutrition Program offers healthy lunches Monday through Friday in the school cafeteria. Students may choose to bring lunch from home or buy in the cafeteria. When a child forgets to bring lunch, he or she will automatically be placed on the cafeteria lunch list for that day. Students who choose not to participate in the Child Nutrition Program bear the responsibility of bringing lunch with them. Lunch and recess are supervised.

Cardinal Shehan has been approved for Community Eligibility Provision (CEP) starting SY 2023-2024. CEP is available to eligible schools that are participating in the National School Lunch and School Breakfast Programs.

All enrolled students of the school site named above are eligible to receive a healthy reimbursable breakfast and lunch at school each day at no charge to the household. A reimbursable Lunch means the student takes 3 of the 5 items offered – 1 must be a fruit/vegetable. They are offered a protein, fruit, vegetable, grain and milk. Families do not need to submit a meal benefit application. Extras or a la carte items will still require funds for purchasing as per our Meal Charge Policy.

No outside Fast Food lunches are allowed.

XXXIII. Photography Policy

During the school year, students may occasionally be photographed or filmed by school or media photographers for use in school publications, outside media, or the school's Internet web site. (Student photographs that appear on the web site are not identified.) **Any parent/guardian who does not wish to have his or her child's photograph published must notify the Principal in writing no later than September 12th** of the current school year. Any such request will be honored; however, families must understand that once such a request is made, no photographs of their children will be used.

In the event that a school play or program is videotaped, and made available for sale, the purchase of these videotapes will be restricted to school families.

XXXIV. Weather Related Announcements

As approved by the Division of Catholic Schools, we follow the decision of Baltimore County Public Schools regarding closings or late openings due to weather conditions or other emergencies. Listen to WBAL radio or WJZ, WMAR, or WBAL television stations for announcements.

1. If Baltimore County Public Schools are canceling classes for the day, the Before/Aftercare programs and our school will not be in session.

2. If Baltimore County Public Schools are opening one hour late, the Before Care will open at 8:00 am and CSS will open at 9:00 a.m.
3. If Baltimore County Public Schools are opening two hours late, the Before Care will open at 9:00 am and CSS will open at 10:00 a.m.
4. If Baltimore County Public Schools close early due to inclement weather, there will be no after school activities or aftercare and CSS will close at the designated time.

This policy has been developed to serve the best interest and safety of you and your child.

XXXV. Recommendations/Evaluations/Scholarship Applications

All forms/recommendations requesting academic, behavioral or medical information must be sent directly to the Principal for authorization. Please allow one week's time for completion. (Lengthy forms seeking input from several teachers may require more time.) When completed, forms will be sent directly to the school administration or the physician involved. They will not be given to the student or parent/guardian.

XXVI. Work Permits

Please see the State of Maryland website for information regarding work permits for minors:
www.dllr.state.md.us/labor/wages/empm.shtml.

XXVII. Birthday Parties and Celebrations

Outside lunches, (i.e. pizza) for the entire class can be purchased to celebrate birthdays. Please inform the homeroom of your plans a week ahead of the day of the event.

Birthday party invitations may be distributed in school only if there is an invitation provided for every child in the class.

XXVIII. Federal Drug-Free Workplace Act's Applicability to Cannabis Use in Schools

There have been significant legislative changes at the state level around the use of cannabis in recent years. This year, the Maryland General Assembly enacted legislation that will allow individuals 21 and older to purchase cannabis products legally from a licensed dispensary, beginning on July 1, 2023. However, it is important to keep in mind that, despite these changes, cannabis continues to be classified as a Schedule 1 controlled substance under federal law, and its use remains illegal under federal law.

The policies and regulations set forth by the Federal Drug-Free Workplace Act apply directly to the use of cannabis in schools, including childcare facilities located in schools, even if such use might be permitted under State law. All employees, contractors, volunteers, and visitors are required to comply with this law and may not distribute, possess, use, or be under the influence of cannabis while in schools or during working hours, including but not limited to while transporting students or attending school-sponsored activities.

XXIX. Communication

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet.

Teachers will use Google Classroom to communicate with students/families for the purpose of listing assignments and weekly schedules of topics covered, as well as other resources.

XXX. Non-Custodial Parent

Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

Cardinal Shehan School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

XXXI. Athletic Team/Special Activities

In addition to meeting athletic criteria for positions on any CSS team, the administration reserves the right to determine behavioral and academic criteria for students who wish to participate on school teams and other extracurricular school activities (Choir, Team Sports, etc.).

XXXII. Textbooks and Book Bags

Books are expensive and must be well cared for. All hardback books must be covered with stretchable cloth book covers, and kept in good condition. Writing in hardback books is not allowed. Students are responsible for the possession and care of their books. If a book is lost, a replacement fee will be charged. Teachers will assess books at the beginning of the school year. Students will be charged for any damage done to textbooks.

All students are required to use protective book bags, and are encouraged to bring home only those books that are necessary each evening. Respecting the concern of families about the weight of book bags, teachers will work to coordinate assignments. Rolling backpacks (any with wheels) are not permitted to be used in the school building.

Students in grades 6, 7, and 8 will be required to use an "in-school bag" to carry books from one class to another. This bag is provided by Cardinal Shehan School. Personal backpacks are not permitted to be used during the school day.

XXXIII. Child Care Services

The Extended Day Care Program operates each full school day from 6:45am – 7:40 a.m. and from 3:00 – 6:00 p.m. The Child Care Coordinator can be reached at extendedday@cardinalshehanschool.org

XXIV. BOOST Acknowledgement

(c) An entity listed under subsection (a) of this section shall print in its student handbook the

following statement:

" **It is the Policy** of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

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

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

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

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."