



# **CARDINAL SHEHAN SCHOOL**

## **PARENT/STUDENT HANDBOOK 2021 - 2022**

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## **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.

## **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.

## **ACCREDITATION**

Cardinal Shehan School having met the requirements established by the AdvancED Accreditation Commission and Board of Trustees is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

***CARDINAL SHEHAN SCHOOL 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.*

***CARDINAL SHEHAN SCHOOL 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.*

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## **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. The curriculum is organized according to guidelines presented by the Department of Christian Formation, The Division of Catholic Schools, and the Maryland State Department of Education.

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 who 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 extracurricular 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. Teachers and parents strive to maintain an open relationship of consistent support 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.

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. The principal is evaluated by the Superintendent of Catholic Schools.

### **NON-DISCRIMINATION POLICY:**

“Whereas: The philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message – to love and respect the right of all people;

It is the policy of the Division of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color or national or ethnic

origin in the administration of their educational policies, admissions' policies, scholarships and loan programs, athletic and other school administered programs.

## **SCHOOL SCHEDULE**

The monthly calendar is posted on the school website. Occasionally, there may be changes to the calendar. Parents are advised to regularly check the website for revisions. Breakfast is available for all students in the classrooms. All students will exit vehicles and walk to the school with staff. Parents and guardians must remain in vehicles.

- 7:40 am** Pre-K 3 - Grade 8 students will enter the school through identified entrances and report to the homerooms.
- 7:55 am** **All students should be present.** Announcements will begin at this time.
- 8:00 am** **LATE BELL** – students must be *in the homeroom* by 8:00 a.m. or are considered late and must obtain a late slip. Instruction begins at this time.
- 2:45 pm** Dismissal for Pre-K 3 – Eighth grade students.
- 4:00 p.m.** 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.**

## ARRIVAL/DISMISSAL AND PARKING LOT PROCEDURES

1. *Students are expected to leave the premises immediately upon dismissal. It is the parent/guardian's responsibility to see that no student remains beyond 3:15 p.m. since supervision ends at that time. Students who remain in the lobby after 3:15 p.m. will be sent to the After-Care where families will be charged the drop-in rate. The drop-in rate is \$30 and you are limited to 10 occurrences per school year.*
2. If children are participating in Child Care Programs (either before or after school), families must comply with the rules established by the Director for dropping off and picking up children.
3. **Mandatory Parking Lot Safety Procedures:**

### **Morning Arrival**

- a. The entrance closest to Woodbourne Avenue should be used to enter the CSS Loch Raven lot for **PreK3-1<sup>st</sup> grade**. Vehicles must follow the *back parking lot* driving pattern and pull up in the lanes for student drop-off.
- b. **2<sup>nd</sup> – 8<sup>th</sup> grade**: Vehicles must follow the *front parking lot* driving pattern and pull up in the lanes for student drop-off.
- c. Vehicles must proceed slowly through the parking lot at all times.
- d. The exit driveway is a single lane only.
- e. All students arriving after 8 AM must enter the building through the front entrance and check in at the main office.

### **Afternoon Dismissal**

- f. Under no circumstances may any vehicle be parked in the fire lane whether in the school parking lot or the church parking lot.
- g. Vehicles must pull into parking lanes. **PreK-1<sup>st</sup>: Students will be walked to the back parking lot by teachers and placed into vehicles. 2nd-8th Grade Students will use the main school parking lot. Students will be escorted to their vehicles by teachers and cars will be dismissed by rows to ensure the safety of all students. Please follow the direction of the teacher directing traffic for exiting the parking lot.**
- h. Remain in your car and do not create a gap in the car line.
- i. The faculty and staff conduct this dismissal by walkie-talkie communication. At the start of the school year, each family will receive a carpool sign to display. Please keep the sign handy in the glove department and make additional copies for all those who may pick up your children. Display the family name so that it is visible in the passenger side window or hanging from the rearview mirror. The staff will call the family name via walkie-talkie. No student can step in the street between cars for any reason.

## **VIRTUS TRAINING**

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.**

## **ACADEMIC POLICIES**

### **Instructional Programs**

The curriculum is organized according to guidelines set forth by the Archdiocese of Baltimore, Division of Catholic Schools and the State Board of Education. Technology is utilized in various areas of the curriculum.

Students are assigned to homerooms heterogeneously and receive differentiated instruction within discipline areas. Teaching in grades 6-8 is departmental. All programs provide continuity and are taught on levels based on the students' achievement.

Students enrolled at Cardinal Shehan will attend religion classes and participate in the religious activities of the school.

### **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 Habits**

- **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.

**Progress Reports (report cards)**

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.

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 of trimester grades.

### **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 mandatory conference days this school year will be held virtually.

Wednesday, October 6, 2021 from 1pm-5 pm

Thursday October 7, 2021 from 1 pm-5 pm

Friday, January 27, 2022 from 1 pm-5 pm

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

### **Grading Scale (as determined by the Archdiocese of Baltimore for Grades 3 – 8)**

A+	97-100	C+	80-84	I-	Independent/Proficient
A	93-96	C	75-79	V-	Very good progress
B+	89-92	D	70-74	P-	Progressing
B	85-88	E	0-69	S	Satisfactory
				N-	Needs improvement
				U-	Unsatisfactory/Not Progressing

Number grades are rounded to find the letter grade.

Examples: 96.5 rounds up to 97 and equals an A+ 96.4 rounds down to 96 and equals an A

## Criteria for Honors

The academic honor roll will begin in grade 3.

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+ = 4.5    A = 4.0    B+ = 3.5    B = 3    C+ = 2.5    C = 2.0  
D = 1.0

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

In accordance with Archdiocesan policy, the school will, no later than the end of trimester two, inform parent/guardian in writing of a student's possible retention for the upcoming year. In early May, the school will notify the parent/guardian of the school's decision regarding retention.

Should failure occur in any major subject for the year in Grade 8:

1. Student will not receive his/her Graduation diploma.

2. Student will not participate in graduation and/or activities.
3. Student must attend summer school.
4. Student will be promoted only if summer school is successfully completed.
5. Any high school that accepted students will be notified.

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

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

### **\*Summer School**

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 15<sup>th</sup>. 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 15<sup>th</sup> may be retained.

### **Standardized Testing**

To determine students' progress, Cardinal Shehan School participates in the Archdiocesan Program of Standardized Testing. Students in grades 2-8 are tested each Spring. Results are forwarded to parent/guardians. Students in the fifth and eighth grades also take the Assessment of Catechesis Religious Education (ACRE). This information is used by the school in evaluation of the religious program.

## **ADMISSIONS/REGISTRATION**

### **Re-Registration of Current Students**

**Families of students intending to return to Cardinal Shehan School for the next school year must complete an online re-registration form and pay the proper fee using FACTS during the month of October. Placements will not be held for students not re-registered during the month of January.**

Re-registrations are accepted contingent upon fulfillment of 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 children) in the school setting and at school sponsored activities.

Payment of the re-registration fee holds placement until the first tuition payment is due. Thereafter, places will not be held unless tuition payments are received as scheduled. **Re-registration fees are non-refundable.** The re-registration fee is paid through the SchoolAdmin portal. The first payment will begin in July and the last payment will be in April. **All payments will be made via ACH to FACTS.**

### **Students Applying to Cardinal Shehan School for the First Time**

“Interest Forms” are available to prospective students and families during Open House in October, November and December. Applications become available December 1, after current Cardinal Shehan School students have had the opportunity to re-register during October. Families complete the application form online and submit it with the appropriate documentation and fee online via FACTS. Testing in Math and Language Arts is required for students applying to Grades 2-8. Students applying for Kindergarten and 1<sup>st</sup> Grade are screened using the *Brigance* Assessment. Registration form and fee are due at the time of enrollment. Families may be requested to interview with the Principal as part of the admissions' process, and students in Grades 2-8 may be invited to “shadow” at CSS for a day.

## **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 Finance section for information regarding refund of tuition.

## **ASBESTOS**

In compliance with AHERA regulations, Cardinal Shehan School enforces those regulations regarding asbestos management outlined by State and Federal Health Departments. The 1986 Congressional

Asbestos Hazard Emergency Response Act (AHERA) requires schools to:

1. Inspect for friable and non-friable asbestos
2. Develop asbestos management plans that address asbestos hazards in the school building
3. Implement response actions in a timely manner
4. Communicate with families each year as to the presence of asbestos in the school, and advise of actions taken

Aerosol Management & Analysis, Inc. is contracted by Cardinal Shehan School to conduct triennial inspections. The school's management plan is maintained by the principal and may be viewed upon request during normal business hours. This plan contains information on our inspections, re-inspections, response actions and post-response action activities including periodic self-inspections that are planned or are in progress.

### **ATHLETIC TEAMS/SPECIAL ACTIVITIES – Criteria**

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.).**

### **ATTENDANCE/ABSENCE/TARDINESS**

Students in Cardinal Shehan School must comply with Maryland State Law concerning compulsory attendance. The law requires regular attendance during the entire school year.

**It is the responsibility of the parent/guardian to call the school office (410-433-2775) by 9:00 a.m. on the morning of the absence. Students who are absent from school must have a written/mailed excuse upon**

**returning.** The note should contain the date/dates, the reason for the absence, and must bear the signature of the parent/guardian.

**Any absence from school will affect “Perfect Attendance” status. In order to earn “Perfect Attendance,” the student must be on time every day and present every day.**

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.

Any student who is absent for more than seventeen days will have his or her academic records reviewed by the principal to determine whether the year’s work has been completed satisfactorily. Absences in excess of twenty days may necessitate repeating the grade. Regular, punctual attendance has a strong influence on scholastic achievement and the receiving and maintaining financial assistance. **Therefore, every effort must be made to have students at school on time – 8:00 a.m.**

A student may not participate in any school-related extracurricular activities on the day of an absence.

If a student does not attend a field trip, the absence is unexcused. 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.

## **EARLY DISMISSAL**

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 2:30pm. 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 2:45 pm dismissal bell rings.**

## **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.

## **TELEPHONE /CELL PHONE POLICY/ELECTRONICS**

The telephone in the school office is for business purposes only. Students are not permitted to use the school phone except in emergency situations. Please make all arrangements before your child leaves home in the morning. Only in a dire emergency will a child be called to the telephone to receive a call. In this instance, the call will be placed on the office speaker phone as a safety/security measure.

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

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. Your child’s cell phone must be clearly marked with the student's name.

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 offence, 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 offence, the device will be confiscated and a 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

The school is not liable for lost or damaged cell phones.

## **Electronics**

Students are not permitted to use phones, cameras, video games, iPods, iPads, SmartWatches, Walkmans/radios/cd players, MP3 players, tablets 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.

## **CHILD ABUSE AND NEGLECT REPORTING PROCEDURES**

Maryland Law requires that all school employees, volunteers, coaches and activity coordinators, 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 Law 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.

## **CHILD CARE SERVICES**

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

## **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.

## **CLASSROOM VISITS**

**\*\*\*\*\*Due to Covid-19, there will be no classroom visits offered until further notice.\*\*\*\*\***

Any parent/guardian desiring to visit his or her child's classroom must sign in at the office, obtain a Visitor's Badge and is escorted to the classroom. *The first and last weeks of school and the week(s) of Standardized 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 this situation.

**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. [See separate Virtus heading in this Handbook.]

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."

## DISCIPLINE POLICY

Self-discipline is the best discipline. However, there are times when a student will fail to use self-discipline and a need arises for the re-establishment of order. The administration and faculty have agreed upon the following disciplinary guidelines. We call upon each student (from Pre-K to grade eight) and family to be aware of and to observe all school and class rules and regulations. Ignorance of a regulation will not be accepted as an excuse for non-compliance. The administration reserves the right to modify the discipline policy should circumstance warrant. Parents will be notified of any changes in the discipline policy.

Students from Pre-K-3 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.

Students in grades 4-8 will be given demerits for infractions of the school rules and regulations.

The following consequences will be issued on a weekly basis:

- 1-4 demerits = daily lunch detention
- 5-9 demerits = Wednesday after school detention from 2:50pm-3:50pm and mandatory parent conference with administration. The parent/guardian will receive a written communication or email from the school the day before the detention is to be served. **Parents are asked to sign the communication (or email confirmation of receipt) and return it to school the next day.**
- 10 or more demerits = One full week of no detention and ineligibility for participation in school sponsored sport/extracurricular activities for the identified week. The parent/guardian will receive a written communication from the school the day before the week-long detention is to be served. **Parents are asked to sign the communication and return it to school the next day.**

- **Two week long detentions will result in a one to three day suspension. Three suspensions may result in a withdrawal request from the administration.**

Demerits may be given for the following reasons (but not limited to):

- |                                                                                                       |            |
|-------------------------------------------------------------------------------------------------------|------------|
| ● Unexcused Lateness to class                                                                         | 1 demerit  |
| ● Chewing gum anywhere on school property                                                             | 1 demerit  |
| ● Eating except at designated times / locations                                                       | 1 demerit  |
| ● Failure to return signed documents to school                                                        | 1 demerit  |
| ● Uniform violations                                                                                  | 1 demerit  |
| ● Violation of Out of Uniform Dress Code                                                              | 1 demerit  |
| ● Buying/selling/trading of any kind on school property                                               | 2 demerits |
| ● Disrespectful actions against oneself or others and /or discourteous or disruptive actions or words | 2 demerits |
| ● Destruction of school property                                                                      | 3 demerits |
| ● Cheating/forgery/copying/stealing/plagiarism                                                        | 3 demerits |
| ● Threatening another or harassment of any kind                                                       | 5 demerits |

## **Serious Violations**

A student involved in any of the following situations may be subject to immediate suspension and /or expulsion:

- Possession or consumption of alcohol, any drug or any look- alike drug while at school or at a school function
- Possession of fireworks, poppers, knives, weapons or look-alike weapons, stink bombs, smoke bombs
- Smoking or using matches/lighters or possession of cigarettes or matches/ lighters
- Theft or extortion
- Leaving school grounds without permission
- Truancy
- Fighting, provoking a fight, teacher assault or unauthorized physical contact
- Any other types of behavior not specifically stated here, but which the administration considers to be acts of serious 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.
- Superintendent of Catholic Schools will be notified in the case of drugs, weapons or firearms.
- Expulsion from school may result.

Whenever a student's action violates a civil code (e.g., stealing, vandalism, drug-related activities, etc.) the school reserves the right to contact proper authorities. Book boxes and desks are the property of Cardinal Shehan School and can be searched at any time. The principal or assistant principal may request the student's consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension or expulsion.

If a student receives **sixteen demerits**, he or she may be suspended. Days out of school due to suspension are unexcused absences. Parents will receive written notification of the suspension and a conference will be held with the parents before the student may return to school. Teachers are not required to provide students with make-up assignments if they are suspended. Upon the student's return to school, he or she may be placed on behavioral probation.

Continued violation of school rules and regulations or a second suspension, may lead to removal from Cardinal Shehan School. If a student is suspended for any reason, the student will jeopardize honors, participation on field trips and class activities, including eighth grade end of the year activities.

## **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 APPLE WATCHES 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 head bands 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

- September– Oct. 5<sup>th</sup>: **Red shorts, gray and red shirts, white crew socks and Velcro shoes**
- Oct. 7<sup>th</sup>– April 1st : **CSS Sweat Suit (red pants/gray sweatshirt), white crew socks and Velcro shoes**
- April 12<sup>th</sup> - June 10<sup>th</sup> **Red shorts, gray and red shirts, white crew socks and Velcro shoes**

### CSS Uniform for Girls

- 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)
- 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**

**K-5** Gray trousers (worn at 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. 10<sup>th</sup> thru April 28<sup>th</sup>)  
Solid Gray or Black socks  
Polishable black leather shoes or bucks – **NOT ATHLETIC SHOES OR BOOTS** (shoes **may not** be above ankle level)

All boys performing in the **CSS Choir** will be required to have the CSS black trousers for performances.

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 or Black Socks  
Red/black/white diagonal striped tie (required October 10<sup>th</sup> thru April 28<sup>th</sup>)  
Polishable black leather shoes or bucks – **NOT ATHLETIC SHOES OR BOOTS** --- Shoes may not be above ankle level

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

**(August thru October 5<sup>th</sup> and April 12<sup>th</sup> thru June 10<sup>th</sup>)**

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 thru October 5<sup>th</sup> and April 12<sup>th</sup> thru June 10<sup>th</sup>)**

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

Solid White Crew Socks and Tennis Shoes

Solid black leather belt

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

### **Gym Uniform (boys and girls):**

Sept. 3<sup>rd</sup> – Oct. 5<sup>th</sup> :     **Red shorts, gray and red shirts, white crew socks and athletic shoes**

Oct. 5<sup>th</sup> – April 1st:     **CSS Sweat Suit (red pants/gray shirt), white crew socks and athletic shoes**

April 12<sup>th</sup> – June 10<sup>th</sup>:   **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.

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.

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

**PLEASE PUT YOUR CHILD'S NAME ON ALL BELONGINGS, INCLUDING GYM CLOTHES, SWEATERS, BOOK BAGS, LUNCH BOXES, ETC.**

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.

**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. 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 ALLOWED.**

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 (TAG days).

## **EIGHTH GRADE FEES AND EXPENSES**

Notification will be sent to all families to alert parents concerning the anticipated upcoming fees and expenses associated with eighth grade activities. While every effort is made for these figures to be as accurate as possible, prices may change due to vendor increases over the course of the school year.

## **EMERGENCY CONTACT INFORMATION**

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 9<sup>th</sup>.

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 e-mail addresses on the emergency card.** This information will be used by the staff for routine communication.

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

## **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 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 SHIELD The Vulnerable

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.Shieldthevulnerable.org](http://www.Shieldthevulnerable.org) and presenting the completed SHIELD The Vulnerable Training certificate to the main office. 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.

## **FINANCES**

For the 2021-2022 school year, tuition is \$6,050 per child. This amount includes book fees. 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.

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 of 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 2022 – 2023 school year will take place during the month of January 2022. Families will receive re-registration information in the January Newsletter. The completed form and fee are due back to the school no later than the end of February.

***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 1<sup>st</sup>. 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.

**GUIDELINES FOR PARENTS/GUARDIANS**

To facilitate the cooperation needed between home and school, the following guidelines are given:

1. If your child comes home upset about a school situation, we ask you to listen openly to your child. We would caution you about offering an opinion until you have contacted the teacher involved in the situation. Your calm response will assist us all in resolving the situation. The time taken for communication will show interest in the child's viewpoint, which, at the same time, demonstrates the need to view the situation as completely as possible.
2. If you disagree with a teacher's action, please express your disagreement and concern to the teacher. Your cooperation and support are necessary for an effective discipline and guidance program. It is very possible that a misguided statement can undermine our program, but more importantly, it places the child in opposition to the teacher and can result in defiance and disrespect.
3. Your interest in your child reinforces his/her interest in school. If you feel that your child is not working to capacity, contact the teacher involved in order to arrive at a mutually agreed upon program. The most effective means of supervising your child's academic growth can be checking homework, reviewing for tests, inquiring about test results, school activities, etc.
4. Responsibility, like respect, is something caught more than just taught. If we exemplify responsibility, our children will practice it, too. Instill in your child the importance of bringing home every piece of correspondence sent out by the school. Because we are not always able to communicate personally, we ask you to read each communication and respond promptly, if necessary.
5. Parents/Guardians are requested to refrain from leaving their cars on the Loch Raven parking lot during the school day. Additional cars on the lot minimize recess areas for students, interfere with church functions (funerals, etc.) and sometimes cause disturbances to the school day (alarms and horns).
6. Parents/Guardians are asked to refrain from approaching and questioning students regarding school situations.
7. We expect parents/guardians to conduct themselves with dignity and respect for themselves and others whenever on the school premises or at any extra-curricular activity. Failure to meet these expectations may result in the family being asked to leave Cardinal Shehan School.

## **ARCHDIOCESAN HARASSMENT OR INTIMIDATION POLICY**

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all 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 prevention and intervention.

Bullying, harassment, intimidation or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and / or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation or retaliation. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

**Definitions:** As used in this policy, “bullying, harassment, or intimidation” means intentional conduct, including verbal, physical or written 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
- 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 a school.

Expanded policy statements and reporting documents are available on the Archdiocesan and school websites.

## **HEALTH AND SAFETY**

Parents/Guardians have the responsibility of submitting complete immunization records. Lack of cooperation in this matter will result in suspension of the student until the requirement is fulfilled.

Unless authorized by a student's physician, a student is not permitted to possess, administer, or distribute medication, whether prescription or non-prescription.

When a student is taking a medication (whether prescription or over-the-counter), the principal (or designee) must have written instructions including the name of the physician, dose, time, circumstances of administration, and length of time medication is to be continued. A form will be provided for this purpose. **Medications must be in their original bottles and delivered by the parent/guardian to the school office.** MEDICATIONS CANNOT BE ADMINISTERED UNLESS THESE REQUIREMENTS HAVE BEEN FOLLOWED!

**PLEASE NOTE:** The first dosage of any new medication should be administered at home.

Students whose supply of necessary medication has run out will be permitted to return to school only when a refill of medication is supplied to the Health Office.

Injuries – A daily log is kept in the office documenting illness, injuries and administration of medication. Parents/legal guardians will be notified of injury or illness if deemed necessary. Emergencies will be taken to the nearest hospital. Calamine lotion and cough drops may be administered upon receipt of a written authorization from parent/guardian. These should be brought to the office in the original package/container with the authorization.

Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. There are no personnel for individual recess supervision.

Children with temperatures of 100 degrees or more, or contagious diseases (i.e., untreated ringworm or “pinkeye”) may not be in school. Parents are asked to act responsibly in this area. Health Office personnel will contact families to remove sick children from school. Students must have a normal temperature for 24 hours prior to returning to school. Written notification of treatment by a physician for any contagious disease must be submitted prior to a student’s return to school.

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and is on file in the principal’s office.

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 insure the safety and protection of all, students are expected to give full cooperation during fire drills.

***All persons coming into the school must report to the main office.*** Any parent/guardian wishing to visit a classroom is asked to sign in and receive a visitor’s badge. (See section on “Classroom Visits.”) Parents/guardians who have scheduled appointments with teachers are asked to sign in. Teachers will confer with parents/guardians by appointment only.

Students may not leave the school grounds for any reason once they have arrived at school.

## **HIGH SCHOOL VISITS**

To assist in decision-making regarding high school choices, eighth grade students may make use of two “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 two excused absences for high school visits/ shadow days. A student may also elect to use one of their two shadow days for placement testing at a school to which they are applying, if needed.

## **HOME SCHOOL ASSOCIATION**

The Home School Association exists as a strong support of the school in fundraising efforts to enhance and augment programs and activities that otherwise would not be available to students and teachers. Every school family is a member of the Home-School Association. Details about the Cardinal Shehan School Home School Association will be forthcoming early in the school year.

Our Home School Association sponsors additional fundraising events. Proceeds from Home School events help to fund many programs at CSS that enrich the school program.

## **INTERNET ACCESS POLICY**

Electronic information research skills are fundamental to the preparation of our students. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

Access to the Internet enables students to explore thousands of libraries and databases throughout the world. We believe that the benefits to students from access to these forms of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that children should follow when using media and information sources.

Internet services are to be used in a responsible, efficient, ethical and legal manner. Use of the Internet is a privilege, not a right. Failure to adhere to the following guidelines may result in a revocation of a

student's Internet access, and disciplinary action up to and including suspension or expulsion.

All users of the Internet within Cardinal Shehan School are responsible for adhering to the following guidelines:

- Acceptable uses of the Internet are activities that support learning and teaching.
- Unacceptable uses of the Internet include but are not limited to:
  1. Violating the rights of privacy of others
  2. Using profanity, obscenity, or other unacceptable language
  3. Unauthorized copying of materials or installation of software
  4. Revealing home phone numbers, addresses, or other personal information while using Internet resources
  5. Downloading or copying information onto disks or hard drives without prior teacher approval
  6. Accessing, downloading, storing or printing files or messages that may be offensive to others
  7. Sharing of passwords, if provided, or attempting to discover another's password
  8. The intentional writing, producing, generating, copying or introducing of dangerous codes or programs designed to cause harm, including, but not limited to, viruses, bugs, worms, etc.
  9. Intentional damaging of or tampering with any hardware, software, printers, keyboards, mouse, speakers, etc.
  10. Intentional erasing, renaming, or disabling of anyone else's files or programs
- Cardinal Shehan School will be responsible for teaching students about these guidelines and supervising and guiding student access to the Internet.

The Technology Committee of the Archdiocese of Baltimore composed the following guidelines that cover the ethical use of Technology:

This school is committed to Christian community, academic excellence and lifelong learning. It is imperative that technological resources be used to build community, encourage critical reflection, and foster readiness for future learning. Therefore, all developments in technology

at the school are meant to ensure broad access and to promote ethical, legal and responsible use. This policy serves to define expected standards of behavior by all users of computers and networks within the school. Failure to adhere to this policy and guidelines herein will result in revocation of computer privileges, and possible disciplinary action up to and including suspension or expulsion.

In a spirit of cooperation, all employees and students are expected to adhere to the following standards in their use of computers and networks in the school:

- Users will respect and protect individual rights, and the wellbeing of the school.
- Individual users are responsible for any activity on their computers and for materials stored therein.
- Computers are to be used exclusively for academic work and school related activities.
- Members of the school community will respect copyright laws and software licensing terms.
- Individuals may access only those files for which they have specific authorization. Searching through directories and folders without the owner's permission is prohibited.
- All computer equipment and software are to be treated with respect.
- Only authorized personnel may alter equipment or configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network users may not authorize anyone else to use their accounts.
- Individual account users must maintain adequate security for their accounts including frequent changing of passwords.
- Use of any program designed to breach network security, such as software designed to capture passwords or break encryption protocols, is prohibited.
- All email must clearly identify the sender of the message. Use of anonymous or pseudonymous communications over the network is prohibited. False information is prohibited.
- Students should avoid posting personal information via email, and responding to inappropriate messages.

- Use of the computer facilities to obtain, distribute or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable.

## **LITURGIES AND PRAYER EXPERIENCES**

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.

## **LUNCHESES**

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 and the parent/guardian will be responsible for the price of the lunch. Students who choose not to participate in the Child Nutrition Program bear the responsibility of bringing lunch with them. Lunch and recess are supervised. It is expected that students be orderly during these times. Parents are asked to put money in an envelope with the child's names, homeroom, amount of money enclosed, and days they wish to purchase lunch. Change will not be given, but applied to future purchases; therefore, exact change is appreciated. No outside Fast Food lunches are allowed.

### **Birthday Parties and Celebrations**

**\*\* Due to Covid- 19, in-school celebrations will not be allowed.\*\***

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.**

## **PARENT/GUARDIAN SUPPORT**

In cases where a parent/guardian's view and/or philosophical position results in repeated non-compliance with regard to school policies, the administration reserves the right to request that said parent/guardian's child/children withdraw from the school.

## **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 11<sup>th</sup> 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.

## **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.

For students in grades Pre-K to 7, there is a \$10.00 fee for transcripts/recommendations/evaluations. This fee goes into effect for the *second* transcript/recommendation/evaluation requested, and is to be paid in cash or money order at the time of the request.

### **RECORDS: Review Requests**

Cardinal Shehan School, in compliance with the Family Educational Rights and Privacy Act (FERPA), has the following policy regarding an individual's right to privacy:

1. Teachers and other school officials who have legitimate educational interests have access to student education records.
2. Parents/legal guardians have access to their child's/ward's educational records. Parents/guardians may contact the Principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
3. In general, any other person requesting access to a student's educational record must have the written consent of the student (if 18 or older), parent(s)/legal guardian(s) (if student is less than 18 years old), unless the disclosure is otherwise authorized or required by law.
4. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders regarding access to educational records.

### **RE-REGISTRATION**

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.

### **SCHOOL CONSULTANT**

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 12<sup>th</sup> of the current school year. Students with counseling needs beyond the scope of short-term school-related issues will be referred to outside services.

### **TELEPHONE/FAX**

The telephone in the school office is **for business purposes only**. Students are not permitted to use the school phone except in emergency situations. **Please make all arrangements before your child leaves home in the morning. Only in an emergency will a child be called to the telephone to receive a call. In this instance, the call will be placed on the office speaker phone as a safety/security measure.** If a child forgets homework, books or any other school materials, he or she will not be permitted to call home.

Fax communication is reserved for office use only. Permission slips, notes to teachers, etc., should be transmitted via your child.

### **TEXTBOOKS**

Textbooks must be covered at all times. Each student must use a book bag and is responsible for the condition of assigned textbooks. Students in grades 6, 7, 8 will use an "in-school" bag purchased at CSS to transport their books throughout the school day. A student will be required to pay for lost or damaged books. When students are issued books to use for the school year, it is expected that every care will be taken to ensure the books remain in good condition. If it is determined that a book is not cared for appropriately and is worn beyond normal wear, the student will be charged a damaged book fee to be determined by the Assistant Principal. If the book is not in usable condition, the

student will be charged a replacement fee. **All hardback books must be covered with a cloth book cover.**

## **WEATHER AND/OR EMERGENCY CLOSINGS**

**\*\*\*\* Please see Addendum In-School for Weather and/ or Emergency Closings during the Covid-19 pandemic\*\*\*\***

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 afterschool 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.

## **WORK PERMITS**

Please see the State of Maryland website for information regarding work permits for minors: [www.dllr.state.md.us/labor/wages/emppm.shtml](http://www.dllr.state.md.us/labor/wages/emppm.shtml).

**STUDENT/FAMILY AGREEMENT CONTRACT**

**I/We have read the Cardinal Shehan School Handbook for the 2021-2022 school year and agree to abide by the policies therein.**

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Parent/Guardian Signature*

*Child/ren's Signature/s*

*Grade*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

**NOTE:** After reading this handbook, parents/guardians and students are asked to sign the statement above. This tear-out page **must be returned** to the student's homeroom teacher no later than September 7, 2021.

**Thank you.**