

Archdiocese of Baltimore

Vision Statement

Catholic Schools in the Archdiocese of Baltimore nurture and sustain the God-given gifts of every person, especially students, to be used in service to the Mission of Jesus.

Mission Statement

Catholic schools in the Archdiocese of Baltimore provide a Christ-centered education that is academically excellent and empowers students to reach their full potential—spiritually, intellectually, physically, socially, and morally. Fostered through robust collaboration among all stakeholders, the mission is accomplished through accountable leadership at all levels, ongoing and coordinated strategic planning, centralized efficiencies, and financial sustainability.

Archbishop Borders School A Language Immersion School

Message to 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 religious nature 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 before contacting legal authorities
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
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate that Catholic education is a privilege that many persons do not have

So welcome you to our Catholic school. The entire school community pledges its support to you. May Jesus, the model of all teachers, be our encouragement in this important ministry of Catholic education. Surely, He who said, "Suffer the children to come unto me" will bless the efforts in His name.

School History

Archbishop Borders School, established in September 2002, is a Catholic independent, community-oriented elementary and middle school. Archbishop Borders is an Archdiocesan Catholic School. Archbishop Borders School hosts the first Catholic dual language program in the Archdiocese of Baltimore, designated in 2010.

Archbishop Borders serves the needs of a diverse, faith-centered community by fostering academic achievement through instruction in two languages. Students at Archbishop Borders School develop speaking, reading and writing ability in both English and Spanish with the goal of full fluency in both languages by the eighth grade.

Mission Statement

Archbishop Borders Elementary School, a Catholic school in the Archdiocese of Baltimore, respects the dignity of each child and their family by embracing and nurturing his or her unique talents and abilities. A multi-cultural approach is embedded throughout the child's school experience including special liturgical celebrations, the bilingual program, rigorous academics, extracurricular events, and community gatherings. This approach, coupled with the "community" centric nature of Archbishop Borders School, provides students a sense of belonging and compassion for others and a strong self-esteem and love of learning.

Archbishop Borders Elementary School Belief Statements

We believe that:

1. Every student attending Archbishop Borders School is entitled to an excellent Catholic, academic education while fostering an appreciation for the uniqueness of each student.
2. All children have a right to a safe, loving and academic environment.
3. Positive self-esteem is the building block for achieving success.
4. Children learn at different rates and in different ways and therefore, are challenged to reach their full, individual potential.
5. Every student should be given the opportunity to discover his/her God-given gifts and talents.
6. Education is the shared responsibility of the school faculty, student, family and community.
7. Through our Catholic faith, educational cultural values, we promote and instill an understanding, appreciation and respect of ethnic diversities that are critical to world peace and harmony.

Accreditation

Archbishop Borders is accredited by the Southern Association of Colleges and Schools. Archbishop Borders School is fully accredited by Maryland State Department of Education. Archbishop Borders successfully defines and meets its responsibilities to its students, the public, and the profession of education.

School Policy

NON-DISCRIMINATION POLICY

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 rights of all people. It is the policy of Archbishop Borders School not to discriminate on the basis of race, color, sex, religion, handicap or disability, and national or ethnic origin, in the administration of our educational policies, admission policies, tuition assistance programs, athletic and other school administration programs.

STATUS OF STUDENTS

Archbishop Borders 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.

WORSHIP OPPORTUNITIES

As a community, students and teachers attend scheduled liturgies and prayer services. Parents are invited and encouraged to attend all services.

SACRAMENTAL PROGRAMS

Since it is within the jurisdiction of each parish to establish a program for the reception of the Sacraments of Reconciliation, Eucharist and Confirmation, the school plays only a supportive role to the parents and the parishioners in preparing the children. Parents are informed by the appropriate parish personnel regarding the exact requirements involved for sacramental preparation. The school's religion program supplements these activities.

School Hours of Operation

School doors open at: 7:30 am
Breakfast Program in the classroom: 7:30-8:00 Homeroom Classrooms
First Period Class begins promptly at 8:10am
After School Care 3:15-5:30 (see office for registration)

- Students sent to after-care are assessed a fee beginning at 3:00pm.

Early Dismissal Days 11:45 a.m.

On regular school days Archbishop Borders **admits students at 7:30 am** and dismisses at **2:50 p.m.**

- The school is **not responsible** for supervision of students **before 7:30** 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. Students are not to run or play in the courtyard or gym before or after school.
- Parents are required to follow the times stipulated for 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 after school care, parents must comply with the rules established by the program for drop-off and pick-up.
- Students are admitted into the school building at 7:30 and go directly to their homeroom for breakfast. Students must be present in their homeroom class by 7:50. Breakfast ends at 8:00.

Breakfast

- Breakfast is served in the classroom from 7:30-8:00. The breakfast program is provided to all students.
- Breakfast is not served after 8:00. Students may not bring food from a fast food restaurant or from home to eat during this period. Students should eat before arriving at school if they do not plan to participate in the Child Nutrition Breakfast Program.

First Period Class begins promptly at 8:10 am

The school day begins at **8:00 am**. Any student arriving **after 8:00** is considered late and must report to the office for a late slip. Teachers will not admit students to their homerooms without a pass. 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 missed due to lateness. Teachers are not obligated to give a student missed work due to lateness. Students who are late miss quality class instruction and disturb the learning environment of the class. **Chronic lateness may disqualify students**

from financial assistance.

Early Dismissal and Emergency Closings

If a child leaves school early for any reason, a **note** must be written in advance stating the nature of the dismissal. Parents or guardians must meet the child **at the school office and sign the student out.** For safety reasons **parents are not allowed** to go to the student homeroom between 7:30am - 2:50pm.

Dismissals and Closings due to weather, etc. Parents will be notified by phone through ALERT NOW. Archbishop Borders follows weather decisions as announced for **Baltimore County.** If Baltimore County opens **one hour** late Archbishop Borders opens at 8:30. If Baltimore County **opens two hours late Archbishop Borders opens at 9:30.** If **Baltimore County closes** two hours early Archbishop Borders closes at 12:30.

Heat Related Dismissals

Archbishop Borders School follows **Baltimore City Schools** for early dismissals **due to excessive heat.** Aftercare will be held in the cafeteria on days of early dismissal for heat.

The After School Program does not operate on days of early closing due to winter weather and expected poor road conditions.

The After School Program does not operate on half-days before, Thanksgiving, Christmas, Easter and Memorial Day.

Visitors

Archbishop Borders School welcomes visitors. **However, all visitors and parents must report to the office upon entering the school building.** All items intended for students should be dropped off at the school office.

Parents are **NOT** to interrupt classes or teachers during school hours 7:30 a.m. until 2:50 p.m. This includes the homeroom period prior to the beginning of classes. **Parents are not to accompany students to homeroom in the morning.** If you need to speak with a teacher, appointments should be requested either in writing or by calling the school office.

All visitors must sign in at the main office and receive a visitor's pass. Anyone not having a Visitor's pass will be asked to leave. These procedures are in place for the safety of students and to minimize class disruptions.

Lunch and Recess Policies

Teachers are on duty to monitor the lunch and recess periods. The faculty has developed certain guidelines for behavior to provide a safe and productive environment for eating and playing. These rules are clearly explained to the students.

Archbishop Borders School offers the Child Nutrition Program. Parents must complete the appropriate form to received free or reduced hot lunch.

Opportunity is provided for outdoor and indoor play. The teacher for academic and / or behavior reasons may exclude students from recess.

Beverages

For safety reasons, children who choose to supply their own beverages should bring plastic or cardboard containers. **Please do not bring drinks in glass containers or carbonated beverages in cans. The Coke machine is for use of adults and use of outside groups. Students are not allowed to purchase carbonated drinks during school hours.**

Money

All monies sent to school must be in an envelope with child's name, room number and purpose for this money clearly marked on the front. Please encourage your child to keep lunch money on his/her person. We cannot be responsible for lost money. Please send in a minimal amount.

EDUCATIONAL PROGRAM

Faculty Commitment

All teachers at Archbishop Borders School support differentiated instruction. Teachers demand high-quality performance for all individuals, while giving students opportunity to develop their particular strengths. The teachers strive to see and serve individuals rather than groups, are organized yet flexible in their way of adjusting teaching and learning to meet the needs of the students.

Curriculum

The curriculum is organized according to the Course of Study set forth by the Archdiocese of Baltimore, Division of Catholic Schools and the Maryland State Board of Education. Religion is an integral part of the instructional program. Religion is required for each year a student attends the school. All students enrolled in Archbishop Borders School must attend religion classes and services.

Religion is the focal point of our instructional program. It permeates all that is taught and is an integral part of the entire school program and day.

Dual Language /Language Immersion Program

Archbishop Borders School offers a unique Dual Language Program. Starting in the Pre-K four year old program students will receive instruction in Spanish and English. This program will continue each year. The first class to receive dual language instruction is the 2010 Pre-k class. Students develop speaking, reading and writing ability in both English and Spanish with the goal of full fluency in both languages by the eighth grade. The program is active, multi-sensory, sequential, challenging and structured.

Pre-K and Kindergarten

The environment fosters an atmosphere of learning, building of self-esteem, faith and community. A warm and caring staff guides these children in major areas of study. Pre-K students receive a structured program learning color, letters, shape and number recognition. Pre-K begins literacy skills in English and Spanish. Socialization skills are an integral part of the student's education. Pre-K classes are full day, five days per week.

In **Kindergarten** students concentrate on further development of math, phonics and reading readiness skills. Students are introduced to the Open Court reading program, a comprehensive literacy program for emerging readers. Students are introduced to religion, science, social studies, music, computer and physical education. Kindergarten students begin literacy skills in both English and Spanish. Kindergarten students attend full day classes five days per week.

Primary Grades 1-3

The primary grades are the foundational blocks for learning. The classroom environment is structured. Teachers provide challenging activities, board work, drills, games, hands-on activities, group work and remedial work as part of their daily routine.

Reading, phonics, English, spelling and penmanship completes the language arts block. Literacy skills in both English and Spanish are taught.

Teachers are skilled in addressing the literacy needs of each student.

Science and Social Studies are integrated into the curriculum. Physical Education, Computer and Art complete the primary program.

Intermediate Grades 4-5

Students in grades 4 and 5 are preparing for their transition to the Middle School. These years are critical in the establishment of becoming a more independent learner. Students strengthen the skills introduced in the primary grades. Hour blocks of time are dedicated to the study of reading and math. The overall goal is to increase the level of comprehension in reading. Reading is an integral part of all areas of study. Students receive in-depth study in literature, vocabulary, spelling and skill development. Grammar and composition are added to the student's daily schedule. Social Studies and Science places a strong emphasis on research. Computer technology begins to take an added importance for research and written reports. Art, physical education, Computer and Spanish add to the development of the whole child.

Middle School Grades 6-8

Archbishop Borders School strives to foster independent and proactive learning, within a supportive environment. There is a strong emphasis on critical thinking skills and personal responsibility. Students are taught in a departmentalized setting. They are accountable for organization and formation of proper study habits. Academic subjects, such as mathematics, literature, science, religion and social studies focus on developing logical reasoning, expanding global perspective, and advancing students' ability to locate and analyze information. The curriculum addresses the individual developmental needs of each student. Stress is placed on personal discipline. Special attention is given to the understanding of the physical, social and spiritual development of the adolescent child. The middle school program is enhanced by field experiences. In addition to the traditional academic program Middle School students participate in Spanish, physical education, art and computer classes.

Other Services

Archbishop Borders provides an After School Care program, Breakfast and Hot lunch program through Child Nutrition, School Counseling Services and Title I services and (ESL) English as a Second Language support.

Homework

Homework is an outgrowth of class work. It is assigned as a 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.

Suggested time allotments for homework per day range from 30 minutes at the primary level to 1 hour Grades 4 and 5, 90 minutes Grade 6, 2 hours for grades 7 and 8. This allotment includes time for written work, study, and review work and long-range projects or papers.

When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation. Missing homework and assignments are reflected in the effort grade on the Progress report.

Parents/guardians support the teachers and fulfill their supervisory responsibilities by attending to the following:

- Reviewing the assigned work with the child
- Providing a quiet, well equipped place
- Providing the time required
- Providing assistance to the child as needed
- Emphasizing with the child the need for study
- Assuring the return of the homework to school
- Helping the children plan their time so as to complete long-term assignments by the due date

Work Habits

- Written assignments must be neat, legible, and complete.
- Books and notebook should be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- **Students must always have a library book to read**
- At all levels, students are required to do homework
- Homework is important for the reinforcement of skills, for developing good study habits and a sense of responsibility
- Requirements for homework are determined by the staff annually and communicated to the parents via letter and at the Back to School meeting

Make-Up Work

In case of absence, it is the responsibility of the child to obtain, complete, and submit missed work. Teachers will not supply work prior to an absence. Homework is available **after** dismissal.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home. A student will be permitted to attend the trip **ONLY** if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. **If, for some extraordinary reason, a student is unable to participate, the student will be marked absent from school.** Fees must still be paid since the rates were quoted reflecting total participation. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arise. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. The teacher and / or the administration for behavior reasons may exclude students from field trips.

Requirements for Chaperones and School Volunteers

Parent/Guardian must complete the following in order to chaperone any field trip or to volunteer in the school:

- Complete Archdiocesan Application
- Complete Screening for Criminal Background Check
- Provide 3 references
- Attend STAND training/or complete the online STAND training at archbalt.org
- Review Code of Conduct

Interim Reports/Progress Reports/Grading System

Archbishop Borders School is on a tri-semester report card system.

Students receive three report cards during the course of the school year. The report card is given to a parent or guardian.

Mid-quarter for first semester students will receive an Interim report at a parent/teacher conference. The purpose of this report is to afford the student an opportunity to keep up to date with his/her work and to alert students and parents of poor academic progress. Interim Reports and Progress Report dates are listed on the monthly calendar. Parents will have access to student progress and grades via the computer and Power School. Contact the school for training and for parent code for access.

Grading Scale

The grading scale for Grades 1 and 2 are given based on the Archdiocese assessment policy as stated on the Progress Report. P=Demonstrates Proficiency, G=Very Good Progress, S=Satisfactory, I=Improvement Needed and N=Not yet demonstrating.

The letter grades for Grades 3-8 are given based on the Archdiocese policy as stated on the Progress Report.

A+ 97-100 A 93-96 B+ 89-92 B 85-88 C+ 80-84 C 75-79 D 70-74 E 69 and below

Progress Report Envelopes are to be signed by the students' parents/guardians and returned to the school promptly. Teacher/Parent conferences may be arranged at these times.

Lost report cards may be replaced for a \$5.00 charge

Honor Roll

Honor Roll has been established for **Grades 3-8** to provide the appropriate reinforcement for the student whose work demonstrates superior achievement and effort.

The student report card determines eligibility.

- First Honors- A's plus no more than one B+ in all-major subjects
- Second Honors- All A's and B's in all major subjects
- Honorable Mention- A's, B's and one C in major subjects
- Students on first and second honors should also maintain all O's or S's in non-graded subjects and in effort, conduct and general conduct.

Awards

Awards are given at the end of the school year for individual subjects and presented to the students at an end of the year celebration.

Promotion/Class Status

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

Academic progress, maturity level, and attendance are among the criteria used in promotion. If a student fails two trimesters, retention may be required.

Summer School

Any student who receives a failing grade in religion for the year must complete a specific project as determined by the religion teacher in order to return to school the following year.

Any student who fails one major subject for the year will be required to attend summer school.

Elementary (Grades 1-8) summer school sessions must total a minimum of twenty-five hours. Official records of summer performance are to be forwarded to the school office no later than **August 15th**. Any student who fails to successfully complete summer requirements for promotion to the next grade will be retained.

Retention

A student is promoted if he/she has successfully completed the requirements of the grade.

The administration in consultation with parents and teachers, reserves the right to evaluate the student's progress to determine if retention is necessary.

Referral Process/Request for Testing

If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, a process to request professional assistance from their local public school system. The process is available to children who may need further academic assistance. The process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial meeting with the committee from the child's home public school (the private school must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary. However, if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), school administrators will consult with the parents to determine the most appropriate academic placement for the child. Throughout the process to determine if the child is eligible for special education services, every effort will be made by the school staff to complete the required paperwork, to attend the meetings and to support the parents. The Administration or Designee is responsible for the process. In order to facilitate this process, parents should inform the school administration prior to initiating the process on their own.

Guidance and Counseling

A school counselor may be available one day every two weeks. The counselor may see students on an individual basis, guide small group counseling sessions, and/or conduct class presentations. Students may be referred to the school counselor by teachers, administrators, parents or through self-referral. The school counselor will determine if the student needs additional outside counseling.

Graduation Requirements

Students who are required to attend summer school for one subject may **participate** in the graduation ceremony, but will not receive their certificates/diplomas until proof of successful completion of summer school has been received.

Eighth graders who fail two or more major subjects for the year **may not participate** in the ceremony or end of the year trip. The major subjects are: math, language arts (reading, English, vocabulary, spelling), social studies, and science.

Course on Family Life

The school curriculum provides a program of Catechesis for human sexuality in accordance with the Archdiocesan regulations and guidelines found in "Catechesis on Human Sexuality: Regulations and Guidelines."

Curriculum programs in human sexuality are positive and prudent, and cover all dimensions of the topic: moral, spiritual, psychological, and emotional. Sexuality education is given with reverence and respect and in the context of religious values. A permission form is given to parents at the beginning of the year. Parents are given the opportunity to view all materials used in the curriculum at the Back to School night meeting.

Testing Program

The following tests are administered:

2. Stanford 10 Standardized Test

This is administered in the Spring to Grades 3, 4, 5, 6, 7, 8

3. Placement Tests

Reading and Math tests are administered to all students at the beginning of the school year.

4. Early admission to Kindergarten: Brigance Preschool II assessment. The student must be 4 years 6 months at time of testing and 4 years 10 months of age by start of the school year.

5. Assessment of Catholic Religious Education (ACRE). This is administered to all students in Grade 5 and Grade 8 in the fall.

ADMISSION POLICY

1. Parents complete the registration form and submit it with the non-refundable and non-transferable registration fee.
2. Copies of the child's birth certificate, social security card and immunization record are required.
3. Age requirements: 3 year old Pre-school - A child must be three years of age by September 1st and completely toilet trained. 4 year old Pre-school - A child must be four years of age by September 1st.
4. Kindergarten - A Maryland state law was passed lowering the compulsory school attendance age to five years and requires children to attend Kindergarten before they enter first grade. State regulations require a child entering Kindergarten to be five years old by September 1st.
5. Guidelines are established for early admission to Kindergarten. The student must be 4 years 6 months at time of testing and 4 years 10 months of age by start of the school year. The school determines student readiness through the use of the Brigance Preschool II assessment.
6. Parents of transfer students will present a recent report card and authorize school officials to obtain the previous school's records.
7. Immunizations are required as per current state regulations. 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, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.
8. Legal documentation regarding custody status must be presented to school officials and kept on file in the school office.
9. Placement of students entering grades Kindergarten through eighth will be determined by appropriate testing, verification of past disciplinary history and student interview.
10. All students, including non-Catholics, are required to take religion courses and attend liturgies and other religious activities of the school.
11. All new students are on a first year probationary period. All students entering Middle School, grades 6,7 and 8 are probationary students for all three years. Additionally, the administration reserves the right to place any student on probation. A student's academic and behavioral progress, including attendance, is evaluated at the end of each marking period to determine if the student remains at Archbishop Borders School. All students in grades 6-8 academic and behavioral progress is evaluated at the end of each marking period to determine if the student remains at Archbishop Borders School.

Tuition Assistance

Archbishop Borders School receives funds for tuition assistance from the Archdiocese of Baltimore. Tuition assistance is awarded **based on need** on a first come, first served basis. Any family intending to apply for financial assistance must complete a **FACTS** financial aid form. Financial Aid awards are determined by the Archdiocesan Board and not at the local school level.

**Criteria for Scholarship Recipients
Parent Requirement for Tuition Assistance**

Financial aid is awarded on an **ANNUAL BASIS**. To continue to receive funds, Grant Applications must be submitted annually.

Family responsibilities are as follows:

Stay current with tuition requirement and fee payments.

Be actively involved in the school, its activities, programs, projects and functions.

Student responsibilities are as follows:

- ❖ **Responsible for showing continuous academic improvement**
- ❖ **Must have good attendance record and not be late more than three times in a 12-week period.**
- ❖ **Demonstrate they are working to the best of their abilities**
- ❖ **Comply with all school's policies**

Students must comply with all school policy. Students will be evaluated at the end of each quarter. Scholarship money is allocated on a monthly basis it **will not be awarded** if behavior disrupts the classroom-learning environment. **Evaluation of student behavior is done according to teacher consultation with the administration, student referrals to the office and number of detentions.**

In order to have reduced rates in tuition the school must seek ways to provide service at a lower cost. There is a great need for parent volunteers to be present in the school. If your child/children receive financial assistance you must commit to give back to the school.

Financial aid decisions cannot always be made by the beginning of the school year. If you have not received financial aid at the time your tuition payment is due (whether paying annually, by semester or monthly), you must pay the full amount due. If you are then awarded financial aid, your account will be credited and/or your payment amounts will be adjusted as appropriate.

TUITION PLANS AND POLICIES

Parents must sign up online in the office with FACTS Tuition management. Parents have the option to have their account debited for the monthly amount or be invoiced for the amount and pay at the school office.

Tuition Payment Plans

You can choose to pay tuition in one of three ways:

1. Yearly Tuition – Full amount of tuition is due on or before August 20/ Payable to Archbishop Borders School
2. Semi-Annual – 2 pymt Plan (August 15 and January 15) Payable to Archbishop Borders School
3. Monthly – 10 pymt Plan (August to May) pay in the school office the 20th of the month. The first payment is due August 20th.

Registration and Other Fees

Registration fees, book fees and other fees should be paid directly to the school. Receipts will be given for payments.

Delinquent Tuition, Fees and other Amounts

Notices

Timely payment of tuition and fees is the parent/guardian's responsibility. It is anticipated that payment will be made by the due date. There is no "grace period" for the payment of tuition and fees. It is not the responsibility of the school to send notices of delinquent tuition, fees or other amounts owed, nor shall the lack of notice preclude the school from enforcing its payment policies by **holding report cards, excluding students** or taking other appropriate action. The School is under no obligation to send additional notices.

Tuition Exclusion Days: Students will not be admitted to class if tuition payment is past due, they will be excluded on the 21st of the month. They are immediately reinstated when tuition is current.

Progress Reports; Miscellaneous

Progress Reports and Interim Reports will be withheld for any and all past-due financial obligations, whether for past-due tuition, fees or any other amounts owed. Withheld progress reports or interims will only be released upon full payment of the past-due account plus payment of any amounts currently due that have accrued since the report card date.

Students will be excluded from school for delinquent tuition and, if the debt is not paid within five consecutive school days of exclusion, a transfer may be issued. Transfers due to unpaid tuition are immediately reversible upon payment of the debt.

Uncollected debts may be turned over to a collection agency. All student records (except health records) will be withheld until debt is paid in full.

Refund Policy

Book fees are not refundable after the first day of school.

Tuition is refundable on a pro-rated basis after a child is officially withdrawn. For each month (September - May) that a child is in school, one-ninth of the tuition is due. A "month" is defined as one school day of any calendar month that a child is enrolled.

Textbooks/Workbooks

The textbook fees pay for consumable workbooks and materials. Textbooks are purchased on a year rotation cycle. Students are assigned a textbook at the beginning of the year and are responsible for keeping the textbook in good condition. Students may put their name in the book on the inside cover as directed by the teacher. Students will be asked to pay for replacement of a textbook if there is any writing on the spine of the book or outside binding, cover damage, page damages etc. A cost of a new textbook ranges from \$58.00 - \$70.00. It is recommended that students do not loan their books to other students. The book issued to the student is the responsibility of the student. Textbooks should be covered with book covers.

Lost Workbooks and Textbooks

Students are issued one textbook and one workbook for classes. Lost books are the responsibility of the student. **Parents** will be asked to pay for the cost of replacement.

RECORDS/TRANSFERS

A permanent record is kept on file for every student and may be viewed on school days in the school office. A review of the records takes place in the presence of the principal or a designated representative after a written request has been authorized by the principal. A twenty-four-hour notice is required.

If you are transferring, notify the school office of the last day you expect your child/ren to be in attendance. A "Release of Records" form must be signed by the parent or legal guardian.

Official school records will be sent directly to the new school as soon as a request is received, providing there are no outstanding financial obligations.

ATTENDANCE

Absence

Maryland state law generally requires regular attendance of children between the ages of five and sixteen.

- Parents or guardians must call the school between 7:30 a.m. and 8:30 a.m. to report a child being kept home. Otherwise the child will be considered truant.
- All absences and tardiness become part of a student's permanent record. Please give the child's name, grade and reason for absence.
- Upon the child's return to school, a written note must be given to the teacher. This note should include the dates of absence, reason for absence, and signature of parent or guardian.
- No student will be allowed to return to class without a written excuse note.
- A doctor's certificate may be required for absence of more than three days or after a contagious disease, such as measles, chicken pox, etc.
- A child may not be permitted to return to school until he/she is well enough to participate in school activities, including recess at lunchtime.
- Since there is no indoor monitor, a student must be well enough to fully participate in outdoor play.
- Medical and dental appointments should be made after school hours or on non-school days.
- Permission to leave school before dismissal requires a note of request in advance, signed by parent or legal guardian. This note is to be given to the homeroom teacher, who sends it to the principal for approval.
- The parent, or someone designated by the parent, must sign the student out of the office.
- The student is counted absent from classes missed and must make up the work at the discretion of the teacher.
- Absence of more than twenty days per year is considered excessive. Frequent absences may result in lower grades, required attendance at and successful completion of an approved summer school program, or retention.

Late Arrival/Early Departure

A student is late if they arrive after 8:00a.m.

A student arriving at school later than 9:45 a.m. or leaving prior to 1:00 p.m. shall be considered 1/2 day absent. On a scheduled early dismissal day, a student who is in school less than 2 1/2 hours shall be considered 1/2 day absent.

Prolonged Absence

For a planned extended absence, the parent or guardian must make a request in writing in advance to the school office. The principal will respond to that request in writing. It is strongly recommended that students not be absent from school due to family vacations. Since the school does not approve of absences for vacation purposes, teachers are not required to give make-up work or tests in such situations.

Perfect Attendance

Perfect attendance for the year means **no days absent and no more than two days late**. This includes early dismissal, being sent home, and/or leaving during the day and subsequently returning to school.

High School Visitation

Eighth grade students will be allowed up to **two days** of excused absence for high school visitations with proper documentation. It is the student's responsibility to obtain the appropriate form and signatures to confirm the visit. If proper documentation is submitted, these days will not affect perfect attendance.

HEALTH

Immunization/Physical Examinations

Maryland state law requires children in ALL grades to provide proof of immunization against Diphtheria, Pertussis (Whooping Cough), Tetanus, Polio, Measles, Mumps, and Rubella (German Measles). All children entering Pre-Kindergarten must have, in addition to other required immunizations:

3 Hepatitis B Shots

1 Chicken Pox (Varicella) Shot*

* or proof of disease - A doctor's note or blood test

Complete physical examinations are required prior to entrance into school by all new students.

Records/Emergency Forms

Health records are due in the office the first week of school. All students must have emergency forms on file in the principal's office. In case of illness or emergency, every attempt will be made to contact the parent immediately. If no one can be reached by phone, the family doctor may be consulted. **Please notify the office immediately concerning change of name/family status, address, or phone number on these forms.** In case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school. Children will be released to the person/s designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Symptoms

Parents should be aware that the following symptoms may indicate the presence of a contagious illness: earache, enlarged glands, fever, skin rash, sore throat, red discharging eyes, persistent cough, bad cold, nausea, vomiting, or diarrhea.

Parents should not send a youngster to school who is ill in the morning, including if the child is running a fever. A doctor's written and signed request is needed for a student to be excused from physical education classes.

Children should return to school only after symptoms have subsided for a 24-hour period and/or a release form is obtained from the doctor. 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. The school does not have adequate personnel for individual supervision.

The school must be notified immediately of infectious or communicable diseases or any significant health changes.

Medication Procedures

When a student is taking medication, the parent should make every effort to arrange for the medication to be taken at home; however, if there are occasions when the child must receive the medication during the school day, the following guidelines apply:

1. No medication, prescription or over-the-counter, will be administered in school without parent/legal guardian authorization **AND** a written order from the physician, specifying start and stop dates.
2. The medication, in its original medication container or box for inhalers, properly labeled by a pharmacist in the case of prescription drugs, must be hand-delivered to the school by the parent. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade. Under no circumstances will medication brought to school by the student be administered.
3. **THE FIRST DOSE OF ANY NEW MEDICATION MUST BE STARTED OUTSIDE THE SCHOOL.**
4. The school must have on file in the student's health folder a statement from the physician including: (a) name of the pupil; (b) name of the medicine; (c) dosage and hours to be given during the school day; (d) expected duration of administration; (e) list of all possible side effects, if any. **THE PARENT IS RESPONSIBLE FOR OBTAINING THE PHYSICIAN'S STATEMENT.** These

forms are available in the school office.

5. The parent is responsible for submitting to the school notification of any change of dosage or time of giving medication in writing from the physician.
6. All medication kept in the school will be kept under lock and key accessible only to authorized administering personnel. Students may not possess, dispense or distribute medication on their own.
7. Calamine lotion and cough drops may be administered by office personnel with a note from parents. Cough drops should be brought to school in the original package in a Ziploc bag with the student's name on it. The package should be given to the secretary.

Illness/Injury Procedures

When a student becomes ill or is injured, he/she is sent to the office with a health referral from the teacher. The office staff will attempt to contact the parent/legal guardian. Depending on the student's condition, the student will be sent back to class or parents will be required to make arrangements to have the student picked up immediately. In case of extreme illness/injury, a medic unit will be summoned and appropriate action taken.

A parent report will be sent home with the student to be signed by the parent and brought back by the student upon his/her return to school.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify the Health Department. All reports are confidential. The following communicable diseases/conditions need to be reported:

<i>Measles - Regular or German</i>	<i>T.B.</i>
<i>Meningitis</i>	<i>Whooping Cough</i>
<i>Hepatitis</i>	<i>Rocky Mountain Spotted Fever</i>
<i>Food Poisoning</i>	<i>Human Immune Deficiency</i>
<i>Pediculosis (head lice)</i>	<i>Virus Infection (AIDS and all</i>
<i>Adverse Reactions to Pertussis Vaccine</i>	<i>other symptomatic infections)</i>
<i>Lyme Disease</i>	<i>Impetigo</i>
<i>Chicken Pox</i>	<i>Conjunctivitis</i>

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. Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. A child must be examined by school personnel before he/she can return to class.

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 changes that occur during the school year.

Head Injury

If any injury to the head or any other serious injury occurs to a student, the secretary 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.

Allergies-Medications

Parents must notify the school of their child's allergies, including food allergies. Students are not allowed to carry medications on their persons. 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's order must state this requirement.

Students requiring insulin injections must leave insulin and syringes in the office.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by each campus and is on file at each office campus.

Insurance

The school provides the option for parents to purchase student health insurance for their children.

RECORDS POLICY (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

Archbishop Borders School, in compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), has the following policy regarding an individual's right to privacy:

I. Access to Records

- A. Teachers and other school officials who have legitimate educational interests have access to student education records.
- B. Parent(s)/legal guardians have access to their child's/ward's education 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.
- C. In general, any other person requesting access to a student's education 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.
- D. Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement 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 or legal agreements regarding access to educational records.

Log

- A. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.
- B. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

Non-Custodial Parent

If a non-custodial parent seeks access to his/her child's records, the school **must** allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records. *Archbishop Borders 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.*

CHILD ABUSE/NEGLECT REPORTING POLICY AND PROCEDURES

Child Abuse and Neglect Reporting Policy and 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. Archbishop Borders 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.

STAND TRAINING - POLICY AND PROCEDURES FOR VOLUNTEERS

Archbishop Borders School adheres to the Archdiocesan policy known as “STAND” regarding the screening and training of volunteers who work with children.

All parents who have substantial contact with children, supervise field trips or volunteer in a classroom, must attend a STAND training session or complete the training online, supply three references, complete an Archdiocesan application and complete a volunteer criminal background screening.

SEARCHES

The administration and authorized staff of Archbishop Borders School reserve the right to conduct reasonable searches of students, visitors, and areas under their control (desks, personal belongings, lockers, cars, etc.) in cases of suspected violation of school policies (e.g., drugs, weapons, alcohol, tobacco, stealing) in order to enforce school rules and preserve a safe and orderly learning environment. We reserve the right to require drug or alcohol testing for “cause.”

Lockers and desks are properties of the school and can be searched at any time. The principal, or designee, shall request the student’s consent for search of personal belongings. Failure of the student to give consent may result in automatic suspension and/or expulsion from the school.

HARASSMENT

Verbal or physical harassment (including sexual harassment) of students or adults is unacceptable and will result in disciplinary action up to and including expulsion. Verbal harassment includes demeaning or offensive comments or verbal threats. Physical harassment includes unwanted touching or assault. All complaints of harassment should be reported immediately to the principal or his or her designee so that the matter can be investigated and appropriate action can be taken.

BULLYING

“Bullying” means any gesture, written or verbal expression, including but not limited to cyber-bullying through any means of technology, face book, my space, text messages, instant messages and e mail or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person; or insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission and the education of any student. Appropriate action will be taken including suspension and/or expulsion.

CRISIS

Archbishop Borders School has a crisis intervention plan to address natural and social crises.

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 Office of the Facility Manager and may be viewed upon request during normal business hours.**

DISCIPLINE

The school reserves the right to discipline students for violations of school rules on school property and at school-related events and for incidents occurring elsewhere of which the school becomes aware. Archbishop Borders 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.

The school reserves the right to dismiss a student for a violation of probation, repeated suspensions, theft, vandalism, dishonesty, fighting, possession of any dangerous object, disrespect or insubordination to teachers or other adult supervision or violation of drug and alcohol regulations. The administration reserves the right to request the withdrawal of a student whose conduct, attitude, or effort is deemed unsatisfactory.

Classroom Behavior

The following are the standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and by the teacher's rules.

1. Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission
2. Each student is to have all the necessary materials for class
3. Students are to be attentive to the teachers and to participate actively in all class activities assigned by the teachers. They are not to do work for another class or read other-than-class materials, unless given explicit permission to do so by the teachers. Materials for another class or for non-class activities should not be on student's desk
4. Each student is to refrain from talking out without permission and from talking to others while instruction is going on or study periods or tests are underway.
5. Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students
6. Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the day.
7. Students are to refrain from insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation: they are not to argue about tests, grades and punishments during the class, but rather they should see the teacher after the school day in order to resolve such difficulties.
8. The location of desks, the condition of windows, blinds, and lights, etc. Are the teacher's

- responsibilities; students are not to regulate these unless directed to do so by the teacher.
9. Students should always enter and leave a classroom quietly.
 10. Eating or drinking does not take place in the classroom
 11. Chewing gum is prohibited throughout the school at all times.
 12. Students are not allowed to bring cell phones, game boys, and i-pods into the classroom. All items are to be kept in the office and picked up at the end of the day. These articles cause disruption to important academic time.

School Policy and Procedure on Cell Phones, I pods, Mp3 players, DS game systems

- Item labeled with student name and left in the school office at the beginning of the day
- Students pick up their cell phone, ipod or mp3 player from the office at dismissal
- Items are not allowed to be kept in book-bags
- Items are not left with the homeroom teacher.
- Any item found in a student's possession in the classroom will be taken and left in the principal's office

Items may be taken from the students and kept in the office until parents pick them up from the office. If a student continues to bring items they may be taken and not returned until the end of the school year.

Goals for Students

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable.

Unacceptable Behavior

Lack of Responsibility

Not to have necessary supplies for class work

- Disrespectful manner and/or language
- Dress code violations

Rowdiness

- Using the property of others without permission
- Dishonesty/cheating
- Forgery
- Theft or extortion

Disruptive Behavior/Dangerous Play

- Fighting or play fighting
- Rudeness to other students, teachers, adult supervisors
- Vulgarity
- Defacement/destruction of school property or equipment
- Harassment of any kind by word, manner or internet

UN-Christian Behavior

- On the play ground, in school, in class or when representing the school (field trips, special gatherings, assemblies, etc.)

Any other types of behavior not specifically stated in this handbook, but which the teachers and administration considers to be acts of serious disruptive behavior. Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and /or administration involved will be consulted.

Detention

Detention is served on Tuesday, Wednesday or Thursday from 3:00-4:00pm. Supervision of detention hall will be a shared responsibility of the teachers. Detentions must be signed by the parents/guardian and returned to the teacher. Detentions are given for any of the behaviors listed in the handbook and other disruptive actions specified by the teachers.

Suspension/Expulsion

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

- 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
- Use of objects in a way that may be harmful to themselves or others
- Possession of pornographic material(s)
- Obscene gestures
- Smoking/using matches
- Possession of matches/lighters or any potentially explosive dangerous material
- Leaving school property without permission
- Theft or extortion
- Fighting or threatening to do violence to a student or adult supervisor
- Harassment (sexual or otherwise), Bullying, Cyberbullying
- Truancy
- Disrespect or insubordination to teachers or adult supervisor
- Assaulting a teacher, adult supervisor, fellow student
- Destruction of school property: desks, windows, computers, books etc...
- Known involvement or suspicious involvement in gangs and gang activity (Bloods, Crips, AOD, MS13, HTS, DJ, KJ etc....) Display of gang symbols, color and signs on notebooks, books and on hands and arms.

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Expulsion

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, involvement in a gang, bullying, cyberbullying and harassment may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of an Archbishop Borders student.

Channels for Communication of Resolving Differences

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation. The process is as follows: situation in a classroom: contact homeroom teacher or the supervisory adult. If unsatisfactory contact the Principal.

INTERNET ACCESS

Electronic information research skills are fundamental to the preparation of our students, our future

citizens and employees. The acquisition of these technological tools puts an enormous power at the fingertips of all members of our community. As such, it also places a great deal of responsibility on all users. It is our aim to provide guidance and instruction to our students in the appropriate use of such resources.

As in other areas, our students are expected to make good choices with regard to their behavior on the Internet. Access will be provided for our students to conduct research and communicate with others under the supervision of their teacher.

Access to the Internet will enable 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. But ultimately, you, as the parents and guardians of minors, are responsible for setting and conveying the standards that your children should follow when using media and information sources.

With these opportunities come some responsibilities and restrictions. Archbishop Borders School reserve the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to run software, such as *CyberPatrol*. For their protection, students may not access Internet accounts provided by their families during school time because the school has no control over the configuration of those accounts.

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 network within the boundaries of Archbishop Borders 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 network include, but are not limited to:
- Violating the rights of privacy of others.
- Using profanity, obscenity, or other offensive language.
- Unauthorized copying of materials or installation of software.
- Revealing home phone numbers, addresses, or other personal information while using Internet resources.
- Downloading or copying information onto disks or hard drives without prior teacher approval.
- Accessing, downloading, storing, or printing files or messages that may be offensive to others.
- Sharing of passwords, if provided, or attempting to discover another's password.
- 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.
- Intentional damaging of or tampering with any hardware, software, printers, keyboards, mice, speakers, etc.
- Intentional erasing, renaming, or disabling of anyone else's files or programs.

Archbishop Borders School is responsible for:

- Teaching students about these guidelines
- Supervising and guiding student access to the Internet.

ETHICAL USE OF TECHNOLOGY

The 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. All developments in technology at the school are, therefore, 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.

- Respect and protect individual rights, as well as the well being 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 is to be treated with respect.
- Only authorized personnel may alter equipment or equipment configurations.
- Use of technology for obscene, offensive, disruptive or threatening messages is prohibited.
- Network accounts are to be used only by those persons for whom the account has been established. Account 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. Use of any program designed to disrupt the performance of the network is likewise prohibited.
- All e-mail 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 e-mail 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.

Official Dress Code

Dress Code

Students must be in proper uniform everyday. No substitutions to the uniform will be allowed. Parents

may be called to bring the proper uniform if students come to school out of uniform. Students are out of uniform if they do not follow the grooming standards regarding jewelry, makeup, finger nail polish, artificial nails, acrylic nails and hair. Students will receive detentions for being out of uniform and may received a detention from any member of the faculty or staff.

All uniforms for school are purchased from Flynn and O’Hara Uniform Company located at 923 Taylor Avenue, Towson, MD 21204 410 828 4709

Students must be in proper uniform everyday. No substitutions to the uniform will be allowed.

For all grades

The navy polo shirt may be worn year round. It must have the school logo. The navy polo must be purchased from the Uniform company. It comes in short or long sleeve.

- **The gym uniform for all grades must be purchased** from the Uniform Company.
- **All walking shorts** for boys and girls **must be purchased** from the Uniform Company.

Uniform Items sold at Walmart

- **Khaki pants-see acceptable style number**
- **Khaki capris-see acceptable style number**
- **White dress shirt**
- **White peter pan collar blouse**
- **White broadcloth blouse for girls grades 6-8**
- **Khaki pants with elastic waist for ages 3 , 4 and 5**

Acceptable uniform styles at Walmart:

- **George-Girls’ Capri Pants # GG31916U**
- **George-Girls’ Flat Front Khaki Pants # GG31915U**
- **George- Boys’ Flat Front Pants #GB91OUX1**

Pre-Kindergarten 3 year old, 4 year old and Kindergarten Uniform: Purchased from the Uniform Company

- ❑ Navy shorts with school logo
- ❑ Navy sweatpants with school logo
- ❑ Navy polo with school logo
- ❑ Light blue T-shirt with school logo
- ❑ Shoes: Athletic Tennis Shoe (**Velcro closure-no shoe laces**)

Boys: Grades 1-5

Optional Summer Uniform-Boys K-8 (this option is for all students)

- ❑ **Khaki walking shorts (Aug.-Oct. April-June) with Navy blue polo/with school logo. This must be purchased from the uniform company.**
- ❑ **Khaki pants (no corduroys or jeans) The Khaki pants may be purchased from the uniform company or at Walmart – George flat front pants style # GB91OUX1**
- ❑ **Belts-must be worn (black or brown)**
- ❑ **NO CARGO PANTS OR CARGO SHORTS ALLOWED**
- ❑ **Shoes- White leather athletic tennis shoes/color logo on shoe allowed (no high tops/no vans, converse or keds no canvas style shoe)**

Boys 1 – 5 Formal Uniform- Must be worn November 1-March 31

- ❑ **Khaki pants (no corduroys or jeans) Uniform company or Walmart.**

- ❑ **White Oxford-cloth shirt (long or short-sleeve) (November-March)**
- ❑ **Navy Polo with logo allowed**
- ❑ **Uniform tie (solid red or red stripe) (worn with Oxford shirt)**
- ❑ **Socks- white, brown or black**
- ❑ **T-shirts- plain white only (if worn under shirt)**
- ❑ **White turtle neck (if worn under shirt)**
- ❑ **Sweaters- Navy Blue V-Neck slipover, Navy V-Neck vest or Navy boy's cardigan (purchased from uniform company) : Navy sweat shirt with school logo**

Shoes- Brown Suede Buck or Brown/Black Oxford , Black or White athletic tennis shoe (No boots, hi-top, no canvas vans, converse, or keds)

Girls 1 – 5 Formal Uniform- Must be worn November 1-March 31

Girls: Grades K-5

- ❑ **Plaid Jumper-No shorter than top of knee**
- ❑ **Khaki pants Uniform Company or Walmart-George-Girls' flat Front Pants #GG31915U**
- ❑ **White blouse- Peter Pan collar only- White turtlenecks may be worn under the school blouse**
- ❑ **Socks: Navy blue knee-highs or white crew socks or navy tights**
- ❑ **Sweaters- Navy blue cardigan (purchased from uniform company); Navy sweat shirt with school logo**
- ❑ **Shoes- Black Mary Jane style or Brown Suede Buck or black and white saddle shoes**

Girls 6 7 8 formal uniform

- ❑ **Plaid Uniform Kilt-no shorter than top of knee**
- ❑ **Khaki pants from the Uniform Company or Walmart-George-Girls' flat Front Pants #GG31915U**
- ❑ **Navy blue polo with school logo**
- ❑ **White Oxford-cloth blouse (long or short-sleeve)-button down collar) White turtlenecks may be worn under the school blouse**
- ❑ **Socks: Navy knee-highs or White crew socks or Navy tights**
- ❑ **Sweater- Navy blue cardigans, V-Neck Vest, V-Neck slipover (purchased from uniform company); Navy sweat shirt with school logo**
- ❑ **Shoes-Black Mary Jane style, Brown Suede Buck or black and white saddle shoes**

Girls 1 – 5 Optional Summer Uniform

- ❑ **Khaki walking shorts bought from the uniform company or Khaki Capris bought from Walmart –George-Girls' Capri Pants #GG31916U (Aug.-Oct.31. April 1-June) with Navy blue polo/with school logo**
- ❑ **Khaki shorts MUST BE PURCHASED FROM THE UNIFORM COMPANY**
- ❑ **Khaki pants Uniform Company or Walmart-George-Girls' flat Front Pants #GG31915U**
- ❑ **Belts-must be worn (black or brown)**

Shoes- White Leather Athletic Tennis Shoe – color logo allowed (no high top/no canvas vans, keds or converse)

Girls 6 7 8 Optional Summer Uniform

- ❑ **Khaki walking shorts (Aug.-Oct. April- June) with Navy blue polo/with school logo.**

Shorts purchased from the uniform company

- ❑ **Khaki Capris bought from Walmart –George-Girls’Capri Pants #GG31916U (Aug.- Oct.31. April 1-June) with Navy blue polo/with school logo**
- ❑ **Khaki skort with Navy blue polo purchased from the uniform company**
- ❑ **Khaki shorts or Khaki skort MUST BE PURCHASED FROM THE UNIFORM COMPANY**
- ❑ **Khaki pants -George-Girls’ flat Front Pants #GG31915U**
- ❑ **Belts-must be worn (black or brown)**
- ❑ White leather athletic tennis shoes/color logo on shoe allowed (no high top/no canvas vans, keds or converse)

Physical Education Uniform 1-8

Uniforms for Physical Education classes are worn on days specified by the teacher at the beginning of the year. Students will have gym twice a week.

ALL GYM UNIFORMS MUST BE BOUGHT FROM THE UNIFORM COMPANY.

- ❑ **Navy shorts or sweats with school logo**
- ❑ **Navy polo or Light Blue T-Shirt with school logo**
- ❑ **White Socks**
- ❑ Shoes- White or Black Leather Athletic Tennis Shoe – color logo allowed (no high top/no canvas, no converse, vans or keds)

Students may not substitute any other clothing for the gym uniform. If a student does not have their gym uniform for gym day they must wear their regular uniform or summer uniform.

General Grooming

- ❑ Hair should be neat and well groomed. Boys must keep hair in a conservative hairstyle. Fad hairstyles (like “spikes” “rat-tails” “Mohawk”) are not allowed. No braids or cornrows. Hair is to be short.
- ❑ Names, initials and symbols etc. cut into the scalp are not acceptable in any grade. Designs in the hair are not acceptable.
- ❑ Glitter and artificial coloring are not permitted.
- ❑ Make-up **may not** be worn.
- ❑ Clear nail polish is permitted
- ❑ Artificial nails and acrylic nails are not permitted.
- ❑ Jewelry is limited to modest earrings (posts only; no dangles or hoops.) one earring in each ear lobe.
- ❑ Boys are not permitted to wear earrings.
- ❑ One bracelet is allowed. One necklace that is a cross or religious medal is allowed. No rings are allowed.
- ❑ Students are not allowed to write on their arms, hands, legs etc.
- ❑ No visible tattoos. No visible body piercings: nose, eyelids, lip, tongue etc.
- ❑ Middle School boys must wear pants to the waist with a black or brown leather belt.
- ❑ Girls may not carry purses or messenger bags during the day.

The administration will not admit students to school in violation of the uniform policy. All uniforms must be the correct size and must be purchased from the approved list of styles. Middle School students may not wear over sized polo shirts. Shirts must be the correct size. Please do not allow you child to leave home or come into school out of uniform. You will be called to bring the correct clothing or to pick your child up for noncompliance of school policy.

Tag Day Expectations

Students must dress appropriately for any tag day. The administration reserves the right to call parents to bring appropriate clothing if students are not covered properly, dressed in anything too short, too low or not enough. Students may not wear shirts that imply inappropriate sexual comments. Boys must at all times wear pants to the waist. Exposed undergarments are not acceptable.

****Students must comply with the dress code regardless of the expense or inconvenience to the student or parent.**

General Information

Information about school-related activities is sent home through the yearly calendar, monthly calendar and monthly newsletter.

Student Emergency Information

All students must fill out an emergency information card. **The information is vital, and it is very important that you notify the school office with any updates.**

Telephone/ Cell Phones/I-PODS

The telephone in the school office is for business purposes. Students are not allowed to use the telephone except in case of an emergency. It is difficult for the school office staff to deliver telephone messages to individual students. Students will be notified in the event of an emergency. After school plans should be made between students and parents/riders before school in the morning. Cell phones and IPODS are not allowed in the classroom during the school day. If you wish your child to have a cell phone or IPOD for after school hours, the phone and/or IPOD is given to the homeroom teacher and locked in the closet. Students may get their cell phone / IPOD from their homeroom teacher.

Insurance

During the first week of school, the students will receive applications for a school accident insurance program available through the Archdiocese of Baltimore. Those parents/guardians interested in participating in this plan should send the completed application within two weeks.

School Photographs

Student photographs are taken twice a year by a professional photographer and are available for purchase for a fee. Class pictures are taken in the spring. Dates and times are published through the monthly newsletter and calendar. Student photos may be used on the website and in public relations brochures. School website : abbschool.com **Please send in written notification if you do not want your child's picture used for marketing of the school.**

Right to Amend the Handbook

Archbishop Borders 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.

Parental Support/Compliance

In cases where parents' views and philosophical positions result in repeated noncompliance in regard to school policies, the administration reserves the right to request that said parents' child/children to withdraw from the school.