



**Parent & Student Handbook
2022-2023
Grades PreK3 – 8**

**200 N. Martin Luther King Boulevard
Baltimore, MD 21201
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www.mmlcs.org**

Mother Mary Lange Catholic School is a co-ed elementary school for grades PreK3 through Grade 8. Mother Mary Lange Catholic 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.

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MISSION STATEMENT

Mother Mary Lange Catholic School provides an atmosphere of faith and hope, where students develop leadership skills, compassion for others, and experience a rich academic environment rooted in Catholic values and the gospel. Our mission is to empower our students to become positive change agents in our global society.

HISTORY OF THE SCHOOL

Mother Mary Lange Catholic School opened in the Fall of 2021 and is the first new Catholic elementary school to be built in Baltimore in nearly six decades. MMLCS educates children in Pre-Kindergarten (age 3) through grade eight, providing a values-based, 21st Century, academically-excellent education, in the Catholic tradition.

ADMINISTRATION

Mother Mary Lange Catholic School is an Archdiocesan Collaborative School (ACS), which is a model of shared governance developed by the Archdiocese of Baltimore. The ACS model utilizes a shared governance model that fosters unity through the collaboration of stakeholders in support of Catholic schools. The model allows decisions regarding day-to-day school operations to be made at the local level, while individual schools and school administrators are supported centrally from the Department of Catholic Schools and the Catholic Center's Central Services in areas such as academics, finance, development, enrollment management, and marketing.

2022 – 2023 SCHOOL YEAR CALENDAR

August	Monday, August 29	First Day of School, 12:00 Dismissal
September	Friday, September 2	12:00 Dismissal
	Monday, September 5	School Closed, Labor Day
October	Friday, October 7	School Closed, Professional Development
	Friday, October 28	12:00 Dismissal
November	Friday, November 11	School Closed, Faculty Retreat
	Wednesday, November 23	12:00 Dismissal
	Thursday through Friday, November 24-25	School Closed, Thanksgiving Break
December	Monday, December 5	12:00 Dismissal, Parent Teacher Conferences
	Tuesday, December 6	School Closed, Parent Teacher Conferences
	Tuesday, December 20	12:00 Dismissal, Christmas Break
January	December 21 - January 2	Christmas Break
	Monday, January 16	School Closed, Martin Luther King Day
February	Friday, February 3	12:00 Dismissal
	Monday, February 20	School Closed, Presidents Day
March	Friday, March 3	School Closed, Professional Development
	Friday, March 10	12:00 Dismissal

April	Thursday, April 6	12:00 Dismissal, Spring Break
	April 7 - April 16	Spring Break
May	Friday, May 26	12:00 Dismissal, Field Day
	Monday, May 29	School Closed, Memorial Day
June	Thursday, June 8	12:00 Dismissal, Last Day of School

****The 2022-2023 calendar is subject to change.****

2022 – 2023 STAFF DIRECTORY

Staff Member	Position
Mrs. Jordan	Principal
Ms. Cornish	Vice Principal
Mrs. Fiddler	Advancement Director
Mrs. Martin	Office Manager
Mrs. Massey	Receptionist

2022 – 2023 SCHOOL BOARD

Board Member	Board Member
Jim Sellinger, Chair	Sister Rita Michelle Proctor, OSP, Vice Chair
Mrs. Tonya Bell	Mr. Brian Boles
Rev. Ray P. Bomberger, S.S.J	Mrs. Lynell Griffin
Mr. Dominique Gause	Mr. Howard Roberts
Mr. Skip Sanders	Mr. Tyler Tate
Mrs. Irene Syrnyk	Mr. Tom Travers

ACCREDITATION

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

ACADEMICS

PROMOTION REQUIREMENTS

Students are promoted to the next grade upon successful completion of all subjects in a given year. Students must pass all classes with a minimum of a D, however if a D is earned administration will reserve the right to request that the student attends summer tutoring/school.

GRADES

Communication about a student's progress is the responsibility of both the teacher and the parent. A pre-scheduled private conference is the best way to share this information. Parents are encouraged to schedule a conference at least twice a year to communicate with the teacher about their child's academic strengths and weaknesses.

Report Card grades follow the guidelines established by the office of the Superintendent of the Archdiocese of Baltimore.

Pre Kindergarten – Grade 2

I = Independent P = Progressing E = Emerging

Grade 3 – 8

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

RETENTION

Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below. Teachers should communicate with parents on a regular basis regarding the child's progress. All written communication regarding retention is maintained in the student's confidential file.

By mid-February: The teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan.

By April 15: Another meeting is held between the principal and parent/guardians who sign a second statement acknowledging they have received a second notice of retention possibility.

After April 15: After notification in writing that the student will be retained in the same grade, the parents/guardians are provided the opportunity to review the decision process with the principal.

SUMMER SCHOOL

Kindergarten - Second Grade – summer remedial work may be required at the discretion of the teacher if students receive an E (Emerging) in any skills represented on the report card.

Third through Eighth Grades – Any student with an E average in any of the major subjects (Reading, Math, Language Arts) is required to attend summer school or be tutored by a certified teacher. **Summer remedial work may be required at the discretion of the teacher if the final average is a D.**

GRADUATION REQUIREMENTS

Students in 8th grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An 8th grade student must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities. Graduation Fees for 2022-2023 school year will be \$300. First payment (\$150) is due by November 1st and second payment (\$150) is due by April 1st to help cover the cost of this wonderful occasion. These payments will be billed through FACTS.

HONOR ROLL FOR STUDENTS IN GRADES 6 – 8

Students in grades 6-8 who demonstrate high academic achievement and who positively impact the learning environment are placed on Honor Roll based on the following criteria:

- Principal's List - A in every subject, S or better in all other areas
- First Honors - B+ and above, S or better in all other areas
- Second Honors - B and above, S or better in all other areas

PROGRESS REPORTS AND INTERIM REPORTS

Progress Reports are distributed three times a year. Parents will be notified in advance of the date and time of the required T1 Interim parent conference.

In addition to a Progress Report, Interim Reports will be distributed to students half-way through each trimester. These forms are to be discussed between parent and child. Formal parent conferences are required with the distribution of the first Progress Report in December and *may* be required at other times throughout the year.

TESTING PROGRAM

STANDARDIZED TESTING

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

- Elementary school students in grades 2-8 are administered the MAP Assessment three times a year to measure growth.
- Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

ASSESSMENT OF CHILD/YOUTH RELIGIOUS EDUCATION

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

INSTRUCTION AND CURRICULUM

The educational program of Mother Mary Lange Catholic School is the following:

Grades K-3

Religion
Reading
Phonics
English
Spelling
Art
Library
Spanish

Handwriting
Mathematics
Social Studies
Science
Music
Physical Education

Grades 4-8

Religion
Reading
English
Spelling
Study Skills
Spanish
Art

Physical Education
Mathematics
Social Studies
Science
Library/Media
Music

The curriculum for Mother Mary Lange Catholic School has been developed through the guidelines of the Archdiocese of Baltimore.

PARENT/TEACHER CONFERENCES

Lines of communication between parent and school should always be open. Since it is impossible to foresee all events that might occur during the school year, parents are kept informed through weekly updates via email.

Parents are required to meet with teachers during the first Trimester Conference. For additional conferences, parents can call the school office to make an appointment, and are encouraged to do so. Teachers may not be able to meet with parents between 8:00 a.m. and 3:30 p.m. because of their classroom responsibilities.

HIGH SCHOOL ADMISSIONS AND VISITATION POLICY

8th Grade students are allowed two excused absences for high school visits between September and November. A confirmation letter from the school of attendance is required.

STUDENT RECORDS

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

Records Policy (Family Educational Rights and Privacy Act)

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

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

educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

- To other schools to which a student is transferring.
- In connection with financial aid under certain circumstances.
- To specified officials for audit or evaluation purposes.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations.
- In order to comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in cases of health and safety emergencies.

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

The School has designated the following as directory information:

- Student's name
- Address
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Administration in writing by **August 26, 2022**.

- 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. 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.
- Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Mother Mary Lange Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

PARTNERSHIP WITH PARENTS

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

1. to be a partner with the school in the education of your child
2. to understand and support the Catholic mission and identity of the school
3. to read all communications from the school and to request clarification when necessary
4. to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
5. to discuss concerns and problems with the person (s) most directly involved
6. to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
7. to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
8. to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
9. to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.

The entire Mother Mary Lange Catholic School community pledges its support to you.

PARENTAL SUPPORT AND COMPLIANCE

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and the School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols
- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to the School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in

person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

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

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

Web-based Services

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

ADMINISTRATION

CRISIS INTERVENTION PLAN AND CRISIS TEAM

Mother Mary Lange has a Crisis Intervention plan on file as well as a Crisis team. The team consists of the principal, vice principal, guidance counselor and two teachers.

FIRE AND SAFETY DRILLS

Emergency drills are conducted by the school on a regular basis. For safety reasons, parents are asked not to interfere during an evacuation or a lockdown of the building. Twice a year, in the fall and spring, the Fire Department conducts a fire drill. The procedures for evacuation and lockdown are listed in each room and are to be followed quickly and in silence for everyone's safety.

An emergency form for every student is kept on file in the school office. This form lists your choice of relatives, neighbors, or other responsible adults to call if a parent cannot be reached in an emergency. Physician and hospital preferences are also recorded. Parents are responsible for keeping the school information up to date. Report any changes to the school office. Children will only be released to the person(s) designated on the emergency form, unless otherwise instructed by the custodial parent/guardian.

CHANGE IN ADDRESS

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

CHANGE IN NAME OR FAMILY STATUS

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

EMERGENCY AND WEATHER-RELATED CLOSINGS/DELAYED OPENINGS

In the event of severe weather or other emergencies, WBAL-TV and Radio will broadcast the changes in our schedule. Mother Mary Lange Catholic School will follow emergency closings for BALTIMORE COUNTY SCHOOLS.

COMMUNICATION TO PARENTS

Lines of communication between parent and school should always be open. Since it is impossible to foresee all events that might occur during the school year, parents are kept informed through two weekly updates via email.

Parents are required to meet with teachers during the first Trimester Conference. For additional conferences, parents can call the school office to make an appointment, and are encouraged to do so. Teachers may not be able to meet with parents between 8:00 a.m. and 3:30 p.m. because of their classroom responsibilities.

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

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. It will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

SWIFT K-12

Lines of communication between parent and school should always be open. Since it is impossible to foresee all events that might occur during the school year, parents are kept informed through two weekly updates via email.

NON-CUSTODIAL PARENT

Emergency card information for each child is to be kept current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

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

NON-DISCRIMINATION STATEMENT

The State of Maryland requires the following statement in the Student Handbook:

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

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

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

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

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

Harassment Policy

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

I. Scope

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

II. Prohibited Conduct

- A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity, that:
 - i. Has the purpose or effect of creating an intimidating, hostile or offensive environment;
 - ii. Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
 - iii. Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression, or sexual orientation. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

III. Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

BULLYING POLICY STATEMENT

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

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

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

- a. 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:
 - i. 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
 - ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

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

TRANSPORTATION PROCEDURES

Carpool Drop Off

- Drop Off begins at 7:40 am
- Please enter the school from the Saratoga Street Entrance
- Pull up in the indicated traffic lanes and await for a faculty member to open your car door and let your child out
- Do not block the paved walkway in the front of the school
- Please exit via Lexington Street
- Parents/Guardians will NOT be allowed to walk their student into school

Carpool Pick Up

- Arrive to the school enter through the Saratoga Street Entrance after 2pm (Security will ask you to move if you park in the carpool lane prior to 2:00pm)
- Park in one of the 3 lanes in front of the school
- At dismissal time, your student will find you and enter your vehicle
- Please follow the car in front of you when dismissing

ADMISSIONS AND REGISTRATION

The criteria used to determine academic qualifications will include:

- Parent & Teacher Conference for Pre-K3 and Pre-K4
- Mother Mary Lange Catholic School Skills Assessment for Grades K-7
- Current and previous Progress Report Cards for Grades 1-7
- Standardized test results
- Letters of recommendation from current classroom teacher

RE-REGISTRATION FOR CURRENT STUDENTS

During the month of January, the registration process for the upcoming academic school year begins. Registration forms will be given to all students for whom re-registration is an option. A non-refundable fee and the completed registration forms are completed in School Admin to assure placement. Re-admission to Mother Mary Lange School depends upon academic, behavioral, and financial considerations. **Early Registration closes on March 3, 2023**

NEW STUDENT REGISTRATION

On March 1, the registration process begins for new students to Mother Mary Lange. Parents of students who have been accepted to Mother Mary Lange Catholic School are required to complete the registration form and return it to the school office with a non-refundable fee to assure placement.

Mother Mary Lange Catholic School reserves the right to deny enrollment to any student whose academic performance is not up to the standards set by the school, whose behavior is not acceptable according to the discipline philosophy, or if financial obligations have not been honored.

PROBATIONARY PERIOD

This period is a time for review and observation of a student's academic or social qualifications. Students whose behavioral or academic needs are beyond the resources of Mother Mary Lange Catholic School will be advised to seek services to support those needs. If there is no improvement, or if the terms of the probation are not met, the school reserves the right to ask the student to withdraw from the school.

FINANCIAL OBLIGATIONS

Mother Mary Lange Catholic School has a tuition plan that allows for monthly family budgeting and the timely payment of monthly school bills. All tuition payments will be paid through FACTS. Families are required to set up an FACTS online tuition agreement for automatic tuition debits. Mother Mary Lange Catholic School payment plan is as follows.

- Yearly Registration Fees – \$150.00
- 2022 - 2023 FACTS Tuition Agreement – \$6,500.00 (over 10-month period)
- Tuition Payments begin in July and end in April with scheduled payments on the 1st or 15th of each month

If your monthly payment is not satisfied as arranged each month, your child may not enter school until such payment is made in full.

Mother Mary Lange Catholic School reserves the right to refuse to provide any official school records, including Progress Report Cards and diplomas, to parent/guardian or other educational institution until all tuition, fees, and other financial obligations to Mother Mary Lange Catholic School are satisfactorily paid in full.

Mother Mary Lange Catholic School reserves the right to suspend for a period of up to five school days if financial obligations, as agreed to at the time of registration, have not been met by parents or guardians. During the course of this suspension period, it is the responsibility of the parent or guardian to contact Mother Mary Lange Catholic School and settle the debt. If, at the end of the five-day suspension period, financial obligations have not been met, a transfer for the student may be issued.

If a student withdraws or has an early departure from Mother Mary Lange Catholic School the family is responsible for payment of tuition, other fees for prior and for the month of withdrawal.

Money orders for payments other than tuition may be required if a personal check is returned for insufficient funds. If a payment obligation is past due after May 1st the payment can be enforced to be payable by use of money orders only.

Late Pick-Up Fees

Regular School Day		Early Dismissal Day	
3:30pm – 3:45pm	\$10	12:15pm – 12:30pm	\$10
3:45pm – 4:00pm	\$25	12:30pm – 12:45pm	\$25
after 4:00pm	\$1 a minute	after 12:45pm	\$1 a minute

Activity Fees

After school clubs and activities may charge an activity fee that will cover the child’s participation in the program. Each activity may have different fees, and payment will be done through our website.

ATTENDANCE

“In accordance with Maryland law, parents are responsible for having their children attend school each day and arrive on time for instruction.” (Steps in the Journey, 3.2.12:23) Truancy is a lawful violation in Baltimore City and in the State of Maryland. Truancy may result in a legal penalty and school disciplinary action.

Regular school attendance is essential for good scholastic progress. The school day begins at 8am. Drop-off begins as early as 7:40 a.m. and as late at 8:09a.m. Any student arriving after 8:10 a.m. (not in their homeroom) will be marked late. All absences and tardiness become part of a student’s permanent record.

School day ends at 2:45pm. Early Dismissal Days, the school days end at 11:45am.

ABSENCE

Regular attendance is considered essential for learning at Mother Mary Lange Catholic School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian must telephone the school between 7:30am and 9:30am to report the reason for absence. All absences and tardiness become part of a student’s permanent record.

- When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor’s note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities.
- If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district. *Per Student Policy 1.0: More than 20 days absent in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.*
- Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.
- Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, etc.

TRUANCY

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

LATENESS POLICY

Students may begin entering their homerooms at 7:40am. The school day begins at 8:00am. Any student arriving after 8:10am is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

EARLY DEPARTURES/LATE ARRIVALS

The school discourages early departures and requests that families arrange medical and dental appointments, etc. after school hours, on early dismissal days, or during vacation periods. Check the calendar for days when school is not in session. Early dismissal must be completed by 2:25pm. After 2:25pm, students will be dismissed at regular dismissal time. **Any person under the age of 21, will not be able to remove a student for early dismissal.**

A student is considered absent if they leave school before 10am, or arrive at school after 12pm. A half day will be given if a student arrives after 10 am, but no later than 12 pm.

LATE PICK UP POLICY

Parents/Guardians who arrive after dismissal to pick up their students who are not enrolled in aftercare (after 3:30 pm - regular school days and after 12:15pm on early dismissal days) must report to the Security Desk. At the desk, identification must be provided and the student will be signed out at the appropriate time. Fees will be entered and charged through the parent's FACTS account. School administration will contact the families who are continuously picking up students late to discuss alternative arrangements.

OTHER-THAN PARENT/GUARDIAN RELEASE

Other-than Parents/Guardians who pick up a student must be listed on the School Admin portal for pick-up at any time. If a parent is entrusting another adult to pick up the student, please contact the teacher and the school by phone or email to inform the school who will be picking up the student. Personnel will not allow anyone other than the persons listed on the emergency list to remove the student from school.

DISCIPLINE

STATEMENT ON PHILOSOPHY OF DISCIPLINE

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

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

BEHAVIOR

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 during the school day, after-school activities, while riding on school buses to and from field trips and any school-sanctioned activities:**

Disrespect in manner and/or language	Harassment of any kind by word and/or manner
Rowdiness	Possession or consumption of any drug or look-alike drug while at school or attending a school function
Using the property of others without permission	Possession or consumption of alcohol while at school or attending a school function
Dishonesty	Possession of knives/weapons or look-alike knives/weapons
Disruptive Behavior	Possession of pornographic material(s)
Failure to have necessary supplies to complete classwork	Smoking/Use of matches/Vaping/Edibles
Rudeness	Willful Destruction of School Property
Vulgarity	Leaving School Property without Permission
Dress Code Violations	Theft or Extortion
Chewing Gum	Fighting or Threats of Violence
Use of unauthorized technology/cell phones	Failure to Obey School Rules
Cheating and/or Plagiarism	Profanity
Stealing	Dangerous Play
Any types of behavior, not specifically listed here, but which the administration considers to be disruptive behavior	

SOCIAL MEDIA

Students may not use social media during the school day. Any content using social media (i.e. posting, messaging, Live platforms, etc) posted during school hours, on school property, occurring off school property or beyond school hours and, that creates substantial disruption to the school day, administration has the right to take action relative to in-school discipline.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as follows:

DEMERIT POLICY

In grades 3 through 8, students who choose not to comply with school policies are given demerits. These demerits shall be administered by the teachers. All demerits shall be communicated to the homeroom teacher and signed by an Administrator. The demerit slip must be signed by a parent and returned the next day. Parent signature indicates that a parent is aware of the child's infraction. A student who accumulates demerits will serve a one-hour detention as warranted. A demerit may be given to a student for any of the following reasons:

1. Unkindness to other individuals in actions or words
2. Unacceptable or inappropriate language, gestures, and actions
3. Continuous noise or classroom disruptions
4. Chewing gum at any time; eating or drinking outside of the cafeteria
5. Dress code violations

DETENTION POLICY

Detentions are held weekly during the school year and are supervised by a MMLCS faculty member. Students are expected to serve the detention on the Wednesday after it is assigned. A detention letter, indicating the reason and date of the detention, will be signed by an Administrator, the student, and the parent and returned to school on the next school day. Parents are responsible for prompt pick up at 4:00pm. Detention may be given to a student for any of the following reasons:

1. Accumulation of demerits
2. Aggressive verbal or physical behavior
3. Cheating or forgery
4. Disrespect in language or manner to an adult
5. Destruction of school property
6. Leaving school grounds without permission
7. Threatening another individual
8. Removal from class
9. Multiple Uniform Infractions (3)
10. Using unauthorized electronics while on school property (cellphones, Smart watches, handheld games, air pods)
11. Violation of the Acceptable Use Policy for Computers and Telecommunications.

SUSPENSION

Student violation in one of the following activities will result in the student's suspension from Mother Mary Lange Catholic School. Before the student may return from a suspension, a conference will be scheduled with the student, parent, and Administration.

1. Fighting or provoking a fight
2. Threatening serious physical harm to anyone
3. Blatant disrespect for other individuals
4. Stealing
5. Possession of inappropriate material (i.e. pornography, vulgarity)
6. Possession of cigarettes, matches, or lighter
7. Leaving campus without permission
8. Inappropriate use of Technology (social media, cellphone, etc.) that creates a disturbance to the school day

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

EXPULSION

The following serious infractions may result in immediate expulsion:

1. Serious harassment
2. Possession of a weapon of any kind, look-alike weapons, or firecrackers with the expressed intent to cause harm
3. Possession of alcohol, drugs, look-alike drugs or drug paraphernalia
4. Smoking/Use of Matches/Vaping/Edibles
5. Multiple acts of disrespect towards others

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

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

SEARCH AND SEIZURE

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

CONFLICT SITUATIONS

Conflicts are a normal and healthy part of living and growing. The Administration will implement acceptable conflict resolution techniques to work towards a solution.

HEALTH AND SAFETY

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

MARYLAND SCHOOL IMMUNIZATION REQUIREMENTS

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

DISPENSING OF MEDICATION

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

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

COMMUNICABLE DISEASES

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

Measles – Regular or German (Rubella)	Virus Infection (AIDS and all
Tuberculosis	Adverse reactions to Pertussis Vaccine
Meningitis	other symptomatic infections)
Whooping Cough (Pertussis)	Lyme disease
Hepatitis	Animal Bites/Rabies
Rocky Mountain Spotted Fever	Chicken Pox (Varicella)
Food Poisoning	Influenza
Human Immune Deficiency	Covid 19
Mumps	

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

HEALTH RECORDS

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

HEAD INJURY

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

INSURANCE

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

ALLERGIES

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

BLOODBORNE PATHOGENS

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

VISION/HEARING SCREENING

The school follows the directives of Baltimore City Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

1. All new students who have not provided documentation for screening in the past year;
2. All students the year they enter the school in Grades PreK, kindergarten, 1, and 8;
3. Grade 3 or Grade 4 if funding is available;
4. Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

CHILD ABUSE AND NEGLECT REPORTING POLICY/PROCEDURES

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

VISITORS

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

PLAYGROUND/RECESS/SCHOOL SUPERVISION PROVISIONS

The playground and turf field are enclosed by the school gates and used for school-purposes only. No students may use the play structures without staff supervision. During the school day, children will be told by teachers which areas may be used. Playground equipment use:

1. Stay on the inside of the designated safety equipment.
2. Do not climb on fences, hang off the railings, or sit/stand on top of the playground structure.
3. Appropriate slide usage: Go down feet first on your bottom or seat. We only go down the slide; no walking up.
4. No chase or tag on playground equipment.
5. Do not pick up or throw turf grass.
6. Rough games such as tackle football, horseplaying, etc. are prohibited. Keep your hands to yourself.
7. No play fighting, pushing, shoving, hitting, wrestling, tripping, etc.
8. Throwing of all objects except playground balls is prohibited.
9. Students must stay on the playground/turf field at all times. Never chase the ball into the street. Ask an adult to retrieve the ball or to supervise you as you get the ball, Frisbee, etc. An adult on the playground should be able to see you at all times. If you need to come inside for any reason, please ask an adult first so that we know where you are at all times.

10. All students are encouraged to play team or group games. Include all who want to play.
11. Practice good sportsmanship.
12. If you get hurt, please see an adult and explain to them what happened so that we can get you medical attention if needed.

SUPERVISION RESPONSIBILITIES BEFORE AND AFTER THE OFFICIAL SCHOOL DAY

- Arrival: Carpool begins at 7:40 AM. There is no staff supervision before 7:40 AM.
- Dismissal: Carpool ends at 3:15 PM

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

Only students who are designated to walk home, may leave the school premises after the classroom teacher has dismissed them to walk home. Any students who are picked up through the carpool lane, must be picked up in the carpool lanes. **No students may walk off school campus to be picked up without staff supervision.**

SECURITY GUARD RESPONSIBILITY

The purpose of the security guards is to manage safety and security programs on school campuses in conjunction with school administration. Security guards do not supervise students in the absence of parents. Therefore, do not drop off students before or after the designated times to be monitored by the security guards.

USE OF SCHOOL GROUNDS

School grounds will be used for school and aftercare purposes only

STUDENT BIRTHDAY CELEBRATIONS

Birthday treats can be dropped off at the school's front office in the morning. **Treats must be individually packed. Only store-bought treats with labels provided can only be disbursed to students.** Parents are not permitted to come into the classroom for birthday/classroom parties. Teachers will designate a time for the students to have the birthday treat.

STUDENT SERVICES

IEP PROCESS

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

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

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the

parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented. When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

BEFORE AND AFTER SCHOOL CARE

Before and after care will be offered for the 2022-2023 school year by an outside contractor. An addendum will be sent once confirmed.

CAFETERIA/LUNCH/MILK

The United States Department of Agriculture (USDA) and Maryland State Department of Education (MSDE) has announced that all Child Nutrition Programs will return to normal operations for the school year 2022-2023. Students will be eating in the cafeteria and using their Lunch ID# number for their meal account purchases. Families will need to complete a Meal Benefit Application (MBA) by September 28, 2022 to see if they qualify for free/reduced meals. MBAs will be available in August 2022. Full price is \$3.75. Students will need to have funds on their account to make purchases. No cash for meals is accepted. No money is collected in the serving line.

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 Department 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 is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. 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. Students who are kept home from the trip will be marked absent. Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. 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.

All chaperones are required to complete Virtus training.

PBIS

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

GUIDANCE AND COUNSELING

Mother Mary Lange Catholic School has a full time Guidance Counselor on site. Guidance counselor works with students throughout the day in small groups, whole group and individual sessions. Parents may reach out to guidance counselors if they have concerns about their individual student.

STUDENT UNIFORMS

Our uniform is a symbol of Mother Mary Lange Catholic School and should be worn with pride. All students must be in full uniform from the first day of school to the last day of school. Unauthorized violations of the uniform code warrant a demerit. Students may not change into the uniform upon arrival at school or before leaving school. Tennis shoes are NOT a part of the school uniform and may only be worn on physical education day.

Uniforms MUST be purchased from the Flynn O'Hara Uniform Store or via the website at <https://flynnohara.com/>.

NON-COMPLIANCE TO THE UNIFORM POLICY

Do not allow your child to leave home and come to school out of uniform. **Administration will not admit students to class in violation of the uniform policy.** Families will be contacted to bring appropriate uniform clothing/shoes or to pick up children to take home and change into the appropriate uniform standards.

PreK through Kindergarten Uniform:

All students in Pre-Kindergarten 3, 4, and Kindergarten must wear the Mother Mary Lange Catholic School physical education uniform is:

- Gold T-shirt with the school logo
- Navy blue mesh gym shorts with school logo
- White athletic crew socks
- Predominantly white athletic tennis shoes

During colder weather, the uniform navy blue sweatshirt and sweatpants may be worn over the PE uniform with the school logo.

UNIFORM FOR PHYSICAL EDUCATION

All students must wear:

- Gold T-shirt with the school logo
- Navy blue mesh gym shorts with school logo
- White athletic crew socks
- Predominantly white athletic LACE-UP tennis shoes

During colder weather, the uniform navy blue sweatshirt and sweatpants may be worn over the PE uniform with the school logo.

BOYS (Grades 1 through 5):

Pants	Uniform-Issued: Plain, solid navy dress
Shirt	Uniform-Issued: White Polo with school logo
Belt	Plain black or brown
Socks	Solid navy or white
Shoes	Uniform-Issued: Sperry tan boat or solid black leather lace-up
Sweater	Uniform-Issued: Navy Pull-Over with school logo or Navy Fleece Jacket with school logo
Jewelry	Basic watch (no SMART Watches); no piercings or earrings
Hair	Neatly groomed and conservative; no dye, designs
Masks, if applicable	Solid color; no designs

BOYS (Grades 6 through 8)

Pants	Uniform-Issued: Plain, solid navy dress
Shirt	White Oxford
Tie	Uniform-Issued or Solid Navy
Belt	Plain black or brown
Socks	Solid navy or white
Shoes	Uniform-Issued: Sperry tan boat or solid black leather lace-up
Sweater	Uniform-Issued: Navy Pull-Over with school logo or Navy Fleece Jacket with school logo
Jewelry	Basic watch (no SMART Watches); no piercings or earrings
Hair	Neatly groomed and conservative; no dye, designs
Masks, if applicable	Solid color; no designs

GIRLS (Grades 1 through 5)

Jumper	Uniform-Issued: Plaid
Shirt	White or Yellow Peter-Pan Collared
Pants (ONLY below 33 degrees weather)	Uniform-Issued: Plain, solid navy dress
Belt	Plain black or brown
Socks	Solid Navy or White Knee-length; Solid Navy Tights; no leggings
Shoes	Uniform-Issued: Sperry tan boat or solid black Mary Jane
Sweater	Uniform-Issued: Navy Pull-Over with school logo or Navy Fleece Jacket with school logo
Jewelry	Basic watch (no SMART Watches); one simple necklace or bracelet; one small post earring; no hoop earrings
Cosmetics/Hair	No cosmetics or makeup, faux nails, hair dye, color or perfume; Neatly groomed and conservative hairstyles; clear nail polish only
Purses	No purses, fanny-packs, or handbags
Masks, if applicable	Solid color; no designs

GIRLS (Grades 6 through 8)

Skirt	Uniform-Issued: Plaid
Shirt	White or Yellow Peter-Pan Collared
Pants (ONLY below 33 degrees weather)	Uniform-Issued: Plain, solid navy dress
Belt	Plain black or brown
Socks	Solid Navy or White Knee-length; Solid Navy Tights; no leggings
Shoes	Uniform-Issued: Sperry tan boat
Sweater	Uniform-Issued: Navy Pull-Over with school logo or Navy Fleece Jacket with school logo
Jewelry	Basic watch (no SMART Watches); one simple necklace or bracelet; one small post earring; no hoop earrings
Cosmetics/Hair	No cosmetics or makeup, faux nails, hair dye, color or perfume; Neatly groomed and conservative hairstyles; clear nail polish only
Purses	No purses, fanny-packs, or handbags
Masks, if applicable	Solid color; no designs

SPRING AND SUMMER UNIFORM OPTION

Blue Khaki Walking shorts with a uniform issued white polo with school logo can be worn from August to October 15, and then again beginning on April 15.

The School recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice, however we ask that hair be neatly groomed, and with natural hair color.

OUT OF UNIFORM POLICY

Students may be out of uniform during announced school-sponsored events. On these days, the following items are not permitted:

- tank tops or sleeveless shirts
- midriffs or shirts with cut-outs
- mini-skirts/shorts or any skirt or shorts above the knee
- no leggings
- torn or ragged jeans
- sandals, flip-flops, Crocs, wheelies
- clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.
- clothing that is sheer, low-cut or exposes inappropriate body parts or undergarments

These are only examples and do not cover all situations. Any student not in conformity with these guidelines may be subject to disciplinary action.

LOST AND FOUND

Please label every item to assist in ensuring your child's belongings are returned to them. Any student belongings lost or found will be housed in the Main Office for retrieval or in the case of belongings lost or found during lunch or recess, belongings will be stationed in the cafeteria.