

2015-16
Parent/Student Handbook

In Association
Archdiocese of Baltimore
School Sisters of Notre Dame
National Catholic Educators Association

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Southern States Association

GENERAL INFORMATION

Mrs. Ann Workmeister	Principal	110
Dr. Ray Kiddy	Dean of Students	104
Mr. Ty DeMartino	Director of Admissions & Communications	105
Mrs. Elizabeth Czapski	Business Manager	106
Mrs. Debra Hare	FACE Coordinator	211
Mrs. Wendy Herker	Director of Development	107
Mrs. Susan Cioni	Guidance Counselor—Middle/High	109
Mrs. Susan Nallin	Guidance Counselor—Elementary	119
Dr. Ray Kiddy	Athletic Director	213
Mr. Patrick McNally	Director of Buildings and Grounds	112
Mrs. Selinda Ruppenkamp	Cafeteria Manager	214
Mrs. Mitzi Giles	School Nurse	202
Mrs. Heidi Witte-O'Donnell	Before and After School Care	117
Ms. Stephanie Pratt	Director-The Ann & Gene Pratt Program	218
Mrs. Jeanna Cessna	Administrative Assistant to Elementary	117
Mrs. Erin Dale	STAND Coordinator/Adm. Assistant	103
Mrs. Patricia McGill	Receptionist	101

Bishop Walsh School Board

Mr. Dave Turnbull (Chair)
Mrs. Irene Grabenstein

Mr. James Walsh
Ms. Mary Beth Pirolozzi

Mrs. Ann Workmeister
Father Ed Hendricks

All school personnel can be contacted by e-mail. E-mail addresses are first initial, last name
@bishopwalsh.org.

Notice of Implied Agreement

The registration of students at Bishop Walsh School is deemed to be an agreement on their part and on the part of their parents or guardians to comply fully with all policies, rules, and regulations of the school, as outlined in this *Handbook*. Bishop Walsh School reserves the right to make revisions in this *Handbook* when and if deemed necessary by the school administration. Observance of any change is expected of all when the change is made known to the student body.

Statement of Acceptance and Good Standing

Bishop Walsh School admits students of any race, gender, color, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, gender, and color, racial or ethnicity in the administration of its educational policies, scholarship and athletics and other school administered programs.

Students are enrolled at Bishop Walsh School on the basis of a yearly evaluation and acceptance. Bishop Walsh School reserves the right to dismiss students for infractions of regulations, unsatisfactory academic standing or other reasons that affect the welfare of the individual student or the student community.

A student considered to be in good standing is: (a) one who has not become subject to dismissal for academic reasons, (b) one whose record of conduct is satisfactory, and (c) one who had met all financial obligations to the school, or made satisfactory arrangements for their discharge with the principal.

**STUDENT GOVERNMENT
2015-16**

High School Student Council

Olivia Nield	President
John Rossi	Vice- President
Sarah Dignan	Secretary
Caroline Snyder	Treasurer

Middle School Student Council

Aiden Boyle	President
Hunter Latterner	Vice-President
Jordan Marini	Secretary
Malakai Webb	Treasurer

Bishop Walsh Athletic Association

Marty Mathews	President
Brenda Duncan	Vice President
Julie Kidwell	Secretary
Jim Ruppenkamp	Treasurer
Chris Hoppert	Middle School Rep.
Chris Mathews	Middle School Rep.

Table of Contents

Middle/ High School

General Information	1
School History	6
Archdiocesan High Schools Mission Statement	7
Student Responsibilities	8
Attendance	14
Student Drivers	17
High School Dances/Middle School Parties	17
Campus Ministry	19
Academic Information – High School	20
Parent-Teacher Communications	25
Middle School Philosophy	27
Academic Information – Middle School	27
Discipline	31
Conduct Grade – Middle School	33
AOB Policy for Harassment or Intimidation	34
Dress Code – Middle School	36
Dress Code – High School	37
Student Services	38
Financial Policies	39
Books	40

Elementary School

Admissions	43
Academic Policies	44
Homework	46
Conferences	48
Attendance	49
Discipline	51
Health/Safety	53
Student Services	55
Financial Policies	56
Dress Code	57
Bell Schedule	62

SCHOOL HISTORY

Bishop Walsh carries a long and valued tradition of Catholic secondary education in Western Maryland.

Opened in 1966, Bishop Walsh is proudly named after Bishop James Edward Walsh, M.M., a Cumberland native whose lifetime of service in South China resulted in twelve years of imprisonment by the Communist Chinese government. Bishop Walsh was freed in 1970 and, even though the school was dedicated in 1966, he shared a joyous dedication in his honor in Cumberland later that year.

Bishop Walsh School is an amalgamation of four small high schools: Catholic Girls Central, Ursuline Academy, St. Peter's High School, and LaSalle High School. The spirit of Bishop Walsh is supported in many ways by the loyal alumni of each of these schools. The Middle School program was added in 1985. The Elementary School program was added in 2002.

Bishop Walsh benefits from the continued efforts of the school's dedicated lay faculty and staff, the School Sisters of Notre Dame, and the on-going legacy of the Ursuline Sisters and the Christian Brothers.

PHILOSOPHY

As a Catholic school serving the people of Western Maryland and the nearby communities of West Virginia and Pennsylvania, Bishop Walsh School expresses its philosophy in terms of the educational ministry of the Roman Catholic Church. It is enlivened by the gospel spirit of liberty and charity in which students, parents and teachers cooperate in order to create a community of believers dedicated to spreading the truths of the Gospel of Jesus Christ.

In addition to the pursuit of cultural goals and the total development of their personalities, the school endeavors to assist young persons in augmenting the growth of that new life received at Baptism. It strives to relate all human history to the news of salvation in such a way that the light of faith illumines the knowledge that students gain of the world, of life itself and of human nature. This is achieved through a quality education, stressing the intellectual, cultural and vocational formation of students of diverse abilities through a curriculum suited to individual needs.

OUR MISSION

Bishop Walsh School integrates Catholic beliefs in a pre-K through 12th grade college preparatory curriculum which incorporates technology with strong foundational academic skills. We challenge diverse learners through an atmosphere of high expectations and involvement. Our students are empowered with a lifelong love of learning and a passion for service to others.

CATHOLIC IDENTITY

As part of the Catholic identity of Bishop Walsh School, all students take religion classes. Students also attend all religious services.

The office of Campus Ministry has the responsibility of overseeing the religious activities of Bishop Walsh School. The program of School Ministry addresses three important areas of Christian Formation: growing as a person of faith, experiencing Christian Community, and reaching out in service.

The liturgical year is celebrated with mandatory student body Eucharists or prayer services. A four – year retreat program is organized and coordinated through the Campus Ministry program and every student is expected to attend his/her retreat each year. The program is responsible for providing opportunities for students to experience various forms of Christian service.

ARCHDIOCESAN HIGH SCHOOLS MISSION STATEMENT

The Archdiocesan high schools are rooted in the educational mission of the Church. Growing out of the far-reaching educational tradition of the Archdiocese of Baltimore, these schools were established in the 1960s to meet the needs of the post-War baby boom. Built and subsidized at the outset by the Archdiocese, they seek to provide the widest possible access to Catholic secondary school education for a diverse population. Each strengthens the local Church and the whole of society through spiritual formation, the development of moral character, and comprehensive academic preparation.

Today's increasingly diverse student population presents a unique richness, yet consequent challenge, to the Archdiocesan high schools. Thus, the mission and the programs of the schools evolve to satisfy contemporary demands. Being committed to the conviction that students deserve an appropriate and excellent education, dedicated and competent faculties implement broad educational programs designed for complex educational needs. In partnership with families, as the principal educators of their children the schools rely on the support of the local community and the Archdiocese to animate this mission.

Following Jesus' example in the ministry of teaching and proclaiming the Good News, the Archdiocesan high schools vigorously respond to the Church's expanded sense of evangelization. To build up the Kingdom of God, these schools initiate effective means to assure the spiritual and moral influence necessary and helpful during the challenging years of adolescence. Our schools have the responsibility to prepare its students to take their place in society as productive citizens both for the present, as well as the future.

Called by God to leadership in the ministry of Catholic education, the Archdiocesan high schools, possessing unique charisms and characters while operating as separate entities governed by local school boards, are commissioned by the Archbishop to assist him in fulfilling the educational institutions, but faith communities helping to build the future of the Archdiocese as well.

NOTICE OF 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 live and to respect the rights of all people.

Bishop Walsh School shall not discriminate on the basis of race, color, gender, national origin, religion, age, disability or handicap in its educational programs and activities.

Bishop Walsh shall not discriminate against any applicant or employee because of sex and shall not discriminate against any students because of sex in any education program or activity.

RESPECT FOR LIFE

As a Catholic school we affirm the dignity of the person and we respect human life. Policies, which concern pregnancy, abortion, and Aids, are on file in the Principal's office.

Any accusations of harassment (sexual, ethnic, racial, and physically impaired) will be vigorously investigated and appropriate sanctions will be levied if the accusations have proven to be factual.

ADMISSIONS POLICY

Students are considered for admission after completing an application form available in the School's Main Office. The Administration approves or disapproves of applicants on the basis of interview and/or previous school records. Placement of students into appropriate levels of courses is determined by the Administration.

CUSTODIAL PARENT RESPONSIBILITIES

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. It is the responsibility of the parents, custodial or otherwise, to request mailings under separate cover of school records and information. This request needs to be in writing and filed with the Main Office.

VOLUNTEERS

All parents, grandparents and other caregivers who wish to volunteer in school activities must complete the STAND program in order to participate. This includes attending field trips, volunteering in the classroom and other such events. STAND training is now completed on-line at www.shieldthevulnerable.org. Directions on how to complete the training, as well as reference sheets, can be obtained from Mrs. Dale, STAND Coordinator, in the Main Office or via email at edale@bishopwalsh.org.

PARKING

Parents should **ONLY** use the school parking lot. The upper lots in the circle are for faculty and staff parking only. Parents parking in these upper lots make for hazardous conditions for students exiting the building at dismissal. Please do not park on either side of the road in the area below where the buses park. It is illegal to make a u-turn from the road, and there is a danger of accidents occurring because of that.

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 are necessary to report: Measles-regular or German, T.B, Meningitis, Whooping Cough, Hepatitis, Rocky Mountain Spotted Fever, Food Poisoning, Human Immune Deficiency, Pediculosis (head lice), Virus Infection (AIDS and all other adverse reaction to Pertussis Vaccine symptomatic infections), Lyme disease, Impetigo, and Chicken Pox. **Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.**

STUDENT RESPONSIBILITIES

The system of discipline in a Catholic school has as its basic purpose the teaching of responsibility to God, to self and to others. An effective discipline code contributes toward establishing a proper educational atmosphere thereby promoting personal, social, academic and spiritual growth. While the Assistant Principal is directly responsible for overseeing and coordinating all discipline efforts, discipline is the responsibility of everyone--students, parents, administration, faculty, and staff.

Bishop Walsh School reserves the right to review the conduct of any student while on school property and/or at school functions and of all students on an annual basis. Students whose conduct is poor, who pose a chronic discipline problem, as well as students who do not contribute to the school in a positive manner can be asked to withdraw.

RESPECT FOR PERSONS

Any threats, harassment, fighting, injury, or damage to the person or property of any person by an individual or group is strictly forbidden. Such actions render the student liable to suspension and expulsion.

Students are encouraged to show respect to each other, as well as teachers and staff at all times. Actions and comments which may be misconstrued as inappropriate should be avoided. Students responsible for isolating or conspiring to isolate students will face administrative intervention and review.

RESPECT FOR PROPERTY

Students should take as their personal responsibility the care of the school building, the grounds, and the equipment put at their disposal. Marking or defacing the school property in any way will call for restitution and severe disciplinary action. Furthermore, if the student is guilty of serious destruction of school property or of breaking, entering and/or theft from the school the student will be liable to suspension and expulsion.

SECURITY

Bishop Walsh School is monitored and secured continually by internal and external devices.

PUBLIC CONDUCT

Students are encouraged to show respect to each other, as well as teachers and staff at all times. Actions and comments which may be misconstrued as inappropriate should be avoided.

A student whose behavior outside of the school jeopardizes the good name of Bishop Walsh School, expresses an incompatibility with the mission and philosophy of the school, and/or presents a potential danger to the school community may be barred from participation in school activities. Furthermore, he/she is subject to a full range of disciplinary actions up to and including suspension and expulsion.

HEALTH ROOM

If a student becomes ill during the day, he/she should report to the nurse. If the Health Room is closed, the student should then report to the Main Office. Before going to the Health Room, the student must first get a health room pass from his/her teacher during the current period. No one will be admitted to the Health Room without a pass. **Under no circumstances are students to call home for transportation because of illness.** If the nurse judges that the student should be sent home, she will contact the parents or guardian. A student who requires the attention of the Health Office for more than two periods is subject to be withheld from participation in the day's school activities. All medication should be checked in with the school nurse before the school day begins. At no time should a student be in possession of any over the counter or prescription drugs. All medicine in the Health Room at the end of the school year will be disposed on the last day.

As of August, 2014, Bishop Walsh School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school hours and is not dependent upon allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

CLASSROOM BEHAVIOR

Education involves the cooperation of all concerned. Proper behavior is therefore expected of all students in the classroom. Disruptions of any kind hinder the learning process and will not be tolerated.

CORRIDORS

Students should always be conscious of not disturbing classes in session. Responsible conduct is especially important during the change of classes.

OFF CAMPUS

Students are not permitted to leave campus during the school day. Leaving campus without permission during the school day is a serious violation of school policy and will result in suspension from school. Authorization from the Principal/Assistant Principal is necessary to go to the parking area during the school day.

FOOD AND BEVERAGE

The cafeteria is designated as the area for the consumption of food and beverage during the school day. Goods purchased from the vending machines are to be consumed in the cafeteria. Food and beverages are not to be consumed in classrooms, corridors, the gym, auditorium or any other area in the building during the school day. **No take-out or delivery meals may be brought into the school building during the school day.**

During lunch, students are expected to practice the general rules of good manners:

1. Leave the table and surrounding area clean and orderly.
2. Replace chairs and put trash in the proper container.
3. Do not leave the cafeteria area without permission.
4. Refrain from boisterous talk and disrespectful conduct.

Snacks and sodas obtained from the concession stand are to be consumed in the MAIN LOBBY ONLY. Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation, cleaning problems and costly repairs. Therefore, gum chewing is not permitted in the school building at any time during the school day.

All lunch accounts should maintain a positive balance only.

SCHOOL PROPERTY

Items belonging to the school (books, uniforms, equipment, etc.) **MUST** be returned by the announced due date. Any student failing to adhere to this policy will forfeit participation in related activities, such as sports, activities, and semester exams. Report cards will not be issued to students who owe items to the school.

DELIVERIES

Deliveries of food, flowers, balloons, and packages cannot be made to students at school. Parents and students should not give the school as a delivery address. Items delivered will be refused from the delivery services.

TRANSPORTATION

Since we are a small school, transportation may not always be provided to school sponsored events off campus. On school sponsored events, participants must notify the school if the student needs to make other travel arrangements.

BUSES

1. No eating, drinking, smoking, or use of any form of tobacco.
2. Normal rules of safety and good conduct are to be observed. No part of the body should extend out of the windows.
3. Students must be courteous to the bus driver and obey his/her directions promptly. During the bus run, the driver is solely in charge and responsible for the safety of all. The driver has the authority to stop the bus if students are not conducting themselves properly.
4. Violations of rules of safety and conduct will result in students being barred from the bus temporarily or permanently. Such judgments will be reserved to the Administration of the school.
5. No student may ride the bus unless he/she are a registered bus rider. All students who ride the bus must register before the start of school with the school by filling out the school bus form.

PUBLIC DISPLAY OF AFFECTION

There should be no inappropriate public display of affection in school.

DRUG/ALCOHOL POLICY

The school administration looks upon possession or use of illegal substances (drugs, alcohol) or paraphernalia during the school day or at any school-sponsored event, home or away, whether social or athletic, as an extremely serious offense. If a student should be found drinking, under the influence, or in the possession of illegal substances or paraphernalia, his/her parents will be notified immediately and will be asked to come to school. The student will be subject to automatic suspension, disciplinary probation, and possible expulsion from Bishop Walsh. Students who are found in possession of or using illegal substances or paraphernalia on the school grounds during the school day are subject to immediate expulsion.

The school reserves the right to search students' belongings and areas under students' control (such as lockers, desks, and cars) in order to enforce school rules and preserve a safe and orderly learning environment. While on campus or at school events, students may be subject to drug or alcohol testing for "cause" or randomly as a condition of continued enrollment following a drug or alcohol violation.

The school considers the consumption of alcohol or the use of drugs as a very serious matter; therefore, any 8th grader or senior who violates this rule may be subject to exclusion from participation in any of the Baccalaureate or Graduation ceremonies. Any student who breaches this policy will be required to attend counseling before being re-admitted to Bishop Walsh.

TOBACCO PRODUCTS

The building and campus are smoke free areas. Students are required to refrain from smoking and the use of other forms of smokeless tobacco products, including electronic cigarettes, while on campus and while traveling in school vehicles.

First Offense: Three days In-School-Suspension and participation at the student's expense in "Smoke Enders Program" approved by the school.

Second Offense: Three days Out-of-School-Suspension, parent interview, probation period of one month, 24 hours of documented community service, participation at the student's expense in a "Smoke Enders Program" approved by the school.

Third Offense: Administrative Review

SCHOOL LOGO/NAME

The school name and logo may not be used without the expressed written consent from the administration. This includes use of school name and logo for personal reasons including uses in technology/internet/written communication of any kind.

COMPUTER USE/INTERNET

The school requires that all students and faculty comply with the terms of the "Computer Use and Internet Policy" of the Archdiocese of Baltimore. This policy states the principles of acceptable use, unacceptable use, the rights of Bishop Walsh and the Archdiocese of Baltimore, enforcement and violations. All computers having Internet access must be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this Acceptable Use Agreement will result in revocation of access privileges.

Acceptable Use: The use of your Internet account must be consistent with the educational objectives of Bishop Walsh School. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to:

1. Copyrighted material
2. Threatening or obscene material
3. Material protected by trade secret.

Privilege: The use of the Internet is a privilege, not a right, and inappropriate use, will result in a revocation of those privileges. The administration will deem what is inappropriate use and that decision is final. The administration may close an account at any time, as required. The administration, with a recommendation from the staff, may deny, revoke or suspend specific user accounts.

No Warranty: Bishop Walsh School makes no warranty of any kind, whether expressed or implied, for the service it is providing. Bishop Walsh School will not be responsible for any damages you suffer in using the internet. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via the internet is at your own risk. Bishop Walsh School specifically denies any responsibility for the accuracy or quality of information obtained through this service.

Service: Security on any computer is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the systems administrator. Do not demonstrate the problem to others. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet.

Vandalism: Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Unauthorized Costs: Students are prohibited from accessing fee services via the internet. If such services are accessed, the student will be responsible for any fee or cost involved.

Electronic Mail: E-mail is only allowed to be sent by a school approved email address. Violators will have their computer privileges revoked.

The commission of any violation may result in the revocation of access privileges, the invocation of the school disciplinary policies, and appropriate legal action may be taken. Bishop Walsh School will monitor all computer activities.

Bishop Walsh Technology and iPad User Agreement: Guidelines and Acceptable Use Policy

Technology resources at Bishop Walsh School are provided for the purpose of supporting the educational mission of the school. The administration and faculty at Bishop Walsh School recognize that access to technology in school gives students great opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship in the 21st century.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in this agreement. It is understood that members of the Bishop Walsh School community will use technology and the school's network in a responsible, ethical, and legal manner at all times.

Bishop Walsh School retains sole right of possession of the iPad and related equipment. The iPad will be issued to students according to the guidelines set forth in this document. Bishop Walsh School retains the right to collect and/or inspect the iPad or student purchased electronic devices at any time, and to alter, add, or delete installed software. Additionally, students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cases and cables will be charged the actual replacement cost.

Definitions of Specific Terms

- "School network"-all Internet (hard-wired and wifi) associated with Bishop Walsh
- "Electronic devices" and/or "technology"-school issued or student purchased electronic devices including cell phones, tablets, SMART boards, laptops and pc's.

Violations of this Acceptable Use Policy

Violations of this Acceptable Use Policy may have disciplinary repercussions, including but not limited to:

- Suspension of network, technology, or computer privileges
- Loss of iPad use for a determined period of time (student still responsible for all required work)
- Notification of parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

Care

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be taken to the main office for an evaluation of the equipment.

- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must remain free of any writing, drawing, stickers or labels that are not the property of Bishop Walsh School.
- iPads must remain in the protective case.
- Care must be taken to avoid placing too much pressure and/or weight (such as notebooks and textbooks) on the iPad screen.
- iPads should be cleaned using a clean, soft cloth or official screen wipes to clean the screen. Do not use cleansers of any type.
- iPads are sensitive to moisture and extreme heat. They must be kept dry and away from sources of heat and water.

Acceptable Use

I will use my iPad and technology to support my learning in ways that are appropriate and meet Bishop Walsh School expectations.

Responsible Use:

- I will take proper care of the iPad assigned to me.
- I will know where my iPad is at all times.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will protect my iPad by always keeping it in the case provided.
- I will store my iPad in my locker during lunch.

Ethical Use:

- I will use the internet for educational purposes only.
- I will only use the iPad with a teacher's permission.
- I will use the iPad camera and cameras on other electronic devices including cell phones for pre-approved instructional purposes only. I will only photograph or record others from whom I have received permission to do so.
- I will follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- I will encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- I will alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- I will practice appropriate copyright procedures and cite sources when using online sites and resources for research.
- I will be cautious to protect the safety of myself and others.
- I will recognize that use of school technologies is a privilege and treat it as such.

Unacceptable Use**Responsible Use:**

- I will not leave the iPad unattended or in unsupervised areas (such as locker rooms).
- I will not disassemble any part of my iPad or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad.
- I will not remove or deface the serial number or other identification on the iPad.
- I will not change the iPad settings (exceptions include personal settings such as font size and brightness).
- I will not loan my iPad to other students

Ethical Use

- I will not create, or encourage others to create, discourteous or abusive content.
- I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other person.
- I will not send, access, upload, download, or distribute any offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- I will not use the camera in a restroom or locker room under any circumstance.
- I will not use the internet without a supervising adult being in the room.
- I will not give any personal information over the internet.
- I will not bypass Bishop Walsh's web filter through a web proxy, 3G, or hotspot.

Consequences

If a student violates any part of the Responsible Use policy, he or she will be given the following consequences:

- 1st Offense- He or she will not be permitted to use the iPad, personal device or other school technology for one school day, but will still be responsible for all work.
 - 2nd Offense- He or she will not be permitted to use the iPad, personal device or other school technology for one week, but will still be responsible for all work.
 - 3rd Offense- He or she will not be permitted to use the iPad, personal device or other school technology for three weeks, but will still be responsible for all work.
- Consequences for violations of the Ethical Use policy will be determined by the administration on a case-by-case basis.

Acceptable Use Agreement Consent Form

Student

I have read, understand, and agree to abide by the terms of the Technology Initiative User Agreement. I agree that, in keeping with the spirit and philosophy of Bishop Walsh School, it is ultimately my responsibility to make good choices when I use the iPad and computer network. Should I commit any violation or in any way misuse my access to the iPad or Bishop Walsh computer network, I understand and agree that my access privileges may be revoked and disciplinary action may be taken against me.

Student Name (please print)

Signature

Date

Parent

As the parent or legal guardian of this student, I have read, understand, and agree that my child shall comply with the terms of Technology Initiative User Agreement. Should my child commit any violation or in any way misuse the iPad or Bishop Walsh computer network, I understand and agree that his or her access privileges may be revoked and disciplinary action may be taken.

I understand that access is being provided to the students for educational purposes only. Although a filtering service is in place, I understand that it is impossible for Bishop Walsh School to restrict access to all controversial materials, and I will not hold the school or its staff responsible for materials acquired on the network. I also agree to report any inappropriate iPad use to the school administration.

In the case of a lost, stolen, or damaged iPad, I accept responsibility for the replacement cost of \$450.

Parent/Guardian Name (please print)

Signature

Date

TELEPHONE/ MESSAGES

Parents are requested not to call the school to leave messages for students except in cases of emergency. Please do not text or call your child's cell phone during the school day. The guidance office will deliver emergency messages to your child in a confidential, supportive manner.

TATTOOS

All tattoos should be covered at all times. This includes during the school day, as well as at any school events or activities.

VISITORS

All student visitors to Bishop Walsh School must have authorization from the Principal or Assistant Principal.

INTEGRITY

Students who are proven to have cheated on a quiz, test, exam or any instrument used for assessment may be subject to disciplinary action. A grade of zero may be given in insuring the integrity of the student and the school.

FORGERY

Any student who forges a parent signature on any school document or assignment is subject to disciplinary action.

SUPERVISION AFTER HOURS

High School and Middle School

The school is open from 7:45 a.m. to 3:30 p.m. Students arriving at 7:45 a.m. should report to the cafeteria until the doors of the academic wing are opened at 7:55 a.m. At dismissal time, the students who will be picked-up need to walk to the parking lot area. The school is responsible for the supervision of students from 7:45 a.m. to 3:00 p.m. or when there is a scheduled activity.

Our policy clearly states the hours of supervised time for the children. The school does not assume a duty of supervision beyond these hours. Any time a child is left at school beyond these hours, the parents/guardians of the children will be held accountable for safety of their children. This includes sporting events, practices or other school related events scheduled beyond the listed hours of supervision.

As a school, the aim of this policy is to provide safe and fair guidelines to all school families and staff.

ATTENDANCE

High School and Middle School

Regular school attendance is expected in order for the student to achieve his/her academic potential. Each student's attendance is carefully recorded and permanently retained. The High School day ordinarily begins at 8:15 a.m. and ends at 2:20 p.m. The Middle School day begins at 8:15 a.m. and ends at 2:25 p.m.

EARLY DISMISSAL

In order to be dismissed early on a particular day, the student **must submit a note to the main office on the morning of the early dismissal request.** The student/parent must sign out at the office before leaving the school building and sign in upon returning to school. Medical or dental appointments should not be scheduled during school hours.

ABSENCE FROM SCHOOL

1. On the day a student is absent from school, a parent/guardian must call the school office by 9:30 a.m.
2. On the day a student returns to school following an absence, the student must bring a note signed by a parent or guardian, and give it to the Main Office before 8:10 a.m.
3. A student who misses more than **two periods** in a school day is listed for one-half day's absence.
4. **A student who misses more than 20 days of school without a doctor's certificate is subject to having to repeat the entire school year.**
5. If a student misses **three or more consecutive days**, the student will not be permitted to attend co-curricular activities until the student returns for a full day of school.
6. If a student misses **five or more consecutive school days**, a doctor's certificate is required for readmission.
7. In the event of prolonged absence due to illness or hospitalization, the parents/guardians of students are asked to notify the school in order to coordinate missing assignments.
8. On a day on which a student has been absent or arrives after homeroom (10:02) the student will not be permitted to participate in or attend any afternoon or evening school activities.
9. A student with "perfect" attendance is one who has been neither absent nor tardy.
10. Students who are absent are responsible for the work missed, as well as for homework assignments.
11. Less than half day attendance without a medical excuse will render the student ineligible to participate in any afternoon or evening activities.

Legal excuses for absences are: illness, death in the immediate family or a court summons. Make-up work is the responsibility of the student.

TARDINESS

1. A student arriving at school after 8:15a.m. will report to the Main Office for an ADMIT SLIP.
2. Unexcused lateness to school is treated like unexcused lateness to class. The student will be assigned to detention. See **DETENTION** for details.
3. Car pool problems, oversleeping, driving siblings to school, etc., are ordinarily not excused tardies. Be aware that unexcused lateness to school is a serious matter and ordinarily the student is assigned a detention.
4. If the student develops a pattern of tardiness, he/she will be subject to an Administrative Review.

TRUANCY/CUTTING CLASS

Truancy is absence from school without parental permission. Cutting class is absence from an assigned class without permission of the school administration. Due to the seriousness of such actions, students who are truant or cut class are subject to disciplinary probation and/or suspension. A student who is truant or cuts a class risks the inability to make up missed tests. Also, the student may not be permitted to participate in any afternoon or evening school activities or events.

ABSENCE FROM EXAMS

Students absent from midterm or final exams in January (winter) or June (spring) due to reasons other than serious illness or death in the family will be charged a \$25.00 make-up fee. A doctor's note is required. January high school exams are scheduled for January 13, 14 and 15 and high school final exams are June 6, 7, and 8. Eighth grade final exams will be May 31, June 1 and 2. Sixth and seventh grade exams will be June 6, 7, and 8.

EXCUSED ABSENCE FROM A CLASS

If an activity precludes attendance of a class, the assignments due on the day of the absence must be submitted to the teacher on the day due.

HOLIDAY EXTENSIONS AND VACATIONS

Vacations and trips taken during school days, even though with your family, are very much discouraged. When circumstances require that you be absent from school, you must obtain an advanced absence form from the Assistant Principal that is to be signed by all your teachers. This should be obtained one week in advance. This is considered a legal absence, but students must make up and complete the work missed within five days of their return.

EMERGENCY SCHOOL CLOSINGS

When severe weather conditions or other unforeseen circumstances place the holding of regular classes in doubt, listen to the radio for announcements. Bishop Walsh follows decisions announced by Allegany County for school cancellations, delays, early dismissals and evening/weekend events.

ASSEMBLIES

Assemblies are a scheduled part of the curriculum and as such are designed to be educational. They provide an alternative means of acquiring knowledge and experience. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Attendance is required of all students. Students are to sit with their classes.

ELECTRONIC DEVICES AND OTHER EQUIPMENT

Bishop Walsh does not permit signaling devices on campus. This includes pagers, walkie-talkies, cellular telephones, etc. All phones, radios, tape recorders, CD players and video cameras, beepers, electronic devices are not permitted in school without permission. These devices will be confiscated and returned to parents at the end of the school year. If these items are stored in lockers the school is not responsible for any lost or stolen items.

BOOKBAGS/BACKPACKS/GYM BAGS

All book bags, knapsacks, etc. must be stored in the student's assigned locker throughout the day. These items may not be brought into classrooms, the library, the auditorium, hallways or cafeteria during the school day. Gym bags can be stored in designated areas of the gym.

FIRE DRILLS

During a fire drill each person must: keep silence, follow directions posted in the classrooms, and clear the building as quickly as possible. **DO NOT RUN.** Classroom windows must be closed, lights turned off, and doors closed.

FUNERALS

In case of the death of the father, mother, sister, or brother of a student, a representative group of students will attend the funeral and, in doing so, represent the entire student body.

WEAPONS/CONTRABAND

Any student who has in his/her possession, or uses a weapon on school property or at school functions, violates both school and civil law. The Principal will suspend or expel students involved. Contraband which is toxic or flammable should not be brought to school. If a student is found in possession of these items he/she may be subject to suspension or expulsion.

RESIDENCE CHANGE

If a student or family member should change your residence or telephone number, inform the Main Office immediately.

LOCKERS – School and Gymnasium

Lockers are provided in order that there may be a safe and convenient place for books, clothing, physical education equipment, etc.

1. Lockers should be locked and combinations kept as a private matter. Do not share combinations with anyone.
2. The care of the locker is the responsibility of the individual to whom the locker was issued.
3. Since lockers are the property of the school at all times, the school administration can order a locker check, search or repair of occupied lockers when necessary.
4. Students may not switch lockers with another student.
5. If students have any problem with the locker, they should report it to the Main Office.
6. Expensive items should not be stored in lockers. The school cannot be held responsible for lost or stolen items.

STUDENT DRIVERS

1. Students who drive to school must register cars with the Main Office. Students must park in the parking lot in properly marked spaces. The areas around the circle are reserved for faculty/staff.
2. Parking in front of the school and in the entrance to the Parking Lot is prohibited by the Fire Department. Red curbs identify these areas.
3. Students may not go to their cars during the day without permission from the Assistant Principal.
4. All parked cars are to be locked.
5. There is to be no loitering in the parking lot.
6. Speed limit on campus is 15 m.p.h.
7. Students are encouraged to obey all posted speed limits in the surrounding neighborhoods.
8. Failure to abide by the rules will result in the loss of the privilege of parking or driving on campus.

HIGH SCHOOL DANCES/MIDDLE SCHOOL PARTIES

The following procedures constitute the dance policy of Bishop Walsh:

1. A student must complete a full day of school the day of the dance.
2. A dance sponsored by Bishop Walsh has a published start time and end time. No student will be admitted to a dance one hour after the published starting time.
3. Students who bring guests from other schools are required in advance to have a Guest Pass signed by the guest school's administration and to be on file at Bishop Walsh two days prior to the event. Students should introduce their guests to the chaperones of the dance.
4. Once a student leaves a dance for any reason, he/she will not be readmitted. Students may not leave dances early unless permission is granted by the parent or guardian.
5. The school parking lot will be closed 15 minutes after the published ending time.
6. A student on conduct probation/discipline probation may not attend a school-sponsored dance.
7. If a student should be found drinking, under the influence, or in possession of illegal substances or paraphernalia, he/she will be subject to disciplinary action (see section on Drug/Alcohol Policy).
8. All other school regulations regarding student behavior are in effect during a school-sponsored dance.
9. Burgundy Ball/Prom – Students are expected to be in attendance at the specified time and remain throughout the duration of the dance. High School only.
10. The guest of a BW student must not be more than one year out of high school.
11. This dance policy also includes what the school considers appropriate dancing/actions in line with our value system. These guidelines are given each year to the student body.
12. Dresses must not have cut-outs or plunging necklines. Two piece dresses and midriff baring dresses are not permitted.

MIDDLE SCHOOL PARTIES

The following procedures constitute the Middle School party policy of Bishop Walsh School:

1. The student and guest must complete a full day of school on the day of the party.
2. All parties start at 6:00 p.m. The doors are locked and no one may leave until 8:00 p.m. Parents are asked to pick students up promptly at 8:00 p.m. The parents are to wait outside. The students will be brought out at 8:00 p.m.
3. Students who bring guests from other schools are required to have a guest approval paper signed by the guest's school administration and returned to the main office at least two days prior to the event.
4. The guest must be a middle school student.
5. All school regulations regarding student behavior are in effect during school-sponsored parties.

INVITATIONS

Invitations to personal and private family occasions are not to be delivered through the school at any time.

FINANCIAL RESPONSIBILITY

Any member of the Bishop Walsh community, whether student, parent, teacher, coach or representative who orders any items without approval of a Bishop Walsh School administration designee will be personally responsible for the cost of the items. Bishop Walsh School has no financial responsibility.

RESPONSIBILITY FOR STUDENT LIFE AND HEALTH

The safety and well-being of the students entrusted to us are very important. Both civil law and the Gospel demand that whatever can be done to protect God's children must be done. We are partners with the parents and guardians in the education of your child. We will notify parents of concerns regarding their child about student life or behavior that is potentially harmful, even when off campus, when it becomes known to the school.

ACADEMIC INFORMATION

HIGH SCHOOL

In accordance with the requirements established by the State of Maryland Department of Education, the Archdiocese of Baltimore and those determined by the Administration of Bishop Walsh School, a diploma is awarded to Bishop Walsh School students for the successful completion of the prescribed course of studies. To obtain a Bishop Walsh diploma, a student must acquire a minimum of 24 credits. Determination of a unit of credit is based on the satisfactory completion of course work and the number of hours of instruction established by the school administration. The following time requirement shall be used in determining a unit of credit: 1 credit is equal to 120 clock hours of instruction. Bishop Walsh does not allow for early graduation. We require four years of course work at the high school level. All students must take a minimum of six credit hours or seven classes all four years at Bishop Walsh.

ACADEMIC REQUIREMENTS

All **Freshmen** are assigned

ONE EACH FROM

Religion
English
Mathematics
Science
Social Studies
Foreign Language

ONE ELECTIVE

All **Sophomores** are assigned

ONE EACH FROM

Religion
English
Mathematics
Science
Social Studies
Foreign Language

ONE ELECTIVE

All **Juniors** are assigned

ONE EACH FROM

Religion
English
Mathematics
Science
Social Studies

TWO ELECTIVES

All **Seniors** must select courses that total seven classes.

ONE EACH FROM

Religion
English
Mathematics

FOUR ELECTIVES

ELECTIVES INCLUDE

Computers

Fine Arts

Physical Education

Minimum requirements are as follows:

4.00	credits	Religion (one for each year in attendance at BW) Residency Requirement
4.00	credits	English Residency Requirement
3.00	credits	Social Studies (Civilizations of the World, American Government, US History)
4.00	credits	Mathematics (2 in Algebra, 1 Geometry, Pre-Calculus, Statistics or Consumer Math)
5.00	credits	Mathematics (2 in Algebra, 1 Geometry, Pre-Calculus, Calculus or Statistics) – Student begins math sequence in the 8 th grade.
3.00	credits	Science (lab-based Science courses)
2.00	credits	same Foreign Language
0.50	credits	Computer Education

Graduation Requirements Continued:

0.50	credits	Art
0.50	credits	Music
1.00	credits	Physical Education/Health
2.00	credits	Electives

ACADEMIC INFORMATION

The Program of Studies lists the courses that are offered. (The Program of Studies is available at bishopwalsh.org.) In the high school some of these courses are offered on an alternating pattern. Courses are listed by academic department and each department has developed a variety of required and elective courses.

THE PHASE SYSTEM

Phase 1: Courses are designed for students who need emphasis on the basic skills of the course.

Phase 2: Courses are designed for students who need moderate emphasis on the basic skills of the courses. These courses are college preparatory.

Phase 3: Courses are designed for students whose command of the basic skills enables them to pursue a more detailed study of the course material. These are honors level courses.

Phase 4: These courses are Advanced Placement and completion of the national exam is mandatory.

GRADE POINT AVERAGE

The grade-point average is calculated by dividing the total number of grade points earned by the number of courses attempted. The present grading system and the grade point assignment is:

Grading System		Grade Point Assignment
A+	100 - 98	4.0
A	97 - 93	4.0
B+	92 - 90	3.5
B	89 - 85	3.0
C+	84 - 80	2.5
C	79 - 75	2.0
D+	74 - 73	1.5
D	72 - 70	1.0
F	Below 70	0

CLASS RANK AND QUALITY POINTS

Class rank is determined by assigning a “weighted” value to each course according to its phase. Greater “weight” is assigned to the higher phase levels. Class rank is determined by dividing the total weighted grades by the total number of courses taken.

Weighted Values

Grade		Phase 4	Phase 3	Phases 1 & 2
A+	100 - 98	4.50	4.25	4.00
A	97 - 93	4.25	4.00	3.75
B+	92 - 90	4.00	3.75	3.50
B	89 - 85	3.50	3.25	3.00
C+	84 - 80	3.00	2.75	2.50
C	79 - 75	2.50	2.25	2.00
D+	74 - 73	2.00	1.75	1.50
D	72 - 70	1.50	1.25	1.00

HONOR ROLL

The Honor Roll is determined by grade point average; the phase level of the course is not considered. The grade is meant to indicate whether or not the student is working to his or her ability level. Students may achieve:

PRINCIPAL’S HONORS: The student’s quarter grades are all 93% or higher.

FIRST HONORS: The student’s grade point average for the quarter is 3.5, and no grade is lower than 85%.

SECOND HONORS: The student’s grade point average for the quarter is 3.0, and no grade lower than 80%.

GENERAL INFORMATION

All students, including juniors and seniors, are required to take courses that total a minimum of six credits or seven classes each year.

HIGH SCHOOL LEVEL COURSES IN MATH AND SCIENCE TAKEN IN EIGHTH GRADE

Students who achieve a final grade of 93% or higher at the end of the seventh grade in mathematics and science and whose standardized test scores have been consistent with this rating may be advanced to the high school level in Algebra I and Science. This placement requires the approval of the parents and certain standards must be met in order to continue in these courses. The courses must be successfully completed in order to receive academic credits. Students who take high school courses in the eighth grade will be required to complete five years of math in order to meet graduation requirements.

ADVANCED PLACEMENT COURSES

The Advanced Placement Program has been developed by the College Board to provide high school students with a selection of college level courses for which they may gain advanced placement or credit in college. These courses are special, college-level learning experiences that are offered over an academic year. They are challenging, stimulating, and compared to other high school courses, take more time, require more work, and provide a greater depth of study in the subject area.

Enrollment in these courses is highly selective and each department will carefully screen those students who wish to select an AP course. **Students who enroll in an AP course are required to take the AP examination which is administered in May of each year. We recommend that a student take no more than three AP courses in a school year.**

COLLEGE LEVEL COURSES

Students who earn 21 or more credits by the end of the junior year may be approved for a college level course at Allegany College of Maryland or Frostburg State University on the following conditions:

1. The student's grades at Bishop Walsh have been consistent with their potential as reflected in standardized testing.
2. The timing of the courses(s) chosen does not interfere with courses that are required to be taken at Bishop Walsh.
3. The same or similar course is not already available at Bishop Walsh.

COURSE CANCELLATION POLICY

The administration reserves the right to cancel any course due to insufficient enrollment.

SCHEDULE CHANGE POLICY

Students may revise their schedules during the period indicated by the Administration.

There are no class withdrawals after the third week of the 1st semester of a yearlong course. The withdrawal will not be recorded on the permanent record. There are no class withdrawals after the third week of either semester in a semester class. Students with unusual circumstances may petition the Administration. All changes must be in writing and approved by the parent or guardian. A later withdrawal may result in a failing grade in the course, which will appear on the permanent record.

MIDDLE SCHOOL

To be eligible for Honors, a student must have a passing grade of "Good" in Conduct and Effort.

STUDENT OUTREACH (SERVICE HOURS)

Bishop Walsh requires graduates to have completed 75 hours of student outreach. These hours may be earned in grades 6-12 through verified service outside of school hours. Log sheets may be obtained in the main office.

PROMOTION/GRADUATION

Twenty-four credits are required for graduation from the high school. Usually a failure in a course must be made up in an approved summer school, if available. Otherwise, this make-up credit may be taken in the following year, if possible. Graduating seniors must attend the practice and graduation ceremony.

ACADEMIC PROBATION

Bishop Walsh reserves the right to review the academic progress of all students. If a High School student's grades are below 2.0, the student will be placed on probation. While on probation, the student may continue to participate in activities. If grades do not improve within the probationary period (next progress report or report card), the student will be removed from the activity and lose the privilege to attend all co-curricular activities unless grades improve to 2.0 or above by the next progress report or report card.

Students whose grades fall below 2.0 for the fourth quarter from the **previous school year** will be placed on academic probation at the beginning of the current year. If a 2.0 is not attained by the first progress report, then the student will be removed from the activity and lose the privilege to attend co-curricular activities. The student will be removed from probation if his or her grades are above 2.0 at the progress report.

FAILURE POLICY

When a student fails a course, he/she will have to repeat the course the following school year. Ordinarily when a student fails two or more classes, the student may be subject to repeat the school year. No more than two classes may be made up during the summer. Students may earn the credits through a formal summer school program or with an approved tutor (120 hours per course).

A student who is bordering on failure throughout the school year and is impacted by a failure on a final exam may risk failure for the year. Parents will be notified as soon as possible.

PROGRESS REPORTS

Midway through each marking period a written report is issued for:

1. Positive performance in those areas of study which are commendable.
2. Deficiencies for students who are not necessarily in danger of failing for the marking period, but are not working to their potential.
3. Failing for students who are in serious danger of failing for the marking period.
4. Students and parents should be aware that a failure in any marking period or in an exam could result in a failure for the course.

REPORT CARDS

Report cards are processed electronically four times a year. In addition to grades, the report cards provide an opportunity for teacher comments; the report also contains the student's absence and tardy record. Report cards are distributed in November, January, and March; final reports are mailed to the parents in June.

PARENT-TEACHER-STUDENT MEETINGS

When a failure occurs or poor performance is indicated the parent(s) and student are requested to meet with the teacher. These meetings are scheduled following the distribution of the quarter grades and the semester report cards. The meetings provide the opportunity for all involved to discuss the steps required for the student to achieve a passing grade. The dates and times are listed on the school calendar. Parents are encouraged to contact teachers at any time concerning the progress of their children.

PARENT-TEACHER COMMUNICATION

Parents are encouraged to utilize both yourhomework.com and PowerSchool. Yourhomework.com is a free website where teachers post homework, assignments and tests. Parents can view their child's grades on PowerSchool. Contact Mrs. Flinn for information regarding PowerSchool.

MAKE-UP WORK

Students who, because of absence from school, have not completed their schoolwork must take the responsibility of completing all the work they have missed. In general, make-up work should be completed within one to two days but **not to exceed five school days**.

Students who receive a grade of INCOMPLETE on a report card must complete the assignments, test, or project within five days of the issuance of the report. Students who fail to remove the INCOMPLETE within the specified time will receive a failure for the incomplete work and the grade will be closed at that time.

EXAM SCHEDULE

The school will observe a special Exam Schedule at the end of each semester for the purpose of administration of final exams. Students will be expected to be present in school during these special schedules. No exceptions will be made. Dress Code is in effect on these days. In the event of inclement weather the exams will follow the delay schedule, if announced.

TRANSCRIPTS (grades 9-12 only)

All students may request transcripts of academic work. A fee of \$3.00 is charged for handling and mailing costs. This amount is payable *before* the transcript is mailed. Parents, guardians and students of legal age (18) may obtain a transcript by completing a request form in the school office. All student records are maintained in a safe place to which access is provided for parents, guardians and students of legal age. A log is maintained, listing the names of those who have student records or obtained copies.

WITHDRAWAL FROM SCHOOL

A student requesting a transfer from Bishop Walsh should submit a written request to the Administration. Transcripts cannot be mailed until all financial obligations have been met.

NATIONAL HONOR SOCIETY

Bishop Walsh School is a member of the National Honor Society. Our chapter is the John XXIII Chapter in honor of Saint John XXIII.

The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate desire for service, promote leadership and develop character in the members.

To be eligible for membership in this chapter, the students must have been a student at Bishop Walsh for at least one semester. Students must be members of either the junior or senior class. Eligible students must have achieved and maintained a cumulative, weighted grade point average of 3.5 or higher and must have been in phase three/honors or higher in a majority of courses. Students must have good conduct and attendance records and give evidence of character, leadership and service to others.

Invitation to join the National Honor Society is very selective. It is a privilege, not a right. Students must participate in at least one in-school activity (excluding athletics) and one out of school activity. A brief written recommendation must be submitted from an adult moderator of an out of school activity.

N.H.S. members are subject to dismissal for any school suspension, chronic discipline problems or for bringing dishonor to the organization/school.

MIDDLE SCHOOL

At Bishop Walsh, we provide a climate in which the developing middle school student has the support of caring professionals, a traditional schedule, clear homework expectations, and guidelines for proper behavior. These opportunities are provided in the academic realm as well as the social realm.

One of the greatest challenges to a child at this age is social development. Students are challenged to cooperate on tasks, to seek new adventures of learning and to capitalize on the skills of all by working together academically and socially. Middle school is an adventure and we encourage all students to embrace the opportunity to grow as individuals.

ACADEMIC INFORMATION

ACADEMIC PROBATION

Bishop Walsh reserves the right to review the academic progress of all students. If a 7th or 8th grade student fails two or more major subjects on the progress report or report card, the student will be placed on probation. While on probation the student may continue to participate in activities. If grades do not improve within the probationary period (next progress report or report card), the student will be removed from the activity and lose the privilege to attend all co-curricular activities unless grades improve by the next progress report or report card.

FAILURE POLICY

When a student fails a course, remediation is needed. Before students with yearlong failures return to Bishop Walsh, they must be tutored by an approved tutor until the subject matter is mastered. Ordinarily, when a middle school student fails two or more core subjects, the student will need to repeat the year.

GRADING SYSTEM

The year is divided into three marking periods at the end of which reports are issued. The minimum passing grade is D. To receive credit the yearly average must be D or better. The standards, letter grades and their numerical equivalents are:

Standards		Letter Grades	
Proficient	97 – 100	97 – 100	A+
Very Good	93 – 96	93 – 96	A
Good	85 – 92	89 – 92	B+
Satisfactory	75 – 84	85 – 88	B
Improvement needed	70 – 74	80 – 84	C+
Not Yet Demonstrating	69 and below	75 – 79	C
		70 – 74	D
		69 & below	F

HONOR ROLL

The Honor Roll is determined by general average.

PRINCIPAL'S HONORS	Trimester grades are all 93% or higher
FIRST HONORS	Trimester has no grade lower than 85%
SECOND HONORS	Trimester has no grade lower than 80%

To be eligible for Honors, a student must have a grade of "Good" in Conduct and Effort.

MAKE-UP WORK

Students who, because of absence from school, have not completed their schoolwork must take the responsibility of completing all the work they have missed. In general, make-up work should be completed within one to two days but **not to exceed five school days**.

Students who receive a grade of INCOMPLETE on a report card must complete the assignments, test, or project within five days of the issuance of the report. Students who fail to remove the INCOMPLETE within the specified time will receive a failure for the incomplete work and the grade will be closed at that time.

EDUCATIONAL RECORDS

The school will disclose educational records consistent with **The Family Educational Rights and Privacy Act (FERPA)**.

Bishop Walsh 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 Bishop Walsh are as follows:

1. Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to Bishop Walsh 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.
2. 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 President/Acting 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.
3. 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.

Bishop Walsh School has designated the following as directory information:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Photographs
8. Honors and awards received
9. Date and place of birth
10. Dates of attendance
11. Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Bishop Walsh in writing.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Bishop Walsh 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.

DIRECTORY INFORMATION AND PERMISSION FOR PHOTOGRAPHS

On occasion, student pictures and likenesses will be used by Bishop Walsh School to promote the mission of the school or for advertising purposes on the written form, videos, and pictures.

If you do not wish to have your published information in the directory or child's image used, please file your request in writing to the Office of the Principal by September 4, 2015. An acknowledgement of your request will be given. This procedure will need to be completed on an annual basis.

DISCIPLINE

HIGH SCHOOL AND MIDDLE SCHOOL

The administration and the teachers of Bishop Walsh will work with students who have discipline problems. At all times the school will operate in accordance with the Bishop Walsh philosophy and mission statement in an attempt to understand individual circumstances of a particular situation. The administration may then take appropriate means to help the student correct the matter.

VERBAL WARNING

An administrator or teacher will discuss the problem behavior with the student in the classroom or in private. The student must agree to correct his/her behavior or the parent or guardian will be contacted.

REFERRALS

Referrals are reserved for serious and/or repeated breaches of the school rules and individual classroom rules. Students who have been referred to the assistant principal will be subject to the appropriate action. The action may include, but not be limited to: detention, suspension/probation, or expulsion.

DETENTION

HIGH SCHOOL/MIDDLE SCHOOL

Detention will be held on Tuesdays and Thursdays each week from 2:30 to 3:30 in room 211. Students will either complete school work or do chores around the building. These detentions will include middle and high school students. Students who are given a detention will be issued a conduct referral form and will be issued the detention by the teacher. The student will be given a notice to take home to parents. If a student is given a detention he/she will serve it on the next day detention is held. (For example if a detention is given on a Tuesday, it will be served on Thursday.) If a student does not show up for detention he/she will be issued two additional detentions. If a student fails to show up to either detention he/she will be given an In School Suspension. If a student is late for detention he/she will be issued an additional detention. Students are responsible for informing parents, teachers, coaches and moderators of this assignment. Families are responsible for making arrangements for a ride home after serving detention. Failure to make the necessary arrangements will not excuse the student from serving the detention. Saturday detention, which takes the form of doing chores at the school while under supervision, is reserved for those chronic or serious offenders of school rules who have been given long-term sanctions or have failed to report to a school detention.

HIGH SCHOOL AND MIDDLE SCHOOL

The following sections refer to both the Middle and High School students

1. Athletic and club activities may not take precedence over an assigned school day or Saturday detention.
2. Students may also be assigned to a classroom detention for violation of a particular teacher's classroom rules.
3. Students may also be assigned morning or lunch detention to be served in an assigned room. The morning detention will begin at 7:30 a.m. and end at 8:00 am.

DISCIPLINARY PROBATION

A student is placed on probation for relatively serious misconduct. Both the student and parent/guardian will be made aware of the probation and the reason(s) for it. There are two forms of probation:

1. Non-participation Probation: An initial parent conference is required. This probation may last for 30 days and prohibits students from participating in and attending any co-curricular activities such as interscholastic sports, drama, student council, clubs, or any other elected or appointed office activity.
2. Participation Probation: A parent conference is required. This probation will extend over a period of time that the administration considers necessary in order to closely monitor a student's behavior. Participation in school activities may be allowed. The student must check in with moderators and an administrator at functions.

SUSPENSION

A student will be suspended from the school for a serious violation of the attendance or disciplinary rules of Bishop Walsh School. Both the student and the parent/guardian(s) will be made aware of the suspension and the reasons for it. A suspended student may not be allowed to attend his/her retreat. There are two forms of suspension and they are:

1. During In-School Suspension (ISS) a student will attend school and report to the front office immediately. The student will be expected to remain in a designated area while under the supervision of the assistant principal. Regular class work, special assignments, quizzes or tests are assigned by the student's teachers. Lunch is eaten in the designated area at an assigned time. The purpose of the ISS is to modify behavior. **The student may not participate in co-curricular activities on the day of the ISS.**
2. During Out-of-School Suspension (OSS) the student will be sent home for a determined number of days. Parents/guardians are to make an appointment with the assistant principal before the student can be readmitted to the school. It is the responsibility of the student to remain current with academic work. At their discretion, teachers may allow students to make up missed work. **The student may not participate in co-curricular activities on the day of the OSS.**
3. **Suspension from school activities begins immediately upon notification of suspension by the administration and continues through the day of the suspension.**

When a student is suspended for an extended period of time during the month of May, home study may be an option to complete the school year.

EXPULSION

A student will be expelled from Bishop Walsh School for misconduct requiring immediate dismissal or continuing misconduct. After a meeting with the parents, a recommendation is made to the principal, whose decision is final.

Offenses that may result in expulsion are:

1. The possession of a dangerous weapon on campus or at a school event
2. Gang membership or criminal gang-like activity
3. Serious criminal charges
4. Serious insubordination, verbal or physical abuse toward a staff member
5. The possession, use or sale of drugs, drug paraphernalia on campus or at a school event
6. The physical assault or battery of another student or staff member

SCHOOL AWARDS AND RECOGNITION

Any student who has been suspended and/or has developed a chronic discipline behavior history during the current school year may not be eligible to be nominated or receive school awards in both the academic and athletic departments. The assistant principal will document the disciplinary action and the behavior history.

FIGHTING

Any threats, harassment, fighting, injury, or damage to the person or property of any person by an individual or group is strictly forbidden. Such actions render the student liable to disciplinary procedures including suspension and/or expulsion.

DISMISSAL FROM CLASS

If a student is dismissed from class for disciplinary action, she/he must report immediately to the assistant principal, and must not leave until authorization is given. She/he will be required to fulfill all directives before being readmitted to class.

CONDUCT GRADE – MIDDLE SCHOOL ONLY

Effort and Conduct Grades

Outstanding	97 – 100
Good	85 – 96
Satisfactory	75 – 84
Improvement Needed	70 – 74
Unsatisfactory	69 and below

The effort and conduct grades are determined by the individual teacher and the details are found the course expectations.

ARCHDIOCESE OF BALTIMORE

THE DEPARTMENT OF CATHOLIC SCHOOLS
320 CATHEDRAL STREET, BALTIMORE, MD 21201

HARASSMENT OR INTIMIDATION (BULLYING) POLICY

Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

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

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

Definitions:

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Expanded policy statement and reporting documents are available on the Archdiocesan and school website.

DRESS CODE

HIGH SCHOOL AND MIDDLE SCHOOL

Students are expected to dress neatly and to observe the uniform requirements during the school day. Shirts and blouses are to be tucked in at all times during the school day. Sloppy attire is unacceptable. Dressing in an appropriate and neat manner signals to self and to others that school is a place where a seriousness of purpose can be found.

Consistent with our educational philosophy, any clothing which contains objectionable words or symbols, such as those conveying vulgar, violent, satanic, sexually-suggestive or racially-discriminatory messages, or which advertise tobacco, drugs or alcohol are prohibited at all times.

Students frequently question rules on dress, and the school attempts its best to balance encouragement with enforcement. The teacher will discuss a violation with the student in the classroom or in private. Uniform offenses will ordinarily result in a referral. Students improperly dressed may also be sent home to correct the attire and be assigned detentions for classes missed. The faculty will supervise the daily observance for consistency and neatness. Ultimately, the administration will determine what is or is not appropriate.

“Dress Down” or “Out of Uniform” is an occasion when students are permitted to dress out of uniform, yet consistent with the philosophy of the school.

“Dress down” and “Out of Uniform” days do not include shorts, tank tops, flip flops, crocs, or hats.

DRESS CODE: MIDDLE SCHOOL

Students are expected to dress neatly and to observe the uniform regulations while on campus during the school day. The faculty will supervise the daily observance of the uniform for neatness. **Ultimately, the administration will determine what is or is not appropriate.**

All uniform shirts, blouses, and pants are to be purchased from the Lands' End School Uniform Catalog. The catalog is available at school or at www.landsend.com.

GIRLS:

1. A solid white, chambray blue or burgundy Polo shirt. - Lands' End selection
2. Polo shirts are to be worn tucked in at all times.
3. A plaid uniform skirt or skort (Lands' End) is to be worn no more than three inches above the bend of the knee. **Any student who repeatedly violates this policy will lose the privilege of wearing the uniform skirt.**
4. Plain or pleated khaki pants – Lands' End selection. A dress belt must be worn.
5. Knee socks or tights in solid gray, black, white or burgundy – no sport socks or pantyhose
6. Dark colored tailored dress shoes – The heel may not exceed 2 inches.

HAIR:

1. Students should have neat, clean, and well-groomed hair.
2. Hair must be the student's natural hair color.

OPTIONAL:

1. Crew neck, V-neck, or cardigan sweater in solid gray, white or burgundy.
2. No stripes or prints may be worn with a polo shirt or a button-down oxford blouse.
3. Small, appropriate earrings; no excessive jewelry.
4. Shorts worn under the skirt should not be visible.
5. If a tee shirt is worn under the uniform shirt, it must be solid white without lettering or designs.

NOT PERMITTED:

1. Sandals, athletic or canvas shoes
2. Oversized sweaters
3. Shorts or capris

BOYS:

1. A white, chambray blue or burgundy Polo shirt - Lands' End selection
2. Polo shirts are to be worn tucked in at all times
3. Plain or pleated khaki pants – Lands' End selection
4. A dress belt must be worn
5. Dark colored tailored dress shoes
6. Dark colored dress socks

HAIR: Male students must have their hair neatly trimmed, on all sides, the length not to exceed the top of the dress shirt collar (back), the eyebrows (front) and the earlobes (sides). No trendy haircuts (Mohawks, faux-hawks, etc.) are allowed. Hair must be the student's natural color.

OPTIONAL:

1. Crew neck, V-neck or cardigan sweater in solid gray, white or burgundy. No stripes or prints may be worn with the polo shirt.
2. If a tee shirt is worn under the uniform shirt, it must be solid white without lettering or designs.

NOT PERMITTED:

1. Sandals, athletic or canvas shoes
2. Oversized sweaters
3. Shorts or cargos
4. Earrings/studs; excessive jewelry or hats

DRESS CODE: HIGH SCHOOL

Students are expected to dress neatly and to observe the uniform regulations while on campus during the school day. The faculty will supervise the daily observance of the uniform for neatness. **Ultimately, the Administration will determine what is or is not appropriate.**

GIRLS:

1. A solid white button-down oxford blouse – Land’s End Selection.
2. Blouses are to be worn tucked in at all times.
3. A plaid uniform skirt or skort (Lands’ End) to be worn no more than three inches above the bend of the knee. **Students who repeatedly violate this policy will lose the privilege of wearing the uniform skirt.**
4. Plain or pleated khaki pants – Lands’ End selection. A dress belt should be worn at all times.
5. Knee socks or tights in solid gray, white, black, or burgundy – no sports socks or hose
6. Dark colored tailored dress shoes-the heel not to exceed 2 inches

HAIR:

1. Students should have neat, clean, well-groomed hair.
2. Hair must be a natural color.

OPTIONAL:

1. Sweater vest, crew neck, V-neck or cardigan sweater in solid white, navy blue, gray or burgundy are permitted. No stripes or prints may be worn with the dress blouse.
2. If a tee shirt is worn under the required blouse, the tee must be solid white and without lettering or designs.
3. Small, appropriate earrings are permitted.
4. Shorts worn under the skirt should not be visible.

NOT PERMITTED:

1. Sandals, athletic or canvas shoes
2. Oversized sweaters
3. Shorts or capris
4. Excessive jewelry
5. Clogs, boots, or moccasins

BOYS:

1. A solid white button-down oxford shirt worn with a tie
2. Shirts are to be worn tucked in at all times.
3. Plain or pleated khaki pants – Lands’ End selection
4. Dress belt must be worn
5. Dark colored, tailored dress shoes
6. Dark colored dress socks

HAIR:

1. Male students must have their hair neatly trimmed, on all sides, the length not to exceed the top of the dress shirt collar (back), the eyebrows (front), and the earlobes (sides). No trendy haircuts (Mohawks, faux-hawks, etc.) are allowed. Hair must be a natural color.
2. Facial hair: Male students are to be clean-shaven.

OPTIONAL:

1. Sweater vest, crew neck, V-neck or cardigan sweaters in solid gray, white, navy blue or burgundy are permitted.
2. No stripes or prints may be worn with the dress shirt; if a tee shirt is worn under the required shirt, the tee must be solid white without lettering or designs.

NOT PERMITTED:

1. Sandals, athletic or canvas shoes
2. Oversized sweaters
3. Shorts or cargo pants
4. Earrings/studs, excessive jewelry
5. Clogs, boots or moccasins
6. Hats

WARM WEATHER UNIFORM: During the months of August, September and May, high school students are to wear Lands’ End (Lands’ End School Uniform Catalog) selected colored polos. The summer dress code always includes tailored dress shoes worn with socks.

STUDENT SERVICES

GUIDANCE

Academic advisement, college/career and personal counseling are offered at Bishop Walsh in a personal or group setting. The department works with students and teachers to schedule appointments. The department coordinates and develops all testing for the Middle School and the High School.

TESTING

Bishop Walsh School administers several standardized tests: the Stanford 10 and Cognitive Achievement Test, the PSAT, NMSQT, ASVAB, and the Strong-Campbell Interest Inventory. Juniors and Seniors are encouraged to take the SAT and ACT at regional test centers.

CAMPUS BOOKSTORE

Bookstore hours are will be posted at the beginning of the school year. Total payments are due at the time of purchase.

LIBRARY/ MEDIA CENTER

No food or drink of any kind is permitted.

All library materials should be returned as soon as the assignment is finished. Overdue lists are issued at the end of each marking period. Lost or damaged books must be paid for at the current price.

LOST AND FOUND

Any articles found on the school premises should be taken to the cafeteria.

UNIFORMS

Order forms and telephone numbers may be obtained from the school office.

TUITION RATES FOR THE 2015-2016 SCHOOLYEAR

Grade	First Child		Second Child		Third, Fourth, Fifth Child	
	Tuition	Discount	Tuition	Discount	Tuition	
Pre-K – 2 half days	\$1100					
Pre-K – 2 full days	\$1980					
Pre-K – 3 half days	\$1600					
Pre-K – 3 full days	\$2725					
Pre-K—5 half days	\$2300					
Pre-K—5 full days	\$4200					
K-6	\$5250	\$ 850	\$4400	\$1150	\$4100	
7-12	\$6550	\$2150	\$4400	\$2450	\$4100	

*Please note that the tuition increase reflects the inclusion of the FACE fee, which has been eliminated. For families who have multiple students in grades K-6, the discount plan is listed below:

Grade	First Child		Second, Third, Fourth Child	
	Tuition	Discount	Tuition	Discount
K-6 Family	\$5250	\$350	\$4900	

Fee Schedule

Grade level	Registration	Book / Supplies	Tech Fee	Graduation
Pre-K	\$95	\$160		
K-8	\$95	\$160	\$95	
9-11	\$95		\$95	
Seniors	\$95		\$95	\$150

Other fees that may be applicable:

- High school Art and Science Lab fees are assessed according to courses taken.
- Pratt Program Fee - \$1850
- Payment Processing Fee—applicable to those families not using FACTS--\$45
- Elementary Before & After School Care:
 - o Registration - \$15 per family
 - o Cost for care - \$6.50 per hour
- International Student Surcharge – \$4500
- Bus Fee – TBD by bus stop location

A \$100 discount per family is applicable to those families whose full tuition payment is received in the Business Office no later than July 31, 2015. The discount applies to Pre-K-12. ***No discount will be given to those receiving any form of financial assistance.***

Tuition payments must be made through the FACTS Collection Plan. Visit the FACTS website to choose your payment plan—www.factsmtg.com. Please contact Mrs. Czapski for more information.

Tuition credits may be obtained by participating in the FACE program and/or the sweepstakes program.

BUSING FEES

If your child uses our busing service, the busing fee will be included on a separate invoice along with your tuition invoice and other fees. This must be paid on the 10th of the month or in full at the beginning of the school year.

BOOK FEE STATEMENT

High School Books

High School students are responsible for the purchase of their own books. Please check your student's class schedule and the BW website for book requirements. Some books are supplied by the MSDE and are the property of the school at the end of the school year. Failure to return state-owned books results in full payment of the book to the school as directed by the Maryland State Department of Education.

Middle School Books

Middle School students pay a rental fee that includes art supplies, other supplies, Scholastic magazines, standardized testing fees, and the use of textbooks and workbooks. The total cost of these books and fees is \$160.

NOTE: Eighth grade students enrolled in high school courses must purchase the books used for these courses either used or on-line as the high school students do.

Elementary School Books

Elementary level students pay a rental fee that includes the use of textbooks, workbooks, standardized tests, and Archdiocese of Baltimore fees. The total cost of these books is \$160.

The "Facts" About FACTS Tuition Collection Plan

1. FACTS Tuition Management collects tuition. Payments are withdrawn automatically from your Bank Checking or Savings account.
2. Parents will receive an invoice from Bishop Walsh in July. The invoice will have all charges itemized, with any financial assistance from the school and parishes deducted. The balance will be divided into 12 equal payments, July through June. The exception to this is the senior class, whose tuition must be paid in full by April 30, 2016.
3. FACTS will be provided with your balance, along with your renewal agreement. Previous contracts do not require your signature. New contracts require your signature. Automatic withdrawals will be made on the 5th or the 20th of each month.
4. Bingo and FACE credits will be deducted monthly and the Business Office will provide FACTS with the adjustment in April, which will lessen your last payment for grades K through 12.
5. Neither Bishop Walsh nor FACTS has access to the privacy of your bank account.

COMMUNICATION

Please make sure your email address is correct on the registration form and if it changes during the course of the year, please make sure we get an update. All information pertaining to school will be available on the school website, www.bishopwalsh.org. If you wish to have a printed copy of the newsletter please notify the Main Office.

LUNCH FEES

The cafeteria serves the entire school and staff. Payment for lunch is **not** a credit process. Parents are encouraged to place money in their child's account to prevent a debt. Otherwise the system is a pay as you go. In the event that a student in grades 6-12 incurs a debt of \$10.00, an alternate lunch will be served.

Elementary Level

REQUIREMENTS FOR ADMISSION

1. To enter kindergarten for the school year a child must be 5 years old by September 1st, as verified by birth certificate.
2. To enter pre-school a child must be potty trained and 3 or 4 years old by September 1st, as verified by birth certificate.

DOCUMENTATION NEEDED FOR APPLICATION:

1. Child's birth certificate
2. Child's Baptismal certificate (if applicable)
3. Child's social security number
4. Child's immunization records and other pertinent health data including a Health Inventory Form and a Maryland Immunization Certification Form. All students in the state of Maryland must be immunized against smallpox, tetanus, diphtheria, polio-myelitis, pertussis, and rubella. The school will inform parents of the child whose immunization record is incomplete. The child will be excluded from school if these records are not furnished within a month.
5. Permission for the school officials to obtain records from the child's previous school.
6. Emergency information and permission enabling the school to act on the child's behalf in an emergency.

PLACEMENT

Criteria used for placing new students are as follows:

1. Admissions test covering Math and Reading ability
2. Teacher evaluation (from sending school)
3. Permanent records
4. Standardized test results

REGISTRATION POLICY

Interested students are welcome to visit at any time during the school year. Shadow days can be scheduled through the administration or the guidance department. Formal registration is held in the spring. A non-refundable registration fee is due at that time. Families who wish to enroll their children should contact the main office for forms, and to arrange a pre-registration visit and interview. First month's tuition should be returned to the school before entry.

PROBATION PERIOD (for new students)

All new students are given a two-month evaluation period. If during this time the school is unable to meet the needs of the student, the parents will be asked to place their child in another school. Such recommendations are made only after conferences with parents and after exhausting all other means of help.

ACADEMIC POLICIES

CLASS STATUS

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

PROMOTION REQUIREMENTS

A student must maintain a general average of 70%, with the final grades in each subject no less than a D, in order to be promoted to the next grade.

CRITERIA FOR RETENTION:

Kindergarten and 1st grade: Lack of developmental readiness in could result in the recommendation of retention.

Grades 2 through 5:

1. Failure in one or more subjects for the school year necessitates summer tutoring. When successful completion of the summer program has been verified by the administration through written testing, the child may proceed to the next grade.
2. Failure in two or more subjects necessitates a review of records by the administration and a conference with the parents and teachers. The possibility of retention is most probable; however, each case will be treated individually.
3. In general, a student can be retained for the following reasons:
 - Not meeting academic requirements.
 - Absences: when a student is absent more than 20 days without a doctor's certificate, his/her records will be examined to determine the possibility of retention.
 - Social or behavioral problems that negatively influence the child's work.

RETENTION PROCEDURE

To retain a student in the same grade for the next academic year, the following procedure is observed:

1. The teacher diagnoses the student's problem at the earliest possible date and provides the student all possible assistance to remedy this situation.
2. The teacher meets with the parents on a regular basis beginning with the earliest reasonable time.
3. The teacher informs the assistant principal by the end of January of the possibility of the student's retention.
4. By the end of January the teacher, assistant principal, parents, (and student) review the student's work performance to date and discuss the possibilities of his/her academic success for the remainder of the year. This meeting is followed by a written communication to the parents reviewing the content of the meeting.
5. No later than March of the second trimester, the school informs the parents in writing of the possibility of the student being retained in the same grade during the next academic year.
6. The teacher continues to provide all assistance possible and regularly discusses the student's progress with the parents.
7. By the last marking period (April, May) the school informs the parent in writing of its decision regarding the student.

GRADUATION REQUIREMENTS

Grades Pre-K, K, 1 & 2

Subject Marking and Effort/Conduct Codes

Four codes will be used to indicate student progress toward meeting standards: **Independent, Progressing, Emerging, and NA (not assessed at this time)**. NA is used if that standard has not been assessed during the current trimester.

Grades 3 – 5

Letter Grades

A+	97 – 100
A	93 – 96
B+	89 – 92
B	85 – 88
C+	80 – 84
C	75 – 79
D	70 – 74
F	69 & below

Effort and Conduct Grades

Outstanding	97 – 100
Good	85 – 96
Satisfactory	75 – 84
Improvement Needed	70 – 74
Unsatisfactory	69 and below

Standards

The following six codes and numerical values will be used to indicate student progress toward meeting standards:

Proficient	97 – 100
Very Good	93 – 96
Good	85 – 92
Satisfactory	75 – 84
Improvement needed	70 – 74
Not Yet Demonstrating	69 and below

AWARDS

Throughout the year students are acknowledged for various achievements.

ACCELERATED READER HONOR ROLL

Each month students who achieve appropriate points in the Accelerated reader program are named to the Accelerated Reader Honor Roll. At the end of the year students who achieved their goal receive special honors.

STUDENT OF THE WEEK

Teachers choose to recognize individual students weekly. The teacher determines the criterion for this award.

RELIGION REQUIREMENTS

Religion is required for each year a student attends the elementary level. All students enrolled in the elementary level must attend religion classes and services. Students are encouraged to attend weekly religious services of their own faith.

PROGRESS REPORTS

Students and parents/guardians will be notified of academic progress at the mid-point of each trimester by means of an "Academic Progress Report". Please follow any recommendations noted on the report, sign it, and return it to the teacher. Either parent/guardian or the teacher may request conferences. In either case both parents/guardian and teachers make an effort to insure continued communication with each other regarding student progress. Parent/teacher conferences may be requested at any time during the school year.

REPORT CARDS

Report cards are issued three times a year. Distribution dates are noted on the school calendar. Report cards serve to show the students and the parents/guardians the Student's educational growth and development in each subject area over a given length of time.

TESTING PROGRAM

The following tests are administered to elementary students:

1. Standardized Testing --The Stanford 10 and OLSAT are administered in April to students in grades 3 through 5.
2. Local reading, language arts, and math screenings on all grade levels
3. ACRE tests to determine student understanding of the Catholic Faith. This test is administered to 5th grade students in September or October.
4. Assessments provided by the publisher for various educational programs which are used.
5. Teacher made assessments to determine student retention of subject matter.

INSTRUCTION/CURRICULUM

On the elementary level students are grouped heterogeneously with some ability grouping in math and reading, and some departmentalization within grades. Classes in art, music, computers, physical education and library are integrated into the student's weekly schedule. The instructional program is developed in concert with the Archdiocesan Course of Study and regulations of the Maryland Department of Education for Non-Public Schools.

HOMEWORK

Homework is assigned as a reinforcement or extension of the daily program. Assigned homework should be completed. It is the parent's responsibility to supervise the homework and guide the student to select a quiet, well-equipped place for study. As the child becomes older, the major responsibility should shift to the child. Yet even with older students some parent supervision is expected. Parents should emphasize that study is as essential as written work.

The suggested time allotments based on the most recent research is as follows:

- Grades 1 and 2 ordinarily should not exceed 30 minutes.
- Grade 3 ordinarily should not exceed 45 minutes
- Grade 4 ordinarily should not exceed 60 minutes
- Grade 5 ordinarily should not exceed 90 minutes

If a parent recognizes that a child consistently spends less or more than the suggested time for homework, parents should contact the teacher directly. If home assignments cannot be completed because of home conditions, e.g. sickness, death of a relative, etc., students will be permitted to defer doing the prescribed work. A written explanation to the teacher will obtain this permission. At all grade levels, homework is included in determining the subject area grade on the report card. When a teacher notices that a student is consistently missing assignments, the teacher will notify the parent, and a conference will be scheduled to discuss appropriate methods to remedy the situation.

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

1. Review the assigned work with the child
2. Provide a quiet, well-equipped study area
3. Provide assistance to the child as needed
4. Stress the importance of learning
5. Assure the return of homework to the school
6. Help the child plan his/her time in order to promptly complete long-term assignments

WORK HABITS

Teachers and parents work together to help students establish strong and consistent work and study habits. Guidelines to assist in this task are as follows:

1. Written assignments must be neat, legible, and complete.
2. Books and notebooks should be free of scribbling inside and out.
3. Notebooks, folders and supplies should be replaced when worn or depleted.
4. Students should always have a book to read.
5. At all levels, students are required to do homework.
6. Requirements for class work and homework are determined by the teacher and are communicated to the parents verbally or through written correspondence.
7. Parent comments regarding class work or homework assignments should be directed to the teacher assigning the work.

TESTS

Test papers that are returned to the students may indicate that they need to be signed by the parent/guardian and returned to the teacher the following day. A parent's signature on a test paper indicates that she has seen the paper. Questions about tests should be directed to the teacher who gave the test.

TEXTBOOKS AND MATERIALS

1. Textbooks are on loan to the students for the school year. Book fees are used for the replacement of worn and damaged books and to purchase consumable workbooks for the students.
2. Art and computer materials are purchased using fees paid by the parents at the beginning of the school year.
3. A list of additional materials and supplies needed by the students is sent to the parents annually.
4. Textbooks used on the elementary level are chosen from a suggested list found in the Archdiocesan Course of Study and approved by the elementary faculty and administration.

CONFERENCES

1. Parent-Teacher Conferences:

- A teacher or a parent may request a conference at any time during the year. An appointment can be arranged by writing a note directly to the teacher or through the elementary office.
- Conferences before school will not be allowed unless previously arranged by the teacher.

2. Parent-Administrator Conferences:

- Parents wishing to discuss a problem occurring within the classroom should **FIRST** contact the teacher involved.
- If results of that conference are unsatisfactory, parents are encouraged contacting the assistant principal. The assistant principal can be reached by phone during school hours or email.

COMMUNICATION TO PARENTS

- Communication to parents consists of monthly newsletters with occasional updates as needed. School communications are sent to the parents through a correspondence envelope given to the youngest or only child once a week.
- Parents are encouraged to utilize both yourhomework.com and PowerSchool. Yourhomework.com is a free website where teachers post homework, assignments and tests. Parents can view their child's grades on PowerSchool. Contact Mrs. Flinn for information regarding PowerSchool.
- Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore the parents should first contact the teacher involved and then, if necessary, the teacher and parents should contact the assistant principal. However, parents are not permitted to interrupt teachers either before school or during class hours.
- If a conference with the assistant principal or teacher is needed, please call the office or send in a note. Should a written request sent to a teacher be unanswered after allowing sufficient time, the parents are requested to call the office and leave a message with the secretary.
- In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers.

EMERGENCY FORMS

Emergency form information for each child is to be kept current. **IT IS IMPERATIVE THAT WE HAVE AN EMERGENCY FORM FOR EACH CHILD AND THE SCHOOL IS INFORMED IMMEDIATELY OF ANY CHANGE OF ADDRESS OR TELEPHONE NUMBER.** Children will only be released to persons designated on the emergency form unless otherwise instructed by the custodial parent/guardian.

RESTRICTED AREAS

When school is in session, students may not be outside the building unless they are involved in a class or recess and are accompanied by a faculty member. Empty classrooms are restricted areas. Corridors are to be generally cleared of traffic except for movement at the change of class.

HOMEROOM PARENTS

Parents who have completed the STAND program are asked to serve as assistants to the teachers in planning class activities when the teacher request volunteers.

STUDENT RECORDS

The student records are maintained in the elementary school office. The school will disclose educational records consistent with The Family Educational Rights and Privacy Act (FERPA).

DIRECTORY INFORMATION

Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parents can be reached. It is essential that the school have this information in case of emergency. It will be kept in strictest confidence. Any change in phone number or address is to be given to the school office and the homeroom teacher in writing within a one-week period after the change occurs.

VOLUNTEERS

Parents, guardians, and friends of the school are encouraged to volunteer their time and talents in various areas. Some possibilities are: playground supervision, library, cafeteria, health room, small group work, classroom helpers, field trip chaperones, and fundraising events. A written communication in the fall provides an opportunity for volunteers to express their preferences for becoming involved in many areas of school life. **All volunteers must complete the STAND certification process.**

ATTENDANCE

Absences

The following guidelines should be followed when a student is absent from school:

1. Regular attendance is considered essential for learning. 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 8 and 9 AM to report the reason for absence. The school reserves the right to contact the parents at their place of employment if an absence has not been reported.
2. Ordinarily, students who have been absent from school may not participate in any after school or evening school sponsored activities.
3. All attendance information becomes part of a student's permanent record.
4. 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 and validated by a doctor, if applicable.
5. Absence from school during the academic year due to family vacations is strongly discouraged. Students should obtain a Holiday Extension Form prior to leaving.
6. When a student is absent more than 20 days without a doctor's certificate or prior notice, the child's record will be reviewed. **Excessive absences could result in retention.**

ASSIGNMENTS

It is the responsibility of the student to check with the teachers to receive necessary communication or work that may have been missed due to absence. The teacher will provide reasonable time for assignments to be completed.

LATENESS/ASSIGNMENTS

Students may enter their homeroom at 7:50 AM. The school day begins at 8:15. Any student arriving after 8:15 AM is considered late and must report to the office for a late slip. Teachers will not admit students to their homeroom without this pass. Tardiness is entered into the student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive necessary communication or work that may have been missed due to lateness.

- **Excused lateness:** Excused lateness is defined as lateness due to inclement weather, car/bus breakdown, emergency doctor/dentist appointment, and family emergency.
- **Early Departure:** The school discourages early departures and requests that families arrange dental appointments etc. either after school hours, on Saturdays or during vacation periods. Parents should send a note which should include the reason for the request and the time the student must leave school. The parent/guardian must sign out the student in the main office. .

INVITATIONS

Invitations to personal and private family occasions or parties are not to be delivered through the school at any time.

DISCIPLINE

PHILOSOPHY

The Elementary Level 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 thought and 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.

Goals for Students:

- To grow in the knowledge of and the ability to live Christian Values
- To grow in respect for self, others, and property
- To share the responsibility for creating a calm, courteous, friendly atmosphere throughout the school
- To grow in ability to accept responsibility for personal actions and behavior
- To take pride in and support the local community.

CONSTRUCTIVE BEHAVIOR

Constructive behavior builds the Christian from within and reflects a person striving for spiritual, moral, and human growth. Basic courtesy and respect for one another are shown by a sincere “thank you, please, I’m sorry” are expected. Christian values demand thoughtful concern for one another at home, at school, in the parishes, in the neighborhood, and in the community.

UNACCEPTABLE BEHAVIOR

To maintain a positive learning environment and standards that are consistent with our Catholic 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 not acceptable:

- Tardiness
- Disrespect in manner and/or language
- Dishonesty
- Theft
- Disruptive Behavior
- Fighting
- Dangerous play
- Vulgarity
- Dress Code Violations
- Defacement/destruction of School Property
- Gum chewing
- Harassment of any kind by word or manner
- Any other types of behavior, not specifically stated in this handbook, but which the administration considers to be acts of serious disruptive behavior. Generally the teacher will deal with the infractions. Should circumstances warrant, the parent and/or the administration involved will be consulted.

SUSPENSION

A student will be suspended from the school for a serious violation of the attendance or disciplinary rules of Bishop Walsh School. Both the student and the parent/guardian(s) will be made aware of the suspension and the reasons for it. There are two forms of suspension and they are:

1. In-School Suspension (ISS): a student will be expected to attend school and report to the front office until he/she can be seen by the Assistant Principal. That student will be expected to remain in a designated area while under the supervision of the Assistant Principal or designee. The regular class work, special assignments, quizzes or tests are assigned by the student's teachers. Lunch is eaten in the designated area at the assigned time. The purpose of the ISS is to modify behavior.
2. Out-of-School Suspension (OSS): the student will be sent home for a determined number of days. Parent/guardians are to make an appointment with the Assistant Principal to discuss the matter before the student can be readmitted to the school. It is the responsibility of the student to remain current with the academic work. At their discretion, teachers may allow students to make up missed work.

EXCLUSION

Exclusion means any denial of school privileges for disciplinary reasons. Parents/guardians will be notified by phone call or a letter home.

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

- Possession or consumption of any drug or look-alike drug while at school or attending a school function.
- Possession or consumption of alcohol while at school or attending a school function.
- Possession of knives/weapons or look-alike knives/weapons.
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft
- Fighting
- Harassment (sexual or otherwise)

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parents/guardians will meet with administration for reinstatement. Administration reserves the right to determine the conditions of reinstatement.

SEARCH AND SEIZURE

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

EXPULSION

Any illegal activities, including but not limited to the possession, use of, selling or distribution of alcohol/drugs 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 the Bishop Walsh School student. The administrator reserves the right not to re-admit an expelled student at a later date. Non-compliance with school recommendations or requests may result in dismissal of a student after five days.

Please reference the Archdiocese of Baltimore's Policy on Harassment and Intimidation on page 34.

CONFLICT SITUATIONS

Conflicts are a normal and healthy part of living and growing. The goal is reconciliation. The guidance counselor in conjunction with the administration will implement acceptable conflict resolution techniques to work towards a solution.

EXPECTED CLASSROOM BEHAVIOR

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

1. Students are to be in their seats when class begins.
2. Each student is to have all the necessary materials for class.
3. Students are to be attentive to the teachers and to participate in all class activities assigned by the teacher. They are not to do work for another class or read other materials unless assigned activities are complete, or the teacher gives explicit permission.
4. Each student is to refrain from talking without permission 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, open demonstrations of disapproval, and all other behavior disruptive to the classroom situation. They are not to argue about tests, grades, or 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 responsibility; students are not to change these unless directed to do so by the teachers.
9. Students should always enter or leave a classroom quietly.
10. Chewing gum is prohibited throughout the school at all times.

TRUANCY

Truancy is defined as a student being absent 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.

HEALTH/SAFETY

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 physician is required.

1. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date.
2. 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 the medication/dosage, and student's name and grade.
3. All medication must be delivered to the school by a parent/guardian.
4. Calamine lotion and cough drops may be administered with a note from parents
5. Cough drops should be brought to school in the original package in a zip lock bag with the student's name on it. The package should be given to the teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.
6. All medicine in the Health Room at the end of the school year will be disposed on the last day.

OTHER HEALTH RELATED ISSUES

1. Upon entering school, students must have a complete physical, a dental check up and the required immunizations.
2. Children who are ill enough to be kept in during recess periods should be kept at home until they can follow a regular school schedule. The school does not have adequate personnel for individual supervision.
3. **Parents should not send a youngster to school that is ill in the morning; this includes a child running a fever.** Since there is no indoor monitor, a student must be well enough to participate in outdoor play.
4. A doctor's written signed request is needed for a student to be excused from physical education classes.

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 are necessary to report: Measles-regular or German, T.B, Meningitis, Whooping Cough, Hepatitis, Rocky Mountain Spotted Fever, Food Poisoning, Human Immune Deficiency, Pediculosis (head lice), Virus Infection (AIDS and all other adverse reaction to Pertussis Vaccine symptomatic infections), Lyme disease, Impetigo, and Chicken Pox. **Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.**

- 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.
- Students are excluded from school for head lice. A child may return to school when he/she is free of lice and nits. School personnel must examine a child before he/she can return to class.
- The school has the right to recheck cases of head lice.

HEALTH FORMS

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 INJURIES

If any injury to the head or any other serious injury occurs to the student, the nurse will call the parent/guardian and send home a report. The report is 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 student health insurance for their children.

ALLERGIES

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

VISION/HEARING SCREENING

The school follows the directives of Allegany County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in kindergarten, 3rd grade, and 5th grade, as well as for new students in all other grades.

CHILD ABUSE AND NEGLECT REPORTING 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 be protected from harm and the family 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.

VISITORS

In order to insure a safe environment for your child, all school doors will remain locked during the school day. **All visitors must report to the office before visiting other parts of the school building.**

PLAYGROUND

Students play on the school grounds for thirty minutes after lunch each day. During this time, teachers and parents supervise students. **SAFETY ON THE PLAYGROUND IS VERY IMPORTANT; THEREFORE, ALL STUDENTS WILL SHOW PROPER RESPECT TO THE PLAYGROUND SUPERVISORS.**

SUPERVISION RESPONSIBILITIES

On regular days school students may enter school at 7:45 AM and are dismissed at 2:45 PM. The school is not responsible for supervision before or after the times stated above, and the school is not liable for any injuries and accidents that may occur.

- Parents are required to follow the times stipulated when dropping off or picking up students.
- 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.
- 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.

STUDENT SERVICES

ARD Referral Process

If a child is not progressing academically, the school may ask the parents to initiate, or the parents may initiate on their own, the process to request professional assistance from the local public school system. The Admission, Review, and Dismissal Process (ARD) 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. If the child is eligible for special education services, every effort will be made by the school to meet the needs of the child.

BISHOP WALSH BEFORE AND AFTER CARE PROGRAM

Philosophy

Bishop Walsh Before and After School Care Program is an extension of Bishop Walsh School, and as such, we are responsible for creating a warm, supportive atmosphere where children are respected and encouraged to develop to their full potential.

We strive to nourish self-discipline within each child, and the ability to work, and play cooperatively with others. Recognizing that each child is a unique creation of God, we continually aim to nurture each student's talents and abilities, their sense of individuality, and a positive self-image. Guided and motivated by the Gospel, we try to develop within each child a sense of moral obligation and the appreciation of the diversities that exist among us.

Our goals are to provide a Christ-centered environment, to promote social cooperation founded on respect, care, and concern for others, and to help students realize their role in society and to contribute constructively to its function.

DESCRIPTION

The Bishop Walsh before and after school program is not a day care center. It is opened on school days only, and serves students attending Bishop Walsh School. Beginning on the first full day of the school year, the program services students in the morning from 7 to 8 AM and in the afternoon from 2:45 to 5:00 PM.

The before school program provides supervision for students who arrive at school before 8 AM. The after school program includes snack, quiet time for the completion of homework assignments, organized activities, and when weather permits, outdoor playtime.

REGISTRATION

The before and after care program is not included in the regular educational program of Bishop Walsh School. Additional registration for this program is required by those who use the after school care program on a regular basis, as well as for those who may occasionally need after school care for their children.

FEES

The Bishop Walsh Before and After School Care fee schedule is available in the Elementary School Office.

CAFETERIA/LUNCH/MILK

A school lunch program is provided. The cafeteria operates under the Federal Child Nutrition Program. Prices and forms for reduced and free lunches are sent home each year. Menus are sent home monthly.

FINANCIAL POLICIES

Please refer to page 39 of the handbook.

SCHOOL ACTIVITIES/ORGANIZATIONS

D.A.R.E., Choir, Band, Liturgical Celebrations, Catholic Schools Week, Bell Choir, Accelerated Reader, Accelerated Math, Rainbows, and Library are elementary programs at Bishop Walsh.

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 Archdiocese 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 is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. The teacher(s) will supply work, 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.
- Parents/Guardians 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 volunteers must complete the STAND certification process.

GUIDANCE/COUNSELING

A guidance counselor is available in the school to assist students, parents, and teachers in addressing problems affecting students. The counselor works with students on an individual basis, as well as in small groups as the need arises. The counselor is available for classroom guidance activities and coordinates Rainbows for All Children.

OFFICE OF RESOURCES

The Office of Resources will receive recommendations for student academic evaluations for the purpose of developing adjusted and enhanced curricula to meet the individual needs of the student. This service is provided to enhance academic performance for students whose academic needs cannot be addressed in a regular classroom setting.

STUDENT DRESS CODE

The guidelines set for dress and grooming reflect a traditional approach that is intended to direct the student in the areas of cleanliness and good taste. Anything that detracts from this traditional standard or deviates from the concept of good taste will be considered inappropriate and unacceptable.

Uniforms are required for both boys and girls in grades one through five. Students' attire should be neat at all times. Complete uniforms are to be worn every day. Summer uniform shorts can be worn from the start of school until September 30th and after May 1st.

Uniform changes are optional for this year but **mandatory** for 2016-2017. These changes are *italicized* below.

ELEMENTARY GIRLS

Jumper

- Black watch plaid tunic style jumper (purchased from Flynn & O'Hara)

Tops

- White button up short or long sleeve blouse
- White short or long sleeve polo
- Burgundy polo shirt purchased from the Bishop Walsh Bookstore.

Bottoms

- Navy blue pants
- Navy blue skorts (must be no more than 3 inches above the bend of the knee.)
- Navy blue uniform shorts (summer and gym days)
- Navy sweatpants (may be worn over shorts on gym days)
- *Lands' End burgundy and gray plaid skirt, skort, or top-of-the-knee jumper. Khaki shorts or pants.*

Sweaters

- Navy blue cardigan **with no hood**
- Burgundy Bishop Walsh sweatshirt purchased from the Bishop Walsh Bookstore.

Socks

- White or navy knee socks
- White or navy crew socks
- White or navy tights

Shoes

- Rubber soled dress shoes (non-marking) black, navy or brown. Heels must not exceed 2 inches.
- White tennis shoes

No makeup, fingernail polish or jewelry may be worn except for small earrings and watches.

ELEMENTARY BOYS

Tops

- White short or long sleeve polo
- Burgundy polo shirt purchased from the Bishop Walsh Bookstore.
- *Burgundy or white polo shirts.*

Bottoms

- Navy blue pants with a black or brown belt
- Navy blue uniform shorts (summer and gym days)
- Navy sweatpants (may be worn over shorts on gym days)
- *Khaki pants or shorts.*

Sweaters

- Navy blue cardigan **with no hood**
- Navy blue v-neck sleeveless sweater
- Burgundy Bishop Walsh sweatshirt purchased from the Bishop Walsh Bookstore.

Socks

- White or blue socks

Shoes

- Dark colored rubber soled dress shoes or tennis shoes

No jewelry may be worn except watches.

HAIR

Hair must be neat, clean and well-groomed. Male students must have their hair neatly trimmed on all sides, the length not to exceed the top of the dress shirt collar (back), the eyebrows (front), and the earlobes (sides). Hair color must be the student's natural color. Fad or extreme hairstyles will not be allowed.

All articles belonging to the students are to be labeled. Any articles found will be turned into the school office. Any articles left in the lost & found will be forwarded to charitable organizations.

TO: Parents, Teachers, and Employees
FROM: Mrs. Ann Workmeister, Principal
DATE: August, 2015
RE: Availability of Asbestos Management Plan

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.

These regulations assign schools many new responsibilities. 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.

You can review this report, as well as our management plan, during normal business hours without cost or restriction.

If you have any questions about retrieving our management plan please contact (301)724-5360.

INDEX – Middle/High School

- Absence from Exams 15
- Absence from School 14
- Academic Information – H. S. 20
- Academic Information – M. S. 27
- Academic Probation 24
- Academic Probation MS 27
- Admissions Policy 8
- Archdiocesan High Schools Mission Statement 7
- Asbestos Management Plan 57
- Assemblies 16
- Attendance 14
- Bell Schedule 60
- Book bags 16
- Books 39
- Bookstore 37
- Buses 10
- Campus Ministry 19
- Cell phones 15
- Classroom Behavior 9
- Computer Use 11
- Conduct grade 33
- Corridors 9
- Course Change Policy 25
- Course Offerings 20
- Custodial Parents Responsibility 8
- Dances, High School/Middle school 18
- Deliveries 10
- Detention 31
- Directory Information 30
- Disciplinary Probation 32
- Discipline – Middle/High School 31
- Dismissal from Class 33
- Dress Code – High School 36
- Dress Code – Middle school 35
- Dress Code 34
- Drug/Alcohol Policy 11
- Early dismissal 14
- Educational Records 29
- Electronic Signaling Devices 16
- Emergency School closings 16
- Exam Schedule 25
- Exam schedule MS 25
- Excused Absence from a Class 15
- Expulsion 33
- FACTS Program 39
- Failure Policy 25
- Failure policy MS 24
- Fees 38
- Fighting 33
- Financial Policies 38
- Financial Responsibility 18
- Fire Drills 16
- Food and Beverage 10
- Forgery 13
- Funerals 16
- General Information 1
- Grading System 21
- Grading System MS 28
- Graduation Requirements 20
- Guidance 37
- Health Room 9
- Holiday Extensions and Vacations 56
- Honor Roll – HS 22
- Honor Roll MS 28
- Integrity 13
- Library 37
- Lockers 17
- Lost and Found 37
- Make-up work – HS 25
- Make-up Work MS 28
- National Honor Society 26
- Notice of Non-discrimination 7
- Off Campus 9
- Parent-Teacher Student Meetings 25
- Phase System 21
- Progress Reports 24
- Promotion 23
- Public Conduct 9
- Public Display of Affection 11
- Rank in Class 22
- Referrals 31
- Report Cards 24
- Residence Change 16
- Respect for Life 7
- Respect for Property 8
- School Awards 33
- School History 6
- School Property 10
- Student Drivers 17
- Student Outreach 23
- Supervision After-hours 13
- Suspension 32
- Tattoos 12
- Tardiness 15
- Telephone Use 12
- Testing 37
- Tobacco Products 11
- Transcripts 25
- Truancy 15
- Uniforms 37
- Visitors 13
- Weapons 16
- Withdrawal from School 26

INDEX – Elementary School

Absence 48
Absence/Assignments 48
Academic Policies 43
Accelerated Reader Honor Roll 44
Admissions 42
Allergies 52
ARD Referral Process 53
Attendance 48
Awards 44
Before & After School Care 53
Child Abuse 52
Class Status 43
Classroom Behavior 48
Communicable Diseases 52
Conferences 48
Conflict Situations 51
Constructive Behavior 49
Criteria for Retention 43
Directory Information 47
Discipline 49
Dispensing of Medication 51
Emergency Forms 47
Exclusion 50
Expected Classroom Behavior 51
Expulsion 50
Field Trips 54
Financial Policies 54
Grading System 44
Graduation Requirements 44
Guidance/Counseling 55
Head Injury 52
Health Records 52
Homeroom Parents 47
Homework 45
Instruction/Curriculum 45
Insurance 52
Invitations 48
Lateness/Assignments 48
Make-up Work 45
Playground 53
Progress Reports 45
Promotion Requirements 43
Religion Requirements 45
Removal 50
Report Cards 45
Restricted Areas 47
School Activities/Organizations 54
School History 42
Search and Seizure 50
Student Dress Code 55
Student of the Week 44
Student Records 47
Supervision Responsibilities 53
Suspension 50
Test Papers 46
Testing Program 45
Textbook and Materials 46
Truancy 51
Unacceptable Behavior 49
Vision/Hearing Screening 52
Visitors 53
Volunteers 47
Work Habits 46

BELL SCHEDULES

Regular Schedule

8:15 – 8:55	Period 1
8:58 – 9:38	Period 2
9:41 – 10:02	Homeroom
10:05 – 10:45	Period 3
10:48 – 11:28	Period 4
11:31 – 12:11	Period 5
12:14 – 12:54	Period 6
12:57 – 1:37	Period 7
1:40 – 2:20	Period 8

Beginning of Instruction – Elem	8:15
Elementary Lunch K, 1, 2	10:55
Elementary Lunch 3, 4, 5	11:00
Elementary Dismissal	2:45
Middle School Dismissal	2:25
Buses Depart	2:35

Two Hour Delay Schedule

10:15 – 10:41	Period 1
10:44 – 11:10	Period 2
11:13 – 11:26	Homeroom
11:29 – 11:55	Period 3
11:58 – 12:24	Period 4
12:27 – 12:53	Period 5
12:56 – 1:22	Period 6
1:25 – 1:51	Period 7
1:54 – 2:20	Period 8

Beginning of Instruction – Elem	10:15
Elementary Lunch K, 1, 2	11:55
Elementary Lunch 3, 4, 5	12:00
Elementary Dismissal	2:45
Middle School Dismissal	2:25
Buses Depart	2:35

Spirit Schedule

8:15-8:48	Period 1
8:51-9:24	Period 2
9:27-9:47	Homeroom
9:50-10:23	Period 3
10:26-10:59	Period 4
11:02-11:35	Period 5
11:38-12:11	Period 6
12:14-12:47	Period 7
12:50-1:23	Period 8
1:26-2:20	Spirit Program
Beginning of Instruction – Elem	8:15
Elementary Lunch K, 1, 2,3,4,5	10:30
Elementary Dismissal	2:45
Buses Depart	2:35

Assembly Schedule

8:15 – 8:48	Period 1
8:51 – 9:24	Period 2
9:27 – 9:47	Homeroom
9:50 – 10:44	Assembly Period
10:47 – 11:20	Period 3
11:23 – 11:56	Period 4
11:59 – 12:32	Period 5
12:35 – 1:08	Period 6
1:11 – 1:44	Period 7
1:47 – 2:20	Period 8

Beginning of Instruction – Elem	8:15
Elementary Lunch K, 1, 2	10:55
Elementary Lunch 3, 4, 5	11:00
Elementary Dismissal	2:45
Middle School Dismissal	2:25
Buses Depart	2:35

Four Hour Schedule

8:15 – 8:37	Period 1
8:40 – 9:02	Period 2
9:05 – 9:27	Period 3
9:30 – 9:50	Homeroom
9:53 – 10:15	Period 4
10:18 – 10:40	Period 5/6
10:43 – 11:05	Period 7
11:08 – 11:30	Period 8
11:33—12:15	Middle/High Lunch

Beginning of Instruction – Elem	8:15
Elementary Lunch	10:50
Middle School Dismissal	12:15
Buses Depart	12:25

Three Hour Delay Schedule

11:15-11:34	Period 1
11:37-11:56	Period 2
11:59-12:08	Homeroom
12:11-12:30	Period 3
12:33-12:52	Period 4
12:55-1:14	Period 5
1:17-1:36	Period 6
1:39-1:58	Period 7
2:01-2:20	Period 8
Beginning of Instruction—Elem	11:15
Elementary Lunch	12:20
Elementary Dismissal	2:45
Middle School Dismissal	2:25
Buses Depart	2:35

