



ARCHBISHOP BORDERS | SCHOOL

2021 - 2022
Parent and Student Handbook

3500 Foster Avenue, Baltimore, Maryland 21224
www.abbschool.com

August 24, 2021

Dear Archbishop Borders School Family,

Welcome back to a new school year! Welcome to the opportunity to fulfill our school mission, focusing on our three pillars - Diversity, Faith, and Academic Excellence.

On behalf of the faculty, staff and administration, we hope and pray that you and your family are doing well and looking forward to an exciting year. We move ahead this year with a desire to deepen our dual language program. We come together as a school community to deepen our faith. We come together in celebration of our diversity. These elements make us who we are: participants in a faith community,, working to make our children bilingual and biliterate leaders in our society.

Let us continue to build upon our mission, challenge our students and ourselves as we move ahead in our work, marked by our diversity, our faith, as we strive for academic excellence.

Thank you for entrusting us with your children's education. We look forward to working together this year as we take on the challenge of moving forward with passion and commitment.

Many blessings to all as we initiate the 2021-2022 school year,

Mrs. Valerie Sandoval, Principal

Ms. Muriel Cole-Webber, Assistant Principal

Mr. Guillermo Brown, Dual Language Curriculum Director

Ms. Kaitlyn Hammel, Advancement Director

Mrs. Tania Martinez-Resendiz, Office Manager

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GENERAL INFORMATION

Archbishop Borders School is a co-ed elementary school for grades PK3 - 8th grades. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the Principal and / or the Assistant Principal. Religion is required for each year a student attends Archbishop Borders School. All students enrolled in Archbishop Borders School must attend religion classes and services.

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

Archbishop Borders School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Archdiocese of Baltimore Mission & Vision Statements

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

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

Archbishop Borders School Mission, Vision and Belief Statements

Mission Statement: Archbishop Borders School is a dual-language Catholic community school that prepares its students to be dynamic members of society through an educational experience informed by diversity, faith and academic excellence.

Vision Statement: By the year 2022, Archbishop Borders School will be recognized as a pre-eminent dual language PreK-8, Catholic school within the Mid-Atlantic region, committed to the growth and success of each child.

Belief Statement: As a Catholic School, we believe that:

1. A Christ-centered school environment fosters growth of spirituality, character and mindfulness, cultivating an enduring dedication to service, social justice and leadership.
2. An engaged and intentional dual-language education prepares our students to participate and

thrive in a diverse world.

3. Each child is a valued individual with unique needs and abilities.
4. Exceptional teaching inspires students to be lifelong learners and critical thinkers who are actively engaged in their learning.
5. Positive relationships and mutual respect are integral to the success of our school.
6. All members of the Archbishop Borders School community share the responsibility for advancing the school's mission.

School History

Archbishop Borders School was established in 2002 on the former site of Our Lady of Pompei School in the southeast Baltimore neighborhood of Highlandtown. ABS was borne out of the joining of the two very disparate communities of St. Elizabeth's School (primarily African American) and Our Lady of Pompei (primarily Caucasian and Latino) and has established itself as a community open to all. Due to this diversity, Archbishop Borders School was selected in 2010 by the Archdiocese of Baltimore to be the first dual-language, Spanish-immersion school in the Archdiocese. ABS moved to its current location, on the former site of Sacred Heart of Jesus Elementary School, in 2012.

Administration

Archbishop Borders School is one of three Archdiocesan-affiliated Catholic community schools in Baltimore City.

Accreditation

Archbishop Borders School is accredited by the Advanced Ed Accreditation Commission and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

School Administration

Principal	Mrs. Valerie Sandoval
Assistant Principal	Ms. Muriel Cole Webber
Dual Language Program Director	Mr. Guillermo Brown
Advancement Director	Ms. Kaitlyn Hammel
Office Manager	Mrs. Tania Martinez-Resendiz
Maintenance Director	Mr. Joe Hybdziinski
School Nurse	TBA

Faculty & Staff

PK3 & PK4 Spanish Immersion Teacher	Ms. Carmen Beltran
PK3 & PK4 Spanish Immersion Teacher Assistant	Mrs. Anayensi Ortiz
PK3 & PK4 English Immersion Teacher	Ms. Michelle Monaghan
PK3 & PK4 English Immersion Teacher Assistant	TBA
Kindergarten & 1st Spanish Immersion Teacher	Mrs. Vivian Perez
Kindergarten Teacher Assistant	Ms. Gisela Aguilera
Kindergarten & 1st English Immersion Teacher	Ms. Andrea Pegerella

2nd Grade & 3rd Grade Spanish Immersion Teacher	Mrs. Ana Gloria Gray
2nd Grade & 3rd Grade English Immersion Teacher	Ms. Rachel Friedman
4th & 5th Grade Spanish Immersion Teacher	Dr. Moraima Colón
4th & 5th Grade English Immersion Teacher	Ms. Joan Noble
Middle School English Language Arts & Social Studies Teacher	Ms. Najla Miller
Middle School Spanish Language Arts & Religion Teacher	Ms. Krystal Irizarry
Middle School Math & Science Teacher	Mrs. Ololade Adewuyi
Music Teachers	Mr. Chris Correlli & Ms. Cecile Audette
Art Teacher	Mr. Melvin García
Physical Education Teacher	Mr. Blair Smith
Counselor and SEL/Counseling Teacher	Mrs. Alli Clayton
After Care	Fitness Fun & Games
Food Service Manager	Mrs. Alicia Molina

Home and School Association Officers:

Home & School Association President -	
Home & School Association Vice President:	Ms. Penland
Home & School Association Secretary -	

School Board Members:

Scott Fridley - Interim Board Chair
 Aubrei Barton-Formisano - Interim Secretary
 Bishop Bruce Lewandowski - School Pastor
 Cheryl Moore-Thomas
 Ed Schlotterback
 Neil Alvanzo - Parent Representative
 Sheila Mahoney

Partnership With Parents

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

- to partner with the school in the education of your child
- to understand and support the religious nature of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to ensure your child/children wear the appropriate uniform everyday
- to discuss concerns and problems with the person(s) most directly involved before contacting legal authorities
- to be actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school

- to appreciate that Catholic education is a privilege that many people do not have

Parental Support / Compliance

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

Worship Opportunities

As a community, students and teachers attend scheduled liturgies and prayer services. These are highlighted in our Monday Roar newsletter and Class Dojo. Families are invited and encouraged to attend all services.

Sacramental Programs

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

ADMISSIONS INFORMATION

Non-Discriminatory Policy

Whereas: The Philosophy of the Catholic Schools in the Archdiocese of Baltimore is based on the Christian Social Principles of the Gospel Message to love and respect the right of all people, it is the policy of the Department of Catholic Schools that the Catholic Schools in the Archdiocese of Baltimore shall not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of their educational policies, admissions policies, scholarship and loan programs, athletics and other school programs.

Overview of the Admissions Process

Families who are interested in having their child attend Archbishop Borders School should first visit our website, www.abbschool.com to schedule a tour and learn about the admissions process.

After the tour, families will be asked to fill out an application and submit a non-refundable application fee of \$35 (fee applies only if early childhood or Spanish assessment is needed). Applications are reviewed on a rolling basis. Families may be asked to submit report cards and test scores as part of the application process. Additionally, students may be required to participate in a shadow day, interview, and/or assessment. We also ask that parents submit any Individualized Education Plan or Behavioral Plan (if applicable).

Once a student is accepted, the parent/guardian should submit the non-refundable and non-transferable registration fee of \$175 in order to secure the student's/students' enrollment. Parents must also submit copies of the child's birth certificate, social security card and immunization record. If a child is entering any grade above first grade, the child's transcripts from the previous school will also be requested.

Details Regarding Admissions

- Age requirements are as follows:
 - Pre-Kindergarten 3 – a child must be three years of age by September 1st and completely toilet trained.
 - Pre-Kindergarten 4 – a child must be four years of age by September 1st and completely toilet trained.
 - Kindergarten – a Maryland state law was passed lowering the compulsory school attendance age to five years and requires children to attend Kindergarten before they enter 1st grade. State regulations require a child entering kindergarten to be five years old by September 1st. Guidelines are established for early admission to Kindergarten based on the student's academic/social readiness and class size . The student must be at least 4 years and 6 months of age at the time of testing and 4 years and 10 months of age by the start of the school year. The school determines student readiness through the use of the Brigance Preschool II Assessment and successful and uninterrupted preschool / schooling.
- Parents of transfer students need to present a recent report card and authorize school officials to obtain the previous school's records.
- Immunizations are required as per current state regulations. A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination, be signed by a physician or health department official, and be approved by the school. A parent must show a medical contraindication, signed by a doctor, for his/her child to be excused.
- Legal documentation regarding custody status must be presented to school officials and kept on file in the school office.
- Placement of students entering Kindergarten through 8th grades will be determined by appropriate testing, verification of past disciplinary history and academic performance, and student interviews.
- All new students are on a first year probationary period. All students entering middle school, grades 6,7 and 8 are probationary students for all three years. Additionally, the administration reserves the right to place any student on probation. A student's academic and behavioral progress, including attendance, is evaluated at the end of each marking period to determine if the student remains at Archbishop Borders School.

TUITION INFORMATION

Overview of Tuition Assistance

Archbishop Borders School receives funds for tuition assistance from the Archdiocese of Baltimore.

Tuition assistance is awarded based on need and availability of funds.

Any family intending to apply for financial assistance must complete a FACTS Tuition Aid Application online at <https://online.factsmgmt.com>. Financial Aid awards are determined by the Archdiocesan Board and not at the local school level. Financial Aid is awarded on an annual basis. In order to continue to receive funds, a new grant application must be submitted annually and on time.

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

Tuition Plans and Policies

All tuition payments must be processed through **FACTS Tuition Management**. To create an account, please visit <https://online.factsmgt.com>.

Tuition Payments & Plans

Please make all tuition payments through FACTS.

Option A: Full annual payment is due by July or August of the school year deducted from your bank account using the FACTS Tuition Payment System.

Option B: Ten monthly payments automatically deducted from your bank account beginning in July on the 10th of each month using the FACTS Tuition Payment System. If your FACTS payment plan is not completely set up before July, tuition payments are adjusted accordingly.

Delinquent Tuition, Fees and Other Payments

All payments must be made on time by the 10th of each month. All late payments will incur a fee of \$15. All returned payments will incur a fee of \$30. If you will not be able to submit payment on time, be sure to communicate that with the Office Manager. All payments that are late without prior notice to the Office Manager will result in your child being excluded from class. Please note: It is not the responsibility of the school to send notices of delinquent tuition, fees or other amounts owed, nor shall the lack of notice preclude the school from enforcing its payment policies by holding report cards, excluding students or taking other appropriate action.

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

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

Uncollected debts will be turned over to a collection agency. The parents are fully responsible for all attorney fees and court costs. All student records (except health records) will be withheld until the debt is paid in full.

Registration and Other Fees

Registration fees and application fees are collected through SchoolAdmin. Tuition and Fundraising Fees are collected through FACTS.

Refund Policy

Registration fees and other fees are *not* refundable.

Release of Tuition Obligation/Tuition Refund

If a student is withdrawn or dismissed from school, regardless of the reason, the signee is still financially responsible for paying the annual tuition billed for the current school year with a portion waived based on the Archdiocese of Baltimore Policy.

Fundraising Requirement

All families are required to contribute to the school through fundraising. The family fundraising obligation is \$350 (All Families). Fundraising opportunities will be offered throughout the school year. Families will be billed on their May 10th payment for any outstanding balance.

Aftercare / Fitness, Fun and Games

Fitness, Fun and Games will be providing After Care on-site. The website: www.FitnessFunandGames.org will have information on registration, fees, hours.

POLICIES AND PROCEDURES

School Hours of Operation

School doors open	7:30 a.m.
Breakfast Program in the Homeroom	7:40-8:00 a.m.
Prayer and Announcements	8:00-8:10 a.m.
First Period Class begins	8:10 a.m.
Dismissal	3:00 p.m.

Arrival and Dismissal

- On regular school days Archbishop Borders School admits students at 7:30 am and dismisses students at 3:00 pm.
- Students are admitted into the school gym by the principal or the assistant principal or principal's designee at the southwest corner of the parking lot entrance at 7:30 a.m. - 7:55 a.m. Students arriving after 7:55 a.m. may enter through the main office using the rear office door. Double parking on Foster Avenue is prohibited and will result in a fine from the Baltimore City Police Department. *Students must be present in their homeroom at 7:40 a.m. to receive breakfast. Breakfast ends at 8:00 a.m.*

- Only students are allowed to go to their homerooms. If you are interested in speaking with your child's teacher, please make an appointment during the morning before 7:30 a.m. or after school hours.
- Early dismissal is 12:00 p.m.. Early dismissal days are listed on the calendar.
- Please ensure students are picked-up at 3:00 p.m. from the gym (or 12:00 p.m. for early dismissal) Any students remaining at the school after 3:15 p.m. (12:15 p.m. for early dismissal) will be sent to the office. After three late pick-ups, families must register for aftercare with Fitness, Fun and Games www.FitnessFunandGames.org.
- If children are participating in aftercare with Fitness Fun and Games or after-school programs, parents/guardians must comply with the rules established by the program for drop-off and pick-up.
- Students will only be released at dismissal to those parents/guardians who are listed on their Emergency Contact forms. If there will be a change in how your child or children leave school, please notify the school by sending a note to your child's homeroom teacher AND by calling the main office prior to 2:30 p.m.
- The school is not responsible for supervision of students before 7:30 a.m. or after 3:00 p.m. (other than for those students enrolled in another school sponsored programs).
- The school is not liable for any injuries or accidents that occur before or after the times stated above.

Student Emergency Information

All parents/guardians must complete an Emergency Contact Form at the start of the school year. This information is vital to the safety of each child and will be held in strict confidence. It is imperative that we have a current Emergency Contact Form for each child that is enrolled in the school, and that the school is informed immediately of any change in address or telephone number. Children will only be released to the person(s) designated on the Emergency Contact Form, unless otherwise instructed by the custodial parent/guardian. If someone tries to pick up your child, but is not listed on this Emergency Contact Form, we will not release your child to him or her.

Attendance

Absence

Regular attendance is considered essential for learning at Archbishop Borders School. Students need to develop the work habits and responsibilities required of all of us as we go through life. Students need to be present 90% of all school days. Attendance can jeopardize future enrollment. When a student is absent from school, a parent/legal guardian must telephone the school between 7:30 a.m. and 8:30 a.m. to report the reason for absence. All absences and tardiness become part of a student's permanent record.

Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.

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

When he/she returns to school, the student must bring a written note to his/her homeroom teacher

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

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

Absence of more than twenty (20) days per year is considered excessive. A mandatory meeting with the administration and teachers will be required for students that are absent six (6) or more times within a trimester. Frequent absences may result in lower grades and/or the child having to repeat his/her current grade.

Truancy

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

Lateness / Assignments

Students may enter their homerooms at 7:30 a.m. The school day begins at 8:00 a.m. Any student arriving after 8:00 a.m. is considered late and must report to the office for a late slip. Tardiness (lateness) is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Late Arrival / Early Departure

In the circumstance of planned late arrivals, before 10:00 a.m., the student is marked late; between 10:00 a.m. and 11:30 a.m., the student is marked a half day absent; after 11:30 a.m., the student is marked a full day absent.

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

Early departures/sign-outs are NOT allowed after 2:30 p.m. to avoid disruptions and distraction to the classroom in the afternoon.

Excessive lateness / excessive early departures, four (4) or more within a trimester, will result in a mandatory conference with teachers and the administration.

Perfect Attendance

Perfect attendance for the year means zero (0) days absent AND zero (0) days late. This includes early dismissal, being sent home, and/or leaving during the day and subsequently returning to school. Students are recognized for perfect attendance at the end of the school year.

High School Visitation

Eighth grade students will be allowed up to two (2) days of excused absence for high school visitations with proper documentation. It is the student's responsibility to obtain the appropriate form and signatures to confirm the visit. If proper documentation is submitted, these days will not count against the student's attendance record.

Communication with Parents and Guardians

Archbishop Borders School uses a variety of tools to communicate with parents and guardians. The weekly "Monday Roar" offers information about events at school, academics, committee work, HSA news, and a monthly calendar. This is produced electronically, and distributed through email and Class Dojo. If a parent or guardian needs hard copies, they should contact the school office.

Parents and Guardians may also stay up-to-date by visiting our social media outlets on Facebook (<https://www.facebook.com/abbschool>), Twitter, Class Dojo and Instagram. SwiftK12 is used (via text, email, and/or phone call) to inform parents/guardians of late openings or early dismissals due to inclement weather or heat.

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

If a conference with the principal or teacher is needed, please call the office, or send an email at least a day or two in advance of the desired conference date. Should an email sent to a teacher be unanswered after 24 hours (excluding weekends, holidays and/or school breaks) the parents/guardians are requested to call the main office and leave a message with the administrative assistant.

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

Emergency Weather Related Closings/Delayed Openings

Parents/Guardians will be notified of emergency closings/delayed openings by phone through SwiftK12. The school must have a phone number where you can be reached at ALL times. If your address, email and/or telephone information changes at any point during the school year, you must contact the main office to update the information immediately. For your child's safety and well-being, we must have the most accurate and up-to-date contact information should the school need to reach you.

Archbishop Borders School follows weather decisions, including excessive heat, as announced for Baltimore City Public Schools. If Baltimore City opens one hour late, Archbishop Borders School opens its doors at 8:30 a.m., with classes beginning at 9:00 a.m. If Baltimore City opens two hours late, Archbishop Borders School opens its doors at 9:30 a.m., with classes beginning at 10:00 a.m. If Baltimore City closes two hours early, Archbishop Borders School closes at 1:00 p.m. All weather announcements are also available on <http://www.wbalv.com> (WBAL News Channel 11). Please note that Aftercare and all after school programs do not operate on days of early closing due to inclement weather.

Visitors

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

Classroom Visits

In an attempt to keep our students focused and learning, parents/guardians are not to interrupt classes or teachers during the hours that school is in session (7:30 a.m. – 3:00 p.m). This includes the homeroom period and dismissal. Parents/guardians are always welcome to observe in classrooms by making an appointment with the teacher(s). Also, if a parent/guardian needs to speak with a teacher(s), please contact the teacher, or call the main office to schedule an appointment.

Breakfast

Breakfast is served in the classroom from 7:40 a.m.-8:00 a.m. Students must arrive by 7:40 a.m. in order to receive breakfast. The breakfast program is available to all students. Students who do not plan on participating in the breakfast program should eat a nutritious breakfast everyday before arriving at school.

Lunch and Recess Policies

Archbishop Borders School offers the Child Nutrition Program as mandated by the USDA and the State of Maryland. Parents must complete the appropriate form for their child to be eligible to receive free or reduced-price hot lunch. Students are also welcome to bring their own lunch. Microwaves are available in the cafeteria for use. The faculty has developed certain guidelines for behavior during lunch and recess in order to provide a safe and productive environment for eating and playing. These rules are clearly explained to the students. Opportunity is provided for outdoor and indoor play.

Beverages

For safety reasons, children who choose to supply their own beverages for lunch should bring them in plastic or thermos-style containers. Please do not bring any drinks in glass containers or cans. We highly discourage sending your child with caffeinated beverages.

Students are allowed to bring water in the classroom in a plastic bottle.

Money

All money sent to school must be in an envelope with the child's name, teacher's name and purpose for this money clearly marked on the front and given to the homeroom teacher upon arrival

Birthday Celebrations

We want students to feel special on their birthdays! We will recognize them at school on their special days.

However, birthday parties must take place outside of school hours and off school property.

Telephone / Cell Phones

Students are allowed to use the telephone in the school office as needed for emergencies. After school plans or changes in arrival or dismissal should be made between students and parents before school in the morning. The School Nurse will phone home should a student need to leave school due to illness or injury.

All cell phones are given to the homeroom teacher in the morning. Student cell phones must be turned off and kept in the student's bookbag. Any disruptions caused by cell phones may result in the student surrendering his/her cell phone to the school office to be collected by the parent or guardian at the end of the day.

Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Division of Catholic Schools, is sent home.

A student will be permitted to attend the trip ONLY if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee. If for some extraordinary reason a student is unable to participate after paying the fee, 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. If fees were already paid, a refund will not be given. If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, preschool siblings and other school-age siblings are not allowed. All potential chaperones are required to meet all volunteer qualifications listed below before being selected to chaperone a field trip. Anyone interested in volunteering or chaperoning should see the Office Manager for more information. We do not permit adults not selected as chaperones to join the group at the trip destination as this creates confusion. The teacher and /or the administration may exclude students from field trips for behavioral reasons.

Requirements for Chaperones and School Volunteers

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

- Complete Archdiocesan Volunteer Application
- Complete Screening for Criminal Background Check
- Provide 3 references
- Complete the online Virtus training and Review Code of Conduct

Change in Name or Family Status

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

Non-Custodial Parent

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

Non-custodial parents are welcome to review their child's records unless there is a court order or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records. Archbishop Borders School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Records / Transfers

A permanent record is kept on file for every student and may be viewed on school days in the school office. A review of the records takes place in the presence of the principal or a designated representative *after* a written request has been authorized by the principal. A twenty-four-hour notice is required. If your child is transferring, please notify the school office of the last day you expect your child to be in attendance. A Release of Records form must be signed by the parent or legal guardian. Official school records will be sent directly to the new school as soon as a request is received, *providing there are no outstanding financial obligations*.

Records Policy (Family Educational Rights and Privacy Act)

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

- Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to **the Principal** and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

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

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

The School has designated the following as directory information

Student's name

Participation in officially recognized activities and sports

Photograph

Honors and awards received

Date of birth

Grade level

Email address

Parents who do not want the School to disclose the above directory information without their prior written consent must notify the Principal in writing by **September 17, 2021**.

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

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

School Photographs

Student photographs are taken twice a year by a professional photographer and are available for purchase for a fee. Class pictures are taken in the spring. Dates and times are published through the weekly bulletin, school calendar and online (www.abbschool.com). Student photos may be used on the website, social media outlets, and in other public relations and marketing materials. Parents/Guardians must complete the Media Release form to deny permission of your child/children's photos to be used.

ACADEMIC INFORMATION

Curriculum Overview

The curriculum is organized according to the course of study set forth by the Archdiocese of Baltimore, Division of Catholic Schools and the Maryland State Board of Education. The Dual Language Spanish Immersion Program also uses the California Common Core State Standards for Spanish Literacy.

Dual Language Spanish Language Immersion Program

Archbishop Borders School offers a unique Dual Language Spanish Immersion Program. We are a member of Boston College's Two-Way Immersion Network of Catholic Schools which guides this program academically.

The program starts in PK3 and runs through 8th grade. Students receive 50% of academic instruction in Spanish, and 50% in English. The goal is for students to develop speaking, reading and writing abilities in both Spanish and English by the 5th grade. This progress is tracked multiple times throughout the year using formative and summative assessments.

Overview of Grade-Level Instructional Programs

Early Childhood (PreK-3 & 4)

The early childhood program provides the foundational blocks for learning. It is a full-day, interactive program in which the children receive instruction in both Spanish and English. The focus of the early childhood experience is to provide children with a nurturing, safe space in which to explore the world, build their self-esteem, faith, and a sense of belonging to a community. High attention is given to helping children develop self-regulation skills, and to develop the emotional language needed to interact successfully with their peers. Instruction is entirely center-based and includes early literacy and math skills in Spanish and English. The instructional resources used are called DLM Early Childhood Express and World of Wonders, and cover areas such as Emergent Literacy (Reading and Writing), Mathematics, Science, Social Studies, and Fine Arts, among others.

Elementary (K-5)

At the elementary level students further develop math and literacy skills in English and Spanish. The classroom environment is structured, and teachers provide challenging activities, drills, games, hands-on activities, group work and integrated technology as part of their daily routine. Physical Education, SEL, Art, and Music complement the elementary curriculum in addition to the other content areas of Science, Social Studies, and Religion. Teachers use Wonders and Maravillas texts materials for literacy and My Math for mathematics instruction.

Middle School (6-8)

Archbishop Borders School strives to foster independent and proactive learning within a supportive environment. There is a strong emphasis on critical thinking skills and personal responsibility. Students are taught in a departmentalized setting. Academic subjects, such as Mathematics, Language Arts, Science, Religion, Spanish and Social Studies focus on creating and expanding a global perspective and community service. In addition to the traditional academic program, Middle School students participate in resources such as Physical Education, SEL, Art and Music.

Course on Family Life

The school curriculum provides a program of Catechesis for human sexuality in accordance with the Archdiocesan regulations and guidelines found in “Catechesis on Human Sexuality: Regulations and Guidelines.” Curriculum programs in human sexuality are positive and prudent, and cover all dimensions of the topic: moral, spiritual, psychological, and emotional. Sexuality education is given with reverence and respect and in the context of religious values. A permission form is given to parents at the beginning of the year. Parents are given the opportunity to view all materials used in the curriculum at the Back to School Night at the beginning of the school year.

Testing Program

The following tests are administered for the following grade levels:

Assessment	Grade Levels	Timeframe
Scantron (Reading and Math Proficiency Test)	Kindergarten – 8 th Grades	September, January, May
STAR 360 (Spanish Proficiency Test)	2 nd – 6 th Grades	March
Brigance Preschool II Assessment	For placement in Preschool	As needed
Assessment of Catholic Religious Education (ACRE)	5 th & 8 th Grades	October - 8 th grade February - 5 th grade

Textbooks/Workbooks

The textbook fees pay for consumable workbooks and materials. Textbooks are purchased on a yearly basis. Students are assigned a textbook at the beginning of the year and are responsible for keeping the textbook in good condition. Students may put their name in the book on the inside cover as directed by the teacher. Students will be asked to pay for replacement of a textbook if there is any writing on the spine of the book or outside binding, cover damage, page damage, etc. The cost of a new textbook ranges from \$60.00 - \$120.00. It is recommended that students do not loan their books to other students.

The book issued to the student is the responsibility of the student. Textbooks should be covered with book covers.

Lost books are the responsibility of the student. Parents will be asked to pay for the cost of replacement of any lost workbook or textbook.

Homework

Homework is an outgrowth of class work that allows students to develop good study habits and a sense of responsibility.

It is assigned as a reinforcement or extension of what has already been taught in class. Students are expected to complete all assigned homework on time and in a careful manner. Suggested time allotments per day for homework range from 10 minutes at the primary level to 40 - 50 minutes for Grades 4 and 5, and 60 - 80 minutes for Grade 6, 7 and 8. Parents/guardians are expected to see that their children fulfill their homework responsibilities. When a teacher notices that a student is consistently missing assignments, he/she will notify the parents and offer appropriate suggestions to remedy the situation. At the middle school level, if a student misses three (3) assignments in any class a parent/teacher conference will be required. Homework is reflected in the Effort grade on the Progress Report. Teachers will not assign homework in PreK3 and PreK4. Minimal homework will be given in Kindergarten. However, students will receive at-home activities that extend and reinforce what students are learning in school. These activities will also foster family engagement by providing opportunities for families to participate in the student's learning outside of the classroom.

Family Responsibilities Regarding School Work

Families support the teachers and fulfill their supervisory responsibilities by attending to the following:

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

Interim / Progress Reports

The school year at Archbishop Borders School is divided into three (3) trimesters. Students receive three Progress Reports during the course of the school year. The Progress Report is given to a parent or guardian.

It is the policy of the Archdiocese of Baltimore that teachers keep parents/guardians informed of students' academic progress. To this end, at the **midpoint** of each trimester, parents can access the interim report via PowerSchool. The purpose of this report is to inform students and parents/guardians of

academic progress and the need for academic intervention, if needed. It is the responsibility of the parent/guardian to cooperate with the teacher and/or administration in supporting the student to remedy any academic deficiency. Interim Reports and Progress Report dates are listed on the monthly calendar. Parents will have access to student progress and grades via Powerschool.

Progress Report envelopes are to be signed by the students' parents/guardians and returned to the school promptly. Teacher/Parent conferences may be requested using the envelope.

Referral Process / Request for Testing

If a child is not progressing academically, the school may ask the parents/guardians to initiate, or the parents/guardians may initiate on their own, a process to request professional assistance from their local public school system. This process is available to children who may need further academic assistance.

The process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. An initial meeting with the committee from the public school within the student's residential zone (A representative from Archbishop Borders School must be invited to participate in this meeting) will determine whether or not an evaluation plan is necessary. However, if an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Plan (IEP), school administrators will consult with the parents to determine the most appropriate academic placement for the child.

Throughout the process to determine if the child is eligible for special education services, school staff will complete the required paperwork, attend the meetings and support the parents. The administration or designee is responsible for the process. In order to facilitate this process, parents should inform the school administration prior to initiating the process on their own.

Grading Scale

The grading scale for Pre-K3 through 2nd grade is given based on the Archdiocesan assessment policy as stated on the Progress Report.

Grade	Description	Cut Off	Gradebook Value
I	Independent / Proficient	97	98
V	Very Good Progress	93	94
P	Progressing	85	87
S	Satisfactory	75	78
N	Needs Improvement	70	73
U	Unsatisfactory / Not Proficient	1	60
NA	Not Assessed at this Time	0	0

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

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

Progress Code: (Effort/Conduct) for ALL GRADES

Grade	Description	Cut Off	Gradebook Value
O	Outstanding	93	93
G	Good	85	87
S	Satisfactory	75	78
N	Needs Improvement	70	73
U	Unsatisfactory	0	60

Honor Roll

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

- Principal's Honor Roll- All A's in all major subjects
- Second Honors- All A's and B's in all major subjects
- Third Honors- All B's
- Students on first and second honors should also maintain all O's or S's in non-graded subjects and in effort, conduct and general conduct.

Awards

Awards are given at the end of the school year for individual subjects and presented to the students at an end-of-year celebration. Students in grades 1 - 5 with an average of 95% or above for the year in a

content area will receive an award for that content area. The top student in each content area for grades 6 & 7 will be given an award for their achievements. Awards will also be given for students who display the expected virtues throughout the year.

Promotion / Class Status

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

Students who are required to attend summer school for one (1) subject may participate in the graduation ceremony, but will not receive their certificates/diplomas until proof of successful completion of summer school has been received.

Eighth graders who fail two (2) or more major subjects for the year may not participate in the promotion ceremony or end of the year trip. The major subjects are: math, language arts, Spanish, social studies, and science.

Retention

Students who do not successfully complete the required educational program may be retained at the current grade level. Furthermore, the administration, in consultation with parents and teachers, reserves the right to evaluate the student's progress to determine if retention is necessary.

Summer School

Any student who fails one (1) major subject for the year will be required to attend summer school.

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

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

STUDENT SERVICES

Other Services

Fitness Fun and Games offers after care at Archbishop Borders School. Child Nutrition Services provides breakfast and hot lunch programs. Archbishop Borders School also offers School Counseling Services, Title I Services, Speech and Language services in partnership with Loyola University, and a variety of extracurricular opportunities.

Guidance and Counseling

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

Insurance

Applications are available in the school office for a school accident insurance program available through the Archdiocese of Baltimore. Those parents/guardians interested in participating in this plan should send the completed application within two weeks of the beginning of the school year.

HEALTH ROOM: POLICY AND PROCEDURES

Health forms are due to the Health Room by September 7, 2021.

Required Forms:

1. Emergency Form must be completed yearly

- An Emergency Form must be on file in the Health Office for each student. In case of illness or emergency, we will use this information to contact you or a designee [you may use the back of the form, if needed, to authorize additional adult family members and/or friends to pick up your student].
- Children will be released ONLY to the person/s designated on the emergency form, unless otherwise instructed by the custodial parent/guardian in writing.
- If the person(s) designated on the emergency information form cannot be reached and the illness/injury is deemed serious enough to warrant emergency care, the principal and EMS will be notified and the child will be taken to the nearest hospital or dentist at the discretion of EMS.
- It is imperative that the information maintained in this record is accurate and up-to-date. Please submit any change in writing to the Health Room as soon as possible but no later than one week after the change has taken place.

2. Maryland Record of Physical Examination; Parts I and II

- Part I (to be completed by a parent or guardian).
- Part II (to be completed by your student's healthcare provider).
- Every student must have a Maryland State Record of Physical Exam on file.
 - Parts I and II are required for all **NEW** students in grades 1-8; for **new kindergarten students** and those **transitioning from Archbishop Borders PK4 into Kindergarten**; for **students entering 6th grade**, whether new or returning; for **any student with a chronic health condition, and for those who do not have a Physical Exam Record on file.**
 - Part I: Parent/Guardian completes this section. Part I is available in English and Spanish.
 - Part II: must be completed by your student's health care provider.
- All physical exams must be completed within the nine [9] months prior to school beginning or within six [6] months after the school's start date.

3. Immunization [DHMH 896]: required for all students.

- The Archdiocese of Baltimore and Archbishop Borders School adhere to the policies and procedures of the Maryland Department of Health.
- All **NEW** students must provide a Maryland Department of Health and Mental Hygiene Immunization Certificate.
- An *updated* Immunization Record is required for students transitioning from ABS PreK 4 to Kindergarten as **two [2] Varicella** and **two [2] MMR** vaccinations are required for Kindergarten entry.
- An *updated* immunization record is required for **ALL** 7th grade students as a **TDap** and meningococcal [**MCV IV**] immunization are required prior to the first day of school. **New** 8th grade students **without** these vaccines will need to be immunized **prior** to attending Archbishop Borders.
- In accordance with state regulations, students will be excluded from school if proof of immunization is not provided within the first 20 school days.
- All immunization update requirements are in addition to the existing vaccine requirements.

4. MD Dept. of Health and Mental Hygiene Blood Lead Testing Certificate [DHMH 4620]

- Required for **NEW** students in Kindergarten and Grade 1.
- Required for ANY Kindergarten or First Grade student who does not already have the form in his or her health file.

5. Dental Record Form [bilingual]: to be completed by your pediatric dentist. Your child can also be screened at school through the Oral Health Impact Project [OHIP]. A signed consent [available in English and Spanish] is required. One completed Dental Record is required for the length of time your child is at Archbishop Borders.

6. HIPPA Form [bilingual]: this form permits the school nurse to communicate with your student's health care provider in case of emergency and/or to obtain required health forms.

7. OTC Form [bilingual]: Consent to administer over-the-counter medication must signed by both parent/guardian and the healthcare provider. Consent refusal requires only the parent/guardian signature and date.

Supplemental Forms:

1. Food Allergy and Anaphylaxis Action Plan: all allergies must be documented by the parent and the health care provider, the appropriate forms in place, and the medication in the Health Office.
2. Asthma Action Plan; a diagnosis of asthma must be documented by the parent and the health care provider, the appropriate forms in place, and the medication in the Health Office.
3. Over the Counter Medication Form-required for both prescription and OTC medications

Exclusion Policies for the Sick Child:

A. **Conjunctivitis:**

Keep your child home and seek medical attention:

- Eye or eyes are red, itchy and/or painful.
- A thick, crusty discharge may form on the eyelashes, or the eyes may be excessively teary.
- Your child may complain that his or her eyes are "burning," that his or her vision is blurry, or that the light "hurts" his or her eyes.

The three most common types of conjunctivitis are bacterial, viral, and allergic. Both bacterial and viral conjunctivitis are contagious.

Return to school:

- If the infection is bacterial, the student may return to school twenty-four hours after he or she has begun antibiotic treatment.
- If the source of the infection is viral, the student may return to school after the obvious symptoms of conjunctivitis are no longer evident, usually within one week.
- **Documentation from the healthcare provider is required and should be given to the Health Office.**

B. **Diarrhea**--Loose or watery stools of increased frequency that are not associated with a change in diet.

Keep your student home from school:

- If your student has had 2 or more episodes of loose stools in the last 24 hours.
- If he/she has any signs of acute illness.
- If diarrhea is accompanied by fever and/or general malaise.
- If the student shows evidence of dehydration (such as reduced urine or dry mouth);
- If the stool contains blood.

Return to school: a student with diarrhea may return to school only when:

- An infectious cause of diarrhea has been treated and the child has been cleared by the health care provider [documentation must be provided to the Health Office]; **OR** if the local health department has determined that the student is not an infectious risk to others and has been medically cleared to return to school [**documentation must be provided to the Health Office**].
- When the student has had no further episodes of diarrhea for 24 hours or more **without** anti-diarrheal medication.

C. **Fever**--

Keep your student home from school:

- For an oral temperature of 99.5 or higher

Return to school:

- Students may return to school when fever-free for 24 hours or longer **without** fever-reducing medication.

D. **HIV (Human Immunodeficiency Virus) infection:** No exclusion.

- As with any illness in which school personnel and students come in contact with blood and body fluids, guidelines for Blood Borne Pathogens must be followed.

E. Influenza virus: the flu is extremely contagious.

Keep your student home and seek medical attention for flu-like symptoms

- Headaches, muscle aches, fever, cough, vomiting, diarrhea, and exhaustion.
- Please think about getting your child a flu vaccine as it will provide him or her with protection against certain strains of the virus.
- Review and reinforce the importance of hand-washing with your child.
- Remind your child to cover his/her mouth and nose when sneezing and/or coughing; using facial tissue to dispose of nose or throat secretions; and to not share eating utensils.

Return to school:

- Students may return to school when fever-free for twenty-four hours without the use of fever-reducing medication.
- They have had no episodes of diarrhea and/or vomiting for 24 hours or more without the use of medications.
- They feel recovered enough to participate in school.
- If a student has been diagnosed with the flu, **please provide written documentation to the Health Office.**

F. Rashes:

Keep your student home from school and seek medical attention for the following:

- For a rash that covers the body.
- A fever and/or general malaise with the rash.
- A rash that is sudden and spreads rapidly.
- If the rash is made up of blisters or if the rash turns into open sores.
- Painful rashes.
- An infected rash caused by scratching. Signs of an infected rash are yellow or greenish drainage, swelling, crusting, pain, warmth in the area of the rash, or a red streak coming from the rash.

Return to school:

- The student may return to school when medically cleared by the health care provider and **written documentation has been provided to the Health Office.**

G. Ringworm [of the scalp]: a fungal infection

Keep your student home:

- Student has symptoms: red, scaly rash on the scalp; Itching; and/or hair loss.
- Student must be excluded until seen by his/her healthcare provider.

Return to school:

- Student must be excluded until oral treatment has begun; topical treatments are not effective against ringworm of the scalp
- **Written documentation from the healthcare provider has been provided to the Health Office.**

H. Scabies: a mite infestation

Keep your student home:

- If symptoms are present: Intense itching [especially at night]; a pimple-like rash, scales/blisters, track-like burrows in the skin, and/or oozing sores caused by scratching.
- Student must be excluded until evaluated by his/her health care provider.

Return to school:

- 24 hours after treatment has begun.
- **Written documentation from the healthcare provider has been given to the Health Office.**

I Staphylococcal Infections including Impetigo:

Keep your student home:

- Until he or she has been evaluated by his/her health care provider There are open lesions that cannot be covered.

Return to school:

- If antibiotic treatment is prescribed, the student will be excluded for 24 hours after beginning the medication.
- When lesions have healed or can be covered.
- **Documentation has been provided to the health care office.**

J. Streptococcal Infection:

Keep your student home:

- Sore throat that begins very quickly.
- Pain when swallowing.
- Fever may or may not be present.
- Red and swollen tonsils, sometimes with white patches or streaks of pus.
- Tiny, red spots (petechiae) on the roof of the mouth (the soft or hard palate).
- Swollen lymph nodes in the front of the neck.

Return to School:

- Student has been evaluated by his/her healthcare provider **[documentation is required for the Health Office].**
- Student may return to school 24 hours after beginning antibiotic.

K. Vomiting:

Keep your student home from school:

- If he or she has had two or more episodes of vomiting in a 24 hour period.

Return to school:

- When the student has had no further episodes of vomiting for a 24 hour period or more **without** antiemetic medication.
- When a health care provider has cleared the student to return to school **[documentation must be provided to the Health Office].**

* Required medical documentation must always be provided by the health care provider or the Health Department; a note from a parent or guardian will not suffice.

COVID Procedures:

Please refer to the most updated communication from AoB and CDC.

Infectious or Communicable Disease: A parent or guardian must call the school ASAP if your child is diagnosed with a communicable and reportable disease; the school must then notify the Health Department [**all reports are confidential**]. Students may not return to school until the illness is no longer contagious; your healthcare provider will be able to advise you.

<u>Reportable for a single case</u>	<u>Exclusion from school required</u>
<ul style="list-style-type: none"> • Animal and/or human bites • Diarrheal illnesses <ul style="list-style-type: none"> a. <u>Bacterial:</u> Campylobacter, Salmonella, Shigella, and Escherichia coli. b. <u>Viral:</u> Rotavirus, Norovirus [report if outbreak] c. <u>Parasites:</u> Giardia and Entamoeba histolytica Cryptosporidium. d. <u>Unknown cause</u> • Diphtheria • Fifth Disease [report outbreak] • Hand, Foot, and Mouth Disease (Coxsackie viruses) [report outbreak only] • Haemophilus Influenza, type B (HIB) begun • Hepatitis A • Hepatitis B • Hepatitis C • Herpes Simplex Virus [report outbreak] • Influenza [report outbreak] • Measles • Meningitis • Meningococcal disease • Mumps • Pertussis/Whooping Cough • Polio • Rabies • Rubella • Salmonella meds for 24 hrs. • Scabies [report if outbreak] 	<ul style="list-style-type: none"> No Yes; until treated or cleared Yes; until 48 hrs. after symptoms resolve Yes; until treated Yes; until diarrhea has fully resolved Yes; until resolved for 24 hrs. with no meds Yes; consult healthcare provider No No; unless secretions cannot be controlled and/or open sores cannot be covered Yes; until 24 hrs. after treatment has begun Yes; consult your healthcare provider Possibly; consult healthcare provider Possibly; consult healthcare provider No; unless secretions cannot be contained Yes; no fever for 24 hrs. without meds Yes; consult your healthcare provider Yes; consult your healthcare provider Yes; consult your healthcare provider Yes; consult your healthcare provider Yes; consult your healthcare provider Yes; consult your healthcare provider Yes; consult your healthcare provider Yes; consult your healthcare provider Yes; until diarrhea is resolved without meds for 24 hrs. Yes; unless lesions can be covered

- | | |
|---|--|
| • Staphylococcus [report if outbreak] is received | Yes; until lesions heal or medical clearance |
| • Streptococcus [report if outbreak] antibiotic | Yes; until 24 hours after beginning |
| • Tick-borne illnesses | No |
| • Tuberculosis | Yes; consult your healthcare provider |
| • Typhoid | Yes; consult your healthcare provider |
| • Varicella | Yes; consult your healthcare provider |

Returning to school after an illness or injury:

- Upon returning to school, your student must be able to fully participate in outdoor play; children who are not well enough to participate in recess should be kept at home until they can follow the regular school schedule.
- All schools must maintain written documentation for all absences; therefore, written documentation of the absence signed by the parent or guardian must be given to the Front Office or the Health Office upon the student's return.
- **A note from your healthcare provider will be required for any of the following circumstances.**
 - For an absence of three or more days
 - For medical clearance following an infectious or communicable disease, including conjunctivitis.
 - If a student needs to be excused from physical education classes and/or cannot attend recess.
- If a student sustains an injury requiring observation and/or accommodations [for example, a classmate to carry books or limited recess play], Archbishop Borders must have a copy of the health care provider's discharge instructions specifying the student's restrictions. **A parent note cannot be accepted in lieu of the healthcare provider's instructions for care.**

Medication Procedures:

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

- No medication, prescription or over-the-counter, will be administered in school without parent/legal guardian authorization AND a written order from the physician, specifying start and stop dates.
- The medication or inhaler, in its original medication container or box, properly labeled by a pharmacist in the case of prescription drugs, must be hand-delivered to the school **by the parent or guardian. A responsible adult may bring in the medication**
- The containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.
- **Medication brought to school by the student will not be administered**, unless that student has been authorized by his or her parent/guardian and his or her health care provider to self-carry and self-administer rescue medications such as epipens and inhalers AND we have a copy of that authorization [the MD School Medication Administration Authorization Form] in the student's health file.
- The first dose of any **NEW** medication must be begun at home.

- **A Maryland State School Medication Administration Authorization Form** must be completed by the physician. THE PARENT IS RESPONSIBLE FOR OBTAINING THE COMPLETED FORM FROM THE PHYSICIAN AND ALSO FOR OBTAINING AN UPDATED FORM FROM THE PHYSICIAN THAT REFLECT ANY CHANGES MADE TO THE ORIGINAL PRESCRIPTION.
- All medication kept in the school will be kept under lock and key accessible only to authorized administering personnel.
- Students may not possess, dispense or distribute medication on their own.

Head Injury:

- **Parents/guardians will be informed of a head injury once your student has been evaluated. If emergent care is needed, both EMS and the parent/guardian will be notified.**
- **The principal, assistant principal, faculty, and recess staff will be notified of the head injury and *A Fact Sheet for Teachers, Counselors, and School Professionals* utilized as a resource for continued observation of the student throughout the day.**
- **If the student needs an evaluation from his healthcare provider, it is imperative that the parent/guardian give the nurse a copy of the discharge paperwork stipulating 1. when the student can return to school; 2. when the student may resume physical activity; and 3. guidelines for transitioning the student from a restricted to a full academic day.**
- **The AOB *Concussion Signs and Symptoms Checklist* and the CDC *Fact Sheet for Parents* will be sent home with your student. Please continue to monitor your student at home. If signs/symptoms are noted [using the checklist and CDC Fact Sheet as a reference], have your student evaluated by a healthcare professional. The *Concussion Signs and Symptoms Checklist* should be signed and returned to the Health Care Office.**
- **Students are not permitted to engage in physical activity for the remainder of the day after a head injury. Once home,** it is not advisable that a student engage in afterschool activities which could result in a re-injury to the head.

SAFETY

Bloodborne Pathogens

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

Child Abuse and Neglect Reporting Policy and Procedures

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

Virtus Training - Policies & Procedures for Volunteers

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

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

Searches

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

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

Harassment Policy

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

I. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting.

Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual’s disciplinary record.

II. Prohibited Conduct

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

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

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability, gender identity or expression. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

III. Procedure

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

Bullying Policy Statement

Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an

investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.

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

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

- a. Creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being and:
 - i. Is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or ii. Is sexual in nature; or
 - iii. Is threatening or seriously intimidating; and
- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

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

Transportation (Busing procedures, bus behavior if applicable)

Crisis

Archbishop Borders School has a crisis intervention team to address natural and social crises. This team consists of the principal and members of the staff/faculty. This team works with the Archdiocese of Baltimore to develop and implement a comprehensive crisis plan that is reviewed periodically, and disseminated to the Archbishop Borders School teachers and staff regularly.

AHERA

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

CODE OF BEHAVIOR & DISCIPLINE

Goals for Students

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

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

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

Unacceptable Behaviors

This list is not comprehensive but exemplary of the unacceptable behaviors we wish to avoid in our school, on the playground, in class or when representing the school (field trips, special gatherings, assemblies, etc.)

- Tardiness
- Lack of Responsibility
- Failure to have necessary supplies for classwork
- Disrespectful manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty

- Theft or extortion
- Disruptive behavior
- Fighting / Play fighting
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Defacement/destruction of school property
- Gum chewing
- Harassment of any kind by word or manner
- Un-Christian behavior: On the playground, in school, in class, or when representing the school (field trips, sports gatherings, assemblies, etc.)
- Any other types of behavior not specifically stated in this handbook but which the teachers and administration consider to be acts of serious disruptive behavior.

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

Conflict Situations

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

Discipline

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

Demerit Program for 4th - 8th Grades

- Students will be expected to display positive, respectful, safe, and responsible behaviors at all times.
- Student behavior will be monitored using the cumulative demerit system. These demerits are based on the "unacceptable behaviors" outlined above.
- Demerits will be given as follows:

Unacceptable Behavior	Number of Demerits
Dangerous Behavior <ul style="list-style-type: none"> • Play fighting and/or roughhousing • Putting someone at risk of hurt or injury • Dangerous play 	3
Dishonesty <ul style="list-style-type: none"> • Cheating and/or plagiarizing 	2

<ul style="list-style-type: none"> • Forgery • Lying • Using the property of others without permission 	
Disrespect <ul style="list-style-type: none"> • Use of foul or inappropriate language • Rudeness to students and/or teachers • Harassment • Not following instructions • Talking back to teachers and/or adult supervisors 	2
Destruction of Property <ul style="list-style-type: none"> • Damaging and/or destroying school property • Damaging and/or destroying the property of others 	3

- At the end of each school day, teachers will track each student's demerits in a shared sheet.
- Once a student receives 5 demerits, he or she will be assigned a detention. A detention notice that must be signed by the parent will be sent home. If we do not receive the notice back, the parent will be called Friday morning to be made aware of the detention. If the unsigned detention notice is not returned by the following Monday, the child will receive one additional demerit. Detention will take place every Friday from 3:15 - 4:15 p.m. in the Science Lab. There will be a rotating schedule for teachers for the remainder of the school year.
- If a student receives 4 detentions, he or she will receive a one-day out of school suspension. This will be accompanied by a parent/guardian meeting with administration, and the student will be put on Behavioral Probation. The Behavioral Probation will be in effect for the remainder of the school year.

Suspension / Expulsion

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

- Possession or consumption of any drug or look-alike drug while at school or while attending a school function.
- Possession or consumption of alcohol while at school (or while attending a school function)
- Possession of knives, guns, or other weapons or look-alike knives, guns, or other weapons
- Use of objects in a way that may be harmful to themselves or others
- Possession of pornographic material(s)
- Obscene gestures either physically, or implied on clothing or drawings
- Smoking/using matches
- Possession of matches/lighters or any potentially explosive dangerous material
- Leaving school property without permission
- Theft or extortion

- Fighting or threatening to do violence to a student or adult supervisor
- Harassment (sexual or otherwise), Bullying, Cyberbullying
- Truancy
- Disrespect or insubordination to teachers or adult supervisor
- Assaulting a teacher, adult supervisor, or fellow student
- Destruction of school property: desks, windows, computers, books etc.
- Known involvement or suspicious involvement in gangs and gang activity (Bloods, Crips, AOD, MS13, HTS, DJ, KJ, etc.)
- Display of gang symbols, color and signs on notebooks, books and on hands and arms.

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

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

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

Search and Seizure

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

Restricted Areas

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

Acceptable Use Policy for the Internet and Technology Tools

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

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically,

legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

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

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

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

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

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

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

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

speakers, etc.

- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor
- Violating School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

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

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

Web-based Services

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

Official Dress Code

Students must be in proper uniform every day. No substitutions to the uniform will be allowed. Parents will be called to bring the proper uniform if students come to school out of uniform. In addition to considering the actual clothing, students are out of uniform if they do not follow the grooming standards

listed below. All uniforms for school should be purchased from Flynn & O'Hara Uniform Company located at 8868 Waltham Woods Road Parkville, MD 21234 or online at www.flynnohara.com. Archbishop Borders also holds a gently used uniform exchange twice a year for the convenience of our families.

	Year-Round
PK3 & PK4	Gym Hunter Green T-Shirt Hunter Green Short Sleeve Polo Shirt Hunter Heavyweight Sweatshirt Hunter Micromesh Nylon Gym Shorts Hunter Heavyweight Sweatpants Black or White Crew Socks Solid White or Black Tennis Shoes
Kindergarten – 4 th Grade	White Short Sleeve Button-down Collar Shirt or Blouse White Long Sleeve Button-down Collar Shirt or Blouse Hunter Green Short Sleeve Polo Shirt Black V-Neck Cardigan Sweater Green, White & Royal Plaid Drop Waist Jumper Steel Twill Walking Shorts Heather Twill Pants Black or White Crew Socks Black Mary Jane Shoes Dirty Buck Children's Oxford Shoes Dirty Buck Men's Oxford Shoes Black Dress Shoes
5 th – 8 th Grade	White Short Sleeve Button-down Collar Shirt or Blouse White Long Sleeve Button-down Collar Shirt or Blouse Black Short Sleeve Polo Shirt Green Boy's Tie (optional) Black V-Neck Cardigan Sweater Black V-Neck Sweater Vest

	Green, White & Royal Wrap Around Kilt Heather Twill Pants Black or White Crew Socks Dirty Buck Women's Shoes Oxford Shoes Black Mary Jane Shoes
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Gym Uniform

	Year-Round
PK3 – 8 th Grade	Hunter Green T-Shirt Hunter Heavyweight Sweatshirt Hunter Micromesh Nylon Gym Shorts Hunter Heavyweight Sweatpants Black or White Crew Socks Solid White or Black Tennis Shoes

General Grooming

Acceptable Grooming

- Hair that is clean, combed, and cut without names, initials and symbols, etc.
- Hair that is free of glitter and **artificial coloring**
- Faces without makeup
- Clear nail polish
- Jewelry is limited to modest earrings (posts only; no dangles or hoops); one earring in each ear lobe.
- Arms, hands, legs, etc. free of writing and wash-off tattoos
- Bodies without visible tattoos or piercings: nose, eyelids, lip, tongue, etc.
- Pants to the waist with a black belt.
- Clothing fits and is neither too tight or too short

The administration will not admit students who are in violation of the uniform policy to school. All uniforms must be the correct size and must be purchased from the designated uniform company, Flynn O'Hara. Middle School students may not wear over-sized polo shirts. Shirts must be the correct size. Please **DO NOT** allow your child to leave home or come to school out of uniform. Parents/Guardians will be called to bring the correct clothing or to pick your child up for noncompliance with stated school policy.

Tag Day/Out-of-Uniform Day Expectations

Students must dress appropriately for any tag day. The administration reserves the right to ask parents to bring appropriate clothing if a student is not appropriately dressed. Students should be mindful of

clothing that is too short or too low. Students may not wear shirts with any inappropriate wording. Boys must wear pants at the waist at all times. Exposed undergarments are not acceptable. Parents/Guardians will be called to bring the correct clothing or to pick your child up for noncompliance with stated school policy.

Right to Amend the Handbook

Archbishop Borders School reserves the right to amend the Parent/Student Handbook, and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students, setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

Handbook Acknowledgement

Parents/Guardians and students please read and discuss the handbook together. If you have more than one child enrolled, please list their names and grades in the section below. Please sign and return this page to school.

I (Student’s First and Last Name):_____ (Please Print)

in Grade:_____ have received and read the **Archbishop Borders School Parent and Student Handbook**. I acknowledge that I will comply with all the policies listed and any other rules and regulations set forth by Archbishop Borders School and/or the Archdiocese of Baltimore.

Student Signature:_____ Date: _____

I (Parent/Guardian’s Name/s):_____ (Please Print)

have received and read a copy of the **Archbishop Borders School Parent and Student Handbook**. I acknowledge that I will comply with all the policies listed and any other rules and regulations set forth by Archbishop Borders School and/or the Archdiocese of Baltimore.

Parent Signature:

----- Date: -----

Additional children enrolled at Archbishop Borders School:

Student Name (first and last) -----

Grade -----

Student Name (first and last) -----

Grade -----

Student Name (first and last) -----

Grade -----