

# Holy Redeemer School

## 2023-2024

### Administration

Reverend Robert Golas, Pastor  
Mrs. Katrina Fernandez, Principal  
Ms. Stephanie Hammel, Assistant Principal

### Administrative Staff

Ms. Valerie Rosen, Administrative Assistant, Registrar  
Ms. Irma Arias, Coordinator of Marketing/Finance

### Parish Staff

Ms. Kathie Bernitt, Business Manager  
Mrs. Marie Winterson, Secretary  
Mr. James Brosnihan, Building Maintenance

### Faculty

Pre-Kindergarten: Mrs. Noreen Keane  
Kindergarten: Mrs. Allison Ervin  
First Grade: Srta. Wendy Blanco  
Second Grade: Mrs. Kathy Gardenhour  
Third Grade: Mr. Michael Micallef  
Fourth Grade: Mrs. Christina Harrington  
Fifth Grade: Mrs. Catherine Opladen  
Sixth Grade: Mrs. Julie Witzagall  
Seventh Grade: Mr. Joseph Limarzi  
Eighth Grade: Ms. Jennifer Eller

Art: Ms. Wilanda Timmons  
Band: Ms. Kate Suuberg  
Spanish: Ms. Hannah Bernitt  
Library/STREAM: Ms. Emerson Watkins  
Math/Science: Dr. Vibha Sazawal  
Math Gr4-8/Tech Coordinator: Mr. Joseph Limarzi  
Music: Dr. Elliot Hayes  
Physical Education: Mr. Robert Bekas  
Resource Teacher: Mrs. Lauren Wisniewski  
Religion 4-8/Testing Coord.: Mrs. Elizabeth Scribner

### Educational Assistants

Instructional Assistant: Mrs. Terry Schnurr  
Instructional Assistant: Mrs. Dawn Cutler

### Extended Care

Director: Mr. Michael Micallef

# CONTENTS

<b>MISSION STATEMENT</b>	<b>2</b>
<b>ADMINISTRATION</b>	<b>3</b>
Administrative Team	3
<b>SCHOOL ADVISORY BOARD</b>	<b>3</b>
School Advisory Board	3
<b>HOME AND SCHOOL ASSOCIATION</b>	<b>3</b>
Home and School Association Annual Dues	3
Home and School Association Positions	3
Home and School Association Events and Fundraisers	3
<b>ADMISSIONS INFORMATION</b>	<b>3</b>
Non-discriminatory Policy	3
General Admission Policies	4
Application/Registration Criteria and Process for New Families	4
Re-Enrollment of Current Families	5
Acceptance & Enrollment of New Families	5
<b>SCHOOL OFFICE</b>	<b>5</b>
<b>SCHOOL POLICIES</b>	<b>5</b>
<b>ACADEMIC PROGRAM</b>	<b>6</b>
Daily Schedule	6
Computer and iPad	6
Curriculum	6
Library	6
Homework	6
Progress Reports	7
Resource Program	7
Report Cards	8
Honor Roll	8
<b>ATTENDANCE</b>	<b>8</b>
ADW Policy 3535: Archdiocesan School Attendance	9
Opening Time	9
Closing Time	9
Emergency Closings	9
Tardiness	10
A.M. and/or P.M. Absence	10
Release from School	10
Late Pick Up from Dismissal	10
Attendance for Co-Curricular and/or Extracurricular Activities	11
<b>COMMUNICATION</b>	<b>11</b>

Calendar	11
Email/Text Message	11
Parent-Teacher-Child Conferences	11
Rediker AP Notify	12
Thursday Email	12
Website	12
<b>COUNSELING SERVICES</b>	12
ADW Policy 3549a: Archdiocesan Catholic School Counseling Services	12
<b>EXTENDED CARE</b>	12
Period of Operation	12
<b>FINANCIAL OBLIGATIONS</b>	14
Delinquent Tuition Policy	14
Contributing Parishioner Tuition Rate	14
Sibling Grant Information	14
Financial Aid/Tuition Assistance.....	15
Hours Program	16
Withdrawal from Holy Redeemer School.....	17
<b>HEALTH POLICIES AND PROCEDURES</b>	17
Health Office	17
Blood-Borne Pathogens	17
Child Abuse	17
Emergency Cards	17
Medication	17
Health/Disease Chart	18
Physical Examination and Immunization	19
<b>MILK AND HOT LUNCH PROGRAM</b>	19
<b>PARENT/GUARDIAN COOPERATION</b>	20
ADW Policy 3621: Parent/Guardian Cooperation	20
Volunteerism	20
<b>SAFETY REGULATIONS</b>	20
ADW Policy 3543: Prevention Programming	20
Child Protection Policy	21
Virtus Training	21
Crisis Plans	22
Crossing Guards and Safety Patrols	22
Custody Issues	22
Parking Lot Procedures	22
Playground Procedures	22
Sexual Harassment	23
Visitors' Passes	23
<b>SELF DISCIPLINE AND STUDENT CONDUCT</b>	23
Acknowledging Student Growth in Respect, Spirituality, and Responsibility	24

Study Reminders	24
Uniform Reminders	24
Behavior Reports	24
Detention – Grades Four through Eight	25
Reasons for Suspension	26
Reasons for Expulsion	26
Reasons for Dismissal	27
Additional HRS Policy regarding Student Behavior	27
Policy Regarding Searches	28
<b>SPIRITUAL LIFE PROGRAM</b>	<b>28</b>
A Worshipping Community	28
Religious and Moral Instruction	28
Ministry of Service	28
<b>STUDENT DRESS CODE</b>	<b>28</b>
Pre-Kindergarten and Kindergarten Uniform	29
Girls: Grades 1-5 Dress Uniform	29
Girls: Grades 6-8 Dress Uniform	30
Boys: Grades 1-5 Dress Uniform	30
Boys: Grades 6-8 Dress Uniform	30
Dress Shoes: Girls and Boys - Grades 1-8	30
Tennis Shoes: Girls and Boys – Grades PK-8	30
Physical Education Uniform, Girls and Boys: Grades PK-8	31
Dress Down Days	31
Formal Picture Day Attire	32
Uniform Exchange	32
Spirit Wear.....	32
<b>TECHNOLOGY POLICIES</b>	<b>32</b>
ADW Policy 3212: Acceptable Use of Technology	32
Telephone Use	33
Texting	33
Sexting	33
Blogs/Social Networking	33
Electronic Devices	33
<b>SPECIAL ACTIVITIES</b>	<b>33</b>
Book Fairs	33
Catholic Schools Week	33
Celebrations	33
Enrichment	33
Field Trips	34
Grandparent/VSP Day	34
National Junior Honor Society	34
Prayer Services/Liturgies	36
Safety Patrols	36

Spirit Week	36
Student Council	36
<b>EXTRA CURRICULAR ACTIVITIES</b>	<b>36</b>
Altar Servers	36
Clubs	36
CYO Sports Program	36
Instrumental Music Program	36
Scouts	36

## APPENDIX LIST

### APPENDIX I: 2021-2022 SUPPLY LIST 38

Grade Pre-K	38
Grade Kindergarten	38
Grade 1	38
Grade 2	38
Grade 3	39
Grade 4	39
Grade 5	39
Grades 6-8	39

### APPENDIX II 38

MORNING DROP OFF DIAGRAM.....	41
AFTERNOON PICK UP DIAGRAM.....	42

### Appendix III 43

PASTORAL RECOMMENDATION LETTER.....	43
PASTORAL RECOMMENDATION.....	44

### APPENDIX IV SCHOOL HANDBOOK ACKNOWLEDGMENT 45

# MISSION STATEMENT

Holy Redeemer School is a Catholic parish school rooted in Gospel values, and is committed to excellence in education with the power of faith.

## **We believe:**

- Every child is created in the image and likeness of Jesus Christ and deserves respect regardless of individual differences.
- Every student deserves academic success; it is Holy Redeemer School's mission to provide a Catholic education that meets the educational needs of all students.
- Student participation in service to others creates an active faith community and teaches social responsibility.
- Every child deserves a safe learning environment.
- Parents are the primary educators of their children. Teachers and parents are partners in the educational process.
- Through worship and study of scripture, Holy Redeemer School celebrates the relationship between God and our faith community.
- Our standards-based curriculum, combined with innovative instruction, leads to higher individual achievement and academic excellence.

**Holy Redeemer School is fully accredited by AdvancED with the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.**

## ADMINISTRATION

### Administrative Team

The Administrative Team is composed of the pastor and principal.

## SCHOOL ADVISORY BOARD

### School Advisory Board

The Holy Redeemer School Advisory Board was established to provide advice and assistance to the school's administrative team in the governance of the school. The Board meets monthly throughout the academic year.

## HOME AND SCHOOL ASSOCIATION

The Home and School Association is a communication vehicle between the school and the home, to organize service activities (volunteers and fundraising), and to provide adult education. The Association works to foster collaboration between parents and teachers and promote mutual support and assistance. All parents of children in Holy Redeemer School are members of the Association, which meets three times a year. Attendance at all meetings is strongly encouraged. One volunteer service hour is given per family for each meeting attended.

### Home and School Association Annual Dues

Annual dues are required by each family. The payment of dues goes in the HSA Enrichment fund, which helps offset the costs of special assemblies, field trips, guest speakers and activities during the school year.

- Annual Dues are \$100.00 per family per year, and paid through the family's TADS account.

### Home and School Association Positions

HSA Dues will be reimbursed for the following positions:

- Home School Association Officer
- Fundraising Event Chairperson (Does not include the parish's Harvest Bazaar)
- Luncheon Coordinator (Pizza Tuesday/ Chick- Fil-A)
- Social Event Coordinator
- Teachers/Staff who are parents of Holy Redeemer Students

### Home and School Association Events and Fundraisers

The Home and School Association hosts 4 social events and 3 fundraisers during the year.

- Ice Cream Social
- Donuts for Dads
- Muffins for Moms
- Sweet Heart Dance
- 5K Monster Dash
- Coin Drive
- Silent Auction/Gala

## ADMISSIONS INFORMATION

### ADW Policy 3511b

*All applicants must follow all applicable policies and procedures regarding school-based entrance requirements, health examinations and immunizations before receiving any final admissions decisions.*

### Archdiocesan Admissions & Non-Discrimination Policy

*The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>*

## **General Admission Policies**

As openings become available, the following priorities will be used to accept students to Holy Redeemer School as in compliance with the Archdiocese of Washington's School Admission Policies 3510 and 3511:

1. The presence of siblings in other grades at Holy Redeemer School takes precedence for the purpose of maintaining family unity.
2. Members in good standing of Holy Redeemer Catholic Parish \*\*
3. Members in good standing of other Catholic parishes \*\*
4. Non-Catholic students

*\*\* Completed Pastoral Recommendation form required (please see Appendix III).*

## **Application/Registration Criteria and Process for New Families**

Holy Redeemer School uses TADS Management Company for registration for admissions, enrollment, tuition/billing, and financial aid\* (tuition assistance). A non-refundable registration fee is determined annually, and paid on TADS upon completion of the online registration forms.

## **Pre-Kindergarten and Kindergarten Criteria**

The following criteria are used for determining admission to the school:

1. For determining admission to Pre-Kindergarten:
  - a. Must be four years of age by September 1 as verified by the original birth certificate
  - b. Must be completely toilet trained
2. For determining admission to Kindergarten:
  - a. The child must be five years of age by September 1, as verified by the original birth certificate. Baptismal certificates are required for those registered as Catholic.
  - b. The presence of siblings in other grades at Holy Redeemer School takes precedence for the purpose of maintaining family unity.
  - c. Students will be administered the Early Prevention of School Failure Assessment test in June.

## **Grades 1-8 Criteria**

At the time of application/registration, all new students seeking admission to Grades 1-8 at Holy Redeemer School are evaluated on the basis of current standardized test scores, report cards, and academic testing. These will be reviewed to determine whether the program at Holy Redeemer School will meet the educational needs of the students. At the principal's discretion, an interview with the student may be part of the admission process.

The following items are needed to complete the registration process:

- Birth Certificate (students entering Grade 1 must be 6 years of age by September 1 as verified by the original birth certificate)
- Pastoral Recommendation form(if applicable)
- Baptismal Certificate (if applicable)
- Immunization Records
- Archdiocesan Allergy Agreement and Action Plan (if applicable)
- Report Cards
- Standardized Test Results
- Record of IEP, Psycho-educational Testing, 504 Plan (if applicable)
- Non-refundable application fee

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Holy Redeemer School.

**All families who request the Holy Redeemer School Sibling Grant or any tuition assistance MUST complete the Archdiocese of Washington TADS financial aid forms online, and supply all the required supporting documentation by the deadline (Please see page 15 for more information).**



## **Re-Enrollment of Current Families**

Students in Holy Redeemer School enroll for the next school year in November, and a re-registration deadline of December 1. Current families will receive an email from TADS in November with instructions to re-register for the next school year. A non-refundable registration fee is determined annually, and paid on TADS upon completion of the online registration forms.

Up until the December deadline, new students are registered following the enrollment of current Holy Redeemer School students. **Students who are not re-registered by the December 1 deadline will be in jeopardy of losing placement for the following school year, and will be placed on a waitlist.**

**Please be advised that the re-registration fee will INCREASE after the December 1 deadline.**

Current students whose educational needs are not met by the academic program or who present chronic discipline problems may not be invited to re-register at Holy Redeemer School.

**PLEASE NOTE: All families who request the Holy Redeemer School Sibling Grant or any tuition assistance MUST complete the Archdiocese of Washington TADS financial aid forms online, and supply all the required supporting documentation by the deadline (Please see page 15 for more information).**

## **Acceptance & Enrollment of New Families**

The Registrar will send an acceptance email to new families (a formal letter of acceptance from the Principal will be mailed). Upon acceptance, new families need to call the Registrar to accept their place in class.

TADS will send an email with final enrollment instructions. TADS Tuition Agreements will be sent in early June for the following school year.

## **SCHOOL OFFICE**

The School Office is open for business from 7:30 a.m. to 3:30 p.m. All school business should be transacted during these hours.

All persons entering the school are to report to the school office where staff is available to handle all matters. **Individuals are not permitted to interrupt the classes with messages and deliveries.** All visitors and volunteers must sign in and wear a visitor's pass. Before leaving the premises, all visitors must sign out and return visitor pass.

Teachers, staff, and administration use the office phone for school-related matters. Students may use the office phone before school, at lunch or recess, or after school with permission. Students will not be permitted to leave class to make a phone call. **Cell phone usage by students is strictly forbidden.** If an exception needs to be made due to a specific situation, parents must seek permission in writing from the school principal. If cell phones are seen or heard, they will be confiscated and held until a parent arrives to pick up the phone. After the first offense, disciplinary action will be taken.

## **SCHOOL POLICIES**

The policies and procedures in this handbook are in conformity with the policies in the Archdiocesan Handbook. A contract will be signed yearly by parent, teacher, and student in support of these policies.

# ACADEMIC PROGRAM

## Daily Schedule

School Begins: 8:10 a.m.

Dismissal: 2:50 p.m.

Students are given ten minutes at the end of each school day to gather materials and to get ready for dismissal. **Access to classrooms is strictly forbidden after 6:00 pm and on weekends.**

## Computer and iPad

Holy Redeemer School has a computer lab and classroom sets of iPads and Chromebooks. Time is scheduled for research, writing, and enrichment.

## Curriculum

The Holy Redeemer School academic program is in accordance with the standards-based curriculum set by the Archdiocese of Washington. For more information, please visit

[www.adwcatholicschools.org/elementary-k-8/curriculum-standards/](http://www.adwcatholicschools.org/elementary-k-8/curriculum-standards/)

Holy Redeemer School is fully accredited by AdvancED with the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. The standards-based curriculum is implemented by the administration and faculty to meet the needs of all students. Through the use of the resource teacher, support staff and the grouping of students, individual student learning needs are met. Students are grouped for Reading in Grades 1-5, and Literature in Grades 6-8. **There are two math groups in Grades 5-8.**

The criteria for grouping are as follows:

1. Motivation and maturity
2. Analytical thinking skills
3. Ability to work quickly and accurately
4. Mastery of essential skills and concepts
5. Ability to grasp new ideas readily
6. Completion of assignments on time
7. Standardized test scores-Mastery standards/Achievement scores
8. Placement test scores
9. Grades
10. Attendance
11. Teacher recommendations

Holy Redeemer School offers a Pre-Kindergarten-Grade 8 program in Religion, Reading, Spelling, English, Literature, Mathematics, Science, Social Studies, Foreign Language, Art, Computer Technology, Music, and Physical Education. Spanish is taught in Pre-Kindergarten-Grade 8.

## Library

A Librarian/STREAM Specialist staffs the library. Pre-Kindergarten through Grade 5 has a formal library period **and STREAM class once a week.** Additional time is scheduled for research and enrichment. Students are encouraged to borrow books from our library. While there are no fines levied for delinquent returns, students are required to pay for lost books. Book charges are to be paid no later than June 1<sup>st</sup> of the school year.

## Homework

Parents are the primary educators of their children. Teachers and parents should work together to foster good habits of independent work and study, to reinforce learning that has taken place at school, and to involve

students in the learning process at home. Homework includes nightly reading, study, reinforcement of key concepts, review, and long-term projects assigned by the teachers. Parents can help their children by providing a specific place for home study. They can also project a positive attitude about homework and all aspects of school and learning.

In Grades 4-8, teachers coordinate their homework assignments as much as possible so students are not overloaded on a particular day. Permission to defer homework may be granted under special circumstances; e.g., sickness or death of a family member. The parent must provide a written request for such permission. Holy Redeemer School discourages vacations during the school year. If families are going on vacation, assignments will not be provided ahead of time. Please check the individual Google classroom for each class daily for assignments.

The time and complexity of the homework assignments are determined by the students' developmental capabilities. The general guidelines are as follows:

Grades K-1	10-20 minutes
Grades 2-3	15-25 minutes
Grades 4-5	30-40 minutes
Grades 6-8	90 minutes to 2 hours

Parents are expected to see that all homework assignments are completed. Students should copy their assignments daily into a homework notebook. Homework for each grade will be posted on the Google Classroom for each class by 4:30 PM. Late assignments will not receive full credit.

***When requesting homework for your absent son/daughter, please email the appropriate teacher and the school office by 8:30 a.m. The teacher will be given the message or respond. The child's books and homework will be placed in the homework cubbies located across from the office by 3:00 p.m. It is the responsibility of the student and the parent to see that all tests and class work missed during absences are made up. Days allowed for make up of homework correspond to the number of days absent for illness or family emergency. If assignments are not completed and given to the teacher by the due date, a grade of zero will be given.***

### **Homework due to vacations/planned absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.**

### **Progress Reports**

In Grades 1-8, interim progress reports are emailed at the midpoint of each quarter to students who are experiencing academic difficulty. These reports must be acknowledged by the parent via email. The receipt of a progress report does not mean failure for the marking period, nor does the absence of a progress report guarantee the passing of a subject. After the receipt of this report, it is the responsibility of the parent to monitor the child's ongoing progress and inform the teacher of any concerns. Any student in Grade 8 who is failing will not be permitted to attend graduation activities: dinner, trip, or graduation.

### **Resource Program**

The resource teacher works with students who have a documented educational need. The resource teacher also coordinates additional educational testing and individual accommodation plans for students. **A two-week notice is requested when a family needs information and/or forms for testing, educational**

**planning, recommendations, or other needs.** This will ensure timely and thorough completion of any evaluation.

All confidential material will be faxed or mailed to the appropriate parties. Please use the form provided by the school when requesting this information.

## **Report Cards**

The quarterly report card is a means of communicating the progress of students to their parents. Students are evaluated according to the following system.

Pre-Kindergarten and Kindergarten students receive a report card at the end of each semester (January and June). Students in Grades 1-8 receive a report card quarterly. All report cards are released via the Parent Plus Portal.

### **Pre-Kindergarten-Grade 3 Standards-Based Report Card**

**EE**= Exceeds the grade level expectations at this time

**ME**= Meets the grade level expectations

**AE**= Approaching the grade level expectations at this time

**NE**= Not approaching the grade level expectations at this time

**X**= Not assessed at this time

**\***= See attachment. Teachers should put an asterisk in the appropriate subject area to denote an attachment.

#### **Academics: Grades 4-8**

#### **Specials (Spanish\*, Music, Physical Education, Art, Computer Technology)**

93 – 100 = A

E = Excellent

85 – 92 = B

G = Good

77 – 84 = C

S = Satisfactory

70 – 76 = D

I = Improvement Needed

Below 70 = F

U = Unsatisfactory

\*Grades 7 and 8 Spanish are graded on the numerical 7 point grading scale and receive academic grades A-F.

## **Honor Roll**

The Honor Roll has been established to promote scholarship for students in Grades 4-8. It has proved to be an excellent motivator and is a highly sought after achievement.

**Principal's List** requires all A's in the following subjects: Religion, Reading, English, Mathematics, Vocabulary, Writing, Spelling, Literature, Science, and Social Studies. Spanish is a core subject for Grades 7 & 8. An I or a U in a special will disqualify a student from the Principal's List.

**First Honors** requires all A's and one B in the following subjects: Religion, Reading, English, Mathematics, Vocabulary, Writing, Spelling, Literature, Science and Social Studies. Spanish is a core subject for Grades 7 & 8. An I or a U in a special will disqualify a student from First Honors.

**Second Honors** requires A's and B's in the following subjects: Religion, Reading, English, Mathematics, Vocabulary, Writing, Spelling, Literature, Science and Social Studies. Spanish is a core subject for Grades 7 & 8. An I or a U in a special will disqualify a student from Second Honors.

## **ATTENDANCE**

The State of Maryland provides by law for compulsory attendance by all students between the ages of 5 and 16 years. The responsibility for compliance with the law belongs to the parents, but the school is obligated to keep an accurate record of daily attendance for each student.

**When illness or a family emergency prevents attendance, the parent is asked to contact the school office by 8:30 a. m. for each day of absence.**

When the child returns to school following an absence, a written excuse giving dates and the reason for the absence should be submitted to the school office. **This written excuse is mandatory.** Missing mid-term or final exams requires a doctor's note.

**ADW Policy 3535: Archdiocesan School Attendance**

*"The following are valid reasons for excused absences from school(if properly documented upon the student's return to school):*

- 1. Illness of the student (after three days of illness, student must provide medical documentation indicating that he/she is able to return to school);*
- 2. Medical or dental appointments;*
- 3. Death in the student's immediate family;*
- 4. Necessity for a student to attend a judicial proceeding;*
- 5. Lawful Suspension or exclusion from school by the chief administrator;*
- 6. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and*
- 7. Other absence(s) approved in advance by the chief administrator upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide anticipated student work that the student is expected to complete during their absence. Failure to provide sufficient notice may result in an unexcused absence. Any absence that does not fall into one of the above categories, or is not properly documented by the student's parent/guardian, is an unexcused absence."*

**Personal vacations during school time are strongly discouraged.** When a child misses school because of family vacations or reasons other than the child's illness, **teachers are NOT required to provide assignments or make-up tests.** Students are required to take missed tests immediately upon return to school. Please check the Google Classroom for each class for homework assignments.

**Opening Time**

Students enrolled in Before Care may enter the school building through the Foreign Language classroom door beginning at 7:00 a.m. daily. All other students may enter the school building through the school entrance beginning at 7:45 a.m. daily. **Students not enrolled in Before Care must remain under adult supervision until the doors are opened at 7:45 a.m.**

Students must be in their classrooms by 8:10 a.m. or they will be marked tardy.

**Closing Time**

School closes at **2:50 p.m. daily**, except for scheduled early dismissals. On those days, school closes at **12:30 p.m.** Consult the school calendar for the scheduled early dismissal days.

Only students enrolled in After Care may stay beyond dismissal. Those who are not enrolled in After Care will be fined \$1 per minute per family until they are picked up by a parent or designated guardian.

The school is not responsible for supervision of students before or after the times stated above (opening and closing). The school is not liable for any injuries or accidents, which may occur before opening or after closing of school.

**Emergency Closings**

Holy Redeemer School follows the decision of the Prince George's County Public School System. The decision to close school or dismiss early from school due to weather is not a decision made by the school

administration. Please do not call the school or parish office. Information regarding late opening, early dismissal, or school closing due to inclement weather will be announced over the local radio and television stations, as well as online. If Prince George's County Public Schools are delayed or closed, then there is a delay or closure for all Holy Redeemer students.

- **If we are scheduled for a 12:30 p.m. dismissal and the county has a one-hour delayed opening, Holy Redeemer School will be dismissed at 12:30 p.m.**
- **If we are scheduled for a 12:30 p.m. dismissal and the county has a two-hour delayed opening, Holy Redeemer School will close for the day.**
- **There will be no Extended Care or after school activities on days when there is an emergency closing.**
- **If the Prince George's County Public Schools have a previously scheduled day off and Holy Redeemer school is in session, the decision to have a delayed opening or closure will be communicated to parents via text and email through Rediker AP Notify.**

For early school closings due to inclement weather, the Rediker AP Notify system will be used to contact families regarding school closing information. The late pickup policy will be in effect.

### **Tardiness**

**Students are expected to be in their classrooms before 8:10 a.m.** The first bell rings at 8:10 a.m. Students who arrive after 8:10 a.m. will be marked tardy. **They are to report to the school office and must be signed in by a parent.** Emergencies causing tardiness are either to be called in to the office prior to the student's arrival or are explained in a written note. Repeated and/or unexcused tardiness can affect a student's performance in school and acceptance into high school.

### **Chronic lateness and/or absence may jeopardize placement or re-registration in Holy Redeemer School.**

It is important that students arrive on time for school each day. When students arrive late, they not only miss instruction, they disrupt the classroom environment. In an effort to avoid interruptions, the homeroom period from 8:00 to 8:20 a.m. is designed to allow students to prepare for the day.

Students who accumulate 5 tardies or more per quarter and who arrive after 8:20am will not be permitted to interrupt the first period class. They will be admitted to class after the conclusion of the first period.

### **A.M. and/or P.M. Absence**

If a student arrives to school after 8:10am but before 10:30am, the student will be marked tardy. A student who arrives after 10:30am will be marked half day/A.M. Absent. If a student leaves school before 1:30pm and does not return, the student will be marked half day/P.M. Absent. Any student who is signed out of school between 1:30-2:50pm will be marked for an early dismissal.

### **Release from School**

Appointments of any kind during class time are discouraged. If appointments must be made during school hours, a written note should be sent to the school office the day before the appointment, giving the reason for requesting the student's release. The principal should grant the early dismissal to a student only if the request is made in writing by the parent or guardian. This request will be kept on file.

**A child will not be released to anyone other than the parents (or parent with legal custody) or guardian as listed on the emergency card for the child.**

**No student will be released after 2:40 p.m. If a parent arrives after 2:40 p.m. the student will be released with the 2:50 p.m. school bell.**

### **Late Pick Up from Dismissal**

Following dismissal, there will be a 10 minute grace period for pickup. After the grace period, a staff member will be assigned to watch the children. **The charge for this will be \$1.00 per minute per family.** Parents who have not picked up their children on time will be called beginning at 3:00 p.m. (or at 12:40 p.m. on 12:30 p.m. dismissal days).

**The late pickup policy will be in effect for all after-school activities.**

**NOTE:** If a parent or guardian needs to enter the school building, they must check in at the school office and receive a visitor's pass before entering the school. **Access to classrooms is strictly forbidden after 6:00 p.m. and on weekends.**

### **Attendance for Co-Curricular and/or Extracurricular Activities**

If a student is absent during the school day, he/she may not attend co-curricular and/or extracurricular activities, events or clubs unless there are extenuating circumstances and permission is given by the principal.

## **COMMUNICATION**

Good communication between the home and school is essential for student success. To welcome new parents and familiarize them with Holy Redeemer School procedures, an orientation for all new parents is held before school opens. Back-to-School Night provides all parents an opportunity to learn about policies and procedures, meet their student's teacher and to have questions answered. Open Houses held throughout the school year are for prospective families.

### **Calendar**

A yearly calendar is included in this handbook. This official school calendar is in compliance with the Archdiocesan school calendar. **Check the weekly Thursday Folder and the Holy Redeemer School website for changes.**

### **Email/Text Message**

The school email address is [school@holy-redeemer.org](mailto:school@holy-redeemer.org). To communicate with the school office or teachers, please use the school email address, or the teachers' email addresses published in the school directory. **Contacting teachers via personal email or text message is not allowed.**

Please adhere to the following guidelines when you email the teachers:

- Attendance and carpool issues should be directed to the front office
- Messages should not deal with personal or non-school related information
- Messages should be short and to the point
- Messages should be polite and courteous
- Email should not be used to relay personal messages to the children
- In accordance with Archdiocesan policy, students must CC their parents on any emails sent to teachers
- Technical problems may occur; a phone call or note should be sent to the teacher if a reply is not received within a reasonable period
- Email is not to be used for a Parent-Teacher conference; Parent-Teacher conferences must be via telephone, virtual conference tool or in person
- **Anonymous email will not be answered**

### **Parent-Teacher-Child Conferences**

Conferences are held for every student at the end of the first quarter. **Other conferences are by appointment only.** Parents may contact teachers by calling or emailing the teacher or by sending a note to

the teacher. Parents are not to call the principal, vice principal, teachers or other staff at their homes at any time. Due to teacher responsibilities before, during, and after school, parents are asked to understand that unscheduled conferences will not be honored. All Parent-Teacher conferences are to be scheduled through the child's homeroom teacher.

**NOTE:** Parents are asked to contact the teacher first to communicate their concerns. If an agreeable solution is not reached, parents are encouraged to contact the vice principal or principal.

### **Rediker AP Notify**

*Rediker AP Notify* is a mass communication system used by the principal to relay important school information and timely reminders. *Rediker AP Notify* is utilized via email and phone. *Rediker AP Notify* information is exported from the TADS registration information. The primary contact listed in TADS will be the primary contact listed in Rediker AP Notify. Please keep your contact information up to date with the school office to ensure you receive these important messages.

### **Thursday Folder (Email)**

The Thursday Folder is an email containing flyers, messages, and important information from the school office. It will be sent each Thursday via *Rediker AP Notify*. Please keep your contact information up to date with the school office to ensure you receive these important messages.

### **Website**

The Holy Redeemer School website is [www.holy-redeemer.org](http://www.holy-redeemer.org). Please check the website for the latest calendar updates, announcements, school activities, school closings, and nightly homework. All flyers and forms can be printed from the website.

## **COUNSELING SERVICES**

### **ADW Policy 3549a: Archdiocesan Catholic School Counseling Services**

*In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Holy Redeemer School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency.*

## **EXTENDED CARE**

An Extended Care handbook is available to all families who are enrolled in the Before- and After Care program. Please refer to this handbook for more detailed information about this program.

The Holy Redeemer Extended Care program follows the same disciplinary code as stated in the Holy Redeemer School handbook.

Registrations are accepted throughout the school year. However, please allow for a ten business day period between the submission of all required registration materials and the time the student may begin attending Extended Care. Changes to the Extended Care contract will result in a \$35 fee. A cancellation of an Extended Care contract and then a return to Extended Care within the same school year will require a new registration and fee of \$70.00.

### **Period of Operation**

The program operates daily from 7:00 a.m. to 7:45 a.m. for Before Care and from 2:50 until 6:00 p.m. for After Care when Holy Redeemer School is in session. Please check the school calendar for exceptions.

### **Registration Fee**



The \$70.00 fee is non-refundable, and paid through the family's TADS account. No student may utilize Extended Care services if not registered. All students attending Extended Care must have the required documents completed and on file.

### **Extended Care Fees**

Extended Care tuition is paid through the family's TADS account according to their individualized payment schedule. Refunds are not given for a child's absence due to a short term illness or other non-emergency circumstances. Scheduled days off are not deducted from your payment, because there is no additional fee on half days. There is no hourly rate. A \$35 fee will be charged if the tuition payment is outstanding for more than fifteen days. Other fees may also be assessed by TADS.

**NOTE: Report cards will not be released to anyone owing Extended Care fees.**

### **Emergency School Closing**

The Extended Care program follows Prince George's County Public School's decisions for weather or county closings. **If Prince George's County Public Schools close early due to weather or an emergency situation, there is no Extended Care.** There are no phone calls made by the After Care director or school office concerning county closings. Everyone must listen to the local radio or television stations.

**NOTE: Should Holy Redeemer School need to close due to an emergency separate from the county, the After Care Director or School Office will inform the parents via Rediker AP Notify.**

### **Returned Payment Fee**

A \$35 fee will be charged for any returned payments. Other fees may also be assessed by TADS.

### **Overtime**

**Consideration for Extended Care employees and their own family obligations is important.** Overtime starts at 4:30 or 6:00 p.m. depending on the families' contract. **The late fee charge is \$1.00 per minute per family.** Payment is due within three business days or a \$5 billing charge will be assessed. If this fee is not paid at the end of seven business days, After Care services will be terminated. If you are late more than three times, there may be probable cause for dismissal from the program.

### **Termination of Services by School**

Any student may be dismissed from Extended Care due to behavior or unmet financial obligations.

### **Termination of Services by Family**

Any family wishing to terminate their Extended Care contract must provide written notification to the Extended Care director. Extended Care fees will remain in effect until written notification is received. Changes to the Extended Care contract will result in a \$35 fee. Cancellation of Extended Care services and then return to Extended Care within the same school year will require the payment of the \$70.00 registration fee again.

## **FINANCIAL OBLIGATIONS**

The pastor, in consultation with the Principal, School Advisory Board and the Parish Finance Council, sets the amount of tuition. Tuition and fees for the upcoming school year are published in early spring.

Since Holy Redeemer School receives minimal state funding, our school can only remain financially solvent through the collection of tuition. Every family is responsible to keep tuition affordable through the timely payment of their financial obligations.

### **Delinquent Tuition Policy**

In order to provide quality Catholic education to our students at an affordable cost and ensure the financial stability of our school, the timely receipt of tuition is of the utmost importance. For this reason, the following policy will be adhered to for the management of delinquent tuition. Families with delinquent tuition accounts may be subject to the following:

1. Late fees
2. Suspension of access to the Rediker Parent Portal
3. Withholding of progress reports and report cards
4. Withholding of transcripts
5. Suspension of Parent Conferences with Teachers and/or Administrative Staff.
6. Student(s) will not be permitted to attend second semester classes until all tuition and fees for first semester have been paid in full
  - a. Any classes missed will be considered unexcused
  - b. Missed assigned work cannot be made up
7. Families that have not met their financial obligations for the second semester will not be permitted to attend school after May 15
  - a. Any classes missed will be considered unexcused
  - b. Missed assigned work cannot be made up
  - b. Payments after May 15 must be made in cash or by money order.
8. Registration cancellation of any student(s) whose family fails to satisfactorily meet tuition and fee payments during the preceding semester
9. Student(s) may be required full tuition payment in advance of registration acceptance
10. Withhold re-registration and deny re-admission for the following school year until all tuition and fees have been paid in full

Please note that if a tuition account is not rectified within 30 days, parents will be required to meet with the Principal to seek a resolution. If there is no resolution, a process for withdrawal and transfer from Holy Redeemer School will take place.

### **Contributing Parishioner Tuition Grant**

The determination by the pastor for a family to receive the Contributing Parishioner Grant for tuition is based on the following criteria: A baptismal certificate for the student, a Pastoral Recommendation form stating that the family is registered in a parish, attending Mass regularly, supporting the offertory in a recordable way and participating in the life of the parish. Please submit the completed Pastoral Recommendation Letter and Form found in Appendix III (pages 42 and 43).

### **Sibling Grant Information**

Holy Redeemer School is committed to supporting all family members seeking a Catholic education. Families with two or more children enrolled in Kindergarten through Eighth Grade\* at Holy Redeemer School are eligible to apply for a Sibling Grant. In order to be considered for a *Sibling Grant*, families will have to adhere to the following procedure:

1. Families must have submitted their ADW tuition assistance application via TADS by the early December deadline for returning families, or early February deadline for new families.
2. Families with need for the sibling grant must submit a written request for the ***HRS Sibling Grant application form***.
3. Families must fully complete and submit the ***Sibling Grant application form*** to the school office by April 15 (no exceptions will be made).
4. Applications will be reviewed, and a final decision will be determined by June 1st. If awarded, Sibling Grants are reflected on the TADS Tuition Agreements that are sent (via email) in early June.
5. Please be advised that the current school year tuition must be up to date before the upcoming year Sibling Grant application can be reviewed.

\*Pre-K Siblings are not eligible for the Sibling Grant. Our Pre-Kindergarten tuition, as well as our Extended Care fees, for children under the age of 13, typically qualifies for the Child and Dependent Care Credit on the federal tax return and with Flexible Spending Programs. Please consult the IRS or your tax professional for more information.

## **Financial Aid/Tuition Assistance**

Financial Aid is available for those families in need who truly desire a Catholic education for their children. **All families who request tuition assistance (including the HRS Sibling Grant, Contributing Parishioner Grant, ADW Employee Tuition Benefit Plan, etc.) MUST complete the Archdiocese of Washington TADS financial aid forms online, and supply all the required supporting documentation by the deadlines listed below:**

**Returning Families: Early December\***

**New Families: Early February\***

*\*Exact dates are announced from the Archdiocese of Washington prior to opening re-registration of returning families and the registration/application of new families.*

**The Archdiocese of Washington sends out Award notifications in early April.**

It is our intent that Holy Redeemer School remains affordable for all families who wish to give their children a Catholic education. However, aid is limited, based on our yearly budget.

*\*The amount of the financial award is needs-based, and is for partial tuition only. It does not apply to registration fees, book fees, facilities fees, technology fees, HSA fee, or any other expense that is not deemed tuition.*

If additional tuition assistance is needed, families must submit a written request, with a detailed explanation, to the Principal by April 15. **Families seeking additional financial aid MUST ADHERE to the following criteria/guidelines to be considered for ANY and ALL tuition assistance, including emergency tuition assistance:**

- 1. Families must have completed the Archdiocese of Washington TADS financial aid forms online, and supplied all the required supporting documentation by the appropriate deadline(please see above).**

Any changes in a family's financials must be updated on TADS.

- 2. ALL WRITTEN REQUESTS FROM CURRENT FAMILIES MUST BE SUBMITTED BY APRIL 15.**

**Late submissions will not be reviewed until after all other applicants have been awarded, and potentially could result in no financial aid being awarded due to lack of funds.**

- 3. Since Awards for the BOOST scholarship applicants are not announced until mid-July, Holy Redeemer School and Parish may offer financial aid/tuition assistance (including Grants) that is contingent upon NOT being awarded any BOOST scholarship funds.**

**If the student(s) is/are awarded any BOOST scholarship money, then the financial aid that was contingently offered by Holy Redeemer School and Parish will be NULL and VOID.**

## **Hours Program**

### **Purpose:**

The Hours Program provides opportunities for parents to work together to build a strong community spirit at Holy Redeemer School. This program is not a fundraiser; rather, it is a chance for families to share their time and talent to benefit our school children.

### **Policy:**

All families must sign a family participation agreement promising to work 15 hours during the school year at fundraising, social events sponsored by the school/Home-School Association/certain parish functions, or as a volunteer for the school. Families will be charged a set amount for each hour not worked. **The fee will be \$25 per hour not worked.** This fee is subject to change yearly. When both parents work a function, they may receive double hours.

All hours must be worked by adult family members (father, mother, grandmother, grandfather, aunts or uncles). We do not allow high school age siblings to fulfill this obligation (this program also does **NOT** track volunteer hours required for high school graduation). No transfer of hours is permitted.

It is the responsibility of each family to ensure that their hours are entered in the Hours Book in a timely fashion. This book is available at the end of the bench in the main hall of the school during school hours. If it is not possible for a family to enter their own hours, they must notify the Hours Coordinator. All hours must be completed by March 31. The fee for outstanding hours is due no later than May 1. If the 1<sup>st</sup> falls over a weekend, the fee will be due the first school day after May 1. If payment is not received by May 1, a \$35 late fee will be assessed.

This is a binding financial obligation. Report cards and transcripts will not be released to anyone who has not completed or paid for their hours. Additionally, no student will be permitted to attend school after May 15 unless all financial obligations have been met. Consistent failure to comply with the Hours Program may jeopardize a family's admission eligibility.

The following is a list of some of the ways hours can be earned. There are jobs that can be done at home, during the evening, or on weekends. This is just a partial list – be creative! Virtually anything that helps a teacher, raises money for the school, or improves the building will count for hours. **All volunteers who participate in school activities with children must comply with the Child Protection Policy of the Archdiocese of Washington.** For further information about the Child Protection Policy, call the parish office at (301) 474-3920.

**Parents or guardians who volunteer to chaperone school activities may not use their cell phones for personal matters in the classroom, during student activities, or while supervising students on field trips.**

- School Board Member (15 hours)
- Room Parent (15 hours)
- Home-School Association Officer (15 hours)
- Hot Lunch
- Fundraising Obligation Coordinator (15 hours)
- Hours Program Coordinator (15 hours)
- Chair (or work) a booth at the Harvest Bazaar (Chairs receive 15 hours; others get credit for hours worked)
- Chair a school event (15 hours)
- Serve on a committee (Development, Marketing, etc. – 15 hours)
- Scout Leader (15 hours)

- Coach a CYO team or serve as a CYO Board Member (15 hours)
- Help write grant proposals
- Read to students in the classroom or library
- Tally classroom orders for Scholastic, Arrow, etc., book orders
- Share information about careers, hobbies, or special interests with students
- Identify sources of free materials and send for the materials
- Attendance at Home-School Association's meetings – one hour per family for each meeting
- Write articles about school events for local newspaper(s)
- Distribute flyers and pamphlets
- Assist in printing materials
- Arrange author visit
- Yearbook
- Computer assistance with hardware and software

## Withdrawal from Holy Redeemer School

Due to financial obligations, salary agreements with our teachers and pre-purchased provisions for each student, the school must be notified in writing if you plan to withdraw your child(ren) from Holy Redeemer School.

- ALL YEARLY FEES (Materials Fee, Book Fee, Technology Fee, Facilities Fee, HSA Fee and Service Hours\*) ARE DUE IN FULL UPON EARLY WITHDRAWAL FROM HOLY REDEEMER SCHOOL.**
- Withdrawal from Holy Redeemer School DURING the First Quarter marking period:** If the school is not notified in writing by September 1, the First Quarter tuition for the current school year will be billed and considered **due by October 31**.
- Withdrawal from Holy Redeemer School AFTER the First Quarter marking period:** If a student who is registered for the current school year withdraws AFTER the First Quarter marking period, then that student's yearly tuition is DUE IN FULL by the last day of the month of withdrawal.

\*Please see page 16 for more information about Service Hours.

## HEALTH POLICIES AND PROCEDURES

### Health Office

The function of the health office is to provide emergency first aid or sick care until the students are in their parent's care. To carry out this function, **the office must have current and accurate information.**

### Blood-Borne Pathogens

Procedures of the Maryland State Department of Health are followed regarding blood-borne pathogens. Faculty and staff are in-serviced on a yearly basis.

### Child Abuse

Any person who has reason to believe that a child has been physically or sexually abused under any circumstances **must** make a report to civil authorities and Archdiocesan authorities.

## Emergency Cards

The health office maintains a file of phone numbers to contact parents if the child becomes ill or injured. The numbers of two other persons or guardians should also be available, along with other pertinent information requested at the beginning of the school year. **It is imperative that parents assume the grave responsibility of ensuring this information is kept current.**

## Medication

- No child may administer his or her own medication, either prescription or non-prescription.
- A Physician Medication Order Form with specific information must be provided and on file. This form must be obtained from the Health Office. **A form is required for both prescription and nonprescription medications (example: Tylenol, Benadryl, eye drops, creams, cough drops).**
- In the case of controlled substances, such as Ritalin and Adderal, the number of pills delivered to school must be counted by the parent and a staff person. We cannot keep more than a 20-day supply. All controlled substances should be delivered to the office by a parent.
- All medications must be in the original labeled container (with child's name, medication and dosage information). Loose pills, tablets, etc will not be accepted or administered. A Pharmacist must label prescription medications. Ask for 2 labeled bottles when getting a prescription filled, one for home and one for school. A small container is preferred for school.
- **Parents must give the first dose of any new medication or over the counter medication, except for emergency medications, such as Epipen.**

**ALL MEDICINE, INCLUDING NON-PRESCRIPTION MEDICATION, MUST BE KEPT LOCKED IN THE HEALTH OFFICE.**

**NOTE: If a Physician's Medication Order Form is not provided, medication will not be accepted or administered. This is a Maryland State law.**

**Fever, diarrhea or vomiting are grounds to send your child home from school. A decision will be made on a case by case basis for the health and safety of all students and staff. Please note: CHILDREN MUST BE FEVER-FREE WITHOUT THE USE OF FEVER-REDUCING MEDICINE AND HAVE HAD NO INSTANCES OF VOMITING OR DIARRHEA FOR 24 HOURS BEFORE RETURNING TO SCHOOL.**

## Health/Disease Chart

The following health chart gives information about some childhood diseases that may occur during the school year. **These diseases must be reported to the school health assistant/nurse.** A student who develops one of these illnesses must deliver a doctor's note prior to returning to school, unless otherwise noted.

Disease	Incubation	Action
<b>Chickenpox</b> Pimples, blisters, and/or crusts in different stages	2-3 weeks	Excluded from school until lesions are scabbed over
<b>Conjunctivitis (Pinkeye)</b>	Acute	Student is excluded until the eye is clear or until released by a physician to return to school. Must be on medication for 24 hours
<b>Fifth Disease</b>	4-20 days	Permitted to return to school after diagnosis by a physician

<b>Head Lice*</b> *No doctor's note is needed to return the school	1-2 days	Permitted to attend school after proper treatment for lice (lice shampoo, removal of nits)
<b>Measles (Rubeola)</b>	10-14 days	Permitted to return to school 5 days after disappearance of rash
<b>Ringworm*</b> Areas of scaly patches of baldness; may begin as small pimples *No doctor's note is needed to return the school	10-14 days	May attend school with lesions covered and treated with proper medication.
<b>Staphylococcal Infection</b> (Staph) including Methicillin resistant Staphylococcus Aureus (MRSA) skin and soft tissue infections such as impetigo, boils, skin abscesses, occasional invasive disease	Variable and indefinite	May attend school with lesions covered
<b>Streptococcal Infection</b> (Scarlet Fever or Scarletina, Strep Throat) Sore throat, fever, rash on body or extremities	1-3 days	Excluded from school until released by physician to return to school
<b>Hand, Foot and Mouth Disease</b>	3-6 days	Excluded from school until blister lesions and rash are clear and released by physician.

## Physical Examination and Immunization

All students must submit to physical examinations and other health measures prescribed by state and local jurisdictions.

Immunization records and general health examination reports must be presented by the parents for students entering Holy Redeemer School. The immunization shots students must have for school attendance:

- Hepatitis B Vaccine - 3 doses by Kindergarten (5 years of age)
- DPT - 4 doses for children less than 7 years of age  
3 doses for children 7 years or older
- Varicella (Chicken Pox) - 1 dose by Kindergarten (5 years of age)
- Polio - 3 doses by Kindergarten (5 years of age)
- MMR (Measles, Mumps, and Rubella) - 2 doses by Kindergarten (5 years of age)

## HOT LUNCH PROGRAM

Students may bring their lunch to school or purchase lunch from the school's Hot Luncheon program. **Luncheon order forms will be sent home every other month in the Thursday Folder.** The forms can also be found on the HRS website. **Luncheons will be billed to the family's TADS account.** Ice cream is sold daily to students in grades 1-8.

Hot Luncheon Programs:

- Monday, Wednesday and Friday a catered hot lunch includes entree, dessert, and fresh fruit.
- Tuesday – Cheese pizza.
- Thursday – Chick-Fil-A

In the event that a parent needs to bring a student's lunch to school, the bag or lunch box must be marked with the student's name and grade and delivered to the school office.

Parents should not bring fast food unless absolutely necessary. On such an occasion, the student will eat the fast food lunch on the bench outside the school office.

## **PARENT/GUARDIAN COOPERATION**

### **ADW Policy 3621: Parent/Guardian Cooperation**

*Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Holy Redeemer School. Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Holy Redeemer School derives from its Catholic faith. As the primary educators of their children, parents/guardians will not act in ways that contradict the Catholic nature of Holy Redeemer School. Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Holy Redeemer School.*

### **Volunteerism**

All parents or guardians who are volunteering for school activities with children must comply with the Child Protection Policy of the Archdiocese of Washington. Volunteers may not use their cell phones for personal matters in the classroom, during student activities, or while supervising students on field trips.

## **SAFETY REGULATIONS**

### **ADW Policy 3543: Prevention Programming**

*As a Catholic school, Holy Redeemer School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Holy Redeemer School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent or guardian of the alleged victim will be notified within 3 business days after the date the act is reported. The parent or guardian of the alleged perpetrator will be notified within 5 business days after the date the act is reported. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.*

*The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.*

*Bullying, harassment, and intimidation mean any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:*

- 1. Physically harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and*
- 2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.*



*Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.*

*Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.*

#### *Threats*

*In the event of any actual or perceived threat of violence or other inappropriate/illegal behavior, Holy Redeemer School reserves its right to take any and all actions it deems necessary for the health and safety of its school community, including the individual(s) making the threat. These actions may include contacting law enforcement offices, mental health professionals and/or any other outside experts as the school official(s) deems necessary. A student who makes a threat of violence may be required to remain off school property until a mental health professional certifies that the student is not a danger to him/herself or others, or may be subject to disciplinary action, including expulsion.*

### **Child Protection Policy**

**“Let the children come to me, and do not prevent them; for the Kingdom of heaven belongs to such as these (Mt. 19: 14).”** The Church is where we encounter Christ, where we experience his healing, his mercy, his love. In order for this encounter to happen, though, the Church must remain a safe environment, a place where people are free to encounter the Lord without any reservation or fear. This is especially true of vulnerable persons, and in particular, our children. The Lord desires that nothing hinder them from experiencing the joy and the fullness of life, which he seeks to impart to them, least of all, an environment that does not sufficiently ensure their safety; for the Kingdom belongs to such as these.

In order to fulfill our Lord’s mandate to remove any obstacle that might prevent the little ones from knowing him, Holy Redeemer parish is thoroughly committed to ensuring a safe environment for all, especially for our children. As part of this effort, ALL Holy Redeemer School and parish adults, ages eighteen and above, who maintain significant contact with children either at the School, or at Parish events, are required to comply with the Archdiocese of Washington Child Protection Policy. Those included in this category, in addition to clergy, teachers, and staff, are any persons who assist as field trip chaperones, school volunteers, CYO coaches, parents visiting classrooms for parties, and Religious Education volunteers. All such persons are required by both the Parish and the Archdiocese to become child protection certified through a program known as VIRTUS.

Those who are interested in becoming certified are required to register a VIRTUS account, participate in a three hour training class called VIRTUS: Protecting God’s Children, complete an electronic background check that is conducted by the F.B.I., read the Archdiocese of Washington Child Protection Policy and submit an application.

All children and youth in the School and in our Sunday Religious Education program, as mandated by the Archdiocese of Washington, receive annually an age-appropriate Safe Environment instruction, which highlights the ways that they can determine if a person or situation is safe, and encourages them to speak out if they feel unsafe in any way.

Any Archdiocesan personnel, including those who do not work or volunteer with children, who has reason to believe or suspects that any child has been the victim of physical abuse, sexual abuse, sexual assault or neglect shall make a report to the appropriate civil authorities and to the appropriate Archdiocesan authorities as listed below and in the Archdiocesan Child Protection Policy book.

For those who suspect that child abuse or neglect is taking place, please immediately contact:

1. The civil authorities (see Section 5 and Appendix A of the Archdiocese of Washington Child Protection Policy)
2. Either our Pastor Fr. Robert Golas, or our Parochial Vicar Fr. Gerald Andrews at (301) 474-3920, or the School’s Principal Mrs. Katrina Fernandez at (301) 474-3993
3. AND the Archdiocesan Director of Child and Youth Protection, Courtney Chase at (301) 853-5328

For those who have suffered abuse, healing is always possible. We invite you to talk with either Fr. Mark or Fr. Andrew. For those who would feel more comfortable remaining anonymous, we invite you as well to contact the Office of Child and Youth Protection & Safe Environment at (301) 853-5328, so that you or someone you know in need, may receive assistance.

For those interested, more information and the full Archdiocese of Washington Child Protection Policy - which is stringently observed by Holy Redeemer - may be found at <https://adw.org/about-us/policies-and-resources/child-protection/>

## **Virtus Training**

All volunteers who participate in school activities with children must be Virtus trained and in compliance with the Child Protection Policy of Archdiocese of Washington. For further information, call the Parish office at (301) 474-3920.

## **Crisis Plans**

Holy Redeemer School has crisis plans for the following situations: an emergency evacuation and relocation, a lock-down, a chemical or biological attack, a tornado or a fire. Crisis plan drills will occur throughout the school year. Should a chemical or biological attack occur, students would “shelter in place.” Parents will not be permitted to pick up children during a “shelter in place” situation until the designated authorities give the all-clear signal.

**In the event of an evacuation emergency, Branchville Fire Department (4905 Branchville Road, College Park, MD 20740) is our rally point/reunification center.**

## **Crossing Guards and Safety Patrols**

Staff are stationed to assist the children at street crossings after school. It is important that students do not arrive before 7:45 a.m. and that they leave school promptly at 2:50 p.m. so they cross when the staff and patrols are still present.

## **Custody Issues**

Divorced or separated parents must present to the principal a court-certified copy of the custody section of the divorce or separation decree. **The school will not be held responsible for failing to honor arrangements that have not been made known.**

## **Parking Lot Procedures**

Please enter the parking lot from Berwyn Road and exit onto Quebec Street. Drivers should not block the driveway or the emergency corridor when entering the parking lot. Cars may park in our parking lot or in designated street parking only. **Out of respect for our community, cars MAY NOT park in private lots of the neighborhood businesses or residential homes.**

In the morning, please follow the **specified traffic pattern**.

In the afternoon, parents/guardians park in rows and follow the **dismissal procedures**:

- After the first dismissal bell rings, students and adults must proceed to their cars. Students are **REQUIRED** to stay on the sidewalk if their parent/guardian has not yet arrived. Students remain on the sidewalk until all cars in the parking lot have been dismissed. Students will be held on the sidewalk, even if their parent/guardian arrives as dismissal begins.
- Cars will not be released if parents and students remain outside of their cars.
- The students will be dismissed from the sidewalk to their parent/guardian after the second dismissal bell rings.
- Students will not be released to the parked car area until the second dismissal bell is rung, even if accompanied by their parent/guardian.

**NOTE: Any parent/guardian not parked in the dismissal lanes MUST pick up their child from the sidewalk. Students will NOT be released unless a parent/guardian is present in the lot. Students will not be released to sidewalks or streets.**

At dismissal time, there should be no playing on the playground equipment or on the ramp by the middle school wing. Children are to be kept in cars and are not permitted to run around among the cars.

The handicap parking space will be enforced as parking for only those who have an official handicap placard.

Maryland law states that drivers cannot use cell phones while in a moving car.

**Morning Drop Off Diagram (see Page 40)**

**Afternoon Pick Up Diagram (see Page 41)**

## **Playground Procedures**

Children are supervised by teachers and staff. Playground rules are posted in every classroom.

## **Sexual Harassment**

Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

Some examples of behavior that may be considered sexual harassment are:

- Staring or leering at parts of someone else's body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing, pinching
- Physical sexual assault

## **Visitors' Passes**

All visitors and volunteers to Holy Redeemer School must check in at the school office to sign-in and receive a visitor's pass before proceeding to a classroom or a school function. This includes all parents and volunteers.

## **SELF DISCIPLINE AND STUDENT CONDUCT**

Holy Redeemer School strives to teach and foster self-discipline for the well being of both the student and the school community and for the creation of a Christian atmosphere for learning. It takes the collaboration of all- parents, teachers, and students- to achieve success in this most important area of growth and development.

In guiding the child's growth in habits of virtue and Christian attitudes, it is important to emphasize the positive rather than the negative. Children need to understand that they choose one behavior over another and must take upon themselves the consequences of that chosen behavior.

To create and foster a positive learning atmosphere, all Holy Redeemer students are expected to demonstrate increasing maturity as they develop in three important areas:

*Respect*

*Spirituality*

*Responsibility*

## **RESPECT**

A **respectful** person is one who believes in the dignity and worth of all individuals and who acts accordingly. While involved in Holy Redeemer School activities, students are expected to:

- Be respectful and attentive to others' needs.
- Be gentle and sensitive in their attitudes toward others.
- Play safely on the playground in designated areas.
- Resolve mistakes by talking about differences and creating positive solutions.
- Show common courtesy and good manners toward teachers, other adults, and fellow students.

## **SPIRITUALITY**

A **spiritual** person is one who lives his or her faith. Holy Redeemer students are expected to:

- Have a quiet and reverent attitude during prayer, prayer services, and liturgy.
- Treat symbols of the Church (crucifix, holy water, etc.) in a reverent manner.
- Recognize and affirm the goodness in others.
- Participate in special service projects to the parish, school, and community.
- Be honest.

## **RESPONSIBILITY**

A **responsible** person is one who responds to meeting personal, school, and community obligations. To make school a positive learning experience, Holy Redeemer students are expected to:

- Complete school work on time.
- Follow directions.
- Handle all school property with care.
- Participate in class with attentiveness and effort.

## **Acknowledging Student Growth in Respect, Spirituality, and Responsibility**

An “*RSR Star*” list is compiled each month, recognizing those students who demonstrate **exemplary** respect, spirituality, and responsibility. These students are permitted a dress-down day and are recognized at prayer service.

## **Study Reminders**

In order to foster students' responsibility and to promote good study habits, students and parents will receive study reminder emails when appropriate. Study reminders keep parents informed of students' daily academic work.

Improper study habits that warrant an email reminder are, but are not limited to:

- not following instructions
- missing or incomplete assignments
- coming to class without proper materials
- careless or messy academic work
- not cooperating in classroom activities
- not being attentive in class

If a student has a diagnosed learning disability, documented by appropriate authorities and on file at Holy Redeemer School, this will be taken into account when teachers email a study reminder. An effort will be made to develop a plan to resolve the student's difficulty.

**All recorded study reminders are erased at the end of each quarter.**

## **Uniform Reminders**

Uniform reminders will be given for being out of uniform. When a student accumulates five uniform reminders in one quarter, a detention will be served. Refer to student dress code guidelines on page 28-31.

**All recorded uniform reminders are erased at the end of each quarter.**

## Behavior Reports

In their efforts to learn to be *respectful*, *spiritual*, and *responsible*, students may make mistakes. Just as it is important to celebrate students' achievement toward becoming more *respectful*, *spiritual*, and *responsible*, it is also important for students to learn when their behavior deviates from this path. A behavior report serves as a form of communication between home and school. Toward that end, there will be fair and just consequences at Holy Redeemer School for students' behavior that interferes with the attainment of these goals.

The teacher will handle most discipline matters in the classroom. Determining the severity of the behavior will be based on teacher and/or principal discretion. For every three behavior reports a student accumulates within the same academic quarter, a detention will be served.

The inappropriate student behavior that warrants a behavior report includes, but is not limited to:

- Profanity
- Disrespect toward students or adults
- Bullying/Harassment toward others
- Verbal/Physical threats
- Lying
- Passing notes in class
- Misuse of materials/school property
- Disruptive behavior
- Gum chewing or eating during class
- Presence in unauthorized areas of the school
- Failure to observe school/classroom rules
- Improper use of technology
- Insubordination
- Possession of fidget spinners and cubes
- Sale of personal items
- Cell phone use
- Uniform violation

Each behavior report will be sent home and returned the next school day with the parent's signature. If a student fails to return a behavior report or detention notice the next school day, the Vice Principal will have the student contact their parent and issue another behavior report for insubordination.

**Reminder:** For every three behavior reports a student accumulates within the same academic quarter, a detention will be served.

**All recorded behavior reports are erased at the end of each quarter.**

## Detention – Grades Four through Eight

The purpose of detention is for students to reflect on their behavior and develop strategies for positive improvement. For the first detention, parents will be notified by a letter at least one day in advance. The student will serve detention in a classroom after school. Detention is held from 2:50 p.m. to 3:30 p.m. on Thursdays each week. Parents are responsible for picking up their children promptly when they are released from detention. After a ten-minute grace period, the late pick-up charge will be \$1.00 per minute per family. This is payable at the time of pick-up.

For the second detention in one quarter, parents will receive notification in writing. The student who receives two detentions in one quarter is now on probation. Probation means that the student may lose further privileges if a third detention is earned. This is a warning to the student to monitor behavior more carefully. A conference may be requested.

For the third detention, parents will be notified in writing. **The letter indicates the date the detention will be served. The letter also indicates which school-related activity/activities from which the student will**

be suspended from participating (e.g., assemblies, recesses, field trips, and athletics). A conference will be held.

**A student who receives 6 detentions within the same school year will receive an automatic in-school suspension and will be placed on disciplinary probation for the remainder of the school year. The in-school suspension has a \$90.00 associated fee that must be paid before the in-school suspension is served.**

Disciplinary probation is taken very seriously. Subsequently, any detention received during probation will result in an automatic suspension in addition to the detention earned.

*Disciplinary probation includes the loss of privileges and eligibility for school and class events. These privileges or events may include recess, participation in school and/or extracurricular activities, field trips, parties, assemblies and awards.* If the student is unable to meet the Holy Redeemer School expectations regarding student conduct, s/he could face possible expulsion.

### **Reasons for Automatic Detention or Suspension**

Inappropriate student behavior that warrants an **automatic detention or suspension**, as deemed by the **administration**, includes, but is not limited to:

- Skipping class
- Skipping detention
- Physical fighting
- Threat of bodily harm
- Bullying/Harassment toward others
- Verbal/Physical threats
- Stealing
- Lying
- Forgery
- Cheating - Cheating is considered to be a very serious matter. It includes plagiarism, forgery, cheating on tests, class work, or other assignments, copying another student's assignment or allowing another student to copy an assignment. **ALL** cheating results in a grade of zero on the assignment.
- Improper language - oral, written, or gestures
- Disrespect for authority/insubordination
- Disrespect towards students
- Vandalism
- Improper use of technology and the internet
- Cell phone use

**In all cases, written records of each detention and/or suspension will be kept on file for the duration of the student's enrollment at the school.**

### **Reasons for Suspension**

The following are some behaviors that can result in suspension:

1. Accumulation of six detentions within one school year
2. Detention received while on disciplinary probation
3. Forgery
4. Physical fighting/assault
5. Sexual harassment
6. Verbal/Physical threats
7. Serious theft
8. Continuous bullying

9. Serious vandalism
10. Gross misconduct in the use of technology
11. Willful defiance or disobedience of authority

**Students who are suspended are also suspended from school-sponsored activities such as after care and extra-curricular activities.**

### **Reasons for Expulsion**

The following are some behaviors that can result in expulsion:

1. Continued and willful defiance or disobedience of authority
2. Physical assault
3. Sexual harassment
4. Continued bullying
5. Verbal/Physical threats
6. Possession of weapons
7. Possession and/or use of firecrackers, ammunition, or other explosives
8. Arson, extortion, or other criminal activities
9. Possession and/or use of alcohol and other drugs
10. Serious theft
11. Serious acts of aggression
12. Acts that threaten the health and/or safety of others
13. Gross misconduct of technology and Internet, e.g. cyber bullying, defamation of character, slander
14. Trafficking in pornographic materials (e.g. sexting, printed materials, etc.)
15. Slander
16. Grave defacing or destruction of school property. In all cases of vandalism, students and their parents are responsible for any damage to equipment and/or property
17. Inappropriate sexual activity
18. Falsification of reports, records and communications
19. Any serious action not in keeping with the mission and philosophy of Holy Redeemer School

### **Reasons for Dismissal**

The following examples may result in dismissal:

1. Poor academic achievement or a learning disability that cannot be properly addressed by the school curriculum
2. Serious misbehavior on the part of parent or student showing disregard for stated school policies and/or disrupts the teaching-learning situation in the school
3. Parents' noncompliance with the teacher and/or principal's recommendation regarding referrals to the Health Department and/or other agency deemed necessary for more thorough evaluation of the child
4. Parents' noncompliance with school policies
5. Parents' falsification of records or withholding pertinent information regarding the child's past physical, emotional, or academic problems
6. Parents' failure to meet tuition obligations as detailed in their contract
7. Parent and/or student who are involved in counterproductive activities, which are detrimental to the mission or reputation of Holy Redeemer School

### **Additional HRS Policy regarding Student Behavior**

In addition to the standards for student behavior described previously, whenever a student's behavior in school deviates too far from the limits of acceptability, or his/her conduct is such that it endangers the property, health, or safety of others, action may be taken to restrict privileges and rights of school attendance.

**It is the sole discretion of the principal, in consultation with the pastor, to determine the severity of a student's behavior and the consequences it warrants.**

The principal reserves the right to require that a student has a formal psychological, psychiatric or other assessments pertaining to any behavioral concerns.

Such action may include:

1. **Probation:** A conditional enrollment during a trial period. Responsibility of placing a student on probation rests with the principal.
2. **In-School Suspension:** A temporary restriction of activities, privileges and interaction with other students for a specified length of time. Responsibility for the stipulated conditions and length of in-school suspension resides with the principal. Students who receive an in-school suspension will be required to report to school each day and work with a **substitute teacher paid for by the suspended student's parents (\$90.00 per day)**. A conference, between the parent, student and with the administration, is required before the student is readmitted to classes. **The \$90.00 fee is due at this time.**
3. **Out-of-School Suspension:** A temporary termination of enrollment until stipulated conditions are met. Responsibility for suspending a student resides with the principal. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. A conference, between the parent, student and with the administration, is required before the student is readmitted to classes.

**Reminder:** Students who are suspended are also suspended from school-sponsored activities such as after care and extra-curricular activities.

4. **Expulsion:** A termination of enrollment permanently or for an extended period of time. Expulsion is exercised only through procedures designated by the Archdiocesan Department of Education Policies.
5. **Dismissal:** A termination of enrollment in Holy Redeemer School.

**The decision of the principal and pastor regarding both suspension and expulsion will be final.**

### **Policy Regarding Searches**

The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

## **SPIRITUAL LIFE PROGRAM**

### **A Worshiping Community**

Holy Redeemer School is a worshiping community of faith. To this end, the students participate in Eucharistic liturgies, seasonal para-liturgical services, and other forms of prayer.

Students in Grade 2 are prepared to receive the Sacraments of Penance and Eucharist for the first time. Confirmation is conferred upon the students in Grade 8.

### **Religious and Moral Instruction**

Religious education at Holy Redeemer School is directed toward enabling the student's faith to "become living, conscious, and active through the light of instruction" (To Teach As Jesus Did, 102). The religious education program reflects the content of all sources of the official Church documents. The program seeks to proclaim and teach God's Word in an atmosphere that promotes the faithful acceptance of it and the responsibilities it imposes. The students are helped to examine attitudes and values in order to develop behavior consistent with what they profess.



## Ministry of Service

At Holy Redeemer School, students learn about human needs, social justice, mercy, and peace. They are given opportunities to respond to the needs of others by working together on numerous service projects.

## STUDENT DRESS CODE

Students in Pre-Kindergarten-Grade 8 wear a neat uniform that not only manifests the equality of all students, but also enhances the learning environment. Uniforms must be worn properly. Unusual weather conditions may necessitate a change in the uniform schedule. Such exceptions will be announced by the principal. HRS sweatshirts are the only permissible sweatshirts. The uniform cardigan, vest or sweater is the only permissible item with the dress uniform.

*Complete HRS uniforms can be purchased through Flynn & O'Hara, or Risse Brothers uniform companies.*

Flynn & O'Hara  
8807 Annapolis Road  
Lanham, MD 20706  
240-764-4545  
[www.flynnohara.com/school/md381](http://www.flynnohara.com/school/md381)

Risse Brothers  
9700 Martin Luther King, Jr. Highway  
Unit B  
Lanham, MD 20706  
301-220-1987  
[www.rissebrothers.com](http://www.rissebrothers.com)

**Please be aware when ordering uniform shoes from the uniform companies, the shoe orders typically take 2-3 weeks. Note: The dress uniform shoes may also be purchased through Amazon.com and other online vendors.**

Jumper – Style #194, Color 6T, 100% polyester  
Skirts – Style #134, Khaki

ALL UNDERGARMENTS WORN UNDERNEATH THE WHITE OXFORD SHIRTS ARE TO BE SOLID WHITE and SHIRTS MUST BE TUCKED IN AT ALL TIMES.

### Pre-Kindergarten and Kindergarten Uniform

- Black fleece/mesh shorts w/ HRS logo or Black sweatpants w/ HRS logo
- Holy Redeemer School burgundy t-shirt w/ HRS logo
- Tennis shoes (black or white) – No light up shoes
- Shoe laces-black or white only (no mix match laces)
- White knee or crew socks (no logo) above the ankle
- *Optional Holy Redeemer School gray HRS logo sweatshirt or Burgundy Hooded Sweatshirt with HRS logo*

**Students in Grades 1-8 are in dress uniform three days a week and physical education uniform two days a week.**

### Girls: Grades 1-5 Dress Uniform

**This may be worn in all months, except on Physical Education days.**

- Plaid jumper (knee length)

- Tan khaki dress slacks (no cargo pants, cuffs, skinny pants or ankle pants) or tan khaki walking shorts with brown leather belt
- Long or short-sleeved white oxford shirt (pointed collar)
- Burgundy Polo with HRS Logo – only to be worn with the khaki shorts or dress slacks
- White knee or crew socks (no logo) above the ankle
- Burgundy/wine or white tights
- Burgundy/wine or white knee socks
- *Optional burgundy/wine vest, cardigan, or pullover sweater*

### **Girls: Grades 6-8 Dress Uniform**

**This may be worn in all months, except on Physical Education days.**

- Tan khaki skirt (knee length)
- Tan khaki dress slacks (no cargo pants, cuffs or rivets, skinny pants, or ankle pants) or tan khaki walking shorts with brown leather belt
- Long or short-sleeved white oxford shirt (pointed collar)
- Burgundy Polo with HRS Logo – only to be worn with the khaki shorts, skirts or dress slacks
- White knee or crew socks (no logo) above the ankle
- Burgundy/wine or white tights
- Burgundy/wine or white knee socks
- *Optional burgundy/wine vest, cardigan, or pullover sweater*

### **Boys: Grades 1-5 Dress Uniform**

**This may be worn in all months, except on Physical Education days.**

- Tan khaki dress slacks (no cargo pants or cuffs) and tan khaki walking shorts with brown leather belt
- Long or short-sleeved white oxford shirt (pointed collar)
- Burgundy Polo with HRS Logo – only to be worn with the khaki shorts or dress slacks
- White crew socks (no logo) above the ankle
- *Optional burgundy/wine vest, cardigan, or pullover sweater*

### **Boys: Grades 6-8 Dress Uniform**

**This may be worn in all months, except on Physical Education days.**

- Tan khaki dress slacks (no cargo pants or cuffs) and tan khaki walking shorts with brown leather belt
- Long or short-sleeved white oxford shirt (pointed collar)
- Burgundy Polo with HRS Logo – only to be worn with the khaki shorts or dress slacks
- White crew socks (no logo) above the ankle
- *Optional burgundy/wine vest, cardigan, or pullover sweater*

### **Dress Shoes: Girls and Boys - Grades 1-8**

- Brown leather or suede dress shoes such as,
  - Bucks
  - Loafers
  - Oxfords
  - All tan/brown Sperry Topsiders
- Thick soled or sketcher type shoes may not be worn.

### **Tennis Shoes: Girls and Boys – Grades PK-8**

- Black or white ONLY
- Shoe laces-black or white only (no mix match laces)
- No flashing lights, character shoes or roller attachments

## **Physical Education Uniform, Girls and Boys: Grades PK-8**

- Black fleece/mesh shorts w/ HRS logo or Black sweatpants w/ HRS cross logo
- Holy Redeemer School burgundy t-shirt w/ HRS logo
- Tennis shoes (black or white)
- White crew socks (no logo) above the ankle
- *Optional Holy Redeemer School gray HRS logo sweatshirt or Burgundy Hooded Sweatshirt with HRS logo*

**\*All undergarments, undershirts, spandex, compression shorts must be white, black, or a neutral tone. No long-sleeved undergarment may be worn under a short-sleeved shirt\***

Acceptable personal jewelry is a watch, one pair of post earrings (hoop or dangling earrings may not be worn), a significant religious medal, and one ring. No smart watches, such as an Apple watch. Bracelets may not be worn. Boys may not wear earrings. Acceptable hair accessories for girls includes: ribbons, small barrettes/clips, ponytail holders and simple headbands with no adornments. Neon colors and loud patterns are not acceptable. **Accessories with trendy characters and large, outlandish adornments are a violation of the uniform policy.** Bandanas are not to be worn.

Make-up, artificial fingernails, and fingernail polish may not be worn. **Trendy styles or fads are a violation of the uniform policy.**

Hairstyles should be neat. Boys' hair may not go past their eyebrows, ears or over their collar. **Fad hairstyles are not to be worn.** Hair color is not to be altered in any way: dyeing, bleaching, streaking, etc. Hair styles should not cover the eyes.

**A student is not to report to school out of uniform without a written note from their parent or guardian as to the reason.**

Uniform reminders issued by the teachers for infractions are to be signed by the parent and returned to school the next day. Failure to do so will result in a parent contact. If a student receives five uniform reminders in one quarter, a detention will be served.

**All students begin each new quarter with no recorded uniform reminders.**

## **Dress Down Days**

On dress down days, students may come to school out of uniform. Attire must be appropriate in size, fit and coverage. Jeans may be worn. Shorts must be of appropriate length.

Other dress-down rules follow:

- No inappropriate or revealing clothing allowed
- No frayed, ripped or torn jeans
- Leggings, if worn, must be worn with a shirt of appropriate length that falls to mid-thigh
- Skirts and shorts must be of appropriate length and should not be revealing
- No tank tops, midriff shirts, spaghetti straps or sleeveless shirts
- Shirttails and blouses must be long enough to be tucked into pants
- If the dress down day should fall on a scheduled P.E. day the student must wear or bring athletic shoes.
- No sandals, Crocs, flip-flops, clogs, slippers or backless shoes
- No makeup or nail polish
- Post earrings only. Hoop or dangling earrings may not be worn.

**Boy Scout, Girl Scout, and Brownie uniforms may be worn on meeting days and on the first Friday of the month.**

If the administration determines that a student's attire is inappropriate and/or in violation of the dress code a parent or guardian will be contacted to bring in a change of clothing. The student will be asked to change his/her attire before attending class.

### **Formal Picture Day Attire**

On Formal Picture Day, all dress down rules apply with the exception of jeans, sneakers or shorts. **The photos taken on Formal Picture Day are used in the yearbook.**

### **Uniform Exchange**

Parents may donate used uniforms. Used uniform sales will be held periodically throughout the year.

## **TECHNOLOGY POLICIES**

### **ADW Policy 3212: Acceptable Use of Technology**

*Archdiocesan parents, educators, and administrators work together every day to ensure the safety and security of all God's children. With our schools' ever-growing and abundant technology resources, it is more important than ever that we communicate clear expectations of our students. The following guidelines were developed from Archdiocesan curriculum and have been adapted, with permission, from the [International Society for Technology in Education](#). For more information regarding each school's individual rules, please refer to your school policy. Thank you for your consideration and cooperation.*

*Our schools provide students with an opportunity to access computers and computer networks, including the Internet. Our goal in providing this service is to promote educational excellence in our schools. Access to this technology is a privilege, not a right. All students are expected to abide by the following technology rules and to sign the user agreement.*

### **STUDENTS**

- 1. Students will cultivate and manage their digital identity and reputation and demonstrate awareness of the permanence of their actions in the digital world. T.PK8.DC.1. All Students:*
  - a. Shall always represent themselves in a manner that respects the values of the Catholic Church when using electronic devices, network and the Internet and demonstrate an understanding that digital content is everlasting, even when deleted or within privacy settings;*
  - b. Shall only use accounts assigned to them or authorized by the school, supporting others' positive digital identity by not accessing the accounts of others or falsely representing themselves as others;*
  - c. Shall keep all accounts and password information private and secure.*
- 2. Students will engage in positive, safe, legal and ethical behavior when using technology equipment, including social interactions online or when using networked devices. Students will demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property. T.PK8.DC.2, T.PK8.DC.3. All Students:*
  - a. Shall always demonstrate kind and respectful behavior towards others when using electronic devices, network and Internet; following school policy agreements and [anti-cyberbullying laws](#) at the local, state and federal levels;*
  - b. Shall immediately report any known cyberbullying behavior to a teacher or supervising staff member;*
  - c. Shall protect the rights and privacy of others, by never photographing or filming an individual without consent, and never posting and/or distributing videos or photographs without consent of the school and the persons depicted;*

- d. Shall behave in a safe manner when using technology by protecting and not sharing personal information and personal images in the public domain. While on school property, students will only use technology to communicate with individuals within the school community or organizations/experts approved by teachers. While on school grounds students shall only use communication platforms approved by the school and all communication shall be only for educational purposes;
- e. Shall abide by all copyright and intellectual property laws, avoiding plagiarism by using proper citations or permissions. Students shall only use work product that is their own, not taking credit of the work of others;
- f. Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of technology equipment of which the student becomes aware.

3. Students will manage their personal data to maintain digital privacy and security and are aware of data- collection technology used to track their navigation online. T.PK8.DC.4. All Students:

- a. Shall protect and manage personal data in a safe manner by never posting, or otherwise distributing personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school;
- b. Shall respect networking protections and security within the school infrastructures by working within the designated login and security parameters and never reconfiguring or hacking any school hardware, software, or network settings;
- c. Shall use school issued email accounts for authorized educational purposes only;
- d. Shall respect the right of the school to monitor student use of technology.

4. Students will treat all technology equipment including issued devices, software and networking systems with care and respect, whether at school, at home, or elsewhere. All Students:

- a. Shall demonstrate proper physical care for technology equipment;
- b. Shall protect the proper functioning of technology equipment by downloading only teacher approved files and not intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
- c. Shall respect the digital property of others by not accessing or searching files, directories, or folders for which the student does not have authorization, and by not intentionally erasing, renaming, moving, or disabling anyone else's files or programs;
- d. Shall maintain the settings of any issued device by not manipulating any device settings or functionality.

5. Students understand and acknowledge that:

- a. Any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.
- b. Schools may require that technology used in a bring your own device program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the technology.
- c. Use of all technology may be monitored, and there is no expectation of privacy for , or for any information stored on any technology used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such technology.
- d. The school reserves the right to maintain, access, or retrieve an issued device at any time, at its sole discretion; the school reserves the right to access a student's computer

*files or any other technology equipment when required for the maintenance of the school's technology equipment, in emergencies, in the course of investigation of possible wrongdoing, or at the discretion of the principal.*

## **PARENTS/GUARDIANS**

*Parent(s)/Guardian(s) shall support both school and ADW-wide policies and procedures as they relate to the use of technology and our Catholic Identity.*

- 1. Parent(s)/Guardian(s) will monitor online behavior and social media within the home and notify the school in the event of any incident contrary to the school policy, providing evidence when applicable.*
- 2. Parent(s)/Guardian(s) will monitor their child's use of the Internet when the school networks and accounts are accessed from home or a non-school location*
- 3. Parent(s)/Guardian(s) agree that students' schoolwork should be limited to school authorized accounts only (if provided by the school)*
- 4. Parent(s)/Guardian(s) shall respect the right of the school to monitor student use of technology*
- 5. Parent(s)/Guardian(s) are responsible for all fees as determined by school policy related to loss, damage, or misuse of school technology.*

## **Telephone Use**

Students are to use the office phone, with permission, to contact parents. **Cell phone usage by students is strictly prohibited at Holy Redeemer School during school hours. Students who do bring in a cell phone must turn it in every morning to the front office or Technology Box.**

We ask that if your student carries a cell phone with them, that you alert the front office and homeroom teacher. If cell phones are seen or heard, they will be confiscated and held until a parent arrives to pick up the phone. After the first offense, disciplinary action will be taken.

## **Texting**

As cell phones and smart watches are not permitted at school, students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

## **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

## **Social Media**

Engagement in online blogs and social media, such as, but not limited to, Instagram®, Facebook®, Twitter®, TikTok®, Discord®, SnapChat®, YouTube®, Twitch®, etc. may result in disciplinary actions if the content of the student's blog, comments or pictures include defamatory comments regarding the school, the faculty, other students or the parish. Students are strictly prohibited from contacting or requesting to friend or follow faculty and staff via these sites.

## **Smart Watches**

Students are not permitted to wear smart watches to school, even if there is no phone present. Smart watches will be confiscated and held until a parent arrives to pick up the watch. After the first offense, disciplinary action will be taken.

## Electronic Devices

Parents or guardians who volunteer to chaperone school activities may not use their cell phones for personal matters in the classroom, during student activities, or while supervising students on field trips.

## SPECIAL ACTIVITIES

### Book Fairs

Book fairs are held twice during the school year.

### Catholic Schools Week

Special activities are held for a week to celebrate Catholic education.

### Celebrations

Class parties are held for special occasions, such as Halloween, Christmas, Valentine's Day, and the end of the year. Only Room Parents may attend the class parties. Individual birthday treats may be delivered for distribution to the classroom after the teacher has given permission. Parents must contact teachers at least 48 hours prior to bringing treats. Please send all treats without peanuts or peanut products.

### Enrichment

Special events held yearly may include Math Olympics, Pi Day, Math-A-Thon, Knowledge Bowl, International Day, Spelling Bee, Bicycle Rodeo, Maryland Day, guest authors and other assemblies.

### Field Trips

Educational field trips are arranged so that students can benefit from the cultural and educational opportunities present in this area. **Field trips are part of the educational program and participation is mandatory.** Parental permission and payment of fees, which will be requested well in advance of the actual date, must be returned to school by a specified due date in order for the student to participate in the field trip. On a case by case basis, parents may be required to attend field trips with their student in order to participate. *If a student is not attending a field trip, s/he must remain at home and is not allowed to attend any co-curricular or after school activities.*

**Chaperones must be in compliance with all Child Protection Policy requirements in order to attend field trips.**

### Grandparent/VSP Day

Grandparent/Very Special People are invited to visit classrooms and participate in student activities.

### National Junior Honor Society

#### Faculty Council

The Faculty Council is composed of five teachers who select students for membership based on their applications, and advise in cases of pending dismissal. The principal and moderator are non-voting members of the Faculty Council.

#### Principal's Role

The principal shall reserve the right to approve all activities and decisions of the chapter. The principal shall receive appeals in cases of non-selection of candidates and the disciplining or dismissal of members. The principal has the final authority in all such cases.

#### Eligibility

Candidates must have been in attendance at the school the equivalent of one semester. Students in Grades 6-8 are considered academically eligible if they have a **3.5** or better cumulative grade point average in core subject areas and an S or better in other classes after the first two quarters of the academic year. All grades

earned in grades 6-8 are included to reach the cumulative average. These students are then invited to apply for membership to the Honor Society. Acceptance into the National Junior honor Society is not guaranteed.

Members must forthwith maintain a quarterly GPA of 3.5 or better to remain eligible.

### **Application Process**

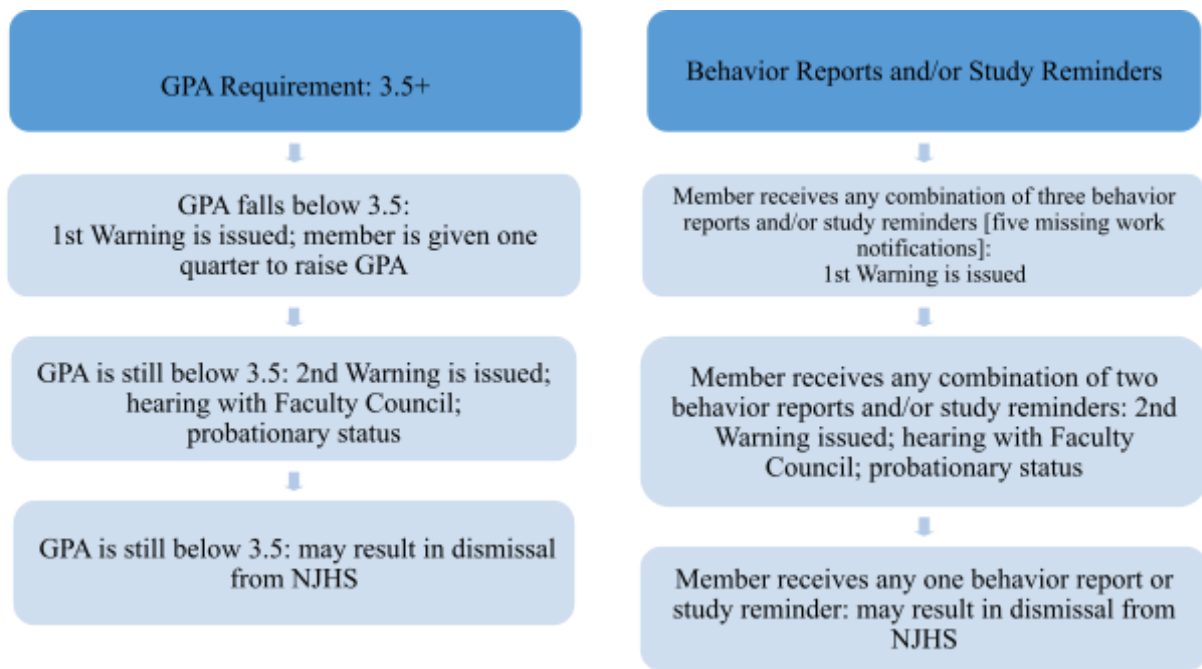
Students who apply to the Honor Society must complete an application demonstrating their display of the five Honor Society qualities and complete an essay. The student's application packet also includes a record of study reminders and behavior reports along with any extra material or information deemed appropriate by the student or the moderator for the Faculty Council to have a complete picture of the student. The moderator and Faculty Council are available to answer questions regarding completion of the application.

National Junior Honor Society members are selected by the Faculty council on the basis of their display of the five qualities of the Society: **Character, Service, Leadership, Scholarship, and Citizenship.**

### **Standards and Dismissal Procedures\***

1. Members who fall below the standards that were the basis for their selection i.e. earn below a 3.5 GPA for a quarter, shall be given a written warning by the chapter moderator and given a reasonable amount of time to correct the deficiency.  
In the case of flagrant violation of school rules (including those that result in detention, suspension, or expulsion) or civil laws, a member does not necessarily have to be warned. These cases will be given a hearing.
2. A member who falls below 3.5 on the report card will be given a warning and one quarter to bring the average back up to 3.5. Failure to maintain the 3.5 after the warning will result in a second warning and a hearing with the Faculty Council. The member will then be placed on probationary status. If the member does not maintain 3.5 GPA on the report card after the second warning, this may result in removal from the NJHS.
3. A combination of three behavior reports/incidents and/or five missing work notifications will result in a written warning. If an additional two or more behavior reports and/or missing work notifications are received, this will result in a second written warning and a hearing with the faculty council. The member will then be placed on probationary status. A behavior report/incident or missing work notification received after the second warning may result in removal from the NJHS.
4. An automatic detention or suspension will result in a hearing before the Faculty Council to determine dismissal or warning. If the student is given a warning, they will be dismissed from the NJHS upon receipt of another behavior report/incident, missing work notification, detention, warning, or suspension.
5. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council.
6. For the purpose of dismissal, a majority vote of the Faculty Council is required.
7. A member who has been dismissed may appeal the decision of the Faculty Council to the principal.
8. The National Council and NASSP shall hear no appeals in dismissal cases.
9. Members who resign or are dismissed are never again eligible for membership or its benefits in this chapter. The student must submit a signed letter detailing their reasons for resigning to the chapter moderator.
10. NJHS Membership is transferable. Transfer members must meet the new chapter's standards within one semester in order to retain membership.





\*Any and all infractions may be referred to the Faculty Council for consideration.

***NOTE:*** *Students with a CAP/ICEP may have a modified policy in accordance with the accommodations in their CAP/ICEP.*

### **Prayer Services/Liturgies**

Students are given formal and informal opportunities to enhance spiritual development.

### **Safety Patrols**

The Safety Patrol provides an opportunity for leadership and responsibility. Students in Grades 5-8 are eligible to become members of the Safety Patrol under the direction of a faculty advisor.

### **Spirit Week**

Special activities to promote school spirit are held during this week, with Field Day held on the Friday before Memorial Day.

### **Student Council**

Officers and representatives from each grade participate in Student Council meetings and activities to serve the school and community.

## **EXTRA CURRICULAR ACTIVITIES**

### **Altar Servers**

Students Grades 3-8 are encouraged to participate in parish ministry by being altar servers and cross bearers.

## **Clubs**

Holy Redeemer School offers a wide variety of extracurricular activities for students: Band, Boy Scouts, Girl Scouts Chess Club, Children's Choir, Cub Scouts, Liturgy Club, National Junior Honor Society (NJHS), Student Council, and Yearbook Club.

## **CYO Sports Program**

Students in Pre-Kindergarten-Grade 8 can participate in a variety of sports, sponsored by the Catholic Youth Organization.

## **Instrumental Music Program**

In conjunction with the Archdiocesan program, Holy Redeemer School has a band composed of interested students in Grades 4-8. A qualified music instructor is assigned as band director. All arrangements, lessons, and rental or purchase of instruments are handled privately between parent and band director. The school permits students in the band to be released from classes for a half-hour lesson each week. Therefore, **it is the student's responsibility to make up the work from a missed class. Acceptable grades and behavior are to be maintained.**

After school band practice is held on Fridays from 2:50-4:00 p.m. for **advanced band members only**. All late pick up rules will apply when students are released from after school band practice.

## **Scouts**

Brownie, Girl Scout, Cub Scout and Boy Scout programs are available through the school and church. Please check with the parish office for further information.

**NOTE:** If a student is participating in a scheduled, supervised activity, before or after school, specific arrangements must be made for drop-off and/or pickup at the designated times.

<b>The principal reserves the right to amend the Handbook at any time.</b>
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# APPENDIX I

## 2023-2024 SUPPLY LIST

Items marked with this symbol ☐ must be purchased at school. All other items may be available for purchase at the school supply store or may be purchased elsewhere. See the list of items available for purchase at the school store.

If supplies are lost during the year, they must be replaced.

Every student in the school is required to have a book bag, either backpack style or duffel. Any backpack style is acceptable, but duffels may be no larger than 19" x 10" x 10". Pictures, drawings and graffiti are not to appear on book bags, backpacks, books, or notebooks.

School clothing should be labeled with the child's name.

No spiral notebooks are allowed, except for the art sketchbook.

Students in all grades are not permitted to have permanent markers at school.

All books must be covered with Holy Redeemer book covers. Free book covers are available in the school supply store.

\* Your child's name **MUST** be written on each item on this list. There will be no sharing of student supplies\*

Grade Pre-K	Grade Kindergarten	Grade 1	Grade 2
<ul style="list-style-type: none"> <li>♦ (1) Nap Mat <b>*Must be Purchased through HRS</b> (\$40.00, Invoiced through the Office)</li> <li>• 1 REGULAR size book bag (labeled with child's name)</li> <li>• Lunch box (labeled with child's name)</li> <li>• 1 Reusable Water Bottle, <b>Labeled with your student's First and Last Name</b></li> </ul> <p><b><u>Classroom Items Collected and Used Throughout the Year:</u></b></p> <ul style="list-style-type: none"> <li>• 4 - 6 oz containers of playdough</li> <li>• 4 boxes of tissues</li> <li>• 3 rolls of paper towels</li> <li>• 1 Refill bottle of cleaning fluid (<b>No Clorox</b>)</li> </ul>	<ul style="list-style-type: none"> <li>♦ 2 Composition books (<b>Labeled with Student's First and Last Name</b>)</li> <li>♦ 1 -1" Binder (<b>Labeled with Student's First and Last Name</b>)</li> <li>♦ 1 large backpack, <b>NO WHEELS</b></li> <li>♦ 1 lunchbox, with handles</li> <li>♦ 1 Child's Fiskar scissors</li> <li>♦ 1 bottle of Elmer's liquid glue 4 oz.</li> <li>♦ 1 set of markers-set of 8 or 10 basic colors</li> <li>♦ 4 boxes of 24 Crayola crayons (<b>Crayola only please</b>)</li> <li>♦ 4 cans of Play Dough (4/6 oz-any color)</li> <li>♦ 1 packages of disinfectant wipes</li> </ul> <p><b>Boys ONLY:</b></p> <ul style="list-style-type: none"> <li>• 1 box of tissues</li> </ul> <p><b>Girls ONLY:</b></p> <ul style="list-style-type: none"> <li>• 1 rolls of paper towels</li> </ul>	<ul style="list-style-type: none"> <li>♦ (2) Primary Lined Notebooks <b>*Must be purchased from HRS* (\$2.00 each, Office will invoice)</b></li> <li>♦ Agenda Book (<b>Must be purchased from HRS, office will invoice \$8</b>)</li> </ul> <p><b>* <u>Your child's name MUST be written on each item on this list.</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1- Backpack &amp; Lunch Box</li> <li><input type="checkbox"/> 1- Reusable water bottle</li> <li><input type="checkbox"/> 1-zip up pencil case</li> <li><input type="checkbox"/> 2- boxes crayons (2 boxes of 24 crayons – standard pack)</li> <li><input type="checkbox"/> 1-box of 12 colored pencils</li> <li><input type="checkbox"/> 1- box of #2 pencils, <b>Pre-Sharpended</b></li> <li><input type="checkbox"/> 4- Glue Sticks (Small)</li> <li><input type="checkbox"/> 1-Bottle Elmer's Glue</li> <li><input type="checkbox"/> 2- Pink Erasers (Large Pencil Erasers)</li> <li><input type="checkbox"/> 1 pair Scissors – 5" Kids blunt/ rounded edge, labeled</li> <li><input type="checkbox"/> 2- 5-Star Pocket Folders</li> </ul>	<ul style="list-style-type: none"> <li>♦ 3 Second Grade Primary Composition books <b>* <u>Must be purchased at school (\$2.00 each, Office will invoice)</u></b></li> <li>♦ 1 Second Grade Primary Writing tablet <b>*Must be purchased at school (\$2.00 each, Office will invoice)</b></li> <li>• School Homework/Agenda Book <b>*Must be purchased from HRS (\$8 each, Office will invoice)</b> <ul style="list-style-type: none"> <li>♦ (1) book bag (<b>No wheels</b>)</li> <li>♦ (1) Large zippered pencil pouch</li> <li>♦ (1) Blunt safety scissors</li> <li>♦ (2) pocket folders (<b>1 Blue, 1 Red</b>)</li> <li>♦ (1) Box colored <b>washable</b> markers</li> <li>♦ (1) Set colored pencils</li> <li>♦ (1) box crayons (24-Standard colors)</li> <li>♦ 10 pencils, <b>Pre-Sharpended</b></li> <li>♦ 4 glue sticks (<b>No Glue Bottles</b>)</li> <li>♦ 2 Large Pink Erasers (<b>Not Oversized</b>)</li> <li>♦ 1 Pair of headphones (<b>No Earbuds</b>)</li> </ul> </li> </ul>

		<input type="checkbox"/> 1 -Pack Dry Erase Markers <input type="checkbox"/> 2- Boxes of Washable Markers <input type="checkbox"/> 1- pair of headphones ( <b><u>No Earbuds- Place in Plastic bag labeled with First and Last Name)</u></b> <b><u>Classroom Items for Collection:</u></b> <input type="checkbox"/> 1- box of plastic utensils <input type="checkbox"/> 3- Containers baby wipes (40 count, sensitive skin) <input type="checkbox"/> 2- boxes of tissues <input type="checkbox"/> 2 rolls of paper towels	♦ 1 Reusable water bottle <b><u>Items for Classroom Collection:</u></b> ♦ 2 boxes of tissues ♦ 2 boxes of baby wipes ♦ 2 rolls of paper towels
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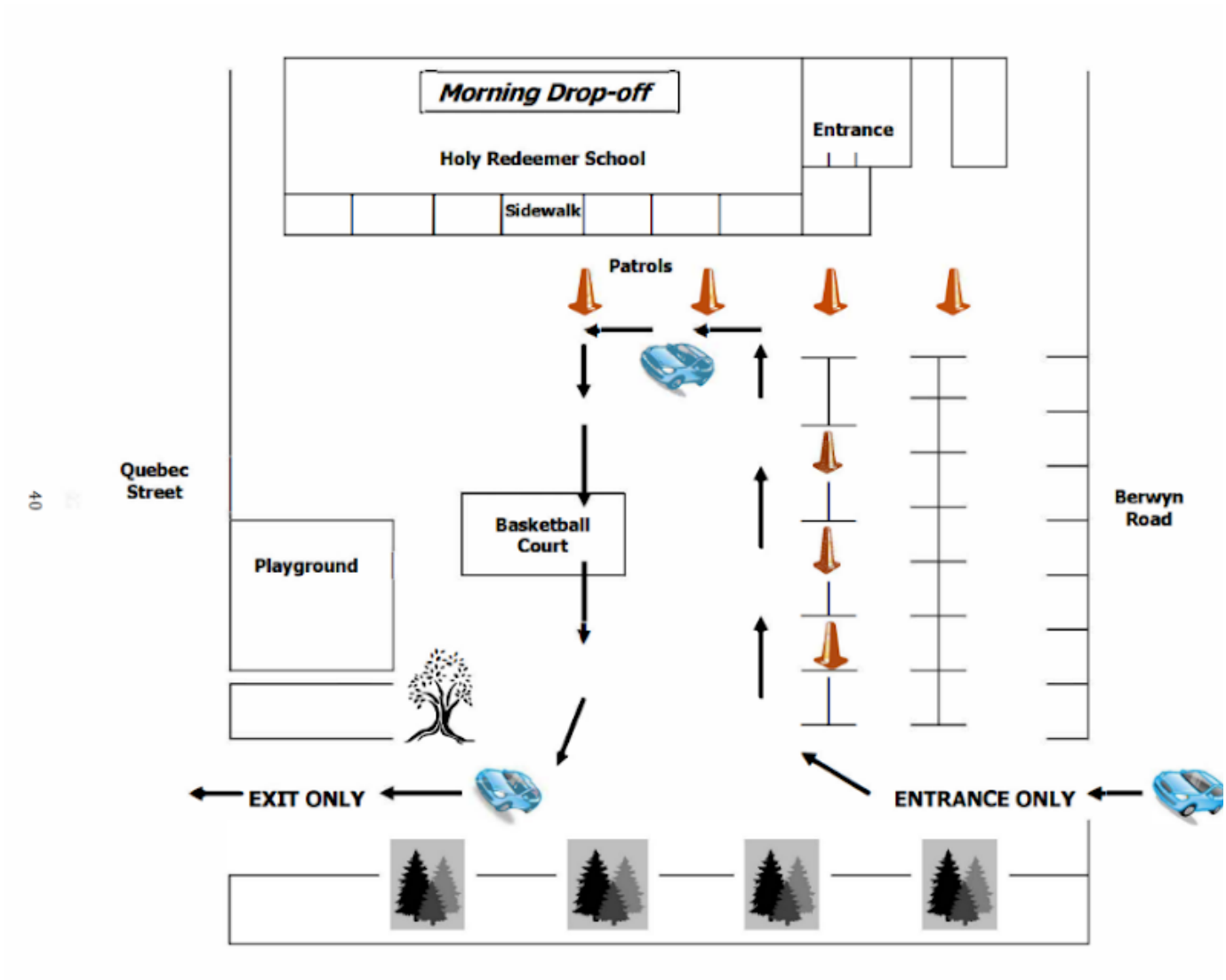
Grade 3	Grade 4
<ul style="list-style-type: none"> <li>♦ (1) School Homework/Agenda Book <b><u>*Must be purchased from HRS (\$8 each, Office will invoice)</u></b></li> <li>♦ (2) 3rd Grade Lined Notebooks <b><i>*Must be purchased from HRS* (\$2.00 each, Office will invoice)</i></b></li> <li>♦ 1 Zippered pencil pouch (<b>No Boxes</b>)</li> <li>♦ 1 lunch box/bag</li> <li>♦ 1 book bag (<b>No Wheels</b>)</li> <li>♦ (3) 2-pocket folders (<b>1 Red for Music, 1 Blue for Spanish, and 1 Black</b>)</li> <li>♦ 4 packs of crayola <u>washable</u> broad tip markers</li> <li>♦ 24 #2 pencils (2 boxes of 12, <b>Pre-Sharpended</b>)</li> <li>♦ 3 Large Pink Erasers (<b>No Oversized</b>)</li> <li>♦ 4 boxes of crayons (8 or 16)</li> <li>♦ 4 <u>glue sticks</u> (<b>No glue bottles</b>)</li> <li>♦ 2 yellow highlighters</li> <li>♦ 4 black dry erase markers</li> <li>♦ 1 pair of headphones/earbuds (Place in a Ziploc Bag and Label with First and Last Name)</li> <li>♦ Towel <b><u>OR</u></b> inexpensive yoga mat (To Be used Outside, Label with First and Last Name)</li> <li>♦ A Reusable Water Bottle (Label with First and Last Name)</li> </ul> <b><u>Classroom Items for Collection:</u></b> <ul style="list-style-type: none"> <li>♦ 3 rolls of paper towels</li> <li>♦ 2 boxes of tissues</li> </ul>	<ul style="list-style-type: none"> <li>• (1) School Homework/Agenda Book <b><u>*Must be purchased from HRS (\$8 each, Office will invoice)</u></b></li> <li>• (1) Reusable Water bottle ( <b>NO metal water bottles; label with name</b>)</li> <li>• (1) 1-inch, 2 pocket binder (<b>NO binders that zip!</b>)</li> <li>• (1) two-pocket folder with three hole punch to put in binder</li> <li>• (1) two-pocket folder for Music</li> <li>• (1) Pack of Wide Ruled Loose Leaf Paper for Binder</li> <li>• (2) Large <b>zippered</b> pencil cases (one for classroom supplies, one for art supplies)</li> <li>• (4) Black and White Marble Composition Books</li> <li>• (3) Highlighters: <b>1 Pink, 1 Yellow, 1 Blue</b></li> <li>• (1) Pack of <u>Pre-Sharpended</u> #2 Pencils</li> <li>• (1) Pack of Sticky notes (3 inch X 3 inch)</li> <li>• (1) Large Pink Pencil Eraser</li> <li>• (1) Pen (blue or black ink)</li> <li>• (1) Pen to Correct (any color except yellow)</li> <li>• (1) Classroom Safe Scissors</li> <li>• (1) Pack of Crayons, Colored Pencils, <b><u>OR</u></b> Markers</li> <li>• (2) <u>Glue sticks</u> (<b>No glue bottles</b>)</li> <li>• (1) Standard Ruler (12")</li> <li>• Headphones OR Earbuds</li> <li>• (1) Dry Erase board (Approximately 8 ½ x 11)</li> <li>• Dry erase markers (4-pack)</li> </ul>

<ul style="list-style-type: none"> <li>◆ 2 boxes of baby wipes</li> <li>◆ 1 Pack of Wide Ruled Loose Leaf Paper</li> </ul> <p><b>Girls:</b></p> <ul style="list-style-type: none"> <li>◆ 2 packs of index cards</li> <li>◆ 1 box Ziploc Gallon Bags</li> </ul> <p><b>Boys:</b></p> <ul style="list-style-type: none"> <li>◆ 1 Ziploc Sandwich Bags</li> <li>◆ 2 pack of Post-Its Notes</li> </ul> <p><b><u>**Do not</u> have your student bring scissors or hand held pencil sharpeners. Thank You!</b></p>	<ul style="list-style-type: none"> <li>● 1 large towel (To Be Used Outside), <b>Labeled with Student's First and Last name</b></li> <li>● Bible (<b>To be kept at home</b>)</li> </ul> <p><b><u>Classroom Items for Collection:</u></b></p> <ul style="list-style-type: none"> <li>● 2 boxes of tissues</li> <li>● 1 pack of baby wipes</li> <li>● 1 roll of paper towels</li> </ul>
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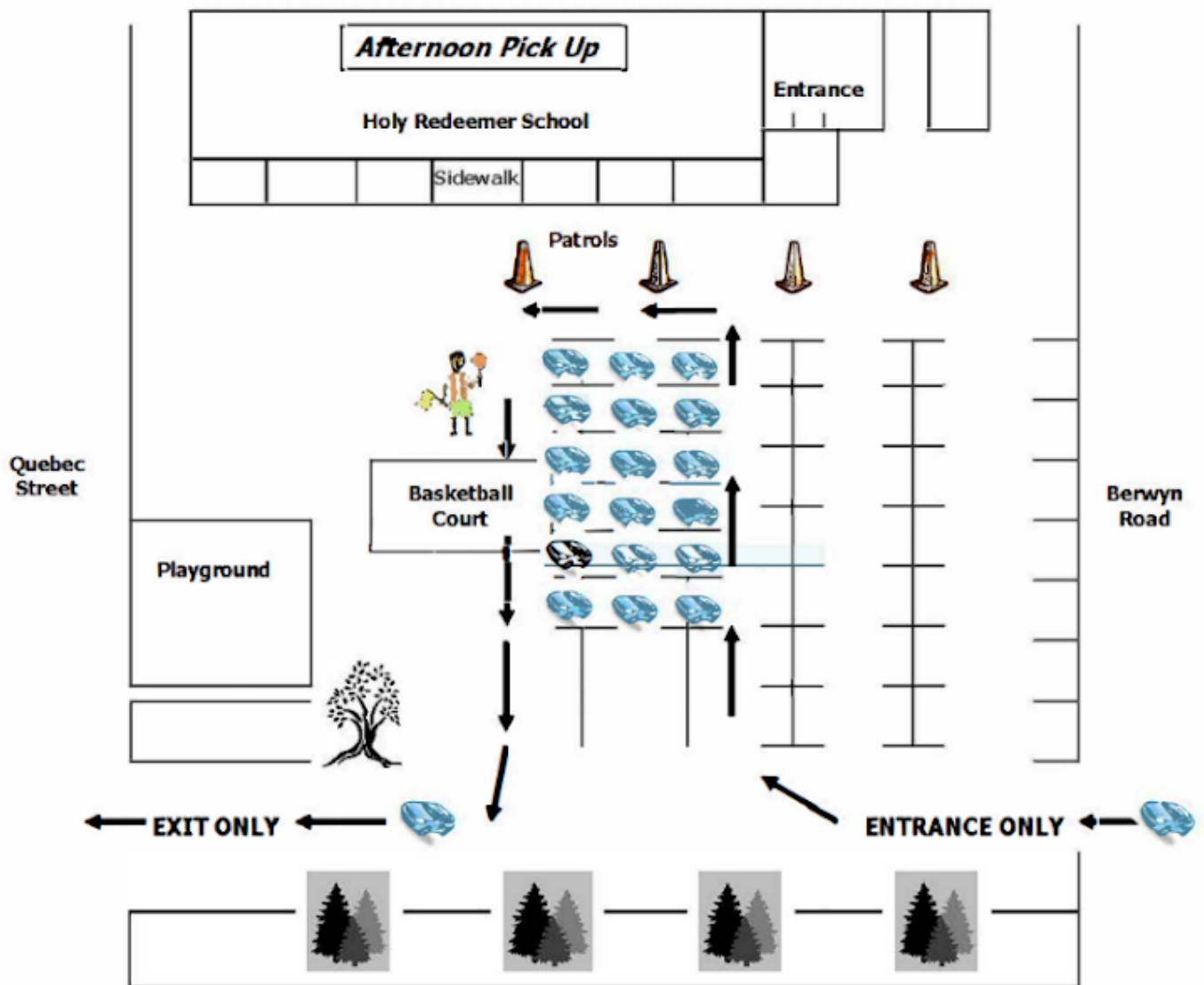
Grade 5	Grades 6, 7, & 8
<ul style="list-style-type: none"> <li>• (1) School Homework/Agenda Book <b>*Must be purchased from HRS (\$8 each, Office will invoice)</b></li> <li>• (1) Reusable Water bottle (<b>Label with your student's first and last name</b>)</li> <li>• (1) 1-inch, 2 pocket binder (<b>NO binders that zip!</b>)</li> <li>• (1) two-pocket folder with three hole punch</li> <li>• (1) two-pocket folder for Music</li> <li>• (1) Pack of Wide Ruled Loose Leaf Paper for Binder</li> <li>• (2) Large <b>zippered</b> pencil cases (one for classroom supplies, one for art supplies)</li> <li>• (6) Black and White Marble Composition Books</li> <li>• (3) Highlighters: <b>1 Pink, 1 Yellow, 1 Blue</b></li> <li>• (1) Pack of <u>Pre-Sharpened</u> #2 Pencils</li> <li>• (1) Pack of Sticky notes 3 inch X 3 inch</li> <li>• (1) Large Pink Pencil Eraser</li> <li>• (1) Pen (blue or black ink)</li> <li>• (1) Pen to Correct (any color except yellow)</li> <li>• (1) Classroom Safe Scissors with the student's name on them</li> <li>• (1) Pack of Crayons, Colored Pencils, <b>OR</b> Markers</li> <li>• (2) <u>Glue sticks</u> (<b>No glue bottles</b>)</li> <li>• (1) Standard Ruler (12")</li> <li>• Dry erase markers (4-pack)</li> <li>• Headphones OR Earbuds</li> <li>• 1 large towel (To Be Used Outside), <b>Labeled with Student's First and Last name</b></li> <li>• Bible (<b>To be kept at home</b>)</li> </ul> <p><b><u>Classroom Items for Collection:</u></b></p> <ul style="list-style-type: none"> <li>• 2 boxes of tissues</li> <li>• 1 Container of disinfectant wipes</li> <li>• One pack of baby wipes</li> </ul>	<p><b>**STUDENTS ARE NOT TO BRING MARKERS OR SCISSORS. SCISSORS WILL BE PROVIDED IN THE CLASSROOMS AS NEEDED**</b></p> <p><b><u>Literature/English</u></b></p> <p>(1) Folder -2 pocket, 3 hole punch</p> <p>(3) Composition notebooks (1 for Literature; 1 for English; 1 for Vocabulary)</p> <p><b><u>Math</u></b></p> <p>(1) Non-graphing scientific calculator</p> <p>(1) Pack of graph paper</p> <p>(1) Composition notebook</p> <p>(1) Folder -2 pocket, 3 hole punch</p> <p><b><u>Religion</u></b></p> <p>(1) Composition Book</p> <p>(1) Catholic Bible - keep at home</p> <p>(1) Folder -2 pocket, 3 hole punch</p> <p><b><u>History</u></b></p> <p>(1) Composition notebook</p> <p>(1) Folder- 2 pocket, 3 hole punch</p> <p><b><u>Science</u></b></p> <p>(1) 3 Ring (1") Binder with 5 dividers</p> <p>(1) Composition notebook</p> <p>(1) Folder - 2 pocket, 3 hole punch</p> <p><b><u>Spanish</u></b></p> <p>(1) Composition notebook</p> <p>(1) Folder - 2 pocket, 3 hole punch</p> <p><b><u>General</u></b></p> <p>(1) School Homework/Agenda Book <b>*Must be purchased from HRS (\$8 each, Office will invoice)</b></p> <p>(1) Soft Pencil Pouch-No Boxes (2) Boxes of tissues</p> <p>(1) Container of Disinfectant Wipes (1) 4-pack of dry erase markers</p> <p>(1) 3 Ring (2") Binder (<b>Zipper Binder Recommended</b>)</p> <p>(1) Pack of College Ruled Loose Leaf</p> <p><b><u>Please note that items such as highlighters, pens, pencils, paper, &amp; composition books may need to be replenished/replaced throughout the year. Please monitor as the year progresses.</u></b></p> <p><b><u>Items for Pencil Pouch:</u></b> Please purchase the following..</p> <ul style="list-style-type: none"> <li>• 6" Ruler - must fit in pencil pouch or binder pocket</li> <li>• 2 Highlighters</li> <li>• Pencils (Pre-Sharpened, or Mechanical)</li> <li>• Pencil Sharpener (Small Manual)</li> <li>• Erasers (Large Pink)</li> <li>• 4 Pens (<b>Blue or Black Ink</b>)</li> <li>• Colored Pencils</li> </ul>

# APPENDIX II

## MORNING DROP OFF DIAGRAM



# AFTERNOON PICK UP DIAGRAM





# APPENDIX III

## Pastoral Recommendation Letter

Dear Father,

I am aware that the actual cost to educate a child at Holy Redeemer School far exceeds even the “Standard” tuition rate. To help bridge this gap, financial support is given from Holy Redeemer Parish, ADW tuition assistance, scholarships and through fundraising efforts.

I understand that Holy Redeemer Parish offers a vastly reduced “Contributing Parishioner” tuition rate for registered parish families who actively support the parish by contributing to the Offertory Collection at Mass. These financial contributions to the parish are crucial for its overall growth and ministry, like the school. It is expected that a family requesting the “Contributing Parishioner” tuition rate would contribute weekly to the parish offertory, according to their means.

For this reason, I am writing to request that you grant my family the “Contributing Parishioner” tuition rate for the 2020-2021 school year since:

- My family regularly and actively participates in Sunday Mass, and lives the Catholic faith by a life of virtue according to the Gospel message.
  - My family provides for the needs of our Holy Redeemer Parish, proportionately and according to our means, through recordable contributions (which subsidizes the Contributing Parishioner tuition rate) using:
    - Faith Direct- online giving through direct debit (preferable); Member # \_\_\_\_\_
- OR**
- Contribution Envelopes; Envelope # \_\_\_\_\_

Comments:

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Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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



*Holy Redeemer School*

4902 Berwyn Road · College Park, MD 20740

301-474-3993

www.holy-redeemer.org · school@holy-redeemer.org

## PASTORAL RECOMMENDATION FORM FOR CONTRIBUTING PARISHIONERS

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Address

This is to certify that according to Parish Records and/or my personal knowledge,

\_\_\_\_\_  
Name of Child's Parents

are registered, practicing, contributing members of \_\_\_\_\_  
parish in the (Arch)diocese of \_\_\_\_\_.

Has this child been baptized? \_\_\_\_\_

Faith Direct Member #: \_\_\_\_\_

**OR**

Family Envelope #: \_\_\_\_\_

\_\_\_\_\_ This parishioner has my Pastoral Recommendation to be granted the Contributing Parishioner  
tuition rate at Holy Redeemer School, College Park.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

Pastor

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

Seal:

\_\_\_\_\_

# ARCHDIOCESE OF WASHINGTON – Catholic Schools

Year: 2020-2021

*First*

**PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE BY SEPTEMBER 1, 2020.**