

St. Casimir Catholic School Parent/Student Handbook 2025-2026



1035 S. Kenwood Ave.

Baltimore, MD 21224

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Table of Contents

Overview

Archdiocese of Baltimore's Vision Statement	Page 7
Archdiocese of Baltimore's Mission Statement	Page 7
School's Vision Statement	Page 7
School's Mission Statement	Page 8
History of the School	Page 8
Accreditation	Page 8
National Catholic Educational Association (NCEA)	Page 8
Awards and Accolades	Page 9
Administrative Team	Page 9
Faculty and Staff	Page 10 -11
School Board Members	Page 12
School Calendar 2025-2026	Page 13 - 14

Catholic Identity

Advent	Page 15
"Buddy" Program	Page 15
Catholic Schools Week	Page 16
Daily Prayer	Page 16
House System	Page 16
Lent	Page 17
Living Rosary	Page 17
May Procession & Crowning	Page 17
Prayer Services	Page 17
Religion Curriculum (include Growing with God)	Page 17-18
Retreats	Page 18
Sacraments (First Eucharist, Reconciliation, Confirmation)	Page 18

School's Liturgy Schedule	Page 18
Service Projects	Page 18
Stations of the Cross and/or Living Stations	Page 18
Virtue of the Month Program	Page 19

Academics

Curriculum	Page 19 - 22
Academic Integrity Policy	Page 22 - 24
Textbooks	Page 25
Grading Policy	Page 26 - 29
Trimester Report Card Grade Keys	Page 30
Report Cards and Progress Reports	Page 31
Honor Roll Policy	Page 31
Promotion Requirements	Page 32
Retention	Page 32
Graduation Requirements	Page 33
Power School Access	Page 33
Communication	Page 33 - 34
Other Student Services	Page 34
Field Trips	Page 34
Learning Support and the Student Advocacy Team Process	Page 34 - 35

Admissions

Application Process	Page 36 - 37
Waiting List	Page 37
Placement	Page 37
Probation	Page 37
High School Admissions and Visitation Policy	Page 37
Non-Discrimination Statement	Page 37 - 38

Assessment Program

Standardized Testing	Page 39
Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Student	Page 39
Early Childhood Toilet Policy	Page 39
Elementary Students	Page 39
High School Students	Page 39
Assessment of Child/Youth Religious Education (ACRE)	Page 39

Attendance & Student's Records

Regular Dismissal	Page 40
Absences	Page 40 – 41
Truancy	Page 42
Lateness & Assignments	Page 42
Early Departures & Late Arrivals	Page 42 - 44
Early Dismissal Days	Page 44 - 45
Location & Access to Student's Records	Page 45
Records Policy (FERPA)	Page 45 - 47

Discipline

Statement on Philosophy of Discipline	Page 47
PBIS	Page 47 - 50
Search and Seizure	Page 50
Conflict Situations	Page 50
Bullying Policy	Page 50 – 51
Harassment Policy	Page 51 - 53

Financial Obligations

Tuition Policy 2025-2026	Page 53 - 55
Registration Fees	Page 54

Activity Fees	Page 54
Other Fees	Page 54
Registration Policy	Page 54
Payment Schedule	Page 54
Tuition Assistance, Grants, BOOST	Page 55 - 57
Delinquent Tuition	Page 57
Withdrawals	Page 57

Health

Maryland School Immunization Requirements	Page 58
Dispensing of Medication	Page 58
Communicable Diseases	Page 58 - 59
Conjunctivitis (Pink Eye)	Page 59
Varicella (Chicken Pox)	Page 59
Health Records	Page 59
Head Injury	Page 59
Allergies	Page 59 - 60
Bloodborne Pathogens	Page 60
Vision and Hearing Screening	Page 60
Birthdays	Page 60
General Use Epi Pens	Page 60 - 61

Partnerships and Communication with Parents

Responsibilities, Support, and Compliance by Families	Page 61-62
Communication	Page 62
Non-Custodian Parent	Page 62
Change in Name, Family Status, and Custody	Page 63
Change in Address, Phone, and Email	Page 63
Parent-Teacher Conferences	Page 63

Home and School Association	Page 63
Homeroom Parents	Page 63-64

Safety

Emergency Plan	Page 64
Fire and Safety Drills	Page 64-65
Weather Closings and Delays	Page 66
AHERA	Page 66
Child and Youth Protection	Page 66
Abuse and Neglect Policy	Page 67
Student's Cell Phones	Page 67
Visitors	Page 67
Volunteers	Page 67
Supervision Responsibilities	Page 68
Tobacco and Drugs	Page 68
Transportation Procedures	Page 68

Student Services

Before & After School Care	Page 68 - 70
Lunch Program	Page 70
School Activities and Organizations	Page 70 - 71
Guidance & Counselor	Page 71
Leadership Programs	Page 71 - 72

Technology

Acceptable Use Policy	Page 72 - 74
Artificial Intelligence Policy	Page 75 - 76
Web-based Services	Page 76 - 77

Uniforms

Uniform Company	Page 78
Uniform Description	Page 79-81
Summer Uniform	Page 80 - 81
PE Uniform	Page 80- 82
Socks, Shoes, Jewelry & Hair	Page 82
Labeling Clothes & Belongings	Page 83
Out-of-Uniform Days	Page 83
Used Uniform Sale	Page 83
Hair Policy	Page 83 -84
Lost and Found	Page 84

Other

Right to Amend the Handbook	Page 84
Parental Support/Compliance	Page 84
Acknowledgement	Page 85

St. Casimir Catholic School is a co-ed elementary school for grades PreK3 to Grade 8. St. Casimir School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract. (Policy ADM 6.0)

Overview

Archdiocese of Baltimore's Vision Statement

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

Archdiocese of Baltimore's Mission Statement

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

Vision Statement

St. Casimir is a Roman Catholic school that offers a quality Catholic Christian education to children of St. Casimir, St. Stanislaus, St. Brigid, St Elizabeth of Hungary and St. Leo Parishes and the surrounding community - both Catholic and non-Catholic. We implement a curriculum based on Catholic values and high academic standards. We believe that children learn by doing, and provide a program that includes hands-on learning activities, as well as enrichment and field trip activities. Our educational environment fosters the holistic development of each child: spiritual, intellectual, emotional, physical, and cultural. Our school forges a partnership of faculty, family, parish, and community to promote Christian living in a contemporary society. Admission is open to all students who can benefit from the program that is offered.

Objectives

- To prepare students for active membership in church and society by providing a program of appropriate faith development, academic, and life skills.
- To provide opportunities for Christian community, witness, and service, as well as promote an understanding of social justice issues in today's world.

- To stimulate creative and critical thinking to help students grow to their potential as active and curious learners in a changing world.
- To provide a wholesome and safe environment.
- To encourage parental involvement as role models and partners in the education of their children.

Mission Statement

St. Casimir Catholic School, anchored in faith, education and family, prepares each student to positively impact our global society in a nurturing and dynamic environment. Inspired by the Franciscan tradition we empower students to develop their academic talents and spiritual strengths by providing a foundation of excellence.

History of School

St. Casimir School was established in 1902 in the ground floor of the original St. Casimir's Church. The school was founded in the Franciscan tradition and was largely staffed by religious sisters. It is set in a neighborhood rich in Polish ethnicity and Catholic heritage. In 1975 St. Casimir's School was merged with St. Stanislaus School to serve the educational needs of both parishes, and the name was changed to Father Kolbe School.

For 14 years Father Kolbe had a campus at St. Stanislaus for kindergarten through grade four. St. Casimir housed grades five through eight. With the decrease in vocations it was determined that only one convent would be used, and one Principal would travel between two schools. As a result of the Catholic Schools' project in 1988, it was decided to move Father Kolbe School to only one campus with a strong staff and incorporate St. Leo's parish as a part of Kolbe School. This took place in 1989. On July 1, 2008, the faith community of St. Casimir reestablished Father Kolbe School as a parish school and took on its original name of St. Casimir School.

Accreditation

(Policy ADM 1.1) St. Casimir is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, St. Casimir's met the requirements established by the Cognia Accreditation Commission and Board of Trustees and was thereby accredited by the SACS Council on Accreditation and School Improvement.

National Catholic Educational Association (NCEA)

(Policy ADM 21.0) St. Casimir School is a member of the National Catholic Educational Association (NCEA).

Awards & Accolades

- St. Casimir Catholic School ranked #1 in Test Score Growth across the entire Archdiocese of Baltimore for the 2020-2021 and 2021-2022 school years.
- Our Preschool received the highest Five Star Rating from Maryland Excels.
- Our Pre- school has earned Early Childhood Cognia Certification.
- St. Casimir School is a Certified Sustainable Green School. In 2008 we were recipients of the 2008 Maryland Green School Award for outstanding natural resource, environmental and conservation education, community involvement, and practices. Through the re-accreditation process we are now certified sustainable.

Administrative Team

Mrs. Noreen Heffner

Principal

Oversees all aspects of school leadership, including academic programs, faculty supervision, curriculum alignment, strategic planning, and the overall spiritual and operational direction of the school.

Mrs. Meghan Sitzler

Assistant Principal & Director of Student Support Services

Supports instructional leadership, coordinates student support services, oversees behavior and discipline, facilitates accommodations for diverse learners, and serves as a liaison for families and staff.

Mrs. Tina Micklos

Administrative Assistant

Manages day-to-day school operations, maintains communication with faculty and families, supports scheduling and logistics, assists with internal processes, and ensures smooth front office operations.

Mrs. Kelli Girolami

School Secretary

Greets families and visitors, manages attendance and student records, handles daily communication with parents, and supports clerical tasks essential to school functioning.

Mrs. Erin Powell

Admissions

Coordinates the admissions process, provides tours and information to prospective

families, manages enrollment data, and supports outreach and marketing efforts to grow and welcome the school community.

Faculty and Staff

Administration	
Mrs. Noreen Heffner	Principal
Mrs. Meghan Sitzler	Assistant Principal & Director of Student Support Services
Mrs. Tina Micklos	Administrative Assistant
Mrs. Kelli Girolami	School Secretary
Mrs. Erin Powell	Admissions
Faculty	
Ms. Cecilia Wright	PreK3 Teacher
Ms. Colleen Hartley	PreK3 Instructional Assistant
Ms. Nicole Wheeler	PreK3 Teacher
Ms. Rita Garrity	PreK3 Instructional Assistant
Mrs. Christina Erpelding	PreK4 Teacher
Mrs. Patricia Nardi	PreK4 Instructional Assistant
Ms. Avie Stuart	PreK4 Teacher
Mrs. Nadia Zelechowski	PreK4 Instructional Assistant
Mrs. Melanie Conley	Kindergarten Teacher
Mrs. Lisa Bailey	Kindergarten Instructional Assistant, Art Teacher
Ms. Carole Packett	Kindergarten Teacher
Mrs. Pintet Halasan	Kindergarten Instructional Assistant
Mrs. Patti Shortall	1st Grade Teacher
Mr. Thomas Motz	1st Grade Instructional Assistant Religion teacher

Mrs. Alexis Iacoboni	1st Grade Teacher
Mrs. Cathy Menefee	2nd Grade Instructional Assistant
Mrs. Alissa Manna	2nd Grade Teacher
Mr. Dominic Dorse	2nd Grade Teacher
Ms. Sabrina Spence	3rd Grade Teacher
Ms. Myra Lhou Sicat	3rd Grade Teacher
Mrs. Cynthia Turcea	4th Grade Teacher
Ms. Alexandra Kilgore	5th Grade Teacher
Mr. Scott Sands	6th Grade Homeroom Teacher
Mr. Ciaran Quinn	7th Grade Homeroom Teacher
Mrs. Emily Mathews	8th Grade Homeroom Teacher
Mrs. Maryann Chorabik	Middle School Religion
Ms. Delia Hatten	Music Teacher
Mr. Lamont Pennick	Athletic Director
Sueanny Penaherrera The Language Project	Spanish Teacher
Mrs. Patricia Stelmaszczyk	Technology Coordinator
Nurse Kaitlin Pillion	School Nurse
Mrs. Vicky Phillips	Facilities

Pastoral Support

Pastoral Support	
Fr. Dennis Grumsey, O.F.M., Conv	Pastor
Fr. Rich Rome	Associate Pastor

School Board Members

It is Archdiocesan policy that every school has a school board, regardless of its model of governance. School boards are diverse and seek to reflect the student population, include community representation, and have persons with expertise related to school needs. Meet our school board members for this school year!

Name	Role	Representing
Fr. Dennis Grumsey, O.F.M., Conv (ex officio)	Pastor	St. Casimir Parish
Fr. Rich Rome (ex officio)	Associate Pastor	St. Casimir Parish
Noreen Heffner (ex officio)	Principal	St. Casimir School
Erin Powell	School Advancement Director	St. Casimir School
Bernadette Vece (ex officio)	Pastoral Assistant	St. Casimir Parish
Robert Obst	Chairperson	St. Casimir Parish
Joan Trush	Vice-Chairperson	St. Casimir Parish
Jennifer Anderson	Member	St. Casimir Parish
Fr. Christopher Dudek	Member	Archbishop Curley High School
James Leatherman	Member	Home School Association
Karen Myers	Member	Community
Stephanie Bartomioli	Member	Parent & St. Casimir Parish
Terrenece O'Keefe	Member	St. Casimir Parish
Raymond Swider	Member	St. Casimir Parish

School Calendar 2025-2026

(Policy ADM 13.1) The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings:

Day 1: Closed

Day 2: Closed

Day 3: Closed

Day 4: Asynchronous Learning

Day 5: Asynchronous Learning

Day 6 and Beyond: Add a day of instruction to the calendar

St. Casimir has identified three (3) inclement weather days into the calendar. If the school does not close due to inclement weather or unforeseen event (Day 1, Day 2, Day 3), then the administrators have decided that school will NOT occur on these days: March 17, April 30, and May 11.

Please note: For each inclement weather day that is used, the one of the above planned days off will be removed- meaning the students and staff will be in school. Please check your school's newsletter for details.

August 25 - First day of school; Noon Dismissal

August 26 - Noon Dismissal

August 27 & 28 - Full day

August 29 - Noon Dismissal

September 1 - School Closed

September 29 - School Closed

October 3 - Professional Development for Teachers; School Closed

October 23 - Parent/Teacher Conferences; School Closed

October 31 - Noon Dismissal

November 14 - Noon Dismissal

November 26, 27 & 28 - School Closed

December 22 - January 2 - Christmas Break; School Closed

January 16 - School Closed

January 19 - School Closed

January 30 - Noon Dismissal

February 13 - Retreat for Teachers; School Closed

February 16 - School Closed

February 27 - Noon Dismissal

March 13 - Professional Development for Teachers; School Closed

April 2 - Noon Dismissal; Spring Break begins

April 3 - 10 - Spring Break; School Closed

May 22 - School Closed

May 25 - School Closed

June 5 - 8th Grade Graduation

June 8 - Noon Dismissal

June 9 - Noon Dismissal

June 10 - Last Day of School for students

Catholic Identity

(Policy INST 1.0; INST 1.2; INST 1.3; INST 1.6; INST 1.7) The official teachings of the Roman Catholic Church are taught in St. Casimir Catholic school. The faith formation program is under the jurisdiction of the Archbishop. The curriculum integrates the six tasks of catechesis and is developed in accord with the Archdiocesan faith formation curriculum guidelines published by the Institute for Evangelization. Students attend religion classes, participate in liturgical celebrations, and participate in the religious activities of the school. Parents receive information about the faith formation program in the school and the school's expectations of their child(ren) with regard to religion both as an academic discipline and as a lived faith.

Advent

The students engage in various activities during Advent to foster a sense of reflection, prayer, and preparation for the coming of Christ. These activities include lighting the Advent wreath, participating in service projects, praying with Advent art and music, and engaging with the Nativity story.

"Buddy" Program

The Elementary & Middle School Buddy Program is designed to foster a strong sense of community, leadership, and faith development by pairing older middle school students (grades 6–8) with younger elementary students (grades K–5). Through this program, buddies attend school Mass together, where older students model respectful and prayerful participation, help guide younger students through the service, and engage in pre- or post-Mass discussions to deepen their shared understanding of the liturgy.

In addition to Mass, the buddies participate in monthly activities that build character, reinforce faith-based values, and encourage meaningful relationships. These activities include crafts, service projects, games, and seasonal celebrations. For example, in the fall students might work together on a saint project or create gratitude-themed crafts in November. During Advent and Lent, they may take part in special service or prayer experiences, such as making cards for the homebound or walking the Stations of the Cross. The school year often concludes with a celebratory picnic or Buddy Field Day.

Buddies are paired at the beginning of the school year and typically stay together throughout, allowing trust and friendship to grow. Teachers play an active role in supporting the program by coordinating activities, supervising interactions, and helping students reflect on their experiences. Overall, the Buddy Program not only enhances the school's sense of unity but also empowers middle schoolers to develop responsibility and compassion, while giving younger students a positive role model and trusted friend.

Catholic Schools Week

Catholic Schools Week, celebrated annually, highlights the unique mission and value of Catholic education by emphasizing faith, academic excellence, and service. It serves as a time for Saint Casimir to showcase their distinctive qualities through events like open houses, Masses, and student-centered activities. The week engages students in reflection and celebration, strengthens ties with families, parishioners, and the broader community, and provides valuable outreach opportunities to connect with prospective families, donors, and educators.

Daily Prayer

Daily prayer plays a vital role in nurturing our students' spiritual formation by helping them build a personal relationship with God and deepen their understanding of the Catholic faith. It encourages moral and ethical development through reflection on Christian values such as compassion, honesty, forgiveness, and justice. By engaging in shared prayer, students and staff foster a strong sense of community and reinforce the school's identity as a faith-centered environment. Prayer also brings structure and rhythm to the school day, grounding everyone in God's presence amid daily challenges.

House System

St. Casimir emphasizes the Catholic faith and values by implementing the PBIS framework through the House system. We are dedicated to creating a positive and supportive learning environment where all students can grow and succeed. Our school implements **Positive Behavioral Interventions and Supports (PBIS)** to teach and reinforce positive behavior expectations. We encourage all students to follow our core PBIS values: **Be Respectful, Be Responsible, and Be Ready to Learn**. These guiding principles are emphasized across all areas of the school to promote a safe, welcoming, and productive community.

In addition, our **House System** further builds school spirit and fosters a sense of belonging. Every student and staff member is a member of one of our four Houses: **St. Elizabeth, St. Francis, St. Kolbe, or St. Claire**. Through House activities, students develop leadership skills, practice teamwork, and participate in fun and friendly competitions that support academic and social growth. The House System and PBIS work together to create a culture where every student feels connected, valued, and motivated to do their best each day.

Lent

During Lent, we guide students to grow closer to God through **prayer, fasting, and almsgiving**—preparing their hearts for the joy of Easter. Students deepen their faith through daily prayer, Stations of the Cross, Gospel reflections, Mass attendance, Reconciliation, and special prayer intentions.

Through these shared experiences, Lent becomes a meaningful journey of faith and love—one that helps students grow to be more like Christ.

Living Rosary

May is a special month in the Catholic Church devoted to honoring the Blessed Virgin Mary. At our school, students participate in a variety of prayerful activities to deepen their devotion, including the **Living Rosary** and **Children Across the World Rosary Day**. In addition, we offer a weekly **Rosary Club**, where students come together to pray and reflect.

May Procession & Crowning

The May Crowning is a cherished tradition in both our parish and school community.

Prayer Services

Our school incorporates prayer services to foster spiritual growth and deepen students' connection to their faith. These services can range from simple daily prayers before class to more elaborate celebrations held during special liturgical seasons such as Advent, Thanksgiving, and Christmas. They often include scripture readings, reflections, and various forms of prayer, including petitions and intercessions. These moments of communal prayer are especially meaningful for our youngest learners, helping to form the foundation of a lifelong relationship with God.

Religion Curriculum

(Policy INST 1.4; INST 1.5)

Religious instruction centers on providing the student with opportunities to experience God's love through prayer, scripture, sacraments, and love of neighbor. Religion is an integral part of the instructional program at St. Casimir School. All students are expected to participate in religion classes and liturgical services and activities. Parents are invited and encouraged to attend all services. In addition, the family life program is offered to students in kindergarten through eighth grade.

Catechesis for Family Life

As an integral part of our faith formation curriculum, we teach Catechesis for Family Life as required by the Archdiocesan Division of Schools. This age-appropriate program about Christian living, chastity, character formation, and safe environment promotes communication between you and your child. You are encouraged to review the program materials. After reviewing the program if you have any questions, please contact the teacher, or call the office. In compliance with Archdiocesan directives for Catholic Schools, a comprehensive program for human sexuality is provided to all students.

Retreats (Grade-level)

Teachers and staff participate in an annual retreat that includes prayer, reflection, community service, and team-building activities. Middle school students also take part in a retreat focused on deepening their faith and strengthening relationships with their peers as they prepare for high school.

Sacraments (First Eucharist, Reconciliation, Confirmation)

Since it is the responsibility of each parish to establish a program for the reception of the Sacraments of Reconciliation, Eucharist, and Confirmation, the school plays only a supportive role to the parents and the parishioners in preparing the children for those sacraments. Parents of Catholic students are informed by the appropriate parish personnel regarding the exact requirements involved for sacramental preparation.

School Liturgy Schedule

As part of our commitment to nurturing the spiritual development of each student, all students at St. Casimir Catholic School attend Mass bi-weekly. These liturgies are an integral part of our school community, allowing students to actively participate in the celebration of the Eucharist, serve as lectors or altar servers, and grow in their understanding of the Catholic faith. Mass attendance fosters a deeper connection to our parish and reinforces the values of prayer, reflection, and service that guide our school mission.

Service Projects:

Each year, the student council, NJHS, teachers, and administration work together to develop activities that support our school community, assist outside communities, and address any specific needs that arise."

Stations of the Cross and/or Living Stations

All students learn about the Stations of the Cross at a developmentally appropriate level. During Lent, students in Grades 2–8 participate in the Stations of the Cross with the parish priests. In addition, the 8th-grade students present the Living Stations for both the school and parish community prior to Holy Week.

Virtue of the Month Program

At St. Casimir, we are committed to supporting the character development of all students through our Core Essentials Program. Each month, we focus on a specific Virtue of the Month, which is introduced in the classroom and reinforced throughout the school community. These virtues—such as courage, knowledge, trust, joy, commitment, and respect—help students develop strong moral character and positive relationships. Through classroom discussions, school-wide activities, and recognition of students who exemplify each virtue, we strive to create a learning environment where character and academics grow hand in hand. We encourage parents to partner with us by discussing and modeling these virtues at home to help reinforce their importance in everyday life.

Academics

Curriculum

(Policy INST 2.0; INST 2.2; INST 2.3; INST 2.4) St. Casimir School follows the Archdiocesan Curriculum standards, instructional minutes and the regulations of the Maryland State Department of Education for non-public schools. Courses are updated on a rotating basis.

<https://sites.google.com/archbaltschools.org/curriculum-parent-portal?usp=sharing>

The curriculum is organized according to the Course of Study set forth by the Archdiocese of Baltimore, Division of Catholic Schools, and the Maryland State Department of Education. The Course of Study is predicated upon content standards promulgated by national organizations of experts in various disciplines. From this perspective, St. Casimir educates students in reading, English, Writing, Mathematics, Science, Social Studies, Spanish, Technology, Physical Education, and art. Textbooks and instructional materials are selected to support instructional objectives and are current. Religious instruction centers on providing the student with opportunities to experience God's love through prayer, scripture, sacraments, and love of neighbor. Religion is an integral part of the instructional program at St. Casimir School. All students are expected to participate in religion classes and liturgical services and

activities. Parents are invited and encouraged to attend all services. In addition, the family life program is offered to students in kindergarten through eighth grade.

Expectations

Children rise or fall to the level of expectations set for them. Therefore, high standards are established to allow our students to maximize their learning experience, and students are expected to put forth strong effort toward the achievement of those goals. It is important that parents have high expectations for their children as well and show confidence in their ability to achieve.

The administration and faculty have set the following academic goals:

- Each student will accept the challenge to work to his/her potential.
- Each student is encouraged to achieve to the best of his/ her ability.
- Homework will be completed as a follow up to class work.
- Leadership opportunities are open to all students
- Service to others is an important part of the student's development.
- Positive self-esteem is a product of responsibility and accountability.
- Promotion is determined by academic progress, maturity, and attendance.

Pre-K program: Both our PreK3 and PreK4 programs have achieved Level 5 (highest level) of early childhood educational programs as well as COGNIA Early childhood accreditation.

Children Study Their World: A Curriculum for Three and Four-Year-Old Children (CSW). University of Maryland (UMD) Center for Early Childhood Education and Intervention (CECEI) faculty and staff developed CSW as a project-based curriculum that engages children (and teachers) in investigating topics that surround you and your child each day and invites them to be part of God's family,

The inquiry process allows children to share what they already know and identify what they want to learn about a topic. As children engage in project investigations, they actively participate in teacher-led lessons and independent discovery. They also interview project experts, such as a nurse for the Busy Bodies project, or go on a field trip, such as a home supply store for the We are Builders (construction) project. Finally, the children document their investigations in books, displays, or videos in order to share what they learned over the entire project.

We also supplement the Pre-K curriculum with McGraw Hill Math.

In addition to our regular curriculum, St. Casimir School offers the following:

- **Pre-Kindergarten** – Pre-kindergarten is available for 3- and 4-year-olds either part-time or full-time. This developmental readiness program creatively provides age-appropriate learning experiences and invites children to be part of God's family. The program enables children to learn through discovery while introducing them to the school setting. We follow the Maryland State Department of Education age guidelines for admission. Students must be fully potty-trained and independent with their bathroom needs before entering the preschool program. Being fully potty-trained is essential in preschool. When a teacher or instructional aide needs to attend to a child who has frequent accidents, it takes that adult away from direct supervision and learning time with the rest of the class.

Being fully potty-trained means students must be able to:

- communicate their bathroom needs to their teacher
- stay dry while sleeping (full-day students)
- pull down their clothes and pull them back up again independently
- wipe themselves after using the bathroom
- get on and off the toilet independently (a stool can be provided for smaller students)
- wash and dry their hands after using the bathroom

The students are taken to the bathroom at least 3-4 times a day for bathroom breaks. We understand that students may have "accidents", but these should be infrequent over the course of the school year. All students are required to keep a change of clothes in the classroom to use if an "accident" should happen.

Students must be able to change their clothes independently. We also understand that some students may take longer to adjust to a new setting than others and of course we will be flexible and understanding at the beginning of the school year. Parents are always notified of any accidents that occur at school. Please note that any time a student has a bowel movement accident during the day, a parent may be called to take the child home for the day. We do not have the facilities to change or clean a child who has had a bowel movement. This policy is for the safety of everyone involved.

If a student continues to have frequent accidents such that it is problematic in the classroom, the following policies will take effect:

- If two accidents occur in one week, or if students repeatedly have one accident per week, parents will be notified with the understanding that the issue needs to be addressed and resolved.

- If three or more accidents occur in one week, the student will need to remain at home for one week to work on their bathroom skills.
- If the above options do not resolve the situation, the student will have to withdraw from our preschool program for the remainder of the school year. Tuition refunds cannot be considered if a student is not fully potty-trained and has to withdraw as this requirement was fully communicated prior to enrollment.

Kindergarten Program -Our kindergarten program addresses the needs of the whole child. Designed to enable each child to succeed at his or her own ability level, the kindergarten program fosters an eagerness for learning while addressing each child's needs in a positive, loving environment.

Grades One through Five -Classes in grades one through five are primarily self-contained. Areas of instruction include Religion, Family Life, Language Arts (Reading, Phonics, Spelling, English, Writing, and Handwriting), Mathematics, Social Studies, and Science. Students are instructed in the areas appropriate for each grade level. Subjects such as Spanish, Technology, Physical Education, Art, and Music are taught by specialty area teachers.

Grades Six through Eight - in grades six through eight, instruction occurs departmentally in the following areas: Religion and Family Life, Language Arts (Reading, English, Vocabulary/Spelling, Writing), Mathematics, Science (including science lab), Social Studies, Spanish, Technology, Physical Education, Art, and Music.

Special Area Subjects: Technology, art, music, Spanish, health, and physical education instruction is offered to all students.

Academic Integrity Policy

The Academic Integrity Policy includes consequences for cheating and plagiarism (including work that used Generative AI/ChatGPT to plagiarize).

Academic integrity is highly valued at St. Casimir Catholic School. Students are expected to treat each other and their teachers with fairness, honesty, respect, and trust in the conduct of their academic responsibilities. By doing one's own work, a student grows in confidence, knowledge, and the ability to contribute to the learning environment. Students who practice academic dishonesty put self-interest above honesty, fairness, and their own learning. In the process, they not only lose the respect and trust of others, but also jeopardize the integrity of the community. Students, unless otherwise directed, must always submit work that represents their original words or ideas.

Definitions

CHEATING

Cheating is defined as providing or getting unauthorized help on an assignment, quiz, or examination:

1. Students must not receive from any other student or give to any other student any information, answers, or help during an exam.
2. Students must not take notes or books to an exam, when such aids are forbidden, and must not refer to any books or notes, online or hard copies, while taking the exam unless the instructor indicates it is an “open book” or “open notes” exam, or gives permission to use online resources. In the case of an “open note” exam, students may rely on their own notes only and not the notes of other students or online resources.
3. Students must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected;
4. Students must not copy the homework, tests, or other assignments of another student.
5. Students must not submit answers/papers from online resources as their own.

PLAGIARISM

Plagiarism means submitting work as your own that is someone else's. For example, copying material from a book, electronic source, or another source without acknowledging that the words or ideas are someone else's and not your own is plagiarism. You have committed plagiarism if you purchase a term paper or submit a paper as your own that you did not write. You may not resubmit your own work.

Some Examples of Academic Dishonesty Include the Following:

TESTS

- Using notes in any form on a closed book/closed note test, including accessing answers from a website
- Talking to another student during a test
- Looking at another student's paper during a test or allowing another student to look at your test
- Stealing copies of tests
- Allowing another student to copy your test in class or for make-up work
- Getting test information from a student who has previously taken the test
- Text messaging during a test, having your phone out during a test, or using any device with a camera during a test
- Altering or adding any information to a corrected test

WRITTEN ASSIGNMENTS

- Using research materials without proper documentation
- Turning in online assignments/paragraphs as your own work
- Quoting without proper documentation
- Copying any part of another student's homework assignment
- Allowing another student to copy any part of your homework assignment
- Writing out responses in advance and submitting them as work done in class
- Submitting an assignment which is identical to that of another student

Forgery of a parents' signature will result in an in-school suspension for the first offense, out of school suspension for a second offense and consequences up to and including expulsion for any other forgery offenses.

Consequences of Academic Dishonesty

Once the teacher determines a student's academic dishonesty, the following consequences will take place:

First Offense: The student will receive a "zero" for the assignment and his or her parents will be notified by the teacher; a notation is made on the student's disciplinary record and detention.

Second Offense: The student will receive a "zero" for the assignment, a one day suspension, and the student will participate in an in-person parent conference with administration and teacher, a notation is made on the student's disciplinary record.

Third Offense: The student will receive a "zero" for the assignment and he or she receives a two day suspension and notation is made on the student's disciplinary record. There is a possibility of expulsion from school.

If a child gives his/her assignment to be copied, that student also receives a "zero" for the assignment.

Textbooks

Educational Resources		
PreK3	Maryland State Approved Curriculum for PreK3	
PreK4	Maryland State Approved Curriculum for PreK4 My Math, McGraw Hill	
Religion		
PreK3 & PreK4	Seeds	Our Sunday Visitor
K - 8	Blessed Are We	Benziger
K - 8	Growing with God	Loyola Press
Math		
K - 5	Go Math	Houghton Mifflin
6 - 8	Go Math	Sadlier
8	Progress in Math/Algebra	Sadlier
Science		
K - Grade 1	A Closer Look	McMillan
2 - 8	Interactive Science	Pearson
Language Arts		
K - 2	Super Kids	Loyola Press
3 - 4 - 5	Wonders	McGraw Hill
3 - 4	Vocabulary	Sadlier
5 - 8	Vocabulary	Membean
5 - 8	Grammar	Loyola Press
6 - 8	Literature	Prentice Hall
Social Studies		
K - 5	My World	Savaas
6 - 7- 8	The American Nation The Ancient World World Geography	Prentice Hall Prentice Hall Holt McDougal
Spanish		
PreK3 - 8	The Language Project	

Grading Policy

(Policy INST 2.0; INST 3.9; INST 4.0) All archdiocesan K-8 schools shall follow this grading policy to ensure consistent, transparent, and fair grading of students' academic performance. The purpose is to ensure consistent, transparent grading practices that accurately reflect students' academic performance and mastery of the curriculum.

Overview of Grading and Reporting

Grades serve as a tool to measure and communicate a student's academic performance and mastery of the curriculum. They provide valuable feedback to students, parents, and educators about the student's understanding of the material, areas of strength, and areas needing improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades aim to motivate students to strive for excellence and foster a culture of continuous learning and growth.

Kindergarten – Grade 2

In Kindergarten through Grade 2, grading is standards-based and reflects students' developmental readiness and progression toward mastery. The focus is on growth, skill acquisition, and demonstration of understanding through developmentally appropriate learning experiences. Progress is reported using performance levels. (Consistently Developing, Making Progress, Support Needed, and Not Assessed at this time).

Assessment Practices

Assessment methods may include: teacher observation, classwork and student discussions, work samples and portfolios, checklists and rubrics aligned to standards, formal quizzes and tests.

Formal quizzes and tests may be administered in developmentally appropriate ways to assess student understanding. While traditional numerical weighting is not applied in Grades K-2, assessment results are used to inform instructional decisions and report progress toward grade-level students.

Homework

Homework is used to reinforce skills already taught and may be graded when appropriate.

Special Subjects

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, and Physical Education.

Behavior

Behavior is reported separately and is not factored into academic performance indicators.

Grades 3-8

Components of Grading

Grades should primarily reflect the student's academic mastery of the subject content. Schools will determine the category weighting within these ranges and will communicate school-specific grading practices.

Content Knowledge (60%)

This category will represent the student's mastery of core subject content.

- **Classwork:** Assignments completed during class that show understanding of the material. These assignments should be graded for accuracy, comprehension, and depth of thought.
- **Practice Activities:** These include tasks that help reinforce learning, such as drills, exercises, and review activities. These activities should be integrated with class content and help students solidify their understanding.
- **Tests and Quizzes:** Frequent quizzes and formal tests will assess student retention and comprehension of key concepts. Quizzes assess smaller chunks of content, while tests cover larger units or major concepts. Tests will weigh heavily in this category, given their comprehensive nature.

Assessment of Learning (25%)

This category includes more formal assessments such as larger tests and projects that evaluate how well students have mastered the material.

- **Projects:** Assignments that require students to apply learned concepts in more complex, real-world situations. These projects should be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- **Major Tests:** These will account for a significant portion of this category, reflecting a student's overall understanding of unit content.

Skills Application and Critical Thinking (10%)

This category assesses how students apply their learning in complex or real-world contexts. It encourages critical thinking and problem-solving, going beyond simple recall of facts.

- Problem-Solving Assignments: These include tasks where students need to analyze, synthesize, and apply learned concepts to new or unfamiliar situations. Examples include science experiments, math problems requiring creative solutions, or essay questions that ask students to analyze a situation.
- Critical Thinking Projects: These might include essays, presentations, or research projects that require students to demonstrate higher-order thinking skills, such as analysis, evaluation, and synthesis of information.

Homework and Practice (5%)

Homework and in-class activities should provide students with opportunities to reinforce and apply skills and concepts that have already been taught. Homework completed outside of school should be purposeful, developmentally appropriate, and should not introduce new content.

Practice activities, completed during the school day, such as exit tickets, fluency drills, or review exercises, support ongoing learning and skill development. Both contribute to a deeper understanding of the material.

Homework: Homework assignments will be graded for completion and may be graded for accuracy if the learning concepts are previously taught concepts. These assignments should provide students with opportunities to practice and review the content discussed in class.

Practice Assignments: Practice assignments structured tasks completed during class that reinforce previously taught concepts. These may include exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

Behavior

Behavior should not be included in academic grades. It is essential that grades accurately reflect a student's academic performance, rather than their behavior.

Subjects and Activities Requiring Participation

There are courses and activities in which demonstration of mastery through participation is the only way to assess skills and application. These include, but are not limited to:

- Music: Participation in performances, rehearsals, and practice sessions is essential to demonstrate mastery of musical skills.

- Art: Active participation in art projects, critiques, and exhibitions is necessary to showcase artistic abilities.
- Class Discussion: Engaging in class discussions helps demonstrate understanding and the ability to articulate thoughts clearly.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

Participation in these activities may be graded according to expectations for the course or activity. This ensures that students are actively engaged and effectively demonstrate their level of mastery.

Weighting of Grading Categories

Category	Weighting (%)
Content Knowledge (Classwork, Practice Activities, Tests, Quizzes)	60%
Assessments of Learning (Major Tests, Projects)	25%
Skills Application and Critical Thinking (Projects, Problem-Solving)	10%
Homework/Practice Activities (Practice Activities, Review)	5%

Trimester Report Card Grade Keys

Trimester Grade Key Grades 3-8	
A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84
C	75-79
D	70-74
E	69 and below

Trimester Grade Key Grades K-2	
Consistently Developing	93-100
Making Progress	75-92
Support Needed	74 and below
NA	Not Assessed at this time

Trimester Grade Key Special 3-8	
Consistently Developing	93-100
Making Progress	75-92
Needs Improvement	74 and below
NA	Not Assessed at this time

Report Cards and Progress Reports

In the Archdiocese of Baltimore, students in pre-kindergarten through grade 8 will receive report cards three times a year, at the conclusion of each trimester. In addition, the school will send progress reports home for grades 3-8 during the middle of each trimester.

Trimester Dates

Trimester 1	8/25/2025 - 11/14/2025
Trimester 2	11/17/2025 - 2/27/2026
Trimester 3	3/2/2026 - 6/10/2026

Progress Report Dates

Trimester 1	October 23, 2025
Trimester 2	January 20, 2026
Trimester 3	April 21, 2026

Report Card Dates

Trimester 1	December 2, 2025
Trimester 2	March 10, 2026
Trimester 3	June 12, 2026

Honor Roll Policy

All Archdiocesan schools shall honor academic achievement with an Honor Roll based on specific criteria. The purpose is to recognize and encourage high academic achievement and positive contributions to the learning environment in accordance with the values of the Catholic archdiocese.

All Archdiocesan K-8 Schools that recognize Honor Roll students must follow the minimum requirements below, and these guidelines will be communicated in the Student Handbook.

HONOR ROLL (Grades 5-8)

Principal's List

Outstanding conduct and effort (Grades 1-8)

First Honors

All A's

Satisfactory or better in all special classes

Satisfactory or better in conduct and effort including unstructured time

Second Honors

Any combination of A's and B's

Satisfactory or better in all special area classes

Satisfactory or better in conduct and effort including unstructured time

Honorable Mention

All A's and B's with one C allowed

Satisfactory or better in all special area classes

Satisfactory or better in conduct and effort including unstructured time

If there are more than five instances of unexcused tardiness in each trimester after conferencing with the parent, honor roll status may be denied.

Promotion Requirements

Students are promoted to the next grade upon successful completion of all subjects each year.

Retention

Policy INST 5.0) Students who do not successfully complete the required educational program may be retained at the current grade level. This decision is made by the principal in consultation with the parents after following the timeline described below.

Teachers should communicate with parents on a regular basis regarding the child's progress. By mid-February, the teacher, principal, parents, (and student) review the student's work performance to date and discuss his/her educational needs for the remainder of the year and the possibility of failure and/or retention. This meeting is followed by a written communication to the parents reviewing the content of the meeting, including the educational plan. Students may also be retained for severe attendance and tardy issues during the school year, as determined by the school in consultation with the Department of Catholic Schools.

The following criteria will be used to determine retention:

- Report card grades
- Teacher observation
- Performance in relation to grade level and curriculum expectations
- Maturity
- Conduct
- Attendance

NOTE: The school reserves the right to make the final determination of promotion or retention.

Graduation Requirements

Students in eighth grade who successfully complete the course of study as outlined by the Archdiocese of Baltimore, will be awarded a diploma at the end of the school year. An eighth-grade student must be in good academic, financial and behavior standing to participate in the end of the year graduation activities.

There is an eighth-grade graduation fee that covers eighth grade graduation activities such as the cap and gowns, diploma, graduation picture, yearbook, transcripts, Hershey Park Trip, etc. The fee will be collected at the beginning of the school year.

Power School Access

(Policy INST 4.0) It is also the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-8. Parents will be contacted by the teacher by mid-trimester with an interim report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

Communication

Keeping you informed is a top priority at St. Casimir Catholic School. That is why we have adopted the BRIGHT ARROW Service and school admin which will allow us to send a telephone and e-mail message to you providing vital information about school events or emergencies. We anticipate using Bright Arrow and School Admin to notify you of school delays or cancellations due to inclement weather, as well as to remind you about various events, including report card distribution, open houses, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone and email.

Tuesday Folders

School notices, newsletters, and all graded work from the previous week are sent home in Tuesday Folders. Graded work will be stapled together. The top of each test packet and any paper lower than 75% is to be signed. At the teacher's discretion, parents may be required to sign all papers. **All the graded papers are to be returned signed in the folder on Wednesday morning.** Parents are asked to comply with this procedure very strictly. Students are responsible for returning the folder on time and will be held accountable. This process allows parents to monitor student progress in a timely fashion and provide assistance to their child when needed.

Weekly newsletters and other forms will now be sent home electronically. If you need a paper copy, please inform the school office.

Classroom Policies

At Back-to-School Night, teachers will share curriculum and classroom policies, procedures, and expectations with parents.

Other Student Services

Students may be evaluated by the public school system for speech services which will be given at Saint Casimir if the student qualifies.

Learning Support and the Student Advocacy Team (SAT) Process

If a child is not progressing academically, the school may ask the parents/guardians to initiate, or the parents/guardians may initiate on their own the process to request a professional consultation and/or evaluation through the local public school system.

In the public school system, the evaluative process is generally called the IEP Process (Individual Educational Plan) and begins when a parent/guardian calls 'Child Find'. Following the initial phone call to the Local Educational Agency (LEA) Child Find, parents/guardians are given an initial meeting date within 30 days.

(Policy INST 4.1) At this initial meeting, parents/guardians and school faculty are invited to share their concerns, present information, and discuss whether an evaluation will take place. Student Advocacy Team members and particularly the student's teacher, are a vital part of the process.

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

If such a plan is developed and the test results determine that there is a need for accommodations and/or modifications within a student's learning environment, the school administrator will consult with the parents/guardians to determine what accommodations, resources, plans, and school placements may be implemented.

When appropriate, a Student Accommodation Plan is developed at your child's Catholic School.

Documentation Required or Accommodations

To be considered for receiving accommodations, a student is required to have a formal testing completed by a licensed professional that meets the following guidelines.

Documentation to support the need for requested accommodations must:

- State the specific disability as diagnosed, using the most recent DSM classification.
- Be current (IEP or 504 should be no older than 3 years)
- Provide a complete educational, developmental, and relevant medical history
- Describe the comprehensive testing and techniques used to arrive at the diagnosis.

Describe the specific accommodations recommended.

Field Trips

(Policy ADM 26.0) Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. If a student is unable to attend because of illness, we cannot promise a refund. Parents must notify the teacher if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. The school does not permit parents who are not selected as chaperones to join the group at the trip destination as this creates confusion. All chaperones are required to comply with the school's policies, to adhere to the Archdiocesan Child and Youth Protection policies, and to complete VIRTUS training in advance of the field trip. Any parents who are driving on field trips will have additional requirements.

Admissions

Application Process

(Policy ADM 3.0; ADM 3.1; ADM 3.2; ADM 4.0) Students must be in good standing (financial, academic, and behavioral) to be accepted into a Catholic school. Parents or guardians must provide pertinent information, including required forms for admission as well as additional information that may assist the school staff with your child(ren).

Students are accepted for admission based on their ability to be successful in the academic program offered by our school. They must be able to work within the existing math and reading structure offered at their grade. Students must be committed to support and uphold the code of behavior and discipline, and parents must be supportive of school policies. Students are expected to actively participate in all classes, projects, liturgical celebrations, and school activities. All new students are probationary for one year.

Age Guidelines for New Registrations

St. Casimir School follows the guidelines published by the State of Maryland Board of Education. Under state law, children are required to attend kindergarten beginning at age 5. Children entering pre-kindergarten must be 3 or 4 years old by September 1st. A child entering kindergarten must be 5 years old by September 1st.

Documentation for Admission

The following must be provided at the time of application:

- Birth Certificate
- Updated Immunization Record
- Maryland State Health Inventory (pre-K 3 and pre-k 4)
- Social Security Card
- Baptismal Record and other Sacramental information
- Complete academic record from current school
- Completed application
- Non-refundable, non-transferable registration fee
- A signed release of records form to allow record transfer from previous school (if applicable)
- Legal documentation of custody status (if applicable)

Placement (criteria used for placing new students)

Students are initially placed using the results of the following:

- Admissions placement test

- Teacher evaluation (from sending school)
- Permanent records
- Standardized test results
- Disciplinary history

Registration Policy

Parents wishing to register their child (ren) must make an appointment with the admissions office. At that time, an appointment for placement testing can be made as well. Incoming pre-k, kindergarteners and first graders are given the Brigance Early Childhood Screening. Students in Grades 2-8 are given the MAP skills screening.

Probation Policy (for new students)

All new students are probationary for one year. If during this time the school is unable to meet the needs of the student(s), the parent(s) will be asked to place their child in another school. Additionally, the administration reserves the right to place any student on probation. A student's academic and behavioral progress, including attendance, is evaluated at the end of each marking period to determine if the student remains at St. Casimir School.

Waiting Lists

If a class is full, a waiting list is established. It is the policy of Saint Casimir that preference be given to St. Casimir as long as other requirements are met. Parents will be notified about openings in the order they are on the list. The following caveats apply: Siblings are accepted first, then parishioners, then other students. Siblings of students who left our school after Pre-k will only be accepted after all other students.

Following the State of Maryland guidelines for Pre-k students in these classes will be accepted according to classroom size .

No classroom in Grade 1-8 will have more than 24 students.

High School Admissions and Visitation Policy

Eighth grade students are allowed up to 3 days for shadow visits to local area Catholic High Schools. While these days are the only excused days off, students will be marked absent since they will not be in the building.

Non-Discrimination Statement

(Policy: ADM 1.0; ADM 2.0) The State of Maryland requires the following statement in the Student Handbook:

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

(1) Title VI of the Federal Civil Rights Act of 1964; and

(2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

(i) Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability.

(ii) Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or

(iii) Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint."

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

Requests for reasonable accommodations for a student with a disability may be directed to Mrs. Meghan Sitzler at msitzler@stcasimirschool.us or Mrs. Heffner at nheffner@stcasimirschool.us.

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

Assessment Program

Standardized Testing

(Policy INST 3.1) All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.

Pre-Kindergarten 3, Pre-Kindergarten 4, and Kindergarten Students

(Policy ADM 3.1) Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten students are administered the BRIGANCE developmental screening in the fall and/or spring.

Elementary Students

(Policy INST 3.2) Elementary school students in grades 2-8 are administered the NWEA MAP Assessment three times a year to measure growth. Grades 3,5 and 7 also take the Science Assessment each Spring. Parents are given feedback about their child's performance at the end of each trimester.

Assessment of Child/Youth Religious Education (ACRE)

(Policy INST 3.3) All students in grades 5, 8, 9 and 12 are given the ACRE (Assessment of Child/Youth Religious Education) the spring of each school year. This assessment gives information for growth to each school as it assesses how well the religious education program is forming Christian disciples. ACRE is a school assessment; therefore no individual student scores are obtained from the assessment.

Attendance and Student's Records

Arrival

Students in Grades K-8 wait quietly outside the front of the school until the doors open at 7:40 a.m. when they may enter the building quietly. Parents should say goodbye at the door. It is important that students transition to a focus on academics. Once students enter the classroom, they have homeroom activities to complete, and teachers are busy with morning activities and student supervision. For the safety of all the students, they are unable to conference with parents, even for "just a minute." **Parents are not to accompany students to classrooms.** Do not park in front of the school in the morning and have your child ready to get out of the car so traffic does not back up.

Follow the directions of the crossing guard and do not have students cross in the middle of the street .

Students in Pre-k 3 and Pre-k 4 should be dropped off at the back playground door between 8 and 8:15.

Dismissal

Pre-k is dismissed at the back playground door at noon for part time students and 2:45 for full day students. K through Grade5 should be picked up in front of the Church beginning at 3 p.m Middle school students will be dismissed on the side of the school. No parent **should enter the building at dismissal time because it creates confusion and disruption for the teachers.** For safety reasons we ask you to please comply with these directives.

. Safety Patrol students are given necessary authority to execute their duty. Respect and obedience to them is always expected from all the students.

PLEASE DO NOT PARK IN THE CROSSWALKS.

****NOTE: Students should be picked up at the correct dismissal time. Students not picked up during the dismissal process will be taken by their teacher to After School Care, and parents will be charged at the drop-in rate. There is no one in the office available to supervise students who are late being picked up. If you know you will be late picking up your child, please call the school office and your child's teacher will be notified to take him/her to After School Care.***

Change of Plans – Students who are normally picked up by parents after school or who go to After School Care must have a written note from the parent / guardian if they are to go home in a way other than usual. *(Example a student who is normally a car rider may wish to walk to the park or go home in a car with a friend. He/she is not permitted to do so and will be required to wait in school until picked up by a parent as usual, unless we have a note in writing directing us to allow something different.)*

Absences

(Policy ADM 1.0) Regular attendance is considered essential for learning at St. Casimir School. Students need to develop the work habits and responsibilities required of all of us as we go through life. When a student is absent from school, a parent/legal guardian **fills out the absence form online between (7:00am and 10:00am)** to report the reason for absence. All absences and tardiness become part of a student's permanent record.

There are regularly scheduled vacations and holidays in the school calendar, which is based on mandated instructional days by the State of Maryland and the Archdiocese of

Baltimore. Please check these ahead of time when scheduling trips or doctor's appointments. Permission may not be given by any teacher or administrator for students to be absent for extra vacations or holidays. These decisions are the responsibility of the parents.

Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. The teacher's instruction cannot be replicated. Missed work and assignments may only be obtained upon return and provided that missed work assignments may not be available for all absences, as they are dependent upon the nature of the work. Teachers are not responsible for creating alternative assignments or experiences for absent students.

Tardiness (arriving at school late or leaving school early) is another action that affects a student's readiness to learn. Coming in and/or leaving early, not only disrupts the educational learning for your child, but also those of other students in the class. Parents will be notified in writing for 5 or more tardies (arriving at school late or leaving school early) and a conference may be requested by the administrative team to address the issue and consequences.

Students who are absent from school may not participate in any after school or evening school sponsored events such as sports, dances, and possibly field trips. After 7 student absences in a trimester, a parent, teacher and administrator conference needs to take place to discuss the potential educational impact on the students academic standing.

After an absence and he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school reserves the right to require a doctor's note for absences due to illness or injury or need for assessment/evaluation. A child may not return to school until he/she is well enough to participate in all school activities including recess.

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

Per the AOB policy, a student marked absent for more than 20 instructional days in one school year is considered excessively absent and may result in the student being retained. The administration reserves the right to request a conference with parents of the student with excessive absences and tardies at any point during the school year to make parents and students aware of the possible consequences of not attending school on a consistent basis. Child Protective Services (CPS) may be called due to excessive absences.

Truancy

(Policy SS 1.0; SS 1.1) Students in Catholic Schools must comply with Maryland State law concerning compulsory attendance. The law requires regular attendance during the entire school year. Students are held accountable for time(s) they are absent from school. A principal may excuse a student for a necessary absence.

Regular school attendance is expected in order for students to achieve their academic potential. Each student's attendance is carefully recorded and permanently retained. Therefore, absence for reasons such as a vacation is strongly discouraged. Excessive absence has a serious impact on the student's academic performance.

The purpose of compulsory attendance is to ensure the continuous development and progress of the child's education. Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.

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

Lateness & Assignments

Students may enter their homerooms at 7:40 - 7:55 for students in K - 8 and 8:15 - 8:30 for students in PreK3 and PreK4. The school day begins at 7:55 for students in K to 8 and 8:30 for students in PreK3 and PreK4. Any student arriving after 8:00 for students in K - 8 and 8:30 for students in PreK3 and PreK4 is considered late and must report to the office for a late slip. Tardiness is entered on a student's permanent record. It is the responsibility of the student to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.

Please note: Late arrival at school makes it difficult for your child to perform to the best of his / her ability. He/she does not have time to copy homework and complete the morning math drill; thus, those tasks must be completed at recess and the child must play "catch-up" all day. In addition, he/she disrupts the rest of the class when entering the room and thus impacts the learning of others.

Consequences for excessive lateness

5 - email home by homeroom teacher

10 - letter sent home conference with the teacher

15 - recess detention conference with administration

20- in school suspension

More than 20 - A conference will be held to discuss possible withdrawal or inability to register for the following year.

Family Vacations

Absence from school during the academic year due to family vacations *is **strongly discouraged*** as it is disruptive to academic progress. Missed work and assignments may only be obtained upon return and students will be held accountable for all work missed.

Excessive Absence / Tardy / Early Dismissal

Regular attendance has a marked influence upon scholastic achievement. It is exceedingly difficult for students to achieve their potential and sometimes impossible to complete the work of the grade satisfactorily if attendance is irregular. Frequent absences may result in lower grades. **A student who misses excessive days will have his records reviewed by the principal to determine whether a sufficient grasp of the year's work has been attained.**

Students will never be allowed to leave school in an UBER, LYFT, or any private transportation company without an authorized adult.

Before and After the Official School Day

Doors open at 7:40 a.m. Dismissal begins at 2:45 p.m. Walkers and bus riders are to exit the property with the appropriate line and proceed directly home. Car riders must be picked up in front of the church. On early dismissal students may be dropped off beginning at 7:40 a.m. and dismissal begins at 12:00

The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents that may occur before or after the times stated above. Parents are advised, therefore, to adhere strictly to the designated times as stated. Attending after care is not an option since we are required by law as far as student /adult ratio.

We will make sure your child is safe and supervised until you arrive. To compensate the faculty and staff who will be with your child, the following fees will be applied for late pick up for those students who are consistently not picked up within the given time frames. These fees will be billed through your FACTS account.

3:15- 3:30 \$5

3:30- 3:45 \$15

3:45- 4:00 \$20

Early Departure & Late Arrivals

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

Children who arrive after 10 are considered half day absent. Children who leave at 11 are considered half day absent.

If children are leaving early the school office must be notified at least an hour in advance. No child will be dismissed early after 2:30.

Regular Dismissal

The normal school day schedule is as follows: (K-Grade 8)

7:40- 7:55	Homeroom K- 8 front door
7:55	Prayers and announcements
8:00- 2:50	Classes in session
2:50	Prayers and announcements
2: 50	Dismissal by grade beginning with Kindergarten

Pre-K Schedule

8:15- 8:30	Children arrive at school
8:30	Classes begin
12:00	Dismissal for half day students
2:45	Dismissal for full day children

Early Dismissal Days

The normal school day schedule is as follows: (K-Grade 8)

7:40- 7:55	Homeroom K- 8 front door
7:55	Prayers and announcements
8:00- 12:00	Classes in session
11:50	Prayers and announcements
11:55	Dismissal by grade beginning with Kindergarten

Pre-K Schedule

8:15- 8:30	Children arrive at school
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8:30	Classes begin
11:45	Dismissal

Location & Access to Student's Records

(Policy ADM 5.1) Student's records are maintained in the school office or a designated administrative area. Access to records is governed by the Records Policy.

Records Policy (Family Educational Rights and Privacy Act)

(Policy ADM 5.0) St. Casimir complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of [school name] are as follows:

Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to [insert title of appropriate school official] a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.

Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to Mrs. Noreen Heffner, Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:

To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs

to review an education record in order to fulfill his/her professional responsibilities or duties to the School.

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

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

The School has designated the following as directory information

- Student's name
- Parent's Name
- Address
- Electronic mail address
- Grade level

Parents who do not want the School to disclose the above directory information without their prior written consent must notify Erin Powell in writing by September 15th. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

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

Discipline

Statement on Philosophy of Discipline

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

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

Positive Behavior Intervention and Support (PBIS)

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

	Lavatory	Cafeteria	Classroom	Hallway	Recess
Ready	*Bring only necessary materials into bathroom *Leave promptly	*Bring food to the cafeteria *Get all food and utensils before sitting down	*Have necessary supplies and assignments *Follow classroom routines	*Face forward * Go directly to your destination	*Bring personal belongings and equipment into and out of the building
Respectful	*Use toilet and sink properly *Respect others' privacy *Use quiet voices	*Use kind words in a quiet voice *Use proper manners *Eat only my own food	*Raise hand and wait to be called upon *Use encouraging, polite, and kind words *Ask permission to use things *Listen politely	*Walk quietly in a line *Keep hands off walls, tables, displays, and other people	*Share equipment *Take turns and play cooperatively * Accept athletic abilities
Responsible	*Flush Toilet *Wash Hands *Put all trash in trashcan	*Keep my area clean *Stay in seat *Raise hand for assistance	*Participate in class activities *Handle materials properly *Complete all work and work hard	*Keep hallways clean *Follow the teacher's directions *Look at the person walking in front of you	*Follow playground safety rules *Come to line up immediately when called

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

- Disrespect in manner and/or language to each other, including peers, teachers, faculty and staff
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations.
- Gum
- Harassment of any kind by word or action including but not limited to digital harassment
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function

- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s) including distribution of both physical and digital
- Smoking/using matches/vaping/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Harassment

After school activities, while riding on buses to sports games or other school or parish sponsored activities are included in the definition of on-campus conduct.

When it comes to social media, whether posted during school hours, and on school property, or while occurring outside of the school property, if it creates a substantial disruption, the school can take action to support the school environment.

Generally, the teacher will deal with infractions. Should circumstances warrant, the parent and/or the Administration involved will be consulted. In cases of serious or repeated violations, students may be subject to disciplinary suspension or expulsion. The school's fair procedure to be used in cases of possible suspension or expulsion is as outlined in Policy SS 2.0; SS 2.1; SS 2.2. The principal will exercise his/her discretion whether the suspension should be served in-school or at home.

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

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

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

Search and Seizure

(Policy ADM 18.1) St. Casimir School reserves the right to search school property (e.g., lockers, desks), a student's belongings, and areas under the student's control to enforce school policies, rules and regulations or otherwise to preserve a safe and orderly learning environment.

Conflict Situations

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

Bullying Policy

(Policy ADM 2.0; SS 6.0) *Bullying, harassment, or intimidation (as defined below) of any student is prohibited in all Archdiocese of Baltimore Schools. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for bullying prevention, intervention, and response.*

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

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

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

- b. Occurs on school property, at a school activity or event, or on a school bus, or substantially disrupts the orderly operation of the school.

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

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

The principal or designee will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The principal or designee will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported

Reporting forms are located in the main office and on the school's website. (Please make sure that a link to the bullying form is posted both here and on your school website). Refer to the bullying policy here.

Harassment Policy

(Policy ADM 2.0) It is the policy of the Archdiocese to prohibit harassment on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, sexual orientation, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.) A school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings.

A. Scope

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

B. Prohibited Conduct

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

i. Has the purpose or effect of creating an intimidating, hostile or offensive environment;

ii. Has the purpose or effect of unreasonably interfering with an individual’s academic performance; or

iii. Otherwise adversely affects an individual’s educational opportunities.

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

C. Procedure

a. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student’s teacher, the principal of the school, the Superintendent of Catholic Schools. A bullying/harassment form should be filled out.

b. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

c. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

d. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Department of Catholic Schools.

Financial Obligations

104.10 Financial: Release of Tuition Obligation/Tuition Refund

All schools, both elementary and secondary must have a release of tuition obligation or a tuition refund policy that is detailed on the Tuition & Fees page of the website as well as in the parent handbook and tuition contract.

Procedures

Should a family enroll in an AOB school, and later decide to withdraw, responsibility for tuition payment may remain with the family to compensate the school for expenses already incurred as well as the potential lost opportunity to fill that seat with another student. The amount of tuition obligation is dependent on the date of withdrawal. Please note that enrollment deposits, whether applied against tuition or charged as a separate fee and made at the time of contract signing are non-refundable and non-transferable regardless of the date of withdrawal.

Elementary School release or refunds

- Date of Withdrawal after June 1st: Family Tuition Obligation is 25% of annual tuition and fees
- Date of Withdrawal after First Day of School: Family Tuition Obligation is 50% of annual tuition and fees

- Date of Withdrawal after start of Second Trimester: Family Tuition Obligation is 100% of annual tuition and fees

The basis for the refund policies above is the following:

- Billed vs. Paid - The refund should be calculated based on the amount billed for the school year not the amount already paid. That is why the term release of obligation is used in addition to tuition refund. If the amount is calculated based on what has been paid to date, families who withdraw on the same date will be responsible for a different tuition than those who are on a different payment schedule.
- 25% - School purchased textbooks and supplies as well as completed other administrative tasks based on completed registration. Retaining 25% of the billed tuition is to cover these costs incurred. Since school has not yet started there is the potential that another student can be found to fill the seat, but the closer the withdrawal occurs to the first day of school the less likely that becomes, therefore that risk has also been factored into the obligation percentage.
- 100% – the teacher and the classroom are fixed costs and therefore sunk costs even when a student leaves early. Be careful not to diminish the families desire for justification and rationalization of the refund amount.

Tuition and Fees

Each year, tuition rates are recommended by the School Board and approved by the pastor. The tuition for each child is “at cost.” When calculating tuition, the school applies funds received through the Maryland Nonpublic Student Textbook Program to help offset the expenses for student books, thereby reducing the total amount charged to parents/guardians.

SAINT CASIMIR FINANCIAL INFORMATION

A non-refundable registration fee of \$150.00 is due at the time of registration. There is a family registration fee of \$350.00 for families with 3 or more children in the school.

All-inclusive fee of \$500 is due by June 30th. This includes all books, archdiocesan fees, PowerSchool, technology fees, field trips, buses, and instructional materials.

There is an eighth-grade graduation fee that covers eighth grade graduation activities such as the cap and gowns, diploma, graduation picture, yearbook, transcripts, Hershey Park Trip, etc. The fee will be collected at the beginning of the school year.

Tuition Rates

By choosing a Catholic school, a family is choosing to invest in a child's future. A future of college and career success, but more importantly the daily reminder to strive towards eternal reward in heaven. A Catholic school education is a financial investment, and our graduates and their families would attest that it is well worth it!

Monthly payments—Monthly payments begin in August through May and must be paid through the FACTS tuition company as required by the archdiocese.

The tuition breakdown is found below followed by more information on how our school works to make Catholic education affordable and accessible for all families who seek it.

TUITION RATES FOR 2025 - 2026 SCHOOL YEAR	Per Child
Full day, Pre-K3	\$7,800
Full day, PreK4 - Grade 8	\$7,600
Five half days, PreK3	\$6,800
PreK4	\$6,600

Fundraising Commitment Plans

Families are required to volunteer time and to support fundraising throughout the year. There are two plans to choose from

Plan A: A family volunteers for 25 hours and raises \$400 in fundraising profits.

Plan B: A family may choose to pay a \$600 fee and have no volunteer hour or fundraising commitment. (Final payment due in May; not billed through FACTS billed through St. Casimir HSA invoice)

Fees

Contract/Registration Fee	\$150
All Inclusive Fee	\$500
Includes books, archdiocesan fees, power school, technology fees, field trip, buses and instructional materials	
Eighth Grade Graduation Fee	\$400
(for graduation 8th grade students only)	

Payment Options

All families are required to pay tuition by setting up an account with FACTS tuition management. Tuition plan options include payment in full, 2 payments, 3 payments, or monthly payments. All payment plan options have the first payment scheduled in August.

Tuition Assistance, Tuition Grants, BOOST

(Policy FIN 2.0) It is understood and appreciated the financial commitment and sacrifice families undertake in deciding to send their children to a Catholic school. And although paying for education is first and foremost the responsibility of a family, each school, parish and the Archdiocese of Baltimore devote significant funds each year to financial aid programs that help assist families. In turn, our school communities benefit by attracting students that otherwise would not be able to attend our schools.

FACTS

FACTS is the tuition management and grant and aid platform used by the schools in the Archdiocese of Baltimore. All families are asked to create an account with FACTS to manage their tuition payments. The grant and aid application is housed on the same platform for every school, parish, and the Archdiocese of Baltimore assistance. Therefore, a family needs to apply only once for possible support from these various sources. [Read more information about FACTS.](#)

APPLY FOR A BOOST SCHOLARSHIP

The State of Maryland is now accepting applications for the third year of its BOOST scholarship program! BOOST scholarships are given to income-eligible K-12 students to

be used for attendance at an eligible nonpublic school of their parent's choice. This year, there's \$7.6 million available, so please apply! Visit educationmaryland.org to learn more about BOOST, find out if your children are eligible for a scholarship and connect to the official application through the State of Maryland. Questions? Call Maryland's nonprofit BOOST Scholarship Coalition at 443-510-4501.

BOOST is a State of Maryland Program. Since 2016, more than \$11 million in BOOST scholarship awards have been provided to students

APPLY FOR CHILDREN'S SCHOLARSHIP

Children's Scholarship Fund Baltimore (CSFB) is a privately funded organization providing partial scholarships to low-income families in Baltimore City, helping them afford the cost of tuition at the private school of their choice. The program is intended as a helping hand for families enrolling their children at a private school for the first time. For more information visit their website at csfbaltimore.org

Delinquent Tuition

(Policy FIN 7.1) If a student transfers without having fulfilled all financial obligations, the school is only required to release health records and grade level to the new school. Copies of academic records will be released once all financial obligations are met.

Withdrawal from School

(Policy FIN 7.0) A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

Health

Maryland School Immunization Requirements

(Policy HE 2.0) All students in Catholic schools must be immunized in accordance with Maryland State Law. A child may not enter school unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be

approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

(Policy HE 5.0) The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

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

Communicable Diseases

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

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

Conjunctivitis (Pink Eye)

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school.

Varicella (Chicken Pox)

Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

(Policy HE 1.0) The school maintains a health file for each student for the duration of enrollment. Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Head Injury

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

Allergies

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

Bloodborne Pathogens

(Policy ADM 16.0) A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in each Faculty Handbook and on file in the Office.

Vision & Hearing Screening

(Policy HE 4.0) The school follows the directives of St. Casimir county/city Health Department and responds to parent's requests for individual testing.

This testing is usually done for:

- 1.) All new students who have not provided documentation for screening in the past year;
- 2.) All students the year they enter the school in Grades PreK, kindergarten, 1, and 8 or 9; 3.) Grade 3 or Grade 4 if funding is available;
- 4.) Any student with a suspected hearing or vision problem as reported by school staff or parents/guardians.

Birthdays

Birthday parties for children are not held in school; however, parents are welcome to send birthday treats for the whole class to be eaten as dessert at lunchtime. Please be sure that they are prepared as **individual servings** (cookies, cupcakes, brownies, etc.) with napkins that can be easily distributed by the birthday child. Please **do not send whole cakes, sheet cakes, pizza, anything messy, or that must be cut, separated, refrigerated, or eaten with silverware.** The adults who are monitoring lunch must supervise the whole room and are unable to stay with one class to distribute treats. *The school reserves the right to suspend this privilege if the treats leave a mess or result in disruption.* Please do not send balloons, flowers, etc., to school as they will not be given to the student during the school day.

Invitations may be sent to school only if all the children (or all the boys, all the girls) in the class are invited to an event. In this way we will avoid the hurt feelings that inevitably occur if some are excluded.

General Use Epi Pens

As of 11/30/2020, St. Casimir Catholic School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Partnership and Communication with Parents

Responsibilities

In enrolling your child in a Catholic School, you agree to certain important responsibilities and conduct which include:

- to be a partner with the school in the education of your child
- to understand and support the Catholic mission and identity of the school
- to read all communications from the school and to request clarification when necessary
- to know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings
- to discuss concerns and problems with the person (s) most directly involved
- to be as actively involved as you can be in the life of the school and to volunteer assistance when possible
- to promote your school and to speak well of it to others to include, but not limited to, social media platforms.
- to meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible
- to appreciate Catholic education and the benefits of attending a school in a Christ centered environment.
- to behave appropriately at all school related functions, both inside and outside of the school hours, and whether on school property or third-party site, and including sporting events.
- to follow the guidelines of this handbook including non-academic standards and expectations, including related to parking, drop-off, pick-up, and communication with teachers and staff.
- To demonstrate appropriate behavior and respect to all teachers, staff, and administrators, this includes verbal, written or electronic exchanges.

Support, Partnership, and Compliance by Families

In cases of disregard of the direction of staff members, threats or threatening behavior, serious or repeated noncompliance with school policies or procedures, or other demonstrated lack of support or cooperation, whether by parent, child or other family member, the administration reserves the right to withdraw a child(ren) from the school. Depending on the severity of the breach of partnership with the school, parent, or other family members may be prohibited from entering the campus.

Communication

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly by email or phone to schedule a mutually convenient time to meet. Due to instructional time with their students, teachers may respond to emails and calls up to 24 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend.

(Policy ADM 4.1) Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school have this information in case of an emergency. This information will be kept in the strictest confidence. Any change of phone number or home address is to be given to the school office and homeroom teacher immediately.

Non-Custodial Parent

(Policy ADM 4.1; ADM 5.3; ADM 5.4) Emergency contact information for each child is to be kept current in School Admin. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

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

St. Casimir Catholic School does not allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented, or the school has a court order permitting access.

Change in Name, Family Status, and Custody

(Policy ADM 4.1) If there is a change in the family status/or the change of a child's name, or a change in custody arrangement, it is important that the school be informed promptly of the change. In case of a change of custody, a copy of the portion of the court order that describes the custody arrangements must be on file with the school. The parent also needs to notify the principal.

Change in Address, Telephone Number, and Email Address

(Policy ADM 4.1) When there is a change in address, phone number or email address, parents need to update school admin immediately.

Parent Teacher Conferences

Parent/Teacher Conferences are mandatory at least once in the fall. October 23, 2025

Home & School Association

(Policy ADM 11.0) The purpose of a Home and School Association is to partner with the school in providing support for both the academic and social aspects of the school.

Name	Position
James Leatherman	President
Jackyln Hasselberger	Vice President
Liz Bickel	Secretary
Katrina Purtell	Treasurer
Desiree Clary	Homeroom Parent Liaison
Chrissy Erpelding	School Liaison

https://drive.google.com/file/d/1ULei_pUjFF-g9VCPcFjGRBr-E7XyU8K/view?usp=sharing

Homeroom Parent

The Home and School Association organizes homeroom parents for each class. A request for volunteers is sent home at the beginning of the school year and parents are encouraged to become involved in their children's classroom. A homeroom parent plays an integral role in the social welfare of the classroom. This person is a parent or grandparent of one of the students in the class and is responsible for organizing activities and events, communicating with the teacher and other parents, and helping in any other way possible. Specific duties will depend upon grade level and what the teacher and school desire in a homeroom parent.

Safety

Emergency Plan

(Policy ADM 12.0; ADM 12.1; ADM 12.2; ADM 12.3; ADM 15.0; ADM 16.0; ADM 18.2; ADM 41) In the case of an emergency there are prescribed emergency procedures in

place to ensure the safety of students, faculty, staff, and others in the building. All faculty and staff review this process before the beginning of the school year. Drills are held during the school year. Please be sure that the school has several accurate contact numbers where you can always be reached.

Should there be an emergency requiring that students be picked up immediately, if possible, students will remain in the classrooms supervised by teachers until parents sign them out. If it is necessary to evacuate the school, parents should come to the Coppermine at DuBurns Arena to pick up their children.

Fire and Safety Drills

(Policy ADM 12.2) St. Casimir Catholic School conducts all fire and safety drills as required by the State of Maryland. In accordance with Education Article §7-408 and COMAR 13A.09.09, we hold at least 10 fire drills each scho

ol year, with at least one drill every 30 days, and maintain records of each drill for state reporting.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Emergency & Weather-related Closings and Delayed Openings

(Policy ADM 12.4; ADM 13.1) At times it may be necessary to cancel school, open late, or dismiss early due to inclement weather or other emergency situations. Under emergency weather conditions, we comply with **the BALTIMORE COUNTY (not Hereford Zone)**. Please **DO NOT** call the school or rectory to inquire about school closings, since you will receive notice text, phone, and email. Students will not be admitted to school prior to the announced time change. Closings will also be noted on the school website.

If school opens late due to weather conditions, ASC will still be offered that day. If school closes early due to weather conditions, ASC will be closed as well, and children must be picked up at the announced dismissal time.

Asbestos Hazard Emergency Response Act (AHERA)

(Policy ADM 17.0) AHERA – In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Child and Youth Protection

(Policy ADM 26.0) St. Casimir School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

Child Abuse and Neglect Reporting Policy Procedures

(Policy ADM 1.0) Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal. The Office and Child Youth Protection (OCYP) director, Archdiocese of Baltimore, may also be contacted.

Student's Cell Phones

Cell phones and smartwatches are not permitted to be used in school during the day. If a parent feels that, for the safety of the child, a cell phone is needed for after school, the phone/smartwatch must be turned into the teacher first thing in the morning. **Any student found with a cell phone/smartwatch in his/her possession during the school day will have it taken away and must be picked up by the parent. If a second time occurs the phone/smartwatch may not be brought to school.** NOTE: The school does not accept responsibility for lost or stolen cell phones or smartwatches.

Visitors

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

Volunteers

(Policy ADM 26.0) Prior to volunteering, all volunteers must be fully trained in VIRTUS as required by the Archdiocese of Baltimore. All policies and procedures must be followed for Child and Youth Protection.

Parent volunteers assist teachers during school hours or work at home. Through the Home & School parent volunteers help with various school fund-raising activities and special programs. All parent volunteers and lunch monitors are required to sign in at the school office and pick up a volunteer badge before they assume their duties. **Please note: New Archdiocesan guidelines require that certain policies be followed regarding the screening of volunteers who may have unsupervised contact with students. This includes VIRTUS online training, application, references, and background checks. St. Casimir School complies with the policies as required. This is for the protection of the students.**

Virtus

St. Casimir School adheres to the Archdiocesan policy known as "Virtus" regarding the screening and training of volunteers and employees who work with children. All those who wish to work or volunteer in our school must be appropriately screened and trained and provide three written references to the school. All who wish to do so must go to virtusonline.org. You will register by clicking "First-Time Registrant." Select: "Begin the registration process," and then "Baltimore Archdiocese." You will create a login-ID and password. Please review the detailed instructions in the blue box to the right.

Supervision Responsibilities (Before and After the School Day)

Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before the drop-off time and after the pick-up time, as listed above. The school is not liable for any injuries or accidents which may occur before the drop-off time or after the pick-up time, as stated above.

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care, parents must comply with the rules established by the program for drop-off and pick-up.

Tobacco and Drugs

(Policy ADM 15.0; ADM 41.0) St. Casimir school is a tobacco-free and drug-free workplace.

Transportation Procedures

Students are only to be released to custodial parents, legal guardians, or those adults listed on emergency contact forms. Students may NOT ever leave school in an UBER, Lyft, or any private transportation company.

Student Services

Before & After School Care

Before School Care

Before School Care is offered from 7:00- 7:40a.m. on all days that school is in session for a limited number of students. If a school day is delayed (e.g., inclement weather) the opening of before care is delayed the same amount of time. There is a daily \$5 fee.

Tuition for Before Care

Registration \$35

\$5 a day

After School Care (ASC)

The ASC program is for St. Casimir students and is open on all school days from dismissal until 6:00 p.m. If school closes early due to inclement weather, there will be no after-care. The center is closed when the school is closed for holidays or weather-related issues. It is designed to provide a safe and fun environment for children whose families are unable to pick them up after school dismisses. The same discipline guidelines will be followed that are used in the school program. The program offers study time, relaxation time, and allows for both full and part-time attendance. Homework remains the responsibility of the parent to check over and make sure it is completed,

ASC registration fees are due at the time of registration. There will be a \$35 .00 registration fee. Full time users will receive a discounted rate which will be paid in the same manner as their tuition. If an account is not up to date on the due date, student(s) concerned may not attend the After-School Care program until the account is made current. For every returned check there will be a \$10 charge in addition to any bank service fee. Parents picking up students after 6:05 p.m. will be charged a penalty of \$1 a minute. This fee goes directly to the caretaker who must remain with the child. If students are not picked up by 6:00 p.m. 3 times, parents will be asked to find a different means of after school care.

Students who are not picked up from school at 3:00 for Pre-k and 3:20 for K- Grade 8 will be sent to After School Care, and parents will be billed accordingly.

Registration is through schooladmin and is a checklist item in the enrollment package. Registration and fee are due August 15th to secure your spot.

Monthly payments begin in September and must be made through Pro-Care.

Tuition for After care

Options	Tuition	Billed (September - May)
Full Time (over 10 hours per week)	\$3,700 (Full Time Sibling Discount \$500)	\$411.00
Part Time (10 hours or less per week)	\$2,700 (Part Time Sibling Discount \$500)	\$300.00

Timely payment of tuition and fees is the parent/guardian's responsibility. It is anticipated that payment will be made by the due date. There is no "grace period" for the payment of tuition and fees. It is not the responsibility of the school to send notices of delinquent tuition, fees, ASC payments, or other amounts owed; nor shall the lack of

notice preclude the school from enforcing its payment policies by holding report cards, excluding students, or taking *other Pro care*. St. Casimir School is under no obligation to send additional notices.

Lunch Program

How to Order Lunches:

1. Visit www.lunchboxprogram.com
2. Create an account (or log in if you already have one)
3. Select and order lunches for any available dates
4. To view or print your weekly orders, go to the **"Account History"** screen

Important Notes:

- The site is **not mobile-friendly** at this time—please use a desktop or laptop computer.
- For program details and monthly menus, check the **blue box on the right-hand side** of the site once logged in.

If you have any questions, feel free to contact the school office for assistance.

School Activities & Organizations

We have many ways for our students in grades Kindergarten through 8th grade to get involved with social, learning and leadership activities both during and after school. We encourage our students to enjoy and participate in all that our school has to offer.

- Student Council & Ambassadors
- Student Safety Patrol
- Sports Programs
- Middle School Dances
- Cultural Day
- Drama Club/School Play
- Snapology
- Ukulele & Drum

- Chess Club
- Dungeons & Dragons
- Green Club

Guidance & Counselor

The Saint Casimir student support services program is available to help faculty, parents/guardians, and students develop positive learning experiences. The program consists of a variety of services and activities, including individual and group support for students, parent and faculty consultation, information services, and referral assistance to other programs and services in the community.

The Director of Student Support Services is available to students whether they ask for help and present on their own, or they are referred by a teacher, member of staff or administration, or the child's parent. Parental consent is not required for meeting with the Director of Student Support Services related to school issues. Should these issues persist or a need for ongoing counseling is identified, the Director of Student Support Services and/or the teacher will contact parents/guardians to discuss the situation. Referrals for counseling are accepted from faculty and staff, parents, and students. If a parent does not want the Director of Student Support Services to see their child, they must put it in writing.

Leadership Programs

National Junior Honor Society

The National Junior Honor Society at St. Casimir Catholic School recognizes middle school students who consistently demonstrate excellence in the areas of scholarship, leadership, service, citizenship, and character. Membership is by invitation and is based on academic achievement, teacher recommendations, and a demonstrated commitment to living out the values of Catholic education.

Members of NJHS are expected to:

- Maintain strong academic standing
- Model leadership and integrity
- Participate in service projects that benefit the school and local community
- Attend regular meetings and events

NJHS offers students the opportunity to grow as moral leaders and serve as role models within the school.

Student Council

The Student Council provides a platform for student voice and leadership. Open to students in the upper grades, members are elected by their peers to represent the student body and help shape the school community through events, service projects, and school spirit activities.

Student Council responsibilities include:

- Planning and leading school-wide events (e.g., spirit weeks, fundraisers, service drives)
- Promoting positive school culture and student engagement
- Serving as a liaison between students and school leadership
- Practicing leadership, communication, and teamwork skills

Participation in Student Council helps students develop confidence, responsibility, and a strong sense of service.

Technology

Acceptable Use Policy for the Internet and Technology Tools

(Policy ADM 29.0) Technology skills are necessary to prepare our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

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

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

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

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

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

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

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

- Violating the rights or privacy of others, including by photographing or filming an individual without consent*
- Posting or distributing videos or photographs without consent of the persons depicted and the School*
- Using technology to send profanity, obscenity, or other offensive or harmful language*
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)*
- Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)*
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols*

- *Revealing personal information beyond what is required for login while using Internet or web-based resources*
- *Responding to inappropriate messages from others (which should be reported to the School)*
- *Downloading or copying information onto disks or hard drives without prior teacher approval*
- *Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)*
- *Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)*
- *Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)*
- *Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.*
- *Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.*
- *Accessing or searching files, directories, or folders for which the user does not have authorization*
- *Intentionally erasing, renaming, or disabling of anyone else's files or programs*
- *Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor*
- *Violating School conduct rules or the law.*

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

Parents are responsible for:

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

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

Artificial Intelligence

(Policy ADM 29.0; INST 7.0) Principals must ensure staff and students in the Archdiocese of Baltimore use generative artificial intelligence (AI) in an ethical and responsible manner, following all policy guidelines listed below.

Purpose

- To provide clear expectations for staff and students on how to use generative artificial intelligence (AI) ethically and responsibly in the Archdiocese of Baltimore.
- To ensure generative artificial intelligence (AI) supports teaching and learning without replacing critical thinking, creativity, and/or effort.
- To ensure the use of generative artificial intelligence (AI) is aligned with the teachings of the Catholic Church and our Catholic values.
- To protect the privacy and safety of all staff and students by ensuring compliance with data privacy laws (e.g., FERPA) and safeguarding personal information.
- To help prevent potential exposure to misinformation, inappropriate content, and unauthorized generative AI use, ensuring that it is used responsibly and ethically.

Introduction and Definitions

- Artificial intelligence (AI) refers to computer systems designed to perform tasks that usually require human intelligence, such as reasoning, problem solving, learning, and decision-making.

- As stewards of creation, we are called to use AI to enhance teaching and learning while preserving human judgment and dignity, ethical responsibility, personal interaction, and the common good. AI should serve as a complement to traditional education, rather than a replacement.
- *Generative AI* is a type of artificial intelligence that creates new content, such as text, images, videos, or music, based on patterns it has learned from existing data. Examples include chatbots that write responses, or tools that generate pictures or videos.

Student Use

- PreK–Grade 4 are not permitted to use *generative* artificial intelligence (AI) at this time.
- Grades 5–8 are permitted to use *generative* artificial intelligence (AI) for academic purposes only. Failure to comply will restrict the use of AI for the student.

Privacy and Safety

- Any user of generative artificial intelligence (AI) must protect student, parent, teacher, and school data by never sharing private information, including but not limited to student names, grades, SAP (Student Accommodation Plan) details, or any other personally identifiable information (PII).

Misinformation and Potential Bias

- Staff and students must not assume that all AI-generated content is accurate or appropriate to share and must be fact-checked for misinformation and potential bias.
- All staff must carefully review AI-generated content before using it in lessons, parent communications, or content generation.

Resources

[Academic Artificial Intelligence \(AI\) Privacy and Safety Requirements for All Staff in the Archdiocese of Baltimore \(Updated 2025\)](#)

Web-based Services

(Policy ADM 29.0) *The School uses Google Apps for Education as well as other web-based education tools, sites, and services (“web-based services”) to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students’ use of web-based services, certain educational records may be created,*

collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Uniforms

Student Uniforms

(Policy ADM 8.0) Students wear uniform clothing in the elementary and secondary school.

Pre-Kindergarten

Pre-K 3 and Pre-K 4 should come to school dressed in comfortable play clothes and shoes.

Gym uniforms should be worn on gym days.

Uniforms should be purchased from Flynn and O'Hara

8868 Waltham Woods Road

Parkville, Maryland 212234

Physical Education Uniform PreK3 and PreK4

Shorts	Navy athletic shorts with logo
T- shirt	Gray with logo
Socks	White crew socks covering ankles
Shoes	White tennis shoes
Sweats	Navy blue sweatshirt and sweatpants with logo

Saint Casimir Catholic School Uniform Information

Boys 2025 - 2026

Kindergarten- Grade 5

White shirt	Polo shirt with logo, short or long sleeve shirt tucked in with a black or brown belt.
Pants	Navy school pants/ must be the same color and style as pants from Flynn and O'Hara – black or brown belt NO CARGO PANTS OR OTHER STYLES
Sweater	Grey pullover with logo
Socks	Navy dress socks.
Shoes	Tan suede bucks or brown jungle moc.

Boys Middle School Grades 6-8

White shirt	Button down collared shirt (short or long sleeve) with logo. Shirts must be tucked in with brown or black dress belt
Tie	School tie
Pants	Navy blue school pants/must be the same color and style as pants from Flynn and O'Hara- no cargo pants or other styles. Black or brown belt
Sweater	Grey pullover with logo or gray crew neck school sweatshirt. (Middle school only)
Socks	Navy dress socks.
Shoes	Tan suede bucks with red soles, brown jungle moc

Summer Uniform K-8

Shirt	White polo shirt with school logo- tucked in with brown or black belt
Shorts	Navy blue walking shorts – must be same shade and style as Flynn and O'Hara (Cargo shorts not permitted)
Socks	White crew socks above the ankle
Shoes	White tennis shoes with ties (traditional styles only)

Physical Education Uniform

Shorts	Navy athletic shorts with logo
T- shirt	Grey with logo
Socks	White crew socks covering ankles
Shoes	White tennis shoes
Sweats	Navy blue sweatshirt and sweatpants with logo

Saint Casimir Catholic School Uniform Information

Girls 2025 - 2026

Girls Kindergarten- Grade 5

White blouse	Broadcloth Peter Pan collar short or long sleeve
Jumper	Not to exceed two inches above the knee Navy blue school pants may be worn in the cold weather with the white polo logo.
Sweater	Navy blue cardigan with logo
Socks	Navy knee highs or navy tights
Shoes	Tan suede buck, black and white saddle,

Girls Grades 6-8

White blouse	Oxford, short or long sleeve
Skirt	Skirt- not to exceed two inches above knee- blouses need to be tucked in
Sweater	Navy cardigan with logo
Socks	Navy knee highs or navy tights
Shoes	Tan bucks with soft soles, black and white saddles

Summer Uniform K-8

Shirt	White polo shirt with school logo tucked in with black or brown belt
Shorts	Navy walking short- must be same shade and style as the shorts sold in the uniform store (cargo shorts are not permitted)
Skorts	2 panel navy skort may be worn in place of shorts- must be identical to Flynn and O'Hara style and color
Shoes	White traditional tennis shoes
Socks	White covering the ankle

Physical Education Uniform

Shorts	Navy athletic with logo
T- shirt	Grey t shirt with logo
Socks	White crew socks
Shoes	White tennis shoes
Sweats	Navy sweatshirt and sweatpants with logo

Socks, Shoes, Jewelry & Hair Accessories

Children may wear a traditional watch or Smart watches or fit bit. Smart bands, or other Smart jewelry is not allowed. Girls may wear one pair of post earrings (one earring in the lobe of each ear). Boys may not wear earrings. A cross or religious medal may be worn around the neck. If a cross or religious medal is worn, it must be attached to a thin chain, not to a neckband, etc. One ring may be worn. No make-up, nail tips, or nail polish (including clear polish) may be worn.

Labeling Clothes & Belongings

To help prevent lost items and ensure belongings are returned promptly, **all clothing and personal items brought to school should be clearly labeled with the student's full name**. This includes jackets, sweaters, lunchboxes, water bottles, backpacks, and uniforms. Unlabeled items that are misplaced will be placed in the school's Lost and Found area. At the end of each trimester, unclaimed items may be donated.

Out-of-Uniform Days

Occasionally, students are given the privilege of attending school out of uniform. In all cases, out of uniform attire must be appropriate for St. Casimir. Students will be asked to call home for a change of clothes if the administration or faculty deems that the clothing is suggestive or inappropriate. Students may not wear explicit or offensive clothing, skirts/dresses/skorts shorter than 2" above the knee, torn clothing, and excessively baggy clothing, belly shirts/midriff baring shirts, low cut tops, halter tops, pajama bottoms, low cut slacks, leggings, jeggings, flip flops, or sandals. Shorts are permitted if they are the required length (no more than 2 inches above the knee). This applies to extracurricular activities and school sponsored functions.

Used Uniform Sale

The new uniform has been in effect for five years and we are now able to offer a limited uniform exchange program. Several times a year, parents are given the opportunity to obtain gently used uniforms that have been donated by parents whose children have outgrown the items. This service is free, and uniform donations are accepted year-round.

Grooming and Hair

The Archdiocese recognizes that particular hairstyles are often part of racial, ethnic, spiritual, and cultural identity and practice.

- Clean shaven.
- Hairstyles are to be neatly groomed. Hair is not to exceed the top of the collar, the top of the ear, or be below the eyebrows and of reasonable length and height as to not be disruptive to the learning environment. Sideburns may not exceed the bottom of the ear.
- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, faux-hawks, mohawks, mullets, spikes, or coloring of any kind. St. Casimir School recognizes that particular hairstyles may be part of social, ethnic, spiritual and cultural identities and practices or adopted for protective purposes. In those cases, it is the policy of St. Casimir School to permit individual families to receive an exception from this policy, so that they may choose the appropriate cared-for hairstyle for their son or daughter. Should a student have a question about a hairstyle, he or she should contact the principal before getting his/her hair cut or styled.

- Body piercing jewelry is not permitted while on campus. Tattoos must be covered while on campus, and during all school-related events off campus, including during participation in athletic events. Chains or necklaces, if worn, are not to be visible.
- The final decision as to what constitutes acceptable dress and grooming rests with the principal. Students and parents who have questions regarding the acceptability of certain types of clothing and grooming should consult with the principal before appearing in school with them.

Lost and Found

Parents are urged to have **all** personal items (backpack, lunch box, school supplies, shoes, etc.) and **each** article of clothing clearly marked with the child's name and grade. Items that are found will be placed in the **lost-and-found**. A child who has lost an article may check before or after school for the lost item. Unclaimed items will be donated at the end of each semester.

OTHER HANDBOOK CONTENTS

Right to Amend the Handbook

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

Parental Support/Compliance

Parents and students are expected to support and be in compliance with the policies of St. Casimir School as stated in this handbook. In cases where parents' views and philosophical positions result in repeated non-compliance regarding school policies, the administration reserves the right to request that said parent's child/children withdraw from the school.

2025 - 2026

HANDBOOK ACKNOWLEDGEMENT SHEET

I/We understand the directives and procedures which constitute the policy for Saint Casimir School. Our signatures indicate our review and understanding of the rules and regulations stated herein.

Parent/Guardian Signature

Date

Please return to homeroom teacher by September 26th, 2025.