



2026-2027  
Parent/Student Handbook



**IN ASSOCIATION**  
**ARCHDIOCESE OF BALTIMORE**  
**SCHOOL SISTERS OF NOTRE DAME**  
**NATIONAL CATHOLIC EDUCATORS ASSOCIATION**  
**ACCREDITED BY COGNIA**

**700 BISHOP WALSH ROAD CUMBERLAND, MD 21502**  
**301-724-5360**  
**301-722-0555 (FAX)**

## TABLE OF CONTENTS

|                                                 |    |
|-------------------------------------------------|----|
| Overview.....                                   | 3  |
| Catholic Identity.....                          | 5  |
| Academics.....                                  | 7  |
| Admissions.....                                 | 17 |
| Assessment Program.....                         | 19 |
| Attendance and Student's Records.....           | 20 |
| Discipline.....                                 | 23 |
| Financial Obligations.....                      | 34 |
| Health.....                                     | 37 |
| Partnership and Communication with Parents..... | 40 |
| Safety.....                                     | 43 |
| Student Services.....                           | 49 |
| Technology.....                                 | 50 |
| Uniforms.....                                   | 53 |

## **Overview**

Bishop Walsh School is a coeducational school serving students in Pre-K through Grade 12. The school reserves the right to amend the Parent/Student Handbook, and parent(s)/legal guardian(s) will be notified of any changes made. This handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an express or implied contract.

## **Archdiocese of Baltimore 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 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.

## **Bishop Walsh School Vision Statement**

To provide the region with the best Pre-K through Grade 12 college preparatory education emphasizing STEM and the arts in a faith-based environment.

## **Bishop Walsh School Mission Statement**

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

## **History of Bishop Walsh School**

Bishop Walsh carries a long and valued tradition of Catholic secondary education in Western Maryland. Opened in 1966, Bishop Walsh is named after Bishop James Edward Walsh, M.M., a Cumberland native whose lifetime of service in South China resulted in twelve years of imprisonment by the Communist Chinese government. Bishop Walsh School was formed from the combination of Catholic Girls Central, Ursuline Academy, St. Peter's High School, and LaSalle High School. The Middle School program was added in 1985, and the Elementary School program was added in 2002.

## **Accreditation**

Bishop Walsh School is accredited by Cognia through June 2027. In accordance with standards set by the Archdiocese of Baltimore, Bishop Walsh School 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.

## **Faculty and Staff**

### **Administrative Team:**

Mr. Joseph Carter - President '72

Mrs. Jennifer Flinn - Principal '99

Mrs. Raleigh Davis - Assistant Principal '06

Mr. Tony Orndoff - Dean of Middle/High School Academics '97

**Staff:**

Mr. Travis Beeman - Director of Finance  
Mr. Bradley Brandon - Director of Advancement  
Mrs. Meredith Nagle - Director of Admissions & Communications  
Mrs. Hollie Robertson - VIRTUS Coordinator & Administrative Assistant  
Ms. Amy Markel - Receptionist & Finance Assistant  
Mrs. Amy Herbert - School Nurse  
Mrs. Kimberly Rotruck - Cafeteria Manager  
Mrs. Stephanie Pratt - Director of the Pratt Program  
Mrs. Heidi Witte-O'Donnell - Before and After School Care '89  
Mr. Mitchell Peters - Athletic Director  
Mrs. Jill DiNola - Guidance Counselor  
Mrs. Mariah Morin - Academic Advising & Guidance  
Mr. John Robertson - Facilities Manager

A list of all faculty/staff can be found on our school's website along with their phone extension. All school personnel can be contacted by e-mail. E-mail addresses are first initial, last name @bishopwalsh.org.

**Pastoral Support**

- Our Lady of the Mountains Parish – Father Stephen Fernandes, O.F.M. Cap.  
[OLMCumberland@archbalt.org](mailto:OLMCumberland@archbalt.org)
- Divine Mercy Parish – Father Scott Kady [divinemeracy@archbalt.org](mailto:divinemeracy@archbalt.org)

**School Board Members**

Joseph Carter- President  
Jamie Walsh- Chair  
Matthew Ryan  
Lauren Zapf  
Hayden Ort-Ulm  
Gregory Getty  
Tricia Geiger  
Jared Mathews

Jennifer Flinn- Principal  
Kristin Walker-PTO Representative  
Alexander Brant  
Elizabeth Lamm  
Patrick Cunningham  
Stephen Blake  
Tom Snyder  
Father Stephen Fernandes, O.F.M. Cap.

**School Calendar 2026–2027**

The Archdiocese of Baltimore has a plan in case of inclement weather or unforeseen school closings. Bishop Walsh follows Allegany County for any delayed openings, early dismissals, and/or closures. In the event of an unforeseen closing, we will contact parents via email and post on our school website and social media sites. For the 2026/27 school calendar, there are snow days already built in.

## Campus Map



---

## Catholic Identity

The official teachings of the Roman Catholic Church are taught in Bishop Walsh 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

During Advent, students participate in the lighting of the Advent wreath and reflect on the season's themes of hope, peace, joy, and love. The school organizes community service projects that encourage students to live out the spirit of giving and charity. The Advent/Christmas Mass is a highlight of the season, offering a special opportunity for students, faculty, and families to celebrate the birth of Christ together.

## Prayer Buddy Program

The Prayer Buddy Program pairs older students with younger students to foster a sense of community and support in their faith journey. These buddies meet regularly to pray together, share faith experiences, and offer guidance throughout the year, enhancing the spiritual connection within our school community.

## **Catholic Schools Week**

Catholic Schools Week is a special celebration of Catholic education and the values it upholds. During this week, students participate in a variety of activities, including service projects, spirit days, and community building events, to celebrate their Catholic faith and the role of Bishop Walsh School in nurturing academic, spiritual, and personal growth.

## **Daily Prayer**

Each school day begins with a prayer led by students or faculty, inviting the presence of God into our school and guiding our actions throughout the day. The prayer encourages a connection with God and a spirit of service, compassion, and love for one another. Each class also begins with prayer.

## **Lent**

Lent is a time for reflection, penance, and growth in faith. During this season, students participate in Ash Wednesday prayer services, Reconciliation, engage in acts of charity through service projects, and reflect on the meaning of the Lenten season in their lives. The school encourages students to give up something meaningful for Lent as an act of self-discipline and spiritual growth. The season ends with a Lent/Easter Mass as the school community celebrates the resurrection of our Lord.

## **Living Rosary**

The Living Rosary is a powerful prayer tradition during the month of May at Bishop Walsh School. Students gather to pray the rosary together, each student representing a bead, offering prayers for the intentions of the school community, the Church, and the world. This event deepens the students' connection to Mary and her intercession for our lives.

## **May Procession & Crowning**

The May Procession & Crowning is a special tradition where 2nd grade students honor the Blessed Virgin Mary. During this event, students process to the school's courtyard to crown a statue of Mary with flowers, offering prayers and hymns in her honor. This ceremony reflects the devotion of the school community to Mary, our mother.

## **Prayer Services**

The school regularly hosts prayer services for special occasions, such as feast days and other significant liturgical events. These services offer students an opportunity to pray together, share their faith, and deepen their relationship with God.

## **Religion Curriculum**

The religion curriculum at Bishop Walsh School is designed to provide a comprehensive education in the Catholic faith. The curriculum follows Archdiocesan guidelines and includes instruction on Scripture, Sacraments, Church history, moral teachings, and Catholic social teaching. Our students are challenged to integrate their learning into their daily lives, living out their faith in both school and in the world. Elementary students use the "Blest Are We" and "Growing with God" textbook series.

## **Retreats (Grade-level)**

High school students participate in retreats that are tailored to their spiritual needs and development. These retreats offer students the opportunity to reflect on their faith, engage in prayer, and build a stronger connection with God and one another.

## **Sacraments (First Eucharist, Reconciliation, Confirmation)**

Bishop Walsh School supports the local parishes with sacramental preparation for students receiving the Sacraments of First Eucharist, Reconciliation, and Confirmation. These sacraments are celebrated in collaboration with the local parish, and students are guided in understanding the significance of each sacrament in their spiritual journey.

## **School Liturgy Schedule**

The school holds regular liturgies, including Masses, prayer services, and other celebrations, throughout the year. These liturgies are an essential part of the school's Catholic identity, providing students with the opportunity to worship as a community and deepen their faith. All dates can be found on the school's Google calendar.

## **Service Projects**

Bishop Walsh School emphasizes the importance of service as a core component of Catholic education. Throughout the year, students engage in various service projects, both locally and globally, as a way to live out the teachings of Jesus and help those in need.

## **Stations of the Cross**

During Lent, students participate in the Stations of the Cross. This event allows students to reflect on the passion and death of Christ, deepening their understanding of Jesus' sacrifice for our salvation.

## **Virtue of the Month Program**

Each month, Bishop Walsh School focuses on a particular character trait. Students learn about these traits, reflect on how they can apply them in their lives, and are encouraged to live them out through their actions. These are integral to our formation as students of faith and character.

## **PBIS Framework**

Bishop Walsh School emphasizes Catholic faith and values through its Positive Behavioral Interventions and Supports framework. Students are encouraged to be Welcoming, Always Respectful, Learning, Safe, and Helpful—WALSH.

---

# **Academics**

## **Curriculum**

Bishop Walsh School follows Archdiocesan Curriculum standards, instructional minutes, and the regulations of the Maryland State Department of Education for nonpublic schools.

The preK-8th grade curriculum parent portal can be found at:

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

## **Academic Integrity Policy**

Students who are under suspicion of cheating or plagiarizing on a quiz, test, exam, homework, or any instrument used for assessment may be subject to disciplinary action. This includes work that used Generative AI/ChatGPT to plagiarize. A grade of zero may be given in ensuring the integrity of the student and the school. Punishment for suspected academic dishonesty will ultimately be at the discretion of the administration.



## **Textbooks and Materials**

- Textbooks are on loan to the students for the school year. Book fees are used for the replacement of worn and damaged books and to purchase consumable workbooks for the students.
- Art and science materials are purchased using fees paid by the parents at the beginning of the school year.
- A list of additional materials and supplies needed by the students is sent to the parents annually.
- Textbooks used on the elementary level are chosen from a suggested list found in the Archdiocesan Course of Study and approved by the elementary faculty and administration.
- For elementary, the following textbooks are utilized: Frog Street, Open Court, Inspire Science, Go Math, Writing Without Tears, RCL Benziger, Growing With God, Catholic Connections Handbook, and IXL.

## **Grading Policy**

All archdiocesan K - 8 schools will follow this grading policy to ensure consistent, transparent, and fair grading of student academic performance.

### **Purpose**

To ensure consistent, clear grading practices that accurately reflect student academic performance and mastery of the curriculum.

## **Overview of Grading and Reporting**

Grades are 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 students' understanding of the material, areas of strength, and areas of improvement. Grades help guide instructional decisions, support student learning, and ensure accountability in the educational process. By reflecting academic achievement, grades serve to motivate students to strive for excellence and foster a culture of continuous learning and growth.

## **Grading by Grade Band**

### **Grades K–2**

In Kindergarten through Grade 2, grading is standards-based and reflects student 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. The levels are defined as: Consistently Demonstrating (CD), Making Progress (MP), Developing (DV), Support Needed (SN), and Not Assessed at this Time (NA).

## **Assessment Practices**

Assessment methods include, but are not limited to: teacher observations, classwork, student discussions, portfolios, checklists, quizzes, and tests. Formal quizzes and tests are 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 mastery of grade-level standards.



## **Homework**

Homework is assigned to reinforce skills already taught in the classroom and may be graded when appropriate. Assignments should be completed independently and take, on average, approximately 10 minutes per night for students in kindergarten and 1st grade, and 20 minutes per night for students in 2nd grade.

## **Behavior**

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

## **Grades 3-8**

Grades reflect the student's classroom performance and academic mastery of the content and are weighted in the gradebook for each class in the following 3 categories: Classwork and Assignments (60%), Assessments (30%), and Homework and Practice (10%).

### **Category 1: Classwork and Assignments (60%)**

Formative assessments including application, projects, writing, and practice activities.

- Classwork and assignments are completed during class time and demonstrate a clear understanding of the material. These formative assignments may be graded for accuracy, comprehension, completion, and/or depth of thought.
- Practice activities include tasks that help reinforce learning such as drills, exercises, and review activities. These activities are integrated with class content and help students solidify their understanding.

### **Category 2: Assessments (30%)**

Summative measures of mastery including quizzes, tests, and projects.

- Projects require students to apply learned concepts in more complex, real-world situations. These summative projects can be assessed on both the process (e.g., research, organization) and the final product (e.g., depth of analysis, creativity).
- Quizzes and tests are formal assessments that measure student retention and comprehension. Quizzes assess smaller portions of the content, while tests include larger units or major concepts.

### **Category 3: Homework and Practice (10%)**

Formative practice and preparation primarily completed outside of class.

- Homework assignments will be graded for completion, and may be graded for accuracy if the concepts were previously taught. These assignments provide students with opportunities to practice and review the content discussed in class.
- Practice assignments are tasks completed during class or at home that reinforce previously taught concepts. They include, but are not limited to, exit tickets, spelling tests, math fact drills, or other review activities that support skill development and content retention.

## **Special Subjects**

Participation, engagement, and skill demonstration are used to assess subjects like Art, Music, Technology and Physical Education, using the same performance indicators. Please note, specials that meet 3 or more times per week are eligible to receive letter grades. Specials meeting less than 3 times per week will use performance levels.

## Behavior

Behavior is not included in academic grades. Grades are an accurate reflection of a student's academic performance, regardless of 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.
- Physical Education: Participating in physical activities, sports, and fitness assessments is crucial for demonstrating physical skills and fitness levels.

## Additional Grading Considerations

- The range of student scores is from 0% - 100%. No other grading minimums or maximums are allowed.
- Extra credit assignments or questions are not allowed.
- As a general practice, assessment retakes are not allowed.
- Participation in class discussions may be assessed as part of the learning process, as it provides students with opportunities to demonstrate understanding, communicate ideas clearly, and engage thoughtfully with course content and peers.

| Grading Category Summary                                                                          | Weighting (%) |
|---------------------------------------------------------------------------------------------------|---------------|
| Classwork and Assignments (formative) - application, projects, writing, and practice activities   | 60%           |
| Assessments (summative) - quizzes, tests, and projects                                            | 30%           |
| Homework and Practice (formative) - practice and preparation primarily completed outside of class | 10%           |

| Trimester Grade Key<br>Grades K-2/Specials |                           |
|--------------------------------------------|---------------------------|
| Consistently Demonstrating                 | 93-100                    |
| Making Progress                            | 85-92                     |
| Developing                                 | 75-84                     |
| Support Needed                             | 74 and below              |
| NA                                         | Not Assessed at this time |

| Trimester Grade Key<br>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<br>Specials Grades 3-8 |              |
|--------------------------------------------|--------------|
| Consistently Demonstrating                 | 93-100       |
| Making Progress                            | 85-92        |
| Developing                                 | 75-84        |
| Support Needed                             | 74 and below |

## 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. Students in grades 9 through 12 will receive report cards four times a year, at the conclusion of each quarter. In addition, the school will send progress reports home for grades 3-12 during the middle of each marking period.

- Elementary/Middle School:
  - Trimester 1 ends on November 20, 2026
  - Trimester 2 ends on February 26, 2027
  - Trimester 3 ends on June 10, 2027
- High School:
  - Quarter 1 ends on October 23, 2026
  - Quarter 2 ends on January 14, 2027
  - Quarter 3 ends on March 25, 2027
  - Quarter 4 ends on June 4, 2027

## High School Academic Requirements

### All Freshmen are assigned

One each from Religion, English, Mathematics, Science, Social Studies, World Language and one elective

### All Sophomores are assigned

One each from Religion, English, Mathematics, Science, Social Studies, World Language and one elective

### All Juniors are assigned

One each from Religion, English, Mathematics, Science, Social Studies and two electives

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

One each from Religion, English, Mathematics and four electives.

**Minimum requirements are as follows:**

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

The course catalog lists the courses that are offered. (available at [bishopwalsh.org](http://bishopwalsh.org)) In the high school, some of these courses are offered on an alternating pattern. Courses are listed by academic department, and each department has developed a variety of required and elective courses.

**The Phase System**

- Phase 1 (Foundational): Courses are designed for students who need emphasis on the basic skills of the course.
- Phase 2 (College Prep): Courses are designed for students who need moderate emphasis on the basic skills of the courses. These courses are college preparatory.
- Phase 3 (Honors): Courses are designed for students whose command of basic skills enables them to pursue a more detailed study of the course material. These are honors level courses.
- Phase 4 (AP or Dual Enrollment): These courses are Advanced Placement and completion of the national exam is mandatory.

**Grade Point Average**

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

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

**Class Rank and Quality Points**

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

## Weighted Values

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

## Advanced Placement Courses

- The College Board has developed the Advanced Placement Program to provide high school students with a selection of college level courses for which they may gain advanced placement or credit in college. These courses are special, college-level learning experiences that are offered over an academic year. They are challenging, stimulating, and compared to other high school courses, take more time, require more work, and provide a greater depth of study in the subject area.
- Enrollment in these courses is highly selective, and each department will carefully screen those students who wish to select an AP course. Students who enroll in an AP course are required to take the AP examination which is administered in May of each year. We recommend that a student take no more than three AP courses in a school year.

## College Level Courses

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

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

## Transcripts (grades 9-12 only)

All students may request transcripts of academic work. Parents, guardians, and students of legal age (18) may obtain a transcript by completing a request in the school office. All student records are maintained in a safe place.

## 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.
- The honor roll is determined by letter grade; the phase level of the course is not considered. The grade is meant to indicate whether or not the student is working to his or her ability level. The honor roll is for students in grades 6-12.

## Principal's Honor Roll

Academic Achievement: All A's (93% or higher) in core subjects.

Special Classes: Making Progress or better in all special classes.

Standards and Conduct: Making Progress or better, including unstructured time.

### **First Honor Roll**

Academic Achievement: All A's and B's (85% or higher) in core subjects.

Special Classes: Making Progress or better in all special classes.

Standards and Conduct: Making Progress or better, including unstructured time.

### **Second Honor Roll**

Academic Achievement: All A's, B's, and C+'s (80% or higher) in core subjects.

Special Classes: Making Progress or better in all special classes.

Standards and Conduct: Making Progress or better, including unstructured time.

### **Promotion/Graduation**

- Students are promoted to the next grade upon successful completion of all subjects in a given year. A student must maintain a general average of 70%, with the final grades in each subject no less than a D, in order to be promoted to the next grade.
- Twenty-four credits are required for graduation from high school. Usually, a failure in a course must be made up in an approved summer school, if available. Otherwise, this make-up credit may be taken in the following year, if possible. Graduating seniors must attend the practice and graduation ceremony.
- Students in 5th, 8th and 12th 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. These students must be in good academic, financial and behavior standing in order to participate in the end of the year graduation activities.

### **Retention**

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

### **National Honor Society**

- Bishop Walsh School is a member of the National Honor Society. Our chapter is the John XXIII Chapter in honor of Saint John XXIII.
- The purpose of the National Honor Society is to create enthusiasm for scholarship, stimulate desire for service, promote leadership, and develop character in the members.
- To be eligible for membership in this chapter, the students must have been a student at Bishop Walsh for at least one semester. Students must be at least sophomores. Eligible students must have achieved and maintained a cumulative, weighted grade point average of 3.5 or higher and must have been in phase three/honors or higher in a majority of courses. Students must have good conduct and attendance records and give evidence of character, leadership, and service to others.

- Invitation to join the National Honor Society is very selective. It is a privilege, not a right. Students must participate in at least one in-school activity (excluding athletics) and one out of school activity.
- A brief written recommendation must be submitted from an adult moderator of an out of school activity. N.H.S. members are subject to dismissal for any school suspension, chronic discipline problems or for bringing dishonor to the organization/school.

### **High School Level Courses in Math and Science**

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

### **Power School Access**

It is also the parents' responsibility to obtain their passwords for PowerSchool and to monitor grades for their children in grades 3-12. Parents will be contacted by the teacher by mid-trimester with a progress report. In some cases, where there is a significant drop in grades or performance, a conference may be required.

### **Communication**

Please make sure your email address is correct on the registration form and if it changes during the course of the year, please make sure we get an update. All information pertaining to school will be available on the school website, [www.bishopwalsh.org](http://www.bishopwalsh.org).

### **Other Student Services**

- Catholic schools in the Archdiocese of Baltimore strive to meet the academic needs of students, so they may access and benefit from a Christ-centered education. The Individuals with Disabilities Act of 1997 (IDEA) is a federal law that mandates all students in the United States who have a disability or multiple disabilities be provided with Free Appropriate Public Education (FAPE) that is individualized to meet their needs.
- Students enrolled in private schools by their parents are not entitled to the same level of service that they would receive if enrolled in a public school. The applicable regulations give public schools the authority to decide, after consulting with private school representatives, which students in private schools will be served, what services they will receive, and where the services will be delivered. The regulations require the development of an Individual Service Plan (ISP), rather than an IEP or 504 plan, by the public school with input from the private school representatives in order for a private school student to receive services, such as speech/language therapy or occupational therapy (OT), from the public school. A family may also seek these services privately.
- When a student has been previously identified by the public school as qualifying for an IEP or Section 504 plan, a Student Accommodation Plan (SAP) may be written by the Catholic school staff to document accommodations the student needs to benefit from education services, providing there is psychoeducational testing data or other testing data to support the need for accommodations.
- If a parent or teacher identifies an area of concern that is impacting a student's ability to learn, the teacher takes the necessary pre-referral steps to address the concern. The teacher contacts the family about the concerns and response to pre-referral steps. Each



school has a Student Advocacy Team (SAT). The teacher completes the SAT referral form and gives it to the SAT leader. The teacher attends an SAT meeting to present the student information. A plan of action is constructed. The school engages the family in the student's plan of action and documents response. The teacher and SAT leader work together to carry out the plan of action. The teacher updates the SAT of the student's and family's progress.

- If the SAT recommendation is that the student needs to be formally evaluated, the SAT will discuss with the parent or guardian the ongoing concerns and recommendation that the student be evaluated/tested. Testing may be necessary documentation for the school to be able to write a Student Accommodation Plan for their child.
- All Student Accommodation Plans are reviewed annually with the student's family, and revisions are made as needed. SAPs are only valid for the duration of the school year in which they were implemented. In order for an SAP to be implemented in subsequent school years, an annual review must take place with the parent or guardian.
- **Pratt Program & Title I**-The Pratt Program and Title I will receive recommendations for student academic evaluations for the purpose of developing adjusted and enhanced curricula to meet the individual needs of the student. This service is provided to enhance academic performance for students whose academic needs cannot be addressed in a regular classroom setting.
- **Speech Therapy** – Speech services are provided through ACPS and a private therapist.

## Field Trips

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year.

- In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.
- If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day and fees must still be paid since the rates we are quoted reflect total participation. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member.
- If a student is unable to attend because of illness, we cannot promise a refund. 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.
- A parent may pick up their child from a field trip and drive them home if they have requested in writing prior to the trip. Parents may take home additional students only IF there is documented written permission by the parent of the child who is going with them given to the school before the field trip.

## Homeschool Program

- Bishop Walsh School welcomes homeschool students to attend classes and to participate in student life. We believe this experience will benefit these students academically, spiritually, athletically, and personally.
- Part-time enrollment is open for middle and high school students.
- All admissions requirements related to eligibility for enrollment, placement, and immunizations as defined in the Bishop Walsh student handbook must be met.
- Students will be enrolled for a full year.
- Students must enroll in at least three courses, including a religion class and a core academic course.
- Evidence of achievement for the preceding school year is required.
- Prerequisites for requested courses must be satisfied. Assessment testing may be required for appropriate placement.
- Students are required to comply with all requirements for each course, including A.P. testing in the spring.
- Students are subject to all codes of conduct, policies, and regulations as set forth in the Bishop Walsh student handbook.
- Students are eligible for participation in school sponsored athletics, student organizations, clubs, and extracurricular activities. Students are responsible for any additional fees for such participation.
- Eligibility for activities and athletics requires a minimum 2.0 GPA for Bishop Walsh courses.
- Part-time students are not eligible to receive a Bishop Walsh diploma.
- Tuition is \$1,300 per course. Payment must be made in full prior to enrollment.

---

## Admissions

### Application Process

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).

### Admissions Policy

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

### Requirements for Admissions

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

### Documentation Needed for Applications

- Child's birth certificate
- Child's immunization records and other pertinent health data including a Health Inventory Form and a Maryland Immunization Certification Form. All students in the state of

Maryland must be immunized against smallpox, tetanus, diphtheria, poliomyelitis, pertussis, and rubella. The school will inform parents of the child whose immunization record is incomplete. The child will be excluded from school if these records are not furnished within a month.

- Permission for the school officials to obtain records from the child's previous school.
- Emergency information and permission enabling the school to act on the child's behalf in an emergency.

## **Placement**

Criteria used for placing new students are as follows:

- Admissions test covering math and reading ability
- Teacher evaluation (from sending school)
- Permanent records
- Standardized test results

## **High School Admissions and Visitation Policy**

- High School Placement Test- given at the school each fall is required for all current 8th grade students applying to any Catholic High School.
- High school juniors and seniors are encouraged to visit colleges. Visits are encouraged during school holidays and breaks. Students must submit advance notice, make up any missed schoolwork, and provide a verification from the college admissions office upon return.

## **Registration Policy**

Interested students are welcome to visit at any time during the school year. Shadow days can be scheduled through the administration or the admissions department. Formal registration is held in the spring. A nonrefundable registration fee is due at that time. Families who wish to enroll their children should register online and arrange a pre-registration visit. First month's tuition should be paid to the school before entry.

## **Non-Discrimination Statement**

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

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

- 1) Title VI of the Federal Civil Rights Act of 1964; and
- 2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:
  - a) 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.
  - b) 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
  - c) 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."

- 3) 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 administration.

### **Probation Period (for new students)**

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

---

## **Assessment Program**

### **Standardized Testing**

- All Archdiocesan schools administer the achievement test designated by the Department of Catholic Schools in prescribed grades.
- Elementary school students in grades 2-8 are administered the 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.
- Pre K and Kindergarten students are administered the BRIGANCE developmental screenings. Parents are given feedback as to how their child is scoring at the end of the year.

### **High School Standardized Testing**

Bishop Walsh School administers several high school standardized tests: the NWEA MAP tests, ACRE religious education test, the PSAT, SAT, and the AP tests. Juniors and Seniors are encouraged to take the SAT and ACT at regional test centers.

### **ACRE**

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.

### **Middle & High School Exams**

- Winter high school exams are scheduled for December 18, 21, and 22, 2026 and high school final exams are June 7-9, 2027.
- Eighth grade final exams will be June 3-4, 2027.
- Sixth and seventh grade exams will be on June 8 and 9, 2027.

## Attendance and Student Records

### Attendance

- Fundamental to academic success is regular attendance at Bishop Walsh School. Absences from school for personal trips or vacations should not be taken when school is in session. Absence from school can have a negative impact on a student's academic success.
- Every instance of absence, lateness, and/or early dismissal is recorded in the Student Information System. The school does not designate absences as excused or unexcused.
- School-sponsored activities and trips are recorded as Present.
- Missing school for non-school sponsored events/activities is considered an absence. In addition, if early dismissal is required for travel to non-school sponsored events/activities, an early dismissal will be recorded.
- Students must take responsibility for keeping pace with their studies. The faculty is under no obligation to help a student make up missed work from this type of absence (personal trips or vacations). Additionally, teachers are under no obligation to provide work in advance for the student.
- Anyone not present by the school's official starting time is considered absent or late. The school day begins at 8:15 am. Any student arriving after 8:15 am is considered late and must report to the office for a late slip. Tardiness is entered into a student's permanent record. It is the responsibility of the student to check with the teacher to receive the necessary communication or work that may have been missed due to lateness.
- Carpool problems, oversleeping, driving siblings to school, etc., are not excused tardies. Be aware that unexcused lateness to school is a serious matter and the student can be assigned a detention. If the student develops a pattern of tardiness, he/she will be subject to an Administrative Review. Students will not be permitted into school after 8:30 a.m. without a doctor's note.
- Arrival after or dismissal 3.5 hours after or before the end of the official school day is considered a half-day absence.
- Early dismissal is leaving any time before the end of the school day and is documented. 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.
- If a student arrives late, they are required to bring communication from a parent/medical provider.
- A note from a provider is required to allow for participation in extracurricular activities if a student arrives late or leaves early during the day. A note from a parent/guardian will not suffice.
- Every absence, late arrival, or early dismissal requires an email from a parent/guardian prior to the official starting time of the school day on the morning the student is absent. A student may not return to school until he/she is well enough to participate in all school activities including recess.
- All absences become part of the student's permanent record.
- If a student has been absent for 5 or more consecutive days, the student is required to provide documentation from his/her doctor to be filed by the nurse in his/her medical file.
- Parents/Guardians will be notified in writing when a student's absences equal 10 cumulative total days.
- Permission to participate in extracurricular activities, and/or field trips may be withdrawn when absences, lateness, or early dismissals combine to equal 10 cumulative total days, and a parent conference may be required. 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.

- Prolonged unauthorized absences can and will affect students' grades and academic standing. The school cannot be responsible for the consequences of these absences. A student who is absent for more than 20 days in the course of a school year or has an excessive lateness and/or early dismissal record or a combination of the above may be required to repeat the school year at the discretion of the administration.
- The administration reserves the right to request a conference with parents of a 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.
- Unlawful absences are considered truant. The school informs parents that if truancy persists, the public authorities will be notified.
- Child Protective Services (CPS) may be called due to excessive absences.

### **Extended Leave of Absence**

- Parents/Guardians are encouraged to keep the school nurse and the student's counselor updated regarding any chronic medical diagnoses that might impact a student's attendance.
- Parents/Students are urged to contact the appropriate teachers to arrange for assignments when the student is absent from school for a prolonged period of time due to illness.
- An Extended Leave of Absence (more than 5 consecutive school days) is used for students who are experiencing physical concerns, psychological concerns, or family emergencies. This is a collaborative process between the family, the student's counselor, the school nurse, the administrator, and an outside licensed healthcare professional. Each case will be handled individually, keeping the student's best interests in mind, with the ultimate goal to help the student focus on managing his/her health so that he/she can return to campus. Depending upon the length of the leave, students may be asked to make up incomplete work, attend an approved summer program, repeat a year of schooling, or complete another option decided upon by the team.
- Administrative approval is required for each instance of an Extended Leave of Absence.

### **Regular Dismissal**

The elementary, middle, and high school day ordinarily begins at 8:15 a.m. and ends at 2:20 p.m. Dismissal on half days (four-hour days) is at 12:15 p.m. for all students. School begins at 10:15 a.m. on days when there is a two-hour delay.

### **Early Dismissal**

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

### **Location & Access to Student's Records**

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

## **Records Policy (Family Educational Rights and Privacy Act)**

- Bishop Walsh complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of Bishop Walsh School are as follows:
  - Parents have the right to inspect and review the student's education records maintained by the School. Parents should submit to the principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
  - Parents have the right to request that the School correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.
  - Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
    - To School officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the School has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the School.
    - To other schools to which a student is transferring.
    - In connection with financial aid under certain circumstances.
    - To specified officials for audit or evaluation purposes.
    - To organizations conducting certain studies for or on behalf of the school.
    - To accrediting organizations.
    - In order to comply with a judicial order or lawfully issued subpoena.
    - To appropriate officials in cases of health and safety emergencies.
- The School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.
- The School has designated the following as directory
  - Student's name
  - Participation in officially recognized activities and sports
  - Address



- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- Parents who do not want the School to disclose the above directory information without their prior written consent must notify administration in writing.
- 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 Bishop Walsh School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

---

## **Discipline**

### **Statement on Philosophy of Discipline**

- Bishop Walsh 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.

### **All Levels**

- The administration and the teachers of Bishop Walsh will work with students who have discipline problems. At all times, the school will operate in accordance with the Bishop Walsh philosophy and mission statement in an attempt to understand individual circumstances of a particular situation.
- The administration may then take appropriate means to help the student correct the matter. Bishop Walsh School strives to develop responsible, courteous, self-disciplined students whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thought and responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility; to establish an atmosphere

conducive to academic excellence; and to protect the welfare of the individual, as well as the school community.

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

## **Student Responsibilities**

The system of discipline in a Catholic school has as its basic purpose the teaching of responsibility to God, to self and to others. An effective discipline code contributes toward establishing a proper educational atmosphere thereby promoting personal, social, academic, and spiritual growth. While the Assistant Principal is directly responsible for overseeing and coordinating all discipline efforts, discipline is the responsibility of everyone--students, parents, administration, faculty, and staff. Bishop Walsh School reserves the right to review the conduct of any student while on school property and/or at school functions and of all students on an annual basis. Students whose conduct is poor, who pose a chronic discipline problem, as well as students who do not contribute to the school in a positive manner can be asked to withdraw.

## **Respect for Persons**

Any threats, harassment, fighting, injury, or damage to the person or property of any person by an individual or group are strictly forbidden. Such actions render the student liable to suspension and expulsion. Students are encouraged to show respect to each other, as well as teachers and staff at all times. Actions and comments which may be misconstrued as inappropriate should be avoided. Students responsible for isolating or conspiring to isolate students will face administrative intervention and review.

## **Respect for Property**

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

## **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.
- PBIS is a statewide program created in partnership with Shepherd Pratt Health System and John Hopkins University. PBIS has been implemented in every archdiocesan elementary and high school. PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an

integrated continuum that enhances academic and social behavior outcomes for all students.

- PBIS is a prevention-oriented way for school personnel to (a) organize evidence-based practices, (b) improve their implementation of those practices, and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of all students. Our school uses the PBIS Rewards app in order to communicate with families the current standing of their student's behavior. Students earn points by exhibiting positive behaviors throughout their day. Teachers and administrators use this app as a form of communication with parents and students. Please follow the directions that are sent home to set up your user friendly account.

## We are...WALSH!

Welcoming

Always respectful

Learning

Safe

Helpful

| We Are...                     | Classroom                                                                                                                                                                              | Bathroom                                                                                                   | Cafeteria                                                                                                                                          | Hallway/<br>Stairwell                                                                                                              | Assemblies/<br>Mass                                                                                                                | Playing Field                                                                                                                 | In Public                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>W</b><br>Welcoming         | <ul style="list-style-type: none"> <li>- Smile</li> <li>- Greet one another</li> </ul>                                                                                                 |                                                                                                            | <ul style="list-style-type: none"> <li>- Greet one another</li> <li>- Invite others to sit with you</li> </ul>                                     | <ul style="list-style-type: none"> <li>- Smile at one another</li> <li>- Greet one another</li> </ul>                              | <ul style="list-style-type: none"> <li>- Enter quietly</li> </ul>                                                                  | <ul style="list-style-type: none"> <li>- Greet opponent</li> </ul>                                                            | <ul style="list-style-type: none"> <li>- Greet others</li> </ul>                         |
| <b>A</b><br>Always Respectful | <ul style="list-style-type: none"> <li>- Show kindness to others</li> <li>- Respect other's property</li> <li>- Use proper language, including online</li> </ul>                       | <ul style="list-style-type: none"> <li>- Give others privacy</li> <li>- Respect school property</li> </ul> | <ul style="list-style-type: none"> <li>- Say please &amp; thank you</li> <li>- Wait patiently in line</li> <li>- Practice table manners</li> </ul> | <ul style="list-style-type: none"> <li>- Quiet voices</li> <li>- Respect other's property</li> </ul>                               | <ul style="list-style-type: none"> <li>- Give your attention</li> <li>- Show reverence</li> <li>- Give your best effort</li> </ul> | <ul style="list-style-type: none"> <li>- Use proper language</li> <li>- Play fair</li> <li>- Give your best effort</li> </ul> | <ul style="list-style-type: none"> <li>- Use manners</li> </ul>                          |
| <b>L</b><br>Learning          | <ul style="list-style-type: none"> <li>- Participate in class</li> <li>- Be prepared for class</li> <li>- Make best use of class time</li> <li>- Use technology responsibly</li> </ul> |                                                                                                            | <ul style="list-style-type: none"> <li>- Keep all food on tray/table</li> <li>- Walk carefully</li> </ul>                                          | <ul style="list-style-type: none"> <li>- Keep locker organized</li> </ul>                                                          | <ul style="list-style-type: none"> <li>- Respond and participate</li> </ul>                                                        |                                                                                                                               |                                                                                          |
| <b>S</b><br>Safe              | <ul style="list-style-type: none"> <li>- Hands and feet to yourself</li> <li>- Follow teacher's directions</li> <li>- Walk carefully</li> </ul>                                        | <ul style="list-style-type: none"> <li>- Wash your hands</li> <li>- Hands and feet to yourself</li> </ul>  | <ul style="list-style-type: none"> <li>- Clean up after yourself</li> <li>- Push in your chair</li> </ul>                                          | <ul style="list-style-type: none"> <li>- Hands and feet to yourself</li> <li>- Stay to the right</li> <li>- Walk safely</li> </ul> |                                                                                                                                    | <ul style="list-style-type: none"> <li>- Use equipment properly</li> </ul>                                                    | <ul style="list-style-type: none"> <li>- Follow rules</li> </ul>                         |
| <b>H</b><br>Helpful           | <ul style="list-style-type: none"> <li>- Cooperate with others</li> <li>- Lend a helping hand</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>- Throw away trash</li> </ul>                                       | <ul style="list-style-type: none"> <li>- Recycle</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>- Hold the door</li> <li>- Lend a helping hand</li> <li>- Throw trash away</li> </ul>       |                                                                                                                                    |                                                                                                                               | <ul style="list-style-type: none"> <li>- Hold doors</li> <li>- Respect elders</li> </ul> |

## Unacceptable Behavior

- To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:
  - Disrespect in manner and/or language to each other, including peers, teachers, faculty, and staff

- 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, consumption, or under the influence of any drug or look-alike drug while at school or while attending a school function
- Possession, consumption, or under the influence 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
- Possession of blades/matches/vape pens/gummies
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Public displays of affection
- Threats to Others
- Engaging in threatening/dangerous behavior in school or out of school
- 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 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 school 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 Archdiocesan 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 school administration for reinstatement. The school administration reserves the right to determine the conditions for reinstatement.
- An expelled student forfeits all privileges of the Bishop Walsh School student. The school 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

Bishop Walsh 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 school administration will implement acceptable conflict resolution techniques to work towards a solution.

## Bullying Policy

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

## **Harassment Policy**

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

### **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.

## **Suspension**

- A student will be suspended from the school for a serious violation of the attendance or disciplinary rules of Bishop Walsh School. Both the student and the parent/guardian(s) will be made aware of the suspension and the reasons for it. A suspended student may not be allowed to attend his/her retreat. Suspension from school activities begins immediately upon notification of suspension by the administration and continues through the day of the suspension. When a student is suspended for an extended period of time during the month of May, home study may be an option to complete the school year. While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parents/guardians will meet with administration for reinstatement. Administration reserves the right to determine the conditions of reinstatement.
- There are two forms of suspension and they are:
  - During In-School Suspension (ISS) a student will attend school and report to the front office immediately. The student will be expected to remain in a designated area while under the supervision of the Assistant Principal. Regular class work, special assignments, quizzes, or tests are assigned by the student's teachers. Lunch is eaten in the designated area at an assigned time. The purpose of the ISS is to modify behavior. The student may not participate in co-curricular activities on the day of the ISS.
  - During Out-of-School Suspension (OSS) the student will be sent home for a determined number of days. Parents/guardians are to make an appointment with the Assistant Principal before the student can be re-admitted to the school. It is the responsibility of the student to remain current with academic work. At their discretion, teachers may allow students to make up missed work. The student may not participate in co-curricular activities on the day of the OSS.

## **Expulsion**

- A student will be expelled from Bishop Walsh School for misconduct requiring immediate dismissal or continuing misconduct. After a meeting with the parents, a recommendation is made to the principal, whose decision is final. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of the Bishop Walsh School student. The administrator reserves the right not to re-admit an expelled student at a later date. Non-compliance with school recommendations or requests may result in dismissal of a student after five days. Offenses that may result in suspension or expulsion are:
  - The possession of a dangerous weapon or look-alike weapon on campus or at a school event
  - Gang membership or criminal gang-like activity
  - Serious criminal charges
  - Serious insubordination, verbal or physical abuse toward another student or a staff member



- The possession, use or sale of drugs, drug paraphernalia on campus or at a school event
- Possession or consumption of alcohol while at school or attending a school function.
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft
- Fighting
- Harassment (sexual or otherwise)

## **Fighting**

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

## **Exclusion**

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

## **Classroom Behavior**

- Education involves the cooperation of all concerned. Proper behavior is therefore expected of all students in the classroom. Disruptions of any kind hinder the learning process and will not be tolerated.
- The following are standard classroom policies. Teachers may have other regulations not listed here. Students are bound by both the following rules and by teacher's rules.
  - Students are to be in their seats when class begins.
  - Students should turn in their cell phones to the designated area within the classroom.
  - Each student is to have all the necessary materials for class.
  - Students are to be attentive to the teachers and to participate in all class activities assigned by the teacher. They are not to do work for another class or read other materials unless assigned activities are complete, or the teacher gives explicit permission.
  - Each student is to refrain from talking without permission while instruction is going on, or study periods or tests are underway.
  - Students are to avoid any action that is distracting to the learning procedure underway in the classroom, especially harassing other students.
  - Students are responsible for the cleanliness around their chairs, in their desks, etc. Students should dispose of any trash around their desks at the end of the day.
  - Students are to refrain from insulting expressions, open demonstrations of disapproval, and all other behavior disruptive to the classroom situation. They are not to argue about tests, grades, or punishments during the class, but rather they should see the teacher after the school day in order to resolve such difficulties.
  - The location of desks, the condition of windows, blinds, and lights, etc. are the teacher's responsibility; students are not to change these unless directed to do so by the teachers.
  - Students should always enter or leave a classroom quietly.

- Chewing gum is prohibited throughout the school at all times.

## **Verbal Warning**

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

## **Referrals**

Students are issued referrals through our PBIS Rewards app. This information will be accessible to students and parents. Minor referrals are for warnings of repeated behaviors or detention. Major referrals are accessible to the student, parents, and administration. Students who have major referrals will be sent to the Assistant Principal and will be subject to the appropriate action. The action may include, but not be limited to detention, suspension/probation, or expulsion.

## **Detention**

- Middle and high school detention will be held on Thursdays every other week from 2:30 to 3:30 p.m. Students will either complete schoolwork or do chores around the building. These detentions will include middle and high school students. Students who are given detention will be issued a conduct referral form and will be issued the detention by the teacher. The student will be given a notice to take home to parents. If a student is given a detention, he/she will serve it on the next day detention is held. (For example, if a detention is given on a Tuesday, it will be served on Thursday.) If a student does not show up for detention, he/she will be issued two additional detentions. If a student fails to show up to either detention, he/she will be given an In-School Suspension. If a student is late for detention, he/she will be issued an additional detention.
- Students are responsible for informing parents, teachers, coaches, and moderators of this assignment. Families are responsible for making arrangements for a ride home after serving detention. Failure to make the necessary arrangements will not excuse the student from serving the detention.
- Athletic and club activities may not take precedence over an assigned school day or Saturday detention. Students may also be assigned to a classroom detention for violation of a particular teacher's classroom rules.

## **Disciplinary Probation**

- A student is placed on probation for relatively serious misconduct. Both the student and parent/guardian will be made aware of the probation and the reason(s) for it.
- There are two forms of probation:
  - Non-participation Probation: An initial parent conference is required. This probation may last for 30 days and prohibits students from participating in and attending any co-curricular activities such as interscholastic sports, drama, student council, clubs, or any other elected or appointed office activity.
  - Participation Probation: A parent conference is required. This probation will extend over a period of time that the administration considers necessary in order to closely monitor a student's behavior. Participation in school activities may be allowed. The student must check in with moderators and an administrator at functions.

## **School Awards and Recognition**

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

## **Dismissal from Class**

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

## **Public Display of Affection**

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

## **School Property**

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

## **Deliveries**

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

## **Drug/Alcohol Policy**

The school administration looks upon possession or use of illegal substances (drugs, alcohol) or paraphernalia during the school day or at any school-sponsored event, home or away, whether social or athletic, as an extremely serious offense. If a student should be found drinking, under the influence, or in the possession of illegal substances or paraphernalia, his/her parents will be notified immediately and will be asked to come to school. The student will be subject to automatic suspension, disciplinary probation, and possible expulsion from Bishop Walsh School. Students who are found in possession of or using illegal substances or paraphernalia on the school grounds during the school day are subject to immediate expulsion. The school reserves the right to search students' belongings and areas under students' control (such as lockers, desks, and cars) in order to enforce school rules and preserve a safe and orderly learning environment. While on campus or at school events, students may be subject to drug or alcohol testing for "cause" or randomly as a condition of continued enrollment following a drug or alcohol violation. The school considers the consumption of alcohol or the use of drugs as a very serious matter; therefore, any 8th grader or senior who violates this rule may be subject to exclusion from participation in any of the Baccalaureate or Graduation ceremonies. Any student who breaches this policy will be required to attend counseling before being re-admitted to Bishop Walsh.

## **Tobacco Products**

- The building and campus are smoke free areas. Students are required to refrain from smoking and the use of other forms of smokeless tobacco products, including electronic cigarettes or vapes while on campus and while traveling in school vehicles.
- First Offense: Three days In-School-Suspension and participation at the student's expense in "Smoke Enders Program" approved by the school.

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

## **Forgery**

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

## **Backpacks & Gym Bags**

All book bags, etc. must be stored in the student's assigned locker throughout the day. These items are not to be brought into classrooms, the library, the auditorium, hallways, or cafeteria during the school day. Gym bags can be stored in designated locker room area.

## **Weapons/Contraband**

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

## **Student Drivers**

- Students must park in the parking lot in properly marked spaces. The areas around the circle are reserved for faculty/staff.
- Parking in front of the school and at the entrance to the parking lot is prohibited by the Fire Department. Red curbs identify these areas.
- Students may not go to their cars during the day without permission from the main office.
- All parked cars are to be locked.
- There is to be no loitering in the parking lot.
- Speed limit on campus is 15 m.p.h.
- Students are encouraged to obey all posted speed limits in the surrounding neighborhoods.
- Failure to abide by the rules will result in the loss of the privilege of parking or driving on campus.

## **Middle and High School Dances**

The following procedures constitute the dance policy of Bishop Walsh:

- A student must complete a full day of school the day of the dance.
- A dance sponsored by Bishop Walsh has a published start time and end time. No student will be admitted to a dance one hour after the published starting time.
- Students who bring guests from other schools are required in advance to have a guest pass signed by the guest school's administration and to be on file at Bishop Walsh two days prior to the event. Students should introduce their guests to the chaperones of the dance.
- Once a student leaves a dance for any reason, he/she will not be readmitted. Students may not leave dances early unless the parent or guardian grants permission.
- The school parking lot will be closed 15 minutes after the published ending time.
- A student on conduct probation/discipline probation may not attend a school-sponsored dance.

- If a student should be found drinking, under the influence, or in possession of illegal substances or paraphernalia, he/she will be subject to disciplinary action (see section on Drug/Alcohol Policy).
- All other school regulations regarding student behavior are in effect during a school sponsored dance.
- Burgundy Ball, Winter Formal, Prom – Students are expected to be in attendance at the specified time and remain throughout the duration of the dance.
- The guest of a BW high school student must not be more than one year out of high school.
- The guest of a BW middle school student should also be a middle school student.
- This dance policy also includes what the school considers appropriate dancing/actions in line with our value system. While music and dance styles have certainly changed over the years, students are reminded that school-sponsored dances are not clubs or private parties. While the school does not want to restrict the fun that students have while at school-sponsored dances, students must be reminded that any dancing which the Administration of Bishop Walsh considers lewd or overtly sexual in nature will not be tolerated. Students dancing in a manner deemed lewd or inappropriate will be warned for the first offense and will be removed from the dance floor on the second offense. Front to back contact is an example of inappropriate dancing and will not be tolerated. Continued inappropriate dancing/behavior at dances could affect attendance at future BW dances. BW students are responsible for their outside guests' behavior.
- Dresses must not have cut-outs or plunging necklines. Two-piece dresses and midriff baring dresses are not permitted.

## **Public Conduct**

Students are encouraged to show respect to each other, as well as teachers and staff at all times. Actions and comments which may be misconstrued as inappropriate should be avoided. A student whose behavior outside of the school jeopardizes the good name of Bishop Walsh School, expresses an incompatibility with the mission and philosophy of the school, and/or presents a potential danger to the school community may be barred from participation in school activities. Furthermore, he/she is subject to a full range of disciplinary actions up to and including suspension and expulsion.

---

## **Financial Obligations**

### **Tuition Rates for the 2026-2027 School Year**

All tuition rates are posted on our website at [www.bishopwalsh.org](http://www.bishopwalsh.org). Tuition payments must be made through FACTS. Please contact the finance office for more information. Tuition credits may be obtained by participating in the FACE program and/or the sweepstakes program.

### **Registration Fee**

The application fee for new students is \$100. For returning students, the registration fee is \$200. Before April 1st, there is an early bird registration discount of \$100.

### **Activities Fee**

Student clubs or teams may have additional fees. Please see the coach or club moderator. Each student athlete will also be responsible for an athletic fee.

## **Busing Fee**

If your child uses our busing service, the busing fee will be included on a separate invoice along with your tuition invoice and other fees. This may be paid monthly or in full.

## **Lunch Fees**

The cafeteria serves the entire school and staff. Payment for lunch is not a credit process. Parents are encouraged to place money in their child's account to prevent a debt. Payments may be made in PowerSchool or LunchTime. All lunch accounts should maintain a positive balance only. There will be no charging for lunch, extras, etc. All students must maintain a positive balance in order to purchase anything from the cafeteria. In the event that a student is in debt, an alternate lunch will be served.

## **FACTS Tuition System**

- FACTS Tuition Management collects tuition payments. Payments are withdrawn automatically from your bank account or credit card.
- Automatic withdrawals will be made on the 5th or the 20th of each month.
- Parents may log into the system to see all charges itemized, with any financial assistance from the school and parishes deducted.
- All tuition must be paid in full by the end of the school year. The exception to this is the senior class, whose tuition must be paid in full by May 1.
- FACE credits will be deducted monthly.
- Neither Bishop Walsh nor FACTS has access to the privacy of your bank account.

## **Tuition Assistance**

- 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, the school, parish, and the Archdiocese of Baltimore devote significant funds each year to financial aid programs that help families. In turn, our school communities benefit by attracting students who otherwise would not be able to attend our schools.
- All families seeking financial aid from Bishop Walsh and the Archdiocese of Baltimore can apply here: [www.online.factsmtg.com/aid](http://www.online.factsmtg.com/aid). The deadline for applications is February 28th each year. Notice of awards is posted on a family's individual FACTS account.
- Families anticipating aid must apply each year. Due to the increasing numbers of families applying for aid, only those qualifying through the FACTS Tuition Assistance Program will be eligible to receive financial aid from the Archdiocese or the school. Catholic parishioners should contact their pastor for more information on applying for tuition assistance through the parish.
- We also offer several scholarships, including the Maryland BOOST and West Virginia Hope Scholarships. See our website for more information.

## **Delinquent Tuition**

- 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. Failure to meet financial obligations may result in students being removed from school until obligations are fulfilled.
- Accounts that remain delinquent past 60 days will result in termination of access to PowerSchool information, and no report cards will be released until the account is

brought current. Accounts that remain delinquent past 90 days are considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parent or guardian. Reregistration will not be accepted for any student whose tuition account is 60 days or more past due. No student will be placed on a class list for the upcoming school year nor will records be released for any student whose tuition account is not up to date. A check that is returned by your bank for any reason will result in a fee of \$30 to your account.

- Upon acceptance of a student and execution of a tuition contract, the full year's tuition shall be considered payable. If a student should leave the school for any reason during the school year, the school will refund tuition based upon the below schedule. The contract will be payable by the last date of the month the student is registered.

## Refunds

- 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.
  - 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 the start of Second Trimester/Semester: 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.
- All tuition refunds are contingent upon the school receiving written notice prior to the student's actual departure date and the refund amount will be determined based on the actual departure date. The school reserves the right to withhold all student records (with the exception of Health Records) until accounts have been paid in full. Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family (If an outgoing student leaves a balance due, the younger siblings will not be admitted to school until the outgoing student's balance is paid in full.) No enrollment will



be permitted in any other Archdiocesan school while there are tuition and/or fees outstanding.

### **Withdrawal from School**

A student requesting a transfer from Bishop Walsh should submit a written request to the administration. Transcripts cannot be mailed until all financial obligations have been met. A family with outstanding financial obligations to the current school is not to be accepted at another Catholic school within the Archdiocese of Baltimore.

### **Financial Responsibility**

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

---

## **Health**

### **Procedures**

If a student becomes ill during the day, he/she should report to the nurse. If the health room is closed, the student should then report to the main office. Before going to the health room, the student must first get a hall pass from his/her teacher during the current period. No one will be admitted to the health room without a pass or the nurse has been contacted. Under no circumstances are students to call home for transportation because of illness. If the nurse judges that the student should be sent home, she will contact the parents or guardians. A student who requires the attention of the health office for more than two periods is subject to be withheld from participation in the day's school activities.

### **Maryland School Immunization Requirements**

- All students in Catholic schools must be immunized in accordance with Maryland State Law. Schools inform parents that the child may have up to a maximum of twenty (20) calendar days from the time the child starts school to obtain the immunization record, get needed doses of vaccine, or get started on the vaccination series. If there is no verification of immunization record presented within twenty (20) calendar days of entry, the student is to be excluded until the record is obtained. 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 immunization exemptions for religious objection, MDH form 896 and the AOB Statement of Religious Objection must be submitted within 20 calendar days of entry, kept on file by the school and be approved by the Department of Catholic Schools.
- In the case of immunization exemption for medical contraindication, MDH form 896 must be submitted within 20 calendar days of entry, kept on file at the school and the Department of Catholic Schools is to be notified of the medical exemption.
- Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

### **Dispensing of Medication**

- The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the student's doctor is required.

Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for all medications 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, epinephrine spray). 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 | other symptomatic infections) |
| 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. Students may return if they have been on an antibiotic for 24 hours or until symptoms have resolved.

## **Varicella (Chicken Pox)**

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

## **Health Records**

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

## **Insurance**

The Office of Risk Management has DISCONTINUED offering the Voluntary Student Accident Insurance in fall of 2025.

## **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 or epinephrine spray with them, the physician must state this requirement on the order.

## **Bloodborne Pathogens**

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

## **Vision & Hearing Screening**

The school follows the directives of The Allegany County Health Department and responds to parent's requests for individual testing. This testing is usually done for:

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

## **Health Forms**

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

## **Birthdays**

Elementary school students may send in a treat for the whole class to celebrate a birthday if the teacher allows it. Some teachers may have alternate birthday celebration policies. Please be sure that it is store bought with ingredients listed. Students may have this class birthday treat during lunch in the cafeteria. We encourage birthday party invitations to be sent electronically or in the mail. If a family chooses to send invitations home from school, all students need to be included and receive the invitation. Student's home address will not be given out by the school.

## **General Use Epi Pens and Epinephrine Spray**

As of August 2014, Bishop Walsh 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.

## **Bronchodilators**

As of August 2025, Bishop Walsh School has adopted a policy allowing the availability of a stock bronchodilator through the health suite for use in the event of an emergency when a student is, or is perceived to be, experiencing asthma-related symptoms or respiratory distress and the student

does not have a bronchodilator of their own readily available. The stock bronchodilator is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. Students with a known history of asthma are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

### **Naloxone (Narcan)**

As of June 2024, Bishop Walsh School has adopted a policy allowing the availability of Naloxone through the health suite for use in the event of a suspected overdose emergency. This Naloxone is for emergency use during normal school days. It is not available outside of normal school hours or on field trips. As required by the “Start Talking Maryland Act” a communication about the program is provided at the beginning of the school year. For those interested in learning more about the program and administration of Naloxone, please refer to the following resources:

- [https://youtu.be/p9hYzykHs\\_o](https://youtu.be/p9hYzykHs_o)
- <https://health.maryland.gov/pha/NALOXONE/Pages/Home.aspx>

### **Other Health Related Issues**

- Upon entering school, students must have a complete physical, and the required immunizations according to the Allegany County Health Department.
- Children who are ill enough to be kept in during recess periods should be kept at home until they can follow a regular school schedule. The school does not have adequate personnel for individual supervision.
- Parents should not send a student to school that is ill in the morning; this includes a child running a fever.
- A doctor’s written signed request is needed for a student to be excused from physical education classes.

---

## **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.
- all communications with faculty and staff should be done via school sanctioned communication tools.

### **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 48 hours on business days. Teachers typically do not respond to emails and calls during the evening or over the weekend. All communications with faculty and staff should be done via school sanctioned communication tools.
- Parents whose phone numbers are unlisted must give the school either the unlisted number or a number where the parent(s) can be reached. It is essential that the school has this information in case of an emergency. 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**

- Divorced or separated parents must file a copy of the custody section of the divorce or separation decree with the administration. The school will not be held responsible for failing to honor arrangements that have not been made known. It is the responsibility of the parents, custodial or otherwise, to request separate mailings of school records and information. This request needs to be in writing and filed with the main office.
- Emergency contact information for each child is to be kept current in the student information system. It is the parent's responsibility to keep 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.
- Bishop Walsh 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**

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**

When there is a change in address, phone number or email address, parents need to update School Admin immediately.

### **Bright Arrow**

Bright Arrow communicates daily bulletins, weather related notifications and any other communication from the school. Please be sure to sign up to receive these important notifications.

### **School Logo/ Name**

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

### **Telephone/Messages**

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

### **Parent Teacher Conferences**

- In the best interest of students, the school welcomes and encourages verbal and written communication between parents and teachers.
- Parent Teacher Conference Day is scheduled for Monday, October 19, 2026.
- A teacher or a parent may request a conference at any time during the year. An appointment can be arranged by contacting the teacher directly or through the main office. Conferences before school will not be allowed unless previously arranged by the teacher.
- When an issue is indicated, parent(s) and student may be asked to meet with the teacher. The meetings provide the opportunity for all involved to discuss the steps required for the student to achieve improved grades or behavior.
- Parents wishing to discuss a problem occurring within the classroom should FIRST contact the teacher involved. If results of that conference are unsatisfactory, parents are encouraged to contact school administration by phone during school hours or by email.
- Parents are encouraged to utilize both Google Classroom and PowerSchool. Google Classroom is a free website where teachers post homework, assignments, and tests. Parents can view their child's grades and attendance on PowerSchool.

### **Parent Teacher Organization**

The purpose of a Parent Teacher Organization is to partner with the school in providing support for both the academic and social aspects of the school.

---

## Safety

### Emergency Plan

Archdiocesan schools follow the I Love You Guys Foundation school safety standard protocols.

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

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

### ADULTS

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



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

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



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

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! (A location may be specified)

### STUDENTS

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

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

| Hazard     | Safety Strategy          |
|------------|--------------------------|
| Tornado    | Evacuate to shelter area |
| Hazmat     | Seal the room            |
| Earthquake | Drop, cover and hold     |
| Tsunami    | Get to high ground       |

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

© Copyright 2009-2020, All Rights Reserved. The "I Love U Guys" Foundation, Conifer, CO. The Standard Response Protocol and Logo are Trademarks of The "I Love U Guys" Foundation and may be registered in certain jurisdictions. This material may be duplicated for distribution per "SRP" Terms of Use. "SRP" 1x55SC 2021 Poster\_EN | V 4.0 | [Revised: 04/21/2021] | <http://iloveuguyz.org>



### Fire and Safety Drills

Fire and Safety Drills Our school conducts regular Fire and Safety drills as required by the State of Maryland.

### Emergency& Weather-related Closing and Delayed Openings

The school will follow the county in which the school is located, for decisions regarding early dismissals, delayed openings and any other emergency and weather-related closing in most cases. Announcements will be made using our alert system, social media, and radio. If there is no announcement, Bishop Walsh follows decisions announced by Allegany County for school cancellations, delays, early dismissals, and evening/weekend events.



## **Asbestos Hazard Emergency Response Act (AHERA)**

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**

Bishop Walsh School follows the policies and procedures as outlined by the Office of Child and Youth Protection.

## **Child Abuse and Neglect Reporting Policy Procedures**

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

## **Student's Cell Phones**

- At Bishop Walsh School, we are committed to creating a focused and engaging learning environment while also protecting the privacy of students, faculty, and staff. To support these goals, students are required to place their cell phones in the designated teacher's organizational basket or caddy at the beginning of each class. This policy aligns with practices adopted by many other school districts and is designed to help students concentrate fully on their studies while ensuring that their phones are nearby if needed.
- Phones will remain in the basket or caddy until the end of the class period. Students may retrieve their phones at that time as permitted by school policy.
- Students may carry their phones during class changes and lunchtime, but they should be away and not in use.
- First Offense: If a student has their phone out at an unauthorized time, they will receive a warning.
- Second Offense: After the first warning, the phone will be confiscated, turned into the assistant principal until the end of the day, and the student will receive a detention.
- Repeated Offenses: For repeated offenses, the student's phone will be held in the office until a parent or guardian can pick it up.
- Cell phones and any other electronic devices may not be used in bathrooms, stairs, or hallways during the changing of classes. Cell phones may only be used after school is dismissed or only with the permission of a faculty or staff member. At no time should a student be playing games during class, watching videos, or using social media. A student may not wear ear buds or headphones at any time unless given permission. Students may not make phone calls unless given permission and must do so in the main office.
- Each teacher's classroom is subject to their specific rules with regard to using a cell phone or electronic device. The school is not responsible for any lost or stolen items.

## 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

- 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.
- All parents, grandparents and other caregivers who wish to volunteer in school activities must complete the Virtus program in order to participate. This includes attending field trips, volunteering in the classroom and other such events.
- Virtus training is now completed on-line at [www.virtusonline.org](http://www.virtusonline.org). Directions on how to complete the training, as well as reference sheets, can be obtained from Mrs. Robertson, Virtus Coordinator, in the Main Office or via email at [hrobertson@bishopwalsh.org](mailto:hrobertson@bishopwalsh.org).

## Family Involvement Program

- Service is one of the most important aspects of our Catholic faith. Bishop Walsh School is proud of its tradition of volunteerism and the outstanding community built around families working together for a common goal. To this end, we are asking each family to contribute 10 hours of time during the school year in support of school wide activities.
- *Why do we ask this of you?*
  - The deepest benefit of volunteering is the community that is built when we roll up our sleeves and work together. We know it when we feel it and our children feel it as well-our support, our participation, and our commitment to the community that is the family we build here. Assistance in fundraising events provides the money needed to fulfill BW's education mission. The proceeds help us to close the tuition gap; that is the difference in the cost to educate and the tuition you pay.
- *How much time is required?*
  - Each family is required to complete 10 hours of volunteer service via the approved list. This requirement is regardless of the number of children attending. Grandparents, other relatives, and friends may also volunteer on behalf of a parent.
- *Who tracks the service hours?*
  - BW is committed to accurate and fair recording of hours. Volunteers are required to check in according to the volunteer procedure. We will be using an app to record volunteer hours. Failure to check in can result in unrecorded hours.
- *What if I do not have time? Can I purchase my hours?*
  - Bishop Walsh School has worked hard to make this program feasible for all family situations. If volunteering does not work for your family, you may pay for the hours at a rate of \$25 per hour.

## Playground

Elementary students play on the school grounds after lunch each day, weather permitting. During this time, teachers and volunteers supervise students. Safety on the playground is very important; therefore, all students will show the proper respect to the playground supervisors. Failure to do so will result in the loss of access to the playground.

## Supervision Responsibilities (Before and After the School Day)

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

## Threat Assessment

- Each Archdiocesan school has a threat assessment team to monitor and respond to information about behavior, statements, or plans that may pose a threat.
- A *threat* is a communication or behavior that indicates intent to cause physical harm, including self-harm, at school or a school activity or to one or more members of the school community. The *threat* may be expressed by spoken or written words, actions, drawings, electronic communications, or any other means. The *threat* may be observed by or communicated directly to the target(s) or observed by or communicated to a third party. Threats also may be reported anonymously or through “tips” or rumors. *Threats* may be direct (“I am going to beat you up”) or indirect (“I’m going to get him”).
- The threat assessment team shall develop, implement, and monitor a plan to address the *threat*. Possible responses based on the assessment of risk may include a mental health risk assessment conducted by a qualified medical/psychological professional.
- A written *Return to School Safety plan* may be implemented to address the immediate steps taken to prevent the *threat* from being carried out and a plan for further support before the student is permitted to return to school.

## Tobacco and Drugs

Bishop Walsh School is a tobacco-free and drug-free workplace.

## Security

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

## Transportation Procedures

Students are only to be released to custodial parents, legal guardians or those adults listed on emergency contact forms. Students should never be allowed to leave school in an UBER, Lift, or any private transportation company. Since we are a small school, transportation may not always be provided to school sponsored events off campus. For school sponsored events, participants must notify the school if the student needs to make other travel arrangements.

## Morning Drop-Off Procedures

- Every student at Bishop Walsh needs to be in their classrooms ready to learn at 8:15 a.m. (weather delays being the exception)

- Students will not be granted entrance to the building after 8:30 a.m. without a doctor's note.
- Every student is dismissed at 2:20 p.m. on full days. Four-Hour Day dismissal is at 12:15 p.m.
- Keeping in mind that there are approximately 300 students being dropped off, arriving, leaving, or being picked up at these times, it is VITAL that everyone follow drop-off & pick-up procedures for the safety of our students & staff.
  - ALL MIDDLE AND HIGH SCHOOL STUDENTS enter the building at the Main Entrance.
  - ELEMENTARY SCHOOL STUDENTS enter the building at the Elementary Entrance starting at 7:45 a.m.
- Drop off drivers and adult passengers should not be exiting the car in the drop off lane at any time.
- During morning drop-off, in order for traffic to flow properly, you must pull up to the handicap railing or as far as traffic allows before stopping. If your elementary students need help exiting the car or you wish to walk your elementary students in, pull up in the left lane around the circle and drive around to the lower parking lot.
- All students being dropped off should exit the vehicle on the curb side. We do not want anyone to get hit by traffic in the through lane.
- Do not pull into the left lane after being in the drop-off lane until you are at the front of the line. Cutting into the left, pull-through lane creates hazardous conditions for those people driving in the left lane and may result in an accident – we speak from experience.
- Do not turn left directly into the lower lot in the morning. Drivers are exiting the lower parking lot and drivers entering create a hazard.
- Parking in the circle in front of school, the faculty spaces, visitor spaces or in the fire lane in front of school is prohibited at any time during school hours.
- Teachers & staff report to school beginning at 7:30 a.m.
- The 4 administrative parking spaces are reserved for Administrators at all times.
- Drivers parking in the lower lot should be parking in parking spaces – not along BW Road, along the sides of the parking lot or blocking other spaces.

### **Afternoon Pick Up Procedures**

- During pick-up, there should be no parking in the circle in front of school, the faculty spaces, visitor spaces or in the red-curb fire lane in front of school - even if your child attends half-day PreK.
- Beginning at 2 p.m., traffic is prohibited in the circle. All drivers should turn left directly into the lower lot after 2 p.m.
- Elementary parents should be parking in the same lot and walking over to pick up their students at the elementary doors.
- Middle and high school parents should be parking in the lower parking lot to wait for their students at dismissal.
- Please use the painted crosswalks for everyone's safety!
- The parking spaces along the field fence are for BUS PARKING ONLY – morning and afternoon.
- Parking along the fence and Bishop Walsh Road is strictly prohibited. Please be sure to share this with anyone who is dropping off or picking up your student/s and your student drivers. Thank you for your help ensuring the safety of all.

## **Buses**

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

## **Restricted Areas**

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

## **Off Campus**

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

## **Lockers- School and Gymnasium**

- Lockers are provided so there is a safe and convenient place for books, clothing, physical education equipment, etc.
- Middle and high school lockers should be locked and combinations kept as a private matter. Do not share combinations with anyone.
- The care of the locker is the responsibility of the individual to whom the locker was issued.
- Since lockers are the property of the school at all times, the school administration can order a locker check, search, or repair of occupied lockers when necessary.
- Students may not switch lockers with another student.
- If students have any problem with the locker, they should report it to the main office.
- Expensive items should not be stored in lockers. The school cannot be held responsible for lost or stolen items.

## **Use of School Grounds**

- Rental of school facilities should be arranged through the principal and the proper forms completed.
- Use of the school grounds and athletic fields after school hours is permitted as long as they are not in use. The school assumes no responsibility for any issues or injuries. Any damage will be the responsibility of the party involved.

## **Student Services**

### **Before and After School Care Program**

- The Bishop Walsh before and after school program is not a day care center. This program is regulated by the Maryland Office of Child Care. It is opened on school days only, and serves students attending Bishop Walsh School.
- Beginning on the first full day of the school year, the program provides care for students in the morning from 7:00 to 7:55 am and in the afternoon from 2:25 to 5:00 pm.
- The before school program provides supervision for all students who arrive at school before 7:55 am. All students arriving between 7:00-7:45 am should enter through the main doors and proceed to the cafeteria. All elementary students arriving after 7:45 am should enter through the elementary doors.
- The after school care program provides care for elementary and middle school students.
- The after school care program includes snacks, quiet time for the completion of homework assignments, organized activities, and when weather permits, outdoor playtime.
- The after school care program is not included in the regular educational program of Bishop Walsh School. Additional registration for this program is required by those who use the after-school care program on a regular basis, as well as for those who may occasionally need after school care for their children.
- The Bishop Walsh After School Care fee is \$10.00 per hour.

### **Cafeteria**

- The cafeteria is designated as the area for the consumption of food and beverages during the school day. Food and beverages are not to be consumed in classrooms, corridors, the gym, auditorium, or any other area in the building during the school day.
- No take-out or delivery meals may be brought into the school building during the school day.
- The cafeteria operates under the Federal Child Nutrition Program. Prices and forms for reduced and free lunches are sent home each year.
- Menus are posted online monthly.
- During lunch, students are expected to practice the general rules of good manners:
  - Leave the table and surrounding area clean and orderly.
  - Replace chairs and put trash in the proper container.
  - Do not leave the cafeteria without permission.
  - Refrain from boisterous talk and disrespectful conduct.
- At lunchtime, students are encouraged to eat and socialize with their classmates. Device usage will not be permitted during middle school lunch.
- Recess time is scheduled during the second half of middle school lunch. During high school lunch, device usage will be permitted during the second half of the period for students to do schoolwork.
- Snacks and sodas obtained from the concession stand during events are to be consumed in the MAIN LOBBY ONLY.
- Careless disposal of gum in drinking fountains, on furniture and floors presents sanitation, cleaning problems, and costly repairs. Therefore, gum chewing is not permitted in the school building at any time during the school day.
- Payment for lunch is not a credit process. Parents are encouraged to place money in their child's account to prevent debt. Payments may be made in PowerSchool or LunchTime. All lunch accounts should maintain a positive balance only. There will be no charging for lunch, extras, etc. All students must maintain a positive balance in order to

purchase anything from the cafeteria. In the event that a student is in debt, an alternate lunch will be served.

### **School Activities and Organizations**

- Bishop Walsh School offers many extra-curricular activities. Students may sign up following the annual activities assembly, or with the moderator.
- The school offers athletic opportunities for students starting in kindergarten. Sign up information will be shared in the daily bulletin.
- Athletics are supervised by the Athletic Director, Assistant Athletic Directors, and school administration. Coaches are selected by the athletic department and administration.

### **Guidance and Counselor**

- Academic advisement, college/career, and personal counseling are offered at Bishop Walsh in a personal or group setting. The department works with students and teachers to schedule appointments. The department coordinates and develops all standardized.
- A guidance counselor is available in the school to assist students, parents, and teachers in addressing problems affecting students. The counselor works with students on an individual basis, as well as in small groups as the need arises.
- The counselor is available for classroom guidance activities and coordinates programs such as Rainbows for All Children and Unstuck.
- Academic Advising and High School Guidance - Mrs. Mariah Morin  
[mmorin@bishopwalsh.org](mailto:mmorin@bishopwalsh.org)
- Guidance Counseling - Mrs. Jill DiNola [jdinola@bishopwalsh.org](mailto:jdinola@bishopwalsh.org)

---

## **Technology**

### **Acceptable Use Policy for the Internet and Technology Tools**

- Technology skills are necessary to prepare our students for their future. Access to the internet and technology tools (including artificial intelligence, software tools, web-based applications and services, computer equipment, iPads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.
- It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the school are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.
- Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The school reserves the right to edit internet accounts for child-only configurations, and to run filtering software for students' protection.
- The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the school imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.
- All users of the School network and technology tools, whether on a School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.
- Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:



- Respect the privacy and property rights of others and the well-being of the School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.
- Unacceptable uses of the Internet and technology tools include but are not limited to:
  - Violating the rights or privacy of others, including by photographing or filming an individual without consent
  - Posting or distributing videos or photographs without consent of the persons depicted and the School
  - Using technology to send profanity, obscenity, or other offensive or harmful language
  - Unauthorized copying, downloading, or installation of content, software, or applications (including plagiarism)
  - 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 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

- 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 COPPA-compliant *generative* artificial intelligence (AI) tools for academic purposes.
  - Grades 9–12 are permitted to use *generative* artificial intelligence (AI) for academic purposes.
- 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
  - 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.
- Student Use (Grades 5-8)

- Only COPPA-compliant tools may be used with students in Grades 5-8 under age 13. Schools must verify that any AI or digital platform used with students complies with the Children's Online Privacy Protection Act (COPPA), which safeguards student data and requires parental consent for certain forms of information collection.
- Students in Grades 5-8 must not use generative artificial intelligence (AI) to create deceptive, harmful, or misleading images, audio, video, or representations of another person.

## **Web-based Services**

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

---

## **Uniforms**

- All students starting in first grade are expected to wear uniforms.
- Students are expected to dress neatly and to observe the uniform requirements during the school day. Shirts are to be tucked in at all times during the school day. Sloppy attire is unacceptable. Dressing in an appropriate and neat manner signals to self and to others that school is a place where a seriousness of purpose can be found.
- Consistent with our educational philosophy, any clothing which contains objectionable words or symbols, such as those conveying vulgar, violent, satanic, sexually suggestive, or racially discriminatory messages, or which advertise tobacco, drugs or alcohol are prohibited at all times.
- Students frequently question rules on dress, and the school attempts its best to balance encouragement with enforcement. The teacher will discuss a violation with the student in the classroom or in private. Uniform offenses will ordinarily result in a referral. Students who are improperly dressed may also be sent home or to the health room to correct their attire and be assigned detentions for missed classes. The faculty will supervise the daily observance for consistency and neatness. Ultimately, the administration will determine what is or is not appropriate.
- "Dress down" or "out of uniform" is an occasion when students are permitted to dress out of uniform, yet consistent with the philosophy of the school.
- "Dress down" and "out of uniform" days do not include shorts that are shorter than their fingertips, tank tops, flip flops, crocs, or hats. Jeans may be worn, but cannot have holes or be torn in any way. No crop tops are permitted. Any skirts worn have to at least be fingertip length. Clothing may not contain terms, logos, pictures, cartoons, slogans, writing, or images that are offensive, political, harassing, or discriminatory in nature.

- Regardless of theme, each student's attire should be safe and appropriate for wear throughout the school day as determined by the school's administration.
- Uniforms can be purchased from the uniform sections of the following brands: Old Navy, Lands' End, and Flynn O'Hara, Uniform Village and French Toast.

## **GIRLS**

- Tops
  - Elementary School (grades 1-5)
    - Burgundy and gray plaid jumpers with blouse or polo
    - White button-up short or long-sleeved blouse
    - White or burgundy short or long-sleeved polo
    - Burgundy t-shirt (gym days only)
  - Middle School
    - White, chambray blue (*26-27 is the final year for this color*), heather gray or burgundy short or long-sleeved polo shirt
      - If a tee shirt is worn under the uniform shirt, it must be solid white without lettering or designs.
  - High School
    - polo shirt of any color (August/September & May/June)
    - White button-up shirt (October through April)
      - If a tee shirt is worn under the uniform shirt, it must be solid white without lettering or designs.
- Bottoms
  - Elementary School:
    - Burgundy & gray plaid skirt or skort
    - Khaki skirt or skort
    - Khaki shorts (August/September & May/June)
    - Khaki dress pants
    - Gray gym shorts or sweatpants (gym days only). No yoga pants permitted.
    - Shorts worn under the skirt should not be visible.
  - Middle/High School:
    - Burgundy & gray plaid skirt or skort -- to be worn no more than three inches above the bend of the knee. Any student who repeatedly violates this policy will lose the privilege of wearing a uniform skirt. Shorts worn under the skirt should not be visible.
    - Khaki pants with dress belt. Straight-leg or boot cut pants only. Pants should fit appropriately.
    - Khaki shorts (August/September & May/June)
- Sweaters
  - Solid burgundy, gray, white or navy sweater with no hood
  - Elementary only: Burgundy Bishop Walsh crewneck sweatshirt
- Socks/Tights
  - White, burgundy, gray or navy socks or tights
  - Leggings are not permitted.
- Shoes
  - Elementary School:
    - Rubber soled dress shoes in black, navy, or brown
    - Tennis shoes without lights
    - Backless shoes, slippers, moccasin-style shoes, boots, or similar styles are not permitted.
    - Shoes laces must be tied.

- Middle/High School:
  - Rubber soled dress shoes in black, navy, or brown
  - Casual canvas shoes, backless shoes, slippers, moccasin-style shoes, boots, sandals, or similar styles are not permitted.

## BOYS

- Tops
  - Elementary School (grades 1-5)
    - White or burgundy short or long-sleeved polo
    - Burgundy t-shirt (gym days only)
  - Middle School
    - White, chambray blue (*26-27 is the final year for this color*), heather gray or burgundy short or long-sleeved polo
      - If a tee shirt is worn under the uniform shirt, it must be solid white without lettering or designs.
  - High School
    - polo shirt of any color (August/September & May/June)
    - White button-up shirt with tie (October through April)
      - If a tee shirt is worn under the uniform shirt, it must be solid white without lettering or designs.
- Bottoms
  - Elementary School
    - Khaki shorts (August/September & May/June)
    - Khaki pants
    - Gray shorts or sweatpants (for gym days only)
  - Middle/High School
    - Khaki dress pants with dress belt
- Sweaters
  - Solid burgundy, gray, white or navy sweater with no hood
  - Elementary only: Burgundy Bishop Walsh crewneck sweatshirt
- Socks
  - White, burgundy, gray or navy socks
- Shoes
  - Elementary School:
    - Rubber soled dress shoes in black, navy, or brown
    - Tennis shoes without lights
    - Backless shoes, slippers, moccasin-style shoes, boots, sandals, or similar styles are not permitted.
    - Shoes laces must be tied.
  - Middle/High School:
    - Rubber soled dress shoes in black, navy, or brown
    - Casual canvas shoes, backless shoes, slippers, moccasin-style shoes, boots, sandals, or similar styles are not permitted.

Please visit our website for further information and photo examples of our uniforms.

### Warm Weather Uniform:

All students are permitted to wear khaki shorts during the months of August, September, May, and June. The warm weather dress code always includes tailored dress shoes worn with socks. During these months, high school students are also able to wear colored polo shirts.

## **Grooming and Hair**

- Clean shaven.
- Hairstyles are to be neatly groomed.
- Hair must be a natural color. Fad or extreme hair styles will not be allowed
- The following styles are examples of prohibited hairstyles: head shaving, lines and designs, fauxhawks, mohawks, mullets, spikes, or coloring of any kind. Bishop Walsh 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 Bishop Walsh 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.
- 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**

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

## **Uniform Exchange**

- Our Uniform Exchange Program is a wonderful opportunity for families to support one another within our school community. Families can donate uniforms that their children have outgrown, providing others with the chance to find uniforms in the appropriate sizes for their children. This initiative not only promotes sustainability but also ensures that all students have access to the required attire, fostering a spirit of generosity and cooperation among our families.
  - Families will be notified via email and social media about when the exchange is happening and when they can bring in their donations beforehand. The exchange will be held at the school and can be found anytime in the main office.
-

## Bell Schedule

### Regular Schedule

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

|                                 |      |
|---------------------------------|------|
| Beginning of Instruction – Elem | 8:15 |
| Elementary Dismissal            | 2:20 |
| Bus Depart                      | 2:25 |

### Two Hour Delay Schedule

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

|                                 |       |
|---------------------------------|-------|
| Beginning of Instruction – Elem | 10:15 |
| Elementary Lunch                | 12:15 |
| Elementary Dismissal            | 2:20  |
| Bus Depart                      | 2:25  |

### Spirit Schedule

|             |                |
|-------------|----------------|
| 8:15-8:48   | Period 1       |
| 8:51-9:24   | Period 2       |
| 9:27-9:47   | Homeroom       |
| 9:50-10:23  | Period 3       |
| 10:26-10:59 | Period 4       |
| 11:02-11:35 | Period 5       |
| 11:38-12:11 | Period 6       |
| 12:14-12:47 | Period 7       |
| 12:50-1:23  | Period 8       |
| 1:26-2:20   | Spirit Program |

|                                 |      |
|---------------------------------|------|
| Beginning of Instruction – Elem | 8:15 |
| Elementary Dismissal            | 2:20 |
| Bus Depart                      | 2:25 |

### Assembly Schedule

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

|                                 |      |
|---------------------------------|------|
| Beginning of Instruction – Elem | 8:15 |
| Elementary Dismissal            | 2:20 |
| Bus Depart                      | 2:25 |

### Four Hour Schedule

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

|                                 |       |
|---------------------------------|-------|
| Beginning of Instruction – Elem | 8:15  |
| Elementary Lunch                | 11:00 |
| Bus Depart                      | 12:20 |

### Three Hour Delay Schedule

|             |          |
|-------------|----------|
| 11:15-11:34 | Period 1 |
| 11:37-11:56 | Period 2 |
| 11:59-12:08 | Homeroom |
| 12:11-12:30 | Period 3 |
| 12:33-12:52 | Period 4 |
| 12:55-1:14  | Period 5 |
| 1:17-1:36   | Period 6 |
| 1:39-1:58   | Period 7 |
| 2:01-2:20   | Period 8 |

|                               |       |
|-------------------------------|-------|
| Beginning of Instruction—Elem | 11:15 |
| Elementary Lunch              | 12:45 |
| Elementary Dismissal          | 2:20  |
| Bus Depart                    | 2:25  |