

Saint Luke Catholic School



Parent - Student Handbook 2021 – 2022



This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.

TABLE OF CONTENTS

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT	2
Diocesan Philosophy of Catholic Education	2
Diocesan Mission Statement	2
School Mission Statement/Philosophy	2
St. Luke Core Values: H.E.A.R.T.	3
Student - Parent Handbook	3
Parental/Guardian Role	3
Non-Discrimination Clause	4
Non-Catholic Students	4
II. ACADEMICS	6
Curriculum	6
Path to Completing High School Geometry in 8th Grade	6
Grades Four to Five	6
Grades Five to Six	6
Grades Six to Seven	7
Grades Seven to Eight	7
Path To Complete High School Algebra in the 8 th Grade	8
Grades Six to Seven	8
Grades Seven to Eight	8
Implementation of Family Life Program	9
Textbooks & Supplemental Material	9
Technology-Responsible Use Policy	9
Testing	12
Homework	12
Parent-Teacher Communication	12
Scheduling and Other Conference Information	12
Grading/Report Cards	12
Grading System	13
Academic Progress Scale	13
Indicators for Effort, Specials, and Personal Development:	13

Honor Roll	13
Promotion/Retention/Placement Policy	14
School Counselors	14
III. ADMINISTRATIVE PROCEDURES	15
Admissions	15
Diocesan Initial Admission Requirements	15
Age for Admission to Kindergarten	15
Requirements for School Admission: Preschool – Grade 5	15
Requirements for Admission to Grades 6 – 12	16
General Conditions of Admission	16
F-1 (NON-IMMIGRANT)	16
Class Placement	19
Attendance	19
Diocesan Policy for Attendance Requirements	19
Absence/Tardiness/Leaving School	19
Tardiness	20
Absences for Other Reasons	20
Attendance/Reporting Procedures	20
Transferring to Another School	21
Lunch/Milk Program	21
Arrival and Dismissal	22
IV. GENERAL SCHOOL POLICIES	23
Administrative	23
Student Custody and Guardianship	23
Access to Records	23
Transfer of Records	23
Confidential Academic Records	24
Retention of Records	24
School Visitors	24
School Communications:	25
Inclement Weather/School Closings	25
Photos and Other Media	26

Library	26
Field Trips	27
Overnight Trips	28
March for Life Policy	28
Graduation Requirements/Ceremonies	28
Parent Organizations	28
Volunteer Program	29
Guidance for Virtus Training	29
New St. Luke School Families	29
Current St. Luke School Families	30
Information for Families waiting to complete Virtus training	30
Fundraising	31
V. FINANCES	32
Diocese of Arlington Tuition Assistance Program	32
Application Process & Requirements	32
School Tuition Policies	32
Tuition and Other Fee Schedules	33
VI. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES	34
Participation	34
Transportation of Athletes	34
Student Council Association	34
Supervision of Students	35
VII. STUDENT RESPONSIBILITIES & BEHAVIOR	35
Code Of Conduct	35
Substance Abuse/Weapons	36
Discipline	37
Use Of Disciplinary Action	38
Disciplinary Measures	38
Specific Disciplinary Policies	38
Conduct	39
General Conduct	39
Conduct At ARRIVAL AND Dismissal	39

Fire Drill Conduct	39
Chewing Gum Policy	39
Unacceptable Language	39
Code of Conduct	40
Suspension	40
Dismissal	40
Expulsion	40
Student Regulations And Procedures	41
Students And Student Property Searches	41
Interrogation of Students	41
Students and Student Property	42
School Lockers and Desks	42
Dress Code	43
Uniform Requirements & Other Pertinent Information	43
General Uniform Requirements	43
PE Uniforms	43
NUT Day (no uniform today)	44
Inappropriate materials	48
Playground Regulations	48
VIII. HEALTH, SAFETY & WELFARE	50
Student Health, Safety & Welfare	50
Prevention of Sexual Misconduct and/or Child Abuse	50
Wellness Policy	50
Birthday Celebrations	51
Accidents and First-Aid	51
Illness	51
Medication Administration Overview	52
Specialized Student Care Needs	53
Toileting/Incontinence	53
Use Of Crutches	54
Use Of Microwave Ovens	54
Life Threatening Allergy	54

Control of Communicable Diseases	55
Disease	55
Lice	56
Bloodborne Disease	56
Hazing	58
Bullying	58
Respect For Life	59
Asbestos Mandatory Yearly Notification	59
Asbestos Notification Letter	59
Video Surveillance Cameras	60
IX. STUDENTS WITH SPECIAL NEEDS	62
X. MORNING CARE & EXTENDED DAY PROGRAM	63
Extended Day Program	63
Crisis Management/Emergency Preparedness Plan	63
Over-the-Counter Skin Products	63
Licensing Information	63
Personnel Requirements	65
Criminal History Check	65
Sworn Disclosure Statement	65
Request For Search of the Central Registry Form	65
General Program Procedures	65
Daily Schedule: Extended Day	65
Arrival and Departure of Staff	65
Prayer	65
Program Policies	65
Emergency Closing of Program	66
Program Activities	67
Supplies and Materials	67
Program Management	67
Organization of Students	67
Activity Planning Books	67
Supervision of Students	67

Program Environment	68
Room Organization	68
Room Maintenance	68
Bulletin Boards	68
Equipment	68
Lost and Found	68
Insurance	68
Tax Information	68
Parental Involvement	69
XI. APPENDICES	70
XII. ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM	71

STUDENT - PARENT HANDBOOK

2021 - 2022

August 2021

Welcome to the 2020 - 2021 school year. Our mission and purpose is to spread the Gospel message of Jesus Christ and in doing so, we strive to develop the whole child: spiritually, academically, physically and emotionally.

The education of children is a collaborative enterprise, a partnership between parents and educators. It is this partnership that makes the Saint Luke educational experience so special. We take this responsibility seriously which is reflected in the policies and procedures found in this Student-Parent Handbook. In order to have a smooth running school and a respectful community, it is important that parents and students take the time to review this document and to abide by the school rules and protocols.

Diocesan policy requires that each student and parent sign an acknowledgement form assuring that both student and parent understand the policies and procedures presented in the Student – Parent Handbook. In addition, Diocesan policy requires parents to review and sign the Waiver information/Right to Object form. By signing you are accepting the policies and procedure set forth herein.

The most effective relationship between parents and the faculty and administration is one based upon trust and mutual respect. We are committed to developing a productive partnership with parents to serve the needs of our students, and we welcome your thoughtful suggestions and questions. We believe that parents best support a school climate of trust and respect by communicating concerns openly with their child and constructively to the teacher or administrator closest to the problem. Parents should not lobby other parents, faculty or staff as this is counter-productive and results in the erosion of trust and undermines the ability of the school to serve its primary function of educating your children.

We strive to create a true spirit of community which is sustained by the presence of Christ in our classrooms, in the hallways, on the playground, and in all school events. We are looking forward to making this school year a wonderful experience for every child.

Cheerfully in Christ,

Tanya Salewski
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

*Go, therefore, and make disciples of all nations
Teaching them to carry out everything I have commanded you.
Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.¹ The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic, value-oriented manner.

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service, and integrity.

SCHOOL MISSION STATEMENT/PHILOSOPHY

Saint Luke School is dedicated to educating the whole child: Mind, body and soul. With Christ as our guide, we instill Catholic Values and faith, promote academic excellence, and inspire our students to be life-long learners who are socially responsible citizens committed to serving others.

We, the administration, faculty, and staff of Saint Luke Catholic School are called to live and teach the Gospel message of Jesus Christ. We see our role as a God-given vocation and commit ourselves to develop the body, mind, and soul of the children. Our mission becomes the extension of our philosophy in order to prepare the students to become academically sound citizens instilled with a sense of Catholic value and knowledge of Catholic faith, committed to the pursuit of learning and dedicated to serving mankind.

Our Roman Catholic faith mandates that we encourage and challenge our students to develop their spiritual, intellectual, moral, social, physical, and creative talents in this time of diversity, technological sophistication, global awareness, and moral conflict. Our school, as a ministry of

the parish, is motivated by a faith-driven awareness to use our God-given talents in service to others as we live the Gospel message.

ST. LUKE CORE VALUES: H.E.A.R.T.

Honesty Empathy Achievement Respect Trust in God

These core values guide us as a school community in living our mission on a daily basis and throughout the school year.

STUDENT - PARENT HANDBOOK

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school's Parent/Teacher Conferences. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines, or regulations of the Office of Catholic Schools, the Office of Catholic Schools' policies, guidelines, or regulations shall be of controlling force and effect.

PARENTAL/GUARDIAN ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this handbook, the term "parent" refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Office of Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive, or harassing behavior toward teachers or toward school, parish, or diocesan staff (in verbal, written, or digital form), the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; or dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As the foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's Parent-Teacher Organization.

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic, and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school.

As such:

- a. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
- c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and take appropriate action for any situations not specifically referenced in this handbook. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver, or preclude the school from acting in a subsequent situation of the same or similar kind.

II. ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students virtual and in person. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the students' spiritual, moral, intellectual, social, and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Technology, Library, and World Languages.

PATH TO COMPLETING HIGH SCHOOL GEOMETRY IN 8TH GRADE

GRADES FOUR TO FIVE

Prior to entering Sixth Grade Math as a fifth grader, the student will have mastered all Diocesan Mathematics Curriculum for student in grades kindergarten through five.

For Placement in Six-Grade Math in the fifth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 4th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 4th grade year).
- d. Favorable teacher and principal recommendation.

GRADES FIVE TO SIX

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

- e. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- f. Class grade in 5th grade math: 93 or above.
- g. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year).
- h. Favorable teacher and principal recommendation.

GRADES SIX TO SEVEN

Prior to entering Algebra I as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Pre-Algebra: 93 or above.
- c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

The Algebra I course incorporates numerous word problems that students need to solve. As such a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

GRADES SEVEN TO EIGHT

Prior to entering Geometry as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through Algebra I.

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Algebra I: 93 or above.
- c. Scoring 77% on the Diocesan Algebra I exemption exam.

- d. Favorable teacher and principal recommendation.

PATH TO COMPLETE HIGH SCHOOL ALGEBRA IN THE 8TH GRADE

GRADES SIX TO SEVEN

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 7th grade math: 93 or above.
- c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year).
- d. Favorable teacher and principal recommendation.

The Algebra I course incorporates numerous word problems that students need to solve. As such a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

Eighth grade students must satisfy the following criteria to receive credit for Algebra I instruction and placement in the next level of high school math instruction:

- a. Pass the Algebra I course
- b. Score 77% or above on the Diocesan Algebra I exam
- c. Receive teacher recommendation for placement in the next level of high school math instruction

If a student does not score 77% or above on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form (*Appendix X*) can be forwarded to the high school. The decision of the high school will be final.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life. Parents will be notified when this course will be presented to their children.

TEXTBOOKS & SUPPLEMENTAL MATERIAL

Information about the textbooks and supplemental materials utilized by each grade (K-8) is available in the office.

TECHNOLOGY-RESPONSIBLE USE POLICY

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the school's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes, but is not limited to, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension, and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

Electric and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access

will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for its use.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive.
 - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:

- i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
- iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
- iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
- v. Attempt to circumvent system security.
- vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
- viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- ix. Breach confidentiality obligations of school or school employees.
- x. Harm the good will and reputation of the school or school employees.
- xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage to appropriate school officials.

- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in the revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

Standardized tests will follow prescribed time allotment unless documentation shows accommodations for extended time.

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day, and the speed at which the child completes his/her work at home.

PARENT-TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

In order to ensure further communication, conferences as noted on the school calendar, will be held in November. At any time, teachers and parents may schedule an appointment for additional conferences.

GRADING/REPORT CARDS

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment).

The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

GRADING SYSTEM

Grades 1 – 2

M Meets Grade Level Standards – Child consistently meets skills

P Progressing Towards Grade Level Standards – Child is in the process of developing skill

NI Needs Improvement – Child is not demonstrating skill

ACADEMIC PROGRESS SCALE

The letter M, P or NI is indicated in the appropriate box for each subject area.

* (asterisk) indicates modified curriculum

Grades 3-8 use numeric (percentage) grades. Below 70 is designated by an F.

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

- 3 Very Good
- 2 Satisfactory/Good
- 1 Needs Improvement
- X Unsatisfactory

Needs Improvement and unsatisfactory grades indicate that the student did not meet the expectations of the school in that subject or character area and should be seen as an opportunity to improve and not as a permanent assessment.

HONOR ROLL

The Honor Roll is to encourage students to work up to their potential. To be eligible, a student in the 6th through 8th grades must attain:

Principal's Honors

- 95% or better in every subject
- Minimum of "1" in all Conduct Categories
- Minimum of "2" in Specials Classes
- No effort grade lower than a "1" in any subject

First Honors

- 90 % or better in every subject
- Minimum of "1" in all Conduct Categories
- Minimum of "2" in Specials Classes
- No effort grade lower than a "1" in any subject

Second Honors

- 85% or better in every subject
- Minimum of "1" in all Conduct Categories
- Minimum of "2" in Specials Classes
- No effort grade lower than a "1" in any subject

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- a. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- b. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing, one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however, the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

SCHOOL COUNSELORS

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration, or other authorities.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission is determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, siblings may receive special consideration.

AGE FOR ADMISSION TO KINDERGARTEN

Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5th birthday on or before September 30th of any school year. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable

- f. Completed Diocesan Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form (*Appendix F-2*) or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of immunization as required by the Code of Virginia
 - ii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of exact dates of immunization
- d. Records from previous school, including standardized test scores
- e. Proof of custody where applicable
- f. Completed Diocesan Elementary or High School Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

GENERAL CONDITIONS OF ADMISSION

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may, be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's

disabilities provided that information does not discriminate (automatically prohibit a student from applying).

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students;. Policy may be amended if requested in writing from a guardian in certain situations; for example, if international students are related to one another and/or related to the guardian
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees; The Diocese of Arlington does not provide healthcare insurance for international students.
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application*

Form to the Office of Catholic Schools with the original signature of principal or admissions director.

3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent or guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
 - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent or guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
 - a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
 - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1*

(Nonimmigrant) Students form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;

- e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.
 - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

- a. Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- b. Students in grades kindergarten through grade eight who miss ten or more days of the

school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may repeat the academic year. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

- a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including, but not limited to, course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made. Persistent absences may also result in the student being subject to appropriate administrative action.
- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

ABSENCES FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is under no obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Excused absence from and late arrival to school is reported in advance via a telephone call by

9:00 am. Failure to notify the school will result in an unexcused absence for the student.

TARDINESS

All students must be seated in their classroom by 8:00 am. *Excused tardiness* is recorded after 8:00 am if the school is notified before the start of the day. All other students arriving late to homeroom has an *unexcused tardy* recorded.

ALL STUDENTS ARRIVING AFTER 8AM MUST REPORT TO THE SCHOOL OFFICE AND BE SIGNED IN BY A PARENT BEFORE GOING TO THE CLASS.

If a student in Grades K-8 receives 5 or more tardies in a trimester, the parents will be notified.

MEDICAL EXCUSES

If a student is absent from school due to medical reasons, parents must notify the front office and homeroom teacher. **Appointments for a doctor and/or dentist are expected to be scheduled outside of school hours.** However, when this is not possible parents should inform the front office and homeroom teacher. The parent, legal guardian and/or other authorized person (as designated on the student Diocese of Arlington Emergency Information Form) must come to the office to sign out the student. After 2:45, the student will be released with the rest of the class at the end of the school day

RELEASE OF STUDENTS

A student will not be dismissed from school to go home with another whose name does not appear on the Diocese of Arlington Emergency Information Form unless there is written parental permission.

A student, needing to be dismissed early due to illness, will only be released to a parent/legal guardian on the Diocese of Arlington Emergency Information Form.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student’s records.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap, or national origin. Any person who believes he or she has been discriminated against in any

USDA-related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Students need to bring a lunch to school or purchase hot lunch each triester. Hot lunch order forms are sent home in August and December.

- a. No outside food delivery services will be accepted.
- b. Lunches should be nutritious and something your child will eat.
- c. Students will not be permitted to use the microwave.
- d. Carbonated soft drinks are not permitted.
- e. Milk and juice are available daily; you will prepay for this each triester.
- f. No glass should be included at any time.

ARRIVAL AND DISMISSAL

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents. Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues

Please observe the following rules for morning carpool drop off. This will allow the children to enter school safely and quickly each day. Students should arrive by 7:50 am. Any communication with teachers should occur before or after school.

All cars enter from the one-way entrance off Georgetown Pike.

- a. Cars will be directed to lanes 1-8 upon arrival.
- b. Engines should be turned off and students remain in their car until the bell rings. Parents will remain in the car.
- c. Cars will be directed to exit in a single file.

PRESCHOOL

Preschool families will use the fire lane closest to the school for drop off only.

AFTERNOON DISMISSAL

- a. Cars will be directed to lanes 1-8 upon arrival.
- b. Engines must be turned off and parents must stay inside their cars.
- c. Place your name sign in the front windshield of your car.
- d. Students will be called by lane number
- e. Each lane will be directed when to turn on their engines and depart.
- f. Students not picked up by the close of carpool will be signed into the Extended Day Program and billed accordingly.

STUDENTS WILL REMAIN SEATED SAFELY IN THE CAR AT ALL TIMES.

Note: The lane closest to school is the fire lane and is to remain clear at all times for emergency use with the exception of the the VIP Family Pass. Parking lot access is for families who must park and enter school (i.e., for a meeting), or cars parking for Parish business. It is not for daily carpool pickup use. Important: the far right lane, closest to the church, is not the access lane for the parking lot during afternoon carpool, it is used as a carpool lane.

The yellow carpool signs are not replaced each year, however, a duplicate sign is available for a fee. Contact the office if you wish to purchase additional signs.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential.

- a. Custodial parents should identify in writing, other adults who may have access to information regarding their child.
- b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal, and those to whom they extend access within a given year.)

The School administration may elect to provide, at cost, photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

TRANSFER OF RECORDS

Schools may disclose a student's cumulative record (i.e., permanent record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records is received, or when those individuals to whom the custodial parent has given written permission have requested the child's records to be released. Parent signature is required for the release of a student's confidential file (i.e., special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

CONFIDENTIAL ACADEMIC RECORDS

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record, and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Assistance Team minutes

The following student records are to be retained for 7 years, or when the student reaches the age of 25, whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in, and wear an identification tag when visiting the school.

All visits are by appointment only and should be made in advance through the front office. Email is the preferred method of communication with teachers.

SCHOOL COMMUNICATIONS:

PRINCIPAL'S COMMUNICATION

The Wildcat Weekly is the primary form of communication from the principal and is emailed to all school families on Fridays. In the event of an emergency, families will be notified through the School Messenger Emergency notification system.

TAKE-HOME COMMUNICATION

All materials prepared by parents for release to the parish or school community must be approved by the principal or his/her designee.

Our website, www.stlukeschool.com, provides information about the school, our calendar, and homework assignments from several lower grade teachers and from the Middle School teachers.

In the interest of preventing hurt feelings (particularly in lower grades), party invitations should be distributed via the U.S. Postal service and not at school unless ALL students are invited.

TELEPHONE USE/MESSAGES FOR STUDENTS

Cell phone use is not permitted during school hours. In grades 6-8, homeroom teachers will collect all cellphones upon arrival. Cell phones will be stored in a lock box and returned at the end of the school day.

The school is **NOT** responsible for the loss or misuse of any cell phone.

If a student is found using a cellphone during the school day, the phone will be taken to the office for a parent to pick up after school hours. If a parent or guardian needs to contact a student during the school day, please call the front office.

We discourage parents from consistently bringing forgotten items to school. However, if you do bring a forgotten item to school, call the front office for directions.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather-related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1,038 hours of instructional time (as defined by the Commonwealth of Virginia).

If, during the course of the year, the school uses inclement weather/emergency days, it may be

necessary to modify the published school calendar.

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concern, the school will transition into on-line (eLearning) for the required duration and students will meet academic requirements.

Saint Luke School follows **Fairfax County Public Schools** with respect to inclement weather-related delayed openings, early closing, and school cancellations. Events such as local power outages will be decided on a case-by-case basis. Families will be contacted through the School Messenger System by text message and e-mail.

If delayed opening for inclement weather occurs on a shortened day (i.e., Monday with a Noon dismissal), Saint Luke School will have a 3:00 pm dismissal.

If school is cancelled after the start of the day, the Extended Day Care Program will also close for the safety of our day care providers.

During the school year, there are days when the school is dismissed early because of teacher workdays, meetings, conferences, etc. These days are noted on our school calendar. Any changes will be printed in the principal's weekly communication. Please be sure to make arrangements for your children as Extended Day is not available on these days.

The Diocesan Superintendent of Schools will publish annually a Diocesan school calendar for the following school year.

PHOTOS AND OTHER MEDIA

Parents may opt their children out of participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (*Appendix N*). All student or parental publications are subject to review and approval by the school administration prior to publication.

School pictures are taken several times a year. Fall pictures are taken during late September or early October; the class picture is taken at that time as well. Pictures are taken again in the spring. Spring pictures are not mandatory; those who are photographed should wear their Sunday best. Other occasions for pictures are First Communion and Graduation.

LIBRARY

All books chosen for classroom reading in Diocesan schools must be appropriate for students, not only in age level and reading ability, but also for the moral development which we are working to foster. All books shall conform to Diocesan policies and guidelines regarding Catholic education.

Parents, guardians or teachers who object to reading or multi-media/audio-visual/computer materials used in the classroom must complete an Objection to Content Form (*Appendix K*) after they have read the book or viewed the media and then submit it to the school principal. Those

objecting to materials obtained in the school library should complete Objection to Content Form for Library Materials (Appendix K-1). A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A permission form signed by a student's parent(s)/guardian (s) must be obtained prior to a student participating in each activity (Appendix R, available in PowerSchool).

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 20 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Youth weighing less than 100 pounds may not be seated in the front seat.

Cell calls and texting are not permitted while driving.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.

Teachers and other school employees should not drive students in their personal vehicles.

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, that it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

School-sponsored ski trips are not permitted.

Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a Field Trip/Experience.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian, or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

PARENT CHAPERONES RESPONSIBILITIES

When a parent chaperones a field trip, they are to assist the teacher with the organization and safety of the children. Chaperones will be responsible for a group of students while on the trip. Chaperones who do not assist the teacher or who are distracted by personal business will not be invited to participate in future field trips.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Principals may permit students in grades 7 through 12 with permission of their parent/guardian to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" (Policy 609) must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day. From time-to-time it has been the case that world or local events raise concern about the advisability of school-sponsored student participation in the March for Life and related events. When this happens, principals should use prudent judgment when deciding on attending the March and should consider appropriate alternatives that can be conducted at the school level.

GRADUATION REQUIREMENTS/CEREMONIES

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. In order to graduate, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e.,

failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be simple and dignified.

The Liturgy is highly recommended. Certificates signifying completion of studies may be given upon completion of 8th grade.

PARENT ORGANIZATIONS

Parent-Teacher Organizations (and like-named entities) support the critical relationship between schools and parents, the primary educators of their children. These organizations help the head of school/principal advance the school's mission.

"...since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, most parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs..." (Declaration on Christian Education – Vatican Council II)

All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval.

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization helps the head of school/principal advance the school's mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education. Every school should have a representative on the Diocesan Council of PTOs.

VOLUNTEER PROGRAM

Parent engagement is **vital** to the success of our school. We encourage all parents and extended family to engage in our community.

GUIDANCE FOR VIRTUS TRAINING

NEW ST. LUKE SCHOOL FAMILIES

1. Go to the Arlington Diocese website and fill out the Volunteer Application Form. This

form is a typical application form so please be sure to have your last 15 years of residence, as well as the last 5 years of your work history ready to input. The attachment mentions a "Welcome Letter" but that is not necessary, so please disregard it.

2. Register and attend a VIRTUS Seminar presented by the Arlington Diocese. This is the step that takes the longest as these seminars fill up quickly and the session itself takes a few hours. Please note that your VIRTUS session must happen within 45 days of completing and submitting your online paperwork to the Diocese.
3. Finally, once your Application Form is completed and you have at least registered for your VIRTUS seminar, the Diocese Liaison will email you to find a time for you to come in and have a notarized background check completed by our school's notary. More specific instructions will be sent once applications are submitted through the online portal.

CURRENT ST. LUKE SCHOOL FAMILIES

The Diocese has recently updated their Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse earlier this year. The Policy needed a necessary update in civil and canon law as well as Church documents that relate to child protection. This update in the Policy requires all volunteers to acknowledge that they have received a copy of the new policy.

After reading through the document, you will come to the last page titled "Acknowledgement of Receipt." This is the only page in the policy where you as a volunteer will need to input your specific information. You can either do this electronically through Adobe Reader or you can print the sheet and write all your information in. Once this form is completed you will need to email a copy of the Acknowledgement Page to the Extended Day Coordinator and "cc" the Diocese as well opcyp@arlingtondiocese.org.

INFORMATION FOR FAMILIES WAITING TO COMPLETE VIRTUS TRAINING

1. If the event is during school hours and there will be significant contact between that adult and the students at St Luke's, they will need to be compliant. The best examples of this are events such as the schools book fairs or volunteers who help out at lunch. These volunteers must be compliant.
2. If it is a school wide event, where many parents and students will be present (the 5K for

example) compliance is not necessary.

3. If a parent/relative is coming in to be a guest reader, they do not have to be compliant with the Diocese because the teacher will be in the room with that volunteer for the entirety of the reading session. In the event that the guest reader IS compliant, then the teacher is able to leave the room, but only in that particular situation.
4. Any field trip where chaperones are expected to oversee more than just their own child, necessitates compliance with the Diocese. If the field trip occurs at an orchard or somewhere parents are able to drive their children themselves and participate in the field trip, the school allows non-compliant individuals to accompany the trip, but these adults will not be able to supervise any other child other than the one they are guardian/parents of. If this same adult who is not compliant wants to accompany the field trip with another compliant adult that is fine, but supervision and responsibility fall upon the compliant individual. In field trip settings there are specific ratios (adult/children) that must be adhered to.
5. As long as one compliant adult is present in a situation, other non-compliant adults may be there. This is specific to things such as CYO sports and the like. Again, in these instances the school would prefer that all supervising adults become compliant with the Diocese, but in the event that they are not, the compliant adult accepts the responsibility of supervision of the group.

FUNDRAISING

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, head of school). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish, provided such activities have been approved by the school leadership (pastor, principal, head of school).

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a processing fee payable to the private vendor.

To be eligible to receive funds from this program, students must satisfy all of the criteria described below:

- a. A baptized Catholic or convert officially received into the Church
- b. Family resides within the boundaries of the Diocese of Arlington
- c. Family is registered and an active member of the parish
- d. Student attends, or is accepted by, a Catholic school in the Diocese of Arlington

The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

SCHOOL TUITION POLICIES

A family's tuition obligation continues even when the school shifts to an eLearning model. The education of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

Any student who is not current in his/her financial obligations will not receive a final report card. If the student is graduating or transferring to another school and has not paid all outstanding financial obligations, no information or student records will be released until all obligations to the school have been completed. Checks returned for insufficient funds will be assessed a \$25.00 processing fee.

Financial obligations include, but are not limited to:

- a. Tuition and fees
- b. Replacement fee for all library books not returned
- c. Replacement fee for all textbooks not returned
- d. PTO volunteer hours not performed

TUITION AND OTHER FEE SCHEDULES

Saint Luke School and Preschool 2021-2022 Tuition and Fees

Application Fees

Application Fees are due with the Application, and are required for an application to be “complete”. In addition, Application Fees are non-refundable.

	Before 7/1/21	After 7/1/21
Preschool Application Fee	\$150	\$200
K-8 Application Fee	\$250	\$300

Registration Fees

Registration Fees are due once a child is accepted to the school and is required to ensure placement for the applicable school year.

	Before 7/1/21	After 7/1/21
Preschool (Half Day Programs) Registration Fee	\$150	\$200
Preschool (Full Day Programs) and K-8 Registration Fee	\$300	\$350

Preschool Tuition

Preschool Tuition is not dependent on whether or not a family is registered with the Parish, Catholic, or not. All students attending Preschool pay the same tuition for the same program.

2-Day: 3 years old (Half-Day)	\$4,360
3-Day: 3 years old (Half-Day)	\$5,760
5-Day: 3 years old (Half-Day)	\$8,565
5-Day: 4 years old (Full-Day)	\$11,300

K-8 Tuition

K-8 Tuition is dependent on whether or not a family is Catholic or Non-Catholic and then whether or not they are registered with Saint Luke Parish (by November 1, 2020 for the 2021-2022 school year) or with another parish. The discount is given to registered parishioners because it is expected that Saint Luke Parish families are tithing to the church and so their tithing is reflected in the Church’s annual investment in the school. Catholic, non-parishioners, are given a discount with the assumption that they are tithing to their home parishes.

	1 st Child	2 nd Child	3 rd Child	4 th Child+
Catholic, Registered Parishioner	\$9,890	\$7,610	\$7,610	\$6,925
Catholic, Non-Registered Parishioner	\$12,400	\$8,375	\$8,375	\$8,375
Other-Faith	\$15,100	\$15,100	\$15,100	\$15,100

Payment Options

Saint Luke School requires that parents register with FACTS, a tuition management system, for the payment of tuition, incidentals, and fees. We are switching this school year from Smart Tuition to FACTS. Additional fees such as Extended Day, Yearbooks, etc. will be announced in August and will be payable through FACTS.

Option 1	10 monthly installments
Option 2	2 installments (September 1 and February 1)
Option 3	Pay in full by June 1 to receive a 2 % discount - \$40 enrollment fee for FACTS waived

VI. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

PARTICIPATION

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes, and fans display respect, civility and responsibility in words and actions before, during, and after all athletic contests and/or practices. These policies are developed to assist the four diocesan high schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary- and middle school-based athletic program participation is required, excluding parish CYO.

When a student requests a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers under any circumstances, unless that passenger is a member of the carpool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right of possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

STUDENT COUNCIL ASSOCIATION

Officers and representatives of the Saint Luke Student Council Association (SCA) are called to both leadership and service in the school community. In keeping with the spirit of this organization, Student Council officers and representatives are expected to be generous in giving

their time to SCA duties and conscientious in fulfilling these duties. (members are also expected to attend all meetings unless absent, take notes at meetings, give oral or written reports to the students and teachers they represent, participate in and promote all SCA activities, and remain active members of this organization throughout the current school year.):

Consequences for failure of duty or violation of school rules are as follows:

- a. Any SCA member who does not meet proper conduct or academic expectations will be placed on probation as a member of the Student Council. **Probation means the student's parents will be formally notified.**
- b. Any SCA member on probation who does not demonstrate improvement will be removed from the SCA.

The principal will base approval of a student's candidacy on:

- a. Good conduct
- b. Overall average of "B"

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in an extended day/aftercare program or participating in a school-sponsored activity (such as athletics or theater).

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends parents, faculty, and students work together to create a Catholic school environment. These basic components include:

- a. Teachers have a right to teach. No student will stop the teacher from teaching.
- b. Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.

- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff, and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol, tobacco, or e-liquids while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents/guardians will be notified, and the student will be removed from class. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). Any student who violates this provision will be subject to disciplinary action up, to and including, expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments [which may sometimes be known as nun chucks or fighting chains], sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual,

except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to, and including, expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will notify the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to, and including, suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are examples of some approved disciplinary measures:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges
- d. Probation
- e. Suspension
- f. Dismissal
- g. Expulsion

SPECIFIC DISCIPLINARY POLICIES

Students are required to follow the rules of the school and their respective classrooms. Consequences are given when students do not meet these behavior expectations:

- a. Respect teachers, others, and their property.

- b. Follow directions the first time they are given.
- c. Come to class prepared with materials, homework, and supplies.
- d. Wear the school uniform properly.
- e. Follow classroom, hallway, lunch room, recess, and hall procedures.

These procedures must be used in accordance with Diocesan and school policies on the matter. For further information, please refer to the Office of Catholic Schools Policies and Guidelines Handbook.

CONDUCT

GENERAL CONDUCT

- a. Teachers have authority over each student. Students are to treat teachers with respect and follow directions.
- b. Fighting has no place in our school. Students who are involved in fighting may disciplinary action including expulsion from Saint Luke School.
- c. Students are to refrain from all types of verbal abuse and/or physical abuse of others will not be tolerated.
- d. Abusing school or personal property in any way may result in serious disciplinary
- e. Each student is responsible for following the Internet Policy of the school.
- f. Weapons of any sort or dangerous objects are strictly prohibited.

CONDUCT AT ARRIVAL AND DISMISSAL

- a. If you are a walker, please leave school grounds promptly upon being dismissed by your teacher.
- b. Students are to remain in their classroom and/or designated area until their carpool name is announced.
- c. While waiting, only quiet and orderly behavior is acceptable.
- d. It is the responsibility of each student to listen for his/her carpool name to be announced. At 3:20 pm any students not yet picked up will be checked into the Extended Day Program.

FIRE DRILL CONDUCT

Fire drills are conducted regularly throughout the year. All occupants must vacate the building at the time of the drill. These rules must be followed:

- e. Follow the directions given to you by the teacher in charge.
- f. Walk in a single file while exiting.
- g. Remain with your class at all times.
- h. Return to the building *in silence* when instructed.
- i. If you are not with your class when the alarm sounds, go out the nearest exit and report to

a teacher or faculty member.

CHEWING GUM POLICY

Chewing gum is not allowed at school or at any school-sponsored activities other than after school athletic events.

UNACCEPTABLE LANGUAGE

Profane language or gestures will result in immediate consequences.

PLEASE REFER TO DIOCESAN SEXUAL HARRASSMENT POLICY.

CODE OF CONDUCT

Disciplinary action will **automatically** be taken for the following offenses:

- a. A student who willingly gives such information to another student is a party and will be disciplined accordingly.
- b. Students who intentionally present false information in any situation may be disciplined under this clause.
- c. **INAPPROPRIATE TOUCHING** The act of inappropriate touching includes any contact between students that could be interpreted as sexual in nature or sexual harassment.
- d. **ELECTRONIC DEVICES Possession** of any electronic devices during the school day or school sponsored activities (other than those required by special needs students) is not allowed. This includes but is not limited to including but not limited to cell phones, cameras, recording devices, iPods, Smart watches, iPads, E-Readers/tablets, and headphones. Exceptions MAY be granted with permission of individual teachers.

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of parents to execute the above-referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a principal/administration to dismiss a student at the close of the school year.

Students who are dismissed may apply for readmission to any Diocesan school after one full year.

EXPULSION

Expulsion may be resorted to when one or all of the following are present:

- a. A serious infraction of school rules occurs;
- b. The student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. The student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. A parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers, school, parish or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process before making any final decision on the matter.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Schools within five (5) working days from the time of written notification.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed at the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

STUDENT REGULATIONS AND PROCEDURES

Privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in this respect. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

INTERROGATION OF STUDENTS

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are

allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- a. The principal, the assistant principal, or the principal's designee shall be alerted.
- b. The police officers shall report to the principal's office.
- c. Permission from the student's parent/guardian, must be acquired either by phone or in person, prior to questioning.
- d. The principal or a school representative shall be present.
- e. The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned, has vis-a-vis other students, exclusive use of the locker or desk but has no proprietary rights versus the school.

- a. Lockers are subject to inspection by the principal or a designated faculty member at any time there is "suspicion of a threat to the health, welfare, and safety of other school patrons."
- b. Students are responsible for the care of their own lockers and locks. Lockers will be checked regularly for cleanliness
- c. Students should not give their locker combination to other students.
- d. Students are to respect the school property and refrain from writing on or damaging the lockers.
- e. Lockers MUST be able to be completely closed at all times. Backpacks, coats, etc., must not prevent closure of the doors
- f. Students may install locker shelves, plastic mirrors, or locker organizer.
- g. Students may not hang pictures, glass mirrors, and tape etc., on locker doors or the

interior walls of the locker.

- h. Students should respect their neighbors when at their lockers-allowing those on either side access to their lockers.
- i. Students and parent/legal guardians have access to their lockers DURING THE HOURS OF 8:00 am to 3:30 pm, Monday through Friday.

Care Of School Property

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

- a. Students are not to remove materials or equipment that does not belong to them from the classroom or another student's desk. Students are to keep their hands out of another student's desk at all times. The principal or a designated person has the right to search a student's person and or personal property on school property if necessary.
- b. Classroom furniture is the property of Saint Luke School. Any child, who writes on or defaces desks, chairs, etc., will pay for the refurbishing and receive an automatic Detention.
- c. Lockers are the property of Saint Luke School. Any student who writes on or defaces lockers will pay for the refurbishing and will be disciplined.

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

Final decisions regarding the school uniform rest with the principal/administration.

Any infraction of Saint Luke School Uniform Dress Policy will result in disciplinary action.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Saint Luke School requires uniforms to be worn each day, unless otherwise specified as PE or "No Uniform Today" (NUT days). Uniforms can be purchased from **Flynn & O'Hara**. PE uniforms are also available for sale in our school store.

GENERAL UNIFORM REQUIREMENTS

- a. All slacks and shorts **MUST** be worn with a plain black or brown belt. Belts are optional for kindergarten.
- b. All shirts **MUST** be tucked into the waist of the skirts, shorts and/or slacks so that the waistband or belt can be seen.
- c. Socks are to be plain green, white, khaki, or navy blue and should NOT have any visible colorful logo or stripe.
- d. Students are permitted to wear one religious bracelet.

- e. Boys are not allowed to wear earrings.
- f. Students are permitted to wear one religious medal or crucifix necklace and this should be worn under the shirt.
- g. Students are not allowed to alter the color of their hair, wear extreme hairstyles.
- h. Students may not wear activity trackers (Apple Watches, Fitbits, etc).
- i. Girls are not permitted to wear any make-up.
- j. Girls are permitted to wear one pair of stud earrings and a watch.
- k. Excluded from acceptable shoes: any type of boot, sandal, and open-toe or dress-up shoes. Stacked heels or wedges are not permitted.
- l. Girls' skirts should be knee length.
- m. Tattoos, temporary tattoos or body graffiti are not permitted.

PE UNIFORMS

PE uniforms are worn to school on assigned PE days. Socks are to be plain white and should NOT have any visible colorful logo or stripe (the part that is visible above the shoe line).

Shoes are to be no-scuff athletic type. Shorts may **not** be worn hanging low-off the hips. The waistband is to be located at the waistline. **CYO Basketball shorts or shorts that are not Saint Luke School shorts are NOT part of the school uniform.**

NUT DAY (NO UNIFORM TODAY)







Students will be permitted to dress out of uniform on certain days or occasions. Several times during the school year, NUT days. The SCA charges each student a small fee to be used for their operating expenses and charitable causes. Always check the school calendar and weekly communications for the dates of these out of uniform events. The guidelines for the NUT days are as follows:








- a. Students must be neat in appearance. A NUT Day does not excuse the student from looking well groomed.
- b. K - 8 girls are not permitted to wear halter style tops, crop tops, thin "spaghetti" strap tops, bralettes, cold shoulder tops, or other type top that may cause comments that could be considered, harassment.
- c. Girls are not to wear "short" skirts, leggings, **shorts** or hip hugger or low-rider style pants (Skirts and/or shorts must be no less than one inch below the fingertips when arms are extended at their sides). No undergarment should be visible. Attire should not be such that it draws attention to cause comments that can be considered harassment.
- d. No t-shirts with suggestive writing or pictures.
- e. Shoes must be tied and worn with socks. Open-toed sandals or flip-flops may not be worn on any occasion.
- f. When students are in costume, i.e., Colonial Days, their feet must be covered with socks or tights. Bare feet are never acceptable.
- g. No "wheelies" can be worn in the school at any time.
- h. Dress-Up Days are assigned for special occasions, i.e., spring pictures, May Crowning, field trips, etc. On these days, students are expected to wear clothing that is equal to or










better than uniforms. This includes:

- o Collared shirts for boys.
- o Shirts must be tucked into skirts and slacks, with belts worn with belt looped clothing.
- o Stockings, tights, or dress socks are to be worn by girls.
- o No open toe shoes, flip-flops, or sandal type shoes can be worn.
- o Dresses/skirts/shorts should be no shorter than one inch above the knee.
- o No strapless, sleeveless, spaghetti strap dresses can be worn without an over blouse or sweater.
- o Slacks and skirts must be worn at the waist, no low rider or hip hugger styles are permitted.

The principal reserves the right to have a student call his/her parents to bring proper attire and disallow their participation in any future out-of-uniform events.

Grades	Spring and Fall Required Winter: November 1 - March 31	students must have at least one of these
<p>K - 4 BOYS</p>    	<p>SPRING/FALL REQUIRED</p> <ul style="list-style-type: none"> ✓ Khaki walking shorts or khaki pants ✓ Green short/long sleeved monogrammed golf shirt ✓ Plain white, green or khaki socks ✓ Plain brown or black belt (optional for kindergarten) ✓ Athletic style sneakers <p>Winter Uniform</p> <ul style="list-style-type: none"> ✓ White Oxford cloth shirt ✓ Khaki pants ✓ Green plaid tie (optional for kindergarten) ✓ Green monogrammed sweater vest or quarter zip ✓ Plain green, white or khaki socks ✓ Plain brown or black belt (optional for kindergarten) 	    

	<ul style="list-style-type: none"> ✓ Athletic style sneakers ✓ 	
<p>K - 4 GIRLS Length of skirt/skort must be no shorter than one inch above the knee.</p>  	<p>SPRING/FALL REQUIRED</p> <ul style="list-style-type: none"> ✓ Khaki skort with green short/long sleeved monogrammed golf shirt ✓ Plaid jumper with white short/long sleeved Peter-Pan collared blouse ✓ Plain white, green, or khaki ankle or knee socks or tights ✓ Athletic style sneakers <p>Winter Uniform</p> <ul style="list-style-type: none"> ✓ Plaid jumper ✓ White short/long sleeved Peter Pan collared blouse ✓ Green monogrammed cardigan sweater or quarter zip ✓ Plain white, green, navy blue, or khaki ankle or knee socks or tights ✓ Athletic style sneakers 	 
<p>Middle School Girls (5 – 8) Length of skirt/skort must be no shorter than one inch above the knee.</p>  	<p>SPRING/FALL REQUIRED</p> <ul style="list-style-type: none"> ✓ Plaid skirt, khaki walking shorts or khaki pants ✓ Green short/long sleeved monogrammed golf shirt ✓ White short sleeved monogrammed golf shirt (8th grade ONLY) ✓ Plain white, green, navy blue, or khaki ankle or knee socks or tights. ✓ Athletic style sneakers <p>Winter Uniform</p> <ul style="list-style-type: none"> ✓ Plaid skirt or khaki pants ✓ White short/long sleeved Oxford cloth blouse ✓ Green monogrammed sweater vest or quarter zip ✓ White, khaki, navy blue, or green ankle or knee socks or tights ✓ Athletic style sneakers 	

<p>Middle School Boys (5 – 8)</p>   	<p>SPRING/FALL REQUIRED</p> <ul style="list-style-type: none"> ✓ Khaki walking shorts or khaki pants ✓ Green short/long sleeved monogrammed golf shirt ✓ White short sleeved monogrammed golf shirt(Grade 8 ONLY) ✓ Plain green, white or khaki socks ✓ Plain brown or black belt ✓ Athletic style sneakers <p>Winter Uniform</p> <ul style="list-style-type: none"> ✓ White short/long sleeved Oxford cloth shirt ✓ Khaki pants ✓ Green plaid tie ✓ Green monogrammed sweater vest or quarter zip ✓ White, green, navy or khaki socks ✓ Plain brown or black belt ✓ Athletic style sneakers 	 
<p>PE- ALL GRADES</p>  	<p>SPRING/FALL REQUIRED</p> <ul style="list-style-type: none"> ✓ Navy mesh, Saint Luke shorts ✓ Navy Saint Luke t-shirt (Grades PK-7) ✓ Assigned color Saint Luke T-shirt (Grade 8 only) ✓ Plain white socks (no visible colored logos or stripes of any kind) ✓ Athletic sneakers <p>WINTER REQUIRED</p> <ul style="list-style-type: none"> ✓ Navy mesh, Saint Luke shorts ✓ Navy Saint Luke t-shirt (Grade PK-7) ✓ Navy Saint Luke Sweatshirt/Hoodie (Grade PK-7) ✓ Assigned color Saint Luke Hoodie (Grade 8 only) ✓ Navy Saint Luke sweatpants ✓ Plain white socks (no visible colored logos or stripes of any kind) ✓ Athletic sneakers 	 

--	--	--

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions. Failure to comply will result in serious disciplinary action.

- a. CD players, iPads/tablet devices, headphones, and all types of handheld video games.
- b. Skateboards, roller skates, roller blades, or “wheelies”
- c. Laser pointers
- d. Headphones
- e. Weapons of any kind including toy weapons
- f. Hard sport balls, lacrosse sticks
- g. Lighters, matches, or any device that could cause an explosion
- h. Chemicals
- i. Inappropriate or objectionable printed materials

PLAYGROUND REGULATIONS

At Saint Luke School, a student is always expected to behave in a safe and courteous manner. All students must remain in teacher-defined designated areas.

- a. Students may use the playground playing field. No games involving tackling, slide tackles, hard balls, or unauthorized equipment of any kind (bats, lacrosse sticks, etc.) are allowed.
- b. Proper sportsmanship will take place on the playground and in the gym at all times.
- c. Aggressive behavior, verbal assault, or fighting is **UNACCEPTABLE**.
- d. Students are required to have a coat at school during winter months. No coat = no recess.
- e. Grade-level play only.

Lunchroom Regulations

Given the risk of potential harm, students’ access and use of microwave ovens is prohibited. Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

In order for this to be an enjoyable and safe time, the following procedures should be followed:

- a. Enter the cafeteria, pick up your beverages and lunch, and be seated.
- b. Ask for permission from the adult on duty to:
 - o leave your seat
 - o use the restroom
 - o be dismissed for recess
 - o go back to the classroom
- c. Sharing of food is not permitted.

- d. Use your “inside” voice at all times.
- e. Keep the area at which you dine clean and orderly.
- f. Use the trash receptacles for all unwanted food, paper, plastic, and trash when asked to do so by teacher/adult in charge.
- g. At the end of the lunch period a bell/whistle will be used at which point students will stand for prayer in silence. After prayer students will be seated **quietly** at their tables until dismissed by their teacher.

VIII. HEALTH, SAFETY & WELFARE

STUDENT HEALTH, SAFETY & WELFARE

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington's Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees, and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activity under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well. At that point, confidentiality must be respected.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in *loco parentis* or school personnel."

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value, during the school day.

All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

FOOD POLICY

Every classroom that has food brought in for any reason, no matter the quantity, must send a menu to the School Nurse prior to the event. All items being served must contain a list of ingredients, written in English. Following approval by the School Nurse, all parents should be informed of the event along with the menu. Parent approval must be obtained by the teachers for all children in the class who have food allergies.

BIRTHDAY CELEBRATIONS

In order to promote healthy habits, we are changing school-wide celebrations. For grades K to 8, in lieu of sending food treats for birthdays, the birthday child will be able to participate in a designated NUT day during the month of their birthday.

ACCIDENTS AND FIRST-AID

The parents of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to

school, afterschool, and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

MEDICATION ADMINISTRATION OVERVIEW

All school clinic administrators and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy and summarized here.

All prescription and over the counter (OTC) medications may be administered during the school day under the following conditions:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in

students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school

When the medication is epinephrine, trained school employees are permitted to administer Epi-pen injections when:

- a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;
- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (*Appendix F-6*).

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal, or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (*Appendix F-6*). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case-by-case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

SPECIALIZED STUDENT CARE NEEDS

The parent of any student who is on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify, in writing, the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures, or behavior at school.

TOILETING/INCONTINENCE

Although the vast majority of school staff would assist in an emergency situation, as no child

should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

Parents/guardians will always be contacted in incidents of soiling. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age-appropriate protocols for the student population.

USE OF CRUTCHES

An order from a Licensed Healthcare Provider(LHP) is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

USE OF MICROWAVE OVENS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited for preschool through grade 5.

For middle school students, the school administration can determine if middle school students may use a microwave oven.

LIFE THREATENING ALLERGY

Schools will utilize current resources and reputable materials such as: Food Allergy Research & Education (FARE) and CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for Student handbooks, classrooms, and parental publications.

All schools must provide an annual in-service educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents and guardians of students with a life-threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not

limited to, teacher(s), food service, bus drivers, and janitorial staff.

For additional information, please see the Saint Luke Food Allergy Management Program – A Guide for Parents .

CONTROL OF COMMUNICABLE DISEASES

DISEASE

Parents must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent cannot be reached, emergency contacts will be called to pick up the child.

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance the protection of students:

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that they conflict with their religious tenets or practices will notify the registrar of the school to which they are applying that they seek Religious Exemption. The registrar will forward your information to the Office of Catholic Schools. If religious exemption is what is desired, please refer to Policy 624A.
 - ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student

- may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Re-admission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

Head lice do not carry disease nor is it a function of hygiene. If a student has head lice, the school office will notify the parent/legal guardian to pick up the student. Before returning to school, it is the parent/legal guardian's responsibility to present a completed LICE TREATMENT VERIFICATION FORM as proof of treatment. The school nurse will be check and if no nits are present the student will be admitted to school.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and

that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

Sexual Harassment: Students

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. Until sexuality can be expressed through the acts which are proper and exclusive to spouses, chastity is the successful integration of sexuality within the person. Chastity is expressed notably in friendship with one's neighbor when the equal personal dignity of man and woman is recognized. Offenses against chastity, which include lust and the more serious acts of pornography and immoral sexual conduct, are violations of our Catholic faith and morals.*

The Catholic Schools of the Diocese of Arlington will respond appropriately to allegations of sexual harassment or sexual abuse in its schools.

- See Part 3, Section 2, Chapter 2, Article 6 of the Catechism of the Catholic Church (¶¶ 2331-2400)

POLICY:

No student is to sexually harass or sexually abuse another member of the school community. All reports of harassment or abuse will be thoroughly and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities.

“Sexual harassment” is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate making of unsolicited gestures or comments, or the deliberate display of sexually graphic materials which are not necessary for school purposes, either in person or via any media source.

"Sexual abuse" includes, but is not limited to, intentionally touching another person's intimate parts or intentionally forcing another person to touch their own or any other person's intimate parts. "Intimate parts" means the genitalia, anus, groin, breast, or buttocks of any person, and includes material covering such intimate parts.

Any student who believes that he or she has been sexually harassed or abused shall immediately report such information to the supervising teacher or coach, and to the school principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to the teacher, coach and/or school principal, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment/abuse made in good faith.

In adherence to the Charter for the Protection of Children and Young People, schools will offer each year a “safe environment program” endorsed by the Office of Catholic Schools.

In an effort to minimize/address sexual harassment/abuse, students in grades 6 to 12 must receive appropriate age level instruction pertaining to harassment by September 30th (Appendix AB). The Validation of Sexual Harassment Instruction must be completed and submitted to the Office of Catholic Schools by September 30th (Appendix H-1).

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.

Hazing is prohibited. School personnel will not tolerate any hazing on Diocesan school grounds, in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

In cases of reported hazing, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting hazing may be subject to appropriate consequences.

Consequences for students who engage in hazing shall depend on the results of the investigation and may include:

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal

may also report incidents of hazing to law enforcement if appropriate.

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying or cyberbullying to report it to appropriate school personnel (i.e., principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved, i.e., the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or expulsion

Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION LETTER

In the past, asbestos was used extensively in building materials because of its insulating, sound-absorbing, and fire-retarding capabilities. Virtually any building constructed before the late 1970s contains some asbestos. Intact and undisturbed, asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Saint Luke Catholic School has conducted a reinspection to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last reinspection conducted on 7/5/2017, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further required an asbestos management plan to be in place. Saint Luke Catholic School developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos-containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos-containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of Saint Luke Catholic School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in the school district administrative office or administrative office

of the school during regular business hours. Please direct all inquiries regarding the asbestos plan and asbestos-related issues to me at 703-356-1508.

VIDEO SURVEILLANCE CAMERAS

Saint Luke School has elected to install video surveillance cameras in order to maintain a safe and secure environment.

- a. At the discretion of the principal, video surveillance cameras were placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed appropriate to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention, and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

IX. STUDENTS WITH SPECIAL NEEDS

The Office of Catholic Schools recognizes the beauty and potential inherent in each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for interventions through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs. Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Students with disabilities are expected to follow the school's policies and honor code.

X. MORNING CARE & EXTENDED DAY PROGRAM

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section IV, *General School Policies*, regarding fees to utilize this program. Parents/guardians must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II, *Academics*, but including the section on *Technology*), apply to the Extended Day Program.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked, but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen, if supervised.

When insect repellent is used, a record shall be kept that includes the child's name, date of use, frequency of application, and any adverse reaction. Manufacturer's instructions for age, duration, and dosage shall be followed.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour

day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, and a ratio of children per staff member, equipment, program and record keeping. Criminal record checks, and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health, and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff in the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

If you would like additional information about the licensing of child day programs or would like to register a complaint, please contact the Regional Office of Social Services closest to you.

Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030
(703) 934-1505

Verona Licensing Office
Post Office Box 350
Verona, Virginia 24482-0350
(540) 248-9345

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-5499

Eastern Regional Office
Pembroke Office Park

Pembroke Four Office Building, Suite 300
Virginia Beach, VA 23452-5496
(757) 491-3990

PERSONNEL REQUIREMENTS

CRIMINAL HISTORY CHECK

A criminal record check, as required by Criminal Record Checks for Child Welfare Agencies, is to be processed and maintained on file for each staff member.

SWORN DISCLOSURE STATEMENT

A signed sworn disclosure statement as required by regulation for Child Welfare Agencies is to be completed and maintained on file for each staff member.

REQUEST FOR SEARCH OF THE CENTRAL REGISTRY FORM

Child Protective Services requires a central registry search to determine if an individual has had any prior reported/founded complaints on file. All staff members of the program are required to have the appropriate documentation on file.

GENERAL PROGRAM PROCEDURES

DAILY SCHEDULE: EXTENDED DAY

The schedule is maintained daily, dependent on the students in attendance.

All students must be picked up by 6:00PM and signed out by his/her parent, legal guardian or other authorized emergency contact person.

ARRIVAL AND DEPARTURE OF STAFF

For Extended Day, staff arrives and prepares for the students no later than 2:30PM on normal school days, 1:15PM and 11:15AM on Early Dismissal days. Staff departs at 6:00 PM or when the last child has been picked up by his/her parent or legal guardian/emergency contact. Substitutes are notified as soon as the need has been identified.

PRAYER

The program should begin with a prayer.

PROGRAM POLICIES

- Everyone should be treated politely, kindly and with respect.
- Plans to attend Extended Day or to go home with a friend **MAY NOT BE MADE AT DISMISSAL TIME.**
- Each student must have permission from an adult (Extended Day Staff) to leave the area.
- Wash hands before and after snack.
- Since each student is to be accompanied by an Extended Day personnel to the restroom, all children will be encouraged to use the restroom at the beginning of Extended Day Program each day.
- Shoes/sneakers are to be worn at all times.
- The stage and its steps are out of bounds. Playing on and running up and down the bleachers is also forbidden.
- Middle school students may begin their homework as soon as they come to the Extended Day area. Students are expected to work quietly.
- Playground equipment and outside play **MUST** be used appropriate and safe.
 1. The creek, its banks and bushes are out of bounds.
 2. The driveways and parking lots are out of bounds
 3. Behind school and anywhere past the flag pole or up the hill are out of bounds.
 4. Rocks on the playground are to stay where they are. They are not to be picked up, carried nor thrown.
 5. Do **NOT** stand or twist on the swings.
 6. All students may use the swings.
 7. The yellow playground equipment under the tree and the low green parallel bars are designated for K – 3, the yellow equipment in the middle is for grades K-5 and the high green parallel bars are designated for students of grades 3-8.
 8. Students are to use the steps to the big slide.
 9. Students are to know the Fire Exits and Process. This will be practiced monthly per state guidelines.
 10. Children are to come inside immediately when thunder is heard.

With the cooperation and understanding of the students and parents, a safe and enjoyable time can be had by all.

EMERGENCY CLOSING OF PROGRAM

Our school will follow the Fairfax County policy on openings and closings due to weather conditions. If the county closes school early, Extended Day Care Program will also close. If Fairfax County schools are closed for the day, due to inclement weather, Extended Day Care Program will also be closed. Parents should listen to the radio for opening and closing information. If your place of employment does not have out-side access to school closing announcements, please make a note of this on the back of your registration form so you can be contacted. At no time will your child be left unattended should major traffic delays occur.

PROGRAM ACTIVITIES

A variety of daily activities for all age groups should be age and stage appropriate. These daily activities should also provide opportunities for staff directed, self-directed, and self chosen tasks and activities, a balance of active and quiet activities, and individual and group activities. We begin most days in the gymnasium where we have staff guided games, sports, and activities. Once moving into our classroom, more of the self/group guided activities occur after completing homework.

SUPPLIES AND MATERIALS

All supplies, games, sporting equipment etc. will be supplied by the Extended Day Care Program. The Extended Day Care Program will also provide all snack materials. The student will provide any materials associated with homework or school assignments.

PROGRAM MANAGEMENT

ORGANIZATION OF STUDENTS

Students are grouped for organized activities according to primary grades and middle school. Depending on the number of students in attendance, this grouping will be adjusted and activities altered to best serve the students.

ACTIVITY PLANNING BOOKS

The Director will maintain an Activity book as directed.

SUPERVISION OF STUDENTS

Staff shall not leave unsupervised either a class or an individual student under his/her charge. It is the responsibility of the staff to know where their assigned children are at all times. Two staff members must be present at all times. Staff ratio must be maintained at:

1:10 for 3 and 4 year old children

1:18 for 5 to 8 year old children

1:20 for 9 – 12 year old children

PROGRAM ENVIRONMENT

ROOM ORGANIZATION

The Extended Day Program will be held in the Saint Luke School gymnasium to begin each day. The students will be supervised in outside activities on the Saint Luke School playground and blacktop areas as weather permits. On days where the gym is being occupied directly after school, Extended Day will go directly to the classroom for the beginning of the program and then use the gymnasium or the playground and blacktop area.

ROOM MAINTENANCE

The Extended Care facilities will be maintained through the School maintenance agreement.

BULLETIN BOARDS

A Bulletin Board will be maintained for Extended Care Program at the beginning of the primary grade hallway near the stairs. All required postings will be placed on this board.

EQUIPMENT

All equipment will be supplied and maintained through Saint Luke School. This equipment will be locked in either the School Supply Store or the French classroom.

LOST AND FOUND

As with all materials found in and around the classroom areas, all items found will be placed into the large container in the Saint Luke School gymnasium. Items of significant value will be brought to the school office. Any item can be retrieved by appropriate identification.

INSURANCE

The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

PARENTAL INVOLVEMENT

In compliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

XI. APPENDICES

All forms are found on the Connect1 app

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Diocesan Student Accident Report (*Appendix F-7*)
- Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
- Insurance Billing Form (*Appendix F-7B*)
- Certification of Religious Exemption CRE-1 (*Appendix F-18*)
- Seizure Action Plan (*Appendix F-20*)
- Wellness Policy (*Appendix F-23*)
- Pandemic Response Plan (*Appendix F-24*)
- Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
- Website and Social Media Policy (*Appendix P-1*)
- Parent/Guardian Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

**XII. ELEMENTARY/MIDDLE SCHOOL HANDBOOK
AGREEMENT FORM**

PARENT/GUARDIAN

I have received a current copy of the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.



(Parent's Signature)

(Printed Name)

(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

I have read the Parent/Student Handbook and agree to observe all school regulations.

(Student's Signature)

(Second Student's Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)