

# Saint Luke Catholic School



## Parent - Student Handbook 2022 – 2023



*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.*

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## 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.<sup>1</sup> 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.

<sup>1</sup> 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 lifelong learners who are socially responsible citizens committed to serving others. Vision: 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 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 values and knowledge of Catholic faith, committed to the pursuit of learning, and dedicated to serving mankind.

### **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***

Each school shall utilize the Office of Catholic Schools (OCS) template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines' and regulations.

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/guardians 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. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

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; 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 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/guardians 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 to take appropriate action for any such situations not specifically referenced in this manual. 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 student's 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.

The following path is outlined for those students capable of completing High School Geometry in the eighth grade.

#### **GRADES FIVE TO SIX**

For Placement in Pre-Algebra in the sixth 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 5th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year).
- d. Favorable teacher and principal recommendation.

#### **GRADES SIX TO SEVEN**

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.

Because the Algebra I course incorporates numerous word problems that students need to solve, 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**

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.

The following path would be followed by those students identified as capable of completing High School Algebra in the 8th grade.

#### **GRADES SIX TO 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**

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.

#### **VIRTUAL INSTRUCTION**

1. Maintain effective communication among teachers, students and families about the virtual learning plan.
2. Teachers should be available throughout the day for questions and feedback even if the day is fully asynchronous.
3. Feedback is paramount and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.

#### ***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.

#### ***TEXTBOOKS/SUPPLEMENTAL MATERIALS***

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.

Electronic 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 this 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/guardian, 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/guardian, 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.
- i. Users must immediately report damage to the 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.
1. 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.

### ***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.

#### **SUGGESTED TIME ALLOTMENTS**

Office of Catholic Schools' guidelines for homework. Homework does not have to be assigned every day:

- Grades 1-3: 10 to 30 minutes daily
- Grades 4-6: 30 to 60 minutes daily
- Grades 7-8: 60 minutes to 2 hours daily

### ***PARENT-TEACHER COMMUNICATION***

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Teachers are expected to be reasonably available to parents/guardians 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 insure 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/guardians 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 K-2**

- M Meets Grade Level Standards – Child consistently meets skills
- P Progressing Towards Grade Level Standards - Child is in 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

### **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 "3" in all Conduct Categories
- Minimum of "2" in Specials Classes
- No effort grade lower than a "3" in any subject

#### First Honors

- 90 % or better in every subject
- Minimum of "3" in all Conduct Categories
- Minimum of "2" in Specials Classes
- No effort grade lower than a "3" in any subject

#### Second Honors

- 85% or better in every subject
- Minimum of "3" in all Conduct Categories
- Minimum of "2" in Specials Classes
- No effort grade lower than a "3" 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/guardians 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/guardians, 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 5<sup>th</sup> birthday on or before September 30<sup>th</sup> 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 or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
  - ii. 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 even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)
- 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 with signature of licensed healthcare provider
- 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 with signature of licensed healthcare provider.
      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.
  - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
    - i. 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/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/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 15 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 15 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*);
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- 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/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**

##### ***STUDENT ATTENDANCE GUIDELINES***

Prior to the pandemic, school leaders had procedures in place to contact parents when student absences began to get too high. Quarantining and virtual instruction during COVID caused some diminished emphasis on these procedures. As the impact of COVID on schooling diminishes, it is time to re-emphasize procedures that ensure proper attention is paid to student attendance per the Code of Virginia: In order to achieve the goals and objectives of the curriculum, regular attendance is mandatory. In Virginia all children ages 5-18 are to attend school regularly.

#### **ATTENDANCE REQUIREMENTS**

##### ***RATIONALE:***

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

##### ***POLICY:***

1. Education in the Commonwealth of Virginia is compulsory for children who will have reached their fifth birthday on or before September 30 and until the student's 18th birthday.
2. Once a child is enrolled in a school as a student, it is the duty of the principal and teachers to 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).
3. Schools shall establish and communicate policies related to attendance during remote learning



(eLearning).

*GUIDELINES:*

1. Schools are encouraged to note in their Parent/Student Handbooks the time in the morning when the school building will be opened for students to enter and be supervised.
2. The Parent/Student Handbook should also clearly state the school is not responsible for children who are dropped off at the school prior to that designated time. The following information is provided for your use as you elevate parent/guardian attention on attendance requirements.

*Definitions:*

Excused absences include: Health/medical, Medical procedures that cannot be scheduled at a time outside of school hours, Court appointments, Religious and cultural observances, Civic engagement (secondary students only), Funerals

Unexcused absence is an absence where (i) the student misses his/her scheduled instructional school day in its entirety and (ii) no justification has been received by school personnel within three days of the absence, or the parent/guardian provides a reason for the absence that is not defined as excused. The school administration may change an unexcused absence to an excused absence when the parent/guardian has provided an acceptable justification.

**Parents/guardians are expected to plan extended travel and vacation days around scheduled breaks and approved holidays.** Students who are absent due to vacations or family travel will be marked as “unexcused,” even if it is prearranged. Unverified absence is one for which there has been no contact from the parent/guardian. Unverified absences will be converted to unexcused absences if no contact is received within 3 days of the absence.

Verified absence is one for which a parent/guardian has contacted the school and given an explanation for the absence. Chronic absence is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out-of-school suspensions, and in-school suspensions that last more than one-half of the school day.

*Attendance Best Practices:*

Parents should contact the school to report the child’s absence. When there is no known reason for consecutive absences, schools should contact parents to check on the student/family situation. Schools should document the contacts and/or attempts to contact.

*Student Attendance Guidance*

Steps to Consider for Excused or Unexcused Absences:

- a. Each absence: Contact parents if they do not contact the school to identify the reason for the student’s absence.
- b. 10 days (not necessarily consecutive) Letter to parent from principal notifying of days missed unless a special situation exists.
- c. 15 days (not necessarily consecutive):Letter to parent and personal contact with the parents(s)/guardian(s)
- d. 20 days (not necessarily consecutive):Mandatory conference must be held with

- the parent(s)/guardian(s) and the principal or designee.
- e. The parent will be notified that the attendance office for their locality will be notified of the absences. If absences continue, the school principal may contact the truancy office of the local public school system to discuss other possible avenues helping to ensure regular attendance. Schools cannot be complicit in allowing students to violate the attendance policy. Truancy is the accumulation of five or more unexcused or unverified absences within an academic year. The Commonwealth of Virginia's attendance laws specify that all children must attend school every day. (Article 1. Compulsory School Attendance § 22.1-254)

Consequences for non-compliance with attendance policy:

Principals may consider the following possible disciplinary consequences for violations of the attendance policy. Consequences may include those listed below, though punitive consequences should be applied judiciously and only after a complete understanding of the reasons for the absence, arrived at after dialogue with the parents/guardians, suggest that they are appropriate to the circumstances.

#### **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/guardian 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**

Excused absence from, and late arrival to school, is reported in advance via telephone or email by 9:00AM. Failure to notify the school will result in an unexcused absence for the student. ALL STUDENTS ARRIVING AFTER 8AM MUST REPORT TO THE SCHOOL OFFICE AND BE SIGNED IN BEFORE GOING TO CLASS.

## **EARLY PICKUPS FOR MEDICAL APPOINTMENTS**

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 Front 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.

## ***ARRIVAL AND DISMISSAL***

## PROCEDURES

### Arrival

Students should not arrive before 7:30 AM. Families are welcome to queue in the parking lot in designated lanes. At 7:50AM, a faculty member will ring a bell notifying families that they can then depart from their cars. Parents and students are asked to observe the following rules for morning carpool drop off. This will allow the children to enter school safely and quickly each day. **STUDENTS WILL REMAIN SITTING SAFELY IN THEIR CARS AT ALL TIMES.**

- a. All cars enter from the one-way entrance off Georgetown Pike.
- b. Using lane #1, cars proceed in a single file, pull up to the lane #1 sign. A faculty member will be in the parking lot directing cars to pull into lanes #1-8, turn their vehicles off, and wait for direction.
- c. The fire lane (closest to school) is solely to be used for Preschool drop-off and those who purchased VIP Carpool Passes.
- d. After the students exit the car, they should not attempt to “go around” or pass other cars in the line. Cars will exit in single file when directed to protect children crossing the lanes.
- e. Students should not be dropped off outside the safety cone area.
- h. Walkers may wait outside the front entrance of the school until the 7:50 bell is rung.
- i. Students are to be in their homeroom by 8:00 AM. All students are tardy after 8:10 AM. They must be in their classroom by 8:10 AM.

**Doors to the middle school hallway and to the gym** will be locked every morning at 8:30AM and will remain locked until the end of the school day. All visitors must sign in with the front office. This ensures that visitors do not wander the hallways or go to classrooms unescorted.

### Afternoon Dismissal

#### Student behavior at dismissal

Students are expected to be in their homerooms/advisory at 2:50PM. During afternoon prayer they must be reverent and respectful. No student should be outside of the building or in the hallways. They may only be dismissed when approved by the teacher. Students must remove all trash from desks and floor before leaving for the day.

**For afternoon dismissal**, the following rules should be observed. This process will allow us to load the maximum number of cars at one time, and let each shift depart separately when the cars

are full. The **ENGINES OFF** rule will provide a **safe environment** for our children to walk through the cars and to locate their carpool vehicle.

- All cars enter from the one-way entrance off Georgetown Pike.
- Place your yellow family name sign in the front windshield of your car. This will allow the carpool patrol to notify your children that your car is in the lane for pick-up.
- Follow the driveway/directional signs to form lanes facing Georgetown Pike
- The first carpool shift will enter lanes # 1, 2 or 3, stop, and **TURN OFF CAR ENGINES!**
- Carpool patrol members will then call for the children and notify them that their car is in lane # 1, 2, or 3.
- These children (only) will proceed to the cars when called.
- Once your children are in the car, please remove the yellow sign from the front window. This notifies the patrols that you are ready to leave. The patrol members will also walk through each lane to double check and make sure the cars are ready to depart.
- The signal will then be given for all cars in the first carpool shift to depart. All lanes will exit onto Georgetown Pike.
- The next carpool shift will merge into one lane and move forward single file into lane #1, and repeat the above. The final carpool shift will also be a single file line in lane #1.
- Students are asked to obey patrol members and signs and to use caution when crossing the driveway to enter the cars. Crosswalks are to be used at all times. No students without adult supervision should be waiting on the grassy area between the driveway and parking lot.
- Students not picked up by the close of carpool will be signed into the Extended Day Care Program and charged accordingly.
- Carpool patrol members will only take the names of carpools waiting in the lines. Please do not attempt to park in the lot and collect your child. Remember: all children, including those in the back seats, must wear seat belts.

**Note:** The lane closest to school is the fire lane and is to remain clear at all times for emergency use. This is also the thru lane for the parking lot access and the VIP Family Pass lane. Parking lot access is for families who must park and enter school (i.e., for a meeting), or cars parking for Parish business from 8:30am-2:00pm. 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.

<b>● IV. GENERAL SCHOOL POLICIES</b>
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## ***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. Accordingly:

- 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/Guardians 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/guardian has given written permission, have requested the child's records to be released. Parent signature is required for 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/guardians 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/guardians 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 students 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 Front Office immediately upon entering school grounds, sign-in, and wear an identification tag when visiting the school

## **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](http://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 (including smart watches, and iPods, etc.) use is not permitted during school hours. In grades 6-8, homeroom teachers will collect all cell phones (including smart watches, and iPods, etc.) upon arrival and they 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.

## **Forgotten Items**

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 1038 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.

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

### **PHOTOS AND OTHER MEDIA**

Parents/guardians 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.

### **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 with 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.

## **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 8<sup>th</sup> 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.

### ***Volunteer Program and Compliance Process***

Parent engagement is vital to the success of our school. We encourage all parents and extended family to engage in our community. In order for this to happen each volunteer must go through the compliance process. The process has three major components.

1. You must register and attend a Virtus seminar. Note that these seminars fill up quickly and must be done within 45 days of starting the compliance process. You can find sessions on the Diocesan website.
2. Fill out the required Diocesan forms for volunteers. Once you submit these forms electronically they will be reviewed by Saint Luke's Diocesan Liaison and then disseminated to the Diocese.
3. Finally, once your Diocesan forms are completed, Saint Luke's Diocesan Liaison will contact volunteers to schedule a time to complete a notarized background check in our Front Office.

NOTE: In order to ensure a smooth compliance process, please reach out to the Front Office before beginning.

### ***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 a 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.

#### ***TUITION AND OTHER FEE SCHEDULES***

## Saint Luke School and Preschool 2022-2023 Tuition and Fees

### Application Fees

Application Fees are due with the Application Form, and are required for an application to be "complete".

Application Fees are non-refundable.

Preschool Application Fee	\$200
K-8 Application Fee	\$300

### Registration Fees

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

Preschool (Half Day Programs) Registration Fee	\$200
Preschool (Full Day Programs) and K-8 Registration Fee	\$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)	\$4,580
3-Day: 3 years old (Half-Day)	\$6,050
5-Day: 3 years old (Half-Day)	\$8,995
5-Day: 4 years old (Full-Day)	\$12,200

### 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, 2021 for the 22-23 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 tithe is reflected in the Church's investment in the school. Catholic, non-parishioners, are given a discount with the assumption that they are tithing to their home parishes.

	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child+
Catholic, Registered Parishioner	\$10,185	\$8,150	\$8,150	\$7,130
Catholic, Non-Registered Parishioner	\$12,775	\$10,220	\$10,220	\$8,945
Other-Faith	\$15,900	\$15,900	\$15,900	\$15,900

### Payment Options

Saint Luke School requires that parents register with FACTS, a tuition management system, for the payment of tuition, incidentals, and fees.

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 - FACTS enrollment fee waived

### Other (Optional) Fees

Extended Day	\$5/ half hour, billed monthly through FACTS
Milk/Juice	\$225/ K-8 student and \$195/Preschool student, billed through FACTS in the Fall
Yearbook	\$50, billed through FACTS in the Spring

Updated 1/6/2022

## • 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 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 may participate in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

When possible, separate athletic teams will be offered for each sex. Young people will participate on teams consistent with their biological sex and may not participate on teams offered for the other sex. When (for example, in swimming or track) a team may include both sexes, individuals will participate in events consistent with their biological sex. In the case of golf, if separate male and female teams are not offered, members of both sexes may participate together on a single team in the same events. 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 is requesting a waiver from participating in Physical Education classes and/or recess, parents/guardians 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/after care 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/guardians, 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/guardians 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, vaping devices, 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 apprise 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 some approved disciplinary measures:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges
- d. Detention
- e. Probation
- f. Suspension
- 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 will receive 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/guardians 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 the 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/guardian 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/guardian whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 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 these regards. 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.

### ***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.

### ***DRESS CODE***

#### **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**. 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, or wear extreme hairstyles.
- h. Students may not wear activity trackers (Apple Watches, Fitbits, etc). Students are allowed to wear a standard watch.
- 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.
- n. Hairbows and headbands must be uniform colors, including the plaid pattern.

## **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 on NUT days 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 does not adhere to St. Luke School's standards of modesty.
- 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 adhere to St. Luke School's standards of modesty.
- 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:
  - Collared shirts for boys.
  - Shirts must be tucked into skirts and slacks, with belts worn with belt looped clothing.
  - Stockings, tights, or dress socks are to be worn by girls.
  - No open toe shoes, flip-flops, or sandal type shoes can be worn.
  - Dresses/skirts/shorts should be no shorter than one inch above the knee.
  - No strapless, sleeveless, spaghetti strap dresses can be worn without an over blouse or sweater.
  - 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.

<b>Boys Uniform</b>	<b>Girls Uniform</b>
<b>Boys Spring &amp; Fall Required</b>	<b>Girls Spring &amp; Fall Required</b>
<ul style="list-style-type: none"> <li>- Khaki walking shorts <b>or</b> khaki pants.</li> <li>- Green short/long sleeve monogrammed golf shirt.</li> <li>- Plain white, green or khaki socks.</li> <li>- Plain black or brown belt (optional for kindergarten).</li> <li>- Athletic style sneakers.</li> </ul>	<ul style="list-style-type: none"> <li>- Either Khaki skort, khaki walking shorts or khaki pants</li> <li>- Green short/long sleeved monogrammed golf shirt</li> <li>- Plain white, green, or khaki ankle or knee socks or tights</li> <li>- Athletic style sneakers</li> </ul> <p><i>Note: Length of skirt/skort must be no shorter than one inch above the knee.</i></p>
<b>Boys Winter Required</b>	<b>Girls Winter Required</b>
<ul style="list-style-type: none"> <li>- Khaki pants.</li> <li>- White Oxford cloth shirt.</li> <li>- Green plaid tie (optional for kindergarten).</li> <li>- Green monogrammed sweater vest or quarter zip.</li> <li>- Plain white, green or khaki socks.</li> <li>- Plain black or brown belt (optional for</li> </ul>	<ul style="list-style-type: none"> <li>- Plaid jumper with white short/long sleeved Peter-Pan collared blouse</li> <li>- Or khaki pants with a long sleeve Oxford cloth blouse.</li> <li>- Green monogrammed sweater vest or quarter zip.</li> <li>- Plain white, green or khaki socks.</li> <li>- Athletic style sneakers.</li> </ul>

kindergarten). - Athletic style sneakers.	<i>Note: Length of skirt/skort must be no shorter than one inch above the knee.</i>
<b>Boys &amp; Girls Fall/Spring PE Uniform</b>	<b>Boys &amp; Girls Winter PE Uniform</b>
<ul style="list-style-type: none"> <li>- Navy mesh, Saint Luke shorts</li> <li>- Navy Saint Luke t-shirt (Grades PK-7)</li> <li>- Assigned color Saint Luke T-shirt (Grade 8 only)</li> <li>- Plain white socks (no visible colored logos or stripes of any kind)</li> <li>- Athletic sneakers</li> </ul>	<ul style="list-style-type: none"> <li>- Navy mesh, Saint Luke shorts</li> <li>- Navy Saint Luke t-shirt (Grade PK-7)</li> <li>- Navy Saint Luke Sweatshirt/Hoodie (Grade PK-7)</li> <li>- Assigned color Saint Luke Hoodie (Grade 8 only)</li> <li>- Navy Saint Luke sweatpants</li> <li>- Plain white socks (no visible colored logos or stripes of any kind)</li> <li>- Athletic sneakers</li> </ul>

***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 can 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. Stand for prayer.
- 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..
- 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/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 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.

In accordance with the *Code of Virginia*, (Section 63.2–118, “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.

## **ACCIDENTS AND FIRST AID**

The parents/guardians 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/guardian 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/guardian of any student 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 OVEN**

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 heat up food for middle school students using a microwave oven.

## **LIFE THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the 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/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.

## ***CONTROL OF COMMUNICABLE DISEASES***

### **DISEASE**

Parents/guardians 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 this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (*Appendix F-18*), which will be retained in the student health record.
  - 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.
- d. 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. Readmission 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.

## ***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 Human Immunodeficiency Virus (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.

## ***FIRE/EMERGENCY DRILLS***

### **FIRE DRILLS**

Teachers and pupils must be familiar with fire alarm signals and the fire drill routes posted in the classroom and hallways.

An orderly evacuation of a building under the supervision of each teacher is imperative. Teachers must take the class roll book with them, if at all possible, without jeopardizing their own safety

or that of their classes, and once outside, call class roll to account for each student.

During the fire drill everyone must vacate the building. All fire doors shall be kept closed at all times.

All staff members should be familiar with the location and correct use of the extinguishers.

### **TORNADOES OR OTHER SEVERE WEATHER**

Tornado Watch; Administrator makes the faculty aware of watch and when it will expire, but takes no further action.

Tornado Warning; Tornado has been sighted. Take shelter immediately.

Action Steps; When severe weather is forecasted administration will monitor the situation. When a tornado warning is issued, students will proceed to designated locations against the wall, assuming a kneeling position, with the head down, and hands covering head.

- Preschool; Teacher's Room
- Grades K-4 and Specials; Go into Lower School Hallway
- Grades 5, 6 and Languages; Go to the Faith Formation Hallway
- Grades 7 & 8; Go to their lockers in Middle School Hallway.
- Music Room; Go to the Stage behind the curtain.
- P.E. & Extended Day; Go to the Kitchen
- Front Office Staff; Remain in Front Office under desks.

Teachers are to close classroom windows and doors. Teachers should verify classroom count, keep class rosters with them during the drill and assure students are following procedures. When safe, faculty are to give the "all clear" announcement. Maintenance team will monitor school grounds and exit doors.

Note: Tornado Watches typically last between 2 and 4 hours.

### **EVACUATION**

When the fire alarm sounds, or you are directed by an authorized announcement to do so;

1. Evacuate the building using emergency exit routes.
2. Be prepared to use alternate routes, if necessary
3. Move students in an orderly fashion to designated evacuation site, at least 50 feet from the building.
4. Classes in the lower school hallway exit out the back of the building and line up on the hillside.
5. Classes in the middle school exit out the front of the building and line up on the grass beyond the fire lane.
6. Faculty take class list with you and call roll when you reach designated area.
7. Report any missing students or injuries to administrator.
8. Follow directions of administrator/public safety officials.

### **EVACUATION IN SPECIAL CIRCUMSTANCES (BOMB THREAT, CHEMICAL SPILLS OR OTHER)**

Follow the above steps and be prepared to move students a minimum of 300 feet from the building.

Maintain control of class and follow administrative directions. Circumstances may require evacuation to an offsite location in which case Cooper Middle School may be used for shelter.

### **OTHER SECURITY PREPARATIONS**

In times of crisis, teachers should not release any student to their parents/guardians until notified to do so. If notified, the teacher should maintain a record of any students released to their parents/guardians.

### **INTRUDER ON CAMPUS**

An intruder is any unauthorized person who is on school property and fails to register as a visitor for a specific reason or purpose. Should an intruder be found;

1. Ask another faculty member to accompany you before approaching an intruder.
2. Politely greet and identify yourself to the intruder.
3. Ask intruder the purpose of their visit.
4. Inform intruder that all visitors must register at the Front Office.
5. If intruders purpose is not legitimate ask him or her to leave.
6. Accompany intruder to exit.

If intruder refuses to leave;

1. Inform him/her that you will call police.
2. Call 9-1-1. Identify principal that intruder refuses to leave.
3. Give police a full description of intruder.
4. Walk away from intruder if he/she indicates a potential for violence.
5. Use walkie-talkie to communicate with staff.
6. Administrators determine whether to initiate full lockdown.

### **INTRUDER INSIDE THE BUILDING**

Principal will make the Lockdown Announcement.

1. Lock classroom doors. Lower and close blinds. Cover any windows in/around the interior door and turn off lights. Move students from classroom doors and windows.
2. Do not rely on door locks alone; barricade the door with stacked tables and desks. Do not respond to anyone at the door unless “all clear” is announced. Ignore any fire alarm.
3. Flight or Fight; if you are unable to lock intruder out of room, space, or building, or you believe your lock down is failing;
  - a. Flight: Find nearest exit, door or window (break if needed). Duck out of sight and run until you are at a safe alternative location.
  - b. Fight: If you cannot exit, fight. Locate anything in area that can be used to protect yourself. A fire extinguisher or other bludgeoning devices can be used.
4. Any classes outside of the school building should go to Flaherty Hall and not return to the

school building until the “all clear” is given.

5. Note: Communication to classes outside of the building when the “threat inside” announcement is made will be made through a cell phone app.
6. Note: Coming out of lock down after the “all clear” announcement is an administrative task. If individual teachers are not comfortable coming out of lockdown due to uncertainty, they can verify and communicate through phone app for confirmation.

Roles:

- Administration: Coordinate all necessary communication to staff and local EMS.
- Front Office Staff: Call 9-1-1, Parish Office and Office of Catholic Schools.
- Faculty: Remain in classrooms, protect students, take roll, and follow directions from Administration.

### **NON INTRUDER SCHOOL ACCESS RESPONSE**

Note: A true “lockdown” is designed to prevent intruder (further) access into a school building. Under a true lockdown, all school activity stops and the focus becomes 100% student safety until the “all clear” announcement is made. Other forms of lockdowns allow some school activity to proceed and are typically used in response to non-life threatening situations (severe weather).

The below terms are used for other scenarios;

- Secure In Place or Stay Put: there is no immediate threat to student safety. Often used for major cleanup procedures, internal/external chemical spills, odor, water damage, electrical issues, or injured/sick students being cared for by medical services.
- Secure Perimeter: Potential threat to student safety, typically from an external threat in the area, such as criminal activity, robbery, man hunt, etc. Building exits are locked, window shades drawn, interior classroom windows remain uncovered. Students outside are called inside. Normal classroom and internal school movement continues. Recess is canceled in this scenario.

### **HOSTAGE SITUATION**

In the event of a hostage situation;

1. If a hostage-taker is unaware of your presence, do not intervene.
2. Call 9-1-1 immediately.
3. Give dispatcher details of situation.
4. Clear hallways and restrooms, lock doors and wait for further instructions.
5. Secure area near hostage scene, lock doors (classrooms, offices, and entrances).
6. Notify Front Office.
7. Principal will notify Parish Office and Office of Catholic Schools.
8. Give control to Police and Hostage Situation Team. Document events.

If taken hostage;

1. Follow instructions of hostage-taker.
2. Try not to panic, calm students if they are present.
3. Treat hostage-taker as normal as possible.
4. Be respectful to hostage-taker.
5. Ask permission to speak, do not argue or make suggestions.

## ***SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – 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)

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 (e.g. 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 (SAMPLE LETTER)**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant 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. Every \_\_\_\_\_ years, \_\_\_\_\_ School has conducted an inspection 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 inspection, 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 requires an asbestos management plan to be in place. The \_\_\_\_\_ School Asbestos Management Plan has several on-going requirements.

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. \_\_\_\_\_, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

### ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school must install video surveillance cameras in order to maintain a safe and secure environment.

- a. At the discretion of the principal/head of school or his/her designees, video surveillance cameras may be 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 DISABILITIES

The Office of Catholic Schools recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the opportunity to provide assistance and services for students with disabilities according to the resources available within/to the school. Parents/guardians 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 Disabilities.

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.

● <b>X. EXTENDED DAY</b>
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***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) out when they are being released from the program at the end of the school day.. 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/guardian 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.

## **Daily Schedule: Extended Day**

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

3:15 – 4:00 Students are allowed to begin homework if child’s parent/guardian requests this, otherwise we emphasize free play, organized games and activities

4:00 – 4:15 Prayer and snack

4:15 – 6:00 Students are encouraged to complete homework, read quietly or may continue to play.

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

On Early dismissal days

11:30 – 1:00 Lunch

1:00 – 3:00 free play, organized activities/games

3:00 – 3:30 Snacks

3:30 –Students are encouraged to complete assigned homework or to read quietly. They may continue to participate in organized games/activities.

4:00 – 4:30 Snack

4:30 – Pick up Homework, Quiet study/reading or continued play by younger students

## ***LICENSING INFORMATION***

The Commonwealth of Virginia helps assure parents/guardians 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, 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 within 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) 676-5490

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



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4:00 – 4:30 Snack

4:30 – Pick up Homework, Quiet study/reading or continued play by younger students

## ***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/guardian any W-10 that is sent in, provided Part II is already completed by the parent.

## ***PARENTAL/GUARDIAN INVOLVEMENT***

In compliance with state regulations for state licensed programs, a custodial parent/guradian 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).

**• APPENDICES**

All forms can be found in Connect1.

**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)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)