

Elementary School Parent/Student Handbook

2009 – 2010

St. Patrick School

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Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Welcome to St. Patrick Catholic School! In choosing St. Patrick School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Patrick School for the 2009-2010 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Patrick School during the 2009-2010 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

TOGETHER LET US PRAY THAT GOD, WHO HAS BEGUN THIS GOOD WORK IN US, MAY CARRY IT THROUGH TO COMPLETION.

Sincerely,

George Elliott
Principal

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 person¹. 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.

¹Declaration on Christian Education #3

SCHOOL MISSION STATEMENT/PHILOSOPHY

The mission of St. Patrick School is to proclaim to the Good News of Jesus Christ. Saint Patrick School adheres to the Magisterium of the Roman Catholic Church and addresses itself to the development of the whole student spiritually, academically, socially, and physically. Saint Patrick School will provide a religious and intellectual environment of life-long learning that integrates the Catholic teachings of moral and spiritual truths within a Eucharistic community.

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Diocesan policies, guidelines and regulations.

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (see Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the School from enforcing its policies, but result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

Faculty and staff members shall be given 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 Diocese, the Diocesan policies guidelines or regulations shall be of controlling force and effect.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. 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 student'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.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

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

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, 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.

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:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- 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.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and 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 actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interferes with the ability of the school to perform its religious mission or to 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.

All parents (and middle school students) are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. 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, Computer Education, Library and Foreign Language (full implementation 2006-07).

Students must satisfy the following criteria to be placed in Algebra I:

- Math Composite standardized test score
National Percentile: 90 or above
- Class grade in Math : 90 or above
- Iowa Algebra Aptitude Test results: 80 or above
(Recommended time of testing – May of seventh grade year)
- Teacher evaluation/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.)

A student who does not meet this criterion must receive a favorable teacher recommendation to be considered for placement in Algebra I.

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

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:

1. Passing the Algebra I course
2. Scoring 77% on the Diocesan Algebra I exam
3. Receiving teacher recommendation for placement in the next level of high school math instruction

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

Eighth grade students must satisfy the following criteria to receive credit for Foreign Language Level I instruction and placement in high school Foreign Language Level II:

1. Passing the eight grade Foreign Language course
2. Scoring 77% on the Diocesan Foreign Language exam
3. Receiving teacher recommendation for placement in Level II

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

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Saint Patrick School uses the following textbook series and authors:

Religion:	Ignatius Press
English:	Loyola Press (Gr 6-8), Harcourt Brace (Gr K-5)
Spelling:	Harcourt Brace
Handwriting:	Concerned Communities
Reading:	Harcourt Brace
Phonics:	Harcourt Brace
Math:	Saxon (Gr 4-8), Harcourt Brace (Gr K-3)
Social Studies:	Silver, Burdette & Ginn, McGraw, Scott Foresman
Science:	Glencoe (Gr 6-8), Scott Foresman (Gr 4-5)

TECHNOLOGY

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. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

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

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. 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.
3. 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.

Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.

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. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:

- a. Messages to others shall be polite and shall not be abusive.
Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
Use of the network shall not disrupt use of the network by others.

4. The Diocese/schools make 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 or 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.

Students may only use the Internet when given specific permission from a teacher and as long as the teacher is present. If the teacher leaves the room, the student must disconnect from the Internet immediately. Unsupervised use is never permitted.

Students are to be reminded that their use of the media on school-related projects should reflect the mission of St. Patrick School. The goals and mission of the school must be foremost in all media presentations and communications.

Students are advised that any derogatory use of the name of the parish, school or any person associated with the school, including priests, administrators, teachers, staff members, parents, students and volunteers, will be considered a very serious infraction of the school's rules. This includes both online use and printed or spoken comments. Students who maintain personal websites through MySpace, Facebook or any other site are reminded to pay very careful attention to this regulation. They will be held responsible for anything posted on their site or for a posting they make on any other site. Defamation of the Catholic Church or any church, the faith, the parish, the school or any of its employees may be cause for suspension or expulsion without any prior disciplinary action. Students are also not permitted to ask teachers to be their friends on social sites such as Facebook.

Parents are not permitted to post pictures of St. Patrick students at school or on the parish grounds on their social websites and the internet.

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 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

The following time frame for homework is recommended by the Diocese:

Grades 1 and 2:	15-30 minutes
Grades 3 and 4:	30-45 minutes
Grades 5 and 6:	60-90 minutes
Grades 7 and 8:	90-120 minutes

Homework is ordinarily assigned on a daily basis. Homework should reinforce daily work, develop good study habits, and involve parents in the child's academic work. For younger students, it should foster positive attitudes, habits and character traits. For older students, it should facilitate knowledge acquisition in specific topics. We encourage the cooperation of parents in helping to foster systematic home study habits for their children by providing adequate study space, good lighting, and an environment free from distraction. Homework assignments are posted in each class and assignment books are used to record their homework assignment information. Parents are responsible for checking their child's assignment book on a daily basis.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Formal conferences between parents and teachers follow the first report card in November. Parents

can schedule their conference by signing up at the school. Parents desiring a conference with the teachers are asked to make this request in writing or to call the teacher at school. Teachers will likewise notify parents by note or by phone should an individual case require this. **As a general rule, teachers are not available during school hours.** Arrangements must be made to see them either before or after school. **Please do not call the teacher at home or visit the classroom without an appointment.**

Parents wishing to confer with the principal about a child are welcome to do so after having first conferred with the child's teacher.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-3:

1	(O)	97-100 (reserved for exceptional student performance)
2	(VG)	90-96
3	(S/G)	89-76
4	(I)	70-75
5	(U)	Below 70
*		Indicates modified curriculum

Academic Program

A numbered grade is indicated in the appropriate box for each subject area.

* (asterisk) Indicates modified curriculum

It should be noted that for Primary Progress Reports, the established scale (1 -5) has not been designed to be synonymous with the traditional letter grades (A, B, C, D, F).

Grades 4-8 use numeric grades. Below 70 is designated by an F.

Codes for Social and Work Characteristics

ME Meets Expectations
NI Needs Improvement

Codes for Effort and Arts & Skills:

Outstanding
Above Average
Average
Below Average
Unsatisfactory

Report cards are issued four times a year based on nine-week periods. The yearly average, the average of the year's four marking periods, is recorded on the child's permanent record file in the school office. Report cards must be returned to the classroom teacher within 5 days of issuance.

Interim reports are issued mid-quarter in grades 1-8. These reports indicate student progress, skills, strengths, and/or deficiencies.

Students in grades 4-8 are eligible to receive academic recognition following each grading period. Second Honors (Honor Roll) is determined by a grade in each subject of 85 or above. First Honors (Principals List) indicates that the student has achieved a 93 or above in each subject. In addition, a student must receive a (ME) Meets Expectations or better in all special subjects to be eligible for the honors program

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.

- 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.

- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- 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.
- 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.

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:

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

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

Age for Admission to Kindergarten

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. 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: Pre-school – Grade 5

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of custody where applicable
- 4) Current report card and previous academic years' report card as applicable
- 5) Standardized test scores and previous years, if applicable
- 6) **Completed Diocesan Application Form (Appendix J)**
- 7) A non-refundable application fee
- 8) A fully executed MCH-213 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 immunization as required by the Code of Virginia
 2. Current Certification of Immunization
 3. Physical examination covering all required aspects as mandated on the MCH-213, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- 9) Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

Requirements for Admission to Grades 6 – 12

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of exact dates of immunization
- 4) Records from previous school, including standardized test scores
- 5) Proof of custody where applicable
- 6) Completed Diocesan Elementary or High School Application Form (Appendix J)
- 5) Current Certification of Immunization
- 7) A non-refundable application fee
- 8) If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former 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).

Foreign Students

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

- A. Foreign students who apply for admission to a Diocese of Arlington School will be considered for admission, if all the following requirements are satisfactorily demonstrated:
1. Students with F-1 Visas:
 - a. if a foreign student is a baptized Catholic, valid proof of baptism is required;
 - b. student guardian has guardianship of no more than two students at same local address;
 - c. documentation of legal guardianship
 - d. tuition payment is made in full upon admission;
 - e. if the student is represented by an educational consulting firm, an I-20 Sponsorship Survey is completed and returned to the Office of Catholic Schools.
 2. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Immigration and Naturalization Service I-20 form for eventual admission and stay in the United States as an F-1 student. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
 3. In order to maintain a better accounting of F-1 (non-immigrant) status students, the Immigration and Naturalization Service requires ongoing accounting. In that regard, schools are responsible for reporting the status of these students via the Report on Status of F-1 (non-immigrant) Students form. Specifically, the school shall:
 - a. Report each semester to the Office of Catholic Schools regarding the status of any F-1 (non-immigrant) student as long as that child is enrolled in the school;
 - b. Notify the Office of Catholic Schools if an F-1 (non-immigrant) student who has been issued an I-20 and has been accepted by that school, fails to report to the school within 30 days of the designated start date;
 - c. Notify the Office of Catholic Schools within 15 days when an F-1 (non-immigrant) student transfers to another school or departs the United States;
 - d. Report any legal change in the name or address of an F-1 (nonimmigrant) student within 10 days.
 4. Foreign students enrolling in a school in the Diocese must show a B-1 or a B-2 Visa. In addition to a B-1 or B-2 Visa, any foreign student seeking temporary enrollment, must provide the following documentation:
 - a. Diocesan Emergency Care Form
 - b. State Immunization Form
 - c. Local Admissions Forms
 - d. Signed statement indicating no grades will be given (i.e. the student is maintaining audit status)
 - e. Tuition Agreement
- B. Foreign students who enroll in a school in the Diocese for the first time must provide

documentation they are free from communicable tuberculosis.

- C. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she is a refugee, asylee, parolee, lawful non-immigrant, or permanent resident, may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

ABSENCE/TARDINESS/LEAVING SCHOOL

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

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
2. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is

made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

3. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

Tardiness

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

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

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

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

Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ATTENDANCE/REPORTING PROCEDURES

Absence

A student must be present in school for at least 4 hours, or he/she will be considered absent.

Each absence from school requires a note from a parent or guardian stating date(s) and reason(s) for the absence.

In case of absence, the student is expected to fulfill requirements for make-up work and tests upon the day of return.

If an outside-of-school-hours function, such as a middle school dance, student social, etc., is held on a day that a student is absent from school, the student is not permitted to attend that function. In the spirit of this policy, it is expected that the student will not attend sports practices or games on the

day of an absence.

Tardiness

One privilege we have in sending our children to Catholic school is the freedom to pray in school. The school day at St. Patrick begins with Morning Prayer. Tardiness disrupts the class, interferes with students' progress in school and is a distraction to teachers, staff members, and other students. It is a parent's responsibility to ensure that their child is at school on time. In order to preserve the sanctity of the opening prayer and to minimize disruption, the following procedures will be observed:

1. Morning daycare in parish hall begins at 7:00 a.m. and ends at 8:00 a.m. Students not in daycare may enter through the parish hall door at 8:00 a.m. Students will be dismissed from the hall at 8:10 a.m. to their classrooms to begin instruction.
2. Students arriving after 8:20 a.m. are late. The tardy student's parents and/or driver are responsible for escorting their child(ren) to the office to sign in before being admitted to class. Tardy students will be admitted to class after Morning Prayer.
3. Continued chronic tardiness may result in detention or other disciplinary action to be determined by the principal or the priests.

Medical excuses

Doctor and dental appointments should be made on non-school days or before or after school if possible. Requests for early dismissal should be written by the parent and sent to the school with their child. An absence of more than one week that necessitates a visit to the doctor requires a physician's note that the student is able to return to school.

Anticipated absence

Parents should notify the school if they wish to take their children out of school for several days for personal or medical reasons. The school is under no such obligation to provide a tutor, makeup work, or a special testing schedule for such absences. The principal in his discretion will determine the conditions and terms governing such absences. Parents are asked to use the school calendar and daily schedules to plan for departures, vacations, and medical appointments.

Release of students

Students are released only to parents, or responsible persons designated in writing by the parent or guardian. Parents are not permitted to go into the classroom to pickup their children. Parents

should come to the office to sign their child out.

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" from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student's records.

ARRIVAL AND DISMISSAL

We have no bus service available, and student transportation is by car, carpool, or other arrangements. It is important that you follow the established patterns of drop off and pickup procedures. Please pull your car all the way up the incline where the curb stops when dropping off your children. After children exit the vehicles all drivers will be given the sign to proceed out of the parking lot. **DO NOT PULL OUT AROUND CARS.** The next wave of cars will be directed to pull up and repeat the arrival procedure.

If you are walking your child to the door, please enter the parking lot via U.S. Ford road and park your car on top of the hill in front of the church. Please do not enter the school by using the doors to the church. Please exit via U.S. Ford Road when you leave the parking lot. Do not park your vehicles on the side of the church and school and let your children out. The school building opens at 8:00 a.m. Please do not drop off your children before 8:00 a.m. unless they are in the morning extended day care program. Students who arrive before 8:00 a.m. that are not enrolled in the morning extended day will be placed in the program and their parents will be charged the hourly rate.

Please do not come into the building during dismissal. Those parents wishing to pick up their children by walking to the door, will be able to do so at 3:35 p.m. Please park in the upper lot. Parents in the carpool line will enter and exit the parking lot via Elys Ford Road. Staff members will direct drivers to pull their cars all the way up the hill. After all cars are full you will be directed out of the lot in order. The next wave of cars will pull up and the process will be repeated. Children u\not picked up by 3:40 p.m. will be placed in extended day and the regular extended day charges will apply.

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. 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 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.

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, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

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

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

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

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

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first, according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

SCHOOL VISITORS

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

SCHOOL COMMUNICATIONS

Principal's Communication

The principal communicates through a weekly column in the PTO newsletter. The principal may send home memos and letters from time to time to make parents aware of obligations, events going on in the school, and schedule changes.

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.

Communication to parents is through a weekly folder sent home with the students on Wednesday of each week.

TELEPHONE USE/MESSAGES FOR STUDENTS

At times there are appropriate reasons for students to use the school telephone. Students must seek permission both from his/her teacher and from the administrative office and state the reason prior to using the phone. Students may not call home for missing assignments.

Parents are asked to refrain from calling the school office with messages to be relayed to children unless there is an emergency.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Schools (K-8) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

- Each school must make up the first five (5) days missed either by borrowing days from spring break or holidays (e.g. Memorial Day) or by extending the school year;
- Days 6-10 do not need to be made up;
- For days 11 and on, schools may either add the necessary days to their calendar or borrow days from spring break or holidays. In addition, schools may extend a previously scheduled half day to make up those days that were missed due to weather and/or emergencies.

Cancellation of school, delayed openings or early closings due to inclement weather will be announced on WFLS 93.3 or WBQB 101.5. These stations also have web sites that update closings or delays. We are aware that many people work and are unable to know about such announcements. Please find a friend who will contact you. We do not have the facility to contact individual parents.

PHOTOS AND OTHER MEDIA

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from 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 (see 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 or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. 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.

FIELD TRIPS

- Field trips are privileges 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 student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (see Appendix).
- In the event private automobiles/vehicles of students, parents, or other authorized adults 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. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip.
- 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.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, 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.

Parents who help chaperone field trips may not bring their other children not in the class on the trip.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

Based on the principal/administration's decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not 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.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies.

The 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 or infractions against the school's code of conduct).

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist should be held by and for the graduates close to the date of graduation.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and 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.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

FUND-RAISING

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

For safety reasons students are not permitted to partake in door-to-door fundraising activities.

TRANSPORTATION/PARKING

We have no bus service available, and student transportation is by car, carpool or other arrangements made by parents. Please do not park by the basketball goals during the day. We need to leave that area available to the children at recess time.

Due to fire and safety regulations, it is imperative that no cars are parked unattended in front of the church or school at any time.

FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

Application Process & Requirements

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
 - A baptized Catholic or convert officially received into the Church
 - Family resides within the boundaries of the Diocese of Arlington
 - Family is registered and an active member of the parish
 - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. 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.
- d. 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.
- e. 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

FACTS Tuition Management collects tuition for the school. Payments begin on August 5th or 20th. Ten automatic monthly payments each month can be made through a checking or savings account. FACTS enrollment forms are available in the office. Parents may opt to pay tuition in full by August 1st. This payment is made directly to the school.

TUITION AND OTHER FEE SCHEDULES

Below is our tuition scale for the 2009-2010 school year.

Number of Children	Active Parishioner Rate	Catholic Non-Parishioner	Non-Catholic
Pre-3	\$1,628.00	\$1,628.00	\$1,628.00
Pre-4	\$1,943.00	\$1,943.00	\$1,943.00
1 Child	\$4,058.00	\$4,865.00	\$5,775.00
2 Children	\$5,969.00	\$7,229.00	
3 Children	\$7,581.00	\$8,978.00	

Families with 3 or more children pay the 3 children tuition rate. Pre-school tuition is separate and does not apply to the 2 or 3 children rate. There is a \$25.00 non-refundable registration fee for all students. This fee is due at the time of registration. Also, there is a \$175.00 non-refundable book fee for all K-8 students and a \$25.00 lab fee for all middle school students. These fees are due on the 1st of June or upon acceptance for those who register at a later date.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

When a student 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 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 car pool 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 to 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.

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 participating in a school-sponsored activity (such as athletics or theater).

STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

- Teachers have a right to teach. No student will stop the teacher from teaching.
- 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:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property (see also *Care of School Property*)
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the school's cell phone policy
10. Will comply with the Internet Acceptable Use Policy
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (see also *Dress Code*)
14. Will not give or receive unauthorized assistance on tests, quizzes or assignments

15. Will not leave school grounds during the school day for any reason without permission from the principal/administration
16. 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 also *Substance Abuse/Weapons* and *Inappropriate Materials*)
17. 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 will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*)
18. 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.
19. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

SUBSTANCE ABUSE/WEAPONS

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

1. It is unlawful for any person to manufacture, sell, or 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.

2. 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 or tobacco 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 will be notified. 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.
3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (See Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.
4. 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 nunchucks 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 appraise 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:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

SPECIFIC DISCIPLINARY POLICIES

Students who violate the code of conduct explained in this handbook or that given by their teachers can expect a disciplinary consequence. Each offense will be dealt with on an individual basis according to the age of the child and the frequency of disciplinary infractions. Minor offenses of the code of conduct will ordinarily be dealt with in the following ways:

Verbal warnings and reminders

Conference between the student, teachers, and/or principal

Loss of minor privileges such as eating with friends at lunch and free dress days

Assignment of special tasks

After school detention and/or Saturday detention

Conference with the parents

If a middle school student receives 3 homework warnings (failure to complete assigned work) in a grading period, each subsequent homework warning will result in a grade of zero. Additionally, the student will be assigned after school detention on the third homework warning and each subsequent warning from 3:40 until 5:00 pm on a designated day by the principal. Students will work

independently on academic assignments or character essays during detention. Physical work around the parish grounds may also be assigned during detention. A mandatory principal-parent-student-teacher meeting will be held after the fourth warning. The purpose of this meeting will be to determine strategies to help the student complete their assignments. More serious infractions of the behavior code when they occur at school or during school activities may result in immediate detention. These include, but are not limited to, wearing an improper uniform (see page 35), disrespect or disobedience to faculty, staff, or parents working in the school, or cruelty to other students. A meeting may be held with the parents, student, principal, and middle school teachers for serious infractions. The student and parents will agree to and sign a Behavior Contract at that meeting. The following infractions may result in detention, Saturday morning detention, in-school suspension, and/or possible expulsion:

Fighting

- Extreme disrespect to a faculty or school staff member or insubordination
- Verbally threatening a student, teacher, or staff member
- Possession of a weapon (knife, gun, or any object that can cause harm)
- Vandalism of school property
- Possession of drugs, alcohol, or tobacco products
- Possession of pornographic materials
- Disrupting the teaching and learning process in the classroom
- Use of foul language, particularly the improper use of God's name
- Any form of sexual harassment
- Any form of cheating, lying, or stealing

The following materials are not allowed on the school grounds and are subject to suspension and possible expulsion:

Toy guns, pocket knives, cell phones, pagers, fireworks, laser pointers

Saturday Detention periods for middle school students will be from 8-11 a.m. The principal or his designee shall supervise the detention period which will have a two-fold purpose. It shall be a time of spiritual renewal and school/church service.

Off-Campus Conduct

The administration of St. Patrick School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

SUSPENSION

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

correcting the situation.

The failure of 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.

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, the school may take corrective action. Such corrective action may include dismissal of the parent's child(ren).

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:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. 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;
4. 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.

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

A parent whose child is expelled may appeal this decision by writing to the Superintendent of Schools within 5 working days from the time of written notification. If an appeal is made, the superintendent will appoint a hearing panel to evaluate the decision to expel. The hearing panel will be composed of two principals, one pastor and one member of the Office of Catholic Schools. The

parent(s) making the appeal is/are permitted to bring legal counsel. Counsel's participation during the appeal hearing, however, is restricted to providing advice/communication to their client only. The OCS member shall be an advisory non-voting member of the panel. The decision of the appellate panel is final.

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 in the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to 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:

- The principal, the assistant principal, or the principal's designee shall be alerted;
- The police officers shall report to the principal's office;
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired;

- The principal or a school representative shall be present;
- 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

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

A student's appearance, self-respect, and performance tend to complement each other; hence, reasonable care and neatness in regard to dress and appearance are required of all students. Saint Patrick students are expected to follow rules of good grooming and modesty. Uniforms for students in Kindergarten and above are to be clean and in good repair. By complying with school rules regarding the wear of proper school uniforms, children are learning about responsibility and individual pride. **All uniforms and accessories with the exception of blouses, socks, and belts must be purchased through Flynn and O'Hara Uniform Company.** Flynn and O'Hara uniforms may also be purchased in uniform exchanges. A uniform non-compliance warning will be issued for lack of uniform compliance. A notice will be sent home to be signed by the parent and student. Students with three violations per quarter of the uniform code will be assigned after school detention. Detention will also be assigned for each subsequent violation. Parents may be called to bring appropriate attire.

Students shall come to school dressed appropriately for the weather. Warm coats, hats, gloves, or mittens shall be worn on cold days. If the outside temperature is below 40 degrees, students must wear appropriate outer clothing or they will not be allowed outside at recess.

Shirts must remain neatly tucked in to visibly display the waistband of the girls' skirts, the belts of the boys' and girls' trousers and shorts, and the waist bands of the PE uniform. Pants and shorts must be pulled up around the waist.

Girls' jumpers and skirts may not be more than one inch above the knee. Parents are asked to exercise caution in hemming them at the beginning of the school year. No part of the uniform may be rolled. Socks may not be pushed down into the shoes and must be visible at or above the ankles. Students are not permitted to wear makeup. Girls may only wear clear fingernail polish. Students are not permitted to bring cosmetics, including hair spray, nail polish, cologne, perfume, or aerosol deodorant to school. Girls' earrings must be small posts. Hoops and dangling earrings are not permitted. Wrist and ankle bracelets are not permitted. Boys hair should be trimmed at or above the collar. Hair must be above the eyebrows. Hair that covers the eyes is not acceptable. Hair dyed in an extreme or outlandish color is not permitted. Extreme hairstyles are not permitted. Boys are not permitted to wear earrings. Students may only wear religious medals or necklaces, a watch, and one ring per hand. Students are not permitted to wear tattoos or tattoo transfers. Students may not wear non uniform sweatshirts, sweaters, or jackets in class, in the lunchroom, or at mass. Jackets may be worn for recess or physical education classes held outdoors. Students who are cold must wear the school sweatshirt or sweater.

Each student in grades K-8 is required to wear the school uniform. Uniforms can be purchased through Flynn and O'Hara Uniform Company located at Fair City Mall 9650 Main Street Fairfax, VA. Their phone number is 703-503-5966. Boys and girls may wear their Cub Scout or Girl Scout uniforms on a designated day each week. Cub Scouts must wear dress pants and shoes with their uniform shirts.

GIRLS

Jumpers: green plaid with kilt front or newer dropped waist style (Grades K-5)

Skirts: green plaid (Grades 6, 7, and 8)
Blouses: white with peter-pan collar, short or long sleeves (K-5)
green polo shirt (long or short sleeves) with school logo or buttoned-down collared
white oxford shirts (Grades 6, 7, and 8)
Sweater: cardigan, green with school logo
Socks: ankle (solid white; the ankle must be covered), crew or knee socks may be hunter
green, white, or navy
Tights: solid colors in hunter green white, navy, or black
Vests: green sweater vest or green long vest (weskit) (Grades 6, 7, and 8)
Pants: khaki or black (K-8) with green polo uniform shirt

BOYS

Trousers: green twill
Shirts: white polo knit shirt (long or short sleeves) with school logo
Sweater: cardigan, green
Belt: black or brown leather (mandatory in grades 3-8, optional in grades K-2)
Socks: hunter green, black, or navy

*Students are not permitted to wear sweaters or sweatshirts that are not standard Flynn and O'Hara sweaters or sweatshirts with their uniforms. Green or grey uniform sweatshirts may be worn with the uniform.

PHYSICAL EDUCATION UNIFORMS BOYS AND GIRLS

Gray Tee-shirt with school logo
Green shorts with school logo
Green sweatshirt with school logo or grey hooded sweatshirt with school logo
Green sweatpants with school logo
White socks
Sneakers(predominately white or black in color)
PE uniforms, jumpers, skirts and knit shirts must be bought through Flynn and O'Hara Uniform Company or through the school uniform exchange. Students are to wear their PE uniforms to school on their scheduled PE day. No other athletic wear is permitted.

SHOES FOR GIRLS OR BOYS: Sturdy tie shoes with matching shoelaces or loafer style shoes in navy, black, or brown are acceptable for all students. Saddle oxfords for girls are acceptable. Sandals, clogs (shoes with out a back), or shoes with an open toe are not permitted. Velcro closures are also permitted. Shoelaces must be the same solid color as the shoe. Shoes must be tied using a criss-cross style with the laces tied at the top of the shoe on the tongue. Heelies may not be worn at all including free dress days.

An optional warm weather uniform is offered. Boys and girls may wear khaki shorts (cuffed for girls, plain for boys). A black or brown belt must be worn of students in grades 3-8. Girls may wear a green polo uniform shirt. Boys may wear the green or white uniform polo shirt. Girls in

grades 6-8 wear their skirts with the uniform shirts. White socks and sneakers that are predominately black or white in color are to be worn with the warm weather uniform. This uniform may be worn until October 1, weather permitting and again in late spring. The principal will announce the warm weather uniform dates for spring at a later date. The warm weather uniform must be purchased from Flynn and O'Hara Uniform Company.

FREE DRESS DAYS

When students are permitted to dress out of uniform on a school day or at a school function, including Middle School dances, they must adhere to the following dress code:

Shirts or other pieces of clothing featuring any type of a musical group or with a questionable message are absolutely forbidden. Wearing such a shirt or piece of apparel would be considered a serious violation of the discipline code.

Clothing must be neat and appropriate for school or the scheduled activity.

Girls' skirts or dresses must be of a modest length (no more than one inch above the knee).

Skirts must go below the waist.

"Belly shirts", halter tops, spaghetti straps, tight shirts or backless dresses or tops may never be worn.

Clothing must fit appropriately, being neither too tight or too loose.

When it is permitted that shorts may be worn, they must extend to the bottom of the wearer's fingertips. Short shorts are never permitted.

Students who come to a school function with inappropriate clothing will wait in the office until their parents can pick them up.

Please label your child's clothing and possessions with his/her name.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions:

Cell phones

Pagers

iPods, CD or tape players

Trading cards

Pocket knives

Toy guns

Fireworks

Cosmetics-including hair spray and make-up

Laser pointers

PLAYGROUND REGULATIONS

Be polite and courteous to all
Students must remain in their assigned areas at all times
No horseplay or rough play
No profanity or foul language
No playing in the woods or on the hill

LUNCHROOM REGULATIONS

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

Students are under the supervision of the classroom teachers in the lunchroom. Students are expected to talk quietly, using proper manners and remain seated. During lunch, cooperation is required by the students to maintain order and to keep the area clean for others. After lunch, the children are responsible for removing their litter and replacing the chairs neatly in place. Proper receptacles are available for the disposal of trash.

HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington 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 activities 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.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee, or volunteer with the Diocese,

- must comply with applicable reporting and other requirements of state and local law;
- must report the incident to the Moderator of the Curia of the Diocese of Arlington.

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 the school principal who in turn will call the Moderator of the Curia, and then contact the Child Protective Services Agency. At that point, confidentiality must be respected.

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

ACCIDENTS AND FIRST AID

The school nurse or principal’s designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory faculty/staff member, treatment/action taken, etc.) in the individual student health record. A separate Diocesan Accident Report Form (see Appendix F-7) is completed for all significant accidents or injuries that may require treatment outside of school. A copy of the accident report is retained as a separate, internal school record, with the original forwarded to the Diocesan Insurance Risk manager at the Chancery within 72 hours of the accident or as soon as possible in the case of major accidents and/or injuries.

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition.. In addition, staff may secure 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, 2nd edition*.

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

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

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:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. 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;

4. When there is a health care provider's written order signed by the parent / guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. 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;
6. When the appropriate medication authorization form (see Appendix) has been completed, signed and accompanies the medication;
7. 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 that are to be divided in order to achieve their child's proper dosage.

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 (see Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

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

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

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

SPECIALIZED STUDENT CARE NEEDS

The parent of any student 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.

PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY

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

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 health care provider 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.

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

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-213).

- a. 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 CRE-1 form, which will be retained in the student health record.
- b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

Children 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 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.

School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

Lice are tiny insects that survive on human blood. Head lice are about as big as a sesame seed and may live on the human scalp. Head lice usually pass from child to child through shared combs, hats, and other personal items. One of the most common symptoms of lice infestation is itching. If you notice your child repeatedly scratching, you should check for lice. Live lice can be difficult to locate because they move quickly and don't like bright light. But their nits are easier to see. Closely examine the scalp in natural light and look for eggs attached to the hair shaft. Also, inspect under the child's finger nails. Do not send your child to school if you suspect head lice. Check with your pediatrician for proper instruction on how to treat head lice. Children with head lice may not return to school until the condition is fully treated.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with; Hepatitis and HIV 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 are held monthly. Students are trained to leave the building quickly and quietly, if the fire alarm rings.

SEXUAL HARASSMENT--STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

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, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, 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. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official

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

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (see Policy 616.5).

Parents should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

BULLYING AND CYBERBULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a) Physical intimidation or assault
- b) Extortion
- c) Oral or written threats
- d) Teasing
- e) Put-downs
- 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 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 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.

- a) Consequences for students who bully others shall depend on the results of the investigation and may include:
 - Counseling
 - Parent conference
 - Detention
 - Suspension and/or Expulsion
- b) 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.

STUDENTS WITH SPECIAL NEEDS

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

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. 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 accommodations through a Student Assistance plan written at the Catholic school. The refusal to provide such information is grounds for terminating enrollment in the school.

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

EXTENDED DAY

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 V. General School Policies regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology), apply to the Extended Day Program.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products,

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

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

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

Standards for licensed child day centers address certain health precautions, adequate play space, 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
11320 Random Hill Road, Ste. 200
Fairfax, VA 22030
(703) 934-1505

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA 22186
(540) 347-6345
Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008
(804) 662-9743

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

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

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

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-549

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. The school will send home optional policies each fall for the families to consider.

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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