

Elementary School Parent/Student Handbook



2023-2024

Fr. Tom Bourque, T.O.R, Pastor
Mrs. Denise Rutledge, Principal
Mrs. Lisa Carson, Assistant Principal



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

Table of Contents

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1
Diocesan Philosophy of Catholic Education.....	1
Diocesan Mission Statement.....	1
School Mission Statement/Philosophy	1
Student/Parent Handbook	2
Parental/Guardian Role.....	2
Sexual Identity Policy	3
Non-Discrimination Clause	4
Non-Catholic Students	4
II. ACADEMICS	5
Curriculum	5
Virtual Instruction.....	7
Implementation of Family Life Program	8
Textbooks/Supplemental Materials	8
Technology – Responsible Use Policy	9
Testing.....	12
Homework.....	12
Suggested Time Allotments.....	13
Parent-Teacher Communication	14
Scheduling and Other Conference Information	14
Grading/Report Cards	15
Grading System.....	15
Academic Progress Scale.....	15
Indicators for Effort, Specials, and Personal Development:.....	15
Promotion/Retention/Placement Policy	16
School Counselors	16
III. ADMINISTRATIVE PROCEDURES	18
Admissions.....	18
Diocesan Initial Admission Requirements.....	18
Age for Admission to Kindergarten.....	18
Requirements for School Admission: Preschool – Grade 5.....	18
Requirements for Admission to Grades 6 – 12.....	19
General Conditions of Admission.....	20
F-1 (Non-Immigrant)	20
Class Placement	22
Attendance	23
Diocesan Policy for Attendance Requirements	23
Absence/Tardiness/Leaving School.....	23
Tardiness	24

Absences for Other Reasons	24
Attendance/Reporting Procedures	24
Transferring to Another School	26
Arrival and Dismissal	26
Lunch/Milk Program.....	29
 IV. GENERAL SCHOOL POLICIES	 29
Administrative.....	29
Student Custody and Guardianship.....	29
Access to Records	29
Transfer of Records.....	30
Confidential Academic Records	30
Retention of Records.....	31
School Visitors.....	31
School Communications	31
Principal's Communication	32
Take-Home Communication.....	32
Telephone Use/Messages for Students	32
Inclement Weather/School Closings.....	32
Photos and Other Media.....	33
Media Center.....	34
Field Trips	34
Overnight Trips.....	36
March for Life Policy.....	36
Graduation Requirements/Ceremonies	36
Parent Organizations.....	37
FundRaising	37
Transportation/Parking	38
 V. FINANCES	 38
Diocese of Arlington Tuition Assistance Program	38
Application Process & Requirements	38
School Tuition Policies	39
Tuition and other Fee Schedules.....	39
 VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES	 41
Participation	41
Transportation of Athletes	42
Supervision of Students	42
 VII. STUDENT RESPONSIBILITIES & BEHAVIOR.....	 43
Code of Conduct	43
Substance Abuse/Weapons	44
Discipline	45

Use of Disciplinary Action	45
Disciplinary Measures	46
Specific Disciplinary Policies	46
Suspension	47
Expulsion	47
Student Regulations and Procedures	48
Students and Student Property Searches	48
Interrogation of Students	48
Students and Student Property	49
School Lockers and Desks	49
Care of School Property	49
Dress Code	50
Uniform Requirements & Other Pertinent Information	50
Inappropriate Materials	56
Playground Regulations	57
Lunchroom Regulations	58
 VIII. HEALTH, SAFETY, & WELFARE	 59
Student Health, Safety, & Welfare	59
Prevention of Sexual Misconduct and/or Child Abuse	59
Wellness Policy	59
Accidents and First Aid	59
Illness	60
Medication Administration Overview	60
Specialized Student Care Needs	62
Toileting/Incontinence	62
Use of Crutches	63
Life Threatening Allergy	63
Control of Communicable Diseases	63
Disease	63
Lice	64
Bloodborne Disease	65
Fire/Emergency Drills	65
Harassment	66
Sexual Harassment and/or Sexual Abuse – Students	66
Hazing	67
Bullying	68
Respect For Life	69
Asbestos Mandatory Yearly Notification	69
Asbestos Notification	69
Video Surveillance Cameras	70
 IX. STUDENTS WITH DISABILITIES	 71
 X. EXTENDED DAY	 71

Extended Day Program	71
Crisis Management/Emergency Preparedness Plan.....	72
Over-the-Counter Skin Products	72
Licensing Information.....	72
Insurance	74
Tax Information	74
Parental/Guardian Involvement	74
 APPENDICES	 74
School Forms	
Additional School Information	
Diocesan Forms:	
Permission for Emergency Care Form (<i>Appendix F-1</i>)	
Confidential Student Health History Update (<i>Appendix F-1A</i>)	
Virginia School Entrance Health Form (<i>Appendix F-2</i>)	
Asthma Action Plan with Indemnification (<i>Appendix F-3</i>)	
Nebulizer Treatment Log and Procedure (<i>Appendix F-3A</i>)	
Anaphylaxis Action Plan with Indemnification (<i>Appendix F-4</i>)	
Diabetes Quick Reference and Indemnification (<i>Appendix F-5</i>)	
Virginia Diabetes Medical Management Plan (<i>Appendix F-5A</i>)	
Diocese Medication Authorization Form (<i>Appendix F-6</i>)	
Student Injury Accident Report (<i>Appendix F-7</i>)	
Wind Chill Factors/Heat Stress Index (<i>Appendix F-15</i>)	
Certificate of Religious Exemption (<i>Appendix F-18</i>)	
Seizure Action Plan (<i>Appendix F-20</i>)	
Photo, Press, Audio, and Electronic Media Release for Minors (<i>Appendix N</i>)	
Parent Permission for School Sponsored Trip Participation.English (<i>Appendix R</i>)	
Permiso De Los Padres Para Excursiones Patrocinados Por La Escuela.Spanish (<i>Appendix R-A</i>)	
Use of Personal Vehicle (<i>Appendix R-1</i>)	
Elementary/Middle School Handbook Agreement Form (<i>Appendix AG-1</i>)	

August 2023

Dear St. Joseph Catholic School Families-

Welcome to the 2023-2024 school year! I am excited to welcome all our SJS families, extending a warm embrace to our returning students and a heartfelt welcome to those joining our family for the first time.

Our school has always been a place where students can discover their strengths and cultivate their passions as they grow in wisdom and faith through service to God. Our theme this year, ***“Let the love you have in your hearts be shown outwardly in your deeds,”*** (St. Clare of Assisi), reflects our firm belief that education is not just about gaining knowledge but also about fostering character and spiritual development. Rooted in the teachings of Jesus Christ, we seek to nurture curious minds, as well as hearts that are steadfast in their love for God and for one another.

Our dedicated team of educators is committed to providing a nurturing environment where every student can flourish academically, emotionally, and spiritually, and the following initiatives have been identified, reflecting the SJS tradition of meeting the individual faith formation and academic needs of our students. Specifically,

- Continue strengthening our Catholic identity by exposing our students to the rich traditions of the Catholic Church, with particular focus on the sacramentals, as well as our Holy Name Honor Guard dedicated to reverence of the Holy Name of Jesus.
- Continue to broaden the opportunities for student growth in STEM and STEM-related experiences. Specifically, this year we look to further integrate the “outdoor classroom” into weekly instruction, focusing on gardening and environmental sciences.
- Continue to develop on-going differentiated instruction initiative to meet the diverse learning needs of our students, specifically this year expanding training for K-3 teachers in the latest research from the science of reading, incorporating decodables and Orton-Gillingham strategies.

Mindful of the importance of community, our energized PTO Board is hard at work planning many events that will take place throughout the year. I am grateful to the PTO Board for their hard work and our strong partnership that benefits our students and forms the foundation for a successful and rewarding school year. Additionally, I look forward to working with our parent volunteers, and thank you in advance for your immeasurable contribution to our great school!

.

It remains for me an honor and a privilege to serve the SJS community. I am humbled by the hard work of our outstanding teachers and staff. I am forever thankful for the partnership with parents and the unwavering commitment of our friars to provide the best environment for our students.

If you have any questions, or if I can be of any service, please let me know.

Denise Rutledge
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations teaching them to carry out everything I have commanded you.

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Saint Joseph Catholic School exists to teach Catholic Doctrine, to foster academic excellence, and to build community by embracing the Gospel values through service to others.

Anchored in Christian service, Saint Joseph Catholic School strives to live out the Gospel of Jesus Christ, our Master Teacher. We are committed to partnering with parents to foster the development of each unique child who is made in the image and likeness of God.

We value the whole child and embrace the responsibility to guide their spiritual, emotional, social, and academic growth. At Saint Joseph Catholic School, all children are nurtured and empowered to develop their gifts and talents, learn from their missteps, and realize their full potential.

In concert with our parents, St. Joseph Catholic School participates in the formation of the children as they grow in the love of Christ, commitment to faith, and service to others in the world. This mission of unity will instill a foundation that empowers the students, who are the learners of today, to be the teachers of tomorrow. The Christ-like atmosphere of respect, love,

and concern becomes the framework for the instructional program at St. Joseph Catholic School, inspiring a lifetime value system for each student.

STUDENT/PARENT HANDBOOK

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). An acknowledgment form will be provided to students upon receipt of the handbook and the form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

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

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

PARENTAL/GUARDIAN ROLE

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

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

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

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's

Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

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

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

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

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

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

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic

schools and when persons choose careers in Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

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

In light of the unique situations which may arise in the educational process, and because it is

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

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

II. ACADEMICS

CURRICULUM

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

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

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

GRADES FIVE TO SIX

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 5th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year).

- d. Favorable teacher and principal recommendation.

GRADES SIX TO SEVEN

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

GRADES SEVEN TO EIGHT

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above.

- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

VIRTUAL INSTRUCTION

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

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Algebra 1	Houghton Mifflin	Structure & Method I
	Gina Wilson	All Things Algebra
English	Harcourt & Brace	Trophies/Language Handbook
	Loyola Press	Voyages in English
Geometry	Houghton Mifflin	Geometry
	Gina Wilson	All Things Geometry
World Language	Pearson Prentice Hall	Realidades A/B
		Spanish is Fun Book 1
Math	Sadlier Oxford	Progress in Math
Handwriting	Zaner-Bloser	Handwriting
Pre-Algebra	McDougal Littell	Pre-Algebra
	Gina Wilson	All Things Pre-Algebra
Reading	McDougal Littell	The Language of Literature
	Pearson	Reading Street
	Sadlier	From Phonics to Reading
Religion	Loyola University	Christ Our Life
	William Sadlier	The Jesus Story
	Sophia Institute	Spirit of Truth
Science	Discovery Education	TechBook

Social Studies	Discovery Education McDougal Littell Scott Foresman	TechBook Creating America Virginia
Spelling	Word Study	
Vocabulary	Sadlier Oxford	Vocabulary Workshop

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.

- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive.
 - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
 - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.

- xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
- l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, videos, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

CELL PHONE POLICY

Students are not permitted to use or carry cellphones during the school day and may not be used by the student during arrival or dismissal. Cell phones must remain in the backpack, locked in the locker, and in the off or silenced position. Disruptions to class, or violations of student privacy caused by a student using a cellphone will be dealt with on a case by case basis.

Any student who brings a cell phone to school assumes responsibility for the phone. St. Joseph Catholic School is not responsible for any loss, theft, damage or other consequence to the cell phone.

Cell phones in use during any time will be confiscated by the teacher in charge. Cell phones will only be returned to parents, who must come into the school to retrieve the phone. Repeat violators will be charged \$10.00 per offense.

TESTING

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

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

Saint Joseph Catholic School follows the standardized testing program below:

Kindergarten	PALS KAMC – Kindergarten Assessment Competency of Math	September/May
Grades 1 – 2	PALS Reading A-Z	Fall/Spring
Grades 3 – 7	Virginia NWEA Map Growth assessment	Fall/Winter/Spring
Grade 5	Assessment of Catholic Religious Education 1	April
Grades 6 – 7	Iowa Algebra Aptitude Test	May
Grade 8	High School Placement Test	November
	Assessment of Catholic Religious Education 2	April
	World Language Exam	May

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 suggested time allotment for homework depends on the type of assignment and the age and grade of the student. Kindergarten may occasionally have homework assignments or projects. No definite time limit can be determined for all grades since students work at different speeds. The following is merely a general guide for written work:

Grades 1 and 2	20-30 minutes
Grades 3 and 4	45-60 minutes
Grades 5 and 6	60-75 minutes
Grades 7 and 8	75-120 minutes

- Not all assignments are written. As the students advance, they should study vocabulary and concepts presented in content areas. Independent reading, studying and review of content may increase the overall homework time required.
- Parents should provide a suitable environment for study and homework; show interest and give encouragement, but should not complete home assignments for their children. It is recommended to occasionally check on the papers your children intend to submit.
- If a parent feels that homework completion is consistently taking longer than the suggested time allotment, he/she is invited to discuss the matter privately with the teacher.
- All students are responsible for bringing proper books and/or assignments home each day. Students are encouraged to contact classmates in the event of forgotten work.

MISSING WORK POLICY

When a student falls ill and cannot attend school the main concern is for the comfort and recuperation of the student.

Classwork and homework assignments missed during absence will be ready for your child upon the return to school.

- Upon returning to school, it is the student's responsibility to speak to the teacher and get all missed assignments. This work should be made up and turned in as soon as possible but not to exceed the number of days absent.
- Any student that misses class due to early dismissal or late arrival **MUST** get the missed work for that day and turn it in the following morning prior to the start of class. If a student fails to do so, that work may not receive credit. Likewise, assignments due must be turned in that day.
- Long term assignments (assignments given at least two weeks in advance) are due the day of the student's return from an excused absence. If the absence is unexcused as defined in the attendance section of this handbook, the assignment must be turned in electronically on the due date. If a student is in school but excused from class, he/she must still turn in long range assignments on the day it is due.

Ten percent of the total point value of an assignment will be deducted for each day an assignment is submitted beyond the due date, up to three days. No assignment will be accepted and no credit will be earned for assignments submitted after three days.

Students are responsible for turning in assignments. When uncertain, students are empowered to ask the teacher for guidance.

Extra-credit assignments to bolster trimester grades will not be offered.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parent/teacher conferences are held in November to discuss student performance. Conferences are scheduled for 15 minutes in length for grades K-5 and 10 minutes for grades 6-8. Due to the high number of conferences that need to be scheduled there may be some limitations on scheduling.

Teachers and school personnel can be reached by phone. The St. Joseph Catholic School telephone system uses a voice mailbox system. Any school personnel mailbox can be reached by calling the main number 703-880-4350 and following the directions on the menu. Messages can be left for individual office staff or faculty members. Messages will be checked daily.

All administration, teachers, aides and staff have a school email address ending @sjsschoolva.org. Our school website is updated regularly with news, events and calendar changes, and can be found at this address www.sjschoolva.org

Please allow 48 hours for the administration and teachers to respond to emails.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

- M Meets Grade Level Standards – Child consistently meets skills
- P Progressing Towards Grade Level Standards - Child is in process of developing skill
- NI Needs Improvement – Child is not demonstrating skill

ACADEMIC PROGRESS SCALE

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

* (asterisk) indicates modified curriculum

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

The following awards are given to students who qualify at the end of each grading period:

Principals Honors – Grades 6-8

Criteria: 93% or above in all academic subjects, no X's and no 1's for the grading period.

First Honors – Grades 6-8

Criteria: 90% or above in all academic subjects, no X's and no more than one 1 for the grading period.

Second Honors – Grades 6-8

Criteria: 85% or above in all academic subjects, no X's and no more than one 1 for the grading period.

Good Samaritan Award – This award is the highest honor earned at St. Joseph Catholic School, and is awarded one time, at the end of the school year. The award recipients are those students who serve as a Christian example to their peers and are chosen by both the classroom teacher and classmates as a model of faith-filled living through word and action.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

SCHOOL COUNSELORS

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

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

St. Joseph Catholic School ideally employs a counselor. Following the National Model for School Counselors, the counselor teaches in the classroom throughout the year and provides whole group instruction on a variety of topics. Classroom lessons address the needs of most students.

The counselor offers small group counseling. Small group counseling is appropriate for some students who might need extra reinforcement in certain areas, above and beyond what is already addressed during classroom lessons. Small groups meet about once a week for a six to eight-week period and focus on specific concerns of the participant(s) (e.g., social skills, divorce, deployment, grief, or anger management). Participation in small group counseling requires written parental permission for each student.

The counselor is available for individual counseling when needed. Individual short-term counseling is an appropriate intervention for a few students who need reinforcement to develop the skills necessary to be successful in the school setting. Many students visit with the school counselor for a brief intervention, which differs from small group counseling. Students can be referred for individual counseling through self-referral, parent referral, or teacher/staff member referral. Parent/guardian consent is not required for short term personal or social counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment. It is not the role of the school counselor to provide long term individual counseling.

Confidentiality is a key feature of the counseling experience. The school counselor will keep information confidential with the following possible exceptions, as required by law/or ethical standards: harm to self or others, abuse or neglect, and court or other legal proceedings.

Elementary school years set the tone for developing the knowledge, attitudes, and skill necessary for children to become healthy, competent and confident learners. Through a comprehensive developmental school counseling program, school counselors work as a team with the school staff, parents and the community to create a caring climate and atmosphere.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

- g. A non-refundable application fee
- h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)
 - iii. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of exact dates of immunization with signature of licensed healthcare provider
- d. Records from previous school, including standardized test scores
- e. Proof of custody where applicable
- f. Completed Diocesan Elementary or High School Application Form (Appendix J)
- g. A non-refundable application fee
- h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)

- iii. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

GENERAL CONDITIONS OF ADMISSION

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

Applications for admission to 7th or 8th grade are generally not accepted. However, students arriving from out of the area who are practicing Catholics and who have attended Catholic school in the immediately preceding years may apply and be considered for admission.

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

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;

- i. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees. The Diocese of Arlington does not provide healthcare insurance for international students.
 - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
 - i. The Diocese of Arlington does not provide healthcare insurance for international students.
- 2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
- 3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
 - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
- 4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
 - a. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or

updated within 15 days of the beginning of every semester;

- b. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - d. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.
 - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis.
6. Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

The school reserves the right to deny admission where it is determined that the school environment cannot meet student needs, irrespective of the fact that general admissions criteria has been met. In some cases, a provisional acceptance may be offered.

The school reserves the right to deny admission to a student, or to revoke acceptance of a student where the parents act in a manner that is inconsistent with a home-school partnership that benefits the student and contributes to a positive school climate.

While not the sole criteria for admission, all applicants will be assessed prior to acceptance. Assessment may be in the form of an interview or formal screening.

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 child is enrolled in the school as a student, it is the duty of the principal and teachers to insist on regular attendance in order that the school can progress successfully through the curriculum. 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.

If efforts to work with a family to improve a student's attendance are unsuccessful, a school should not continue to enroll a student who is not attending classes. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. A student who is tardy, as determined by local policy, should report to the principal's office or attendance office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian may be contacted.

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential.

Excused absences are those absences related to (i) personal or family illness (ii) death in the family/funeral (iii) medical or dental appointments (iv) court appearances or legal obligations (v) family military obligations (vi) unforeseen emergency with approval of principal (i.e. car trouble)

All other absences are unexcused, including family vacations during the school year, athletic competition, including gymnastics and dance.

Absences

St. Joseph Catholic School requires that parents notify the school by email, of all absences on the first day of the absence. Please include a reason for the absence, otherwise the absence is unexcused. Daily emails are not required if the illness extends to consecutive days. School nurse will contact families in cases where a doctor note is required for return to school. Please email attendance@sjschoolva.org.

Tardy

While a student may be late due to any number of circumstances, a pattern of late arrival is detrimental to a student's academic progress and understanding of the importance of punctuality. Additionally, the late arrival of a student on a regular basis is also disruptive to the classroom environment and the learning that is taking place. School administration will review records to ensure the regular and timely attendance of all students.

- Students are expected to be in their homerooms and ready to begin class when the 8:00AM bell rings. Students arriving after 8:00AM are considered tardy, and should enter the school through the school and parish office doors.
- A student who arrives late with an excused reason (i.e. doctor's note) is still counted tardy.
- Frequent incidence of tardiness will be brought to the attention of the principal so that the parents can be contacted.

Medical Excuses

School nurse will contact families in cases where a doctor note is required for return to school.(i.e. concussion). If your child requires crutches, casts or splints, you must send in a doctor's note that states limitations for physical activities.

Additionally, a doctor's note is required if your child is unable to participate in Physical Education classes.

For unplanned absences (illness or family emergencies), please send an email to attendance@sjschoolva.org in the morning indicating why your child will not be in school.

Anticipated Absences

Vacations during the school year are highly discouraged but sometimes are unavoidable. If you know in advance that your child will be absent please send an email to your child's teacher and to attendance@sjschoolva.org as early as possible prior to absence, indicating the dates and reason for absence. These absences are unexcused, and all previously assigned work must be turned in electronically on its due date, or prior to departure.

RELEASE OF STUDENTS

Students cannot learn if they are not present in class, and attendance is necessary. Excessive early releases are unacceptable due to the instructional time a student will miss. However, a student may need to leave school early for an excused reason. A parent email is required to release students from class early. Please indicate release time in your email and send it to the school office at attendance@sjschoolva.org, and cc your child's homeroom teacher. When a student leaves class early he/she must leave via the school office with a responsible adult. ***Please note: Early dismissal of students must take place prior to 2:15, so as not to impact the whole-school dismissal process.***

Parents are strongly discouraged from making appointments during the school.

TRANSFERRING TO ANOTHER SCHOOL

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

ARRIVAL AND DISMISSAL

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

Carpool Policy - Parents are responsible to arrange carpool. Only students participating in approved after school activities are permitted to remain at school. Siblings and other carpool members must go directly home at dismissal. Carpool drivers are responsible for the safety of their passengers at all times!

Bicycles/Walkers Policy - Students are allowed to ride bicycles to school and are expected to observe all safety rules. Bicycles should be locked at the designated bicycle racks. As a safety precaution, students are not allowed to ride bicycles within the parking lot. Students should remain away from the bicycle area during lunch and recess. Bicycle riders must wear a helmet, and comply with all county and state laws.

Walkers are assembled in a specified area at dismissal time, and walked to the property line. All students are dismissed as a group by the designated faculty member(s) at a time deemed safe. This policy is in effect for all walkers regardless of parental accompaniment.

A Walker/Bicycle Permission Form must be signed and on file with the school administration. St. Joseph Catholic School will follow the safety directive of Fairfax County’s Transportation Department which permits a student who lives within a radius of one (1) mile of the school to walk/bike to or from school. Proof of a destination address is required for each student who walks/rides to or from school.

The following regulations must be strictly adhered to by students who walk or bike:

- Students must use extreme caution when entering and exiting the school parking lot.
- Students must follow each directive of teacher(s) on duty.

- Students must submit written parental permission.
- Students must at all times represent the St. Joseph Code of Conduct.
- Students riding a bicycle must wear a helmet and possess a lock for the bicycle.
- Students must walk on sidewalks (where present) and bikers must follow all safety rules.
- Students must go directly to destination and not return to St. Joseph School property.
- Students must know home and emergency phone numbers.

Morning Carpool drop-off begins at 7:40 a.m.

If you arrive on campus prior to 7:40, turn to the right and follow the path created by the traffic cones. Continue towards the front of the school and past the gym entrance. Loop around, and enter the parking area adjacent to the gym. Here cars form four lines, designated by traffic cones. Parents wait with students until school personnel begin the carpool drop off process. Once the carpool process begins, students exit their cars and walk to the school entrance. Cars will be dismissed from this area at the direction of school personnel, and exit the campus using Franciscan Way.

Cars arriving after 7:40 will pull up along the sidewalk, and students may exit vehicles as soon as the vehicle is stopped and it is deemed safe to exit. Students must walk on the sidewalk and enter the school through the student entrance that faces the Church, or the student entrance adjacent to the flagpole, or through the gym doors. Students must exit their cars from the side of the school that faces the Church ONLY. Students may not exit cars along the sidewalk facing the Peachtree entrance. Please follow all directions from staff.

Parents must remain in the car at all times. Students must exit the car from the right side of the vehicle only. Please refrain from using your vehicle's trunk to transport book bags. Thank you for your cooperation in the safety of our students



Afternoon dismissal carpool procedure:

- Enter St. Joseph Catholic School property at Peachtree Street.
- Proceed to CAR or VAN lane. The first three lanes are for cars. The fourth lane is a pedestrian lane. The fifth lane and beyond are for vans and SUVs.
- TURN OFF ENGINE. Please remain in your vehicle.
- Students exit building and proceed to their vehicles. **Vehicles are stopped in the second carpool lanes once the students begin to exit the building.
- Once the students are all in their vehicles, the signal is given to TURN ENGINE ON.
- As directed by a faculty member, first carpool proceeds out of the parking lot via “Franciscan Way” Road.
- Second carpool is directed into vacated CAR lanes.
- Please turn off your engines; students will proceed to their cars when directed. Once first carpool has exited the parking lot, second carpool exits.

Students are not permitted in the second carpool area.

Students remaining after the third round of cars will be directed to Extended Day and parents will be charged accordingly.



LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related activity should write to the Secretary of Agriculture, Washington, DC, 20250.

Students may bring their own lunch to school each day.

For hot lunch, SJS partners with YAY Lunch! Families choose from a wide variety of hot, nutritious lunches their kids will love using the online Lunch Calendar. Orders can be placed days or weeks ahead of time with confidence through the YAY Lunch secure payment processor.

All YAY Lunch menus are nutritious and are always peanut + shellfish-free, with wide variety of gluten-free, dairy-free, egg-free and vegetarian options available. It is important to note however, that we cannot eliminate the risk of cross contamination as YAY Lunch relies on an extensive network of restaurant partners to fulfill the weekly orders.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

Parents/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during

school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

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

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

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

TRANSFER OF RECORDS

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

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

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

St. Joseph Catholic School uses the Raptor System, and visitors will be required to provide photo ID that will be scanned through the Raptor identification system.

SCHOOL COMMUNICATIONS

St. Joseph Catholic School communicates regularly through school website, Bernie's Bark and Friday Update; official Facebook page, Twitter, Mobile App, SchoolMessenger, Schoology and email.

PRINCIPAL’S COMMUNICATION

Communication is paramount. The Principal or his/her designee will keep informed by reading all school communication sent by the school community. Parents will be kept informed of updated information through the St. Joseph Catholic School’s website, www.sjschoolva.org. Please check for new information, calendar updates and current activities. Additionally, Bernie’s Bark, a weekly electronic, school publication will be the primary sources of communication from the school.

Bernie’s Bark is the primary weekly communication tool between school and home. The Bark is not a tool to advertise non-SJS community groups or activities.

TAKE-HOME COMMUNICATION

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

Principal must be given 72 hours to review material
Organizations are encouraged to use electronic forms of communication.

TELEPHONE USE/MESSAGES FOR STUDENTS

The school telephones are for the use of the office and the transaction of school business. Students and teachers will not be called from classes to answer the telephone except in case of emergency.

Students are not permitted to call home for forgotten items. If a parent drops off a forgotten item, the office will make every effort to deliver the items to students in a timely manner. However, this is at the discretion at the office staff.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1038 hours of instructional time (as defined by the Commonwealth of Virginia).

If, during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

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

St. Joseph Catholic School follows the decisions of Fairfax County Public School System with respect to weather closing and delays. If FCPS closes due to inclement weather, St. Joseph Catholic School will be closed. If Fairfax County delays the opening of school on a day when we are scheduled for early dismissal, we will follow the delay BUT will extend our school day until 3:15 PM. This emergency information can also be found by checking the school website, School Messenger communication, APP and other official school social media accounts. Parents and students are requested not to call the radio stations or the Priests' residence. If the school district or schools in the area are not mentioned, it is assumed that normal scheduling will take place. If FCPS is closed and SJS is on regular operating schedule, weather related emergency information will be disseminated by the school.

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

Extended Day/Inclement Weather Closings

If the school is closed for the day, there will be NO Extended Day. If school opens one to two hours late due to inclement weather, Extended Day will open as follows: One-hour late school opening – Extended Day will open one hour later than the usual time. It will open at 8:00 am. Two hours late opening – Extended Day will open two hours later than the usual time. It will open at 9:00 am. If school closes early due to inclement weather, Extended Day will close as follows: There will be NO Extended Day after school, all students must be picked up within 30 minutes of the early dismissal time. Any child who is not picked up by 30 minutes after the dismissal time will be charge \$1.00 a minute per child until he/she is picked up. If St. Joseph Catholic School dismisses on time, but Fairfax County Schools cancel after school activities, Extended Day will be open for two hours after school dismissal. If the weather deteriorates during those two hours, parents will be called and emailed to pick up children as soon as possible.

Please note: If St. Joseph Catholic School closes for inclement weather, all activities whether parish or school are cancelled for the entire school day and evening.

PHOTOS AND OTHER MEDIA

Parents/guardians may opt their children out of participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (*Appendix N*). All student or

parental publications are subject to review and approval by the school administration prior to publication.

Parents may never take photos of SJS students during school sponsored activities and post them on the internet/social media including Facebook and Shutterfly without prior permission of the parent and school administration.

MEDIA CENTER/LIBRARY

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

Parents, guardians or teachers who object to reading or multi-media/audio-visual/computer materials used in the classroom must complete an Objection to Content Form (Appendix K) after they have read the book or viewed the media and then submit it to the school principal. Those objecting to materials obtained in the school media center should complete Objection to Content Form for Library Materials (Appendix K-1). A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

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

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

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

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 21 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

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

In addition, with respect to field trips:

- All field trips must be approved by the principal.
- Safety is of paramount importance throughout the field trip.
- All chaperones must be Virtus-approved (Child Protection Program)
- No siblings are allowed on field trips.
- The teacher is the authority while on the field trip, and is responsible for the entire class.
- The teacher is responsible for giving specific instructions to chaperones, and students.
- The teacher must have copies of parent permission and medical emergency forms, and have the school’s phone number (703-880-4350) in case of an emergency. The principal should be called prior to entering a hospital or an emergency care facility.
- The teacher must ride with any student who suffers from severe allergies.
- All chaperones are accountable for the students assigned to them throughout the field trip.
- All chaperones should be aware of any specialized medical conditions of the students assigned to them, especially allergies.
- If a student appears ill, chaperones must report this immediately to the teacher. No chaperone is to administer/dispense medication to a student or seek permission from a parent to administer/dispense medication to a student.
- If a student is misbehaving, chaperones must report this immediately to the teacher. No chaperone should discipline a student or call the student’s parent(s) to report misbehavior.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be simple and dignified.

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

Additional Graduation Ceremony Information

Graduates will be required to purchase a cap, gown, and tassel for the graduation ceremony.

Graduates must adhere to required dress code for the Graduation ceremony. Infraction of such will result in student non participation in the ceremony. A detailed description of appropriate attire for the ceremony will be provided by the teacher.

Limousine Services will not be allowed. Students are to arrive and be dismissed in regular vehicles.

No parent may hire or sign a contract regarding photos/photographers/videographers. Any other solicitation of photos/videos is prohibited within the school.

PARENT ORGANIZATIONS

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

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

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

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

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

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization helps the principal advance the school's mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

FUNDRAISING

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

Students may participate in, and cooperate with, worthy collections and fundraising projects

conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, head of school).

TRANSPORTATION/PARKING

St. Joseph Catholic School does not provide transportation for students to/from school. Parents are responsible for arranging safe and timely transportation for their student(s), and assume all risks.

Please observe all traffic signs and speed limits posted in the parking lot.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

SCHOOL TUITION POLICIES

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

St. Joseph Catholic School utilizes FACTS Tuition Management Company, with accounting support from the finance office, to safely and conveniently process monthly tuition payments. If you have any questions or inquiries regarding your payments please contact the St. Joseph Catholic School Business Manager. Tuition payments are scheduled over a ten-month period, August through May. Tuition is billed and paid through FACTS Tuition Management. Parents may choose a payment date of the 5th or the 20th of the month. Families desiring to pay tuition in full, for the entire year, may do so through Facts Tuition Management with the payment due August 1.

With the start of the 2023-2024 school year, tuition payments will be scheduled over a ten-month period, July through April. Tuition is billed and paid through FACTS Tuition Management.

TUITION AND OTHER FEE SCHEDULES

2023-2024 Tuition Rates

The 2023-2024 tuition rates for St. Joseph Catholic School are:

	*CATHOLIC IN DIOCESE OF ARLINGTON AND ACTIVE MILITARY STUDENTS		NON-CATHOLIC AND INTERNATIONAL STUDENTS	
	PER YEAR	10 Month Pay	PER YEAR	10 Month Pay
One child	\$ 7,320	\$ 732.00	\$ 9,710	\$ 971.00
Two children	\$12,445	\$1,244.50	\$19,420	\$1,942.00
Three children	\$16,840	\$1,684.00	\$29,130	\$2,913.00
Four children	\$17,570	\$1,757.00	\$38,840	\$3,884.00

- Plus annual non-refundable re-enrollment fee \$300/per student

- Plus \$150 technology fee for Kindergarten through 8th grades

Technology fees are assessed in August for students in grades K-8. The fee covers costs associated with the acquisition and maintenance of classroom hardware, licensing fees, network internet fees, and technical support associated with the acquiring, installing and maintaining educational program technologies. Fees will be billed through Facts Tuitions Management for payment in August. The fee is \$150 each year for grades K-8.

- 12 hour family service: St. Joseph Catholic School will implement a 12-hour family service requirement, effective with the 2023-2024 school year. All families are encouraged to participate, and many opportunities exist to volunteer time, talent, or treasure, including class field trips, parties or other classroom help, cafeteria, recess and hands-on activities such as art or outdoor classroom activities. The PTO also has numerous opportunities such as the auction, Donut Sundays, etc. All volunteers must be Virtus compliant if they will have substantial contact with students. Families that do not participate in the service program will be charged a \$120.00 fee, or partial fee of \$10 per hour for hours not volunteered.

Being a registered Catholic means that a family fully participates in your Catholic faith community, and practices good stewardship by sharing time, talents, and treasure. This means that the Catholic Church is where one would worship, attend Mass on each weekend, and contribute financially. Everyone has talents to share and gifts to enrich others. Our tuition income does not cover all the expenses of operating our school. We ask all our parents (Catholics and Non- Catholics) to support the school through active participation in the PTO, fund raisers, and volunteer when needed.

NEW AND RE-ENROLLING STUDENTS

A non-refundable application fee of \$150.00 is required for all new St. Joseph Catholic School applications.

Upon acceptance or re-enrollment, a \$300 non-refundable enrollment fee will be assessed through FACTS. In-house registration for students currently enrolled takes place in January and is permitted only for those families whose financial accounts are current. Registration for the following year will not be considered final until all tuition and fees for the current year are paid in full. Eighth Grade students may participate in graduation activities provided all financial obligations are met by May 20th of the current school year. Eighth Grade transcripts are released to high schools after all financial obligations to St. Joseph Catholic School are satisfied. In June, final report cards are available electronically to those families whose financial accounts are current.

Other fees that may be invoiced through Facts: PTO Family Membership \$25, Class Fee for each child \$25, Eighth Grade additional fee \$25, Lost Library book fee, Chromebook Damage Fee, Lost Textbook Fee, Field Trip Fee, other fees as appropriate.

RETURNED CHECK FEES

FACTS will make a second attempt to collect for non-sufficient funds. A \$30.00 fee will be assessed for each NSF and will be collected by FACTS on your next pay cycle. If the tuition remains unpaid by the last day of the month, the family will be informed in writing the date which the student(s) will not be permitted to attend school until all outstanding payments and service fees are received.

Postdated checks to the school will not be accepted.

STUDENT WITHDRAWAL

Should a student be withdrawn from school during the course of the year, a full month's tuition payment will be charged for any portion of a month in attendance. Monthly payments against your annual tuition will discontinue the month following the date your child/children withdrew, regardless of the number of days they were in attendance during the school year.

You may contact tuition accounting at (703) 880-4355, for any questions you may have regarding your account during the school year, and to obtain any needed financial forms. Tuition Contract Guidelines must be signed by a parent/guardian and returned to the Finance Office.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct may participate in co-curricular and extra-curricular activities.

When possible, separate athletic teams will be offered for each sex. Young people will participate on teams consistent with their biological sex and may not participate on teams offered for the other sex. When (for example, in swimming or track) a team may include both sexes, individuals will participate in events consistent with their biological sex. In the case of golf, if separate male and female teams are not offered, members of both sexes may participate together on a single team in the same events. Girls are not allowed to participate in boys football and/or wrestling activities.

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

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

TRANSPORTATION OF ATHLETES

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

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

SUPERVISION OF STUDENTS

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

Additional Co-Curricular and Extra Curricular Activities

Band: Students in grades 4-8 may receive instrumental lessons through the Garwood Whaley Music band program. Additional fees for participation in the band are arranged through this program. The school band may compete in the annual diocesan band festival, the "Festival of Music" at Kings Dominion, and may perform an annual winter and spring concert.

National Junior Honor Society: St. Joseph School is a charter member of the NJHS and abides by the Constitution and bylaws of the national organization. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

Student Council Association: St. Joseph School Student Council Association (SCA) has for its purpose to provide leadership and service to the student body in all aspects of student life and to

assist the principal and faculty in carrying out the school's activities. Officers are elected annually from grade 8 and representatives from grades 5 through 8.

Safety Patrols: Students in grade 6 may serve as members of the School Safety Patrol. The patrols help school staff and teachers ensure the safety of students by assisting as needed.

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).

- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations include student use of the internet.

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

SUBSTANCE ABUSE/WEAPONS

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

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

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol, tobacco, or e-liquids while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any

school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents/guardians will be notified, and the student will be removed from class. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.

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

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments [which may sometimes be known as nun chucks or fighting chains], sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to, and including, expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

Attitudes and actions of Christian courtesy and respect toward each individual are nurtured and expected from each student at St. Joseph School. Good manners, a manifestation of respect for self and for others, are continually stressed.

Inappropriate behaviors may include but are not limited to the following:

- Continued and willful disobedience.
- Open defiance of the authority of any person having authority in the school.
- Conduct constituting a continuing danger to the physical and well-being of other students.
- Physical assault upon another.
- Taking or attempting to take another's personal property or money.
- Forging of work and/or another person's signature or deliberate plagiarism (copying another person's work and calling it your own) of work.
- Willfully causing, or attempting to cause damage to school property.
- Continued cursing or verbally abusing any person.
- Lying and cheating.
- Use of offensive sexual words or gesture in the presence of students and adults.
- During school hours, students may never leave school grounds for any reason whatsoever, including going out to lunch or going to fast food establishment. Leaving the school grounds without permission is a very serious offense.

SUSPENSION

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

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

EXPULSION

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

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

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

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

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

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

Dismissal

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

CARE OF SCHOOL PROPERTY

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

Report cards will be held for those students who have not returned library or text books or who have not settled their library or other accounts, or other restitution is still outstanding.

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

	Winter	Spring/Fall
Kindergarten Girls	<ul style="list-style-type: none"> ➤ Hunter Green short sleeve jersey knit dress with school crest <u>OR</u> ➤ *Khaki pull-on elastic waist pants ➤ *Hunter Green long or short sleeve t-shirt with school crest – worn with khaki pants ➤ Hunter Green long sleeve v-neck pullover sweater with school crest or hunter green v-neck cardigan with school crest ➤ White, green, or black knee-high socks ➤ White, green, or black opaque tights ➤ White or black leggings may be worn with the jersey knit dress ➤ Black leather sneakers (low top only) 	<ul style="list-style-type: none"> ➤ Hunter Green short sleeve jersey knit dress with school crest <u>OR</u> *Khaki pull-on elastic waist shorts ➤ *Hunter Green short sleeve t-shirt with school crest – worn with khaki shorts ➤ White, green, or black crew socks ➤ Black leather sneakers (low top only)
Kindergarten Boys	<ul style="list-style-type: none"> ➤ Khaki pull-on elastic waist pants ➤ Hunter Green long or short sleeve t-shirt with school crest ➤ Hunter Green v-neck cardigan sweater with school crest or hunter green long sleeve v-neck pullover sweater with school crest ➤ White, green, or black crew socks ➤ Black leather sneakers (low top only) 	<ul style="list-style-type: none"> ➤ Khaki pull-on elastic waist shorts ➤ Hunter Green short sleeve t-shirt with school crest ➤ White, green, or black crew socks ➤ Black leather sneakers (low top only)

Grades 1-4	Winter	Fall/Spring	P.E.
Girls	<ul style="list-style-type: none"> ➤ Green plaid jumper ➤ White long or short sleeve button down peter-pan collar blouse ➤ Hunter Green v-neck cardigan sweater or hunter green v-neck pullover sweater with school crest ➤ Solid black or solid hunter green knee-hi socks or solid black or solid hunter green tights ➤ Solid black or solid brown leather shoes with rubber soles or traditional black/white saddle shoes with rubber sole 	<ul style="list-style-type: none"> ➤ Green plaid jumper OR *Khaki shorts (MUST have Flynn O'Hara tag) ➤ White short sleeve button down peter-pan collar blouse – <u>worn with jumper only.</u> ➤ Solid black, solid hunter green, or solid white crew socks ➤ *Knit short sleeve polo shirt with school crest – <u>worn with khaki shorts only</u> ➤ *Solid brown or black belt – worn with khaki shorts only ➤ Solid black or solid brown leather shoes with rubber soles or traditional black/white saddle shoes with rubber sole. 	<p><u>Winter:</u></p> <ul style="list-style-type: none"> ➤ Hunter Green heavyweight sweatshirt with school crest ➤ Hunter Green short sleeve cotton t-shirt with school crest ➤ Black closed bottom sweatpants with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers <p><u>Fall/Spring:</u></p> <ul style="list-style-type: none"> ➤ Hunter Green cotton t-shirt with school crest ➤ Black micromesh nylon gym shorts with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers
Boys	<ul style="list-style-type: none"> ➤ Khaki pants (MUST have Flynn O'Hara tag) ➤ White long or short sleeve polo shirt with school crest ➤ Hunter Green v-neck cardigan sweater or hunter green v-neck pullover sweater with school crest ➤ Solid black or solid brown leather shoes with rubber soles ➤ Solid black, hunter green, or white crew socks ➤ Solid black or brown belt 	<ul style="list-style-type: none"> ➤ Khaki pants OR *Khaki shorts (MUST have Flynn O'Hara tag) ➤ White short sleeve polo shirt with school crest ➤ Solid black or brown belt ➤ Solid black, hunter green, or white crew socks ➤ Solid black or solid brown leather shoes with rubber soles 	<p><u>Winter:</u></p> <ul style="list-style-type: none"> ➤ Hunter Green heavyweight sweatshirt with school crest ➤ Hunter Green short sleeve cotton t-shirt with school crest ➤ Black closed bottom sweatpants with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers <p><u>Fall/Spring:</u></p> <ul style="list-style-type: none"> ➤ Hunter Green cotton t-shirt with school crest ➤ Black micromesh nylon gym shorts with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers

Grades 5-6	Winter	Fall/Spring	P.E.
Girls	<ul style="list-style-type: none"> ➤ Green plaid 2-panel skort ➤ White long or short sleeve button down oxford shirt ➤ Hunter Green v-neck cardigan sweater or hunter green v-neck pullover sweater with school crest ➤ Solid black or solid hunter green knee-hi socks or solid black or solid hunter green tights ➤ Solid black or solid brown leather shoes with rubber soles or traditional black/white saddle shoe with rubber sole 	<ul style="list-style-type: none"> ➤ Green plaid 2-panel skort OR *Khaki shorts (5th grade only) (MUST have Flynn O'Hara tag) ➤ White short sleeve knit polo shirt with school crest ➤ Solid black, solid hunter green, or solid white crew socks ➤ Solid black or solid brown leather shoes with rubber soles or traditional black/white saddle shoe with rubber sole ➤ *Brown or black leather belt – worn with khaki shorts (5th grade only) 	<p>Winter:</p> <ul style="list-style-type: none"> ➤ Hunter Green heavyweight sweatshirt with school crest ➤ Hunter Green short sleeve cotton t-shirt with school crest ➤ Black closed bottom sweatpants with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers <p>Fall/Spring:</p> <ul style="list-style-type: none"> ➤ Hunter Green cotton t-shirt with school crest ➤ Black micromesh nylon gym shorts with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers
Boys	<ul style="list-style-type: none"> ➤ Khaki pants (MUST have Flynn O'Hara tag) ➤ White long or short sleeve button down oxford shirt ➤ Hunter Green v-neck cardigan sweater or hunter green v-neck pullover sweater with school crest ➤ Green, black, and white striped men's tie ➤ Solid black or solid brown leather shoes with rubber soles ➤ Solid black or hunter green crew socks ➤ Solid black or brown belt 	<ul style="list-style-type: none"> ➤ Khaki pants OR *Khaki shorts (*5th grade only) (MUST have Flynn O'Hara tag) ➤ White short sleeve polo shirt with school crest ➤ Solid black, hunter green, or white crew socks ➤ Solid black or brown belt ➤ Solid black or solid brown leather shoes with rubber soles 	<p>Winter:</p> <ul style="list-style-type: none"> ➤ Hunter Green heavyweight sweatshirt with school crest ➤ Hunter Green short sleeve cotton t-shirt with school crest ➤ Black closed bottom sweatpants with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers <p>Fall/Spring:</p> <ul style="list-style-type: none"> ➤ Hunter Green cotton t-shirt with school crest ➤ Black micromesh nylon gym shorts with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non-marking. No zippers

Grades 7-8	Winter	Fall/Spring	P.E.
Girls	<ul style="list-style-type: none"> ➤ Green plaid 2-panel skort ➤ Blue short or long sleeve oxford collar shirt ➤ Black v-neck pullover sweater or black v-neck cardigan sweater with school crest ➤ Solid black knee-hi socks OR solid black tights ➤ Solid black or brown leather shoes or traditional black/white saddle shoes with rubber sole 	<ul style="list-style-type: none"> ➤ Green plaid 2-panel skort ➤ Blue short sleeve knit polo shirt with school crest ➤ Solid black crew or solid black knee-hi socks ➤ Solid black or brown leather shoes or traditional black/white saddle shoes with rubber sole 	<p><u>Winter:</u></p> <ul style="list-style-type: none"> ➤ Black heavyweight sweatshirt with school crest ➤ Hunter Green cotton t-shirt with school crest ➤ Black closed bottom sweatpants with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non marking. No zippers <p><u>Spring:</u></p> <ul style="list-style-type: none"> ➤ Hunter Green cotton t-shirt with school crest ➤ Black micromesh nylon gym shorts with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non marking. No zippers
Boys	<ul style="list-style-type: none"> ➤ Khaki twill pants (MUST have Flynn O'Hara tag) ➤ Blue short or long sleeve button down oxford shirt ➤ Black v-neck pullover sweater or black v-neck cardigan sweater with school crest ➤ Solid black crew socks ➤ Solid black or brown leather shoes ➤ Solid black or brown belt ➤ Green, black, and white striped men's tie 	<ul style="list-style-type: none"> ➤ Khaki twill pants (MUST have Flynn O'Hara tag) ➤ Blue short sleeve knit polo shirt with school crest ➤ Solid black crew socks ➤ Solid black or brown leather shoes ➤ Solid black or brown belt 	<p><u>Winter:</u></p> <ul style="list-style-type: none"> ➤ Black heavyweight sweatshirt with school crest ➤ Hunter Green cotton t-shirt with school crest ➤ Black closed bottom sweatpants with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non marking. No zippers <p><u>Spring:</u></p> <ul style="list-style-type: none"> ➤ Hunter Green cotton t-shirt with school crest ➤ Black micromesh nylon gym shorts with school crest ➤ White crew socks ➤ Sturdy athletic shoes – Non marking. No zippers

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 rests with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

- SPRING/FALL UNIFORM: start of school year to Columbus Day
- WINTER UNIFORM: Tuesday after Columbus Day to Holy Thursday
- SPRING/FALL UNIFORM: return from Easter vacation to the end of the school year

The principal retains the right to change, modify, adjust or cancel these dates.

All students are required to wear a uniform purchased only from Flynn O'Hara.

Pictures of the uniform may be viewed on the Flynn O'Hara website

(<https://flynnohara.com>)

ALL STUDENTS (K-8th)

- All uniforms must fit appropriately
- Coats, jackets, or sweatshirts must be removed in church. Sweaters will not be knotted around the waist.
- Shirts must be neatly tucked in.
- Only jewelry deemed appropriate by the administration will be allowed. Students will be asked to remove any inappropriate jewelry.
- Boys: Solid brown or solid black leather shoes must be worn with the uniform
- Girls: Solid brown or solid black leather shoes or traditional black and white saddle shoes must be worn with the uniform. Non-marking sneakers without zippers are permitted on P.E. days.

The following shoes are *not* acceptable:

Boots
High-top shoes that are not
athletic sneakers

“Crocs” or “Jellies”
Shoes with wheels
Sandals
Heels above 1 inch

Canvas or mesh shoes
Open-toed or open back
shoes
Uggs or slippers

ALL GIRLS

- Jumpers (Grades 1-4) and skorts (Grades 5-8) must be a modest length and must be purchased from Flynn O'Hara.
- Socks should be visible and not rolled.
- Pants/shorts must be worn belted at the waist.

- Hair must be neat and trimmed. Trendy haircuts of any kind (which includes lines or shapes of any kind), including dyed hair and any color extensions are not permitted for either girls or boys. Final decisions regarding haircuts rests with the principal/administration.
- Earrings must be small post or stud earrings. Only one earring per ear is permitted.
- Excessive amounts of jewelry are not permitted. Only a cross or religious medal may be worn.
- Nail polish (exception: clear polish only) and make-up are not worn to school. Girls who wear make-up or colored nail polish will be asked to remove it immediately.
- Hairspray, perfume, or lip gloss is not to be used or brought to school.
- Tattoos and tattoo transfers are not permitted.
- Headbands or bows should be made from solid-colored fabric or should match the plaid jumper or skirt.

ALL BOYS

- Boys' pants/shorts must have the Flynn O'Hara logo.
- Boys may not wear earrings.
- Hats may not be worn indoors.
- T-shirts worn under the school uniform must be solid white.
- Pants/shorts must be worn belted at the waist.
- Tattoos and tattoo transfers are not permitted.
- Cologne is not to be worn or brought to school.
- Hair must be neatly trimmed, cut above the collar, eyebrows, and top of ears. Boys may not wear ponytails, hair bands, or other hair ties. Trendy haircuts of any kind (which includes lines or shapes of any kind), including dyed hair and any color extensions are not permitted for either girls or boys. Final decisions regarding haircuts rests with the principal/administration.

PLEASE LABEL ALL CLOTHING WITH A CURRENT STUDENT NAME.

LOST AND FOUND A lost and found is kept near the inside entrance to the gym. It is the responsibility of each student to check for any lost clothing. Otherwise, items not claimed will be donated. Parents may not access the building to look for lost items.

DRESS OUT DAYS THE OPPORTUNITY TO "DRESS-OUT" ON YOUR BIRTHDAY IS A PRIVILEGE!

STUDENTS ARE NOT ALLOWED TO WEAR INAPPROPRIATE CLOTHING TO SCHOOL FOR THEIR "BIRTHDAY DRESS-OUT DAY!" THE STUDENTS ATTIRE SHOULD BE EQUAL TO OR BETTER THAN THE SJS SCHOOL UNIFORM.

Dress-Out Guidelines:

- Shirts/tops must have sleeves.
- Any writing on shirts must be in good taste and not promote alcohol, or cigarettes, or firearms or political/social points of view.
- “Fanny messages” are not appropriate.
- NO flip flops, backless shoes, or “Wheelies.”
- No yoga pants, leggings or similar items are allowed unless covered by a knee-length skirt, dress, or long tunic reaching three inches above the knee.
- No sweat pants or pajama pants are allowed. During the fall/spring uniform time ONLY, long Bermuda shorts are allowed. ABSOLUTELY no short shorts are allowed.

Dress out and Spirit Gear Days: Students may wear jeans. No jeans with rips or holes. **Dress out for Picture Day:** Must be dress up clothing including a collared shirt for boys.

UNIFORM REFERRAL If a student does not comply with the dress code requirements, the teacher will notify the parent/guardian. Failure to comply with the uniform and dress code within 7 days reflects lack of home-school partnership and may be addressed by administration. Students who do not comply with the dress code may be sent home. Continued non-compliance may result in expulsion.

Students who do not follow the ‘dress out’ guidelines will lose their privilege for the next dress out opportunity and will wear the school uniform.

INAPPROPRIATE MATERIALS

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

Chewing Gum, Walkman, CD players, iPods, radios, tape recorders, remote control devices, video games, skateboards, roller-skates/rollerblades, sharp objects, beepers, laser pointers, cell phones, iPads, calculator or Apple watches. This list should not be considered exclusive. Other items may be considered inappropriate under certain conditions.

Apple watches and other internet connected devices are not permitted.

PLAYGROUND REGULATIONS

Students may never leave the playground, black top or field without the permission of the monitor. All students go outside for recess unless special permission is given to remain inside by Administration.

To insure the safety of all at recess, the children are to obey the following regulations. Consequences for infractions are noted in the disciplinary code.

Supervising adults on the playground, black top or field are to be given the same respect and obedience as the classroom teacher.

- Students play in the assigned area.
- Avoid the type of playing that tears and ruins clothing.
- Consideration and respect for others are to be shown at all times.
- Pushing, shoving, tackling, or wrestling are not acceptable.
- Language used at recess should be the same as that which is used in the classroom.
- Fighting is unacceptable.
- Soft-type balls should be used on the blacktop and field. Hard objects may never be used or thrown (baseballs, rocks, snowballs, pine cones, footballs, etc.)
- Wood chips should remain on the ground in the enclosed playground area.
- Go down the slide, feet first.
- Defacing of equipment is not tolerated.
- Share equipment
- Students are not permitted to bring food or any type of electronic equipment outdoors.
- Food and drink must be consumed in the dining hall.
- Students are never allowed to leave the school premises.
- Students are to seek an adult monitor when a problem/injury/concern occurs.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

The school administration can determine if middle school students may use a microwave oven.

Students are expected to:

- Enter the dining hall appropriately with their teacher
- Wait his/her turn in line
- Talk quietly
- Walk
- Remain seated with his/her class
- Follow directions from the dining hall staff
- Do not “swap” any portion of lunch or share food
- Do not throw food away (except opened food)
- Put all trash in the barrel when dismissed
- Use good manners
- Clean around his/her eating area
- Put his/her chair back in place against the table
- Participate in table and chair washing duties as assigned.
- **No lunches from outside vendors.**
- Please do not include energy drinks or sodas in packed school lunches.
- Inappropriate behavior in the Dining Hall may result in a disciplinary referral.

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

In accordance with the *Code of Virginia*, (Section 63.2-118, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent/guardian, legal custodian, or other person standing in *loco parentis* or school personnel."

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

of providing assistance to the student.

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

ILLNESS

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

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

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

MEDICATION ADMINISTRATION OVERVIEW

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

Parents and guardians must provide and transport medications to and from the school.

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

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

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

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

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

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is recognized in any individual on school campus. Any student receiving naloxone will be transported via EMS to the local emergency room and cleared to return to school. All staff will be trained in how to recognize opioid overdose and administer naloxone.

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

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

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

USE OF CRUTCHES

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a licensed health-care provider order, the parent will be called to take the student home.

LIFE THREATENING ALLERGY

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

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

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

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

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (*Appendix F-18*), which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school-based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon

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

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

St. Joseph Catholic School conducts regular fire drills and has inspections of the physical plant for fire safety. An annual Tornado Drill, Earthquake Drill and Lock-Down Drill is also exercised. Precautionary measures, within reason, are taken to insure the safety and the welfare of the St. Joseph Catholic School community.

HARASSMENT

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese prohibits it.

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the community who engage in harassment of other school community members at any location and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if such harassment originates outside of school and it comes to the attention of school staff, appropriate action will be taken to maintain a safe and respectful work and academic environment. As the primary educator of their children, parents have the responsibility to handle harassment issues not involving the school and are occurring outside of school.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation on campus. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly, and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities. During the investigation of an alleged crime, alleged student may need to be asked to leave campus.

Any student who believes that he or she has been sexually harassed or abused needs to immediately report such information to a trusted employee. If a student makes a report, the employee will report the information to the principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to a trusted employee, or is not satisfied in doing so, may report the

matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

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

Children under 17 years of age cannot legally consent under Virginia State Law to having sex or sexual contact with an adult. **Any sexual contact between a student under 17 and an adult is a crime. It must be reported to the police.**

In addition, any sexual or romantic conduct between a school employee or an employee of a contracted service provider and a present student of any age, even if 17 years of age or older, and even if consented to or welcomed by the student, is strictly prohibited by this Policy while the student is attending a diocesan school and for one year post-date of graduation, and will result in dismissal of the adult involved. As such, this Policy prohibits "sexting" between students and employees or employees of contracted service providers and the showing of pornography to any student by any such adult. Such activity will result in the dismissal of the adult involved and the reporting of such conduct to the appropriate authorities.

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

HAZING

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

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

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

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

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

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

BULLYING

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

Examples include, but are not limited to:

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

Bullying is prohibited. School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying or cyberbullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying or cyberbullying 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 person being bullied) and investigate, as appropriate. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every _____ years, _____ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

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

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 days and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

IX. STUDENTS WITH DISABILITIES

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

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

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

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Disabilities.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

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

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

LICENSING INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL/GUARDIAN INVOLVEMENT

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

"[Insert Additional Extended Day Information here - Optional]"

<h2>APPENDICES</h2>

School Forms

St. Joseph Catholic School forms are available on the school website.

Diocesan Forms:

- Permission for Emergency Care Form (Appendix F-1)
- Confidential Student Health History Update (Appendix F-1A)
- Virginia School Entrance Health Form (Appendix F-2)
- Asthma Action Plan with Indemnification (Appendix F-3)
- Nebulizer Treatment Log and Procedure (Appendix F-3A)
- Anaphylaxis Action Plan with Indemnification (Appendix F-4)
- Diabetes Quick Reference and Indemnification (Appendix F-5)
- Virginia Diabetes Medical Management Plan (Appendix F-5A)
- Diocese Medication Authorization Form (Appendix F-6)

Student Injury Accident Report (Appendix F-7)
Wind Chill Factors/Heat Stress Index (Appendix F-15)
Certificate of Religious Exemption (Appendix F-18)
Seizure Action Plan (Appendix F-20)
Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)
Parent Permission for School Sponsored Trip Participation.English (Appendix R)
Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish
(Appendix R-A)
Use of Personal Vehicle (Appendix R-1)
Elementary/Middle School Handbook Agreement Form (Appendix AG-1)

Signature Page

Parents must log on to PowerSchool to sign the handbook agreement, as well as the media release form. The Handbook applies to all families/students enrolled, regardless of parent signature.