



Elementary School Parent/Student Handbook

2019-2020

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August 26, 2019

Dear Students & Parents,

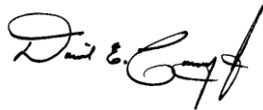
Welcome to the 2019-2020 academic year at All Saints Catholic School!

As we begin the year, I am pleased to share with you this edition of our newly revised *Parent-Student Handbook*. I hope that you find this information helpful as you plan for the year ahead.

Should you have any questions about our policies and procedures, please do not hesitate to let us know.

Wishing you blessings in this new year!

In Christ,

A handwritten signature in black ink, appearing to read "David E. Conroy, Jr.", written in a cursive style.

David E. Conroy, Jr.  
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.<sup>1</sup> The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic, value-oriented manner.

<sup>1</sup> Declaration on Christian Education #3

### ***DIOCESAN MISSION STATEMENT***

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

### ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

#### All Saints Mission Statement

Centered in Christ and empowered by the Holy Spirit, All Saints Catholic School partners with families to integrate faith formation with academic excellence while focusing on the whole child in a safe, joyful, and welcoming community.

#### Philosophy of Learning

In the spirit of Christ, the perfect teacher, All Saints Catholic School is a vibrant, faith-filled learning community that integrates tradition with contemporary methodologies to cultivate exemplary citizens. United by our Catholic faith, we are an increasingly diverse community, both economically and culturally.

As a faculty and staff, we recognize our students' different learning styles. Through a rigorous academic curriculum, we meet the needs of our students by providing a variety of learning experiences. We challenge students to reach their potential through development of higher level

thinking, cross-curricular instruction, teacher collaboration, and the use of technology. We nurture a sense of responsibility in our students to fully develop their God-given talents. This is reflected in our Virtues Program, service to others, extracurricular activities, and partnerships with parents and our local community. With a commitment to knowledge, character, and compassion, we educate the whole child.

## ***STUDENT/PARENT HANDBOOK***

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

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

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

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

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

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

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

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

## ***NON-DISCRIMINATION CLAUSE***

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

This policy does not preclude the existence of single sex schools, nor does it conflict with the

priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC STUDENTS***

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

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

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

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

## II. ACADEMICS

### ***CURRICULUM***

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. 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.

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.

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.

### ***Guidelines for World Language Level I***

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

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

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

## ***IMPLEMENTATION OF FAMILY LIFE PROGRAM***

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

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

An annual book fee, incorporated in the tuition fee, covers the cost of student textbooks and workbooks. School supplies may be purchased in stores locally. The school also offers parents the opportunity to purchase necessary supplies in a packet if they choose. In this case, orders are received, a deposit is paid in June, and all supplies are available on Orientation Day in August prior to the opening of school. It is the responsibility of each student to take care of books issued to him/her. Students who lose or damage books are subject to a fine as determined by the principal. Books are to be covered; consumable books such as workbooks may be covered with clear contact paper. Students are not permitted to write on pages or covers of books. Parents who wish to purchase an additional set of textbooks to be used at home may contact the office to obtain the necessary information.

Every student is expected to carry a book bag to and from school to protect textbooks. Students may use wheeled book bags on their way to and from school. **However, once inside the building, students must carry their school bags.** Kindergarteners, first, second and third graders are to use **ONLY** backpacks. The cubby spaces are not large enough to hold the rolling bags.

*All book bags must fit inside the assigned locker. The size of lockers is indicated below.*

**Grades K - 1...WILL ONLY BE ALLOWED BACKPACKS (NO ROLLING BAGS)  
PLEASE NO UMBRELLAS ~ FOR SAFETY REASONS**

**Grade 2 – 3...WILL ONLY BE ALLOWED BACKPACKS (NO ROLLING BAGS) TO  
FIT IN CUBBIE:**

Height	15.5 in.
Width	13.5 in.
Depth	14.5 in.

<b>Grades 4-5</b>	Height	35 in.
	Width	12 in.
	Depth	17 in.

## ***TECHNOLOGY – RESPONSIBLE USE POLICY***

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

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use

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

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

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

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

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

any responsibility for the accuracy or quality of information obtained through its services.

- h. Examples of Unacceptable Uses – Users are not permitted to:
  - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
  - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual’s parent/guardian, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual’s parent/guardian, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
  - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - ix. Breach confidentiality obligations of school or school employees.
  - x. Harm the good will and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
  - i. Loss of use of the school network, computers, and software including Internet access.



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

## ***TESTING***

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

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

**Early Prevention of School Failure Screening:** This screening is administered to all incoming Kindergarten students during the spring prior to their entrance to All Saints Catholic School. Through their observance of each student completing a series of tasks, the screening team is able to determine the developmental readiness of each child. The goal of the program is to ensure that each student enrolled in Kindergarten or first grade has the developmental skills necessary to achieve success during his/her first year in school.

**Scantron Performance Series:** The diocesan wide standardized testing that will be administered 3 times per year to grades 3-7.

**Assessment of Catholic Religious Education:** This assessment tool, designed by the National Catholic Education Association, is administered to students in grades five and eight each year. Through review of class and grade level scores, school and diocesan personnel can determine student understanding of basic doctrine as well as attitudes towards living the Catholic faith.

**Iowa Test of Algebra Readiness:**

Students in the 7<sup>th</sup> grade who have demonstrated success in their Advanced Math coursework participate in a testing program that provides additional data for determining eligibility for enrollment in the Algebra I program during their 8<sup>th</sup> grade year.

## ***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**

Recognizing that the time required to complete homework will vary for each student, the following expectations have been established for All Saints Catholic School.

- Grades 1-3: 10 to 30 minutes daily
- Grades 4-5: 30 to 60 minutes daily
- Grades 6-8: 60 minutes to 2 hours daily

Homework, other than long-term projects, will not be assigned on weekends except for students completing high school level courses, i.e. Algebra I and Spanish I.

Due dates for long-term projects that bridge major holidays, such as Christmas and Easter, will not occur less than three days after classes resume.

### **Homework as Assessment for Learning:**

Homework is assessment *for* learning (formative) and occurs while students are still in the process of acquiring new skills and concepts. As such, homework helps teachers better understand student needs, provides opportunities for meaningful feedback, and shows students how to improve. Homework is distinctly different from assessment *of* learning, when students are given the opportunity to demonstrate the skills and knowledge they have acquired through unit tests, projects, quizzes, etc. (Stiggins, Arter, Chappuis, and Chappuis, 2004)

Homework is defined as any task completed in the home environment in support of learning in school, i.e. written work, projects, studying, assigned reading, flashcards, etc.

### **A School-wide Commitment ~ Effective Homework Practices**

- 1) Teachers will inform students of the objective of the assignment, i.e. pre-learning, checking for understanding, practice or processing.
- 2) Teachers will provide clear directions and guidance regarding all assignments.
- 3) Homework will always be checked and corrected the next day. Homework that will not be checked or corrected will not be assigned.

- 4) Since homework is designed to provide students “practice” of new skills, no more than 10% of each student’s grade will be based upon homework completion.
- 5) Points or credit will not be given to students for bringing in items such as school supplies or getting parents to sign logs, tests, etc. as these tasks are not related to learning.
- 6) Homework will not be assigned as a punishment, consequence or for the purpose of busy work.
- 7) Completion of homework must be within the capabilities of the individual student. Only homework that can be independently completed by students will be assigned by the teachers. Students should be able to complete homework by themselves without the help of their friends or parents.
- 8) Homework assignments should grow out of a school experience. Only homework that has a creative objective will be given without previous preparation. In this case, the form and procedure will be thoroughly explained.
- 9) Homework will be intended to enlarge or extend the students’ knowledge and understanding of concepts.

### **Communication Strategies & Feedback**

- 1) Parents are encouraged to provide feedback to teachers regarding their children’s experience of homework so that faculty may adjust expectations as necessary in an effort to better meet the needs of the learners.
- 2) Each teacher will update *Homework Central* postings by 4:00 p.m. Once assignments are posted, no additional postings will be made that day. Information provided via *Homework Central* will be identical to that posted on the classroom homework assignment chart or board.
- 3) Faculty members will coordinate project timelines to ensure a manageable workload for students. Additionally, teachers will not schedule more than 2 tests on any given school day. Teachers will strive to integrate curriculum through projects, providing opportunities for students to complete aspects of research and design within the school setting, particularly the computer lab.

### **Home Strategies**

- 1) Parents are asked to provide a quiet space for their son/daughter to complete homework each day.
- 2) Students should complete all assignments carefully and to the best of their ability.
- 3) Parents are encouraged to verify completion of homework, while at the same time allowing the child to assume responsibility for the quality of the work. All work and projects should be completed independently by the student.

**Middle School Policies:** All class work must be completed neatly using black or blue ink. Students should write in cursive unless otherwise stated. Math assignments should be completed in pencil only. Homework must be completed neatly and submitted on time. If homework is not submitted in class on the date that it is due, the student will receive a grade of zero for the assignment. Late homework will be accepted up to (2) days after the due date, with a deduction of 10 points each day. Homework will not be accepted after (2) class periods on its due date.

Homework counts as 10% of each student's grade. For an excused absence, there will be 2 days for every day absent up to one calendar week. Projects are due on the date assigned. If a project is submitted one day late, the student's grade will drop 10 points. If the project is received two days late, the grade will drop 20 points, and will continue to drop by 10 points each day, up to five (5) days. In the event that your child is absent on the day a project is due, the work should be submitted to the teacher on the day the student returns. Test folders can be given on any day of the week and must be returned within two (2) school days. Students with scores of 80 or below must obtain a parent signature. Parents are encouraged to share the log on information with their child/ren for PowerSchool, to help monitor class work, homework, and assessments.

## ***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**

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

Parent-teacher conferences are scheduled for the end of the first grading period. Since these conferences provide teachers the opportunity to communicate each child's progress, it is mandatory that one or both parents attend this important meeting.

Although the school only schedules one conference per year, regular communication between home and school is encouraged. Either the teacher or parents may request a conference at any point during the year, particularly following the close of each grading period. If at any time parents have a question or concern regarding the progress of their child, they are encouraged to contact the classroom teacher directly by calling the main office or writing a note. Teachers will make a reasonable effort to respond within one day to messages received. To expedite communication, parents of middle school students are encouraged to contact subject area teachers rather than the homeroom teacher when questions arise. All parents are respectfully asked to refrain from contacting teachers at home.

## ***GRADING/REPORT CARDS***

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

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

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

### **GRADING SYSTEM**

#### **Grades 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

## ***PROMOTION/RETENTION/PLACEMENT POLICY***

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

- a. The final decision to promote or retain a student is based on the student's academic

- performance and best interest as determined by the principal.
- b. Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.
  - c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
  - d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be “placed” in the next grade level; however the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.
  - e. If a child is in 5<sup>th</sup> grade or above and needs to be retained, he/she may not return to All Saints.

## **AWARDS**

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

### **First Honors – Grades 4-8**

Criteria: 93 to 100 in all academic subjects and receive 2 or higher in effort, specials and personal development.

\*If a student is place in Advanced Math, a 90% or above is needed for First Honors in math and a 93% and above in all other academic subjects.

### **Second Honors – Grades 4-8**

Criteria: 85 to 100 in all academic subjects and receive 2 or higher in effort, specials and personal development.

\*If a student is place in Advanced Math, an 82% or above is needed for Second Honors in math and an 85% and above in all other academic subjects.

### **Academic Improvement Honor Award – Grades 4-8**

Criteria: 10-point improvement in any academic subject. This award is given for the second and third trimesters of the school year.

### **Effort Award – Grades 1-3**

Criteria: A student must receive 2 or higher in effort, personal development, and specials.

In addition to First and Second Honors, the following awards are presented at the close of the year.

**Principal’s Award** – Grades 4-8

Criteria: 93 to 100 in all academic subjects in each trimester of the year; with 2 or better in each trimester in effort, personal development and special subjects.

**First Honors** – Grades 4 – 8

Criteria: 93 to 100 in all academic subjects; final average of 2 or better in effort, personal development and special subjects.

\*If a student is place in Advanced Math (grades 6-8), a 90% or above is needed for First Honors in math and a 93% and above in all other academic subjects.

**Second Honors** – Grades 4 – 8

Criteria: 85 to 100 in all academic subjects; final average of 2 or better in effort, personal development and special subjects.

\*If a student is place in Advanced Math (grades 6-8), an 82% or above is needed for Second Honors in math and an 85% and above in all other academic subjects.

**Benedictine Service Award** – This award is presented to one graduating eighth grader in recognition of outstanding service to the school community.

## ***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.

All Saints School employs a professional counselor four days per week to serve the special needs of students. Parents, teachers or administration may refer students to the counselor who will provide assistance to those encountering social, emotional, or behavioral difficulties. The counselor will inform parents of any referrals received and work with parents and teachers for the success of the student.

## **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**

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

#### **REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5**

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



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

#### **REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12**

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

#### **GENERAL CONDITIONS OF ADMISSION**

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

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

## INTERNATIONAL STUDENTS

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
    - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
      1. Proof of exact dates of required immunization as required by the Code of Virginia.
      2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
    - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
  - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
  - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
  - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

- c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
- a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
  - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
  - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
  - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
  - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.
  - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

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Any student applicant whose passport, United Nations travel document or other United States

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

## **CLASS PLACEMENT**

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

## ***ATTENDANCE***

### **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

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

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

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

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

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

- 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 disciplinary 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 disciplinary 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**

### **ABSENCE**

It is the school's policy that vacations are scheduled in accordance with school holidays and non-instructional days. If a student is absent from school due to vacation/travel time, it is the student's responsibility to make-up any missed work and/or assessment. The school will not provide advanced work due to days missed during vacation/travel time.

Parents are asked to call the school office by 9:00 a.m. if their child will be absent. This information may be recorded on the attendance line of the voicemail system. (703-393-2140) Office personnel will contact the parents of each student who has been noted as absent and for whom no message has been received. A student arriving after 11:10 a.m. or departing prior to noon will be marked present for a half day.

On returning from an absence, it is the responsibility of students in the middle school program to check the classwork/homework book located in each classroom to learn of any work that they missed. Students are also encouraged to use the *Homework Central* to learn of any assignments given by the teachers during their absence. It is also the students' responsibility to speak with the

teacher upon their return to school to schedule a time for make.

### **TARDINESS**

Students are expected to be in their homerooms and ready to begin class when the 8:00 a.m. bell rings. Students arriving after 8:00 are considered tardy. To ensure the safe arrival of all students, parents/guardians are required to sign in their children at the main office when arriving late. Students are also required to report to the school office to obtain a slip admitting them to class. The tardy slip will be issued only when the students have been signed in by a parent or carpool driver.

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. 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. The following strategies will be implemented in support of families for whom late arrival becomes a pattern:

1. a letter will be sent to the parents after the student's fifth tardy to school;
2. a meeting between the parent/s and assistant principal will take place on the seventh tardy to school, before the student can return to school.

### **MEDICAL EXCUSES**

Although daily attendance is important, children who are ill cannot function properly in school and should remain at home. Students with a fever and/or vomiting may not return to school for 24 hours.

During periods of brief illness, the health and recovery of the student is of primary importance. For this reason, all assignments will be provided once the student reports back to school. The manner in which the missed assignments are conveyed to the student is left to the discretion of each teacher.

### **ANTICIPATED ABSENCE**

The scheduling of vacations during the school year is strongly discouraged. Students who must be absent for a period of time are responsible for completing all assignments upon their return. Parents should seek to schedule doctor and dental appointments around the school day. Although students can complete missed assignments independently, there is no substitute for the learning that occurs within the classroom under the guidance and direction of the teacher.

### **RELEASE OF STUDENTS**

If a child becomes sick or injured or otherwise needs to return home prior to the regular dismissal time, the school will notify the parent/guardian first. The child will be released only to persons

whose names appear on the emergency listing provided by the parent/guardian. Parents who need to sign-out their child prior to the close of the school day are asked to do so by 2:45 p.m., the time at which office personnel begin to prepare for the dismissal of school. Parents are discouraged from signing-out their children after 2:45 p.m. except in the event of an emergency.

## ***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.

Records are sent directly to the new school. Copies of records may be provided to two schools of choice at no charge. A \$5.00 fee is charged per additional request.

## ***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.

### **ALL SAINTS CATHOLIC SCHOOL GUIDELINES**

Prices for the hot lunch program are as follows:

Daily Price (lunch)	\$3.50
Milk	\$0.18 Daily (Students)
Juice	\$0.35 Daily
Ice Cream	– Prices vary from \$0.35 to \$1.50

**All purchases (lunch, milk and juice) are now deducted from one total balance on your account. It will no longer be necessary for you to pay for lunch, milk or juice separately.** You can now just deposit any amount you would like towards your student(s) account. Please keep in mind that if you are going to use [www.payschoolscentral.com](http://www.payschoolscentral.com), you will be charged a convenience fee for every payment made on line, so please plan ahead accordingly. We will then charge any purchases made by your student(s) against one total balance, which you will see when you check your student(s)’ account online.

If you do not plan on using the online system at all, you can still send in payment (cash or check) to the cafeteria. You will then have to call the cafeteria to confirm your balance. We will be using an email system to send you low balance alerts. Please do try to keep your balance above \$10.00 at all times. If you have a negative balance of \$10.00 or more, the system will not allow us to make any further charges, your student will then receive a bologna and cheese sandwich if they need a lunch, and you will then be charged \$3.50 for each sandwich until payment is received.

If you have any questions, please do not hesitate to call us at 703-368-4400, ext. 211.

Please make sure your child knows that if he/she has a lunch problem, such as a forgotten bag lunch, no money, etc., he/she should always inform a member of the kitchen staff. The staff will make every effort to ensure that every child has something to eat for lunch and does not go hungry. If your child loses a lunch, please have him or her inform one of the kitchen staff.

If your child has a food allergy, please provide this information in writing to the school nurse and cafeteria staff. Your child should be aware of his/her allergies and instructed to avoid such foods. There is a separate table set up in the cafeteria for those students with food allergies. Parents are welcome to eat lunch with their child and can place an order for lunch by calling the cafeteria before 10:00a.m. Cost for lunch, payable upon arrival, is \$3.00. **Parents are respectfully asked to refrain from bringing fast-food lunch for their children.**

Those parents who wish to send their child to school with a drink are asked to send juice or another healthy beverage. ***Students are not permitted to drink soda or caffeinated beverages at lunch unless part of a special school sponsored activity.***

**GRADES 3-8 ONLY** – Extra entree may be ordered for \$1.00 cash or it can be charged to your child's lunch account. Students may order salad (bowl) w/ two sides for regular lunch price of \$3.50

## ***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.

All Saints School opens its doors at 7:40 a.m. The school day begins at 8:00 a.m. and ends at 3:00 p.m. except on days of early release.

In the morning, parents are asked to drop off children between 7:40 a.m. and 8:00 a.m. Students enter the new breezeway entrance and report directly to their homerooms. Students who arrive



prior to 7:40 a.m. must be escorted to the Extended Day Program by their parents where they will be properly cared for and parents will be charged the corresponding fee. Pre-K drop off is between 11:45-11:55.

No student will be dismissed prior to the regular dismissal time without the signed permission of a parent/guardian, nor will a student be released to anyone other than a parent without parental authorization.

Due to the business of the closing of a school day, any parent wishing to check out their child/ren at the end of the school day must do so by 2:45 p.m.

## ***DISMISSAL PROCEDURES***

### **ENTERING THE PARKING LOT**

- Bays in both parking lots will be labeled.
- Front parking lot will be labeled Bay 1 and Bay 2. The back parking lot will be labeled Bay 3.
- Families with last name beginning with A through N will park in the front parking lot. The remainder of the families with last name beginning with O through Z will park in the back lot.
- Bay 1 and Bay 2 will enter the front parking lot from Stonewall Road (closest to the PAC)
- Bay 3 will enter the back parking lot from Stonewall Road (entrance by Knights of Columbus).
- Bay 1 and 2 will park facing their car toward the school building (front parking lot)
- Bay 3 will park their car facing either the soccer field (if closest to the school building) or facing the school building (if closest to the soccer field).
- Park in Bay 1 if you plan to exit using Route 28 and parks in Bay 2 if you plan to exit using Stonewall Road.
- Those cars arriving late will line up in the following areas and wait for direction from the teacher on duty to enter the late arrival area: Late arrivals for the front parking lot will line up along the grass area (closest to Rt. 28) facing the direction of the new church; late arrivals for the back parking lot will line up along the grass area by the soccer field facing the wooded area. LATE= once student have begun to load their vehicles.
- Parents of Pre-K students will park in the parking lot by the new church.

### **DISMISSAL OF CARS**

- Older siblings and carpool companions of pre-K students will meet them by the Mary Statue in the courtyard and walk with them to parent/guardian pick-ups.
- Once you have picked up your child/ren, please proceed to your car and get ready for dismissal.

- When all cars are loaded, 2 teachers and 2 patrols will clear each lane in each bay and start dismissing cars. As bays are dismissed, a teacher will direct the “late vehicles” to park in those bays.

## **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.

At the office, visitors will be asked to sign in, noting the date, time and purpose of the visit. This practice helps to eliminate many unnecessary interruptions to the teachers and students during class hours and ensures that only authorized persons are in the building. Unscheduled visitors may not visit classrooms without the principal's authorization.

Parents who have made an appointment to observe are welcome in the classrooms. The teachers are happy to speak to parents about their children by phone, note or conference. However, appointments are necessary in order that the teacher's full attention be given to the class throughout the course of the day.

Other than medication, the office will not accept or deliver items that a child has forgotten. Expecting students to accept consequences for their forgetfulness is an effective way for them to develop a sense of responsibility.

The phones located in classrooms and throughout the school are not for the use of All Saints students during the school day or during evening events/activities. Students may use the office telephone, with permission, in cases of emergency. (Forgetting lunches, PE uniforms, permission slips, etc. does not constitute an emergency.) Parents are asked to refrain from calling the school office with messages to be relayed to children except in cases of an emergency.

Unauthorized use of the telephone system by a student will result in disciplinary action, including but not limited to suspension from All Saints School.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL'S COMMUNICATION**

The principal sends out a weekly communication, *The Sentinel*, via e-mail each week. On occasion he may send memos or fliers via the student's take-home folder and emergency notification by text or messages.

### **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.

### **TELEPHONE USE/MESSAGES FOR STUDENTS**

The phones located in classrooms and throughout the school are not for the use of All Saints students during the school day or during evening events/activities. Students may use the office telephone, with permission, in cases of emergency. (Forgetting lunches, PE uniforms, permission slips, etc. does not constitute an emergency.) Parents are asked to refrain from calling the school office with messages to be relayed to children except in cases of an emergency. Unauthorized use of the telephone system by a student will result in disciplinary action, including but not limited to suspension from All Saints School.

### **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.

During the onset of a storm and/or predicted inclement weather, All Saints Catholic School will continue to follow the decisions of Prince William County Public Schools regarding schedule changes.

In the days following the weather event, All Saints Catholic School will make an independent decision. Similarly, the school will also make an independent decision when only severely cold temperatures impact the schedule for Prince William County Public Schools.

All decisions regarding schedule changes, both on those occasions when we follow the county as well as when we make an independent decision, will be announced to the community via SchoolMessenger.

In the event that the County schools are not in session or do not announce an early release due to inclement weather, parents are requested to pick up their children without delay. Students who are not picked up will be cared for in Extended Day until parents can be contacted.

On a rare occasion, there could be possible exceptions for which All Saints Catholic School may choose not to follow the decision of Prince William County Public Schools. These situations might include mechanical issues, safety inspections, etc. On these occasions, All Saints Catholic School will update by SchoolMessenger text, voicemail, and e-mail.

Cyber Snow Days: in the event All Saints School is closed more than 2 days due to inclement weather, teachers may post assignment/s to reinforce learning or introduce new concepts via the internet.

Every family is required to have an official Emergency Form on file in the school office, listing persons authorized to pick up a child in case of emergency and authorizing the school to take appropriate action in the event that we cannot reach a parent/guardian. If information on this form changes during the course of the year, it is the parent's responsibility to provide an update. The name and phone number of the babysitter should be included. No sick or injured student will be released from school without notifying the family. Unless a student's life is in danger and/or immediate emergency treatment is necessary, the parent of the pupil will be consulted before any treatment is administered. If an emergency exists, the student will be taken to the hospital by ambulance.

In the event of a school emergency necessitating immediate closing of school and an inability to return to the facility following evacuation, notification will be provided to parents via the school website and/or the Emergency Phone Network as well as through announcements on radio stations, specifically WTOP and WMAL. In the event that dismissal from the school grounds is not feasible, students will be released from the fields adjoining Pennington School on the opposite side of Stonewall Road or at an alternative location determined by emergency personnel.

## **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.

## **E-READER**

Students may bring e-readers that have pre-loaded books to school. Personal e-reader devices may not access the network in anyway. All Saints Catholic School is not responsible for any damaged, lost, or stolen devices.

## **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 audio-visual/computer materials must complete an Objection to Content Form (*Appendix K*) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

## **FIELD TRIPS**

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

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

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (*Appendix R*).

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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.

Bus transportation is used for all school trips. Parents who wish to assist as chaperones are required to have a background check and be virtues trained. Parents are not permitted to drive separately without express permission of the principal. If a parent chooses for their child not to participate in the trip, the student must remain at home since the activity planned for the day will be occurring off-site. The principal reserves the right to limit a student's participation on a trip due to academic or disciplinary concerns.

**Parents not chosen to chaperone are discouraged from attending the field trip on their own, so as to avoid any disruption of the class dynamic and procedures.**

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

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

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

### **SNACKS**

Food may be brought from home for a mid-day snack provided:

- The food does not require refrigeration or any special storage.
- The food is properly wrapped to prevent it from becoming unsanitary.
- Your child is instructed not to share this food because of possible food allergies or special diets of other children.

Nutritionally sound snacks are important for your child.

- We ask that you not send candy or other empty calorie junk foods as a snack.
- Examples of nutritional snacks include; fruit, vegetables, muffins, cold dry cereal, or fruit bars

## **GRADUATION REQUIREMENTS/CEREMONIES**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, 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 characterized by dignity and due consideration for practical and economic realities.

A celebration of the Eucharist should be held for the graduates close to the date of graduation.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school. 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 should strive to provide support and assistance to the head of school/principal regarding advancement of the school's mission and legislative issues concerning the school, as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

The parent organization should strive:

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

### ***All Saints Catholic School PTO Mission Statement***

*We, the Parent Teacher Organization of All Saints Catholic School, grounded by our faith in God, commit ourselves to build community amongst school families and within the parish.*

*As dedicated parents and teachers, we work through fellowship to raise and expend funds necessary to enhance the learning environment of our students.*

*Empowered by the Holy Spirit, we promote sound communications and social activities in order to cultivate a harmonious relationship between home and school and in our community.*

The PTO's main purpose is to promote home-school communication and to provide financial as well as moral support for the school program. The by-laws further state that the PTO shall not directly affect school policies. The general membership of the PTO meets every second month beginning in September. If additional meetings are called, notification will be sent home with the students. Many opportunities are available for parental involvement in PTO activities.

By registering their children for All Saints Catholic School, parents make a commitment to be actively involved in the school. Parents commit to 60 points of involvement throughout the year in the Points for Parents. A contract is signed by parents by whom they indicate areas in which they desire to be involved. Active parental participation creates further awareness of the school's total educational program and support for its mission.

### ***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***

Parents will drop-off students in the morning between 7:40 a.m. and 8:00 a.m. for school. Parents will park in the assigned bay given to them on orientation day, for school dismissal. Volunteer and parent parking will be available by the front of the church. All Saints Catholic School's main concern is the safety of the students.

## 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.

#### **REAPPLICATION PROCESS**

Parents who choose to withdraw their children from the program and who later wish to apply for readmission are asked to wait two years before initiating the process. Applications for returning students are reviewed on a case by case basis.

### ***SCHOOL TUITION POLICIES***

Tuition and other fees are determined by the principal and proposed to the Parish Finance Council for approval by the pastor. A request for a reduction in fees may be made through the Diocese of Arlington Tuition Assistance Program.

The tuition program is managed by FACTS. Payments are due by the 10<sup>th</sup> or 20<sup>th</sup> of each month

beginning in August. Payments are prorated over ten months, August through May. The book fee and tuition are rolled into one and pro-rated over this period. For families applying to All Saints Catholic School for the first time, the registration fee is due at the time of application. Registration fees are non-refundable.

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

(See Appendix for Tuition Schedule)

**Extended Day Fees:** The Extended Day Program is self-supporting, i.e., it does not receive financial support from the school, and therefore must rely on prompt payment. The following is a schedule of current fees:

**Morning Session:** 6:30 a.m. – 8:00 a.m. (Monday – Friday)

\$7 per day (first child)      \$4.50 per day (each additional sibling)

**Afternoon Session:** 3:00 p.m. – 6:30 p.m. (Monday – Friday)

3:00 – 4:00      \$7 per day (first child) \$4.50 per day (each additional sibling)

3:00 – 5:00      \$10 per day (first child) \$4.50 per day (each additional sibling)

3:00 – 6:30      \$13 per day (first child) \$8.00 per day (each additional sibling)

**Early Release:** 12:00 noon to 3:00 p.m./Delayed Openings

\$12 per day (first child) \$7.00 per day (each additional sibling)

**Fees are incurred after ten minutes of attendance in the Extended Day Program at the end of the day; i.e. late pick-up once the students have been brought to extended day after dismissal. There is a late pick-up fee of \$5 per child for every 15 minutes for students dropped off before opening at 6:30 a.m. or picked up after closing at 6:30p.m.**

**Tuition Delinquencies:** Parents falling behind in tuition payments will be asked to meet with the principal. The pastor and principal recognize that on occasion families encounter financial hardships that affect the timely payment of tuition. In such cases it is important that parents contact the principal so that a mutual understanding regarding payments may be established.

*Tuition payments are the primary source of funds used by the School to pay expenses which are necessary to help the School achieve its mission of “providing all students with the educational foundation to enable them to go forward in faith and knowledge into the world.” When tuition payments are not submitted, the School’s ability to meet operating expenses is jeopardized. Therefore, it is imperative that families fulfill their financial obligations to the School in a timely manner.*

*Families seeking financial assistance may apply through the Diocese of Arlington Tuition Assistance Program. Decisions regarding the level of financial assistance offered will be made*

*by the All Saints Tuition Assistance Committee based upon the criteria established in the Diocesan program.*

*The School tuition program is administered by FACTS. Families that miss a tuition payment or make a payment after the scheduled due date will be notified by FACTS via email and/or telephone. Missed payments may result in late fees being assessed in accordance with the signed Tuition Agreement. Families with delinquent tuition balances greater than 60 days, who have not established an approved alternative payment arrangement, jeopardize their child's continued enrollment in All Saints School. While it is the intent of the School to work with families facing financial hardships, justice and good stewardship require the School to ensure that families meet their tuition obligations. Therefore, the School reserves the right to take the following actions if delinquent tuition remains unpaid:*

- 1. Withhold release of student records.*
- 2. Prohibit students from participating in School activities.*
- 3. Prohibit re-registration for the succeeding school year.*
- 4. Cancel a student's current year enrollment with a minimum of 30 days written notice to the family.*

If delinquent tuition balances remain unpaid after a student's enrollment has been cancelled, the account may be turned over to a professional collection agency for recovery.

## **TRANSFER OF RECORDS**

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and to settle accounts. No student records will be forwarded to another school until the school office has confirmed that all accounts, including tuition, cafeteria and the Extended Day program, have been settled.

## **VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### ***PARTICIPATION***

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

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

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

When a student 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 car pool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right 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.

### ***ACTIVITIES***

**Mass & Sacraments:** Students attend Mass as a school community once each week. On a



rotating basis each class is given the opportunity to be responsible for those portions of the Mass in which the laity participate.

As part of their curriculum, students in grade two are prepared to receive the Sacrament of Holy Eucharist and Reconciliation; students in grades seven and eight are prepared to receive the Sacrament of Confirmation. Throughout the school year, each Catholic student beyond grade two has the opportunity to receive the Sacrament of Penance. Parents are reminded of their responsibility to ensure more frequent reception of this sacrament.

**Peace & Justice Players:** This organization is open to students in grades 7 and 8 who desire to promote peace through justice in our community. Scripture discussions help students to design and carry out plans to address the needs they see around them. Within the school they work with classes to become more aware of the peace and justice concept and to put it into practice.

**Band & Schola:** Students in grades 4-8 may receive instrumental lessons through the diocesan band program. Additional fees for participation in the band are arranged through this program. The school band competes in the annual diocesan band festival, the "Music in the Park" festival program, and performs an annual winter and spring concert. Students in grades 5-8 may choose to participate in the choral/Schola program, thereby participating in the music ministry program that supports all liturgical events of the school.

**National Junior Honor Society:** All Saints Catholic 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.

To be eligible for membership the candidate must be a 7<sup>th</sup> or 8<sup>th</sup> grader and have been in attendance at All Saints Catholic School the equivalent of one semester or submit a recommendation from his/her previous school principal. Candidates must have a cumulative middle school scholastic average of at least 93%, B+ or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. The selection of each member of the chapter shall be by a majority vote of the faculty council. The chapter bylaws are available from the chapter advisor.

**Student Council Association:** All Saints Catholic 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 grades 7 and 8 and representatives from grades 4 through 8.

**Safety Patrols:** Students in grades 5 & 6 may serve as members of the School Safety Patrol. The patrols help school staff and teachers ensure the safety of students by coordinating the morning and afternoon carpool systems and by providing assistance to students and parents at the time of arrival and dismissal.

**CYO Sports:** Students in grades 4-8 may participate in CYO sponsored sports and activities.

Students who are absent from school should not participate in after school activities on that day. It is important that students strive to play fairly and be respectful of coaches, referees, and other competitors. Christian behavior and good sportsmanship must be exhibited at all times.

**Lego Robotics Club:** This club is for 7<sup>th</sup> and 8<sup>th</sup> grade students that enhances students' critical thinking, programming, collaborating, and problem solving skills through engineering robots.

## ***SUPERVISION OF STUDENTS***

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

## VII. STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is

- violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
  - r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
  - s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

Students at All Saints are encouraged to grow in all areas; spiritual, moral, emotional, social and academic. When students act in a manner inconsistent with the mission and philosophy of the school, they are entrusted with the responsibility of showing improvement in their conduct. If a child does not respond to correction or discipline within the context of Christian understanding and charity, the school may request the involvement of parents in an effort to provide the child with the necessary support for their conforming to the school's standards. Discipline is most effective when there is clear communication and cooperation between parents and teachers.

## ***SUBSTANCE ABUSE/WEAPONS***

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

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

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

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

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

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

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will 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. Dismissal
- h. Expulsion

## **SPECIFIC DISCIPLINARY POLICIES**

All Saints utilizes the Positive Behavioral Interventions and Supports implementation framework. This framework aims to maximize the use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, spiritual, and behavioral competence of all students.

Together, the All Saints faculty and staff will work to develop a positive, predictable, and safe environment that will promote strong inter-personal relationships with students and between students through teaching, modeling, and encouragement. Students will be taught to use relevant and expected social skills for themselves and with others. This will create a school climate that is positive, trustworthy, and respectful.

In teaching students expected behaviors, teachers will model or demonstrate the behavior, students will practice the behavior, and teachers will provide feedback. Students will continue to refine the expected behavior over an on-going basis. When multiple attempts at redirecting are not successful, the All Saints faculty and staff have crafted the Student Incident Report which serves to be part of the multi-tiered “continuum”. Parents will be notified through a copy of the Student Incident Report that will be sent home. Together with administration (when necessary), faculty and staff members will implement appropriate supports and disciplinary measures for students. Student

Incident Reports (SIR) will also be used in incidents of more significant occurrences.

**Tier 1-Universal Practices**-these are expected of all students in all environments throughout the school. They establish a predictable, consistent, positive, faith-filled and safe school climate.

**Tier 2-Targeted Practices**-these are designed to address student behaviors that need more structure, feedback, instruction, and support than in Tier 1 alone.

**Tier 3-Indicated Practices**-these are designed to directly address more challenging student behavior than in Tiers 1 and 2.

**Chromebook misuse:** The chromebook is used for educational purposes within the classroom. If a student uses the chromebook for any non-instructional purpose or in any way that is not directed by the teacher, consequences will occur.

**Cheating:** Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, or possible suspension. A student involved in extra-curricular activities who is involved in cheating may also be unable to participate in sports/extra-curricular competition.

**Academic Probation:** A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but who choose *not* to learn. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any extra-curricular or academic competition until the grade has improved to a passing grade of D (70% or higher).

## SUSPENSION

Suspension from school is imposed only for a very serious reason. The decision to suspend a student rests with the principal after consultation with the pastor. Prior to suspension, parents will be contacted to explore strategies for the improvement of their child's behavior. A letter stating the measures to be taken and the reasons for the suspension will follow. The nature of the suspension, in-house or out of school, varies with the severity of the infraction. In the event of a serious infraction, the student may be suspended immediately. In this case, the parents will be called and asked to pick up the child at once.

During the period in which the suspension takes place, the student receives a zero for classwork, homework and quizzes. Although a zero will not be issued for tests, the student will not receive any credit for tests administered during the period of suspension.

Behaviors for which a student may be suspended include but are not limited to the following:

- Verbal or non-verbal disrespect for authority

- Fighting, verbally or physically
  - Theft
  - Vandalism or defacing school property
  - Leaving school or classroom without permission
  - Using or possessing cigarettes or drugs, including alcoholic beverages
  - Possessing pornographic materials
  - Possessing potentially harmful/dangerous materials, i.e. fireworks, matches, etc.
- Aggressive Behavior:
    - We are all aware and concerned that violence is escalating in our society. Our children are surrounded by attitudes that condone settling disagreements with violence. Television, newspapers and movies are filled with behaviors that are abusive, disrespectful of others, and use pushing and fighting to subdue or just to irritate others.
    - Please discuss with your child ways to settle disagreements in a peaceful manner. Students need to treat their peers with civility, charity and forgiveness. They need to respect each other and root out any spirit of meanness. We expect them to be cooperative, polite and respectful in dealing with teachers and classmates. We all need to pray that God guide us to make the right decisions and give us the courage to act or not to act if that is the right course of action.
    - Violent activity will not be tolerated. This includes fighting, punching, or pushing that result in injury, knocking a student down, tearing or defacing another student's clothes – in summary, any activity that causes or could cause injury.
    - If a student behaves violently or threatens another individual, the parents will be notified to come and take the offending student home. The student will stay at home on the day of the occurrence. The student may return to school only after meeting with school administration and meeting any conditions for continued enrollment. The student and parents must sign a statement insuring that the student will never again resort to such activity. Should there be further dangerous aggressive behavior, the student is liable for further consequences up to and including expulsion.
    - We realize these are strong measures. However, we cannot allow or encourage the violent, disruptive, or unbecoming behavior that we witness around us. Our children must understand that such activity is wrong and as followers of Christ should seek peaceful resolutions of legitimate differences.



## **DISMISSAL**

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

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

## **EXPULSION**

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

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

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

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

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

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

## ***STUDENT REGULATIONS AND PROCEDURES***

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

## **STUDENTS AND STUDENT PROPERTY SEARCHES**

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

## **INTERROGATION OF STUDENTS**

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

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

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

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

## **STUDENTS AND STUDENT PROPERTY**

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

## **SCHOOL LOCKERS AND DESKS**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned, has *vis-a-vis* other students,

exclusive use of the locker or desk but has no proprietary rights versus the school.

Lockers are assigned to students in grades 4-8. These units are used for storing coats, jackets, book bags and books during the course of the school day. Students have the responsibility of maintaining a clean and organized locker at all times. Students in middle school may use magnets to post important forms or pictures on the inside of their locker. All items displayed in lockers must be consistent with the standards and expectations of All Saints Catholic School. Students are not permitted to open another student's locker at any time. School staff reserves the right to periodically inspect lockers and desks.

Students in grades 6-8 will be required to put a combination lock on their locker at the end of the school day. Students will give their combination number to their homeroom teacher. The locks will be used to protect the students' personal items during the evening and on the weekends.

### ***CARE OF SCHOOL PROPERTY***

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

## ***DRESS CODE***

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

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

*ALL PE UNIFORMS MUST BE PURCHASED AT FLYNN & O'HARA.*

## **UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

**ALL SAINTS CATHOLIC SCHOOL UNIFORM**

<b>Uniform</b>	<b>Grade</b>	<b>Shirt/Blouse<sup>1</sup></b>	<b>Outerwear</b>	<b>Tie<sup>2</sup></b>	<b>Pant/Skirt</b>	<b>Belt</b>	<b>Hosiery</b>	<b>Shoes<sup>3</sup></b>
Fall/Spring, Boy <sup>4</sup>	K-5	White or Blue Polo Embroidered logo	P.E. sweatshirt (may be worn on cold days)	n/a	Pants Grey twill, flat front	Black	Crew Socks Black/navy White crew socks with PE	Athletic, low-cut, tennis style
Fall/Spring, Boy <sup>4</sup>	6-8	White or Blue Polo Embroidered logo	P.E. sweatshirt (may be worn on cold days)	n/a	Pants Grey poly/wool dress	Black	Crew Socks Black/navy	Leather oxford, lace-up
Fall/Spring, Girl <sup>4</sup>	K-5	Peter Pan collar, Short-sleeve	Sweater; crew neck cardigan Navy (may be worn on cold days)	n/a	Jumper, drop-waist Navy, gold and white	n/a	Navy ribbed or regular tights, navy knee-hi or plain white crew socks White crew socks with PE	Athletic, low-cut, tennis style <i>Solid leather, Mary Jane style with one strap (optional)</i>
Fall/Spring, Girl <sup>4</sup>	6-8	White or Blue Polo Embroidered logo	P.E. sweatshirt (may be worn on cold days)	n/a	Kilt, wrap around Navy, gold and white plaid	n/a	Navy ribbed or regular tights, navy knee-hi or plain white crew socks	Penny loafer with rubber sole No patent leather
Winter, Boy <sup>5</sup>	K-5	Button-down collar Long-sleeve	Sweater; v-neck vest Solid Navy	Solid Grey	Pants Grey twill, flat front	Black	Crew Socks Black/navy White crew socks with PE	Athletic, low-cut, tennis style
Winter, Boy <sup>5</sup>	6-8	Button-down collar Long-sleeve	Sweater; v-neck vest Navy with white trim	Striped Grey/navy	Pants Grey poly/wool dress	Black	Crew Socks Black/navy White crew socks with PE	Leather oxford, lace-up
Winter, Girl <sup>5</sup>	K-5	Peter Pan collar Long-sleeve	Sweater; crew neck cardigan Navy	n/a	Jumper, drop-waist Navy, gold and white	n/a	Navy ribbed or regular tights, navy knee-hi or plain white crew socks; White crew socks with PE	Athletic, low-cut, tennis style <i>Solid leather, Mary Jane style with one strap (optional)</i>

**Notes:**

1. A plain white undershirt may be worn under the Fall/Spring and Winter uniforms.
2. Neck ties are worn with the winter uniform. Grades 6-8 wear a tie every day; grades K-5 only wear ties on Mass days and special occasions.
3. All shoes are **SOLID** black in color unless otherwise noted.
4. Fall/Spring uniform is worn from first day of school through 31 Oct and from Easter break through the last day of school.
5. Winter uniform is worn from All Saints Day (1 Nov) until Easter break.
6. P.E. uniforms are unisex. Uniform items have the school's logo on them. These items must be purchased from Flynn & O'Hara or the school's uniform closet.
7. Girls in grades K-5 are authorized to wear headbands or bows in their hair of solid color matching a color in the uniform; i.e. navy, black, white, grey, or the same pattern of the uniform. No sparkles or other patterns may be worn.

The lost and found is located in the gym, by the PE office

The lost and found will be purged twice during the school year. The first purge will take place the week prior to the Christmas break. The second purging of items not claimed will take place at the end of the first week that school has closed for summer. These items will be donated to charity.

**Additional Considerations:**

No emblems are to be found on sweaters, blouses, shirts, pants or any other part of the uniform. Girls with pierced ears may wear one pair of buttons in their earlobe only-no dangling or hoops-even small, are not permitted. Necklaces, bracelets, and rings are not permitted. Tattoos are not permitted on a student's body, washable or real. Although clear nail polish is permitted, colored nail polish, artificial nails or French tips are not permitted in any grade. Girls may not wear makeup.

Boy's hair is to be cut above the collar, eyebrows and top of ears. Trend haircuts of any kind (which includes lines or shapes of any kind), including dyed hair and unnaturally colored extensions, are not permitted. Final decisions regarding haircuts rest with the principal/administration.

A simple watch or FitBit is permitted. No smart watches that can access the Internet are permitted in school. Parents are asked to check their children's clothing before they come to school to make sure they are dressed in accordance with the uniform code.

If a family emergency should prevent a student from wearing the uniform for a given time, the parents are asked to write a note to the principal who will permit the exception as long as it is necessary.

Uniforms are purchased through:

*Flynn and O'Hara Uniforms  
Fair City Mall  
9650 Main Street  
Fairfax, VA 22031  
(703) 503-5966*

**Uniform Exchange:** The PTO operates a uniform exchange program for families who wish to purchase used uniforms. Information for the parent in charge can be found through the PTO.

**Dress-Up Day Code:** On special days designated by the principal, students may be out of uniform. The following code is intended to encourage individuality and style within the framework of the virtue of modesty. **Girls:** dresses or skirts (no bare shoulders, cold shoulder, or sleeveless; the length may not be shorter than two inches above the floor when kneeling or above the knee), white or colored blouses or sweaters that are not form-fitting, dress slacks. Jeans or jeans-style slacks, jeggings, leggings or tights used as pants are not permitted. Jeans may be acceptable on designated "dress down days". Leggings are permitted if worn underneath of a dress or skirt that is no shorter than two inches above the knee. No athletic shoes other than the school style. No flip flops, sandals, open toe shoes or high heels. Toes and heels must be covered. Jewelry worn must be in accordance with uniform guidelines. **Boys:** shirts with a collar, sweater or sweater vest, dress pants in the style of the uniform trousers, belt, dress shoes. **Not permitted:** Jeans or pants that resemble jeans, jeggings, shorts, sweats, and sneakers, t-shirts, except on specifically identified "dress down days".

## ***INAPPROPRIATE MATERIALS***

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

Toys, candy, magazines, aerosol cans, personal I-pads, I-pods, personal digital devices, cameras of any style, cell phones, etc.

*All such items will be confiscated. The possession of a laser pointer is strictly prohibited on school property. Any above item that is confiscated will be returned to the parent only. The parent must pick it up from the assistant principal.*

**Cell Phone:** Cell phones must remain in backpacks in the off position during the school day. Cell phones will not be used during the school day or during after school activities. Cell phones that are out and/or turned on will be confiscated. Cell phones will be brought to the assistant principal and can only be picked up by the parent.

## ***PLAYGROUND REGULATIONS***

Time spent in play is a part of the social learning children need for life. Students are encouraged to be inclusive, caring and friendly toward all their schoolmates during recess as well as in the classroom. Therefore, students are expected to follow these rules:

- Be courteous to everyone
- Play games safely and fairly
- Play games that do not call for pushing or pulling each other
- Follow the directions of the Playground Monitors
- Stay where you can be seen by the Monitors, away from the utility box, woods, and ramp railing
- Follow the game schedule
- Ask the Monitors to retrieve balls that have gone into the woods or onto the driveway
- Be obedient by lining up quietly when the whistle is blown at the end of recess
  
- Return balls, jump ropes and other equipment to the baskets provided

**Because safety is a priority on the playground equipment, students may not:**

- climb stairs in the wrong direction
- push or pull on the equipment
- slide headfirst or backward down the slide
- pull anyone off of the equipment
- stand on any of the railings
- go down the slide at the same time as another student
- take playground balls, ropes, etc. on the equipment

**Cold Weather Policy:** When the wind chill factor reaches 20 degrees or less, students remain inside for recess.



*Middle school students could be issued one or more demerits or a consequence for not following playground procedures.*

## ***LUNCHROOM REGULATIONS***

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

Middle School lunch/recess will be 11:30-11:50 with 11:15-11:25 (recess). Students have a choice between going directly to the cafeteria or outside for a 15 minute recess.

Teachers will take students outside for a (20) minute recess each day. At the end of recess, teachers will take students directly to the cafeteria. After lunch, the IA will return students from lunch.

Lunch times are as follows:

11:13-11:48 - Grades 6, 7, 8

Begin clean up at 11:46

Release at 11:49

11:51-12:23 - Grade 5

Begin clean up at 12:16

Release at 12:21

11:56-12:28 - Grade 4

Begin clean up at 12:21

Release at 12:26

12:01-12:33 - Grade 3

Begin clean up at 12:26

Release at 12:31

12:33-1:05 - Grade 2

Begin clean up at 12:58

Release at 1:03

12:38-1:10 - Grade 1

Begin clean up at 1:03

Release at 1:08

12:43-1:15 - Kindergarten

Begin clean up at 1:08  
Release at 1:13

Cafeteria Guidelines:

- Students are brought into the cafeteria by the playground monitors and are seated at their assigned tables.
- Students follow the direction of the Assistants for getting lunches and drinks.
- Assistants will assign weekly table cleaners from their classes.
- Students are expected to follow the written rules of the Eagle P.R.I.D.E. Café

## 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.

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

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

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

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

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

#### **WELLNESS POLICY**

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

## **ACCIDENTS AND FIRST AID**

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

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

## **ILLNESS**

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

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

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

## **MEDICATION ADMINISTRATION OVERVIEW**

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

All prescription and over the counter (OTC) medications may be administered during the school

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day under the following conditions:

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

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

- a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;

- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (*Appendix F-6*).

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

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

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

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **TOILETING/INCONTINENCE**

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

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

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

## **USE OF CRUTCHES**

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

## **USE OF MICROWAVE OVEN**

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

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

## **LIFE THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and 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 CRE-1 form, 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 during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

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



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

## ***BLOODBORNE DISEASE***

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

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

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

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

### **FIRE DRILLS**

The principal, or his/her designee, shall conduct at least two fire drills in the first 20 days of school and two more during the school year.

Each year the fire drill procedure is explained to the students by the classroom teachers. Thus each student knows and is expected to follow correct procedures for evacuating the building in the event of a fire or similar emergency. All visitors, staff and faculty must evacuate the building during a fire drill or emergency and remain one hundred feet from the school building until the all-clear signal is given. Tornado drills are held periodically throughout the year.

## **FIRE**

Staff and pupils must be familiar with fire bell signals and the fire drill routes posted in the classrooms.

An orderly evacuation of the building under the supervision of each staff member is imperative. Staff must take the class roster folder and emergency medications with them if at all possible without jeopardizing their own safety or that of their classes, and once outside, call class roll to account for each child. All fire doors shall be kept closed at all times. All staff members should be familiar with the location and correct use of the fire extinguishers.

In case of a fire:

- Dial 911
- Sound the fire alarm

In the event that severe weather threatens while school is in session, the Principal will immediately give verbal notice to the staff. Maintenance personnel will be responsible for turning off the water, electricity, and gas to the building if directed to do so by the local fire officials. The following procedures will apply:

For a Tornado:

- Staff will count children and take class roster/emergency contact forms and emergency medications
- Immediately go to the inside hallway by the Preschool Classroom
- Avoid places with wide-span roofs such as the Gym
- Get under a piece of sturdy furniture such as a heavy table or desk and hold onto it
- Use arms to protect head and neck
- The staff will remain with the children and the Director will supply a battery-operated radio and battery operated flashlight

For an Earthquake: *Remain where you are!*

If inside:

- Take cover under a piece of heavy furniture or against an inside wall and hold on
- Stay inside; the most dangerous thing to do during the shaking of an earthquake is to try to leave the building because of the danger of falling objects
- The staff will remain with the children and the Director will supply a battery-operated radio and battery-operated flashlights
- Evacuate the building after the ground stops shaking

If outside:

- Move to an open area, away from buildings, street lights, and utility wires
- Remain in the open until the shaking stops

## **SHELTER-IN-PLACE PROCEDURES**

The Preschool staff will communicate with parents through the use of the Preschool telephone line or personal cell phones.

The following procedures will be followed:

Inside:

- Shelter-in-Place will be announced over the intercom
- HVAC system will be shut down and exposed individuals will be separated from the rest of the school population
- All windows and doors will be closed
- Towels will be placed under doors and all windows will be covered with duct tape
- Food and water will be rationed
- Lights will be rationed
- Trash cans and bags will be used for waste disposal
- Remain until the “all-clear” is given

Outside:

- Bring exposed individuals into the gym
- Wash in the kitchen and bathrooms
- Dry the exposed and dress in the hallway, using stored clothing
- Escort washed into reception area

**DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE FOR OCCUPANCY.**

### **Relocation/Reunification Plan**

Manassas Baptist Church serves as our relocation site.

Manassas Baptist is located approximately 2/3 miles west of All Saints at the intersection of Stonewall Road & Route 234.

In the event that it is ever necessary to relocate to Manassas Baptist, this information will be communicated to parents via *SchoolMessenger*. Students would be transported via buses provided by the City of Manassas in response to the order to evacuate.

It is important to recognize that, in the event of a crisis, the release of students would take place using a more complex process ensuring that the release of each student is documented and that each parent and child are individually reunited at Manassas Baptist.

While it remains our hope and prayer that we would never need to implement this emergency response, it is important that you know of this plan so that you can respond accordingly.

To recap, here are a few key reminders.

- Do not call the School – Remember that the school would initiate communications via *SchoolMessenger* and social media.
- Do not drive to All Saints – This would only impede the efforts of first responders.
- Drive to our Relocation site - Report to Manassas Baptist calmly, knowing that there is a plan in place to safeguard and care for your children.

## ***SEXUAL HARASSMENT – STUDENTS***

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

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

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

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official.

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

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

Parents/guardians should be afforded the opportunity to review the materials prior to presenting the

program at any given grade level and reserve the right to remove their children from the classes.

## ***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 or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

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

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

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

## ***BULLYING***

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

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing

- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

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

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

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

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

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

## ***RESPECT FOR LIFE***

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

Church.

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION (SAMPLE LETTER)**

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

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

The law further requires an asbestos management plan to be in place. The \_\_\_\_\_ School Asbestos Management Plan has several on-going requirements.

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

## ***VIDEO SURVEILLANCE CAMERAS***

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

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

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

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

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

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



## **IX. STUDENTS WITH SPECIAL NEEDS**

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 challenge to provide assistance and programs to serve students with special needs 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 Support Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

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

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

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

## **X. 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

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

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

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

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

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

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

## ***INSURANCE***

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

## ***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).

### **ADDITIONAL INFORMATION**

If it becomes apparent that a child will need to report to Extended Day after school and he/she does not know it before leaving home in the morning, parents are asked to call the Extended Day extension and leave the necessary information on the tape. The program Director will see that your child receives the message. Parents are asked not to call the school office in regard to these messages.

Registration for Extended Day is part of the registration process at All Saints Catholic School. Students who are not picked up within 15 minutes of dismissal will be supervised in this program and parents will be charged childcare according to the program fees. This applies to students who are not picked up within ten minutes of the end of an after-school activity. Students may not at any time be left unsupervised in the building or on school property while waiting for a ride. Students are picked up in the Extended Day room (Father Kelley Hall) where the parent/guardian must sign them out.

The following is general information about the program. If you have any questions, please call the Extended Day office (703-393-2143) any school day between 6:30 a.m. and 8:00 a.m. or between 2:30 p.m. and 6:30 p.m.

All Saints School operates a child care facility which is fully licensed by the Department of Social Services of the Commonwealth of Virginia. The program offers a wide variety of activities for the children. These include but are not limited to: arts and crafts, board games, small toy animals, blocks and a variety of special activities, such as movies. Throughout the year the Director schedules special events such as parties, cooking lessons, and presentations by guest speakers or entertainers.

**Staff Qualifications:** The staff have fulfilled all state requirements for this program and have been interviewed and approved by the school principal, who is ultimately responsible for the operation of the program.

**Lines of Authority:** The director assumes responsibility for the administration of the program. She is accountable to the principal of All Saints School.

**Physical Facilities:** All Saints Extended Day Program is held in the Father Kelley Hall and adjacent areas. This facility provides approved kitchen and lavatory space which have passed inspection by the City of Manassas fire and health departments. The program also utilizes adjacent meeting rooms for homework and study areas, as well as the playground and gym.

**Enrollment Capacity:** Current capacity for the program is 150. This means that no more than 150 children at one time may be actively in attendance in the Extended Day Program.

**Registration:** Any child participating in the program must have a registration form and emergency form on file with the Extended Day Program. Registration for Extended Day is a component of the registration process for All Saints Catholic School.

**Hours:** The Extended Day Program operates each regularly scheduled school day. The morning session begins at 6:30 a.m. and ends at 8:00 a.m. The afternoon program begins when school dismisses at 3:00 p.m. and ends at 6:30 p.m.

**Inclement Weather:** When school opens late due to inclement weather or other conditions, the morning session will begin at 7:00 a.m. and ends when school opens. When school closes early due to inclement weather, children must be picked up as soon as possible and no later than three (3) hours after the close of school. Please make every effort to have your child picked up

promptly after school closes. Parents who work at a distance and cannot arrive within this time frame will be expected to call someone locally to pick up their child within three hours.

**Extended Day Discipline Policy:** All Saints School Extended Day program will also follow the PBIS framework as an extension of the classroom.

1. The students are expected to show due respect toward God, parents, teachers, their classmates and themselves.
2. The children are expected to care for their environment both inside and outside the classroom. This includes equipment, supplies and personal belongings.
3. Behaviors that are destructive or negative to the church or school will be addressed directly with parents.

Certain behaviors on the part of a student may result in his/her immediate removal from the program. These include but are not limited to, possession of any type of weapon, use or possession of alcohol or drugs, or intentionally injuring a classmate, parent or teacher.

**Illness Policy:** Parents will be asked to pick their children up from Extended Day if they exhibit any of the following conditions:

1. Fever of 100° f or higher.
2. Vomiting.
3. Colored discharge from their eyes, ears or nose. (unless there is a note from the doctor stating that the child is not contagious).
4. Lice; eggs or live bugs having been found in the child's hair.
5. Injury or other illness requiring medical treatment.

***To return to school the child must be symptom free for 24 hours or have a doctor's note.***

In the event that parents cannot be reached within a reasonable time, program staff will call the emergency contacts. If a child is ill before school and the parents have not been reached, the child will report to the clinic and not to class.

**Late Pick Up/Non-pick Up:** All Saints Extended Day program closes promptly at 6:30 p.m. Please call the Extended Day office if you will be late picking up your child. The late fee is \$15.00 (per child) for each 15 minute increment past 6:30 p.m. that a parent is late in picking up your child. The Extended Day staff will grant a 2-3 minute grace period before charging any late fees. Late parents must sign a late fee form. Parents who are late picking up their children four or more times may be asked to make alternative arrangements for child care.

The procedure for handling children not picked up by 6:30 p.m. is as follows:

1. By 6:45 p.m. attempts will be made to contact parents.
2. If by 7:00 p.m. staff are unable to contact the parents, they will attempt to reach emergency contacts.
3. At 7:30 p.m. if staff have not been able to reach a responsible party they will contact the principal who will notify the police.

**Billing:** All Extended Day bills are issued on the last day of the school week, usually Friday. Payment is requested by Tuesday of the following week. If there is no school that Friday, payments are due the following school day. Any family that is unable to make their Extended Day payment on time must notify the Extended Day Director. Any family that is three weeks or more behind in their payments and has not spoken with the Extended Day director may be excluded from the program until the account is current. These families will be charged a late payment fee of \$10 per week that payment is not received.

**Signing In/Out:** Children attending the morning Extended Day program must be signed in by a parent, indicating the time of arrival. Children may not be dropped off to come into the building by themselves and may not be dropped off before 6:30 a.m. Children attending the afternoon session are to be signed out by a responsible party indicating time of departure and are to be picked up before 6:30 p.m. Children are not allowed to sign themselves in or out. If someone other than a parent is to pick up the child(ren), please notify the Program Director. This person must show a photo ID before any child will be released to him/her. The Extended Day program is not responsible for any children not signed in or already signed out. Students not picked up by their carpool within 15 minutes of dismissal will be escorted to the program by the teacher on duty.

**Drop Off/Pick Up:** The Father Kelley Hall is used as our Extended Day Center. When dropping off or picking up children, parents may park on Stonewall Road and enter the facility by way of the side entrance to Father Kelley Hall. On certain days Father Kelley Hall is used by other parish organizations. On these days Extended Day will meet in the library or gym.

**Drop-Ins:** If a parent knows beforehand that his/her child will be attending Extended Day, they are asked to send a note with their child or leave a message on the Extended Day answering machine.

**Homework:** Time is set aside every afternoon for the children to work on their homework. The Extended Day staff will make every attempt to provide assistance when needed, but it is not the responsibility of the staff to see that the children complete their homework. This is the child and parent's responsibility.

**Clothing and Personal Belongings:** The children are allowed to bring play clothes to change into when they attend Extended Day. Please be aware that certain clothing is not allowed. Tank tops, short-shorts or clothing with suggestive illustrations or words cannot be worn. Having play clothes is not mandatory. The Extended Day staff does not assume responsibility for any lost or stolen belongings. Please be sure to label anything your child brings to Extended Day with their first and last names. Please be aware that sometimes children and parents take home the wrong belongings. If a parent accidentally does this, we ask that they return those items as soon as possible.

Any belongings left in the Extended Day for more than one week will be sent to the lost and found located in the hallway adjoining the cafeteria.

**Special Concerns:** If you have any special concerns regarding your child, please inform the staff in writing. Any allergies or special instructions should be listed on the emergency form.

**Food:** Breakfast will be provided for children in the morning program and a snack will be available during the afternoon session. The cost for these is absorbed into the fees. The following is a guideline for parents concerning food brought from home.

A. Snacks may be brought from home provided:

- The food does not require refrigeration or any special storage.
- The food is properly wrapped to prevent it from becoming unsanitary.
- Your child is instructed not to share this food because of possible food allergies or special diets of other children.

B. A snack may be brought for sharing for a birthday, etc., provided:

- The date is cleared with the director of the program to prevent scheduling conflicts.
- The snack is shared among all members of your child's group.

C. Nutritionally sound snacks are important for your child.

We ask that you not send candy or other empty calorie junk foods as a snack. Additionally, while cookies or other dessert-type food may be sent, this should only be as a supplement to a nutritional snack, such as fruit, vegetables, muffins, cold dry cereal, or fruit juice.

If your child has a food allergy or is on a special diet, the Extended Day Program staff members must be informed in writing even if you provide a daily snack from home.

**Reporting Suspected Child Abuse and/or Neglect:** As a licensed child care center the program staff are bound by state mandate to report any suspected abuse or neglect to the proper authorities.

**Transportation:** All Saints School does not provide transportation for the Extended Day Program.

**Confidentiality:** The Extended Day program follows the rule of parent-teacher confidentiality. Any conversations between the staff and parents (guardians) are kept confidential. The Extended Day staff does not share this information with any other individuals. However, there are certain times when it is necessary to share information with other parties who are involved with the specific child, i.e. school administration, teachers.



**ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM**

**PARENT/GUARDIAN**

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

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

\_\_\_\_\_  
(Parent’s Signature)

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

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

**FOR MIDDLE SCHOOL STUDENTS ONLY**

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

\_\_\_\_\_  
(Student’s Signature)

\_\_\_\_\_  
(Second Student’s Signature)

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

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

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

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

## APPENDICES

[Permission for Emergency Care Form](#) (Appendix F-1)

[Confidential Health History Update](#) (Appendix F-1A)

[Virginia School Entrance Health Form](#) (Appendix F-2)

[Virginia School Entrance Health Form Instructions](#) (Appendix F-2A)

[Inhaler Authorization Form](#) (Appendix F-3)

[Asthma Action Plan](#) (Appendix F-3A)

[Epipen/Twinject Authorization Form](#) (Appendix F-4)

[Allergy Action Plan](#) (Appendix F-4A)

[Antihistamine Authorization](#) (Appendix F-4B)

[Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia](#) (Appendix F-5)

[Diabetes Medical Management Plan](#) (Appendix F-5A)

[Medication Authorization Form](#) (Appendix F-6)

[Letter to Parents Regarding Possible Reimbursement of Medical Cost](#) (Appendix F-7A)

[Insurance Billing Form](#) (Appendix F-7B)

[Confidential Individual Health Office Visit Record](#) (Appendix F-11)

[Certificate of Religious Exemption CRE-1](#) (Appendix F-18)

[Seizure Action Plan](#) (Appendix F-20)

[Authorization to Provide Treatment](#) (Appendix F-26)

[Media Release](#) (Appendix N)

[Media Release Sample](#) (Appendix N)

[Parent Permission Form for School Sponsored Trip Participation](#) (Appendix R)

[Use of Personal Vehicle](#) (*Appendix R-1*)

[Academic Intervention Plan](#) (*Appendix AA*)