



Elementary School Parent/Student Handbook

2025-2026



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

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August 21, 2025

Dear Students & Parents,

Welcome to the 2025-2026 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!

A handwritten signature in black ink, reading "David E. Conroy, Jr.", enclosed within a light gray rectangular border.

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

All Saints Mission Statement

United and nourished by the Word of God and the Eucharist, our culturally diverse Catholic school inspires learning within a nurturing and dynamic environment of academic excellence and Gospel values.

Philosophy of Learning

All Saints Catholic School is a multicultural, faith-filled community integrating sacred tradition, cross-curricular instruction, and collaborative learning to develop the whole child. As educators, we meet the needs of all students by using a variety of differentiated methods. Our rigorous academic curriculum infuses technology using multiple platforms to create a high level of engagement among students.

Our school provides a safe and welcoming environment while nurturing a sense of responsibility in our students to fully develop their relationship with Christ and prepare them for academic success. Through the Liturgy of the Word and Eucharist and instruction of the virtues, faith formation remains at the forefront of our mission. By partnering with families, All Saints fosters the

development of a child's moral compass, rooted in Gospel values. The faculty and staff are committed to challenging each student to reach their full potential with compassion inspired by Christ's understanding and mercy.

STUDENT/PARENT HANDBOOK

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (*Appendix AG-1 and AG-3*). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent a student from enrolling or continuing to be enrolled at the school.

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

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 handbook. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

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

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

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.

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 Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation 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.

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.

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.

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

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

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person’s sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall

reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity.

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the school's educational program. 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 extracurricular sacramental preparation programs but not from the catechesis held during the school day.
- d. All 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.

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 Standardized test.
- 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 Standardized test.
- 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 Standardized test.
- b. Class grade in Algebra I: 93 or above.
- c. Scoring 77 or above 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 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 Standardized test.
- 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

Standardized test.

- b. Class grade in 7th grade math: 93 or above.
- c. Iowa Algebra Aptitude Test results: 80% or above (recommended time of testing – May of 7th grade year).
- d. Favorable teacher and principal recommendation.

The Algebra I course incorporates numerous word problems that students need to solve. 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*). The form is then forwarded to the high school. The decision of the high school will be final.

VIRTUAL INSTRUCTION

If the need arises for the school to move to virtual instruction:

- 1. Maintain effective communication between teachers, students and families about the virtual learning plan.
- 2. Teachers must include a balance of synchronous and other offline opportunities for learning and feedback.
- 3. Feedback is paramount and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.
- 4. The schedule for virtual learning follows on the next page. Please refer to this if and when students are on a virtual learning day.

All Saints Catholic School Virtual Schedule - 2025												
	MONDAY			TUESDAY			WEDNESDAY			THURSDAY		
	K - 2	3 - 5	6 - 8	K - 2	3 - 5	6 - 8	K - 2	3 - 5	6 - 8	K - 2	3 - 5	6 - 8
8:00 AM	Live Instruction	Gather Materials/ Prepare for the Day	Gather Materials/ Prepare for the Day	Live Instruction	Gather Materials/ Prepare for the Day	Gather Materials/ Prepare for the Day	Live Instruction	Gather Materials/ Prepare for the Day	Gather Materials/ Prepare for the Day	Live Instruction	Gather Materials/ Prepare for the Day	Gather Materials/ Prepare for the Day
8:15 AM	Assigned Tasks	Live Instruction	A Day - Period 1 8 Day - Period 5 Live Instruction	Assigned Tasks	Live Instruction	A Day - Period 1 8 Day - Period 5 Live Instruction	Assigned Tasks	Live Instruction	A Day - Period 1 8 Day - Period 5 Live Instruction	Assigned Tasks	Live Instruction	A Day - Period 1 8 Day - Period 5 Live Instruction
8:30 AM												
8:45 AM												
9:00 AM	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks
9:15 AM												
9:30 AM												
9:45 AM	Break	Break	Break	Break	Break	Break	Break	Break	Break	Break	Break	Break
10:00 AM	Assigned Tasks	Assigned Tasks	A Day - Period 2 8 Day - Period 6 Live Instruction	Assigned Tasks	Assigned Tasks	A Day - Period 2 8 Day - Period 6 Live Instruction	Assigned Tasks	Assigned Tasks	A Day - Period 2 8 Day - Period 6 Live Instruction	Assigned Tasks	Assigned Tasks	A Day - Period 2 8 Day - Period 6 Live Instruction
10:15 AM												
10:30 AM	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks
10:45 AM												
11:00 AM												
11:15 AM												
11:30 AM	Virtual Specials	Lunch	Lunch	Virtual Specials	Lunch	Lunch	Virtual Specials	Lunch	Lunch	Virtual Specials	Lunch	Lunch
11:45 AM												
12:00 PM												
12:15 PM	Lunch	Live Instruction	A Day - Period 3 8 Day - Period 7 Live Instruction	Lunch	Live Instruction	A Day - Period 3 8 Day - Period 7 Live Instruction	Lunch	Live Instruction	A Day - Period 3 8 Day - Period 7 Live Instruction	Lunch	Live Instruction	A Day - Period 3 8 Day - Period 7 Live Instruction
12:30 PM												
12:45 PM												
1:00 PM	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks	Live Instruction	Assigned Tasks	Assigned Tasks
1:15 PM												
1:30 PM	Break	Break	Break	Break	Break	Break	Break	Break	Break	Break	Break	Break
1:45 PM												
2:00 PM	Assigned Tasks	Assigned Tasks	A Day - Period 4 8 Day - Period 8 Live Instruction	Assigned Tasks	Assigned Tasks	A Day - Period 4 8 Day - Period 8 Live Instruction	Assigned Tasks	Assigned Tasks	A Day - Period 4 8 Day - Period 8 Live Instruction	Assigned Tasks	Assigned Tasks	A Day - Period 4 8 Day - Period 8 Live Instruction
2:15 PM												
2:30 PM	Live Instruction	Review	Review	Live Instruction	Review	Review	Live Instruction	Review	Review	Live Instruction	Review	Review
2:45 PM												
3:00 PM												
End of Day for All Students												

ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

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

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

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

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

The All Saints Catholic School team may determine on a case by case if an SAP may be written for a student, in the event the student meets all of the following criteria:

- Psycho-Educational testing indicates Low and Very Low performance across domains
- Student is not found eligible for special education
- Student does not have a diagnosis of a disability
- Academic performance is below grade level
- School team has consensus a SAP is necessary

Testing accommodations will be provided for all school wide testing. However, for the High School Placement Test (HSPT), accommodations are only provided if there is a documented disability and the student has used the accommodations in the classroom consistently. Therefore, students who have an SAP through this exception, must be re-evaluated in 6th or 7th grade to determine if a disability exists in order to qualify for HSPT accommodations in 8th grade.

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

All Saints has recently launched a Peer Mentoring Program. It is through this program that students with intellectual disabilities are supported with one-on-one peer mentors in the general education classroom. The peer mentors for this program are current 6th and 7th grade students. As members of this cohort, they will serve as peer mentors during three of their special subject classes each trimester next year.

Peer mentors are partners in learning and are not responsible for teaching or assessing. Rather, their role is to help the student access the material that has been provided by the teacher. Responsibilities could include: supporting their mentee with staying on task, helping navigate technology, reminding them what page number to turn to, helping to ensure all books/materials get into backpacks before going home, etc.

The Peer Mentor Model has been successfully implemented at all of the Arlington Diocesan high schools and has been a recent success at another diocesan elementary school. We are excited to provide our students with this unique opportunity and to build a more inclusive school community for students with disabilities.

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.

Grade K– 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.

Grades 4-5	Height	35 in.
	Width	12 in.
	Depth	17 in.
Grades 6-8*	Height	34 in.
	Width	11 in.
	Depth	10.5 in.

**Students are welcome to bring their own organizational systems and/or decorations. All decorations must be school appropriate and non-locker damaging. The school reserves the right to ask students to remove any items if they are deemed inappropriate for school. The parent must pick it up from the administration in the front office.*

RESPONSIBLE USE POLICY FOR TECHNOLOGY AND ARTIFICIAL INTELLIGENCE (AI)

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

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

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

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

Additional responsibilities for use of school facilities for the internet and email 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 e-mail is not guaranteed to be private. Operators of the network/system have access to all e-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 of artificial intelligence (AI) shall generally abide by:
 - i. Teachers and administrators are responsible for supervising students using AI technologies to ensure compliance with this Responsible Use Policy (RUP).
 - ii. Users are accountable for their actions when using AI technologies. Any misuse or violation of this RUP may result in disciplinary action.
 - iii. Students must use AI technologies in a respectful and responsible manner, treating others with courtesy and consideration in both virtual and physical interactions.
 - iv. Students are expected to create and consume content that is appropriate for an educational setting. Content that is offensive, discriminatory, or violates school policies is strictly prohibited.
 - v. Users should create and access AI content appropriate for an educational environment. Permission and supervision by a teacher or school administrator are mandatory for students to use AI tools at school. Please note that many AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy.
- g. 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.
- h. 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 internet sources.
- i. 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 school 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 the individual, the individual's parent/guardian, and the principal.
- v. Attempt to circumvent system security.
- vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- vii. Violate license agreements or copy other protected media.
- viii. Use technology for any illegal activity.
- ix. Use of the internet for commercial gains or profits is not allowed from an educational site.
- x. Breach confidentiality obligations of school or school employees.
- xi. Harm the good will and reputation of the school or school employees.
- xii. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage of school equipment to the appropriate school officials. The school has the right to monitor student use of school computers, computer-accessed content, AI, 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.

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:

- a. Loss of use of the school network, computers, and software including Internet access.
- b. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

If a teacher suspects that a student's work is not consistent with their prior ability, the teacher and administration retains the right to question the student about their writing process. If after reasonable consideration it is determined that it is not the student's original work, the student will be given an automatic zero.

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to identify 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. Teachers are encouraged to review the format, and style of the High School Placement Test as well as test taking strategies with their students. Extensive class time to prep students for this test is not encouraged.

BRIGANCE Testing: 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. Brigance Testing covers a variety of school based curriculum topics through a series of 12 assessments, including language development, science and math proficiencies and gross motor skills. 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.

MAP Growth Performance Series: The diocesan wide standardized testing that will be administered 3 times per year to grades 3-7. Students are tested in Math, Reading, and Language Arts.

Assessment of Catholic Religious Education (ACRE): 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 7th 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 8th grade year.

Algebra Exemption Exam: All 8th grade students completing Algebra I take the exemption exam.

Foreign Language Exemption Exam: All 8th grade students take the Foreign Language Exemption exam.

PALS: All Kindergarten students are tested at the beginning and end of the school year using PALS (The Phonological Awareness Literacy Screening). PALS is a research-based screening diagnostic progress monitoring tool. It is used to identify students level of phonological awareness and to identify students at risk of developing reading skills.

Fountas And Pinnell: This test is administered to students in Kindergarten through Grade 7 at various times throughout the year. Students in Kindergarten through Grade 2 will be assessed three times a year. Students in Grade 3-7 will be assessed as needed, as additional data to support their MAP testing Lexile score. This test assesses students' independent and instructional reading levels, giving a F&P Text Level Gradient™ score. The test gives the opportunity for teachers to:

- Observe and quantify student reading behaviors
- Engage students in comprehension conversations that go beyond retelling
- Make informed decisions that connect assessment to responsive teaching.

KAMC: The Kindergarten Assessment of Mathematical Competency (KAMC) measures student competency on 26 areas described in the Diocesan Mathematics Curriculum Guidelines for Kindergarten (see Appendix A). This instrument consists of 36 items, and is designed to be administered in three parts, by the children's regular teacher. Two pencil and paper tests (15 items each) are to be administered in two separate 20 minute sessions, to a group of children; a third brief individual test (6 items) assesses curriculum goals which cannot be effectively measured by a written test. Some test items measure competency in more than one area. Some areas are assessed throughout the KAMC.

HOMework

Homework reinforces skill acquisition, retention of content knowledge, and formation of good study habits. 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

Below are the Office of Catholic Schools' guidelines for homework. Homework does not have to be assigned every day, but should generally fall within these ranges:

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

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 *Schoology* postings by 4:00 p.m. Once assignments are posted, no additional postings will be made that day. Information provided via Schoology 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, or a pencil. Students may be asked to write in cursive for final assignments. 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 has one day to turn the work in for a maximum of 50% credit on the assignment. After one day, credit will not be awarded for the assignment. 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. Parents of a student with a score below 80% will be notified and will be required to acknowledge notification. Parents are encouraged to use their parent login information given by the school to check activity on their child/ren's Schoology and PowerSchool pages to help monitor class work, homework, and assessments.

For students participating in the Resource program, teachers will enforce the following late work policy: all assignments are accepted for full credit up to two (2) days after their due date, with no penalty. On the third (3) day, the assignment will have a 50% reduction, and on the fourth (4) day, it will automatically be counted as a zero. For example, if an assignment is due on Monday, the student has until the end of school on Tuesday to turn it in for full credit. On Wednesday, the assignment would have a 50% reduction and on Thursday, it would be counted as a zero. Saturday and Sunday are not considered part of the extension days, as students are not required to do work on the weekend other than Advanced Math. Therefore, if an assignment is due on Friday, a student in the Resource program can turn it in Tuesday for 50% reduction and Wednesday it would be considered a zero.

We encourage students to aim to complete assignments on time when possible. Turning work in on time when possible—even when students have the option to take longer—builds habits of responsibility and integrity. Of course, if extra time is needed due to valid circumstances, that support is always there. But we encourage the practice of timely submission when able in order to help students stay on track, reduce stress, and grow in discipline and perseverance.

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.

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 after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

SCHEDULING AND OTHER CONFERENCE INFORMATION

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. Communication will be sent out via email to parents to sign up for time slots. Students in Middle School are encouraged to attend the Parent/Teacher conferences with their parent/guardian in an effort to participate in a "student led" model. This will encourage the student to be involved in their personal reflection and growth throughout the school year as they are part of the discussion.

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 or on their personal cell phones.

GRADING/REPORT CARDS

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

The purpose of report cards is to present to parents/guardians information about how their student is performing in his/her academic studies, and to alert them to any problems.

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 workload 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

Grade Weighting:

All teachers use a weighting system for grades, as all assignments do not count the same toward a student's final grade. Some types of work, such as summative assessments, i.e. tests, and projects, are more heavily weighted because they reflect deeper understanding or cover more material. Others, like homework or participation, count for a smaller portion of the grade as they are more frequent and are a means for checking for understanding rather than mastery.

All teachers use the following weighting in their gradebook:

Homework - 10% Classwork - 20% Quiz - 30% Test/Project - 40%

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

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 school 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 to apply for admission to the school.

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable
- f. Completed Diocesan Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.

- ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)
- i. Proof of satisfying tuition requirements at any former diocesan school if previously enrolled in a diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 8

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of exact dates of immunization with signature of licensed healthcare provider
- d. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school. Equivalent school entrance physical forms from another state may be acceptable. A Virginia High School League (VHSL) sports physical is also acceptable in lieu of a MCH 213G and is also required if a student will be participating in athletics.
- e. Records from previous school, including standardized test scores
- f. Proof of custody where applicable
- g. Completed Diocesan Elementary or High School Application Form (*Appendix J*)
- h. A non-refundable application fee
- i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable.
- j. 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 automatically prohibit a student from applying.

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements:
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian, who is identified as such on the I-20 application and recorded in SEVIS;
 - i. Guardian Permission and Agreement Form must be completed and signed by parent and guardian. (*Appendix AJ-2*).
 - ii. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.
 - d. Pays tuition in full upon school admission;

- i. There is no refund given for registration, tuition or other related fees.
 - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
 - i. The Diocese of Arlington does not provide healthcare insurance for international students.
 - f. Shows adequate English proficiency for the grade level to which they are applying. The level of English proficiency should allow students to pass all classes/subjects, including world language class. Schools cannot substitute normal curriculum classes with English support classes and must report an official grade for all subjects.
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington I-20 Application Form and return the form to the school the student will be attending. The school must forward the Diocese of Arlington I-20 Application Form to the Office of Catholic Schools with the original signature of principal or admissions director.
 3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
 - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
 4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
 - a. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;
 - b. Notify the Office of Catholic Schools via the Semester Report on Status of F-1

(Nonimmigrant) Students Form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their program start date;

- c. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Nonimmigrant) Students Form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - d. Report via the Semester Report on Status of F-1 (Nonimmigrant) Students form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Visa Types (*Appendix AJ*);
- 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.
 - c. Students with a J visa for short-term exchange students will not be accepted into diocesan schools.
6. Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing. Any requests that a parent/guardian would like to make for the upcoming academic year can be given to the principal for consideration prior to the end of the current school year. The principal will take the request into consideration when completing class lists, but nothing is guaranteed.

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 no fewer than 180 days per academic year or the length of

time as required by the Virginia Catholic Education Association.

Once a child is enrolled in the school, it is the duty of the teachers and administrators to insist on regular attendance in order that the student can progress successfully through the curriculum. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

TARDINESS

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

Students are expected to be in their homerooms and ready to begin class when the 8:00 a.m. bell rings. Students dropped off after 7:58 am 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:

- After 10 tardies, a letter will be sent, requesting a response to explain the reason for the tardiness and a plan for more prompt arrival.
- After 15 or more tardies, a phone call and an in person conference with the assistant principal will be required.

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

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

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

ABSENCE

Parents are asked to call or email the school office by 9:00 a.m. if their child will be absent. Parents may call (703-368-4400) or email (ikruppa@allsaintsva.org) the front office and are asked to copy the school nurse (jsullivan@allsaintsva.org) if the student is home for medical reasons. 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 Schoology to learn of any assignments given by the teachers during their absence. It is also the students' responsibility to speak with a buddy and/or the teacher upon their return to school. For every day a student is absent, they will have two days to make up any work that they missed. The one exception to this is if the student is absent for vacation, as listed below.

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. For every day a student is absent for vacation purposes, *they will only have one day* to make up any work that they missed.

The following terms are used to define types of absences:

Excused absences include:

- Health/medical
- Medical procedures that cannot be scheduled at a time outside of school hours
- Court appointments
- Religious and cultural observances
- Funerals
- Other situations and/or extenuating circumstances approved by the Principal

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

The following additional terms are used to help further distinguish types of absenteeism:

Unverified absence is one for which there has been no contact from the parent/guardian. Unverified absences will be converted to unexcused absences if no contact is received within 3 days of the absence.

Verified absence is one for which a parent/guardian has contacted the school and given an explanation for the absence.

Chronic absence is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out-of-school suspensions, and in-school suspensions that last more than one-half of the school day.

In that instructional time is viewed as a precious resource, the following actions will take place to emphasize the importance of each student being in the classroom and on time to learn. The following protocols are set in place to encourage attendance:

- After 10 absences (not necessarily consecutive), a letter will be sent to the parents(s)/guardian(s) notifying of days missed. Special circumstances communicated to the administration and excused absences will be taken into consideration.
- After 15 absences (not necessarily consecutive), a request for an in person conference with the parent(s)/guardian(s) and administration will be made. The parent will be notified that the attendance office for their locality may be notified of the absences. At the time of this meeting, the student may be put on an Attendance Contract in order to ensure their success at All Saints.

If absences continue, the school principal may contact the truancy office of the local public school system to discuss other possible avenues helping to ensure regular attendance.

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.

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 or until fever/vomiting free for 24 hours without medication.

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.

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. If someone other than a parent is to pick up the child(ren), the person must show a photo ID before any child will be released to him/her. 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.

While we understand that occasional appointments and/or emergencies may arise, regular signing out of a child—especially close to dismissal—create significant disruptions to our school environment. We ask for your cooperation in helping us maintain a structured environment with the least amount of distractions possible. If you have a special circumstance that requires consideration, please contact the administration in advance so we can work together to find an appropriate solution.

Additionally, while parents/guardians may communicate a preferred pick-up time for appointments, etc., students will not be released from the classroom until the parent or authorized guardian has arrived at the front office. This policy is in place to ensure the safety and proper supervision of all students, in alignment with our commitment to the dignity and care of each child entrusted to us.

Once Pre-K students are in session, all Pre-K siblings and companions will meet in their regular meeting spot for dismissal throughout the year. This will continue every day regardless of whether or not Pre-K is in session on a particular day (i.e. testing, after Graduation, etc). They will meet their parents/guardians in the regular Pre-K dismissal spot so as not to cause confusion and to ensure dismissal runs effectively and efficiently.

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. Student records will be sent to the new school upon a “Release of Student Records Form” from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student’s records.

ARRIVAL AND DISMISSAL

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

This written description is designed to provide you with an overview of the All Saints Catholic School Carpool System. The main focus of the procedures that we have set in place is to maintain an arrival and dismissal system that is safe for students, and is also efficient and courteous to the parish and school community, and our surrounding neighbors.

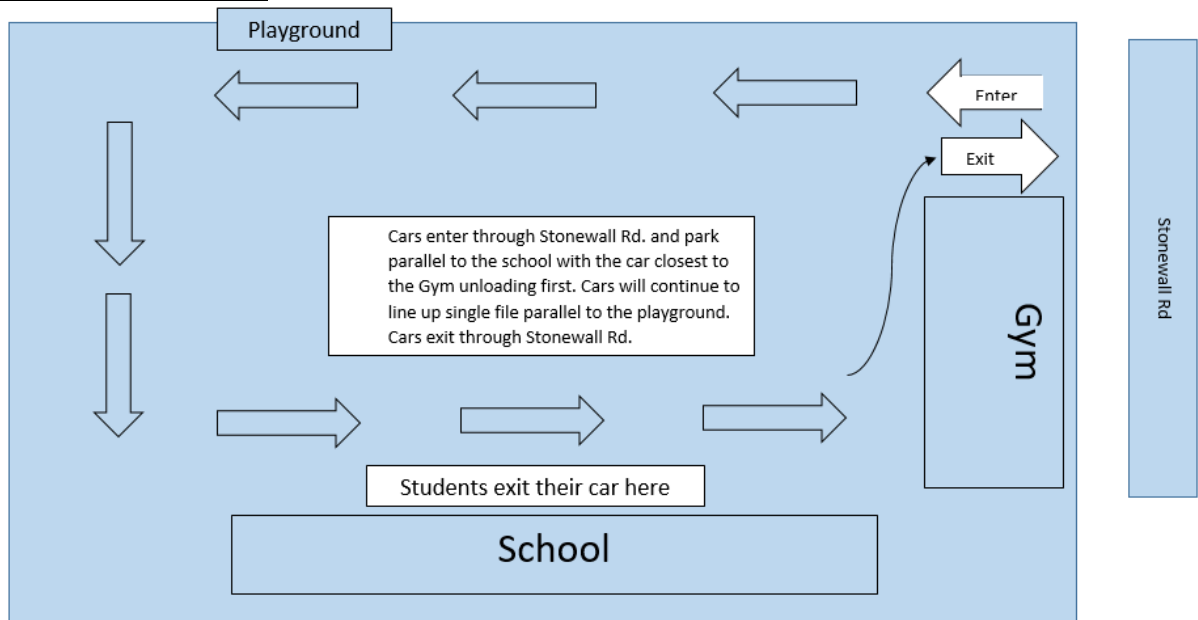
Morning Drop-off

As in prior years, parents are invited to participate in the morning drop-off process in either the front or rear parking lots. The traffic pattern will be the same as in the past with cars following a circular route that leads to a designated drop off area. The process will be supervised and guided by members of the faculty, staff, and Safety Patrols.

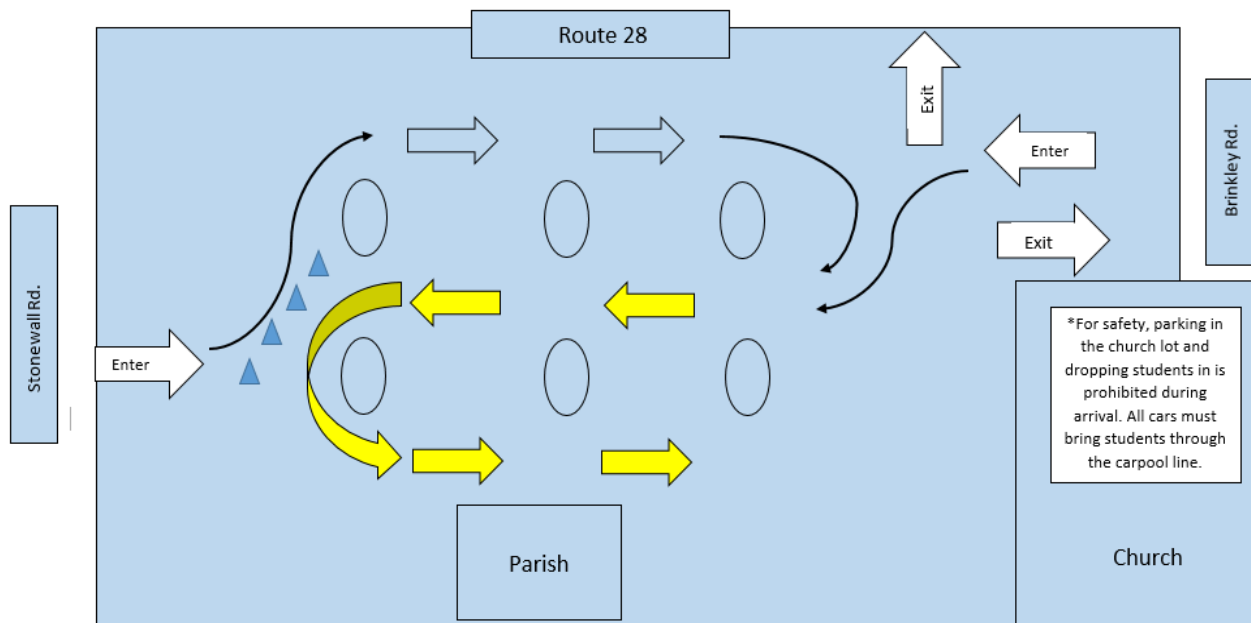
All parents and students are asked to remain in their vehicle until they arrive at the front of the line. Students will exit from vehicle #1 and vehicle #2 and then proceed into the building via the breezeway entrance. Carpool begins at 7:40 AM and the faculty, staff, and safety patrols will re-enter the building at 7:58 AM.

Students who choose to either walk or ride a bicycle to school are asked to enter the school via the rear entrance of the new breezeway. Extended Day morning drop-off is available beginning at 6:30 AM.

Back Lot Arrival Map



Front Lot Arrival Map



Cars can enter through Stonewall Rd. or through Brinkley Rd. All cars must enter the line through the center of the parking lot (yellow arrows) and follow the loop to end up parallel to the parish office. Cars will continue to line up single file. *New this year, the entrance on Route 28 is reserved only for exiting. Cars can also exit through Brinkley Rd. Cars *cannot* exit through Stonewall Rd.

Afternoon Pick-up

Again this year all parents have been assigned a designated parking area, i.e. the front or rear parking lot based on where your last name falls in the alphabet. When arriving on campus, parents are asked to remain in their vehicle and to display their carpool number on the driver's side of their windshield. As there are many new families joining our school this year, all parents are also asked to have a photo ID available. The gates to the back lot will open at 2:35 pm. If someone other than a parent is to pick up the child(ren), they will be verified through PowerSchool to ensure they are able to pick up the child(ren). The person must show a photo ID before any child will be released to him/her. If the person is not approved on PowerSchool to pick up the child(ren), the parents/guardians will be called for approval before releasing the child(ren) with the requirement that written authorization be submitted to the office. Prior authorization can be given if the parent or guardian calls the front office for notification.

Please note, in the spirit of teaching personal responsibility and respect for school procedures, as well as for safety and security reasons, students are not permitted to re-enter the school building after dismissal to retrieve forgotten items. Families are encouraged to help students develop habits of preparedness and personal accountability, in keeping with our shared commitment to fostering a respectful and orderly school environment. We also ask that parents/guardians refrain from entering the building to retrieve items for their students during or after dismissal.

Dismissal Directions

Parents assigned to the front parking lot may park in either the Front Lot - Parish Office side (Bay 3) which exits to Route 28/Center Street or Front Lot - PAC side (Bay 1) which exits to Stonewall Road. Parents are asked to park their vehicle facing the School/Parish Activity Center. All cars will begin lining up in Bay 2; when that is full, they will either continue the line to Bay 1 or Bay 3, depending on where you are exiting. Please see map below for details.

Parents assigned to the rear parking lot are asked to park in the largest section directly in front of the soccer field. After students have entered their vehicles in the “loading zone,” parents must exit to Stonewall Road.

Students will report to the “loading zone” as their carpool number is called. When it is time to begin the dismissal process, a staff member will invite the first row of cars to pull forward into the “loading zone” at which time the carpool numbers will be transmitted to the classrooms. Once the students have reported and safely entered their vehicles, a staff member will motion for the row of cars to exit the property after which the process will begin again with the second row. Please note that during arrival and dismissal, students will exit and enter from the passenger side of the vehicle. For this reason, please be sure to position car seats accordingly, particularly if your child may require assistance. The exception to this is in Bay 1 (exiting to Stonewall Road) where children will be loaded in the driver’s side of the vehicle.

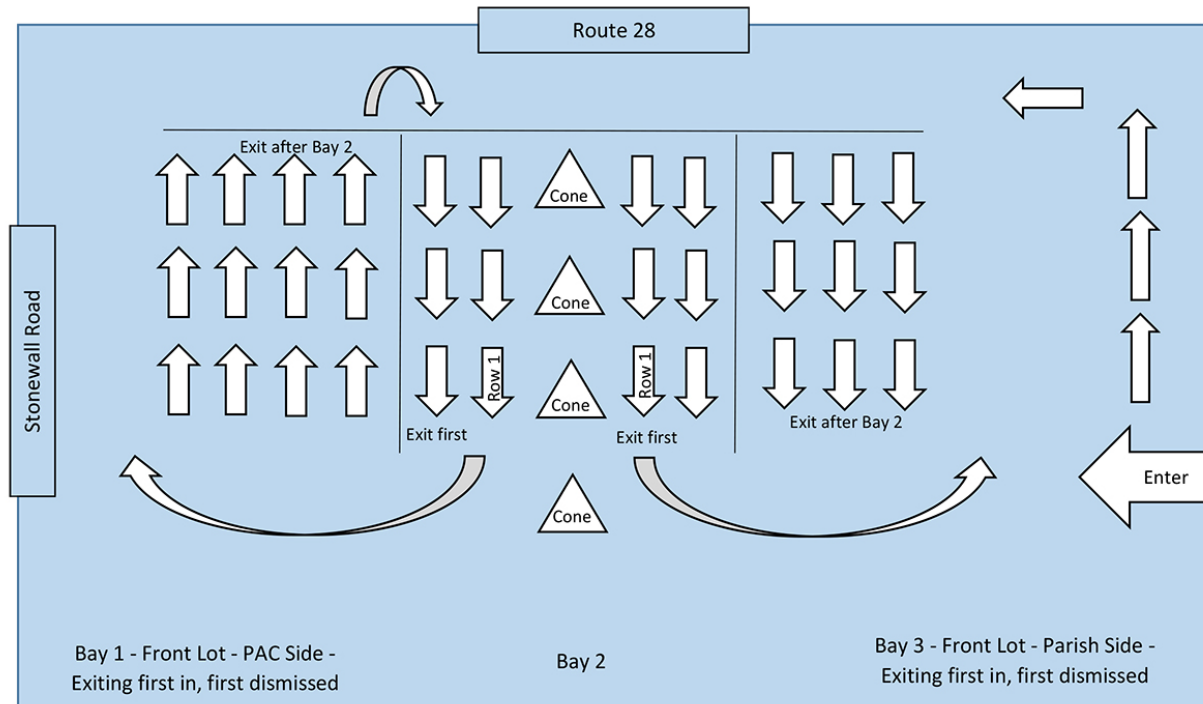
In support of environmental stewardship and the health and safety of our school community, parents are respectfully requested to minimize unnecessary vehicle idling during morning arrival and afternoon dismissal times.

Carpool Numbers

All families have been assigned a carpool number and will be given a sheet with this number on it at Orientation or the first day the child attends All Saints. This number must be clearly displayed in the front windshield on the driver’s side. Please leave the number on your dash until your child has gotten in the car.

Dismissal Parking Assignments Front Parking Lot – Last Name A – M

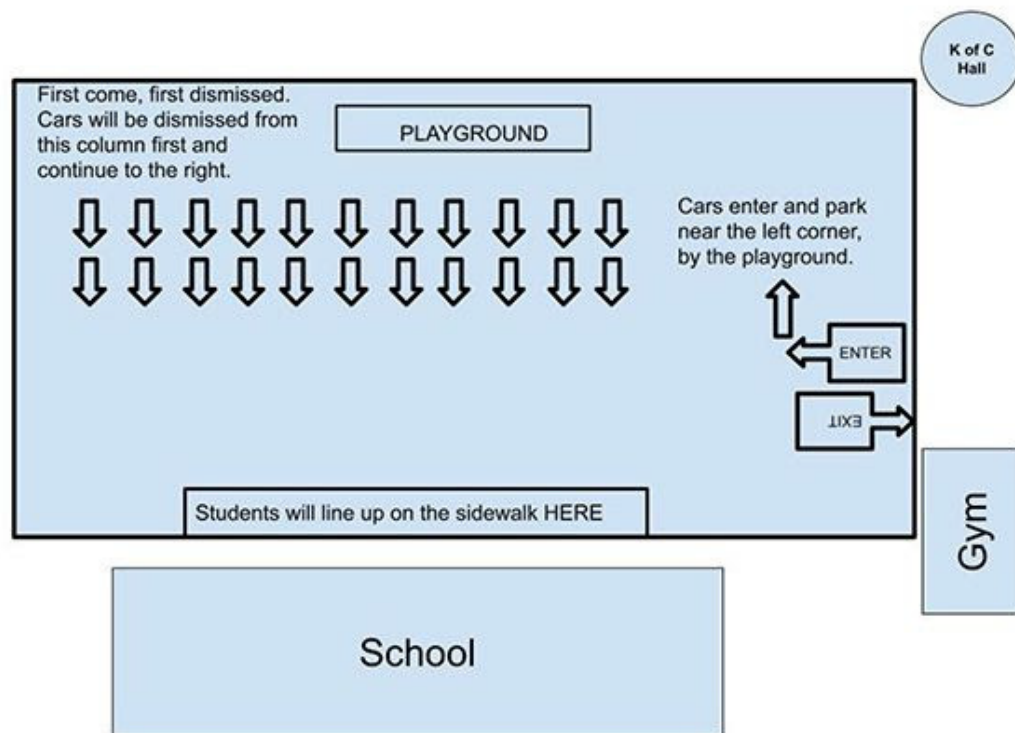
- Bay 2 - All cars will begin in Bay 2 and the car line will continue to either Bay 1 and 3 depending on where you exit.
- Bay 1 – Park in Bay 1 if you will exit the school to Stonewall Road
- Bay 3 – Park in Bay 3 if you will exit the school to Route 28/Center Street



Cars in Bay 2 and 3 enter and park facing the school. Cars in Bay 1 enter and park facing Route 28. Bay 1 will enter through Bay 2 *after* the cars in that lot have departed. For exiting, cars can park in Bay 3, the Parish Office Side, if they want to exit onto Route 28. Bay 1, the Front PAC Lot, is if exiting to Stonewall Road. The inner most column on each side will exit first and work outward.

Dismissal Parking Assignments Back Parking Lot – Last Name N – Z

- Bay 16 – All families will park in the back lot and must exit Stonewall Road
- Carpool – Families who share carpool responsibilities will park in the back lot in the rear lot of the school regardless of last name.



Walkers

If picking up or dropping off your child(ren) in a vehicle, parents and guardians are required to participate in the morning and/or afternoon dismissal system. However, with written permission provided to the school by the parent/guardians, students may walk or bike to school from home in accordance with the following practices:

- Students walking or biking to school should enter through the breezeway doors.
- After school, a supervising teacher will walk all students to the edge of the school property, past the Chapel, to the cul-de-sac on Park Ave. Students will be expected to continue walking to their destination. For safety reasons, we ask that parents and guardians refrain from picking students up in a vehicle at this location.
- If picking child up in a vehicle through on-campus carpool, please send a note to your child's teacher or call the front office by 2:45 pm and request that your child be sent to carpool.
- Students biking to school should lock their bike at the bike rack located next to the music room ramp in the back lot.
- Students biking home should plan to check in with the supervising teacher and then depart from the back breezeway exit. Students must walk their bike to the edge of the property and then proceed to ride home.

The walker permission form can be found in the Appendix and/or the front office and must be returned to the front office before your child(ren) can walk.

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.

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 is pleased to provide a hot lunch program. Prices and options will be available on the website. Our food is prepared on site to be supplemented by a special monthly delivery of food from a local restaurant.

Please make sure your child knows that if he/she has a lunch problem, such as a forgotten bag lunch, 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/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 setup 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 calling the cafeteria before 10:00 am. Cost for lunch is payable upon arrival. **Parents are respectfully asked to refrain from bringing fast-food lunch for their children.** The administration may ask to meet with parents if it becomes a repeated pattern. This includes items from restaurants or pre-packaged fast food meals.

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

Grades 3-8 ONLY: Extra entrée may be ordered with cash or it can be charged to your child's lunch account. Students may order salad (bowl) with two sides for regular lunch price.

Please refrain from bringing snacks or decorations of any kind for student birthdays, including items in the classroom or the cafeteria. This will ensure fairness and equity so that every child feels equally valued on their birthday. Additionally, many children have allergies or dietary restrictions, and avoiding outside treats helps maintain a safe and healthy environment for everyone. It also helps us maintain a calm and structured learning environment and cafeteria experience, as birthday celebrations can unintentionally distract and interrupt the dynamic.

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, during school hours, of the educational records (cumulative and confidential) of their child. 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' access is 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

Permanent record card (to include transcripts, attendance record, and standardized test results) is to be retained indefinitely.

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 Support 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 only deliver forgotten items such as band instruments, Chromebooks, project, etc., as an exception. This is in an effort to help students develop a sense of responsibility and accountability.

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

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

PRINCIPAL'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 message.

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

Students are not permitted to use the phones located in the classrooms. Should students need to contact their parent or guardian, they should do so under the direction of the staff in the front office or the clinic, depending on the circumstance.

Cell Phones: Students are prohibited from using cell phones during the school day and at all before school or afterschool activities, including, but not limited to, Extended Day. The school recognizes that parents may want their child(ren) to have a cell phone in case of emergency. For this reason, students are permitted to bring one but the cell phones must remain in backpacks in the off position. Cell phones that are out and/or turned on will be confiscated. If a student is seen with a cell phone, it will be confiscated by the administration and must be returned to the parent only. The parent must pick it up from the assistant principal. After the second misuse of the phone, there will also be additional disciplinary consequences.

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 the summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1,038 hours of instructional time (as defined by the Commonwealth of Virginia).

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

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to, weather, public health, or community concern, the school may transition into virtual instruction for the required duration. These will be count as instructional days.

In the event of inclement weather, All Saints Catholic School will make an independent decision regarding schedule changes. Per diocesan policy, if school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concern, the school will transition to online (eLearning) for the required duration and the students will meet academic requirements. 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 of 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.

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 SchoolMessenger.

The Diocesan Superintendent of Schools will publish annually a Diocesan school calendar for the following school year. Please refer to the virtual learning schedule on page nine (9) for virtual learning for inclement weather days.

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.

MEDIA CENTER

All materials chosen for the media center must be appropriate for students, not only in age level and reading ability, but also for their capacity to foster our students' moral development. All materials shall conform with diocesan policies and guidelines regarding Catholic education.

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

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration in order to achieve educational objectives. Financial considerations may bear on the feasibility

and frequency of field trips.

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.

School-sponsored ski trips are not permitted.

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

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.

Field trips are an extension of our academic and faith-based curriculum, offering students the opportunity to engage in meaningful learning experiences beyond the classroom. To ensure the safety, supervision, and integrity of all school-sponsored field trips, only designated and pre-approved parent/guardian chaperones may attend and participate in field trips. Parents who are not assigned as official chaperones are not permitted to join the trip or meet the group at the destination.

This policy helps maintain a secure and structured environment for all students, ensures appropriate adult-to-student ratios, and supports clear communication and accountability. It also reflects our responsibility, as a Catholic school community, to act in stewardship of our students and in partnership with families who entrust their care to us during school events.

All chaperones must have completed the required diocesan Safe Environment training (e.g., *VIRTUS* or equivalent), as well as the background check, in compliance with our commitment to the protection of children and youth.

Overnight Trips

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

Principals may permit students in grades 7 and 8, with permission of their parent/guardian, to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under “School-Sponsored Trips” must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

Graduation ceremonies should be simple and dignified.

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

PARENT ORGANIZATIONS

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

Every school should have an effective Parent-Teacher Organization. It can help mobilize the parent community regarding legislative proposals impacting Catholic education. The work of PTOs and like organizations shall be guided by the PTO Handbook and the direction of the pastor and principal.

All parent organization activities and all materials prepared by parents for release to the Parish or school community must be submitted to the principal or designee 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.

PTOs shall have by-laws which establish, among other things, term limits for officers as well as the organization of committees. Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

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 to 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 through the Stewardship Shares program. This is the program by which parents are encouraged to donate their time and talent in support of our school. While there will be many opportunities to earn Shares again this year, the most important thing to remember is that you can earn Shares for any activity completed in support of our school. Active parental participation creates further awareness of the school's total educational program and

support for its mission.

For many years, the Family Stewardship Points Program has been the mechanism by which parents have earned and tracked their required volunteer hours. Educational research indicates that students excel in school when their parents are highly involved. We value the support that you provide and recognize your involvement as being essential to helping us sustain our mission.

As we enter a new school year, we have taken steps to streamline and simplify the Family Stewardship Program.

For the 2025-2026 school year, families will be required to complete **20 points**. Each point will be earned by completing **one hour of volunteer service** or by contributing **\$20 worth of item donations**.

Each hour of volunteer service will be worth one point regardless of when the hour is completed - during school, after school, in the evening, or on weekends. As a reminder, VIRTUS certification is required for any event taking place during school hours at which students are present. Item donations will still be requested for various school, classroom, and PTO events; however, items will be bundled to equal \$20 increments. All requests for volunteers and item donations will still be posted and tracked through Track It Forward.

We hope that through a combination of lowering the overall point totals, reducing donation requests, and switching to a 1 point/hour system, we will keep the flexibility of our current system while simplifying it.

Parents/Guardians are invited to consider volunteering as a Room Liaison. Classroom liaisons assist their child's classroom teacher by helping organize and communicate special classroom events and coordinating volunteers. If you are interested in potentially serving in this capacity, please contact the PTO at ptoroomliaisons@allsaintsva.org.

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, guardians, and/or guests who are visiting the school are asked to park in front of the church during school hours.

Transportation to and from school is not provided by All Saints Catholic School. The only time transportation is provided is for field trips or off site events.

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

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

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

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

SCHOOL TUITION POLICIES

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

The tuition program is managed by FACTS Tuition. Payments are due beginning in August. Payments are pro-rated 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 for the first time, the registration fee is due at the time of application. Registration fees are non-refundable.

Concerning re-enrollment, All Saints is pleased to announce a new approach to the re-enrollment of students. In consideration of the fact that most All Saints' families choose for their child/ren to remain in our program through 8th grade graduation, we now have a process by which your child/ren will be enrolled with us through the coming years. This Continuous Enrollment system will reduce paperwork and increase the efficiency of what has previously been an annual process, thereby providing greater convenience for parents. The Continuous Enrollment contract, signed only once per child, will eliminate the re-enrollment process and instead will continuously enroll your child/ren through 8th grade from All Saints or, if necessary, until such time that you complete the withdrawal process. With submission of this contract, there will be no need for future completion of an annual re-registration form. After signing the contract, the Continuous Enrollment Fee, formerly known as the Re-Registration Fee, will automatically be billed to your FACTS account in the spring. The completion of the Contract and payment of fee confirms enrollment for your child/ren for the upcoming school year. Please note that failure to complete the Continuous Enrollment Contract by the deadline may result in a space not being reserved for a child for the upcoming school year. The Continuous Enrollment contract can be found in the Appendix.

TUITION AND OTHER FEE SCHEDULES

All fees and tuition **MUST BE PAID** prior to the release of the student's records. If the student transfers out during the middle of the school year, they will be charged based on the number of trimesters they were enrolled, unless otherwise decided by the principal.

(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:

<u>Morning Session:</u>	6:30 a.m. – 8:00 a.m. (Monday – Friday) \$12 per day per child
<u>Afternoon Session:</u>	3:00 p.m. – 6:30 p.m. (Monday – Friday) \$20 per day per child
<u>Early Release:</u>	12:00 noon to 3:00 p.m./Delayed Openings \$20 per child 3:30 p.m. – 6:30 p.m. Additional \$20 per child

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.

VI. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to travel to and from practice and games in a privately owned vehicle must have a written permission from their parent/guardian.

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

SUPERVISION OF STUDENTS

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

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.

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 7th or 8th 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 who achieve this level of academic success are invited to apply to the society. As part of the application process, they will have to also demonstrate 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 (consisting of five appointed members). In cases where it is determined that a student will be deemed ineligible for any reason, the school reserves the right to not extend an invitation to apply so as to pre-empt any unnecessary disappointment. This includes, but is not limited to, actions that are contrary towards the pillars of NJHS listed above. 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.

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 7th and 8th grade students that enhances students' critical thinking, programming, collaborating, and problem solving skills through engineering robots.

Students in positions of leadership and responsibility within the school are expected to demonstrate average or better progress in both academics and conduct. The school administration and faculty moderators reserve the right to deem a student ineligible to continue in such a role or to participate in a student organization if behavioral or academic concerns arise.

Creation Care Club: Students in grade 6-7 may participate in the Creation Care Club. This club is an extracurricular activity where there are opportunities for student development as stewards of God's creation.

The club serves to nurture the students' love for God's creation by providing students with activities to grow in knowledge about the natural world, hands-on experiences, brainstorming and collaborating as a group on ways to become better stewards of God's creation, and working on implementing those ideas.

Aviation Club: Students in second grade can participate in the Aviation Club. Aviation Club is a STEM enrichment program afterschool that involves students exploring the inspiring world of flight through hands-on interactive demonstrations, crafts, and games. Topics covered in this nine-week mini-course include: four forces of flight - thrust, weight, drag, lift; main parts of an airplane; aviation terms; business aviation in action; and special aviation projects.

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 Responsible Use Policy for Technology and Artificial Intelligence.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and

extracurricular activities.

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

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

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

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.

Our school embraces Positive Behavioral Interventions and Supports (PBIS) as part of a school-wide effort to create a respectful, safe, and Christ-centered learning environment. PBIS is a proactive, evidence-based framework that promotes positive behavior, reinforces expectations, and supports the development of the whole child.

Rooted in Catholic Social Teaching, PBIS reflects our belief in the dignity of each child and the importance of building a Christ-centered community. Teachers may use strategies such as

behavior expectations, visual reminders, and recognition of virtuous actions to help students grow in character and live out Gospel values each day.

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 1,000 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 1,000 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 a violation of the law has occurred, the proper law enforcement agency will be contacted.

A student shall not possess or use drug paraphernalia, including, but not limited to: e-cigarette delivery devices, e-cigarette accessories, vaping devices, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property or on school property (e.g., lockers). Any student who violates this provision will be subject to disciplinary action up to 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 nunchucks or fighting chains], sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics

class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to another student or adult, that he/she wants to harm or kill another individual, do harm to the school, mentions weapons, etc., it is the responsibility of the school leadership to investigate this further. A behavioral threat assessment will be conducted (Appendix O-1). In consultation with the Diocese, it will normally be the case that the non-emergency police line in the school's jurisdiction will be notified when threats are made.

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

- f. Suspension
- g. Expulsion

SPECIFIC DISCIPLINARY POLICIES

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. These may include, but are not limited to, taking Chromebook use privilege away from the student for a set amount of time, detention, or possible suspension.

Cheating: Cheating of any type will not be tolerated. This includes use of AI, plagiarism (i.e. copying from a website, from another student's work, etc.), requesting answers from another student prior to an assessment, etc. Students who choose to cheat will receive an automatic zero, as well as the possibility of 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 may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents/guardians may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

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

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 be responsible for completing any tests that are administered during the period of suspension immediately upon their return. Any projects that would be due on the day of their suspension will be received upon the student's return and subject to the deductions in accordance with the late policy.

The ultimate goal of discipline in a Catholic school is to teach students the self-discipline that strengthens within the school the Catholic faith community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures have as an end the development of the human person who respects one's self, other persons, and those in authority. Consistent with this approach and the philosophy of the school, at no time will corporal punishment be utilized as a disciplinary strategy.

We know that all students are still learning and we are here to help them grow. But if a child exhibits any unsafe behaviors of any kind, it will be addressed accordingly to ensure a safe environment for all students.

At All Saints, we strive to keep everyone safe and to protect the learning environment for all students. Sometimes, a child might make a choice that is not safe. If this happens in a very serious way, the parents may be notified to come and take the student home. The student will stay at home on the day of the occurrence and may be asked to stay home longer.

Suspension from school is imposed only for very serious reason. The decision to suspend a

student rests with the principal in consultation with the pastor. Prior to suspension, parents will be contacted to discuss the situation. A letter stating the measures to be taken and the reasons for the suspension will follow the student's time at home. The nature of the suspension varies with the severity of the behavior.

SOME BEHAVIORS THAT MAY LEAD TO BEING SENT HOME AND/OR SUSPENDED INCLUDE, BUT ARE NOT LIMITED TO:

- 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

Violent activity will not be tolerated. 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.

The administration, teacher, and/or counselor will then work with the parents/guardians to make a plan to help that student learn to make safer and better choices. The student may return to school only after meeting with administration and meeting any conditions for continued enrollment. The student and parents must sign a summary and acknowledgement letter and demonstrate a commitment to partnering with the school in support of a child's improved conduct. We will ask families to help us by talking about these things at home, too. Once the principal/administration suspends a student, parents/guardians may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation. The failure of the parents to execute the above referenced agreement may preclude the student from returning to the regular instructional program.

If a child demonstrates continued actions that are unsafe, that may jeopardize eligibility for continued enrollment.

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 head of school or principal and the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student about 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 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. The school reserves the right to ask students to remove any items if they are deemed inappropriate for school. The parent must pick it up from the assistant principal. 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 and dress code rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

*ALL UNIFORMS MUST BE PURCHASED AT FLYNN & O'HARA (address below)
OR THROUGH THE UNIFORM EXCHANGE.*

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

Season	Gender	Grade	Shirt/Blouse	Outerwear	Pant/Skirt	Accessories	Hosiery	Shoes
Fall/Spring	1st day-Oct 31; Easter break-Last day							
	Boy	K-5	Polo Embroidered logo		Pants, Grey twill, flat front	belt, black	Socks Black/navy	Athletic, Black, low-cut, tennis style
	Girl	K-5	Peter Pan collar, Short-sleeve	Sweater; crew neck cardigan Navy, (may be worn on cold days)	Jumper, drop-waist Navy, gold and white	optional matching head accessory	Socks, Knee High Navy/white, Crew solid White, Tights Regular or Ribbed Navy	Athletic, Black low-cut, tennis style or Solid Black, Mary Jane style with one strap
	Physical Education	K-5	T-shirt Light steel	P.E. sweatshirt & sweatpants (may be worn on cold days)	Shorts, Navy, micromesh nylon		Socks, Crew solid white	Athletic, Black, low-cut, tennis style
	Boy	6-8	Polo Embroidered logo		Pants, Grey poly/wool dress	belt, black	Socks Black/navy	Athletic, Black, low-cut, tennis style
	Girl	6-8	Polo Embroidered logo		Kilt, wrap around, Navy, gold and white plaid	optional matching head accessory	Socks, Knee High Navy/white, Crew solid White, Tights Regular or Ribbed Navy	Athletic, Black, low-cut, tennis style
	Physical Education	6-8	T-shirt Light steel	P.E. sweatshirt & sweatpants (may be worn on cold days)	Shorts, Navy, micromesh nylon		Socks, Crew solid white	Athletic, Black, low-cut, tennis style
Winter	Nov 1-Easter break							
	Boy	K-5	Button-down collar Long-sleeve	Sweater; V-neck vest Navy with white trim	Pants, Grey twill, flat front	belt, black tie, solid grey*	Socks Black/navy	Athletic, Black, low-cut, tennis style
	Girl	K-5	Peter Pan collar, Short-sleeve	Sweater; crew neck cardigan Navy, (may be worn on cold days)	Jumper, drop-waist Navy, gold and white	optional matching head accessory	Socks, Knee High Navy/white, Crew solid White, Tights Regular or Ribbed Navy	Athletic, Black low-cut, tennis style or Solid Black, Mary Jane style with one strap
	Physical Education	K-5	T-shirt Light steel	P.E. sweatshirt & sweatpants	Shorts, Navy, micromesh nylon		Socks, Crew solid white	Athletic, Black, low-cut, tennis style

	Boy	6-8	Button-down collar Long-sleeve	Sweater; V-neck vest Navy with white trim	Pants, Grey poly/wool dress	belt, black tie, stripped grey/navy	Socks Black/navy	Athletic, Black, low-cut, tennis style
	Girl	6-8	Button-down collar Long-sleeve	Sweater; V-neck vest Navy with white trim	Kilt, wrap around, Navy, gold and white plaid	optional matching head accessory	Socks, Knee High Navy/white, Crew solid White, Tights Regular or Ribbed Navy	Athletic, Black, low-cut, tennis style
	Physical Education	6-8	T-shirt Light steel	P.E. sweatshirt & sweatpants	Shorts, Navy, micromesh nylon		Socks, Crew solid white	Athletic, Black, low-cut, tennis style

Please note, Grades K-5 only wear ties on Mass days or special occasions, as noted by the teacher or administration.

As part of our commitment to fostering a respectful and faith-filled learning environment, we kindly remind parents and students that all jumpers and skirts must adhere to our uniform guidelines regarding appropriate length. Specifically, hemlines should fall no shorter than two inches above the knee. This standard reflects our school's value of modesty, dignity, and respect for self and others, consistent with Catholic teachings. We ask for your cooperation in ensuring that students come to school dressed in a way that supports our shared mission and upholds the standards expected in our community.

Additional Considerations:

As a Catholic institution, we strive to foster a sense of simplicity and cultivate inner character and spiritual growth. Our policies on dress and appearance are meant to encourage modesty and discourage excessive focus on outward appearances or on comparing with one another. No emblems, other than the school logo, are to be found on sweaters, blouses, shirts, pants, socks, or any other part of the uniform. Girls with pierced ears may wear one pair of stud earrings in their earlobe only. No dangling earrings or hoops, even small, are permitted. Boys are not permitted to wear any type of earring. Necklaces, bracelets, and rings of any kind are not permitted as these can present a safety concern during recess and PE. 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 of any kind. If a student is wearing makeup or jewelry that is not permitted, they will be asked to remove it immediately. If they do not comply with the request, their parent/guardian will be contacted and there may be further disciplinary actions. In addition to the concern of safety, limiting jewelry and makeup also reduces distractions and promotes equality among students, helping everyone focus on academics, faith, and character building. If a student is wearing nail polish, they will be asked to be remove it by the next day they return to school. If the student fails to do so, or if the behavior becomes a pattern, a meeting with the assistant principal may be requested.

Trend haircuts of any kind (which includes lines or shapes of any kind), including, but not limited to, dyed hair (even if it is a natural color) and unnaturally colored highlights, streaking, extensions, and tinsels, are not permitted on boys or girls. Boy's hair is to be cut above the collar, eyebrows, and top of ears. Final decisions regarding haircuts rest with the principal/administration.

A simple watch or FitBit is permitted. Smart watches are permitted but students are prohibited from accessing the Internet or using communication of any kind during the school day on their watch. If

watches are used inappropriately they will be confiscated by the administration and must be returned to the parent only. The parent must pick it up from the assistant principal. After the second misuse of the watch, the student will no longer be allowed to wear the watch to school.

All K-8 students wear PE clothes for the entire day on their assigned PE days. Additionally, all middle school students, both male and female, will wear **all black athletic shoes** with both their dress uniform and PE uniform. Please note, no colored markings will be permitted on the shoes and all parts of the shoe must be solid black.

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. 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.

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-Down 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 or sleeveless dresses; the length may not be shorter than two inches above the knee), blouses or sweaters that are not form-fitting, or jeans. Jeggings, leggings or tights used as pants are not permitted, unless they are worn underneath of a dress or skirt that is no shorter than two inches above the knee. Jewelry worn must be in accordance with uniform guidelines and make up is still prohibited. **Boys:** shirts (no bare shoulders or sleeveless), pants, or shorts (the length may not be shorter than two inches above the knee). **Additional considerations:** Flip flops, sandals, Crocs, open toe shoes and high heels are prohibited. Toes and heels must be covered at all times. Tutu's may not be worn for any dress out of uniform days, even spirit days. Ripped jeans are not permitted. Shirts must reach at least the belt loop/waist of a student; no mid-drifts are allowed.

The lost and found is located in the Gym. The lost and found will be purged twice during the school year. The first purge of items not claimed will take place the week prior to the Christmas break. The second purging will take place after the first week that school has closed for summer. Items not claimed will be donated to charity.

INAPPROPRIATE MATERIALS

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

Toys (unless they are approved fidgets), candy, magazines, aerosol cans, personal I-pads, I-pods, personal digital devices (including Kindles), cameras, 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.

Books brought in by students must be age-appropriate. They may also not include inappropriate language, explicit, violent, or sexual content in keeping with our Catholic identity and values. Books chosen at school are given special considerations, and we ask the following of books brought in from home:

- Students should read books at their Lexile level based on their MAPS test results.
- If parents are looking for a guide to determine if a book is appropriate or not for their child to read, please refer to commonsensemedia.org.

If any books are found to be inappropriate, they will be confiscated and must be returned to the parent only. The parent must pick it up from the assistant principal.

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.

LUNCHROOM REGULATIONS

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

The school administration can determine if middle school students may use a microwave oven. Middle School lunch will be 11:30-11:50 am with 11:15-11:25 am for recess.

Teachers of students in grades K-5 will take students outside for a (20) minute recess each day. At the end of recess, teachers will take students directly to the cafeteria.

Lunch times are as follows:

11:25-11:45 am - Grades 6, 7, 8

11:45-12:10 - Grade 5

12:05-12:30 - Grade 4

12:10-12:35 - Grade 1

12:15-12:40 - Grade 2

12:30-12:55 - Grade 3

12:35-1:00 – Kindergarten

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.

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 Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well.

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

WELLNESS POLICY

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

STUDENTS WITH SUICIDAL IDEATION

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to any adult, that he/she wants to harm or kill him/herself, it is the responsibility of that adult, school counselor, school nurse or administrator to investigate this further. Refer to Appendix O for details on how to proceed in aiding the student and the family in seeking appropriate help. The school may require documentation and information regarding the threat to self and request accommodations that may impact their academics or social interactions while at school. It is recommended that schools participate in suicide prevention training to aid school faculty and staff in recognizing signs, language and behaviors that could be perceived as concerning. (e.g., SafeTALK, Living Works, QPR)

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.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

When students and activities require time outside, schools will monitor weather related to the “feels like” temperature. To prevent heat and/or cold related illness, outside activities may be restricted based upon a heat index or wind chill factor, which registers in the caution level. Schools will consult local weather reports and Appendix F-15 for guidance in outdoor activities. Schools that do not have air-conditioned classrooms are permitted to provide early dismissals in accordance with Appendix F-15.

GENERAL ILLNESS PROCEDURES

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*.

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 a child is determined to need to go home, a parent or guardian must pick up their child from school within a reasonable amount of time to control the spread of illness. If parent or guardian is not available, the emergency contact will be called. 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. This policy also applies to resuming after-school and extracurricular activities.

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

MEDICATION ADMINISTRATION OVERVIEW

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;

- d. When there is a licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a licensed health-care provider. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Students should not attend school while taking prescribed Schedule II narcotics (e.g. Percocet, oxycodone, hydromorphone) for any legitimate reason. If a student needs a Schedule II narcotic analgesic, they shall remain home until they are able to control pain with OTC medications.
- j. Benzodiazepines (e.g. klonopin, Ativan, diazepam) prescribed as needed (prn), should not be administered in any school setting. This does not apply to students diagnosed with a seizure disorder.

Under no circumstances are medications to be shared with other students.

If a student with a known condition warrants oxygen treatment at school, the treating LHCP and registered nurse shall develop a written plan of treatment including all equipment and supplies.

The Diocese of Arlington does not permit the use, possession, or transfer of marijuana including Cannabidiol (CBD), Tetrahydrocannabinol (THC-A) and Cannabis Oil, for any purpose. Students who qualify under local law to use marijuana for medical purposes may not possess, store, use or share marijuana on school property or school-sponsored events.

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, not at school.

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

- a. the parents advise the staff most directly involved with the student of the situations when an EpiPen may need to be administered (e.g., symptoms indicating that a person is

- suffering from severe allergic reaction, basic procedures for administering the EpiPen with a suitable demonstration);
- b. parents of students requiring such injections provide a licensed health-care provider letter attesting to the life-threatening allergy;
 - c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the EpiPen.

All diocesan schools will maintain non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriately educated on its use.

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

A student is 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, EpiPen).

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.

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.

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.

TELEHEALTH

Medical appointments made via telehealth cannot be facilitated in the school building. If a student has been scheduled for a telehealth visit for medical reasons, the parent/guardian will need to check his/her student out of the school building and complete the appointment in the privacy of their vehicle or at home.

If a school is able to adequately support virtual regularly scheduled therapy sessions in the building (e.g., occupational or speech therapy) for students with a documented diagnosis, they can do so on a case-by-case basis after evaluating the specific circumstances.

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 student’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 is required to use crutches at school. If a student arrives at school on crutches without a licensed health-care provider order, the parent will be called to take the student home.

When permission is given for a student to be at school with crutches, the nurse will work with the parent/guardian to make a plan for the student to ensure they are able to safely move throughout the building. Accommodations such as using the elevator can be made in such circumstances.

Students who are on crutches on the top floor of the building will be asked to report to the refuge room at the top of the steps nearest the elevator during any emergency. From there, a faculty or staff member will meet and escort them to safety, as applicable to the emergency situation.

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 great 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. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or osteopathy, licensed nurse practitioner, or the local health department, that one of more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made
 - ii. On a basic level, for the good of society, the Catholic church generally encourages the use of immunizations. The Church teaches that questions of

immunization are “left to a matter of conscience” and parents have the right to decide about the health of their children in this matter. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (Appendix F-18), which will be retained in the student health record. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease, will be excluded from school for an undetermined period of time, as per the instructions of the State Health Commissioner and the public health department.

- b. Students who have traveled or resided in a foreign country for three months or more where tuberculosis is common are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- c. 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. (See General Illness Procedures.)
- d. 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.
- e. 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 immunization program must comply with all aspects of the Memorandum of Agreement Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the signing of any contract for services.

LICE

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

BLOODBORNE DISEASE

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

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

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:

TORNADO

- Staff will count children and take class roster/emergency contact forms and emergency medications
- Immediately go to the inside hallways on the first floor of the new wing and in the old wing
- 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

EARTHQUAKE:

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
- 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

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.

LOCKDOWN DRILLS

The principal, or his/her designee, shall **conduct at least two simulated lock-down drills in the first 20 days of school and two more during the school year.** Faculty are trained in lockdown responses, following the school procedures outlined in the School Safety Plan and the Crisis Management Handbook.

HARASSMENT

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

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

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

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

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

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

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

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

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

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

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

BULLYING

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

Examples include, but are not limited to:

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

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

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

HAZING

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

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

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

RACISM

Racism is defined as prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or

ethnic group, typically one that is a minority or marginalized.

Examples include but are not limited to:

- a. Discrimination
- b. Victimization
- 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 and false accusations
- j. Social isolation
- k. Cyber-racism (racism that takes place using digital devices)

Racism is prohibited. School personnel will not tolerate any racism 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 racism 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 any racism incident to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

In cases of reported racism, the principal or designee shall interview all students involved (i.e., the alleged aggressor(s) and the alleged target(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 racist behavior will be subject to appropriate consequences.

Consequences for students engaged in racist behavior 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 racism to law enforcement.

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials.

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

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

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. All products to be used must have a Medication Administration Form (*Appendix F-6*) completed by parent/guardian.

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. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, ALL Diocese of Arlington Preschools and are religiously exempt from licensure and are classified as a "religiously exempt child day center."

If you would like additional information about the licensing of child day programs or would like to register a complaint, please call the Office of Child Care Licensing toll-free at 833-778-0204.

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.

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 8:15 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 gym.

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. 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.

APPENDICES

School Forms

[Walker Permission Form](#)

Continuous Enrollment Contract ([English](#)) ([Spanish](#))

Diocesan Forms:

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

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

Confidential Student Health History Update (Spanish) ([Appendix F-1B](#))

Confidential Student Health History Update (Vietnamese) ([Appendix F-1C](#))

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

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

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

Anaphylaxis Action Plan with Indemnification ([Appendix F-4](#))

Diabetes Quick Reference and Indemnification ([Appendix F-5](#))

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

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

Student Injury Accident Report ([Appendix F-7](#))

Wind Chill Factors/Heat Stress Index ([Appendix F-15](#))

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

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

Code of Conduct for Personnel and Volunteers in the Diocese of Arlington.English ([Appendix G-1](#))

Codigo de Conducta para el Personal y Voluntarios en la Diócesis de Arlington.Spanish ([Appendix G-2](#))

Photo, Press, Audio, and Electronic Media Release for Minors ([Appendix N](#))

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

Permiso De Los Padres Para Excursiones Patrocinados Por La Escuela.Spanish ([Appendix R-A](#))

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

Elementary/Middle School Handbook Agreement Form ([Appendix AG-1](#))