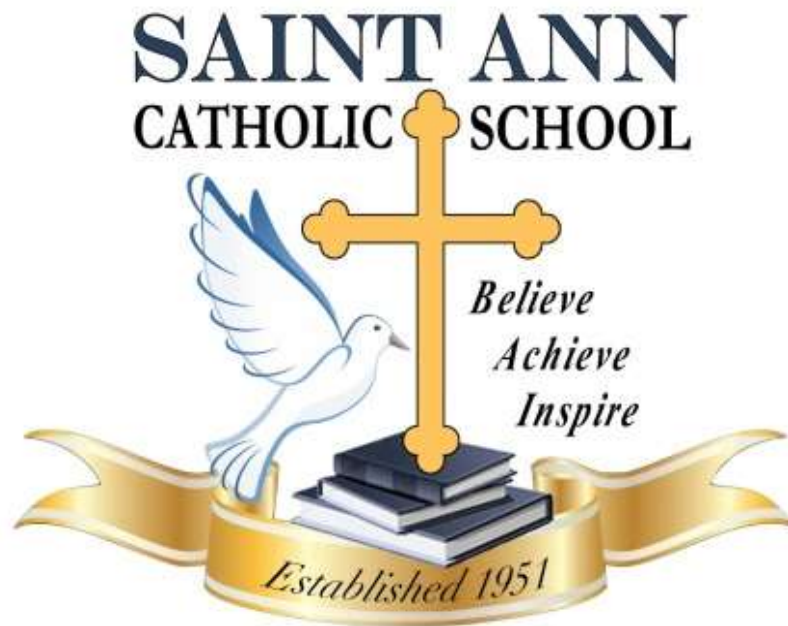


Elementary School Parent/Student Handbook



Mary Therrell
Principal

2017-2018



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

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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.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

MISSION STATEMENT

We, the family of Saint Ann Catholic School, embrace and share the Gospel values of Jesus Christ and His Church by fostering a faith-filled community. We promote an educational environment where everyone is respected, everyone learns and everyone is encouraged to reflect the glory of God by contributing to the greater good of our world.

PHILOSOPHY

Saint Ann Catholic School embraces Jesus Christ as the Master Teacher. We recognize that all children are created in the image and likeness of God, each gifted with unique talents and abilities. We believe every child has a desire to learn, can learn and learns best in a loving, nurturing, and safe environment. We understand that academic achievement and personal growth require trial, error and reflection. We acknowledge that meaningful learning occurs when parents, teachers, and students work collaboratively.

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and

parents. All local policies and procedures must be in conformity with the Office of Catholic Schools policies, guidelines and regulations.

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

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

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

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

PARENTAL ROLE

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

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

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

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an

initial meeting with the classroom teacher.

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

- a. Non-Catholic students are expected to participate in the religious formation and education programs of the school. (except for reception of the Eucharist)
- b. Non-Catholic students must participate in liturgies, retreats, other religious functions and religion classes for credit.

- c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

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

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

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, Computer Education, Library and World Languages.

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

FIVE TO SIX

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

SIX TO SEVEN

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Pre-Algebra: 93 or above

- c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year)
- d. Favorable teacher and principal recommendation

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

SEVEN TO EIGHT

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

SIX TO SEVEN

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year)
- d. Favorable teacher and principal recommendation

SEVEN TO EIGHT

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

- a. Passing the Algebra I course
- b. Scoring 77% on the Diocesan Algebra I exam
- c. Receiving teacher recommendation for placement in the next level of high school math instruction

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

Saint Ann Catholic School conducts up to four Preschool sessions for children who are 3 to 5 years old. The program focuses on spiritual, social-emotional, physical, and cognitive development. As in all other curriculum areas, VCEA guidelines for this level of instruction are followed. Those wishing to enroll in the three year old program must be three by September 30 and those wishing to enroll in the four year old program must be four by September 30.

The Saint Ann Pre-School and Extended Day programs are licensed programs in compliance with Arlington County and the State of Virginia. Annual inspections of each program are required to maintain licensing status.

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

Diocesan approved textbooks and materials are used in all areas of the curriculum.

The care of all textbooks and workbooks is the responsibility of the student. All hardback textbooks remain the property of Saint Ann Catholic School. All hardback textbooks are to be covered at all times. The school provides book covers for this purpose. It is highly recommended that consumable workbooks are covered with clear contact paper. Cloth (stretch) book covers are not acceptable as they tend to break the bindings of the books. Any hardback textbook or soft-back workbook that is damaged or lost is to be replaced at student expense. A bill for lost or damaged books will be sent home at the end of the school year. Report cards and transcripts will be withheld until payment is received.

TECHNOLOGY – ACCEPTABLE USE

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

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

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

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

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private.

Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

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

- vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, copy disks, CD-ROMs or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage or change to the school’s hardware and/or software.
 - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
 - k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

TESTING

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

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

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

SUGGESTED TIME ALLOTMENTS

Homework is ordinarily assigned daily, but usually not on weekends or the eve of holidays and other special occasions. Long-term assignments, however, may extend over weekends. Homework is an outgrowth of class work and is intended to enhance learning with the development of good study habits; to review independently what was taught in class; to provide an opportunity to use research skills; and to involve the parents in the child's academic work.

Teachers shall assign homework based on the maturity and ability level of the students in a given class. The following suggests the average amounts of homework students should have, although individual assignments may vary.

- **Grades K-2:** 10-20 minutes each school night;
- **Grades 3-5:** 30-60 minutes each school night;
- **Grades 6-8:** 1-2 hours. The amount of homework will vary by subject. Most students will also have research papers and oral reports that may have deadlines weeks away. Students should take advantage of nights when homework is light to review material covered in class, study in advance for tests and/or work on long-term projects.

Students in grades 2-8 will list their daily homework assignments in their assignment books. Teachers in grades K and 1 will provide individual homework instructions to parents.

Children without specific homework assignments are encouraged to spend time doing

independent reading or math.

Parents are encouraged to review homework assignment books daily and to set aside a specific time and space at home for homework.

LATE WORK AND INCOMPLETE HOMEWORK (GRADES 6, 7, 8)

All work must be turned in on the assigned due date for full credit. Work turned in by 8:00 a.m. the following morning will be accepted for partial credit.

Students who have done “due diligence” on their daily homework but are unable to complete all assignments in a reasonable time may have a parent write a note to the subject teacher explaining why the assignment is not complete. The note is to be presented to the subject teacher before the start of morning classes. The assignment is due the following day before the start of morning classes and will be graded without penalty for lateness. Notes provided after the fact will not be honored. Abuse of this policy will be grounds for its revocation. **This policy does not apply to long term assignments.**

TEST MAKE-UP (GRADES 6, 7, 8)

All make-up tests will be administered and proctored by a middle school teacher. If a student is absent from school on the day of the test with no prior absences, the student will take the test the **next day** of attendance. The waiting period for test make-up for an absence, other than the day of the test, is one day for each day the student is absent. The teacher proctoring the test will notify parents regarding the date and time of the make-up test.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Mandatory parent-teacher conferences will be scheduled for each family in grades K through 8 after the first quarter in November. Other conferences may be scheduled at the request of the parent, teacher, or principal as needed.

The carpool line, lunchroom and social events are not appropriate places for conferencing with your child’s teacher. Please contact the teacher to schedule a conference day/time to discuss your concerns.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

The letter M, P or NI is indicated in the appropriate box for each subject area.
* (asterisk) indicates modified curriculum

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

INDICATORS FOR EFFORT, SPECIALS AND PERSONAL DEVELOPMENT:

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

The Arlington Diocesan report cards are distributed quarterly for students in grades 1-8; kindergarten students receive their report card after the 2nd and 4th quarters.

Parents should take special note of the evaluation of social and work characteristics on the report card in addition to academic areas. Specific strategies for helping students improve their work should be formulated with teachers.

The report card envelope for students in grades K to 8 must be **signed and returned** to the homeroom teacher no later than **one week** after the distribution date.

HONOR ROLL AND OTHER RECOGNITIONS

Saint Ann Catholic School is very proud of its high standards. Throughout the year students in

grades K-5 are recognized by classroom teachers for their achievements. Students in grades 6-8 are eligible for the Honor Roll every quarter providing they meet the following requirements:

- **First Honors:** 96%-100% in all academic subjects; all Specials subjects, Personal Development and effort grades no lower than a 2.
- **Second Honors:** 90%-95% in all academic subjects; all Specials subjects, Personal Development and effort grades no lower than a 2.

PROGRESS REPORTS

Every student in grades 1-8 will receive a progress report midway through each quarter of school. Grades 3-8 will no longer be sent home for students since grades will be available through the Parent Portal. Paper copies will continue to be sent home for grades 1 and 2. Teachers may issue an interim progress report at any time to inform parents of improvements or concerns about a student's performance.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

SCHOOL COUNSELORS

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

Saint Ann Catholic School has a part-time school Counselor on staff.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRE-SCHOOL – GRADE 5

- 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

equivalent, which stipulates the following must be submitted prior to the student beginning school:

- i. Proof of exact dates of immunization as required by the Code of Virginia
 - ii. Current Certification of Immunization
 - iii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

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

- A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

- a. Meets Diocesan admission requirements as stated in Policy 601.2;
- b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
- c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students;
- d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant¹ or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

ADMISSIONS ELIGIBILITY

Saint Ann Catholic School holds a formal registration period for new students. In addition to the diocesan criteria above, Saint Ann Catholic School gives placement preference to returning students and siblings of returning students.

In addition to the Diocesan admission requirements, Saint Ann Catholic School requires the following information at the time of registration:

¹ Appendix AJ for a listing of lawful non-immigrants who may attend school.

1. Psychological Education Test results, if applicable;
2. Recommendations from former teacher/principal.

Acceptance is provisional until all admission requirements have been met and the following items are completed:

1. Emergency Authorization Form;
2. Nurse's Information Card;
3. Saint Ann Catholic School Service-to-School (STS) Agreement;
4. Student grade level placement test (if applicable);
5. Payment of Instructional Fee;
6. Interview with Principal if requested.

It is the responsibility of the applicant family to secure the necessary documentation and records. All new students, grades 2-8, are accepted with a probationary status for the first semester of the school year.

As required by law, students not meeting the state health requirements **WILL NOT** be placed on the school roster for the opening date of school or in a specific class. A physical examination is required within the last 12 months when a student enters school for the first time. Students transferring schools must have the Commonwealth of Virginia Health Form, including the child's immunization record and most recent TB test with written results.

All of the requirements listed above must be completed and returned to the school office before registration will be deemed complete and the student can be officially accepted into Saint Ann Catholic School.

Transfers from local Catholic schools are considered exceptional cases to be admitted at the discretion of the principal.

APPLICATION, REGISTRATION AND INSTRUCTIONAL FEES

There are application and registration fees for new students and a registration fee for returning students attending Saint Ann Catholic School. These fees are non-refundable.

RE-REGISTRATION PROCEDURE

Parents and guardians of all registered students will receive a form for re-registration in late January. The form should be returned to the school office with the registration fee by the stated deadline. A late registration fee will apply to those who miss this deadline. Students will not be re-registered unless their school account is in good standing.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

- a. A written excuse, explaining the reason for absence and signed by the parent, 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 before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

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

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

attendance office.

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

If a child is ill or cannot attend classes for some other legitimate reason, parents are asked to call the school office by 9:00 a.m. to report the absence. **ALL** absences are considered unexcused **until** documentation is received in the school office. The following are considered excused absences from school once documentation is received:

1. Illness, quarantine, doctor or dentist appointment
2. Family illness
3. Family death or tragedy
4. Court presence
5. Severe family emergency
6. Participation in March for Life
7. 8th grade students shadowing at local high schools
8. Others approved on an individual basis by the principal

When the student returns to school, a written excuse stating the reason for absence, the date of absence, and signature of parent/guardian must be submitted to the office. **Excuses are formal documents.** They should be type-written or written on note paper in ink, and then signed by the parent or guardian. If the child fails to bring a written excuse, the parent will be contacted by the school. All written excuses will be kept on file for one year.

After an excused absence, it is the **responsibility** of the **middle school student** to request all outstanding work. Teachers will assign a reasonable length of time in which assignments are to be completed. Work that is not made-up will be marked incomplete and graded accordingly. If the parent would like to request assignments or materials for their absent child, he/she should make arrangements with the school secretary to request homework no later than 9:00 a.m. on the day of absence. Books and assignments may be picked up at the Extended Day office after

dismissal.

TARDINESS

The Saint Ann Catholic School day begins at 7:55 a.m. Students arriving in their homerooms after 7:55 a.m. will be marked as “tardy” by the homeroom teacher. Students arriving after the morning carpool lanes are closed are to enter the building via the Frederick Street entrance and must report to the office for a tardy slip. Every effort should be made to insure that students are in class and ready for school-wide prayer. Frequent cases of tardiness will be brought to the attention of the principal so that the parent may be contacted.

MEDICAL EXCUSES

Medical appointments should be scheduled outside of school hours. When this is not possible, students are expected to present a written note to the teacher the morning of the appointment. The note should include the date, time and reason for the absence. In case of absence due to illness, a note explaining the reason for the absence should accompany the student on the day he/she returns to class. In the event of a communicable disease the school may require a doctor’s note prior to returning to class.

ANTICIPATED ABSENCE

When a student's absence is anticipated, it is the responsibility of the parent/guardian to notify the principal in writing as soon as possible. The school does not prepare work in advance for students who will miss school due to an unexcused absence.

RELEASE OF STUDENTS

If a child needs to be dismissed early, a written note to the teacher/principal is required. **Students must be signed out in the office by a parent or designated adult.** Students will only be released from the office. Students will be called via the intercom once the parent or designated adult arrives. If a student returns to school after an appointment, the parent or designated adult is required to escort the student back to the office to be signed in.

Parents may release students to a designated sponsor or supervisor of an activity (i.e. sports, scouts, variety show) for the duration of the activity. To do so, a signed note identifying the adult(s) to whom the child is to be released and the activity the child will be attending must be on file. Each activity requires a distinct note for each child.

Any changes to the usual dismissal routine are to be indicated by a **written note.**

If the need to change the dismissal routine arises during the day, please call the school office. As a courtesy, please try to make those arrangements before noon, so the office staff has time to provide the information to the teacher.

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM

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

Milk fees are published and distributed to each family in August. We ask that families pay annually or bi-annually. If choosing an annual payment you have the option to use your FACTS account for payment. By choosing FACTS you will end up paying on a monthly basis. If paying by check, your payment should be sent to the classroom teacher who will forward it to the school office.

Students carry lunch in either a bag or lunch box clearly marked with their name and grade. **Soda drinks are never allowed.** Glass bottles/containers are not permitted. Beginning the end of September/first week of October, the PTO sponsors hot lunches for our students. Hot lunches are listed on the school calendar. Order forms are sent home regarding these lunch options.

Students are not permitted to leave the building for lunch. **Parents may not bring fast food lunches to the school.**

Faculty, staff and parents supervise the lunchroom and lunch recess areas. Room parents schedule parent volunteers to assist with lunch/recess supervision. We encourage all of our families to consider volunteering in this much needed area.

ARRIVAL AND DISMISSAL

Children are permitted on school property only during school hours unless they are in the Extended Day Program, or are attending a school sponsored club or event during which adult supervision will be provided. Faculty members who arrive early or leave late are not responsible for children during non-school hours.

Students dropped off prior to 7:35 a.m. will be sent to extended day (charges will be incurred). All students will be able to wait in the courtyard area (under teacher supervision) from 7:35 a.m. until 7:45 a.m. when they will be allowed to go to their classrooms. Pre-k and kindergarten students will be escorted to their classrooms by safety patrols. **ALL** students should be in their

classrooms by 7:55 a.m. and ready for morning prayers which will begin at 8:00 a.m. Students arriving after 7:55 a.m. are considered tardy.

A Dismissal Procedure Form is requested from each parent at the beginning of the school year. Any time a change to this procedure occurs, the school office must be notified, preferably in writing.

Specific arrival and dismissal procedures for walkers, carpool and bus riders will be published at the beginning of the school year. These procedures are meant to ensure the safety of all students. All students and parents are expected to honor them. Students must follow the directions of the teachers on duty during arrival and dismissal times.

Students who have not been picked up by the end of carpool (3:25 p.m.) will be checked in to Extended Day. Fees will apply.

Parents must pick up students from extracurricular activities within five (5) minutes after the activity closes or students will be taken to Extended Day. Parents will be charged the hourly rate for Extended Day.

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 have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

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

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

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

TRANSFER OF RECORDS

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

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

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

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

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

The following student records are to be retained for 7 years or age 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.

Parents may not go to the classroom to deliver items to a student. Items are to be left in the office and should be labeled with the child's name and grade.

Parents wishing to speak with a teacher are asked to schedule an appointment.

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

The principal will communicate with parents via a weekly newsletter, e-mail messages, School Messenger and phone calls. Parents are welcome to schedule an appointment with the principal anytime there is a concern. If parents wish to discuss a classroom matter, they are asked to first discuss the matter directly with the teacher prior to making an appointment with the principal.

Phone calls to administration, teachers and staff should be made only through the school. The school office number (703-525-7599) is to be used for all school and student related matters.

Teachers are on duty between 7:30 a.m. and 3:30 p.m. Please make appointments to speak with teachers before/after these designated times.

TAKE-HOME COMMUNICATION

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

In general, a weekly newsletter, including items of interest to students and parents, is distributed to each family via email on Thursday afternoons.

TELEPHONE USE/MESSAGES FOR STUDENTS

The office telephone is not for public use. Students will not be allowed to use the school phone to call home for items left at home (i.e. band instruments, homework, lunches). Should the need arise to get a message to your child, please call the school office allowing sufficient time to deliver your message.

Students may not use cell phones at any time during the school day (this includes Extended Day). Students may not keep cell phones on their person or in their backpacks during the school day. Student cell phones must be turned in to the office, or to the classroom teacher, at the beginning of the day and may be retrieved at the end of the day.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however,

during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1038 hours of instructional time (as defined by the Commonwealth of Virginia).

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

Saint Ann Catholic School **follows the snow-related opening and closing decisions of Arlington County Public Schools.** If Arlington County Public Schools announce different arrangements for elementary and intermediate students, the four Arlington parish schools (Saint Agnes, Saint Ann, Saint Charles and Saint Thomas More) will follow the schedule announced for Group C students. Should county schools not be in session, the parish schools will announce schedule changes via the Diocesan school alert system (School Messenger). If Arlington County Public Schools are not mentioned during the radio and/or TV broadcasts, parents may assume that normal scheduling is in effect.

When school must be canceled during the school day for an unusual circumstance, we will use the information provided by parents and notify parents via School Messenger (the diocesan emergency alert notification system).

When weather is questionable, parents are asked to listen closely to TV and radio weather reports so that they will be prepared to pick up their child(ren) if necessary. Parents are to refrain from calling the school for information about school closings for inclement weather. Radio stations WTOP and WASH generally convey school announcements, as do the local television stations.

Parents who consider driving conditions dangerous may pick up their children early.

Refer to page 65 for Extended Day inclement weather policy.

PHOTOS AND OTHER MEDIA

Parents may opt out their children from participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

Parents and/or students will not place pictures of other Saint Ann students on Facebook or any other social networking site without appropriate permission.

Individual, class and team/club pictures are taken in the fall, and individual student pictures and 8th grade graduation pictures are taken in early April. Notices will be sent in advance to advise parents of the proper procedure for ordering pictures.

LIBRARY

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

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

FIELD TRIPS

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

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

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

In the event private automobiles/vehicles of students, parents or other authorized adults of at least 20 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. 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 near the front seat air bag.

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or

treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

The school reserves the right to prohibit a student from participation due to discipline issues that may negatively impact the overall educational experience of the field trip.

A fax of the signed form will be accepted, provided it is followed by the original document the next day. If the signed original copy is not received prior to the field trip, the student will not attend. Parental permission by telephone, note, or e-mail is *not* acceptable.

Parents pay ALL fees associated with field trips.

Each field trip must be adequately chaperoned. Chaperones will carry a sealed envelope containing a copy of the Parent Permission Form for School Sponsored Field Trips for each student they are supervising. The sealed envelope will not be broken unless there is an emergency that necessitates accessing these forms.

Names of chaperones for field trips are to be submitted to the school office 1 week in advance of the field trip to allow for adequate checks for child protection compliance. All chaperones must be approved for volunteer work in accordance with the policy set forth by the Office of Child Protection and Safety.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

Students who accompany parents on the March for Life should not be marked as absent for that day.

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition students must comply with all school regulations and

policies.

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

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

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

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

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

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

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the head of school/principal regarding advancement of the school's mission and legislative issues concerning the school as directed by school leadership.

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

Parents are encouraged to participate fully in all school programs.

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 are responsible for providing transportation for their child(ren) to and from school. If a student is to leave by cab, a note must be sent to the school office. The student will be dismissed via the school office.

Parents are expected to follow all school directives regarding carpools and parking as stated in the August newsletter.

CHANGE OF ADDRESS

The school office must be notified immediately of all changes in home or work address or phone number, as well as any changes in emergency or dismissal information.

The school must have up-to-date information at all times in case of emergency.

COURTESY

Children, parents, faculty and staff are expected to treat each other in a professional, respectful manner at all times. The titles of Mr., Mrs., Ms., etc., are to be used to ensure proper respect.

Invitations to student birthday parties may be sent home with students ONLY IF the entire class is invited, or if all the boys or all the girls are invited. Otherwise, the invitations may not be distributed at the school.

TRUANCY

Students who leave school grounds without permission or who are truant may be considered for suspension.

SERVICE-TO-SCHOOL PROGRAM

School policy requires each registered family to provide 30 hours of service to the school each academic year, five of which must be dedicated to the October Fall Festival. A single parent family is required to provide 15 hours of service, 3 of which must be dedicated to the October Fall Festival. This service can be given either by the parents/grandparents or by a responsible older high school or college aged family member. Families may wish to provide more than 30 hours of service throughout the school year, but the minimum requirement must be fulfilled.

If the 30 hours (or any balance thereof) are not fulfilled, a monetary contribution at the rate of \$10.00/hour/\$20.00/hour for unfulfilled Fall Festival hours is required. Hours of service and monetary contributions in fulfillment of this policy will be recorded in the school office. Parents are asked to submit an accounting of their hours of service to the secretary for accurate record keeping. Completion of hours or monetary reimbursement is required before final grades are sent

home at the end of the school year.

A list of service opportunities is provided to all families and service opportunities are also listed from time to time in the weekly school newsletter. The intention of Service-to-School hours is to provide much-needed manpower for the many activities involved with running a successful school. While some hours will be earned on activities that are specific to your child's class, we encourage families to consider how they can earn hours that help serve the broader school community (i.e. lunch/recess supervision, coaching CYO sports, facilitating after school clubs, and helping with fundraising 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 a processing fee payable to the private vendor.

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

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

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

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

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

SCHOOL TUITION POLICIES

The mission of Saint Ann Catholic School is to provide a quality Catholic education to students of parish families and others who desire a Catholic education for their children. As space permits, students from other parishes and non-Catholic students are welcome to enroll.

The operation of the school is funded mainly by tuition paid by families with students enrolled in the school. The parish contributes to the school via an annual subsidy. Other sources of income include fundraising and donations.

The Parish Finance Committee reviews and sets tuition rates each year with final approval by the pastor.

TUITION AND OTHER FEE SCHEDULES

KINDERGARTEN THROUGH 8

Tuition is payable in 12 monthly payments beginning in July. In addition to tuition, there is a \$50.00 Application Fee and a \$500.00 Registration Deposit for new students, and a \$150.00 Re-Registration Fee for returning students. All fees are due at the time of application/registration. All fees are non-refundable.

All tuition payments are made through the FACTS Tuition Management Program.

If, for some reason, a parent is not able to make a payment on time, the principal must be notified in order to determine the best course of action with regard to payment through FACTS.

The graduation diploma, re-registration, final report card, and requested transcripts are withheld at the end of the school year if our records indicate any outstanding tuition, instructional fees, STS fees, Extended Day fees, or outstanding library books, textbooks, and/or other instructional materials owned by the school.

SCHOLARSHIP FUND

Contributions to the Saint Ann Scholarship Fund can be made at any time. Checks should be made payable to Saint Ann Catholic School with a note on the memo section of the check indicating "Scholarship Fund."

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

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

SCHOOL LIBRARY

Saint Ann Catholic School maintains a library of over 12,000 books, periodicals and audiovisual materials for use by the school community. The goals of the librarian are to expose students to notable literature, foster an enjoyment of reading in a variety of genres, to teach and

strengthen library skills, to assist students in the research process, and to support the curriculum of academic subject areas.

Check-out privileges are available to all students. It is the responsibility of the student to properly care for books checked out in his or her name and to return them by the specified time. The cost of damaged or lost items will be assessed to the student.

STUDENT COUNCIL

The Student Council is open to students in grades 4 through 8. It provides students the opportunity to develop leadership skills by promoting school spirit through social and service activities.

SAFETY PATROL

Students in Grade 6, 7, and 8 may participate in the school safety patrol. This group works closely with the school moderator. Safety Patrols agree to diligently perform their responsibilities as outlined by the Safety Patrol moderators. Failure to do so may result in removal from the Safety Patrol.

ALTAR SERVERS

Boys and girls in Saint Ann Parish in grades 5 and up are eligible to become altar servers. Parents who allow a child to become an altar server assume the serious responsibility for assuring punctuality and dependability at all Masses for which the server is scheduled.

BAND PROGRAM

For a separate fee, a two-level band program is available to students in grades 4 through 8. Band instruction is offered one day a week during school hours. Students are responsible for all assignments, activities, etc., that are missed due to participation in this extracurricular program.

Advanced band students may be selected by the band instructor to audition for the Diocesan Honor Band. The Diocesan Honor Band welcomes students from Saint Ann Catholic School by application and audition.

SCOUTING PROGRAM

Brownies, Girl Scouts, Cub Scouts and Boy Scouts are active parish programs emphasizing service, citizenship, international friendship, and character development. All scouting programs depend on the availability of responsible adult volunteers. Volunteers must be in full compliance of the diocesan requirements for Child Protection & Safety.

SPORTS PROGRAM

Track, tennis, and basketball are organized by the Catholic Youth Organization (CYO) of the

Diocese of Arlington. Parents and high school youth are encouraged to volunteer as coaches of the various sports teams. Sport team activities are extra-curricular and are inclusive of Saint Ann Catholic School and Parish youth. Volunteers must be in full compliance with the diocesan requirements for Child Protection & Safety.

AFTER-SCHOOL PROGRAMS

All after school programs are scheduled by parents or other interested moderators with the approval of the principal. These programs may vary from year to year based on the interests and needs of the students in various age groups. Volunteers must be in full compliance with the diocesan requirements for Child Protection & Safety.

SCHOOL YEARBOOK

Each year a school yearbook is published under the guidance of a faculty member. The yearbook is available for purchase near the end of the school year.

SUPERVISION OF STUDENTS

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

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, 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 (*Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Acceptable Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (*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 (*Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

SUBSTANCE ABUSE/WEAPONS

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

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

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

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

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

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

The principal, in consultation with parents and teachers, may recommend that a student receive specific testing or professional help. If the issue is not resolved, the principal may recommend transferring to another program where the student's academic and social/behavioral needs are better accommodated. Discipline records are not part of the student's permanent record file and are never transferred to another school.

HOMEWORK CONSEQUENCES FOR STUDENT (GRADES 6, 7, 8)

Incomplete homework and/or outstanding assignments will be closely monitored. Work that is turned in late may receive a reduced grade depending on the policy of the classroom teacher. Parents will be notified by the teacher if a student is neglecting homework and/or has outstanding assignments. Students who consistently neglect homework and fail to complete outstanding assignments will lose the day late privilege.

DETENTION FOR SERIOUS MISCONDUCT

For students in grades 6-8, serious misconduct will result in a detention. Detentions are generally scheduled after school, but may be scheduled at other times, as well.

The method of detention will vary depending on the level of misconduct. Parents will receive written documentation of the student's inappropriate behavior and date of detention. This disciplinary notice must be signed and returned to the school within 24 hours. The teacher and/or principal will notify parents of students in grades K-5 of inappropriate behavior and specific consequences.

SUSPENSION

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

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

DISMISSAL

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

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

EXPULSION

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

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

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

A parent whose child is expelled may appeal this decision 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 in the discretion of the principal/administration.

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

Students must follow the policy of the classroom teacher with regard to personal items (i.e. toys) brought to school.

CELL PHONES

Cell phones are not necessary during the school day, therefore are not permitted at Saint Ann Catholic School. In the event that a parent deems it necessary for a student to bring a cell phone to school (i.e., the child will be taking public transportation or will be walking home), the student must turn the cell phone in to the main office before going to class. Students in middle school may turn their phones in to the office or their homeroom teacher. Phones belonging to a student who will be attending Extended Day will be turned over to Extended Day personnel. The parent must provide a note explaining the need for the phone. Students may pick the phone up from the office, teacher or extended day office at the end of their day.

If a student is found to have a cell phone at school and has not followed the proper procedure, it will be confiscated and will remain in the principal's office for a period of one week. In order to retrieve the cell phone, parents will need to schedule an appointment with the principal to come and pick up the cell phone.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

All students in grades K-8 are required to wear the approved school uniform and shoes. Uniforms must be clean and marked with the student's name. Students are expected to have a complete uniform when school begins. Uniforms must be neat and clean in appearance.

PE uniforms are mandatory for students in grades K-8.

Summer uniforms are optional and may be worn from the beginning of the school year to mid-October and after the Easter vacation until the end of the school year.

The complete uniform requirements for students in grades K-8 may be found in the appendix.
Brownie/Scout Uniforms: Students may wear the scout uniform on meeting days.

The following additional dress and grooming guidelines must be followed:

1. Caps or hats may not be worn indoors.
2. Girls may NOT wear any make-up, including eye shadow or lipstick. Only clear nail polish may be worn.
3. Hair spray, perfume and cologne are not permitted in school.
4. Jewelry is limited to a watch, a simple ring, and a simple crucifix or holy medal on a narrow silver or gold chain around the neck. Choker-type necklaces are not permitted. Bracelets are not permitted (with the exception of 8th grade girls and medical ID bracelets).
5. Girls may wear one pair of small, post-type earrings or tiny (smaller than the size of a dime) hoop earrings. Boys may not wear earrings.
6. All students' hair should be clean, neatly groomed, and natural in color. Boys' hair should not extend beyond the shirt collar in the back or below the eyebrows in the front. Girls' hair is not to be worn in such a way that it covers the eyes. Extreme hairstyles, including shaved or partly shaved styles and tails, are not permitted. Hair coloring is not permitted. Girls may wear modest hair accessories that match the uniform.
7. The principal reserves the right to judge the appropriateness and acceptability of student dress and grooming.

The principal and teachers monitor the dress code. Frequent and deliberate violation of the dress code shall result in disciplinary action.

INAPPROPRIATE MATERIALS

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

Laser pointers, skateboards, Walkmans, CD players, iPods, PDA's, pagers, cellular phones, mini TV's, hand-held jamming devices, or other items that distract from the learning environment. The principal reserves the right to determine the appropriateness of other items.

Students are not permitted to chew gum on school grounds.

PLAYGROUND REGULATIONS

Playground areas and equipment are provided for student exercise and enjoyment. Students must follow the rules and restrictions regarding playground behavior provided by their classroom teacher and/or the playground monitor.

LUNCHROOM REGULATIONS

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

Students will sit at assigned class tables. Tables are cleaned by students who are assigned the task for the week. Specific dismissal regulations from the lunchroom are taught and practiced for order and efficiency. A "nut-free" section will be provided at each lunch session.

VII. SAFETY & WELFARE

STUDENT HEALTH, SAFETY & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

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

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

When a parent is requesting a waiver from participating in Physical Education classes and/or recess, he/she is required to submit a written statement from his/her 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.

A child who does not feel well should not be sent to school. A child who has been ill should be completely well before returning to school in order to prevent spreading illness to others.

MEDICATION ADMINISTRATION OVERVIEW

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

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

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

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 indicates in writing that the student cannot do this.

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

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

SPECIALIZED STUDENT CARE NEEDS

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

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 doctor's order, the parent will be called to take the student home.

USE OF MICROWAVE OVEN

For preschool and elementary schools only; given the risk of potential harm, students' access and use of microwave ovens are prohibited.

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 for school faculty and staff to educate on 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 and guardians of students with a life threatening allergy must inform 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 driver, janitorial staff.

INFECTIOUS/COMMUNICABLE DISEASES

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

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance 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-213).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is

great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

If head lice are discovered on a student, the parent will be notified immediately. If a parent discovers head lice on their child they must inform the school nurse or school office immediately. A student with an active case of lice will not be permitted to return to class the following day without treatment and re-examination by the school nurse. Grade level parents will be notified that head lice were detected in the classroom, and they will receive an information sheet with treatment options and precautions.

BLOODBORNE DISEASE

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

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

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff

members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

Fire drills are conducted weekly during the first month of school and monthly for the remainder of the year. During fire drills, students follow these regulations:

- Rise in silence when the alarm sounds;
- Walk to the classroom door and exit the room in a single file line;
- Exit the building following teacher and signage directions;
- Walk to the assigned place silently and briskly in single file;
- Return to building when signal is given.

Tornado drills are practiced periodically. The procedures are:

- Rise in silence when the alarm sounds;
- Walk briskly in single file to the assigned place;
- Kneel, face wall, and put hands over head;
- Return to classroom when signal is given.

The school has contingency plans in the event of other threats to student well-being and safety. These plans are discussed and practiced with students as best befits the students' particular grade level.

SEXUAL HARASSMENT--STUDENTS

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

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

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

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the

Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official

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

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

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

BULLYING

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

Examples include but are not limited to:

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

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

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

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

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

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

RESPECT FOR LIFE

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

SCHOOL SECURITY

Our proximity to Washington, DC allows students and teachers to access the wealth of resources available in our nation's capital city. Fully aware of world events, however, the school administration has put into place procedures designed to enhance student safety.

The external doors of the school are kept locked during the day. Visitors may enter the school at the Frederick Street door, which is monitored by office staff. Visitors must sign in and out in the school office and wear a visitors badge at all times. Students have been instructed ***NOT*** to open doors for visitors or parents.

AHERA MANAGEMENT PLAN

Saint Ann Catholic School has an AHERA Management Plan on file in the school office

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

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

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every 3 years, Saint Ann Catholic School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

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

It is the intention of Saint Ann Catholic School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Mary Therrell, Principal, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to/her at 703-525-7599.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

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

Saint Ann Catholic Church and School have operational surveillance cameras on the premises.

IX. STUDENTS WITH SPECIAL NEEDS

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

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. 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 accommodations through a Student Assistance Plan written at the Catholic school.

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

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

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

ACCOMMODATIONS

Students who have undergone educational testing and have a diagnosed learning disability may receive accommodations/modifications to address their particular learning needs. A Student Assistance Plan (SAP) or Individualized Service Plan (ISP) is developed based on testing recommendations. The educational plan is developed by the resource teacher, classroom teacher, parents, and school administrator

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

- a. written parent 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.

MEDICATION ADMINISTRATION

Any medication that needs to be administered at Extended Day must be accompanied by the correct form, signed by the parent and doctor, and clearly labeled with the student's name. A log of any/all medications distributed while attending Extended Day will be maintained by the director with copies submitted to the school office. These records will be maintained for a period of 10 years.

LICENSING INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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

SAINT ANN EXTENDED DAY PROGRAM

The Extended Day Program offers before and after care services for students enrolled in Saint Ann Catholic School. The underlying purpose of the program is to provide a safe and nurturing Catholic environment for children. The program is licensed by the Commonwealth of Virginia.

HOURS

The Extended Day Program operates each scheduled school day unless otherwise indicated on the school calendar. The morning session begins at 7:00a.m. and ends at 7:50a.m. The afternoon session begins when school dismisses and closes at 6:00p.m.

In consideration of the Extended Day staff, the Extended Day Program will close at 4:00 p.m. on days the school is scheduled for a noon dismissal before holiday breaks, as well as the last day of school.

REGISTRATION

All students of Saint Ann Catholic School are required to be registered for the Extended Day Program. Registration in the program ensures that every child can be supervised in the case of an emergency or in the event that a child is not picked up at the carpool dismissal, the after school enrichment program, or detention. In those cases, parents will be charged the current hourly rate.

Registration for the Extended Day Program requires the following:

- A. Registration form is completed;
- B. Emergency forms are on file in the school office;
- C. Current medical/immunization information is on file in the school office.

All of the above apply to all students who use the program on a regular basis, as well as to those who attend on a drop-in basis.

INCLEMENT WEATHER

Saint Ann Catholic School follows the closing and delayed openings of the Arlington County Public Schools. If the school is closed because of inclement weather, the Extended Day Program will be closed. If there is a delayed opening, the program will begin 1 hour prior to the start of the school day. In the case of an early dismissal due to inclement weather, parents are asked to pick their children up as soon as possible, but no later than two hours after the school's early dismissal.

DISCIPLINE POLICY

Students in the Extended Day Program follow the Saint Ann Catholic School Code of Conduct. Discipline will be positive, timely, and appropriate to the infraction. Discipline may include discussion, mediation, time out, redirection, letters of apology, or short essays about the incident. Improper behavior may require detention, suspension, or withdrawal from the program. The Director is responsible for informing parents and the principal about a child's behavior/actions that violates the Saint Ann Catholic School Code of Conduct.

HOMEWORK POLICY

The Extended Day Program includes a supervised homework period. Although help with assignments may be available, homework is not checked for completion. Parents are required to assume that responsibility.

EMERGENCY PROCEDURES

In the event of an emergency, the parent or the emergency contact will be notified immediately of any serious accident or injury. Medical assistance will be rendered as needed. Written documentation of the type of injury, date, and first aid rendered will be kept in the file at the school for two years after the injury or accident.

At least one staff person who has received a basic certificate in standard first aid and CPR from an approved program by the American Red Cross, as well as instruction by a health care professional on the observation of the health needs of children, will be on the premises during all hours of operation.

Emergency phone numbers, evacuation plan, fire drill information, child needs, and playground safety plans are posted on the Extended Day bulletin board. Monthly fire practice drills are held.

SIGNING IN/OUT FOR ARRIVAL, DEPARTURE, LATE PICK-UPS

Students must be signed in and out by a parent or designated adult indicating the time of arrival or departure. The designated adult who is appointed to pick up a child from Extended Day may need to show ID before a student will be released. Students are not permitted to sign themselves in or out. Students leaving the school grounds without permission during the Extended Day Program may be suspended.

Students who are attending Extended Day and wish to work with a teacher after school, shall report for roll call with a pass from the classroom teacher. A staff member from Extended Day will accompany the student to the teacher's classroom. The classroom teacher will accompany the student's return to the Extended Day Program when the work is completed.

A written notice from the parent/guardian is required for a change in the dismissal procedure for any student who regularly attends the Extended Day Program. In an emergency, the director will accept telephone authorization from the parent/guardian for a change in dismissal.

When a child who is regularly scheduled for Extended Day attends a school-sponsored after school activity, the child will be escorted back to the Extended Day Program by an adult and will be signed in. The administration, classroom teacher, or moderator of the after school activity will submit a list to the director of those students participating in a given activity.

Parents and legal guardians of registered extended day children are welcome to visit the Extended Day Program at any time, but for the safety of all children in the program, it is requested that they not interact with children other than their own.

Cell phones are not permitted in extended day. If a student has a cell phone at school, it must be turned in to the office or classroom teacher on arrival. The cell phone will be given to the extended day director at the end of the day and be returned when the student is signed-out.

The director and another staff member will remain with children after 6:00 p.m. until the parent or a designated adult arrives. Every effort will be made to locate the parents and/or emergency contact.

PAYMENT OF EXTENDED DAY FEES

Prompt payment of fees is expected. Parents using the program full-time are expected to pay at the beginning of each month. When a month's payment is outstanding, parents may lose the privilege of using the Extended Day Program for their children. Payment for drop-in students who attend the program less than full time is due at the time of use. There is a late fee of \$2.00 per minute per student after 6:00 p.m.

Children in attendance a minimum of 15 hours per week are considered to be full time. Children in attendance less than 15 hours per week are considered to be part-time/drop-in. All fees are calculated on an hourly rate. No fees will be prorated. All part-time/drop-in fees are due daily at the time of pick-up.

APPENDICES

School Forms

[Insert School Forms here as needed--optional]

Additional School Information

[Insert Additional School Information here as needed--optional]

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