

***St. Andrew the Apostle
Catholic School***



Parent/Student Handbook

2017 - 2018

TABLE OF CONTENTS

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT.....	1
	Diocesan Philosophy of Catholic Education.....	1
	Diocesan Mission Statement.....	1
	School Mission Statement/Philosophy.....	1
	Student/Parent Handbook.....	2
	Parental Role.....	2
	Non-Discrimination Clause.....	3
	Non-Catholic Students.....	4
II.	ACADEMICS.....	5
	Curriculum.....	5
	Five to Six.....	5
	Six to Seven.....	5
	Seven to Eight.....	5
	Six to Seven.....	5
	Seven to Eight.....	5
	Implementation of Family Life Program.....	8
	Textbooks/Supplemental Materials.....	8
	Technology Acceptable Use.....	9
	Testing.....	11
	Homework.....	12
	Suggested Homework Time Allotments.....	12
	Parent-Teacher Communication.....	14
	Scheduling and Other Conference Information.....	14
	Grading/Report Cards.....	14
	Grading System.....	14
	Academic Progress Scale.....	
	Indicators for Effort, Specials and Personal Development.....	
	Awards and Honor Roll.....	15
	Promotion/Retention/Placement Policy.....	15
	School Counselors.....	16
III.	ADMINISTRATIVE PROCEDURES.....	16
	Admissions.....	16
	Diocesan Initial Admission Requirements.....	16
	Class Placement.....	19
	Attendance.....	19
	Diocesan Policy for Attendance Requirements.....	19
	Absence/Tardiness/Leaving School.....	19
	Attendance/Reporting Procedures.....	20

	Holidays and Family Vacations	21
	Transferring to Another School.....	22
	Lunch/Milk Program and Food Brought to School.....	22
	Birthdays and Celebrations.....	23
	Arrival and Dismissal.....	26
IV.	GENERAL SCHOOL POLICIES	26
	Administrative.....	26
	Student Custody and Guardianship.....	26
	Access to Records	
	Transfer of Records.....	27
	Retention of Records.....	28
	School Visitors	28
	School Communications	29
	Telephone Use/Messages for Students.....	29
	Inclement Weather/School Closings	29
	Photos and Other Media.....	30
	Library.....	31
	Field Trips	
	Overnight Trips	33
	March for Life Policy.....	33
	Graduation Requirements/Ceremonies.....	33
	Parent Organizations	33
	“Partners in Education”	34
	FundRaising	34
	Carpool Arrival/Dismissal Procedures.....	35
	Student Walkers and Bike Riders	38
	Transportation/Parking.....	38
V.	FINANCES	38
	Diocese of Arlington Tuition Assistance Program.....	38
	Application Process & Requirements	
	School Tuition Policies	39
	Tuition and other Fee Schedules.....	39
	Tuition Payments	39
	Tuition Assistance.....	40
	Tuition Rates.....	40
	Withdrawal and Transfer of School Records	40
VI.	CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES	41
	Participation	41
	Transportation of Athletes.....	41
	Supervision of Students	

VII.	STUDENT RESPONSIBILITIES & BEHAVIOR	42
	Code of Conduct	42
	Substance Abuse/Weapons	44
	Discipline	45
	Use of Disciplinary Action	45
	Disciplinary Measures	45
	Specific Disciplinary Policies	46
	Suspension	46
	Dismissal.....	47
	Expulsion	47
	Student Regulations and Procedures	48
	Students and Student Property	48
	Searches	
	School Lockers and Desks	49
	Care of School Property	49
	Dress Code	49
	Uniform Requirements & Other Pertinent Information	50
	Inappropriate Materials	53
	Playground Regulations	54
	Lunchroom Regulations	55
VIII.	HEALTH, SAFETY, & WELFARE.....	55
	Student Health, Safety, & Welfare.....	55
	Prevention of Sexual Misconduct and/or Child Abuse	56
	Wellness Policy.....	56
	Accidents and First Aid.....	56
	Illness	57
	Medication Administration Overview.....	58
	Over-the-counter Skin Products	59
	Specialized Student Care Needs.....	59
	Life Threatening Allergy	59
	Participation in Sports and Modification of Physical Activity.....	60
	Infectious/Communicable Diseases	60
	Lice.....	61
	Bloodborne Disease	61
	Fire/Emergency Drills.....	63
	Sexual Harassment--Students.....	64
	Bullying.....	64
	Respect For Life.....	65
	Asbestos Mandatory Yearly Notification	
	Asbestos Notification (Sample Letter)	
	Video Surveillance Cameras	
IX.	STUDENTS WITH SPECIAL NEEDS.....	67

X.	EXTENDED DAY	69
	Extended Day Program	69
	Crisis Management/Emergency Preparedness Plan	
	Over-the-Counter Skin Products	
	Licensing Information.....	77
	Tax Information	77
	Parental Involvement	
XI.	APPENDICES	77
A.	Diocesan Forms*:	
	1. Permission for Emergency Care Form (<i>Appendix F-1</i>)	
	2. Confidential Health History Update (<i>Appendix F-1A</i>)	
	3. Virginia School Entrance Health Form (<i>Appendix F-2</i>)	
	4. Virginia School Entrance Health Form Instructions (<i>Appendix F-2A</i>)	
	5. Inhaler Authorization Form (<i>Appendix F-3</i>)	
	6. Asthma Action Plan (<i>Appendix F-3A</i>)	
	7. Epinephrine Auto Injector Authorization Form (<i>Appendix F-4</i>)	
	8. Allergy Action Plan (<i>Appendix F-4A</i>)	
	9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (<i>App. F-5</i>)	
	10. Diabetes Medical Management Plan (<i>Appendix F-5A</i>)	
	11. Medication Authorization Form (<i>Appendix F-6</i>)	
	12. Waiver Information/Right to Object Form (<i>Appendix N</i>)	
	13. Parent Permission Form for School Sponsored Trip Participation (<i>Appendix R</i>)	
	14. Academic Intervention Plan (<i>Appendix AA</i>)	
	15. Elementary/Middle School Handbook Agreement Form (<i>Appendix AG-1</i>)	

*Note: All forms may be found at www.standrew-clifton.org or www.arlingtondiocese.org websites (EDUCATION>CATHOLIC SCHOOLS>SCHOOL FORMS).

PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person¹. The two-fold goal of Catholic schools is to provide an environment that 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

Vision Statement

St. Andrew the Apostle Catholic School of the future, rooted in the richness of the Catholic tradition, will be a Christ-centered learning environment, focused on cultivating the potential of children and adults within the faith community.

As an educational center where Gospel values are learned, embraced, and integrated by all members, the Catholic school will be a center for life-long learning which challenges and empowers faculty to assess the present and to design the future.

St. Andrew the Apostle Catholic School will create an integrated curriculum that accommodates the diversity of learners in a global society.

Mission Statement

St. Andrew the Apostle Catholic School proclaims the Gospel of Jesus Christ. Our mission is to foster, with love and compassion, the spiritual and intellectual development of each student in partnership with our parent and parish community.

Philosophy of Learning

Celebrating the unique, God-given gifts of each student, our Catholic community nurtures the development of faith, knowledge, and critical thinking skills needed in today's changing society. We teach an integrated curriculum that embraces diverse learners through a variety of instructional techniques.

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

Policies in this handbook may be modified by the school after notifying parents/students of the effective date of any changes. Section headings are used for convenience, and shall not affect the interpretation of any provisions.

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/guardian 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 or guardian'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 that 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. 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 extracurricular 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 may 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.

ACADEMICS

CURRICULUM

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

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

The following path is an 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:

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

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.**

The following 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:

1. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam
2. Class grade in 6th grade math: 93 or above
3. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year)
4. 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:

1. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
2. Class grade in 7th grade math: 90 or above
3. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year)
4. 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.**

RELIGIOUS EDUCATION

Religious education is a vital part of the daily class schedule. Both Catholic students and those of other faiths will fully participate in all religious instruction. Formal religious education fosters a personal relationship with Christ and knowledge of Him through participation in the sacraments, which prepares students to live a Catholic way of life in the secular world. Catholic teaching will be integrated throughout the curriculum. St. Andrew the Apostle Catholic School follows and adheres to the Catholic Diocese of Arlington policies and curriculum guidelines in religion.

Priests of St. Andrew the Apostle Parish interact with students during scheduled and unscheduled classroom visits as well as through liturgical celebrations. Second graders prepare for the Sacraments of Penance and Holy Eucharist. Middle school students in grades 7 and 8 actively prepare for reception of the Sacrament of Confirmation. Parents will be expected to attend preparatory meetings and activities for a child's reception of these sacraments. All sacramental programs are coordinated through the Office of Religious Education of St. Andrew the Apostle Parish. If parents wish their children to participate in a sacramental program, they must register with the Religious Education Office [phone number: 703-817-1773]. There is a monetary fee, payable to the Office of Religious Education, for ***second graders and eighth graders*** to participate in the parish sacramental programs of First Holy Communion and Confirmation. Catholic students who have not been prepared to receive the sacraments at grades 2 and 8 need to coordinate the Rite of Christian Initiation of Children instruction with the Director of Religious

Education. All 8th grade students preparing for the Sacrament of Confirmation participate in an end of term Confirmation exam prepared by the Director of Religious Education.

SERVICE

In the pastoral letter, "To Teach as Jesus Did", the American Bishops outlined three areas that the Catholic school must address. These areas are the MESSAGE of Jesus, the COMMUNITY of the Church in which the Catholic school exists, and the SERVICE which Jesus modeled and which He indicated was the way in which all might know He had been sent by the Father. In keeping with this pastoral letter, students of St. Andrew the Apostle Catholic School are encouraged and expected to perform acts of service in imitation of Jesus. Many opportunities for service during the school year will be provided to students according to their age levels at both the school-wide and classroom level.

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.

With these goals in mind, St. Andrew the Apostle Catholic School respects the right and responsibility of parents as the primary educators of their children to instruct their children in family life matters. The school does not conduct family life classes. Instead it reserves this awesome and beautiful responsibility to parents.

The Diocese of Arlington adopted the "Formation in Christian Chastity" program, based on the premise that parents know their children, where they are in their own personal development, and can best judge when their child is ready for specific lessons or information. The natural innocence of young children may be protected in this way. The Diocese of Arlington's link to the series of ideas and recommendations for parents to review with their children may be found at http://www.arlingtondiocese.org/childprotect/christ_chastity.php. This information will outline some of the basic concepts that are building blocks to understanding a chaste life and one that looks forward to a holy family life for their future. This is an Opt-Out program so parents must give written notification if they do not want their child(ren) to participate in classroom instruction. There is one classroom lesson for grade 1—4, which will be conducted by your child(ren's) Religion teacher. In grades 5 to 8, your child's Religion teacher will provide classroom activity to support what parents will be teaching at home.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

After careful curriculum study and consultation with the Diocesan Office of Catholic Schools, textbooks are selected by the principal and the faculty, are covered under the school's tuition fees and are provided for students' use. However, additional school supplies and materials must be purchased by parents. Supply lists are sent home to families at the end of the school year detailing the specific items needed for each grade. Parents may opt to purchase school supplies through the

“school store”, which is run by eighth grade parents a graduation fundraiser.

Students are expected to handle their textbooks and school supplies in a responsible manner. **All student textbooks must be covered at the beginning of the school year and remain covered throughout the year. Failure to comply with this policy will result in disciplinary action.**

Students must not write in their books or deface them through deliberate or careless behavior. Fines will be assessed at the end of the school year for damage to textbooks and/or school materials.

Parents will be required to pay for a replacement textbook if a student loses a textbook or damages a textbook as determined by faculty and administration.

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.

Should a student damage an iPad3 that has been issued for school use, the student’s parent/guardian is responsible for paying the replacement cost of the iPad3 within 30 days.

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.

Testing/Screening

The High School Placement Test, a comprehensive placement test for 8th grade students that is required by diocesan high schools, is administered by the school in December.

The school will administer the standardized *Assessment of Catechesis Religious Education* (ACRE) to 5th and 8th grade students.

In the spring, prospective kindergarten students participate in a kindergarten screening designed to provide the parent and Kindergarten teacher with some basic information about a child's readiness for Kindergarten.

In the fall and spring, kindergarten and first grade students take the *Phonological Awareness Literacy Screening (PALS)*. This test identifies students at risk of reading difficulties and in need of additional early literacy intervention. A Diocesan Math competency assessment is also administered in the spring to kindergarten students.

Students in grades 3—7th take the Scantron online testing in September, January, and April/May.

A Confirmation exam is administered to 8th grade students prior to receiving the Sacrament of Confirmation.

A World Language exemption exam (Spanish) is administered to 8th grade students in the spring of the academic year.

Students who have successfully completed a full course of Algebra I and are planning to attend a diocesan high school are eligible to take the Algebra I exemption exam, which is administered at the student's prospective diocesan high school.

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 HOMEWORK TIME ALLOTMENTS

- e. Kindergarten – occasional homework assignments and projects
- f. Grade 1: 30-35 minutes

- g. Grade 2: 30-45 minutes
- h. Grade 3: 60 minutes
- i. Grades 4-5: 75 minutes
- j. Grade 6: 90 minutes
- k. Grades 7-8: 120 minutes

As a student progresses through each grade level, homework assignments will correspondingly increase. Homework includes oral and written assignments, projects, and studying for quizzes and tests. Students will be given no more than two tests per day. To develop study skills and encourage consistency between classes and grade levels, students in Grades 1—8 use an assignment notebook. In addition, teachers in grades 4—8 post assignments on Homework Now. If parent has a concern about homework, he/she should discuss the matter with the appropriate faculty member.

Students will not be given assignments in advance to accommodate family trips taken when school is in session, and missed work should be made up expeditiously (one day grace period for every day absent). Under exceptional circumstances, other arrangements may be approved by the teacher.

Students must carefully manage their extracurricular activities, such as sports, clubs, or social activities, which can require time commitments that may negatively impact academic success in school. Students taking Band instruction should be academically strong students. Please note that band students miss classroom instructional time each week. It is the student's responsibility, not the teacher's responsibility, to make up work or obtain assignments from the teacher or another student.

Plagiarism: It is both unethical and against the Honor Code for students to obtain primary information from any source, electronic or paper, without proper documentation of sources. All student reports should be written in the student's own words and not be plagiarized.

Each classroom in Grades 2—8 and encore classrooms will display our Honor Code bearing the message:

“As a student of the St. Andrew the Apostle Catholic School community, I pledge, on my honor, not to lie, cheat, or steal in either my academic or personal life. I understand that such acts violate God’s Commandments of which we are all servants.”

Except in the case of a student's absence, if homework is not submitted on time, the teacher will notify the parents through e-mail.

To reinforce in a child the personal responsibility of submitting one's own work, faxed or emailed homework will not be accepted, unless prior arrangements with the parent and teacher have been made. The printer in the media center/library may only be used to print students' work assigned during the school day. Homework must be printed at home. Students will not be given permission to call parents to bring homework to school. Parents will be expected to work

with teachers to reinforce the importance of homework and their child's responsibility to complete and submit homework.

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. Parents should allow a minimum of one week to request a teacher to complete a required form.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parent may consult a teacher at any time a need or concern arises by sending a note to the teacher through his/her child, sending an e-mail directly to the teacher, or by leaving the teacher a voice message to request a conference. A listing of faculty and staff contact information may be found in the School Directory published at the beginning of the school year. Our school office phone number is (703) 817-1774 and our fax number is (703) 817-1721. Parents may send e-mail messages directly to the teacher. Phone messages may be placed in the teacher's individual voice mail. The teacher will write a note, call, or e-mail a parent to arrange the specific date and time for the conference.

Parents must *schedule* an appointment with a teacher to discuss concerns about their children, and parents must not go to the classroom for a drop-in visit. Such visits, before, during the school day, or after school, frequently produce unsatisfactory results since they fail to provide adequate time for the teacher to deal with important matters in a confidential setting.

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 Individualized Education Plan (IEP) or Student Assistance Plan (SAP) 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

No student will be issued interims or quarterly report cards if tuition and other fees are in arrears, unless previous arrangements have been made with the principal or office manager.

AWARDS AND HONOR ROLL

Students in Grades 6—8 will be recognized for academic achievement through the quarterly Honor Roll system. To qualify for the “A” Honor Roll a student must maintain a 93 or higher in each academic subject. To qualify for the “A/B” Honor Roll, students must receive a grade of 85 or higher in each academic subject. Students who receive a 1 (Needs Improvement) or X (unsatisfactory) in EFFORT, SPECIALS AND/OR PERSONAL DEVELOPMENT during an academic quarter will not be eligible to receive an Honor Roll Award. Special awards will be given to students in grade 8 at graduation.

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.
- d. 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.
- e. 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 conditionally “placed” in the next grade level and the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.

Students must earn at least a satisfactory or “D” (70%) end-of-year average in the major academic subjects. These include:

Grades K-3	Reading, Writing Skills, Math
Grades 4-8	Reading/Literature/English/Lang. Arts, Math, Science, Social Studies

Failure in an individual subject is defined as receiving an average end-of-year grade of 69% or less. Parents will be kept informed about the inability of their child to progress satisfactorily. If, in the teacher’s judgment, retention may be recommended, the principal will be notified and then arrangements made for a conference with the parents no later than the end of the third quarter.

SCHOOL COUNSELORS

A school counselor is 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.

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 are 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: PRESCHOOL – GRADE 5

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable
- f. Completed Diocesan Application Form (Appendix J)
- g. A non-refundable application fee
- h. A fully executed MCH-213 G 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.)
 - iv. 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 not 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 (I-20) 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 (*Non-immigrants 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.

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

- a. A written excuse, explaining the reason for absence and signed by the parent/guardian must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents 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 [ARRIVAL AFTER 8:00 AM]

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

If a student is tardy (i.e., enters the building after 8:00 AM), the parent must escort the child to the school office to sign him/her into school utilizing the School Check-In software program.

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

In addition to the Diocesan Policy on attendance described above St. Andrew School asks that parents contact the school office at 703-817-1774, ext. 1203 or office@standrew-clifton.org by 8:30 AM of the morning that a child will be absent. An excuse note must be submitted to the office when the student returns to school. This note should contain the date and reason for the absence. Personal illness, family illness, or other family emergencies are acceptable excuses. Please provide advance notice to the school, if possible, if any absence is anticipated. Regular attendance at school not only builds good work habits, but also aids a child in achieving success in school. Poor attendance, on the other hand, creates a hardship for the student and teacher, can result in poor academic performance, and can thereby lead to retention.

It is the student's responsibility to make up all work missed due to absence. The time allowed for students to make up work corresponds to the number of days that the child is absent. For example, if a child is absent three days, the child will have three school days to make up the work, beginning with the day after the child returns to school. In case of an extended sickness of three days or more, parents should call the school or write a note to request homework. However,

please note that many St. Andrew teachers post student work on our website: www.standrew-clifton.org. Parents may check this website for information. Requested homework for middle school students may be picked up in the school office the morning after it is requested. This will allow middle school homeroom teachers time to collect assignments from other teachers.

If a student is well enough to come to school, the student is expected to participate in all activities unless noted by a physician's note. There will be outside recess (weather permitting) for all students. If a student is not feeling well enough to go outside for recess, then he/she should stay home that day.

No student may return to school until the student has been fever free and symptom free for 24 hours without taking fever-reducing medication. If a student is sent home from the health office with a fever, he/she may not return the next day. In addition, if a student is prescribed an antibiotic, he/she must be on the medication for at least 24 hours *before* returning to school. The school follows the guidelines from Centers for Disease Control and Prevention and the Virginia Department of Health for managing infectious conditions including influenza (seasonal & H1N1).

Medical appointments, whenever possible, should be scheduled outside of school hours. Noon and 1:40 p.m. dismissals are ideal from appointments. When this is not possible, students will be expected to present a written note to the teacher, the day before the appointment, *and* call the school on the morning of the appointment. If an appointment requires a child to leave early, parents or authorized adults must come into the school at the required time to sign out the student. Students must make up any missed work due to outside appointments.

MEDICAL EXCUSES

If a student is absent for more than ten consecutive days, the school will require that a doctor's written note be provided.

ANTICIPATED ABSENCES

When parents wish to take their child out of school for several days for personal and/or medical reasons, the teacher and/or principal should discuss the student's progress with the parents and advise them of the effect such an absence would have on the pupil's school work. However, the final decision and responsibility for educational impact are left with the parent(s).

Holidays and Family Vacations

Because absences interrupt a child's learning and can seriously hamper progress during the school year, family vacations should be scheduled during regular school vacation/holidays, not during school days. **Teachers will not provide make-up work in advance for children to complete. Interim reports and report cards will not be issued to students in advance.**

If parents are leaving another responsible adult in charge of the children, they must notify the school office in writing and provide the name, address, phone numbers, and other needed information regarding the children's care.

RELEASE OF STUDENTS

Unless it is an emergency or an absolutely necessary, parents should not request an early release from school for their children to keep appointments or leave on vacations. **When early releases are necessary, parents should write a note to the homeroom teacher stating the time the child is to be picked up, the person to pick up the child, if different than the names on the child's emergency form, and personally sign the note.** This note will be sent to the office and kept on file. At the time of release, a parent or the designated representative is asked to park in the teacher's parking lot or in the parking spaces leading to Compton Road. The driver should then come into the office to sign a log form indicating the date, time, and reason for early release from school. For the protection of our students, unless a parent is recognized by school office personnel, photo identification must be presented to school officials if someone other than the parent is picking up a student. All early releases from school should be completed by 3:10 PM to avoid interference with the orderly dismissal of children at 3:20 PM.

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM AND FOOD BROUGHT TO SCHOOL

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Program 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.

The School encourages families to pack healthy student lunches and snacks and to refrain from including beverages and foods that do not meet the current [*Dietary Guidelines for Americans*](#). Students may not leave the building for lunch unless escorted by parent/guardian. In keeping with the Diocesan Wellness Policy, parents are highly discouraged from delivering to students any fast food lunches from McDonald's, Pizza Hut, Wendy's, etc. To prevent food allergy concerns, students are not allowed to share lunches.

Students must bring their lunches in a bag or lunch box clearly marked with their name and grade. They should not place lunches inside school bags or backpacks because school textbooks and library books may inadvertently be destroyed. Pressurized carbonated drinks, glass containers, and knives, etc. are prohibited in student lunch containers. Lunches from home will not be heated.

Hot catered lunches are offered to students through a variety of local vendors. If hot lunch is ordered on a homeroom teacher's field trip day or a students' absence, the hot lunch will be

placed in the refrigerator and be available for pick up until 3:30 pm. If not picked up the same day by the parent, food will be discarded the next morning. Parents will be billed \$4.00 when the school provides a lunch to a child who comes to school without one.

Students may pre-order chocolate or white milk at the beginning of the school year by using the milk order form sent home with the student. Forms and payment for milk are to be returned to the school office.

Lunches brought to school after the morning bell rings must be left in the office. Please be sure your child's name is on the lunch bag.

Parents/relatives are most welcome to join their children for lunch during the school day on Friday's only. Parents should sign in and receive a visitor badge from the office before proceeding to the lunchroom.

BIRTHDAYS AND CELEBRATIONS

Parents may only provide non-food celebrations and rewards for birthday celebrations. Parents, at their discretion, may provide classmates with non-food goodie bags on the child's birthday. On a child's birthday, or ½ birthday in the case of summer birthdays, children may have an "out of uniform" day. See dress policy for guidelines. Parents/guardians may also participate in the Library's "Birthday Book Club," purchasing a book in honor of the child's birthday. In keeping with the Diocesan Wellness Program, candy should not be sent in goodie bags for birthday recognition. Student gift exchanges are prohibited.

Birthday Invitations

If a child plans to invite ALL students in the classroom to a party, the teacher will gladly distribute invitations. However, party invitations may not be distributed to "selected" classmates during the school day, but rather must be mailed from home.

Other Celebrations

The feast days, holidays, and other celebrations noted below are pre-approved for classes at the discretion of the teacher. It is recommended that treats and foods provided for the whole class or school be commercially prepared, prepackaged, unopened and, when possible, individually wrapped. Home baked foods must be prepared being mindful of avoiding nut ingredients and preparation with equipment that has contact with nuts. The range of foods must be simple (limited number of items) and foods that are provided must be healthy and safe for students with life threatening food allergies. A list of nut safe foods is provided on Table 1 below. Some sugar free food options should be offered to classes with students who have diabetes.

- *Race for Education ...School-wide treat*
- *8th Grade Pumpkin Carving...drink and one treat [The school does not celebrate Halloween]*
- *Thanksgiving luncheon for first grade*

- *HSPT Pizza Lunch for 8th grade*
- *St. Andrew's Feast Day...School-wide Juice and one treat*
- *Feast of St. Nicholas...teachers place nut safe candy treats* in K to Fifth Grade students' shoes in the afternoon*
- *Christmas...drink and one treat only for snack in homeroom*
- *No Super Bowl Parties*
- *Catholic Schools Week Parent Lunch with Students*
- *Fat Tuesday/Mardi Gras Parade SGA Option for Middle School*
- *St. Joseph's Table...School-wide partaking of furnished buffet*
- *St. Valentines... all enjoy drink and cookies only for snack in classroom; card exchange in K-5; MS makes cards as service activity; any candy treats that are part of the Valentines must be nut safe* and all candy treats are to be consumed at home*
- *Grandparents' Day Luncheon*
- *International Day in Fifth Grade*
- *Colonial Day in Fourth Grade*
- *Fiesta Day for Second Grade*
- *Lunch with the Principal and Pastor*
- *Second and Eighth grade Sacramental reception after First Holy Communion*
- *Third Grade Picnic*
- *Eighth Grade brunch after graduation*
- *Field Day*
- *Clubs, including MathCounts, Robotics Club, Odyssey of the Mind, Battle of the Books, Children's Choir, ... parent provided approved snack and drink*
- *Band Concerts and End of Year Party*
- *Book Fair Family Night Ice Cream Social*
- *End of Year Parties...School-wide Ice Cream Social provided with fruit and other nut safe toppings in the cafeteria after lunch service concludes, with K-1-2 going first*

Crafts

Homeroom parents assist the teacher in planning classroom crafts for pre-approved school celebrations such as Christmas. When these activities involve foods as the craft activity materials, the homeroom parents will obtain the necessary items to ensure that the foods are nut/allergy safe*. See the Life Threatening Food Allergy Policy (page 62) and Table 1 below for further information.

If a meal is scheduled for the class outside of regular lunch, it must be pre-approved by the principal, and the lunchroom supervisor must be informed at least a month in advance so that hot lunch orders can be adjusted by parents. In addition, any orders for a class pizza must be placed and distributed by the teacher or designated parent. These orders must be received by the school office, not the lunchroom. If classroom members have life threatening allergies, a safe food alternative must be provided. Teachers will inform the lunchroom supervisor two days in advance that the students are dining in the classroom.

Table 1. NUT SAFE FOODS AND TREATS

Food Types	<p><i>Ingredients:</i> Eight foods account for 90% of all food allergic reactions. The FDA requires all food ingredients to be labeled. Always read the ingredient list before purchasing the item, as products change. Foods provided to the whole class or school must be free of nut/peanut containing foods or a safe alternative food must be provided and labeled for students with severe food allergies. To learn how to read a food ingredient label for allergen containing foods, go to http://www.foodallergy.org/section/common-food-allergens1. Below find foods that are generally free of nuts, sesame and coconut ingredients.</p> <p><i>Amounts:</i> A healthy snack serving is 15 to 30 carbohydrates for children ages 5 to 11, and 15 carbohydrates for preschoolers.</p>
Treats	Nabisco Oreo Cookies, Mini Oreo Cookies, or Nabisco 100 cal Oreo Thin Crisps, Rice Krispie Treat bars, Cheez-it crackers, Pretzels by Rold Gold, Utz or Mister Salty
Ices	Vanilla ice-cream cups from Giant or Wegman’s, Chocolate ice cream cups from Wegman’s, Safeway ICEE frozen pops, Italian ices
Breads and Grains	<p>Cheez-it crackers, Ritz crackers, Teddy Grahams, Barnum’s animal crackers, Ritz crackers ‘n cheese dip, Mister Salty pretzels ‘n cheese dip, Rold Gold or Utz pretzels, Gold fish crackers, dry Chex cereals, Wheat Thin crackers, mini rice cakes, sliced bread, mini bagels, Wegman’s microwave popcorn (not Trail’s End Brand), Sun Chips</p> <p>For special school celebrations, be mindful that bakery goods from Giant, Costco, BJ’s, Safeway and Wegman’s contain/are processed with equipment that may contain nuts and are not safe for students with nut allergies. In such cases, alternate desserts must be provided and clearly labeled for students with nut allergies. Most Pillsbury cake mixes and frosting are nut safe, but read the ingredients label to be sure.</p>
Fruits	Craisins, raisins, dried fruit slices (Crisps), fruit cups (in plastic container), apple slices, tangerine sections, strawberry halves, bananas, pineapple, kiwi, peach, mango, nectarine, or melon, berries, fruit juice
Vegetables	Veggie “matchsticks” (thin sticks) made from carrots or zucchini, bell pepper rings, cherry tomatoes, steamed broccoli, green beans, sugar peas, avocados, vegetable juice
Dairy	Yogos, low-fat cheese slices or string cheese sticks, mini yogurt cups, fat-free or low-fat milk, low-fat cottage cheese, Jello instant pudding (chocolate or vanilla), yogurt, milk
Proteins	Egg slices or wedges, bean dip, hummus, slices of lean turkey or chicken, shelled pumpkin seeds
***Nut Safe Candy [For pre-approved celebrations]	Dum Dum pops, Smarties (except Bubble Gum Smarties); Life Saver Big Ring Gummies, Haribo gummy candies, Jelly Belly candy corn and jelly beans (does contain coconut flavor), Spangler Candy Canes, Tootsie Roll and Pop Candies, York Peppermint Patty, Junior Mint, Hershey Candy Canes, Mike and Ike Holiday Jelly Beans, Bob’s brand peppermint candies, Starburst, Skittles, Peeps, Swedish Fish, plain Hershey chocolate bars and Kisses (not King size, minis and holiday bags or other chocolates); ring pop candies, Kraft marshmallows, Rolos, Sour Patch Kids

Information Resources:

Bay Area Allergy Advisory Board, <http://www.allergysf.com/safety/candy/nuts/>

Food Allergy and Anaphylaxis Network, <http://www.foodallergy.org/section/common-food-allergens>
The Nut-Free Mom, <http://nut-freemom.blogspot.com/2010/12/peanut-free-tree-nut-free-holiday.html>

ARRIVAL AND DISMISSAL

Students must enter the building by 8:00 AM or they will be counted as tardy. Students are expected to have been to their lockers, be seated, and be ready to work at their assigned desks in the classroom by 8:03 AM. The gift of extra time at the beginning of the day is most important for students because it sets the tone for the day.

A tardy bell rings at 8:00 AM. The school day normally ends at 3:20 PM, but periodically we have Noon dismissal days. Parents must pick up their children in a timely manner at the end of each school day. **If a student has not been picked up from school after the late line departs, students will be brought to the Extended Day Program and relevant Extended Day fees will apply.**

Kindergarten through Eighth Grade Schedule (*normal school hours*):

7:45 AM	First bell, students may enter the school building
8:00 AM	Tardy bell rings
8:03 AM	Morning prayers and announcements
11:10 – 11:30 AM	Recess period for Grades 6 - 8
11:30 – 11:50 AM	Lunch period for Grades 6—8*
11:40 – 11:55	Recess for Grades 3—5
12:00—12:20	Lunch for Grades 3—5*
12:20—12:30	Recess for Grades K—2
12:30—12:50	Lunch for Grades K—2*
Noon	Recitation of the Angelus
3:10 PM	Bell
3:15 PM	Prayers and announcements
3:20 PM	Dismissal

****Lunch is NOT served on Noon dismissal days. Students utilizing the Extended Day Program must bring a bagged lunch. If no lunch is brought, they will be charged \$4.00 for a lunch alternative.**

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 their child's educational records (cumulative and confidential) 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.

Students' academic 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. The original Cumulative Health Record and MCH-213 transfer with the student.

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

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

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

Confidential records 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

Children who are not currently enrolled at St. Andrew the Apostle Catholic School are not permitted on school grounds (such as using the playground, sports field, curricular or extra-curricular activities), unless they are accompanied by a parent/guardian, are at the school on official business, or have received prior approval from the administration.

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

All volunteers with significant contact with the children must participate in Protecting God's Children, a Diocesan sexual abuse prevention program prior to their service with the students. Parents serving as Field Trip Chaperon MUST attend this training. This includes attendance at a "Virtus" workshop and completion of associated paperwork which is available from the school office. Please visit www.virtusonline.org to register for a Virtus

class. Volunteers must also produce medical documentation that they are free of communicable tuberculosis.

SCHOOL COMMUNICATIONS

OFFICE COMMUNICATIONS

Each Friday during the school year, the principal publishes an electronic newsletter to parents. This correspondence may include updates on calendar items, information from the principal or staff, or news about students, staff, and/or parents. In addition to the newsletter, other handouts are sent home weekly to parents via Friday folders through the oldest child in the family. Parents must read the materials and return the Friday folder and other required materials to school on the next day of school, typically a Monday. Information may also be obtained on the school's website, www.standrew-clifton.org.

Because school communication with parents/guardians is essential, custodial parents should identify in writing other adults who should have access to information regarding their child. When requested, non-custodial parents may receive information regarding the child, unless specific documentation to the contrary is provided in the legal custody agreement.

TAKE-HOME COMMUNICATIONS

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

If ALL students in a class are invited to a classmate's party, St. Andrew the Apostle Catholic School personnel will gladly distribute party invitations. However, party invitations to be distributed only to "selected" classmates must be mailed from home as they may not be circulated at school.

Teachers may send home corrected student work on a weekly basis via Friday folders. Please look over these materials and contact your child's teacher if you have any questions or concerns. Check with your child's teachers regarding policies on corrected student work, especially related to how the materials will be sent home, if a parent signature is required on any returned work, and what rubrics are used to evaluate the work.

TELEPHONE USE/MESSAGES FOR STUDENTS

Students are not permitted to possess cell phones or pagers on school property or at school functions. If a parent deems it necessary for a student to have a cell phone after departing the school grounds for the day, the cell phone will be submitted to the school office at the beginning of the school day for safekeeping, and the parent of the student will be required to pick up the cell phone as soon as possible.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the mandatory 180 school days, St. Andrew the Apostle School has added at least

three extra days to the Diocesan school calendar each year to accommodate possible 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.

St. Andrew School follows the decisions of **FAIRFAX COUNTY PUBLIC SCHOOLS** for closings and delayed openings. **Please note: if Fairfax County Schools are not in session, St. Andrew School will follow the decisions of Prince William County Public Schools.**

When a delayed opening occurs on 12:00 Noon dismissal days, the following procedure will be followed:

- If school is delayed one hour, school will begin at 9:00 AM and still release at Noon.
- If school is delayed two hours, school will begin at 10:00 AM and release at 3:20 PM.

St. Andrew the Apostle Catholic School will utilize our emergency notification system and place a message on the school website in case of any school closing or delayed opening due to inclement weather.

In case of an emergency closing during the school day, the school phone emergency notification system will be activated and information will also be posted on our website. **Because St. Andrew School is air conditioned, we do not close when the heat index is high.**

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.

All student or parental publications are subject to review and approval by the school administration prior to publication. No student pictures are to be posted on Facebook or other social media websites unless prior permission has been obtained from the student's parent or guardian.

Individual student pictures and class pictures will be taken in the fall. Parents may choose to have an optional casual photo taken of their child in the spring. Notices will be sent in advance to advise parents regarding ordering procedures.

School parents who take photos of students during school-sponsored activities are strictly forbidden to post these photos on social networking sites.

CONTACTS WITH THE MEDIA AND VENDORS

Media reporters and/or representatives must obtain the permission of the school principal and/or the pastor before a school can be visited for the purpose of reporting school activities. Any contracts or agreements with vendors must also first be approved by the principal. This includes contracts or agreements made by the school PTO.

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 that we are working to foster. All books shall conform to 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.

If a teacher or the administration objects to a student's choice of reading material due to subject matter not appropriate for his/her age level or Catholic moral teachings, the student will be required to leave such material at home.

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 dress code and code of conduct will apply.

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

Parents who will be chaperoning field trips are required to submit a field trip permission form in the event of a medical emergency.

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.

The following chaperone to student ratio should be maintained:

Preschool	1:4
Grades K-5	1:6
Grades 6-8	1:8

All student fees associated with field trips are paid by parents/guardians. When possible and appropriate, bus transportation will be utilized. Since St. Andrew the Apostle Catholic School does not have bus service, they may contract with vendors for field trip bus transportation. Both local and state laws are followed including compliance with passenger capacity regulations. Commercial driver’s licensure is required for bus drivers. In addition, they must also pass a criminal background check, Virginia Department of Transportation health examination, and tuberculosis screening. At least one teacher accompanies students on all bus trips. Field trip chaperones may travel in their own vehicles or on the bus.

Parents who transport students to or from school field trips or school-sponsored events must provide the school office with evidence of their current driver’s license, automobile insurance policy, health and emergency telephone contact information, and compliance with Diocesan youth protection policies in advance of the approved field trip.

All students involved in school sponsored enrichment programs will be expected to demonstrate proper etiquette. The school reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or jeopardizes his/her own personal safety or that of another member of the group. This policy applies to activities conducted during the regular school hours as well as those at other times.

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.

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

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 have children currently enrolled in kindergarten through grade eight and must receive the approval of the pastor and principal. If a parent serving on the PTO Board withdraws their children from the school, an interim board

member will be selected by the PTO President, in consultation with the principal, until a permanent member is approved for appointment through spring PTO elections.

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.

St. Andrew the Apostle Catholic School's PTO Executive Board meets monthly and the PTO General Membership meets at least three times per school year.

The PTO provides a tool through which parents, teachers, and administration can work together to enhance and maintain the school's high quality of education and its integral role in the St. Andrew the Apostle Parish community. PTO annual dues of \$35 per family are assessed each school year and are payable during the first week of school.

“Partners in Education”

The PTO strives to organize and support a parent volunteer program called “Partners in Education.” Cooperation between home and school is at the heart of Catholic education. Parent volunteers not only expand the scope of the school's programs, but also contribute greatly to the positive atmosphere of the school community. They assist school personnel in many ways while at the same time providing adult role modeling for children.

At the beginning of each school year, homeroom teachers will solicit **no more** than two room parents, who will organize class parties/activities throughout the year. **Room parents must obtain prior teacher approval before planning any classroom activity.**

All parents of kindergarten through 8th grade students are required to volunteer 40 hours during the school year or pay a mandatory annual fee of \$350. Fees will be prorated at the end of the school year for volunteer hours served. There are many opportunities for daytime volunteering as well as special projects and at-home work. Please contact the PTO volunteer coordinators for details. If parents' schedules do not permit volunteering at school, parents may submit their \$350.00 payment at any time during the school year. Final report cards will be held until all school fees are paid in full or previous arrangements have been made with the administrative staff.

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 the school or parish, provided such activities have been approved by the school

leadership (pastor, principal, head of school).

Since St. Andrew the Apostle Catholic School is a non-profit organization and keeps its tuition at a level affordable to parents, fundraising plays an important role in providing the financial resources for the school to carry out many special programs. Parents are encouraged to get involved in fundraising whether it includes organizing and coordinating events, selling tickets, purchasing items, or many other possible jobs.

Fundraising events primarily fall into two categories: those which benefit St. Andrew the Apostle Catholic School and those which benefit charitable organizations. The following are examples of possible fundraising events which would directly benefit St. Andrew's:

- Race for Education
- 5 K Race
- Spring Carnival

In addition, the following events benefitting charitable organizations may be scheduled:

- Secret Santa Shoppe—Students may buy Christmas gifts for family & all profits go to charity
- Crusader Cupboard—A monthly food collection to be donated to local food pantries
- Christmas Giving Tree—Purchase of Christmas gifts to support needy families in our parish
- St. Jude Math-a-thon – students complete math workbooks with pledges to benefit St. Jude Children's Hospital
- Lenten Food Project—Students and school personnel bring in food items to be donated to the Lamb Center of Fairfax to feed the homeless of our area on Wednesdays during Lent
- Catholic Schools Care About Catholic Charities Week—Fundraiser to earn funds to support Catholic Charities services

St. Andrew the Apostle Catholic School realizes that families may not be able to participate in all of our service projects and fundraisers, but parents are asked to support these events to the extent that family circumstances allow.

CARPOOL ARRIVAL/DISMISSAL PROCEDURES

Carpool drivers are asked to cooperate with the following procedures:

MORNING CARPOOL ARRIVAL—All vehicles will enter the parking lot from Union Mill Road (not Compton Road) and turn right into the church parking lot. Please follow the perimeter of the church parking lot as indicated below, go around the flag pole circle, and drive down the hill until you reach the circle in front of the school. **Students may ONLY disembark on the sidewalks in front of the school when directed to do so by safety patrols and/or school personnel.** After dropping off students, all drivers must exit via Compton Road. Do not exit via Union Mill Road as this creates a safety hazard for arriving drivers.

Carpool drivers of preschool students may get a *Helping Hands Sign* in the school office to display in their front windshield. Morning safety patrols can then identify preschoolers who need to be escorted to the preschool classroom.

Please Note: Carpool drivers may not bypass the church parking lot and come directly in front of the school from Union Mill. This driving pattern may cause a traffic accident and creates friction with carpool drivers who follow arrival procedures. Please do not drop off students in the area next to the Church and drive away as this area is unsupervised by safety patrols and staff.

Morning Arrival

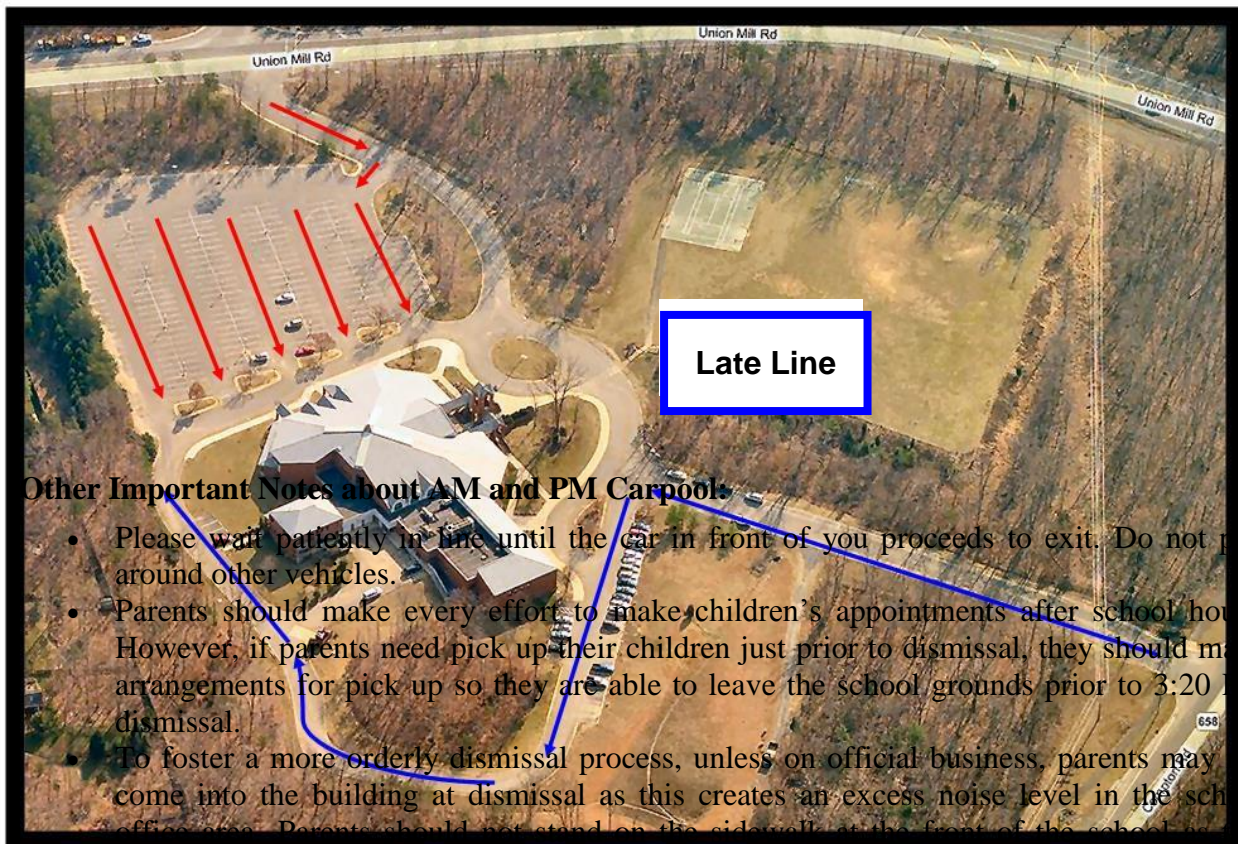


AFTERNOON DISMISSAL—Drivers are not permitted to park along the Compton Road entrance or in the file lane in front of the school to pick up students exiting the building at dismissal. All carpool drivers must enter the parish grounds via Union Mill Road. Turn right into the church parking lot and proceed to the far end of the lot near the woods to start forming lanes of vehicles from right to left. Once a lane is full, another lane of vehicles should form to the left. For the safety of others ALL carpool drivers must turn off their engines once they have parked in a carpool lane.

At the 3:20 PM dismissal bell, school personnel will escort students to the church parking lot, at which time students will immediately proceed to their vehicles. For safety reasons, younger siblings must not play in the parking lot at dismissal. Students and carpool drivers should enter their vehicles and fasten their seatbelts so they are ready to depart. As a courtesy to other

school families who have after school commitments, parents should not socialize with other parents when students enter the parking lot as this delays the dismissal process for everyone. No vehicle may exit the parking lot until all drivers and children have boarded their vehicles so please be cooperative. School personnel will direct each lane of vehicles to exit the parking lot, beginning with the lane nearest the woods. Please do not “tag” onto earlier carpool lanes so you can depart more quickly.

Afternoon Dismissal



Other Important Notes about AM and PM Carpool

- Please wait patiently in line until the car in front of you proceeds to exit. Do not pull around other vehicles.
- Parents should make every effort to make children's appointments after school hours. However, if parents need pick up their children just prior to dismissal, they should make arrangements for pick up so they are able to leave the school grounds prior to 3:20 PM dismissal.
- To foster a more orderly dismissal process, unless on official business, parents may not come into the building at dismissal as this creates an excess noise level in the school office area. Parents should not stand on the sidewalk at the front of the school as this creates confusion for teachers and students exiting the building.
- **Please be prompt in picking up children at the end of the school day.** School personnel will escort students not picked up by the conclusion of the late dismissal line to Extended Day and Extended Day fees will apply for those children.
- For students' protection carpool drivers must come into the office to sign children in and out of school if arriving late or leaving before the end of the school day.
- For safety and security reasons, the school office must have on record the names of students in carpools. Students are only permitted to ride with persons named by their parents/guardians on the Emergency Care Form as authorized for student pick up. If a child is to ride with a driver different from those listed on school forms or if a family makes other carpool arrangements during the year, the school office must be notified in writing of these changes.

- During the school day, parents may not park in the FIRE LANE in front of the school to pick up children. **THIS CIRCLE IS A FIRE LANE AND IS FOR EMERGENCY VEHICLES ONLY.** Please park your vehicle in a designated parking space and then come into the building. **Never leave any children in an unattended vehicle.**
- With parental cooperation our teachers, staff, and/or student safety patrols will make every effort to expedite the arrival and dismissal process.

LATE LINE: Vehicles arriving after 3:20 PM must enter the property via Compton Road and proceed around the BACK of the school toward the church parking lot to form a single line. Please remain in line until school personnel give a signal to proceed in front of the church

STUDENT WALKERS AND BIKE RIDERS

No students may walk or ride a bike to and from school until they have attended a seminar on safety rules and regulations. The seminar will be held during the first week of the school year, and whenever necessary, to accommodate new walkers and bikers. No student will be permitted to walk home or ride a bike without parental permission form on file. At dismissal walkers and bikers will take the path at Union Mill Road.

All bikers must have and wear a bike helmet for safety. Students must walk their bikes on school property. During the day, all bicycles are to be locked in the bicycle rack.

TRANSPORTATION/PARKING

St. Andrew the Apostle Catholic School does not provide bus service. It is the responsibility of school families to make arrangements for the transportation of children to and from school.

If parents need to come into the building during the school day, please in designated parking spaces. **Parents must not park in the circle in front of the school. This is an emergency vehicle lane, and, by law, it must be kept clear at all times.**

FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

Application Process & Requirements

All school families participating in the tuition program must submit an online application form (available in English and Spanish) along with a processing fee payable to the private vendor.

To become 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

Quarterly and interim report cards will be withheld for students whose tuition accounts or fees are in arrears. The school reserves the right to cancel enrollment of any student whose family falls two months behind in tuition payments or fees. Any family who is two months in arrears will be reported to the Pastor. Registration and class placement for the following year will not be finalized until all tuition and fees for the current academic year are paid in full. Eighth grade students are required to pay a graduation fee of \$175.00 and may participate in graduation activities provided that all financial obligations are met by May 15 of the current school year. At the end of the school year final report cards will be held and school records will not be released to other schools until all financial obligations to St. Andrew the Apostle Catholic School are met.

TUITION AND OTHER FEE SCHEDULES

TUITION PAYMENTS

It is important for all school families at St. Andrew the Apostle Catholic School to understand that tuition represents the majority of the school's revenues. Therefore, timely tuition payments are essential to the fiscal stability of the school. Tuition accounts are handled by **SMART TUITION MANAGEMENT SERVICES**. Though the **SMART** Program manages tuition payments for St. Andrew the Apostle Catholic School, it takes direction from the school administration. Decisions such as tuition fees, tuition aid and accommodating hardship situations remain with the school administration, parish finance officer and the pastor. Should a problem arise which would delay remitting a tuition payment on time, parents should immediately notify Mrs. Sharon Arduini at the school office at (703) 817-1774. Mrs. Arduini handles any refunds of amounts paid to **SMART**.

New families will be obligated to pay an entire year's tuition over the course of the year if their children enroll in the school any time between the first day of school and September 30th. If there is a waiting list for a specific classroom, a new family arriving after September 30th must

pay tuition fees from August until arrival to hold that spot. If no waiting list, new families arriving after September 30th will make payments for one month in arrears, the month of enrollment, and monthly payments will be made through May.

The **SMART** Program allows parents to choose their own payment due dates, either the 10th or 20th day of the month. **SMART** provides automatic deduction from a checking or savings account, or credit card payment (American Express, Master Card and Discover). Parents must participate in the automatic deduction. Tuition is collected on a monthly basis. Families will receive a written reminder if their payments are not made in a timely manner. In accordance with school policy, a late tuition payment will result in a late fee of \$40.00.

All families, except those who choose to make full year's tuition payment at the beginning of the school year are required to participate in the **SMART** program by completing, signing and submitting the required enrollment form to Mrs. Arduini.

If a bank returns a check, a \$25.00 charge is added to the account. Returned checks will not be re-deposited. If any automatic deduction is refused by the bank, a fee of \$25.00 will be assessed. If **SMART** is unable to deduct sufficient funds on the due date, **SMART** will attempt the withdrawal again approximately ten days later. Delinquent automatic deduction accounts may incur multiple fees if **SMART** unsuccessfully attempts withdrawals for both current and past due amounts. Additional fees may be imposed by the bank. The school reserves the right to require certified checks or cash from families whose checks cannot be reliably deposited. If a student withdraws from school, there will be no refunds of tuition fees.

TUITION ASSISTANCE

St. Andrew School families who feel that circumstances have made it exceedingly hard to meet tuition obligations are strongly encouraged to apply for tuition assistance for the subsequent school year through SMART Aid, a Diocese of Arlington tuition assistance program. St. Andrew the Apostle Catholic School will disburse parish, school and PTO financial assistance funds using the SMART Aid data. Each year school, usually during the month of January, families will be notified when SMART Aid financial aid forms are available. Please note that all SMART Aid for the subsequent school year is distributed by the end of the current school year.

WITHDRAWAL AND TRANSFER OF SCHOOL RECORDS

When a student withdraws from our school for any reason, the family must notify the school in writing as soon as possible. Provided that the financial account is in good standing, permanent records will be forwarded to the transfer school upon receipt of a written parent request. Families will not be permitted to "hand-carry" permanent records to the transferring school. If a student withdraws from the school any time during the month (regardless if it is during the first week or the last week of the month), the entire month's tuition must be paid in full. Tuition rates will be adjusted for family size (i.e., children) remaining in the school beginning the first day of the next month.

If 8th grade students are applying to more than **two** high schools, a \$5.00 fee per high school record

request will be charged for additional schools.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes and fans display respect, civility and responsibility in words and actions before, during and after all athletic contests and/or practices. These policies are developed to assist the 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 extracurricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and are currently enrolled in the school are eligible to participate. Students must adhere to the school's code of conduct while 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 health care provider that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific period for the activity restrictions.

TRANSPORTATION OF ATHLETES

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

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

SUPERVISION OF STUDENTS

Faculty and staff are not responsible for providing supervision for students who remain on school

property after the conclusion of the instructional day or school-sponsored extracurricular activity. All such students will be taken to the Extended Day Program and fees will be incurred by the parents.

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 extracurricular 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.

ST. ANDREW THE APOSTLE CATHOLIC SCHOOL STATEMENT OF DISCIPLINE PHILOSOPHY

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, a child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

St. Andrew the Apostle Catholic School is committed to a discipline policy implemented by students, priests, teachers, administrators, staff, and parents working together in a Christ-centered learning community. Mutual respect and consideration for everyone, including an awareness of and sensitivity to the needs of others, are the expected standard. Students are taught to practice self-discipline skills as a part of the regular school curriculum. Growth in self-discipline and respect for the rights of all persons is encouraged and nourished by observing the Code of Honor and Conduct based upon the Gospel message of Jesus.

Discipline to the greatest degree possible will be interpreted as a proactive strategy used to assist students in their development of ideals, attitudes, and habits consistent with good Christian living. Students will be encouraged to act in accordance with rules that lead to self-discipline and true discipleship. Each classroom teacher works with students to insure that the specific rules in this Handbook are understood. In addition, individual classroom procedures are outlined by

teachers to fit their specific learning/teaching requirements which are also expected to be followed. Compliance with school rules will be positively rewarded.

In some cases, however, a second level of discipline, albeit less desirable, is necessary. This is punishment as a consequence of actions or behaviors. Any form of discipline should serve as a means of modifying or changing behavior. 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 child, the nature of the infraction, and the severity of the case. Repeated infractions will result in more serious consequences.

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 appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures, according to the severity of the infraction:

- 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

When a student acts inappropriately, parents may be notified about disciplinary matters through phone calls, notes sent home, e-mails, Behavior Reports and/or Disciplinary Referral Forms. Behavior reports and disciplinary referral forms will list the name of the person issuing the form, the date, and the specific problem for which the form has been issued. Forms signed by the parent or guardian should be returned to the issuing teacher or staff member on the next school day. Parents will be contacted by e-mail or phone if forms are not returned promptly. Significant behavioral issues may result in more serious disciplinary actions, such as detention, suspension, or expulsion. Parents will always be notified in advance when more serious actions will be imposed, including the date(s) such actions will be served. **When a student serves a detention after school, the parent must come to the school office to sign out the student.**

It may be necessary to draw up a behavioral contract between the school, a student, and his/her parents outlining specific actions to be taken by the student, his/her parent(s), and the school to positively correct the behavioral problem(s). The contract will be signed and dated. If given an in-school or out-of-school suspension, parents must meet with the administration before the student may return to school. Suspensions, if imposed, may last up to five days. Parents will be required to make arrangements to collect assignments and homework and monitor student completion of work before the student will be allowed to return to school. Students who have repeated disciplinary infractions, at the discretion of the administration, may not be permitted to participate in school sponsored field trips, special assemblies, or special activities.

Disciplinary Policy Related to Homework

Homework reinforces skills taught in school, develops in students a sense of responsibility and organization, and prepares students for life-long learning. Students should sit down with their parents to develop a study plan, which should include a regular routine for study related to how much time will be spent and when, where studying will take place in the family home, and how the family will set priorities when competing interests make studying a challenge. If students do not complete their homework, as assigned, the family should also discuss consequences at home.

Middle school teachers will communicate directly with the parent when homework issues arise. In the case of an absence from school, the student will be given one extra day per day of absence to submit missed homework.

St. Andrew the Apostle Catholic School will recommend a Student Assistance Team meeting for any student who routinely experiences a chronic problem with submitting homework on a timely basis. This meeting will include the principal or principal designee, the parent, the student, and two faculty members – one of whom will be the student's homeroom teacher.

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 parents/guardians 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.

School work will be assigned for in-school suspension and credit will be given. Work missed during out-of-school suspension will be made up without credit. Parents will always be notified in writing when suspensions are warranted. They must sign a formal agreement to work with the school in cooperation to correct the problem. A parent conference will be required before readmitting the student to school. The pastor will be notified of all suspensions and expulsions.

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 five 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.

A student using a locker at the school will abide by the following provisions:

- The student will be responsible for maintaining a state of cleanliness with respect to the locker.
- All of the student's items, including the backpack, must fit into the locker for grades 1 through 8.
- Middle school students must purchase a padlock for the locker and keep the locker locked outside the school day. School office personnel retain the ability to unlock the locker.
- The student will vacate the locker at the end of the year or earlier if directed to do so by a school official. Reasonable wear and tear is expected. However, if a locker is damaged, the student will be responsible for paying for its repair or replacement.
- The student will not use any adhesives or mechanical fasteners in or on the locker because they could damage the locker.
- The student will not keep articles of substantial personal value in the locker nor will he/she keep in it any article that could cause harm to self or others. The student may not keep any materials in the locker that would violate a safe and drug-free environment at the school. Possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous to the well-being of self or others is forbidden and will result in suspension or expulsion from school.
- The student may be required to remove the contents of the locker or be assigned to another locker at the sole discretion and convenience of school personnel.

A student failing to observe any or all of the above may have locker privileges suspended or removed.

CARE OF SCHOOL PROPERTY

Students are to care for school property in a respectful manner. Textbooks are to be covered with brown paper or other approved book coverings, not adhesive or fabric book covers. Consumable workbooks are to be covered by clear self-sticking paper. 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

Flynn & O’Hara School Uniforms and Land’s End are suppliers of our school uniform. Socks, belts and shoes may be purchased at other retail stores.

Grades K—4 GIRLS Year-Round Uniform

- Navy & white plaid uniform jumper—Skirt length must touch the line at the back of the knee. Shorts of any color may be worn under jumpers but must not hang below the skirt length.
- Girls’ Navy twill slacks are optional, with a belt.
- White short or long sleeve no-iron blouse with peter pan collar
- Navy V-neck pullover sweater with school embroidery—this is an optional uniform item. **However, students may not wear non-uniform sweaters, sweatshirts or jackets for warmth in classrooms or the church. If your child requires warmth, you must purchase a uniform sweater.**
- White crew socks without logos OR white, navy, or black tights or knee socks— **Black or navy crew socks or “athletic socks,” leggings and panty hose may NOT be worn with the regular uniform.**
- Navy or black crew socks or short “athletic socks” may NOT be worn.

Grades 5—8 GIRLS Year-Round Uniform

- Navy & white plaid kilt—Skirt length must touch the crease at the back of the knee. Shorts of any color may be worn under kilts, but must not hang below the skirt length.
- Girl’s Navy twill slacks are optional, with a belt.
- White short or long sleeve “no-iron” blouse with button down collar
- Navy V-neck pullover sweater with school embroidery—this is an optional uniform item for warmth. **However, students may not wear non-uniform sweaters, sweatshirts or jackets for warmth in classrooms/church in lieu of the uniform sweater with the regular uniform. If your child requires warmth in the classroom, you must purchase a uniform sweater.**
- White crew socks without logos OR white, navy, or black tights or knee socks— **Black or navy crew socks or “athletic socks,” leggings and panty hose may NOT be worn with the regular uniform.**

Grades K—8 GIRLS OPTIONAL Fall/Spring Uniform (Aug 31—Oct 30, Apr 1—June, including Mass days)

- Navy twill walking shorts
- Navy Land’s End Skort
- White short-sleeve polo shirt with school embroidery
- **White crew socks ONLY**—Black or navy crew socks or “athletic” socks may NOT be worn with this uniform.

Kindergarten BOYS Year-Round Uniform

- Navy twill pants/trousers
- White short or long sleeve polo shirt with school embroidery
- **Navy or black crew socks ONLY**—White socks or short “athletic” socks may not be worn with the regular school uniform.
- Navy V-neck pullover sweater with school embroidery—this is an optional uniform item for warmth. **However, students may not wear non-uniform sweaters, sweatshirts or jackets for warmth in classrooms/church in lieu of the uniform sweater with the regular uniform. If you child requires warmth in the classroom, you must purchase a uniform sweater.**
- Kindergarten boys are not required to wear a belt.

Grades 1—8 BOYS Year-Round Uniform

- Navy twill pants/trousers
- White short or long sleeve polo shirt with logo OR no-iron shirt with button down collar
- A tie is NOT required.
- Navy or black crew socks ONLY—White crew socks or short “athletic” socks may not be worn with trousers.
- Navy V-neck pullover sweater with school embroidery—this is an optional uniform item. **However, students may not wear non-uniform sweaters, sweatshirts or jackets for warmth in classrooms/church in lieu of the uniform sweater with the regular uniform. If you child requires warmth in the classroom, you must purchase a uniform sweater.**
- Black or brown belt

Grades K—8 BOYS OPTIONAL Fall/Spring Uniform (Aug 31—Oct 30, Apr 1—June, including Mass days)

- Navy walking shorts with a belt
- White short sleeve polo shirt with logo
- **White crew socks ONLY**—Black or navy crew socks or short “athletic” socks may NOT be worn with walking shorts.
- Black or brown belt for Grades 1—8

Oversized shorts or pants/trousers may not be worn.

All Students:

- **Black or brown belts are a required uniform item for boys in Grades 1—8 and for all students wearing optional walking shorts during the spring/fall.**
- Boys and girls uniform shoes must be black, brown, navy leather or black/white saddle oxfords. Docksidlers, loafers, Mary Janes, and similar shoes may be worn. Students may NOT wear boots, “granny” shoes, heels, platforms, **ballerina flats**, sandals, open-toed shoes, tennis shoes, or clogs with the regular school uniform. For safety reasons, shoes may not have a heel of more than one-inch.

All clothing must be worn modestly. Undergarments may not be visible. Only plain white undergarments may be worn under regulation school shirts or blouses. Slacks are to be worn belted at the waist, except for kindergarten boys who do not wear a belt. Girls’ blouses and boys’ shirts

must be neatly tucked into the school uniform. All uniforms should be clean and neatly pressed. All uniform items must be marked with the student's name in permanent marker, and they must fit students appropriately.

Physical Education Uniform - A gym uniform is required.

- Navy P.E. shorts with school logo (Land's End does not use the school logo)
- Grey P.E. T-shirt with school logo
- Navy P.E. sweatshirt OR hooded sweatshirt with school logo
- Navy P.E. sweatpants with school logo. (Land's End does not use the school logo)

Oversized sweatshirts and sweatpants may not be worn. Boys and girls P.E. shorts must extend to the top of the knee.

Athletic style shoes or tennis shoes are also required as part of the P.E. uniform. Short WHITE athletic socks may be worn with the PE uniform only. Only students dressed in uniform clothing will be permitted to participate in P.E. classes. Since participation is a very important part of the physical education grade, failure to wear the required P.E. uniform will negatively impact the grade for this class.

Dress code rules for ALL school days:

- Students may not wear cologne or aftershave.
- Girls may not wear make-up, eye shadow, lipstick, colored nail polish or glitter.
- As a courtesy to all, especially those with allergies, students may not wear cologne or perfume to school.
- Girls may wear only small post earrings. For safety reasons dangling or hoop earrings may not be worn.
- Only crosses, religious medals, and similar Christian jewelry may be worn. No chokers or ankle bracelets may be worn.
- Boys may not wear earrings of any type.
- Boys' hairstyles must be cut ABOVE the collar with no tails and must be trimmed around the ears. Boys may not have hair extending below the eyebrow on their forehead. Boys and girls may not have partly shaved heads, color-altered hair, or other distracting styles.
- Hats, caps, bandannas or head scarves may NOT be worn inside the building.
- Students should always display good hygiene and freshly laundered clothing upon arrival at school.
- Students may not wear tattoos.
- Boys with heavy facial hair must be clean-shaven.

Dress code rules for "out of uniform" days:

- Out of uniform days are allowed on the student's birthday (or half birthday for those with a summer birthday) and for school approved incentives. "Dress up" attire or trousers/pants and polo shirt (shorts and polo in warm weather months) are acceptable.
- Students must exercise good judgment in wearing shirts, blouses, or other clothing

displaying messages or graphics. Each article of clothing may be subject to the review and approval of the faculty and/or administration.

- Sleeveless blouses, shirts or tops or those which show the midriff may not be worn.
- Students may not wear sandals, pumps, platforms, clogs, mules, or open-toed shoes.
- Slacks/trousers must be worn at the waist.
- Baggy clothing, clothing with rips or tears, or clothing touching the floor may not be worn.
- Dress shorts that touch the knee may be worn during the fall/spring when uniform shorts are allowed.
- Girls' skirts or dresses that are worn must be as long as or longer than uniform clothing.
- On out of uniform days, shorts [no short shorts] may be worn from Aug—Oct and Apr—June and jeans without holes are acceptable.
- During the winter months, shorts may not be worn to school.
- At no time may students spray paint their hair or face.

When out-of-uniform days are announced, students must comply with dress code guidelines specified above. If clothing is unacceptable on an out-of-uniform day, the student will be issued a uniform violation form and, if necessary, outfitted in a uniform from the health office. If one is not available, parents will be called to bring appropriate attire to the school office. Any student having three separate occurrences of not complying with the uniform code within a quarter will receive a mark of NI (“Needs Improvement”), if a designation on the quarterly report card.

On or before special holidays (i.e., Halloween, the day Christmas vacation starts, Valentine’s Day, and St. Patrick’s Day), students may wear colored accessories related to the occasion as listed below:

- Socks, ribbons, sweaters, nice T-shirts or sweatshirts, ties, holiday jewelry
- **NO OTHER ACCESSORIES MAY BE ADDED TO THE SCHOOL UNIFORM**

Uniform violation forms will be issued to any student in violation of the school’s dress code. In Grades 4—8 any student having three separate occurrences of not complying with the uniform code within a quarter will receive a mark of **NI** (“Needs Improvement”) noted under “Adheres to Dress Code on the quarterly report card.

INAPPROPRIATE MATERIALS

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

- Weapons
- Cell phones or pagers
- iPods or similar devices
- Handheld electronic games
- Laser pointers
- Playing cards, trading cards or related items
- Drugs of any kind, including over the counter medications (all medications must be kept in a

- locked cabinet in the nurse's clinic)
- Alcohol or tobacco
- Chewing gum--Possession will result in a \$5 fine for potential clean-up costs.

Any materials that could possibly endanger or be perceived to endanger the health and safety of the school community, or be disruptive to the school community may not be brought to school.

PLAYGROUND REGULATIONS

Since students generally spend a portion of every day on the playground, safe playground behavior is also very important. The school follows the National Program for Playground Safety guidelines as well as the school's playground rules. The play gym equipment at St. Andrew the Apostle School has been selected for its safety and quality. Students from grades K to 5 are expected to play safely on the equipment. The larger play structure is appropriate for students in 1st through 5th grade, and the smaller structure is approved for PK3's, PK4's and kindergarten students. Middle school students are not allowed on the play structures. Faculty and staff members monitor its use with great diligence. Acceptable play is discussed with the children as well as what is not acceptable play. If a child persists in inappropriate behavior, he or she may be prohibited from using the playground equipment for a specified period of time.

Students will behave in a respectful manner with supervisors and each other. They may bring inflatable balls from home but they must be approved by the PE teacher for their safety. These balls will be kept with the other PE and recess equipment. The student can play with his/her ball during recess and is responsible for returning it to one of the equipment bins at the end of recess. The following behaviors are not permitted:

- a. Unkind name calling
- b. Ganging up on a student
- c. Pushing, shoving, hitting, kicking
- d. Excluding a student from group play
- e. Screaming or yelling at another student
- f. Arguing with a playground supervisor

When playing outside on the church parking lot or sports court, students will behave in a safe manner:

- a. Students will be required to walk in a single file line to the designated play area.
- b. Students will be expected to play in the upper part of the church parking lot when requested. To ensure their safety, students in grades K-5 will not be allowed to cross the yellow line to retrieve play equipment. No student may go into the street or driveway for any reason.
- c. Students may not go into the woods, run behind the bushes, dig in the dirt, look for or throw rocks, pickup sticks, grass, leaves, weeds, etc. They must stop at the edge of the tree line on all sides of the playground. They may not stand behind the backstop.
- d. Students will use jump ropes *to jump only*, not to play "horse," tie people up, or whip others.
- e. Students will not be allowed to play tackle football and Red Rover due to possible

- student injuries.
- f. Students will listen to the supervisor’s directions as to where they may play soccer, kickball, etc. so as to avoid possible injury with other groups of students at play. Football is not permitted due to the potential for injury. Students may not throw balls or any other objects at others in a manner so as cause injury to another student.
 - g. Students will be expected to follow the directions of supervisors and stop play when directed to do so by a supervisor.
 - h. Students will go down the slide only one student at a time facing forward.
 - i. Students will not throw mulch or any other groundcover.

LUNCHROOM REGULATIONS

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

RULES OF THE LUNCHROOM:

1. Students will walk, not run in the lunchroom.
2. Students will wait for their turn when getting hot lunch.
3. Students will clean up after themselves. They will not leave messes for others to clean. They will put chairs back in place.
4. Students will speak in a polite soft tone. No yelling across the tables.
5. Students will keep hands and feet to themselves.
6. Students will behave reverently during prayers.
7. Students will stay in their seats until given permission to leave.
8. Students will be silent after the lunch bell is rung.
9. Students will line up quickly, quietly, and orderly.
10. Students will show respect for their own belongings and those of others.
11. Students will follow any directions given by lunchroom supervisors
12. Students will demonstrate Christian manners in talking with lunch staff and volunteers, such as “thank you” and “please.”

<h2>HEALTH, SAFETY, & WELFARE</h2>

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.

St. Andrew the Apostle Catholic School, which opened in 1993, is an asbestos free facility and complies with *Asbestos Hazard Emergency Response Act (AHERA)* regulations.

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese, must comply with applicable reporting and other requirements of state and local law; must report the incident to the Moderator of the Curia of the Diocese of Arlington.

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to 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. St. Andrew the Apostle Catholic School complies with the Wellness Policy, which creates 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. The school’s wellness committee implements, sustains and evaluates 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.

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

ILLNESS

Sending a sick child to school hampers learning and spreads illness. If a student does not feel well in the morning, parents should delay sending the child to school until marked improvement is noted. Parents should call the school office for a late arrival. Students with recurrent vomiting, diarrhea, a communicable disease, fevers (100 degrees Fahrenheit and above) must be kept at home until a normal temperature without fever reducing medicines has been maintained for 24 hours and the student is free of other symptoms of illness. Please note: if a child has been diagnosed with any kind of contagious disease such as strep throat or pink eye, **the child must take the prescribed medication for at least 24 hours before returning to school.** Sending a sick child to school hampers learning and spreads illness.

The school provides 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 of a temperature equal to or above 100 degrees Fahrenheit or symptoms of contagious or infectious diseases will be sent home promptly and will be excluded from school and extended day 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, extended day and/or extracurricular activities.

The parents of seriously injured or ill students will be notified by the principal, school nurse or administration's designee.

Children will be released only to their parents and authorized persons selected by the parents and named on the Emergency Form. The designated adult to whom the child is released will be asked to sign for the child's release. In extreme cases, students will be taken directly to the hospital by ambulance. If a child has been absent for three or more consecutive days, a note from the

licensed health care provider will be required.

MEDICATION ADMINISTRATION OVERVIEW

All school health personnel, 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 and extended day care under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/principal's designee;
2. After the first dose of any medication has been given at home;
3. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/principal designated health assistant, or a senior member of the school administration;
4. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (see Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.
8. 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.
9. Under no circumstances are medications to be shared by other students.
10. 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 health/ extended day office and be administered by the school nurse, health aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (see Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the health 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.

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. Over-the-counter skin products shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products,

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

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

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, school nurse, and extended day director of any allergies and provide the school with fully executed

Diocesan documents, including but not limited to; allergy action plans (F-4A), medication administration forms (F-6), inhaler administration forms (F-3) and Epinephrine administration forms (F-4). 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. The school utilizes 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, and other staff on a need to know basis.

HEALTH SCREENING

St. Andrew the Apostle Catholic School conducts limited student health screening during the first full month of each school year. This service is provided to third and seventh graders, as well as all newly enrolled elementary school students and kindergartners whose school entrance examinations revealed gaps, and may include screening of vision, hearing, speech, motor skills for K-3, and heights/weights. Dedicated parent volunteers assist the school nurse with this program. If a student’s results are found to be outside the normal range for vision and hearing, a rescreening will be conducted within two to three weeks. Parents or guardians will be notified in writing only if their child’s results fall outside of recommended ranges. Parents/guardians may opt their child out of screening.

PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY

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 healthcare provider that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific period for the activity restrictions.

INFECTIOUS/COMMUNICABLE DISEASES

Parents/guardians must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening. Parents must pick up their sick or injured child in a timely manner when contacted. If the parent or guardian 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:

1. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).
 - a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.

- b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
2. 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.
3. 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.
4. 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-##). Vendors wishing to serve as vaccinators must be approved 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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

TUBERCULOSIS (TB) RISK SCREENING

Prior to the start of service at the school, a parent who volunteers or substitutes is required by the Office of Catholic Schools to provide to the school with a TB risk screening report dated within the preceding twelve months to verify that the person is free of communicable TB. This report must be dated and signed by the examining physician, physician's designee, or the local health department official, and identify the practice with which the screener is affiliated. It must be updated only when risk factors change, the person has risk of an exposure, or becomes symptomatic of communicable TB.

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.

SCOLIOSIS

Diocesan guidelines require that parents of students in grades five through eight be informed about scoliosis, a developmental abnormality of the spinal column. Early diagnosis and treatment of scoliosis are important. The information below explains scoliosis and an at-home screening method for parents/guardians.

Scoliosis is a sideways curvature of the spine. It occurs in otherwise healthy children and can be a serious health problem if it becomes severe. This condition generally occurs during the growing years, especially during the growth spurt from 10 to 17 years of age. Scoliosis is more frequently noted in females and when there are other affected family members. It is not caused by anything a child or his or her parents did or failed to do, although some may be associated with other medical conditions. Early detection is essential to help avoid complications that include back pain, fatigue, reduced exercise tolerance, deformity, and, in severe cases, problems in heart and lung function.

To do an in-home scoliosis screening, observe your child while doing the following:

- A. Direct your child to stand up straight, barefoot, with arms hanging freely at the sides. Boys should stand with shirts off; girls may wear halter-tops.
 - 1. Is one shoulder higher than the other?
 - 2. Is one shoulder blade more prominent?
 - 3. Does the spine seem to curve sideways?
 - 4. Is one hip higher than the other?

- B. Direct your child to bend forward at the waist with arms extended toward the floor.

1. Is there a hump in the rib region?
2. Is there an imbalance of the chest?

If the answer is yes to any of these questions, the child may have a spinal abnormality and should consult with the primary health care provider for further evaluation. The Fairfax County Medical Society provides physician referrals at 703-934-8818. Treatment may involve bracing. Severe curves may require spinal surgery. A trained medical professional best determines the need for treatment.

FIRE/EMERGENCY DRILLS

Fire drills and other emergency drills are conducted on a regular basis to help children become familiar with the correct procedures in the event of a real emergency. Children will walk in a single line, stand outside, and return in silence during a fire drill. After the all-clear signal has been given, students may reenter the building in silence. All people in the building, including parent volunteers, must vacate the building during a fire drill. Parents are asked not to park at any time in the circle in front of the school to avoid problems with fire drill practice or real emergencies. During the first month of school fire drills will be held weekly starting with the second day of school. (For the month of September, fire drills will be held weekly.) During the rest of the year, fire drills will be held monthly.

During school emergency and evacuation drills, the school nurse or principal's designee will take the emergency "Go Bag" and life-saving medications like Epi-pens and Glucagon to the student assembly site that is designated in the school's crisis management plan. A universal emergency procedure guide is posted in each classroom for easy reference in the event of a crisis, along with an emergency evacuation map.

EVACUATION TO ALTERNATE SITE

In the event that it is necessary to evacuate the school building to an alternate site due to an emergency or crisis, Liberty Middle School will be used. Faculty, staff and students will report to the cafeteria at Liberty Middle School. In the event that their cafeteria is already occupied, the school community will report to the lecture hall, which is adjacent to the cafeteria.

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 endeavor to provide for its students with an atmosphere free from sexual harassment.

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

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

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

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

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (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 incidence of bullying to take appropriate steps to intervene—unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

Asbestos Notification (Sample Letter)

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s 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 _____ years, _____ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

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

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

VIDEO SURVEILLANCE CAMERAS

School leadership at each individual school 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.

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 Student Assistance Plan or Individualized Catholic Education Plan does not negate the implementation of the plan.

Students with disabilities are expected to follow the school's policies and honor code. On the application form for new students, parents must indicate whether the child has any special learning, physical, or academic needs. If a student has special learning needs, this information

should be discussed with school personnel at the time of application to determine if the school can properly serve the student's needs and to decide the student's grade and class placement if admitted. Information about special needs will be shared with staff members on a need to know basis. A parent/guardian who fails to furnish a child's special services information with the school administration may, at the discretion of the administration, constitute the child's dismissal from the school.

The school works with parents, local public schools, and tutoring services contracted by the parents to assess and provide support to students with special needs to the degree that its staff and facilities allow. Whenever possible, St. Andrew the Apostle School will make reasonable accommodations/modifications to serve students requiring assistance plans. The school will convene Student Assistance Team Meetings composed of an administrator or designee, resource teacher, instructional staff and/or school nurse to explore and make recommendations for students determined to have special needs. Parents with children with special needs will meet with the principal and representatives from the Student Assistance Team to determine what modifications can or should be made. A contract will be written and may be signed by those in attendance. The contract will list any and all accommodations/modifications to be made by the school.

Academic Intervention Plans may also be written for students who have not successfully completed the proscribed course of studies for the particular grade, but, in the best interest of the child would not benefit from being retained in the grade, with recognition of the limitations of a part-time resource teacher. Untimed standardized testing will be provided to students requiring this accommodation as part of their assistance plan.

EXTENDED DAY

EXTENDED DAY PROGRAM OVERVIEW

St. Andrew the Apostle Catholic School Extended Day program provides high quality childcare in a loving, safe, Christian environment. The school offers an extended day program on days when the school is in session for students age five and older who are currently enrolled in the school's academic programs from kindergarten through grade 8. Enrolled four-year olds may be considered for this program on a case by case basis. See Section V, General School Policies, regarding fees to utilize the Extended Day Program. The program is run by a director and is supported by dedicated and devoted staff. Students participate in a variety activities including, outdoor and indoor games, arts and crafts, needlepoint, quiet time for homework, reading, and movies, and saint and holiday celebrations. Extended Day is located in St. Andrew the Apostle Catholic School's Monsignor Hannan Hall with optional space in the library for study hall. All provisions in this handbook (except Section II, Academics and Technology) apply to the Extended Day 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.

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.

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

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

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

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100

Roanoke, VA 24011-1779
(540) 857-7920

Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(

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, St. Andrew the Apostle Extended Day Program staff will complete and return to the parent/guardian any IRS form W-10 (<http://www.irs.gov>) that has been submitted, provided that Part II has been completed by the parent/guardian.

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).

PHILOSOPHY AND GENERAL INFORMATION

St. Andrew the Apostle School offers an Extended Day Care program on days when the school is in session for students currently enrolled in kindergarten through grade 8. The Extended Day Program is an extension of the school and embraces the same philosophy and handbook regulations. Each student is treated as a Child of God and Christ is the center of the program.

SPONSORSHIP

St Andrew the Apostle Catholic School, in cooperation with St. Andrew the Apostle Parish, sponsors the Extended Day Program. The Office of Catholic Schools, St. Andrew School Administration, and Extended Day Director formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Director in consultation with the School Principal. The Director, with approval of the School Principal, makes organizational decisions. Ultimately, final responsibility for the program rests with the School Principal, who reports to the Pastor.

REGISTRATION

All students enrolled in grades K through 8 must be enrolled in the Extended Day Program using both the *Child Registration Form* and *Permission for Emergency Care Form*, which will be kept

on file. These forms are available on the school website: www.standrew-clifton.org.

DAILY OPERATION

Hours of Operation The Extended Day Program is designed to serve children who need care five days a week as well as “drop-in” students.

- ***Before School Hours:*** 7:00 – 7:45 AM
- ***After School Hours:*** 3:20 -- 6:00 PM

Extended Day will operate on all scheduled school days. The afternoon program begins when school dismisses and closes promptly at 6:00 PM.

- **The Extended Day program begins Monday, August 26, 2013.**
- **Extended Day will accommodate students on Noon and Early Dismissal days until 6:00 PM**
-

ST. ANDREW THE APOSTLE SCHOOL’S EXTENDED DAY DAILY SCHEDULE

Monday through Friday Morning Schedule—7:00 AM – 7:45 AM

- 7:00 AM** Sign- in/attendance
Monsignor Hannon Parish Hall/Library (Media Center)
- 7:05 AM** Prayer
Light breakfast snack (Grace before snack, hand washing)
- 7:15-7:45** Homework, Read, Rest, Puzzles/Games
- 7:45 AM** Sign-out
Middle School students report directly to homeroom. Elementary students will be escorted to respective homerooms

Monday through Friday Afternoon Schedule—3:15 PM – 6:00 PM

- 3:20 PM** Sign in, attendance, restroom
Monsignor Hannon Parish Hall/Library (Media Center)
- 3:20-4:00** Exercise/free play or group activity
Playground, if weather permitting; Monsignor Hannon Hall if inclement weather.
- 4:00-4:15** Afternoon snack (Grace before snack, hand washing)
- 4:35-6:00** Homework, read/study, arts and crafts (needlepoint, knitting, rosary making, friendship bracelets, tie-dye shirts, color, paint, draw, etc.)

Puzzles and games (Sudoku, math challenges, brainteasers, math facts, Crossword puzzles, logic puzzles, etc.)
Rest, free play
Age-appropriate movie on early dismissal days

6:00 Sign out/pick-up (Extended Day Closes Promptly)

STAFFING

The staff includes a Program Director and Child Care Staff. The student/staff ratio shall not exceed 18 students per each staff member. Each staff member meets the educational qualifications of their position as recommended by the VDSS. All staff members are required to present a clearance statement signed by a physician, the physician's designee or an official of the local health department stating that they are free from any communicable disease or other condition that would prevent them from caring for children. (22 VAC 15-30-180 and 22 VAC 15-30-190)

SNACK AND LUNCH

Snack schedules and menus will be posted each week. Parents are asked to notify the school in writing of any food allergies. During the Extended Day afternoon session, a nutritious snack and milk/juice will be provided which adhere to USDA guidelines. On noon dismissal days, milk will be provided with the lunch that the children bring from home. When food is brought from home, it must be sealed and clearly dated and labeled with the student's name. A child who does not have a lunch will be charged \$4.00 for the lunch that is provided. Unused portions of opened food shall be discarded by the end of the day or returned to the parent.

FOOD BROUGHT FROM HOME

If a child has allergies to a specific snack being served, they must bring an alternate snack from home for that day. In order to ensure the health and safety of all children, the Extended Day staff asks for your cooperation with the following policies regarding food brought from home:

- ❖ Any food from home cannot require refrigeration, microwaving, or other preparations;
- ❖ All food must be properly wrapped and labeled with child's name and date;
- ❖ Since many children have special diets to prevent allergic reactions, your child cannot share any food with anyone.

PICK-UP AND DROP-OFF PROCEDURES

MORNING SIGN IN PROCEDURES

Upon arriving in the morning, parents must park in designated parking spaces, NOT in the fire lanes in front of the building. Parents/designated adults enter the building with children via the school's front entrance and report to the Parish Hall to sign in students. Children cannot be

dropped off before 7:00 a.m. Children will report directly to their homerooms at 7:45 AM.

AFTERNOON SIGN OUT PROCEDURES

Parents must park in designated parking spaces, NOT in the fire lanes in front of the building. Parents/designated adults enter the building via the school's front entrance and report to the Parish Hall to sign out and pick up students. All children must be picked up no later than 6:00 p.m. No child will be dismissed to parents waiting outside the building.

DROP-IN PROCEDURES

Drop-ins include students whose parents are late in picking them up from school and/or after school clubs. It is the responsibility of the school's late line staff member and/or after-school activity coordinator, **not** the Extended Day staff, to escort drop-in students to Extended Day and sign them in. Parents will be assessed a fee of \$25.00 per child per day for drop-in care.

LATE PICK-UP AFTER CLOSING

If a child has not been picked up from Extended Day by 6:00 PM, the following procedures will apply:

- ❖ Parents will be called at home and/or work.
- ❖ Emergency contacts will be called.
- ❖ If no one can be contacted within an hour of closing, Fairfax County Child Protective Services will be called to make child care arrangements.

If someone other than the parent is to pick up the child, the Program Director must be informed via a written note sent with the child. This person must show a photo ID before any student will be released to him/her. The Extended Day Program is not responsible for children before they are signed in, or after they are signed out.

WALKERS

Walkers will be released from Extended Day to walk or bike home with prior written permission on file with the Extended Day Program.

HEALTH AND SAFETY REQUIREMENTS

The Extended Day facilities are inspected on a regular basis by the Fairfax County Fire Department and Health Department to assure compliance with health and safety requirements. All Extended Day employees are required to have a current record of negative Tuberculosis risk screening or tuberculin skin testing and a Criminal Record check. Staff members also participate

in classes and in-services on childcare subjects concerning safety and health issues. In addition, they inform the children of the school's policies to ensure that they behave in a safe manner. The Extended Day Program follows the National Program for Playground Safety guidelines as well as the school's playground rules. Students who do not comply with school policies will be dismissed from Extended Day.

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to listen to the radio or TV stations for **Fairfax County** announcements concerning closings, late openings and early closings. Since it is impossible to call all parents in the event of inclement weather, parents must listen to the radio or TV and make arrangements for the pick up their child(ren). In order to keep all children, parents and staff members safe during inclement weather, please note the following inclement weather policies:

CLOSING

If school is closed for the day, there will be **NO** Extended Day.

EARLY CLOSING

If school closes early due to inclement weather, Extended Day will close as follows:

- ❖ There will be **NO** Extended Day after school.
- ❖ All students must be picked up within **30 minutes** of the early dismissal time and Extended Day will close at that time. Any students who are not picked up within this time frame will incur a late pick-up fee of \$25/child/family for every 15 minutes or portion thereof.

If St. Andrew School dismisses on time, but Fairfax County Public Schools cancel after school activities due to inclement weather, parents will be promptly notified by the school to pick up their children from Extended no later than 4:00 pm. Any students who are not picked up will incur a late pick-up fee of \$25/child/family for every 15 minutes or portion thereof after 4:00 pm.

ILLNESS, CONTAGIOUS DISEASES AND BITING

Should any child develop a temperature of 100 degrees or greater, diarrhea, vomiting, or bite/assault another child, the parent will be contacted and must pick up the student promptly from Extended Day.

PARENTAL NOTIFICATION OF INJURY

Extended day staff shall notify the parent/guardian immediately if a child requires emergency medical treatment or sustains a serious injury. If the injury is minor, the parent/guardian will be notified at the end of the day. A complete accident report will be completed and signed by both the parent/guardian and the Director or two staff signatures along with documentation of how the

parent/guardian was notified. (22 VAC 15-30-610)

ADDITIONAL POLICIES AND PROCEDURES

All policies and procedures listed in the Parent/Student Handbook also apply to the Extended Day Program.