

St. Louis Elementary School Parent/Student Handbook

2018-2019



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

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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

St. Louis Catholic School is rooted in faith and growing in Christ, cultivating a quality, Christ-centered education for a diverse community. We are dedicated to meeting the needs of the whole child and inspiring students to use their talents and abilities to serve God and others, leading to ultimate eternal life with our Heavenly Father.

SCHOOL PHILOSOPHY OF LEARNING

St. Louis Catholic School endeavors to provide an education truly “Rooted in Faith, Growing in Christ.” The faculty and staff of St. Louis Catholic School strive to create a positive Christ centered learning environment. The teachings of Jesus, as lived through the Catholic Church, are modeled and reinforced by caring faculty and staff. Students are encouraged to apply the academic and moral skills cultivated at St. Louis Catholic School to benefit mankind for the greater honor and glory of God. St. Louis Catholic School is an academic, faith-filled community which in partnership with parents, the primary educators, fosters the child’s development in knowledge, virtue, and spirituality. Students are encouraged to apply their academic and moral skills using critical thinking

and problem-solving strategies to meet the demands of a global society. St. Louis Catholic School's learning environment nurtures each child's uniqueness as a whole person: morally, spiritually, emotionally, intellectually, and physically.

STUDENT/PARENT HANDBOOK

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

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

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

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

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

PARENTAL ROLE

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

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

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

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

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

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

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

II. ACADEMICS

CURRICULUM

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

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

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

GRADES 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.

GRADES 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.

GRADES SEVEN TO EIGHT

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

- d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

RELIGION GRADUATION REQUIREMENT

All eighth grade students at St. Louis School must participate in Catholic faith apologetics classes which are held during the normal Religion class in the spring of the eighth grade year. Students will choose an appropriate apologetic topic to research and defend both in writing and orally with the principal, assistant principal, pastor, associate pastor, or lead religion teacher prior to graduation. Failure to successfully complete the report may cause a student to forfeit his or her ability to walk at the graduation ceremony with his or her class.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Content Area	Grade Level	Publisher	Title	Publication Date
ALGEBRA	8	McDougal-Littell	Algebra: Structure and Method	2006
ENGLISH	1-8	Loyola Press	Voyages in English	2006/2011
LITERATURE	6-8	EMC Paradigm	Lit & the Arts	1997/2001/2002
READING	K-5	Houghton Mifflin	Houghton Mifflin Reading	2005
MATH	K-5	Houghton Mifflin	Math Expressions	2018
	6-7	Big Ideas LLC	Math: Modeling Real Life	2018
	7	McDougal-Littell	Pre-Algebra	2008
	8	Glencoe/McGraw-Hill	Pre-Algebra	2012
RELIGION	K	Pflaum	I Promise Weekly	2018
	1-7	Ignatius Press	Faith and Life Series	2012
	8	St. Mary's Press; Ignatius Press	The Catholic Connections Handbook; Faith and Life Series	2009; 2012
SCIENCE	2-3	Scott Foresman	Science	2008
	4-5	Scott Foresman	Science	2008
	2-5	Delta Education	Readers and Skill Builders	2014
	6	Prentice Hall	Science Explorer	2008
	6-8	Discovery Education	Tech Book (electronic)	2018
SOCIAL STUDIES	3	Houghton Mifflin	Communities	2005
	4	Macmillan/McGraw-Hill	Virginia Studies	2011
	5	Prentice Hall	World Explorer	2003
	6	Glencoe/McGraw Hill	Human Heritage	1997
	7	Glencoe	American History	1997
	8	Glencoe	American History	1997

SPANISH	1-3		Aprendamos Espanol	
	4	EMC Paradigm	Exploring Spanish	2002
	5-6	AMSCO	Spanish Is Fun	2000
	7-8	Houghton Mifflin	Spanish 1: Avancemos	2009
SPELLING	1-5	Houghton Mifflin	Spelling and Vocabulary	2006
VOCABULARY	1-2	Sadlier-Oxford	Phonics in Action	2006
	4-8		Wordly Wise	2013

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

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

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

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

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

- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive.
 - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
 - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, 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 includes, 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 and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
- l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school’s image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Other than communication and assignment submission through the school Google accounts, students at St. Louis may not digitally communicate with their teachers directly (including email, texting, and social media). Students are encouraged and asked to confer directly with teachers when they have questions or concerns about classes and assignments. Teachers provide time for conferencing with students throughout the week: during class time, during class transition time, during daily working lunch and during daily study halls.

TESTING

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

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade

students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

Students in grades 3-7 take the Scantron Performance Series web based diagnostic tests in Reading, Language, and Math. This test is administered three times per academic year to identify ongoing progress and assist teachers in managing individual student needs. Scantron testing windows are indicated on the diocesan yearly calendar prior to the start of the academic year. The Scantron Reading Assessment provides a Lexile reading level for students who complete that test. Students in grades five and eight take the ACRE test for aptitude in Religion in the spring. Students in grades K-5 are administered the DRA (Developmental Reading Assessment) by classroom teachers and the school resource teacher as needed to help provide additional information to the teachers regarding student reading level and provides recommendations for materials for appropriate reading levels.

Students in grades PreK-2 are administered the Virginia state PALS literacy assessment, once in the fall and once in the spring. The information gathered helps identify student literacy needs for the current and following school year. Students in K-2nd grade are also administered the Houghton-Mifflin Math and Reading Inventory assessments three times per year. These tests help educators identify overall ability and proficiency to target instruction and better prepare all students for academic success.

Parents receive the results of all formal testing completed at St. Louis 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 TIME ALLOTMENTS

The following time allotment is recommended and presumes that the students are prepared, focused and free of distraction:

Grades 1 and 2	20-30 minutes
Grades 3-5	60 minutes
Grades 6-8	90 minutes

Work missed due to absence must be made up to provide sequential skill building. Where departmentalized, teachers coordinate homework time.

If parents want to pick up homework for absent students, they should contact the office as soon as possible before 11 a.m. Parents or another authorized adult can come to the office at the end of the day between 3 p.m. and 4 p.m. to retrieve the work for their child. Parents of students in the middle school should also come to the office after the school day between 3 p.m. and 4 p.m. and have their child's locker combination with them. A front office staff member will escort the parent over to the JPII building where they can retrieve their child's work and materials.

To promote independence and responsibility, students in grades 6-8 will not be permitted to call home during school hours to retrieve materials that they have left behind. If parents bring in materials their children have forgotten the school office will not call and interrupt classes to have those materials received. Rather, the materials will be kept in the office and it will be their child's responsibility to come and check for their missing work. Lunches that are brought in late will be delivered directly to the cafeteria.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Days are set aside for formal conferences in the fall following the distribution of first trimester interim reports. If at any time a conference with one of the teachers or staff is desired, either a written note, a call made to the office, or an e-mail should be sent to the teacher for an appointment. Teachers cannot be disturbed while teaching, at lunch, on the playground, or at home. Messages sent to the office will be forwarded to the teacher or staff member who will contact the parent within one business day of receiving the message. The majority of parent/teacher meetings should occur either before or after school hours. Parents may not stop by without appointments or scheduled classroom visits as this disrupts the teaching process for the both the teacher and student.

GRADING/REPORT CARDS

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

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

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum.

A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

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

* (asterisk) indicates modified curriculum

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

HONOR ROLL

Students in grades four through eight are eligible to be placed on the honor roll, with the fourth grade students' eligibility starting in the second trimester. Academic honors will be awarded for students who have earned a minimum of A's and B's in all classes. First Honor Awards recognize students who maintain grades of 93 or above in all classes and a minimum of “2” for arts and skills, social and work characteristics, and academic effort and conduct. Second Honor Roll Awards recognize students who maintain grades of 85 or above in all classes and a minimum of “2” for arts and skills, social and work characteristics, and academic effort and conduct. Honor Roll students will be recognized with certificates following final grade decisions in trimesters one and two.

ST. LOUIS CHAPTER NATIONAL JUNIOR HONOR SOCIETY

Purpose: The purpose of the St. Louis Catholic School Chapter of the National Junior Honor Society is to encourage scholarship, promote leadership, provide opportunities for service within the school and have a membership that demonstrates the highest character. It recognizes students in 7th and 8th grades.

Selection of Members: The application process for the St. Louis Catholic School Chapter of the

National Junior Honor Society is as follows:

1. To be eligible for membership the candidate must be in 7th or 8th grade, have an overall average of at least 90% in all classes that have a numeric grade and is a student at St. Louis Catholic School. Eligible members are given an Interest Form that will be completed by the student. Scholarship will be determined by looking at all 6th grade grades and the 1st trimester grades of 7th grade for students in 7th grade, and all 7th grade grades and the 1st trimester of 8th grade for students in 8th grade.

2. Candidates that return the form by the deadline will be given an NJHS information packet consisting of the Candidate Form, teacher evaluation forms, coach/moderator forms and the information regarding the Writing Sample.

3. There is a deadline to return all parts of this packet. Failure to meet the deadline removes the student from consideration for that year. Students will be allowed to attend a packet review session where members of the NJHS at St. Louis that have graduated, will be available to look throughout your candidate form and offer advice on completing it.

4. Returned packets are reviewed by the Faculty Council. The Faculty Council meets, reviews all of the packets, discusses each candidate packet and new members are chosen by a majority vote. The Faculty Council is made up of teachers at St. Louis Catholic School. The principal is not a member of the Faculty Council. The NJHS Moderator is not a member of the Faculty Council.

5. Students are encouraged to be thorough in completing the Candidate Form. Decisions made by the Faculty Council are based on the information provided on the forms. Students should not assume that the Faculty Council “knows” them. Forms should be accurate, not exaggerated, but also not too modest.

6. The main parts of the Candidate Packet are:

* Activity Information Form – outlining the student’s participation in areas of Leadership, Service, Student Activities, Community Activities and Recognition/Awards.

* Three recommendation letters from teachers. Teachers will use the template that is provided. One teacher must be the student’s current homeroom teacher.

* Two recommendation letters from coach/moderator. Coach/moderator will use the template that is provided.

* Student cannot use a family member for either of these recommendations.

* Writing Sample that is completed at school and the topic and instructions will be included in the candidate packet.

After final selection, successful candidates and their parents are notified, and an induction ceremony is conducted.

Chapter Membership: After induction, members of the St. Louis Chapter NJHS are expected to maintain an academic average of 85%, as well as their demonstrated qualifications in the areas of leadership, character, citizenship, and service. The Chapter meets regularly, elects officers, and selects projects in which the Chapter renders service to St. Louis School. The 2018-2019 faculty advisor for the chapter is Mrs. Mary Brigid Cahill.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

SCHOOL COUNSELORS

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

St. Louis currently has a counselor team on site to work with the classroom teachers in addressing school-wide initiatives which support the students' needs. Both counselors can also access additional diocesan counseling services for students as needed.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

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

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

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

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

CLASS PLACEMENT

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

St. Louis School administers a language arts and mathematics screening tool for students applying for grades Kindergarten – 8. This screening must be administered and reviewed before acceptance is offered.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

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

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

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Parents are required to call in absences before 8:30 a.m. or send an e-mail to attendance@stlouisschool.org. Parents are also still obligated to send in a signed written note or an e-mail to attendance@stlouisschool.org before the child is allowed to return to class. The principal reserves the right to require a doctor's note prior to admittance in appropriate circumstances. Notes are kept on file for one full year.

TARDINESS

Between 8:00 and 8:15 a.m., tardy slips will be given to students as they enter either the main campus or JPII building. After 8:15 a.m., all tardy students must report with their parents to the main office for a late slip that the student then gives to the homeroom teacher. Parents are required to sign their child in. Frequent cases of tardiness disrupt the educational environment and foster bad

habits. Tardies are recorded on the student's permanent record and may result in disciplinary action.

MEDICAL EXCUSES

Medical appointments are discouraged during school hours. When such appointments cannot be avoided, a note should be sent in advance. The student is to remain in the classroom until called down to the office on the arrival of the parent. The student must be signed out and, if he/she returns, must be signed in.

ANTICIPATED ABSENCE

The school calendar provides for extended weekends and periods off throughout the school year. Parents are strongly encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Vacations are not counted as excused absences.

Prior to any planned or prearranged absences, the principal must be notified in writing within a reasonable amount of time. Excessive prearranged absences may result in absences being unexcused.

Due to the varied demands on teachers for make-up work, teacher discretion shall determine the type/amount of work assigned and when students shall make up work for any prearranged absences. Teachers are not required to provide assignments in advance of the absence; however, assignments requested in advance may be provided at the teacher's discretion. Any missed assignments are the student's responsibility.

RELEASE OF STUDENTS

Dismissal exercises start 2:15 p.m., 3:10 p.m., or 11:30 a.m. depending on the daily schedule. Students leaving before dismissal will only be released from school with the prior written permission of the parent or permission of the principal in special circumstances. They must be signed out by the parent in the office and signed in if they return the same day. Parents who desire to sign their students out early must do so before 1:55 on Monday afternoons, before 2:55 on regular dismissal days, and before 11:15 on 11:30 dismissal days. Parents will not be permitted to sign their students out during the final 15 minutes of the school day as teachers are preparing to bring all of the children to dismissal.

TRANSFERRING TO ANOTHER SCHOOL

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

St. Louis School reserves the right to not accept students back to the school after transferring to another school. Therefore, it is important that a letter specifying the reason for transfer is provided to the office.

LUNCH/MILK PROGRAM

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

All students are required to eat lunch. Students should bring their own lunch daily if they are not going to use the school's supplementary lunch program. A separate lunch calendar is provided in hard copy monthly and is available daily on the school website. The calendar lists menu options and prices. Parents who desire to use the lunch program must order through the online system and pay electronically using the online website prior to the beginning of the month to ensure appropriate supply. Any emergency lunch consisting of boxed cereal and milk will be provided at a charge of \$1.50 for students who forget their lunch.

Cartons of white and chocolate milk are available at a nominal cost. Subsidized milk, low fat white and chocolate, may be ordered in August for the school year. Milk will be available from the first day of school. The cost is \$65.00 for one half-pint carton per day for the school year.

ARRIVAL AND DISMISSAL

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

ARRIVAL

Students may be dropped off and enter the school no earlier than 7:30 a.m. at which time they enter and proceed to the multi-purpose room where they will be supervised until after faculty prayer. Arrangements must be made with EDC for students arriving earlier than this. Students entering after the 8:00 a.m. bell are recorded as tardy.

Arriving traffic is to proceed around the Church (at normal arrival time only) and drop off students at the main school entrance. Cars should move up to the designated painted line (even when raining) to allow six/seven cars to unload at one time. Parents who wish to walk their students into school must park in the faculty parking lot behind the school and walk their children around the building into the front entrance. Exception: If parents wish to stop by the office they must park in

the main parking lot and walk their children into the school building in front of the designated line when traffic is stopped. Parents are expected to follow the rules for carpool. Failure to adhere to this policy interferes with our safe arrival system, is annoying to parents who follow the rules, sets a bad example to students who are aware of the rules, and most importantly jeopardizes the safety of the students in our care.

DISMISSAL

CARPOOL B: All students in grades 6-8 will assemble in the gym. Students in grades K-5 who carpool with these students will join their siblings/carpool friends in the gym. This carpool picks up at the front entrance of the school.

CARPOOL A: All students in grades K-5 who are not in carpool B will assemble in the cafeteria. This carpool picks up in front of the upper hall windows.

The administration reserves the right to change this arrangement, given reasonable notice, if one carpool line is much larger than the other.

At dismissal time, drivers of Carpool B may not start to line up around the Church (fire lane) until 25 minutes before dismissal, and drivers must remain with their vehicles as this is a fire lane. Drivers may only proceed to a newly designated point at the back of the church and continue alongside windows of the new building when signaled. Noise and emissions are a concern if cars proceed beyond this point.

The use of cell phones is prohibited on school property while cars are in use. This includes entering and exiting the school property.

WALKERS/BUS RIDERS: Arrangements must be made directly with the principal for escorting/crossing these students. Students must have written permission to walk and must sign out in the front office after prayers.

BUS PROGRAMS FOR OFF-SITE PRIVATE CHILD CARE: Any families who use private day care programs that utilize a bus service must provide written permission for their child to leave the school's supervision and receive transportation from the off-site service.

Students not picked up by 2:40 p.m. on Mondays and 3:35 p.m. on Tuesdays through Fridays will automatically be sent to the office and charged \$5.00. Parents will have to come into the school office to sign them out with the fee payable upon pick-up. Students not picked up by 3:00 p.m. on Mondays or 4:00 p.m. on Tuesdays through Thursdays will be sent on an emergency basis to the Extended Day Center. Non-registered students will be charged the EDC registration fee of \$25.00 in addition to \$10.00/hour or part of per child. Registered students who are not scheduled to be in EDC for the day will be charged \$10.00/hour or part of per child. If this situation should occur more than three times, the child will no longer be admitted to the EDC program, and a meeting with the principal is mandatory. All fees for these emergency situations will be payable upon pick-up.

Parents are obligated to instruct other relatives and services collecting students to honor school procedures. The safety and orderliness of dismissal depends upon everyone putting the needs of the student body before personal convenience.

AFTER-SCHOOL ACTIVITY DISMISSAL

Specific arrangements must be made with after-school activity directors/coaches for professional supervision and handing over of students from one activity to the other, i.e., children returning from Church Choir to EDC or students leaving EDC to go to CYO sports.

Parents/Guardians must make arrangements for their children to be picked up from the school following after-hours activities. Activity leaders/sponsors must make sure that students and parents know the times of meetings and events, so that proper arrangements can be made to ensure that students are not waiting for extended amounts of time to be picked up following activities. The coaches/sponsors are also responsible for having an emergency care form for all students in attendance.

For activities that end prior to 4:00 p.m., parents are welcome to sign in at the front office and pick up their students from the designated location in the building. For activities ending at 4:00 p.m. or later, activity leaders/sponsors must bring students who are going home out to the front of the building for dismissal from the activity. For students who attend EDC after the activity, leaders/sponsors must accompany the students to EDC and sign them in at the EDC office.

Parents are to use the procedures for Carpool B to drive through and pick up their child. In order to maintain a secure environment for our EDC program, the front doors of the building will be locked and not propped open at 4:00 p.m.. Activity leaders/sponsors must ensure that the front doors are closed when they leave the building. If they need to return to the school, and there is no one in the office to allow them entry, they should enter through the EDC entrance.

All after-school activities using classrooms must be scheduled through the principal and supervised by an adult at all times. Instructors charging a fee **MUST** have liability insurance on file. Precise arrangements have to be made between school and group leaders for the smooth, supervised transferring of children from one activity to another.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

They must sign in with time upon arrival and sign out with time when leaving.

Volunteers and contractors working on the premises are not permitted to enter unauthorized areas including their own child's classroom without being accompanied.

Visitors wishing access to the middle school will only be admitted with permission from the main school office. A buzzer system will facilitate this. All approved visitors in the school will have to wear a visitor pass to facilitate the safety of our students. Passes will be distributed at the front office. Any volunteer or visitor who refuses to wear a badge will not be allowed in the school building and may be reported to the appropriate authorities.

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

The principal practices an open-door policy and encourages appropriate sharing of ideas, suggestions, and concerns. Parents must address classroom issues promptly with the faculty/staff member involved before contacting the principal. Conferences and phone calls are preferred to e-mail; however, for informational purposes, e-mail is sufficient for quick feedback. The principal will return emails and phone calls within 48 hours during the school week.

TAKE-HOME COMMUNICATION

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

Most classroom and academic information is sent home in weekly folders. Teachers in grades K-5 will also be updating their information regularly via a class newsletter (hard copy or electronic). School related communications will be going home via a weekly e-newsletter with the appropriate attachments. The school website is also a fine source of other information concerning school, PTO, parish, and extra-curricular programs.

TELEPHONE USE/MESSAGES FOR STUDENTS

Limited use of the school office telephone by students is permitted. Students must obtain a phone pass from the teacher, stating the reason for the call, prior to the student coming to the office. We are pleased to pass on important messages and allow student access to the school phone.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

St. Louis School follows the decisions made by **FAIRFAX COUNTY PUBLIC SCHOOLS** (FCPS). A link to FCPS Emergency Announcements can be accessed on our website www.stlouisschool.org. If FCPS is not in session and Alexandria City Public Schools (ACPS) are in session, we will follow the Alexandria City decision. However, if both FCPS and ACPS are not in session, the school will make the decision locally and contact parents through email and the electronic emergency contact system.

St. Louis School is air-conditioned and will only close for excess heat if there is a mechanical malfunction of its units. In the event of a late opening on a scheduled 11:30 a.m. dismissal day, school will automatically be extended until 3:10 p.m. It is the responsibility of parents to become acquainted with these policies from the time of enrollment. Please note that unnecessary incoming calls during inclement weather tie up lines, thus preventing office personnel from calling parents.

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

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

FIELD TRIPS

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

Age-appropriate trips of an educational nature are planned by grade-level faculty subject to written administrative approval. Only the Diocesan Permission Form, in its entirety, is acceptable for student participation. Money will not be accepted without this form. Any parents who cannot afford the entrance fees should contact the principal to make arrangements for the children to attend.

The school will decide which parents may accompany students. St. Louis Catholic School administration requires that parents complete current Diocesan requirements even for just one trip. Persons who are unable or unwilling to follow school rules and procedures will not be selected as chaperones. Chaperones may not bring other children including other siblings enrolled in another grade or other adults on the trip for safety reasons.

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.

Eighth grade students must complete a written research paper on practical Catholic apologetics and defend it before they will be permitted to walk at their graduation. Eighth grade students are also required to rent graduation gowns for the occasion. The student fee is modest and avoids unnecessary parental expense. Orders must meet deadlines. Regardless of gowns, students are obligated to wear clothing appropriate for their age and the occasion.

In addition to eighth grade graduation, kindergarten and preschool students have a completion program and receive certificates on their last day of school.

PARENT ORGANIZATIONS

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

implementation and/or distribution.

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

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

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

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

A copy of the St. Louis School PTO By-Laws is available on the school website.

FUNDRAISING

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

Students may participate in, and cooperate with, worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, head of school).

St. Louis School has replaced many former PTO fundraisers with an Annual Fund appeal. The Annual Fund is organized through the school's development office and asks each family to make a donation of service, prayers, or monetary gifts for the school.

TRANSPORTATION/PARKING

Parents are responsible for providing transportation for their children to and from school. A faculty member carpool chairperson works with administration in procedures to ensure safe, orderly arrivals and dismissals.

All parking lots signs and paint marks restricting parking and designating fire lanes must be honored, and no one is to park directly at the front door except when part of dismissal procedures. Young children should not be left unsupervised in cars when popping into the office. Young children are always welcome in the office area.

ADDITIONAL GENERAL POLICIES

LOST AND FOUND

All removable clothing should be labeled. Faculty will be happy to locate owners of labeled items. "Lost and Found" articles are displayed during school hours and are available for parents before and after school, as well as at school meetings. The Lost and Found is located in the hallway between the cafeteria and McClunn Hall. Articles not claimed after a reasonable period of time are recycled, given to charity, or discarded.

CLASS PARTIES AND CELEBRATIONS

Class parties are limited to a few seasonal and liturgical celebrations each year. Because of the increasing number of student medical needs and life-threatening food allergies, limited food may be served during occasions when children are involved in seasonal celebrations; the focus must be on arts and crafts or educational games rather than food to promote a positive, healthy learning environment. The classroom teacher sets the parameters for celebrations in accordance with the diocesan wellness policy, and the parents are to follow their directions. There are some activities that are realistically not acceptable during these events, i.e., water games or bounce houses. No items forbidden in school are to be given to the children by volunteers to take/use at home i.e., gum, lollipops, hard candy. Birthday celebrations will be planned monthly or at the end of each trimester according to classroom teacher preference. Parents volunteering to help with these parties/celebrations are not permitted to bring younger siblings to the school. Parents who violate these rules will be asked to leave during the event and will not be asked to volunteer for these events in the future.

SACRAMENTS

All eligible students are prepared to receive the sacraments of Penance & Eucharist, which are conferred in Grade 2, and Confirmation, which is conferred in Grade 9. Sacramental preparation is a two-year process. Students are required to have attended religious classes for two consecutive years before receiving either Eucharist or Confirmation. Parents of eighth graders are respectfully advised to check carefully the criteria for sponsors before discussing choices with the students. The school and parish work hand in hand in preparing the children of St. Louis School for these important events.

LITURGY/SERVICES

Attendance at school Masses is a priority in our Catholic school. Students in grades K-8 attend the 8:45 a.m. Parish Mass on Friday each week. In the event of a Holy Day, an all-school Mass will normally occur in addition to Friday Mass. The Living Stations of the Cross, the Living Rosary, and May procession are annual events.

Students are required to participate and be attentive and respectful during Mass. They are encouraged to enhance the liturgy by their prayerful singing at Masses. No student is excused from

attendance. Times of Mass are arranged to encourage parents to attend after they drop off their children. Students are selected and trained to lector/cantor based on their ability to proclaim the Good News in an effective manner. Students and parents should accept that participation is not to be equated with a "performance," but the dedication of special talent to God and to the community. Students whose parents violate the Parish rules regarding cameras or videotaping will not be chosen to participate.

YEARBOOK

The Yearbook Committee publishes the St. Louis Yearbook. A faculty or administrative moderator is assigned. The yearbook includes individual and group activity pictures.

CARE OF TEXTBOOKS

Approximately \$285.00 of the registration fee is applied to the purchase of consumable books and other items, as well as the rental of all textbooks. Books are very expensive. While nominal deterioration is inevitable, students will be held responsible for the entire cost of replacing a book that is lost, defaced, or damaged. Each textbook is examined and coded when given to the student and when collected at the end of the year. Books should be covered and carried in book bags. They should be stored in safe places both at home and at school. Hall lockers are provided to secure and protect middle school books at school. These must be kept locked at all times.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

SCHOOL TUITION POLICIES

To qualify for active registered parishioner tuition rates, the student must be Catholic and the family must be registered at a Catholic Church, attend weekly Mass, and participate in the spiritual life of their parish. They must also financially contribute through their parish offertory on a regular basis with the contribution being up to the conscience of each parishioner. Families must complete and submit the parish acknowledgement form signed by their pastor to St. Louis School. Active-duty Catholic military families may also qualify for the active registered parishioner tuition rate. In-active parishioner rates are for those Catholic families who are not actively registered with and participating in the life of one particular parish.

TUITION AND OTHER FEE SCHEDULES

2018-2019 Annual Tuition

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4+</u>
Active Registered Parishioner	\$6,070.00	\$10,620.00	\$13,615.00	+350.00
In-Active Parishioner	\$7665.00	\$13,392.00	\$16,766.00	+450.00
Other Faith	\$9,998.00	\$19,996.00	\$29,994.00	

2018-2019 Monthly Costs (paid 10 months through FACTS)

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4+</u>
Active Registered Parishioner	\$607.00	\$1,062.00	\$1,361.50	+\$35.00
In-Active Parishioner	\$766.50	\$1,339.20	\$1,6076.50	+\$45.00

Other Faith	\$999.80	\$1,999.60	\$2,999.40
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NON-REFUNDABLE REGISTRATION FEE: \$385

Tuition payments must be made directly to the FACTS Tuition Management Company unless full payment is made in advance. It is the responsibility of the parent/guardian to meet due dates. St. Louis School, in turn, has due dates to meet school expenses. When there is a problem in paying tuition, the parent/guardian must make timely contact with the principal to discuss mutually acceptable alternative arrangements. Parents will be asked to withdraw their children if financial commitment is ignored.

Parents are still required to meet monthly deadlines regardless of who provides the funds (relative, agency, or employer). St. Louis School will complete official company/agency paperwork and will only provide other written information if formally requested by the agency. Parents may not send students to school if tuition is not up-to-date by the 20th day of the following month (January tuition by February 20th), unless arrangements have been made with the principal.

Parents are also required to fulfill the requirements for volunteer hours through the PTO (18 hours for two-parent families, and 9 hours for one-parent families). The purpose of the volunteer hours is to increase a sense of community, as well as fill in the gaps for needed assistance in the school. If a family does not complete the volunteer hours, they must pay a \$400.00 fee directly to the PTO for a two-parent family and \$200.00 fee directly to the PTO for a one-parent family. If the fee is not paid, it will be added on to the registration for the upcoming school year.

Please read through the St. Louis School Volunteer Requirements provided by the PTO at the beginning of the school year, or upon acceptance.

EDC FEES

Registration \$ 25.00 per child

Hourly fees:

- \$7.50 per hour or part thereof - one child
- \$6.50 per hour or part thereof – 2nd additional child
- \$5.50 per hour or part thereof – 3rd additional child
- \$4.50 per hour or part thereof - 4th additional child

All EDC families who have a FACTS account will be billed through the FACTS system weekly. Invoices will be issued on Monday, and bills will follow on Friday. If you are a family who pays the school year tuition in full prior to the school year, and therefore do not have a FACTS account, you will be responsible for paying your EDC hourly payments through the EDC deposit box weekly.

Our county permit and state license allow us to operate EDC until 6:00 p.m. Therefore, there will be a \$1.00 per minute charge for each child not picked up by that deadline. Time will be computed using the EDC satellite clocks located in Rm. 3-16.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

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

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

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

Inappropriate Materials).

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

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

SUBSTANCE ABUSE/WEAPONS

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

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

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance, or marijuana or (b) used, possessed, or distributed alcohol 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 at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). Any student who violates this provision will be subject to disciplinary action up to and including, expulsion.

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

Discipline problems are handled with a focus on positive reinforcement and redirection in preschool and Grades K-3. Close home and school communication is stressed as students are guided through these early stages of development. Taking a time out from activities is often imposed when a student cannot or will not adhere to classroom rules and instructions. At the discretion of the principal and teacher, disruptive students may be sent home or receive further disciplinary action. Any student who punches with a closed fist or bites another student will be sent home immediately with a written infraction regardless of grade.

Parents are obligated to reinforce the school "hands off others" policy. Students must avoid unnecessary body contact and are taught that no one may touch or be touched in swimsuit areas.

VIRTUES PROGRAM

In order to identify and celebrate the positive aspects of being a disciplined student, St. Louis uses the *Virtues in Practice Program* for the school year. The virtues for the 2018-2019 school year will be tied to the Virtues of Faith. Each month, the school will identify a different virtue that we should strive to practice as a school community. The virtue will be explained and discussed at assembly, in religion class, and other classes when appropriate. At the end of the month, the faculty at large will select students from grades K-8 who have demonstrated a great effort to live that virtue. The students will be presented with awards in one of our morning assemblies, where their positive influence on the school will be celebrated.

PRINCIPAL'S AWARD

Principal's Awards will be given by the principal to students at random times throughout the school year who are caught living out the school's mission in an extraordinary way. These awards are not planned and will encourage good behavior. Awards will be given during one of the morning assemblies.

SCHOOL DISCIPLINE

The purpose of the discipline program at the school is to:

- Lower number of disciplinary referrals
- Provide fitting consequences, which directly address the inappropriate actions
- Join students with mentor teachers for the development of behavior management strategies
- Make discipline a formative process by helping students increase their understanding of proper conduct.

Middle School Behavior

Students in the middle school will have behavioral and academic infraction sheets ("pink slips"), which will be given by their teachers when an infraction occurs and will be noted in PowerSchool.

Behavioral and Academic Infraction Sheets are signed by the student for infractions that distract the student from studies, as well as disturb others (including the teacher). Infractions include, but are not limited to:

- Incomplete or missing homework
- Talking during class
- Unruly, noisy behavior in hall
- Forgetting necessary tools needed to complete class work
- Tardiness to class
- Minor misconduct in cafeteria or on playground

DETENTION AND REFERRALS

Students, under the guidance of a teacher and/or administrator, will be disciplined in accordance with their actions. For academic referrals, academic consequences will be given. For behavioral referrals, other consequences will be given as seen fit by the school administration. Students may have the opportunity to "work off" a detention before the formal detention date at the discretion of the teacher or faculty member who issued the detention. Parents will be contacted before service of any kind is performed in the school for disciplinary reasons.

Students who attend grades 4-8 at St. Louis School are required to attend any merited detention.

Only the principal may excuse/withdraw or change the date for a detention.

Detentions are consequences for inappropriate conduct including, but not limited to, the following infractions:

- cheating on work (collaborative work is specifically designated)
- stealing

- borrowing without permission or hiding the property of others
- plagiarizing-defined as "the offering of another person's artistic or literary work, research, and ideas as "one's own "
- forging signatures
- interception/delay of teacher/parent communication
- damaging, defacing, vandalizing of school/church property
- disrupting learning in the classroom
- regular disregard of school or class rules
- being insolent to those in authority
- using offensive gestures
- using offensive language, verbal or written
- excluding another student from a group activity
- bringing inappropriate materials to school
- use of gum on school/church premises
- remaining in a room without a teacher or designated adult present.

The above offenses will be clarified the first week of school and regularly during the school year.

When infractions occur and a detention slip is issued, the teacher and/or administrator will clarify the reason for the detention. Any mitigating circumstances are to be discussed at that time by both student and teacher, and such information will be taken into consideration. The student signature on the detention slip indicates that the infraction has been discussed. St. Louis School does not need student approval of a given detention. Parents will receive a copy of the slip, including the date that the detention will be served.

The signed detention form is to be returned to the teacher who issued the detention. Parents must contact the principal directly to change the date, if it conflicts with a medical or other major appointment.

The service of the detention supersedes any after-school activity, unless the circumstances permit a delay in serving as determined by administration. When a student earns three detentions in one marking period, a conference will be arranged by the homeroom teacher. The conference is to determine the cause of unacceptable behavior/habits and to formally identify specific ways of correcting the situation.

A one-hour detention, supervised by a member of faculty, starts after faculty dismissal duties (3:25 p.m. - 4:25 p.m.) on designated Wednesdays. Parents must pick students up promptly at the main school entrance or give written permission for another adult to do so otherwise the students will be sent to EDC and charged accordingly.

SUSPENSION

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

correcting the situation.

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

In-school suspension (time out from regular classes on premises) and out-of-school suspension will be imposed for serious violations including, but not limited to:

- denigration of others
- bullying
- fighting
- provoking a fight between other individuals
- participating in an activity which results in physical violence toward any person
- physical and/or mental abuse of others
- racist slurs or remarks with racial connotations
- sexual harassment
- and when less stringent measures have proved ineffective for infractions listed under "detention".

Parents will be asked to sign a formal agreement in which they signify their understanding of the problem and agree to work with St. Louis School in correcting the situation. Suspended students will not be readmitted until parents meet with the principal and agree to cooperate with the school.

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, school, parish, or diocesan staff.

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

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

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

- a. The principal, the assistant principal, or the principal's designee shall be alerted.
- b. The police officers shall report to the principal's office.

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

Students in Grades 6-8 are required to use a locker. Lockers will be inspected regularly to ensure that there are no safety/health violations and that no articles forbidden or illegal are stored therein. Only locks provided by administration may be used. The principal holds the master key and students can seek assistance if they have difficulty with the lock or have forgotten their combinations.

No student has a right to a locker. In the event of improper use, the privilege may be withdrawn for a period of time or permanently. If a student enters their locker after use privileges have been suspended, the punishment will be significant. In the event that illicit items are placed in a locker, the student to whom the locker is assigned will answer to the appropriate authority/agency. Also, students must not reveal their combination or any other student's combinations to other students. The principal reserves the right to determine what is/what is not appropriate.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Boys K-8

Flynn and O'Hara or Lands' End white long or short sleeve polo shirts with St. Louis logo
Plain white undershirts with no printing may be worn underneath shirts
Flynn and O'Hara or Lands' End navy dress pants with dark belt
Flynn and O'Hara navy blue V-neck cardigan or V-neck pullover with St. Louis logo
Flynn and O'Hara navy sweater vest with St. Louis logo
Lands' End quarter zip navy blue fleece pullover with school crest logo
Solid navy, white or black crew socks (NO EMBLEMS or LOGOS are permitted)
Dark dress shoes (black, brown, navy)

Girls K-4

Flynn and O'Hara or Lands' End plaid jumper either belted or drop waist
Flynn and O'Hara or Lands' End white long or short sleeve Peter Pan collar shirts (must be worn with jumper)
Flynn and O'Hara navy flat front pants with dark belt
Flynn and O'Hara or Lands' End white long or short sleeve polo shirt with St. Louis logo
Navy or white knee socks from Flynn and O'Hara or Lands' End (Tights may be worn in cold weather.)
Dark dress shoes (black, brown, navy) (Style should be a Mary Jane, saddle shoe or loafer)
Flynn O'Hara navy crew neck cardigan sweater with St. Louis logo
Lands' End quarter zip navy blue fleece pullover with school crest logo
PE shorts may be worn under jumper if not visible

Girls 5-8

Flynn and O'Hara or Lands' End plaid skirt, kilt, or skort
Flynn and O'Hara navy flat front pants with dark belt
Flynn and O'Hara or Lands' End white long or short sleeve regular polo shirt or banded polo shirt with St. Louis logo
Flynn O'Hara navy blue cardigan sweater or navy blue sweater vest with St. Louis logo
Lands' End quarter zip navy blue fleece pullover with school crest logo
Navy or white knee socks form Flynn and O'Hara or Lands' End (Tights may be worn in cold weather.)
Dark dress shoes (black, brown, navy) (Style should be a Mary Jane, saddle shoe or loafer.)
Blue shorts must be worn under skirts and kilts and cannot be visible.

FORMAL UNIFORM

(To Be Worn Mass Days throughout School Year)

Boys K-5 and Girls K-8

Same as Standard Uniform

Boys 6-8

Flynn & O'Hara or Lands' End white long or short sleeve Oxford shirt

Solid navy blue tie Flynn & O'Hara or Lands' End

Flynn O'Hara or Lands' End navy blue dress pants with dark belt

Solid navy, white or black crew socks (NO EMBLEMS OR LOGOS permitted)

Dark dress shoes (black, brown, navy)

Flynn O'Hara navy V-neck cardigan or navy V-neck sweater vest with St. Louis logo (optional)

SPRING/FALL UNIFORM OPTION FOR K-8 BOYS AND GIRLS

Flynn and O'Hara or Lands' End navy walking shorts

Flynn and O'Hara or Lands' End white short sleeve polo shirt with St. Louis logo

Navy, black, or white crew socks (NO EMBLEMS or LOGOS permitted)

Dark dress shoes (black, brown, navy)

PHYSICAL EDUCATION UNIFORM

All students K-8 wear PE uniforms purchased at Flynn and O'Hara. PE shirts must be the classic St. Louis "fleur-de-lis" logo on light blue cotton t-shirt or the administration-approved CYO sports t-shirt.

In place of regular St. Louis shorts, middle school students may wear the navy walking shorts/navy fleece sweatpants purchased from the uniform company. Shorts must be a modest length as determined by the PE teacher/administration. The students must wear the full PE uniform to PE class. When wearing sweatshirts, they must have the PE shirt underneath in the event that they get too warm or the sweatshirt gets wet. Boys should wear undershirts PE days.

Parents are responsible to check that PE uniforms fit correctly. Parents rarely see students wearing these items and may not realize how quickly they outgrow clothing, especially shorts. Shoelaces must be tied at all times.

GROOMING

All students are required to be clean and groomed. Uniforms must be the correct size, clean, and worn appropriately, (i.e. shirttails tucked in at all times.) Some "blousing" is acceptable. Girls' skirts must go to the knee. Only the top button may be open on any polo shirt. Students may wear the navy blue sweater with school logo from Flynn O'Hara or the navy blue quarter zip fleece pullover purchased from Lands' End on colder days. Mature young men must be clean shaven, no facial hair including sideburns below the bottom of the ears. Boys' hair should be cut, so that it is above the ears, not over the eyebrows, and does not touch the collar. Both boys' and girls'

hair must be its natural color and no trendy styles or appendages are allowed.

No nail polish or artificial nails are allowed. No jewelry is allowed except watches that are not set to beep. Religious items may be worn on regular length chains, not as chokers, or attached to costume jewelry. Only one set of earrings (stud-type), in the traditional lobe area, will be permitted for girls. Hair ties, barrettes, or head bands must be solid colors and must match the uniform colors or the school plaid. No tattoos or body art is allowed.

No make-up of any kind is to be worn at any time by students in K-8. This includes lip gloss and any artificial coloring regardless of the source. In the event of facial injury or major skin problems, the principal is open to discussing the need for cosmetic cover-up with parents.

COMFY CLOTHES DAY

Certain casual wear options currently on the market are not conducive to the atmosphere of a Catholic school because they do not value the inherent dignity of the person. If the above code is honored, individual classes and the school may be granted comfy clothes days. These out of uniform days are authorized only by the principal. Slacks, capris, and jeans may be worn. Shorts may be worn during summer uniform times but must be no more than one inch above the knee. If leggings are worn, they must be worn with skirts or dresses. Nothing derogatory is allowed to be worn on campus, including T-shirts with inappropriate graphics. Clothing, including jeans, capris, and shorts may not have holes, rips, or tears. No makeup or additional jewelry (except jewelry already noted as allowed with the uniform) is allowed on comfy clothes days. Students are not permitted to wear sandals or other opened toe shoes as this is a safety concern.

Also, tight fitting clothes and extremely loose-fitting clothes are not allowed.

INAPPROPRIATE MATERIALS

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

- cellular phones, internet accessible watches, or fitness bands that connect to the internet or having a gaming component
- electronic games/devices
- CD and MP3 players
- laser pointers
- cameras
- iPods and other handheld electronic devices

Basically, non-educational materials should not be brought to school unless the teacher gives express permission. In the rare event that a student finds that he/she has inappropriate material in his/her possession, (i.e., after a weekend visit/trip), the item must be handed over to the principal immediately who will return it to the parents. If a child purposely brings inappropriate material to

school, it will be confiscated and only returned to the parents or guardians of the child.

Student cell phones are forbidden and if brought to school must be turned over immediately to the homeroom teacher, principal, or assistant principal for safekeeping until dismissal. Once the teacher, principal, or assistant principal returns the phone to the student, it must remain off until the student is off the school property. If students violate this rule, the phone will be confiscated by the principal and held in the office until it is picked up by the parent. Any exceptions meriting a student's need to carry a cell phone must be cleared through the principal ahead of time and conditions for those situations will be defined at that time.

PLAYGROUND REGULATIONS

Rules are established to ensure safety during Physical Education classes, recess, and Extended Day activities. Rules for games taught in Physical Education classes are also to be followed at recess and EDC. When children feel safe, they eagerly participate in activities. Even though some of the items mentioned below are legal in league play, students at St. Louis must follow these rules for several reasons:

- We play in restricted spaces with limited equipment.
- We have more than the usual number of children on a team to give everyone a chance to play at the same time.
- We play with no protective equipment.
- We play co-ed games to include all who wish to participate.
- We do not employ licensed referees to monitor the game.

SOCCKER RULES:

- No sliding
- No slide tackling
- No unnecessary roughness
- Goalie has an "arch of protection," so players cannot kick him/her when he/she is going for the ball.

KICKBALL RULES:

- No sliding
- No stealing
- Runners stop when pitcher has the ball. If the runner is halfway to the next base, he/she can go to that base only.
- Players cannot throw the ball at the runner. They have to throw the ball to the baseman or tag the runner with the ball.
- When the ball is kicked, the pitcher can grab the ball and tag the pitcher's mound before the runner gets to first base and then the runner is out.
- The runner can advance one base only on an overthrow.
- Bunting is allowed.

- No unnecessary roughness.

BASKETBALL RULES:

- No undercutting or tripping
- No throwing elbows
- No "trash talking"
- No unnecessary roughness

GENERAL PLAYGROUND RULES:

- No football-type games (only non-contact passing is allowed at the monitors' discretion)
- No cartwheels, handstands, or headstands
- No sitting on top of the monkey bars or playground tube
- No playing around, behind, or under the trailer
- No sitting or standing ON the tables or jumping OFF the tables
- Students are not allowed to enter buildings or walk to the front of McClunn Hall
- No playing or standing behind the backstop on the soccer field

LUNCHROOM REGULATIONS

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

Twenty to forty-five minutes are set aside on full days for lunch/recess.

All students are required to eat lunch daily. They may bring lunch from home or purchase lunches in advance through the electronic monthly lunch order form. For those bringing lunch from home, the use of soft, insulated lunch bags is encouraged for safety and other practical purposes.

Students who forget lunches are to notify the office. Parents of small children will be called as needed. Forgotten lunches may be handed in to the office, and emergency lunches are available at the cafeteria for a fee of \$1.50. This fee can be paid at the time of service or by the end of the month through cafeteria invoice.

Fast food items are not permitted to be brought/sent in. Student trading or selling of food items is strictly forbidden. Students are not permitted to purchase food items for other students. Parents should instruct students as to which packed items are for snack and for lunch. Students do not have access to the kitchen, kitchen equipment, or a microwave oven. Students are responsible for cleaning up their own table/floor area and disposing of trash as instructed.

Disrespect to cafeteria employees is unacceptable. Administration will handle these infractions as

needed.

Parents may come in and eat with the children in the cafeteria after following sign in procedures at the front office. Parents can eat with the children in the cafeteria. Parents are permitted to purchase food items in the cafeteria only for their own children. Parents are not permitted to bring in fast food, soda, or food from a restaurant for these visits to be fair to the other students in the cafeteria. Parents may, however, bring siblings to these lunches.

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

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

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which

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

MEDICATION ADMINISTRATION OVERVIEW

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

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

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

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

- a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;
- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (*Appendix F-6*).

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

USE OF CRUTCHES

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

USE OF MICROWAVE OVEN

For preschool and elementary schools only; given the risk of potential harm, students' access and use of microwave ovens is 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 educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

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

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

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia

Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).

- i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
 - c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
 - d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

Consult the School Nurse's fall newsletter that provides clear instructions for eradicating this problem and how to prevent recurrence. Students may not return to school until they are nit free.

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

The Virginia State Code for fire drills is followed. Weather permitting, fire drills are held every day the first week, once a week the first month, and once a month thereafter. Tornado drills, lock downs, and other emergency procedures are also practiced. St. Louis has a sound Fire Department inspections record.

The school will use two separate codes for emergency situations at the school. A "Code Yellow" will be called, if there is uncertainty about a situation in our general area. During a "Code Yellow," pre-determined teachers will gather information and disseminate it to the other teachers and students. A "Code Red" will be called for imminent danger. The teachers during a "Code Red" will follow specific guidelines to keep the students in their care safe. The school will send home information to the families within 24 hours of any emergency situation requiring the above codes. There will be three drills run throughout the course of the year and communication with families will follow those as well.

SEXUAL HARASSMENT – STUDENTS

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

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

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

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

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

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

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

BULLYING

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

Examples include, but are not limited to:

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

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

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

The school will notify parents through written letter of the school asbestos management plan. The Diocese conducts asbestos inspections annually.

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

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

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

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

referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

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

IX. STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

X. EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section IV, *General School Policies*, regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II, *Academics*, but including the section on *Technology*), apply to the Extended Day Program.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

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

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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

EDC STAFF

The director and assistant director of the Extended Day Center (EDC) are in charge of the daily operations of the program. The EDC administration maintains a personnel record on all staff members, supervises the staff, is responsible for collecting fees, and communicates with parents whose children are enrolled in the program.

EXTENDED DAY PROGRAM PHILOSOPHY AND MISSION

The St. Louis School Extended Day Program provides high quality before- and after-school care for kindergarten to 8th grade, in a loving, safe, Christ-centered environment. The Extended Day Program's director, assistant director, and lead teachers are committed to the students and families of St. Louis School. Student activities are developed by the program's staff, incorporating each student's developmental level, individual needs, interests, and culture. Students participate in a variety of engaging activities including: outdoor/indoor games, arts and crafts, homework time, occasional movies, and holiday celebrations.

ENROLLMENT PROCEDURES

Parents or guardians are required to register their students for the Extended Day program in order to use the services. Students in K-8 may use extended day for both morning and afternoon sessions. Parents must register their children for EDC through the online registration system. Families are provided with the log-in code for this system once they have completed registration. A minimum of twenty-four hours' notice is mandatory for all children who use the EDC services. All registration forms are available in the extended day room, on the school website, and in the school front office. Please complete and return the required forms to the front office. Registration is open throughout the school year.

ATTENDANCE PROCEDURES

Children attending the EDC must be registered for the day through the online EDC registration system using the log-in code provided to them following EDC registration. Twenty-four hour advance notice is required per state licensure and staffing requirements. Parents are expected to update the sign-up system if there are changes to the schedule. Parents requesting sign-up with less than 24 hours' notice will be assessed an additional hour fee per student. If no notification is received, then students are not guaranteed a space in the program for the day.

FEES AND CHARGES

The FACTS program is used for all extended day payments unless a family has paid tuition in full prior to the start of the year. Invoices are sent out weekly by the EDC bookkeeper, and charges are entered into the FACTS system weekly. Families who have paid tuition in full and do not have a FACTS account are required to pay their EDC bill through the EDC deposit box next to the EDC main door. Extended Day staff does not collect Extended Day fees. Any family not current within two billing cycles of payments may be asked to leave the program.

Parents are required to pick students up no later than 6:00p.m.. There is a late charge of \$1.00 per minute after 6:00p.m. for every minute that they are late. Three late pick-ups will result in termination of EDC services for the duration of the year.

- A \$25 registration fee per student must accompany your Extended Day registration.
- Payments will be billed weekly through your FACTS account.

- Families who use extended day will be charged on an hourly rate based on the sign in/out sign in sheet
- If a student is picked up after 6:00 p.m. there will be a charge of \$1.00 per minute per student, which will be entered into your FACTS account.
- Although advising the school by phone that you will be late is appreciated, a late pick up fee will still be charged. Three late pick-ups within a school year will result in dismissal from the Extended Day Program.

SNACK

A nutritious snack, which adheres to USDA guidelines, is provided for the afternoon EDC students. A monthly snack calendar will be posted on the EDC bulletin board outside the EDC office and made available to EDC families. No outside snack is allowed. The assistant director will work with families of students who have identified food allergies.

LUNCH

EDC students must bring their own lunch on early dismissal days. Please remember to pack a lunch for your student. Label the lunch box with your student's name and date. In order to ensure the health and safety of all children in our care, the St. Louis Extended Day Center staff asks your cooperation with the following policies regarding lunch brought from home:

- The food does not require refrigeration, any special storing, or heating
- The food is properly wrapped to prevent it from becoming contaminated or otherwise inedible.
- Children are instructed not to share food because of possible allergies or special diets of others

All lunches must have child's last name and be dated. This is mandated by licensing.

LICENSING

The Extended Day Program is licensed under the Virginia Department of Social Services. The license is posted in the school front office and at the EDC entrance.

HEALTH AND SAFETY REQUIREMENTS

Both facilities are inspected on a regular basis by the Fairfax County Fire Department and Health Department. The students also participate in monthly fire drills. All staff members have completed background checks and participate in classes and in-services on the latest trends in safety, health and education.

INSURANCE

The program is covered under the liability policy that covers the school.

INJURY OF CHILDREN

Parents will be informed of minor injuries (cuts, scrapes) when the child is picked up. Parents will be immediately informed of any major injury, as well as emergency action taken.

PRESCRIPTIONS AND MEDICINE

A Virginia state medication form must accompany medication prescribed by a physician.

ILLNESS OF CHILDREN/CONTAGIOUS DISEASES

Children who are sick will be cared for until the parent or emergency contact arrives to take them home. Any child with a fever over 99.6 degrees or vomiting or exhibiting flu-like symptoms must be sent home. St. Louis personnel will adhere to the chart provided by the Virginia Department of Health when insisting upon exclusion due to health concerns. All health problems/actions are logged.

EMERGENCY INFORMATION

Emergency information must be on file for every child attending Extended Day services, in addition to information contained in school files. For the safety of your child, emergency information must be immediately available to EDC staff. All forms must be filled out in their entirety prior to admittance to EDC. This information must include personal data such as parental and allergy information, name and phone number of personal physician, and permission for EDC staff to seek emergency assistance when deemed necessary. Parents must provide all information for each child. Unwillingness to share critical information will result in student withdrawal from the EDC program.

SUSPECTED CHILD ABUSE

Extended Day personnel are mandated by the Code of Virginia (Section 63.1-248.3) to report any suspected child abuse or neglect. This encompasses emotional, physical, and sexual abuse, as well as physical neglect. The Director will immediately report any of the above concerns/incidents directly to the administration. Fairfax County Protective Services will be informed.

The Diocese of Arlington provides direction to employees in a brochure entitled "Recognizing and Reporting Suspected Child Abuse and Neglect." Annual attendance at a diocesan workshop is also mandated for all who work with children. EDC personnel are subject to a Virginia State Police Criminal History check.

FIELD TRIPS

The St. Louis Extended Day Center (EDC) does not participate in any field trips or off-premises activities.

CLOTHING AND PERSONAL ITEMS

All clothing and personal items should be labeled so that both children and staff can identify at all times. Please ensure that uniforms and outerwear are appropriate for weather conditions.

DISCIPLINE

The discipline policies of St. Louis School apply to the EDC program. The guidelines for the school are equally applicable to EDC and are to be reviewed by parents in this context. Students who cannot interact with other students or staff in a way that is acceptable will be required to withdraw from the program. The principal reserves the right to determine whether a child may/may not remain in the program.

PROBLEMS AND CONCERNS

Staff is always open to discussing problems and concerns at the appropriate time. The normal chain of command is to be honored. Parents are requested to consult with the staff member in charge of the child first, referring to the EDC assistant director if not satisfied with the response to the situation. If resolution is still not obtained, parents may then speak with the principal.

SUSPENSION

When there are problems/concerns, the teacher and/or EDC administrator will discuss these with the parents. Suspension from the EDC program is at the EDC administrator's discretion with the permission of the principal. The time period of any suspension is at the discretion of the assistant director with the permission of the principal. When a child's behavior or response to personnel is unmanageable, disruptive to the program, or infringes on the rights of others, the principal reserves the right to withdraw services immediately.

HOMEWORK

EDC staff provides time for homework and will be as helpful as possible. However, it is not staff responsibility to ensure the completion or accuracy of this work. Students must bring all required materials to EDC. EDC students may not enter regular classrooms after school hours to pick up materials without the express permission of the principal or EDC assistant director. This rule applies to parents at EDC pick up time also. Please encourage your child to organize his/her time, so that late night homework is unnecessary. Reading material is required for children who finish homework early or have no homework.

APPENDICES

School Forms

"[Insert School Forms here - Optional"]

Additional School Information

"[Insert Additional School Information here - Optional]"

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Waiver Information/Right to Object Form (*Appendix N*)
- Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Academic Intervention Plan (*Appendix AA*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

Signature Page

[Insert Signature Page here - Mandatory]