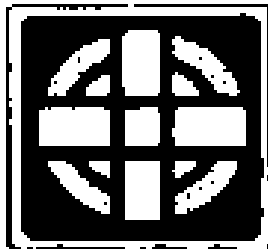


# All Saints Catholic School



**Parent/Student Handbook**

**2009 – 2010**

## TABLE OF CONTENTS

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT .....	1
	Diocesan Philosophy of Catholic Education .....	1
	School Mission Statement/Philosophy .....	1
	Student/Parent Handbook .....	2
	Parental Role .....	2
	Non-Discrimination Clause .....	3
	Non-Catholic Students .....	3
II.	ACADEMICS .....	5
	Curriculum .....	5
	Implementation of Family Life Program .....	6
	Textbooks/Supplemental Materials .....	7
	Technology .....	7
	Testing .....	9
	Homework.....	9
	Suggested Time Allotments .....	10
	Parent-Teacher Communication .....	11
	Scheduling and Other Conference Information .....	11
	Grading/Report Cards .....	11
	Grading System.....	12
	Promotion/Retention/Placement Policy .....	13
	School Counselors .....	14
III.	ADMINISTRATIVE PROCEDURES .....	15
	Admissions.....	15
	Diocesan Initial Admission Requirements .....	15
	Class Placement .....	18
	Attendance .....	18
	Diocesan Policy for Attendance Requirements .....	18
	Absence/Tardiness/Leaving School.....	18
	Attendance/Reporting Procedures .....	19
	Transferring to Another School .....	21
	Lunch/Milk Program.....	21
	Arrival and Dismissal .....	23
IV.	GENERAL SCHOOL POLICIES .....	24
	Administrative .....	24
	Student Custody and Guardianship.....	24
	Access to Records .....	24
	Transfer of Records.....	24
	School Visitors.....	25
	School Communications .....	26

	Telephone Use/Messages for Students .....	26
	Incident Weather/School Closings.....	26
	Photos and Other Media .....	28
	Library .....	28
	Field Trips.....	28
	Overnight Trips.....	29
	March for Life Policy .....	29
	Graduation Requirements/Ceremonies .....	29
	Parent Organizations.....	30
	Fund-Raising.....	31
	Transportation/Parking .....	31
V.	FINANCES .....	34
	Diocese of Arlington Tuition Assistance Program.....	34
	School Tuition Policies.....	34
	Tuition and other Fee Schedules.....	35
VI.	CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES .....	37
	Participation.....	37
	Transportation of Athletes .....	37
VII.	STUDENT RESPONSIBILITIES & BEHAVIOR.....	40
	Code of Conduct .....	40
	Substance Abuse/Weapons .....	41
	Discipline .....	43
	Use of Disciplinary Action .....	43
	Disciplinary Measures .....	43
	Specific Disciplinary Policies.....	43
	Suspension .....	44
	Dismissal.....	46
	Expulsion .....	46
	Student Regulations and Procedures.....	47
	Students and Student Property .....	47
	School Lockers and Desks .....	48
	Care of School Property.....	49
	Dress Code.....	49
	Uniform Requirements & Other Pertinent Information.....	49
	Inappropriate Materials.....	52
	Playground Regulations.....	52
	Lunchroom Regulations.....	53
VIII.	HEALTH, SAFETY, & Welfare .....	54
	Student Health, Safety, & Welfare .....	54
	Prevention of Sexual Misconduct and/or Child Abuse.....	54

Accidents and First Aid .....	55
Illness .....	55
Medication Administration Overview .....	56
Specialized Student Care Needs .....	57
Participation in Sports and Modification of Physical Activity .....	57
Infectious/Communicable Diseases .....	58
Disease .....	58
Lice .....	58
Bloodborne Disease .....	59
Fire/Emergency Drills.....	59
Sexual Harassment--Students .....	59
Bullying .....	60
Respect For Life.....	61
STUDENTS WITH SPECIAL NEEDS.....	62
IX.    EXTENDED DAY.....	63
Extended Day Program.....	63
Crisis Management/Emergency Preparedness Plan.....	63
Over-the-Counter Skin Products.....	63
licensing information .....	63
Insurance.....	65
Tax Information .....	65
Parental Involvement .....	65
Parent-Student Agreement Form.....	70
APPENDICES .....	72
A.    Diocesan Forms:	
1. Permission for Emergency Care Form ( <i>Appendix F-1</i> )	
2. Confidential Health History Update ( <i>Appendix F-1A</i> )	
3. Virginia School Entrance Health Form ( <i>Appendix F-2</i> )	
4. Virginia School Entrance Health Form Instructions ( <i>Appendix F-2A</i> )	
5. Inhaler Authorization Form ( <i>Appendix F-3</i> )	
6. Asthma Action Plan ( <i>Appendix F-3A</i> )	
7. EpiPen/Twinject Authorization Form ( <i>Appendix F-4</i> )	
8. Allergy Action Plan ( <i>Appendix F-4A</i> )	
9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia ( <i>Appendix F-5</i> )	
10. Diabetes Medical Management Plan ( <i>Appendix F-5A</i> )	
11. Medication Authorization Form ( <i>Appendix F-6</i> )	
12. Waiver Information/Right to Object Form ( <i>Appendix N</i> )	
13. Parent Permission Form for School Sponsored Trip Participation ( <i>Appendix R</i> )	
14. Academic Intervention Plan ( <i>Appendix AA</i> )	
15. Elementary/Middle School Handbook Agreement Form ( <i>Appendix AG-1</i> )	
B.    School Forms	
C.    Additional School Information	

August 3, 2009

Dear Students and Parents of All Saints,

It is my pleasure to welcome you to the 2009-2010 academic year at All Saints Catholic School. During the months of spring and summer the teachers and staff have been busy planning for this new year. We welcome all new students and parents, as well as faculty members, who are joining our All Saints School family.

Many of our school expectations and procedures are outlined within this handbook. After reading and discussing the handbook with your child, please be sure to sign the attached agreement and return it to your oldest child's homeroom teacher. This agreement states that you intend to abide by the policies of All Saints Catholic School during the 2009-2010 school year.

May God bless you and your families throughout this year!

In Christ,

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

David E. Conroy, Jr.  
Principal

# PHILOSOPHY OF EDUCATION/MISSION STATEMENT

## ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

*Go, therefore, and make disciples of all nations...  
Teaching them to carry out everything I have commanded you.  
Matthew 28:19-20*

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

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

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

### **All Saints Mission Statement**

**With Christ as the center of our lives and empowered by the Spirit, All Saints Catholic School, in partnership with families, promotes faith formation and academic excellence within a safe, nurturing, and welcoming community.**

### **Philosophy of Learning**

**In the Spirit of Christ, who is the perfect teacher, the administration, faculty, staff, and parents of All Saints Catholic School collaborate to provide a student-centered program within a structured and stimulating environment that nurtures student potential for spiritual and intellectual growth. With a commitment to ongoing professional advancement, teachers incorporate a variety of instructional strategies to develop within each student a sense of intellectual wonder and joy of learning. Teachers collaborate to plan lessons integrating advanced technology and a challenging curriculum to develop students' critical thinking skills. While respecting a student's individuality, teachers gently push, guide, and inspire students to successfully achieve higher levels of learning.**

**All Saints Catholic School offers a variety of extra curricular activities to develop the whole child while cultivating leadership skills. Within this integration, students achieve a better understanding of the world in which they live. With parents as the primary educators, All Saints Catholic School is committed to the task of developing life-long learners, who are faithful members of the Body of Christ and productive members of society.**

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

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Diocesan 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 (see Appendix AG-1 and AG-2). 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 result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

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

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

## ***PARENTAL ROLE***

The Catholic Church recognizes parents as the primary educators of their children. 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 student'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.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

In the event a parent desires to discuss a problem with their 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.

## ***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:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions,

and religion classes for credit.

- 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.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

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

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

All parents (and middle school students) 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. This signature form will be distributed with 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 may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

# 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 Foreign Language (full implementation 2006-07).

Students must satisfy the following criteria to be placed in Algebra I:

- Math Composite standardized test score  
National Percentile: 90 or above
- Class grade in Math : 90 or above
- Iowa Algebra Aptitude Test results: 80 or above  
(Recommended time of testing – May of seventh grade year)
- Teacher evaluation/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.)

A student who does not meet this criterion must receive a favorable teacher recommendation to be considered for placement in Algebra I.

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.

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:

1. Passing the Algebra I course
2. Scoring 77% on the Diocesan Algebra I exam
3. Receiving teacher recommendation for placement in the next level of high school math instruction

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

The Advanced Math Program has been restricted to grades 6 - 8. A student transitioning to Advanced Math in grades 6 -8 must meet all of the criteria:

1. 90<sup>th</sup> percentile or higher on the most recent standardized test in the areas of Mathematical Concepts or Mathematical Composite. At the current time we are using the Terra Nova Test. A high test result on the Mathematical Computation test is *not* a determinant.
2. A 93% or higher average in their current math course.
3. A *strong* teacher recommendation.

*Students in Advanced Math are expected to maintain at least an 80% in their math.*

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

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

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

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

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

Recognizing that parents are the primary educators of their children, All Saints Catholic School encourages them to assume full responsibility for the formation of their children in regard to developing an understanding of human sexuality. To assist them in this process, the school hosts a parent session and three classroom presentations for students in grades seven and eight.

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

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

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

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

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

Grades 2-3	Height	15.5 in.
	Width	13.5 in.
	Depth	14.5 in.
Grades 4-5	Height	35 in.
	Width	12 in.
	Depth	17 in.

## ***TECHNOLOGY***

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. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of “computer viruses” are expressly prohibited.

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

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. 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.
3. 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. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists. 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. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.  
Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.  
Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

All students are required to review and sign an Acceptable Use Policy prior to using any computer technologies at All Saints School. (A copy of the policy is included in the Handbook Appendices.)

## ***TESTING***

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

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

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

**Terra Nova:** This diocesan-wide achievement test is administered in the spring to all students in second through seventh grade. Students in grades three, five and seven also complete a cognitive abilities test. The test results are used by teachers as a diagnostic tool in planning instruction for the upcoming year.

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

**Iowa Test of Algebra Readiness:**

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

## ***HOMEWORK***

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

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

## SUGGESTED TIME ALLOTMENTS

Grade 1	15 minutes
Grades 2/3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes
Grade 6	60 minutes
Grade 7	75 minutes
Grade 8	90 minutes

Should written work be completed in less than the recommended time, the remaining minutes should be spent in study and/or reading. Some students may require more than the norm stated above to complete their homework.

Each student in grades two through eight is required to have an All Saints Assignment Notebook which is to be brought home daily and used for recording written and study assignments, and as a means of communication between parent and teacher. Parents are asked to check this notebook daily in order to monitor the progress of their children. Homework is assigned on a regular basis from Monday through Thursday. Ordinarily written homework is not given in grades one through five over weekends or during vacations.

The purpose of homework is review, practice, reinforcement, and occasionally, completion of class assignments. If a student consistently appears not to have homework, the parent should contact the teacher. Parents are encouraged to monitor their children's homework and to provide a quiet environment away from distracting influences such as the television, stereo, computer and family activity and to make sure the work is completed while not becoming overly involved in it. It is the student's responsibility to turn in completed assignments and to accept the consequences for his/her work. As a support to both parents and students, all teachers post daily homework assignments on the Internet by 4:00 p.m. each day using the *Homework Hero* website.

**Middle School Policies:** All class work must be completed neatly using black or blue ink. Students should write in cursive unless otherwise stated. Math assignments should be completed in pencil only. Homework must be completed neatly and submitted on time. If homework is not submitted in class on the date that it is due, the student will receive a grade of zero for the assignment. Homework counts as 20% of each student's grade. The teachers recognize that there are times when your child will be unable to complete the homework. If your son or daughter is unable to complete the required work, please write a note to the corresponding teacher in the assignment book. The homework is expected to be completed the following evening. Projects are due on the date assigned. If a project is submitted one day late, the student's grade will drop 10 points. If the project is received two days late, the grade will drop 20 points, and if the project is three or more days late, the grade will be a zero. In the event that your child is absent on the day a project is due, the work should be submitted to the teacher on the day the student returns. A test folder containing recent work, tests, and quizzes for parents/guardians to review and discuss is sent home on Wednesdays. Parents are asked to sign the outside of the folder and return it to school by Monday morning. During the week in which interim reports are issued, the test folders will be distributed on Friday. If

your child receives a Parent/Student Notification form, or interim report, it will be noted on the outside of the folder and attached to the set of papers. Each form must be signed and returned to the teacher who issued the form.

## ***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**

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

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

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

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

The purpose of report cards is to alert the parents 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 1-3:

- 1 Outstanding
- 2 Very Good
- 3 Satisfactory
- 4 Improvement Needed
- 5 Unsatisfactory
- \* Indicates modified curriculum

### Academic Program

A numbered grade is indicated in the appropriate box for each subject area.

\* (asterisk) Indicates modified curriculum

It should be noted that for Primary Progress Reports, the established scale (1 -5) has not been designed to be synonymous with the traditional letter grades (A, B, C, D, F).

**Grades 4-8** use numeric grades. Below 70 is designated by an F.

### Codes for Social and Work Characteristics

- ME Meets Expectations
- NI Needs Improvement

### Codes for Effort and Arts & Skills:

- Outstanding
- Above Average
- Average
- Below Average
- Unsatisfactory

The grading system for the arts and special subject classes is a scale ranging from 1 (outstanding) to 5 (unsatisfactory). (See the Grading System for Grades 1-3 for specific information about each rating.)

At the mid-point of each quarter, interim reports are issued to those students whose progress is in jeopardy and to all middle school students. Parents are encouraged to review the interim with the child and make positive recommendations. Report cards are issued at the end of each nine-week marking period. A parent signature is required on both the interim report and the report card before being returned to the teacher.

## ***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.

- 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.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- 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.
- Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

## ***AWARDS***

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

### **First Honors** – Grades 4-8

Criteria: 93 to 100 in all subject areas; meets expectations in all social and work characteristics, with no less than a 3 in all special subjects.

### **Second Honors** – Grades 4-8

Criteria: 85 to 100 in all subject areas; meets expectations in all social and work characteristics, with no less than a 3 in all special subjects.

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

Criteria: 10 point improvement in any subject

### **Citizenship Award (Conduct Award)** – Grades 1-3

Criteria: VG or O in Conduct; VG or O in all Christian Attitudes

### **Effort Award** – Grades 1-3

Criteria: VG or O in Effort

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

**Principal's Award** – Grades 4-8

Criteria: 93 to 100 in all subject areas for all four quarters; meets expectations in all social and work characteristics.

**First Honors** – Grades 4 – 8

Criteria: 93 to 100 in all subject areas, with no less than an average of 3 in all special subjects; meets expectations in all social and work characteristics.

**Second Honors** – Grades 4 – 8

Criteria: 85 to 100 in all subject areas, with no less than an average of 3 in all special subjects; meets expectations in all social and work characteristics.

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

**Perfect Attendance Award** – This award is given at the end of the school year to students who have maintained an outstanding record of attendance at school, defined by their full attendance each day of school, i.e. no tardies, early releases, or time away from school due to appointments.

## ***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.

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

# 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:

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

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

### Age for Admission to Kindergarten

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

### Requirements for School Admission: Pre-school – Grade 5

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of custody where applicable
- 4) Current report card and previous academic years' report card as applicable
- 5) Standardized test scores and previous years, if applicable
- 6) Completed Diocesan Application Form (Appendix J)
- 7) A non-refundable application fee

- 8) A fully executed MCH-213 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 immunization as required by the Code of Virginia
  2. Current Certification of Immunization
  3. Physical examination covering all required aspects as mandated on the MCH-213, 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.)
- 9) Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

#### Requirements for Admission to Grades 6 – 12

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of exact dates of immunization
- 4) Records from previous school, including standardized test scores
- 5) Proof of custody where applicable
- 6) Completed Diocesan Elementary or High School Application Form (Appendix J)
- 5) Current Certification of Immunization
- 7) A non-refundable application fee
- 8) If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

#### General Conditions of Admission

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

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

#### Foreign Students

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

- A. Foreign students who apply for admission to a Diocese of Arlington School will be considered for admission, if all the following requirements are satisfactorily demonstrated:
1. Students with F-1 Visas:
    - a. if a foreign student is a baptized Catholic, valid proof of baptism is required;
    - b. student guardian has guardianship of no more than two students at same local address;
    - c. documentation of legal guardianship
    - d. tuition payment is made in full upon admission;
    - e. if the student is represented by an educational consulting firm, an I-20 Sponsorship Survey is completed and returned to the Office of Catholic Schools.
  2. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Immigration and Naturalization Service I-20 form for eventual admission and stay in the United States as an F-1 student. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
  3. In order to maintain a better accounting of F-1 (non-immigrant) status students, the Immigration and Naturalization Service requires ongoing accounting. In that regard, schools are responsible for reporting the status of these students via the Report on Status of F-1 (non-immigrant) Students form. Specifically, the school shall:
    - a. Report each semester to the Office of Catholic Schools regarding the status of any F-1 (non-immigrant) student as long as that child is enrolled in the school;
    - b. Notify the Office of Catholic Schools if an F-1 (non-immigrant) student who has been issued an I-20 and has been accepted by that school, fails to report to the school within 30 days of the designated start date;
    - c. Notify the Office of Catholic Schools within 15 days when an F-1 (non-immigrant) student transfers to another school or departs the United States;
    - d. Report any legal change in the name or address of an F-1 (nonimmigrant) student within 10 days.
  4. Foreign students enrolling in a school in the Diocese must show a B-1 or a B-2 Visa. In addition to a B-1 or B-2 Visa, any foreign student seeking temporary enrollment, must provide the following documentation:
    - a. Diocesan Emergency Care Form
    - b. State Immunization Form
    - c. Local Admissions Forms
    - d. Signed statement indicating no grades will be given (i.e. the student is maintaining audit status)
    - e. Tuition Agreement

- B. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
- C. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she is a refugee, asylee, parolee, lawful non-immigrant, or permanent resident, may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

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

## ***ATTENDANCE***

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

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

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

- 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).
- 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:

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.

2. 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.
3. 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 not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

## **ATTENDANCE/REPORTING PROCEDURES**

### Absence

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

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
2. 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.

3. 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.

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

On returning from an absence, it is the responsibility of students in the middle school program to check the classwork/homework book located in each classroom to learn of any work that they missed. Students are also encouraged to use the *Homework Hero* to learn of any assignments given by the teachers during their absence. It is also the students' responsibility to speak with the teacher upon their return to school to schedule a time for make-up tests or quizzes.

### Tardiness

Students are expected to be in their homerooms and ready to begin class when the 8:10 a.m. bell rings. Students arriving after 8:10 are considered tardy. To ensure the safe arrival of all students, parents/guardians are required to sign in their children at the main office when arriving late. Students are also required to report to the school office to obtain a slip admitting them to class. The tardy slip will be issued only when the students have been signed in by a parent or carpool driver.

### Medical excuses

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

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

### Anticipated absence

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

### Release of students

If a child becomes sick or injured or otherwise needs to return home prior to the regular dismissal time, the school will notify the parent/guardian first. The child will be released only to persons whose names appear on the emergency listing provided by the parent/guardian. Parents who need to sign-out their child prior to the close of the school day are asked to do so by 2:30 p.m., the time at which office personnel begin to prepare for the dismissal of school. Parents are discouraged from signing-out their children after 2:30 p.m. except in the event of an emergency

## ***TRANSFERRING TO ANOTHER SCHOOL***

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

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

## ***LUNCH/MILK PROGRAM***

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

## Lunch Program Guidelines

Prices for the hot lunch program are as follows:

Annual Ticket (lunch & milk)	\$438.66
Monthly Ticket (lunch & milk)	\$53.20
Daily Price (lunch & milk)	\$2.66

Milk	\$26.40 Annual Ticket
	\$0.16 Daily (Students)
	\$0.30 Daily (Adults)
Juice	\$7.00 Monthly Ticket
	\$0.35 Daily
Ice Cream	– Prices vary from \$0.50 to \$0.75.

All checks for lunch and drink tickets should be made payable to All Saints School. Payment envelopes should be clearly marked with each child's name, grade and item being purchased (lunch, monthly milk, etc.). Cash in unidentifiable envelopes cannot be accepted. Cash for daily purchases will be collected by the child's teacher on the day the lunch is purchased. Money for cafeteria purchases cannot be combined on one check with other school expenses, i.e. tuition, library, field trips.

When only two lunches remain on your child's monthly ticket, a note will be sent home as a reminder to purchase another ticket. If you need to check the status of your child's ticket, please call the cafeteria at (703) 368-4400, ext. 211 any morning between 8:00 and 10:00 a.m. Please make sure your child knows that if he/she has a lunch problem, such as a forgotten bag lunch, no money, lost ticket, etc., he/she should always inform a member of the kitchen staff. The staff will make every effort to ensure that every child has something to eat for lunch and does not go hungry.

If a child has no remaining lunches on his/her ticket and has neither money nor a bag lunch, the cafeteria will advance one hot lunch to the child and send his/her parent a bill for \$2.50. If this occurs a second time, the cafeteria will contact the parent again and offer the child a snack for that day. An additional \$0.50 will be added to the amount the parent owes. No advances are provided on drinks. Any child without a ticket or drink money may get a cup from the milk counter to fill with water from the fountain.

If your child loses a lunch or a drink ticket, please have him or her inform one of the kitchen staff. The staff will reissue tickets that are lost or misplaced.

Each child must have his or her own ticket for lunch and drinks. Tickets may not be shared among siblings or friends.

If your child has a food allergy, please provide this information in writing to the school nurse and cafeteria staff. Your child should be aware of his/her allergies and instructed to avoid such

foods.

Parents are welcome to eat lunch with their child and can place an order for lunch by calling the cafeteria before 10:00 a.m.. Cost for lunch, payable upon arrival, is \$2.50. Parents are respectfully asked to refrain from bringing fast-food lunch for their children.

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

## ***ARRIVAL AND DISMISSAL***

All Saints School opens its doors at 7:50 a.m. The school day begins at 8:10 a.m. and ends at 3:00 p.m. except on days of early release.

In the morning, parents are asked to drop off children between 7:50 a.m. and 8:10 a.m. Students enter the new breezeway entrance and report directly to their homerooms. Students who arrive prior to 7:50 a.m. must be escorted to the Extended Day Program by their parents where they will be properly cared for and parents will be charged the corresponding fee.

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

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

# 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.

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

### **TRANSFER OF RECORDS**

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

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

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

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

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

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first, according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

## **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/out, and wear an identification tag when visiting the school.

Anyone visiting the school, including a parent, is required to report to the office for a "Visitor Badge" to be worn in the building. At the office, visitors will be asked to sign in, noting the date, time and purpose of the visit. This practice helps to eliminate many unnecessary interruptions to the teachers and students during class hours and ensures that only authorized persons are in the building. Unscheduled visitors may not visit classrooms without the principal's authorization.

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

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

The phones located in classrooms and throughout the school are not for the use of All Saints students during the school day or during evening events/activities. Students may use the office telephone, with permission, in cases of emergency. (Forgetting lunches, PE uniforms,

permission slips, etc. does not constitute an emergency.) Parents are asked to refrain from calling the school office with messages to be relayed to children except in cases of an emergency.

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

## **SCHOOL COMMUNICATIONS**

### Principal's Communication

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

### 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.

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

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

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

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

Schools (K-8) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

- Each school must make up the first five (5) days missed either by borrowing days from spring break or holidays (e.g. Memorial Day) or by extending the school year;
- Days 6-10 do not need to be made up;
- For days 11 and on, schools may either add the necessary days to their

calendar or borrow days from spring break or holidays. In addition, schools may extend a previously scheduled half day to make up those days that were missed due to weather and/or emergencies.

The All Saints School calendar includes three days at the close of the year to replace any days lost to inclement weather or other events that might necessitate the closing of school. In order that faculty and parents may anticipate the scheduling of additional make-up days when necessary, the following guidelines have been implemented.

If school has been closed for four or more days due to inclement weather by the second Friday in January, school will be open on the holiday scheduled for the celebration of the birthday of Martin Luther King, Jr.

If school has been closed for five or more days due to inclement weather by the second Friday in February, school will be open on the holiday scheduled for the celebration of President's Day.

If school has been closed for eleven or more days by the third Friday in March, additional make-up days may be scheduled for the week of the Easter holiday, the Memorial Day holiday, or added to the end of the year, depending upon the number of days necessary.

Any changes in the daily schedule caused by inclement weather will follow the lead of the Prince William County School System. Parents are encouraged to make arrangements in advance for the care of their children should an early dismissal be necessary. Parents should instruct their children about procedures in inclement weather and inform the school of these arrangements.

In the event that the County schools are not in session or do not announce an early release due to inclement weather, All Saints will use the Emergency Phone Network to inform parents of an early release and/or contact radio stations in the area. (WMAL AM 630; WTOP AM 1500 or FM 107.7) Parents are requested to pick up their children without delay. Students who are not picked up will be cared for in Extended Day until parents can be contacted.

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

In the event of a school emergency necessitating immediate closing of school and an inability to return to the facility following evacuation, notification will be provided to parents via the school website and/or the Emergency Phone Network as well as through announcements on radio stations,

specifically WTOP and WMAL. In the event that dismissal from the school grounds is not feasible, students will be released from the fields adjoining Pennington School on the opposite side of Stonewall Road or at an alternative location determined by emergency personnel.

## **PHOTOS AND OTHER MEDIA**

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (see 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 (see Appendix).
- In the event private automobiles/vehicles of students, parents, or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. 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.

- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time. School-sponsored ski trips are not permitted.

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

**Parents not chosen to attend are highly discouraged from attending the field trip on their own, due to the disruption of procedures and learning experience for the students.**

### **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 and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies.

The 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 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 by and for the graduates close to the date of graduation.

## ***PARENT ORGANIZATIONS***

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

The parent organization should strive:

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

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

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

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

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

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

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

## ***FUND-RAISING***

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

Students are not permitted to sell or solicit items while on school property unless part of a school authorized activity.

## ***TRANSPORTATION/PARKING***

Parents are urged to form carpools whenever possible to transport children to and from school. Each driver is assigned a number that is kept in the front windshield of the car for identification purposes.

Students are expected to memorize this number for ease in recognizing their driver. In the event that there are several carpool drivers for one family, all use the same number.

During morning arrival between 7:50 a.m. and 8:10 a.m. the following procedures are followed.

For those arriving from the city, particularly by way of Stonewall Road, cars turn onto the property at the entrance adjacent to the Knights of Columbus facility. Upon entering the property, cars loop around the perimeter of the rear parking lot and students are dropped off within the area behind the two school wings. Students enter the facility by way of the rear doors of the new breezeway. Drivers then exit the rear parking lot by way of the same driveway adjacent to the Knights of Columbus. Drivers make only right turns onto and off of the property.

Parents with Pre-K students are asked to use this option every day. A staff member will escort each Pre-K student from his/her car to the Pre-K classrooms.

Those arriving from areas of the county may turn onto the property at the Stonewall entrance in front of the church. Upon entering the property, cars immediately turn left and loop around the parking lot in the pattern marked by traffic cones. Students are dropped off in front of the handicapped parking area. Students then enter the facility by way of the front doors of the new breezeway. Drivers exit the front parking lot by way of the Center Street/Route 28 exit.

No children may be dropped off prior to 7:50 a.m. unless escorted to Extended Day by their parent/guardian.

School staff and safety patrols monitor both parking lots to insure the safety of everyone involved in the carpool. Except for Pre-K parents, either zone is available to arriving parents.

Afternoon carpool which takes place between 3:00 p.m. to 3:20 p.m. is monitored by the staff and student safety patrol..

During afternoon carpool, cars turn onto the property from Stonewall Road and proceeding to the right, park facing Center Street. Students line up by class in the courtyard in front of the church. When each parking area is called, parents in that area walk to the lines using the sidewalk that approaches the courtyard from the right. After picking up their children, they return to their cars by way of the sidewalk on the left side of the courtyard. During this procedure, parents are required to turn off all car engines. Parents unable to leave their automobile because of health concerns or young children are encouraged to request a patrol escort for their child/ren by holding their carpool number out their car window. After each parking area of cars is filled, drivers follow the direction of the teacher on duty and proceed either left to the Stonewall Rd. exit or right to the Center St. exit.

Students who attend after-school care facilities off-site gather in the new breezeway entrance and are taken to their day care vans by a teacher or safety patrol.

Students who are not picked up after 20 minutes are escorted by a teacher to Extended Day.

On inclement weather days, students report to classrooms 1-8 according to their carpool numbers. In order to facilitate indoor dismissal, the first bell rings at 2:45 p.m. at which time students are dismissed to their assigned rooms. Carpool numbers are called over the public address system. When a student's carpool number is called, he/she proceeds to the old breezeway and meets his/her carpool driver in the parking lot.

Students who choose to ride bicycles to school must enter the property via the driveway adjacent to the Knights of Columbus building or the path adjoining the faculty parking lot. Upon entering the property all students must dismount and walk along the edge of the driveway/sidewalk to the bicycle rack located behind the school. All students must wear a helmet and follow the guidelines established by the city and state.

Students who walk home from school will be escorted from the facility by a staff member. Any students needing to cross Stonewall Road will be supervised during the crossing.

Students who remain after school for activities such as band, yearbook, or schola, report directly to the moderator's room or gather in the music room where they are supervised until the activity begins. When the activity adjourns the teacher/moderator escorts the students to the front door of the school where they meet their parents. If students have not been picked up within 10 minutes, the teacher/moderator escorts those remaining to Extended Day.

If there is a change in your arrangements for dismissal, please notify the homeroom teacher in writing. Students will not be released to other drivers or allowed to walk home without parent permission. Parents who wish for their child to walk or ride a bicycle home must submit a note to the homeroom teacher and school office.

**Parents may not park on Stonewall Road or surrounding areas. All parents/guardians are expected to participate in the school organized carpool system. For the safety of all students and personnel, the cooperation of all parents is required.**

Under no circumstances may parents or visitors park behind the school building between the hours of 7:00 a.m. and 6:30 p.m.

## FINANCES

### ***DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM***

#### **Application Process & Requirements**

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
  - A baptized Catholic or convert officially received into the Church
  - Family resides within the boundaries of the Diocese of Arlington
  - Family is registered and an active member of the parish
  - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. 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.
- d. 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.
- e. 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***

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

The tuition program is managed by SMART Tuition. Payments are due by the 10<sup>th</sup> or 25<sup>th</sup> of the month beginning in August. Payments are prorated over ten months, August through May. The book fee and tuition are rolled into one and pro-rated over this period. For families applying to All Saints for the first time, the registration fee is due at the time of application. Registration fees are non-refundable

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

(See Appendix for Tuition Schedule)

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

Morning Session: 6:30 a.m. – 8:00 a.m.

\$6 per day (first child)      \$3 per day (each additional sibling)      \$50 family limit

Afternoon Session: 3:00 p.m. – 6:30 p.m.

3:00 – 4:00      \$6 per day (first child)      \$3 per day (each additional sibling)

3:00 – 5:00      \$7 per day (first child)      \$4 per day (each additional sibling)

3:00 – 6:00+      \$9 per day (first child)      \$6 per day (each additional sibling)

Early Release: 12:00 noon to 3:00 p.m. (not included in afternoon fee)

\_\_\_\_\_ 1:45 p.m. to 3:00 p.m \$3 (first child) \$ 2 (each additional sibling)

(or *Delayed Opening*) \$8 per day (first child)      \$5 per day (each additional sibling)

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

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

Families seeking financial assistance may apply through the Diocese of Arlington Tuition Assistance Program. Decisions regarding the level of financial assistance offered will be made by the All Saints Tuition Assistance Committee based upon the objective criteria established in the Diocesan program. Families requiring additional assistance or those who may have been denied assistance through the Diocesan program are encouraged to contact the Parish Director of Administration, Finance & Human Resources who can provide information on how to apply for education loans with outside organizations which provide eligible borrowers with

funds to cover the cost of education including tuition, fees and related expenses. Families may also consider speaking with their local bank or credit union regarding education loans.

The School tuition program is administered by SMART Tuition ("SMART"). Families that miss a tuition payment or make a payment after the scheduled due date will be notified by SMART via email and/or telephone. Missed payments may result in late fees being assessed in accordance with the signed Tuition Agreement. Families are strongly encouraged to contact SMART if they know beforehand that payments will be missed or made after the scheduled due date.

Families with delinquent tuition balances greater than 60 days, who have not established an approved alternative payment arrangement, jeopardize their child's continued enrollment in All Saints School. While it is the intent of the School to work with families facing financial hardships, justice and good stewardship require the School to ensure that families meet their tuition obligations. Therefore, the School reserves the right to take the following actions if delinquent tuition remains unpaid:

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

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

### **Returned Checks**

Generally, school tuition payments may be made by any one of the following methods (personal check, certified check, money order, electronic funds transfer, and cash). Personal checks that are returned by the bank for non-sufficient funds or any other reason (e.g., closed account) will result in a \$20 returned check fee. Families will be notified of the returned check via letter from the Parish Finance Office or SMART. Families who have more than one check returned by the bank will be required to make all future payments via certified check or electronic payment.

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

### ***PARTICIPATION***

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

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

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

### ***TRANSPORTATION OF ATHLETES***

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

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

### ***ACTIVITIES***

**Mass & Sacraments:** Students attend Mass as a school community once each week. On a rotating basis each class is given the opportunity to be responsible for those portions of the Mass in which the laity participate.

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

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

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

**National Junior Honor Society:** All Saints Catholic School is a charter member of the NJHS and abides by the Constitution and bylaws of the national organization. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

To be eligible for membership the candidate must be a 7<sup>th</sup> or 8<sup>th</sup> grader and have been in attendance at All Saints the equivalent of one semester or submit a recommendation from his/her previous school principal. Candidates must have a cumulative middle school scholastic average of at least 90%, B+ or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, character, and citizenship. The selection of each member of the chapter shall be by a majority vote of the faculty council. The chapter bylaws are available from the chapter advisor.

**Student Council Association:** All Saints Catholic School Student Council Association (SCA) has for its purpose to provide leadership and service to the student body in all aspects of student life and to assist the principal and faculty in carrying out the school's activities. Officers are elected annually from grades 7 and 8 and representatives from grades 4 through 8.

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

**Chess Club:** This organization for middle school students promotes higher-level thinking by introducing students to the game of chess. Moderated by staff and parents with an interest in the game, the club provides a setting in which the students can acquire chess skills and participate in matches with one another.

**CYO Sports:** Students in grades 4-8 may participate in CYO sponsored sports and activities. Students who are absent from school should not participate in after school activities on that day. It is important that students strive to play fairly and be respectful of coaches, referees, and other

competitors. Christian behavior and good sportsmanship must be exhibited at all times.

**Spanish Club:** This club introduces students to many aspects of Spanish culture such as music, art, foods and festivals. Students in this club support the annual Fiesta in the spring.

**Mathcounts:** Challenging for budding mathematicians, this club provides competition with oneself and others. Students learn new ways to think about problems as well as ways to think “on one’s feet”. The culminating event for these middle schoolers is the Mathcounts competition between schools each year.

## ***SUPERVISION OF STUDENTS***

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

## 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:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- 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:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property (see also *Care of School Property*)
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the school's cell phone policy
10. Will comply with the Internet Acceptable Use Policy
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (see also *Dress Code*)

14. Will not give or receive unauthorized assistance on tests, quizzes or assignments
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration
16. 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 also *Substance Abuse/Weapons* and *Inappropriate Materials*)
17. 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 will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*)
18. 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.
19. 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.

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

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

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

1. It is unlawful for any person to manufacture, sell, or distribute or possess with intent

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

2. 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.
3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (See Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.
4. 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, lasers, knives, flailing instruments (which may sometimes be known as nunchucks disk or dart, mace, pepper spray or other similar propellant, or any type of or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the School administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the School's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a

violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

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

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

### **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

### **SPECIFIC DISCIPLINARY POLICIES**

Middle school students who accrue five demerits will serve a one hour detention before school on Wednesday morning beginning at 7:00 a.m. After three detentions during the course of one year, students must meet with the assistant principal. Accumulation of five demerits following the meeting will result in an in-school suspension with the student also receiving a zero for class work, homework and quizzes. Although a zero will not be issued for tests, the student will not receive any credit for tests administered during the period of suspension.

**ACCUMULATIONS OF DEMERITS WILL BEGIN ANEW AT THE START OF EACH SEMESTER, i.e. demerits earned by a student will not carry over to the second semester. Students remaining demerit free, will be invited to a “BREAKFAST CELEBRATION.”**

### **DEMERIT SYSTEM:**

**Category I ~ 1 demerit will be given for the following:**

When a student fails to ~

- **follow uniform code/wear uniform correctly**
- **arrive to class on time**
- **bring required materials to class**

**Category II ~ 2 – 5 demerits will be given for the following:**

When a student ~

- **shows disrespect for teachers, adults or peers (3 – 5)**
- **shows irreverence in church (3 – 5)**
- **shows disrespect for property (3 – 5)**
- **engages in disruptive behavior (2 – 5)**
- **fails to follow classroom, hall, cafeteria or playground procedures (3 – 5)**
- **brings inappropriate items to school, e.g. magazines, music, electronic equipment, or sells/solicit items on school property (2 – 5)**
- **throws objects (2 – 5)**
- **uses inappropriate language (3 – 5)**
- **writes or passes notes (2 & parents receive a copy of the note)**
- **shows poor etiquette or cooperation in cafeteria (2 – 5)**
- **chews gum on school property (2)**

Cheating will result in an automatic detention and a zero for the work involved.

### **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.

Suspension from school is imposed only for a very serious reason. The decision to suspend a student rests with the principal after consultation with the pastor. Prior to suspension, parents will be contacted to explore strategies for the improvement of their child’s behavior. A letter

stating the measures to be taken and the reasons for the suspension will follow. The nature of the suspension, in-house or out of school, varies with the severity of the infraction. In the event of a serious infraction, the student may be suspended immediately. In this case, the parents will be called and asked to pick up the child at once.

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

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

- Verbal or non-verbal disrespect for authority
- Fighting, verbally or physically
- Theft
- Vandalism or defacing school property
- Leaving school or classroom without permission
- Using or possessing cigarettes or drugs, including alcoholic beverages
- Possessing pornographic materials
- Possessing potentially harmful/dangerous materials, i.e. fireworks, matches, etc.

### **Aggressive Behavior:**

We are all aware and concerned that violence is escalating in our society. Our children are surrounded by attitudes that condone settling disagreements with violence. Television, newspapers and movies are filled with behaviors that are abusive, disrespectful of others, and use pushing and fighting to subdue or just to irritate others.

Please discuss with your child ways to settle disagreements in a peaceful manner. Students need to treat their peers with civility, charity and forgiveness. They need to respect each other and root out any spirit of meanness. We expect them to be cooperative, polite and respectful in dealing with teachers and classmates. We all need to pray that God guide us to make the right decisions and give us the courage to act or not to act if that is the right course of action.

Violent activity will not be tolerated. This includes fighting, punching, or pushing that results in injury, knocking a student down, tearing or defacing another student's clothes – in summary, any activity that causes or could cause injury.

If a student behaves violently or threatens another individual, the parents will be notified to come and take the offending student home. The student will stay at home on the day of the

occurrence. The student may return to school only after meeting with school administration and meeting any conditions for continued enrollment. The student and parents must sign a statement insuring that the student will never again resort to such activity. Should there be further dangerous aggressive behavior, the student is liable for further consequences up to and including expulsion.

We realize these are strong measures. However, we cannot allow or encourage the violent, disruptive, or unbecoming behavior that we witness around us. Our children must understand that such activity is wrong and as followers of Christ should seek peaceful resolutions of legitimate differences.

### **DISMISSAL**

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

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 dismissal of the parent's child(ren).

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:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. 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;
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

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

any final decision on the matter.

A parent whose child is expelled may appeal this decision by writing to the Superintendent of Schools within 5 working days from the time of written notification. If an appeal is made, the superintendent will appoint a hearing panel to evaluate the decision to expel. The hearing panel will be composed of two principals, one pastor and one member of the Office of Catholic Schools. The parent(s) making the appeal is/are permitted to bring legal counsel. Counsel's participation during the appeal hearing, however, is restricted to providing advice/communication to their client only. The OCS member shall be an advisory non-voting member of the panel. The decision of the appellate panel is final.

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

Students who have been expelled from any Diocesan school may not apply for admission to 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:

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

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

### Students and Student Property

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

### **SCHOOL LOCKERS AND DESKS**

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

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

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

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

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

## ***DRESS CODE***

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

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

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

Students in grades 1-8 are required to wear the full school uniform during the school day and at designated school functions. Students are expected to wear appropriate and modest attire at all school events, including those hosted after school hours and off-site, i.e. skate parties. The following is a description of the uniform code.

Students are expected to be well groomed and wear the uniform properly. Boys and girls should keep their shirts/blouses tucked in and shoelaces tied. Boys should button the top shirt button when wearing ties. Girls may wear headbands that coordinate with colors of the uniform that is in place. For example: Summer uniform head band colors would be navy blue, khaki, or white; winter uniform head band color would be navy blue, gray, or white. No scarves tied onto headband may be worn.

**Summer Uniform:** This uniform is worn from the first day of school through the month of October and from April 15<sup>th</sup> to the final day of school.

Khaki shorts

Navy blue or white golf shirts with logo

White crew socks that fold (No low cut athletic socks.)

Optional – Khaki slacks

Optional - Khaki, knee length skirts (Girls in grades 5-8)

Please note: This uniform is worn on all days during the spring and fall months, including days on which the students attend Mass. Students wearing shorts or slacks are required to wear a black belt.

**Winter Uniform:** This uniform is worn from November 1<sup>st</sup> through April 14<sup>th</sup>.

**Boys:**

Gray slacks (grades 1-4 twill/grades 5-8 dress pant)/black belt  
Blue or white oxford shirts (may be purchased at any retailer)  
Navy blue v-neck sweaters (Grades 1-5)  
Navy blue sweatshirt with embroidered logo (Grades 6-8)  
Navy blue crew socks

Ties – Grades 1-4 – solid navy blue tie on Fridays and special occasions only  
Grade 5 – solid navy blue tie everyday  
Grades 6-8 – patterned tie every day

**Girls:**

Gray knee length jumpers (Grades 1-4)/ Gray knee length skirts (Grades 5-8)  
Blue or white shirts (Grades 1-4 – Peter Pan style/Grades 5-8 – oxfords, which may be purchased at any retailer.)  
Navy blue tights, knee-highs, hosiery or navy blue crew socks  
Grades 1-5: Navy blue crew-neck or cardigan sweater;  
Grades 6-8: Navy blue sweatshirt with logo.

*Optional: Grades 1 -4 may wear gray slacks any day during the winter months.*

**NO TATTOOS ARE PERMITTED ON A STUDENT’S BODY ~ (WASHABLE OR REAL)**

**Physical Education Uniform:** During the months when the summer uniform is worn, students in Gr. 1-5 wear the following; white cotton T-shirt with school logo and royal blue shorts’ and Gr. 6-8 wear navy blue nylon shorts and a white cotton T-shirt with school logo, athletic shoes and white socks. During the winter months, students wear royal blue sweats. Students in kindergarten wear the PE uniform throughout the year. Students in grades 1-5 are permitted to wear their PE uniforms to school on days when they will have PE class. Students in grades 6-8 change from their school uniform into their PE uniforms for class. (Separate changing rooms for the boys and girls are located at the entrance to the gym area.)

**Kindergarten Uniform:** Kindergarten students wear the PE uniform each day of school.

**Additional Considerations:** .

No emblems are to be found on sweaters, blouses, shirts, pants or any other part of the uniform. Girls with pierced ears may wear one pair of buttons in their earlobe only; necklaces, bracelets (except for watches), dangling earrings, hoop earrings are not permitted. Although clear nail polish is permitted, no artificial nails or French tips are permitted in any grade. Girls may not wear makeup; this includes colored nail polish. Boy’s hair is to be cut above the collar, eyebrows and ears. Fad haircuts of any kind, including dyed hair, are not permitted. Parents are asked to check their children’s clothing before they come to school to make sure they are dressed in accordance with the uniform code.

**If a family emergency should prevent a student from wearing the uniform for a given time, the**

parents are asked to write a note to the principal who will permit the exception as long as it is necessary.

Parents are asked to clearly label their child's uniform with name and grade level in order to facilitate the return of items that may be misplaced or lost.

Uniforms are purchased through:

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

All uniform components, with the exception of oxford shirts, socks, belts, shoes and PE uniforms must be purchased from Flynn and O'Hara.

**Shoes: Plain black leather athletic tennis shoes only.** Shoes are to be devoid of white or colored stripes, blinking lights, etc. High tops are not permitted. This shoe will be worn with the winter uniform and may be worn with the summer uniform as well.

Optional shoe for summer months: A brown shoe which may be either tie or loafer style. Saddle shoes should be entirely brown if they are selected. The soles of the shoes should be rubber, synthetic rubber blend, TPR or polyurethane. Not acceptable are shoes with large wedge heels, white soles, high backs or tops, or any type of sandal, open toe shoes or moccasins.

Uniforms are worn from the first day of school and at all times unless special permission is granted by the principal to omit them. Scout uniforms are permitted on the day the troop has a meeting (no jeans allowed)

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

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

shoes. Not permitted: Jeans or pants that resemble jeans, shorts, sweats, sneakers, t-shirts, except on specifically identified "dress down days".

When it is determined that a student has reported to school dressed inappropriately, the student will be sent to the assistant principal who will contact the parents and request that they provide a school uniform for the student prior to his/her returning to class.

## ***INAPPROPRIATE MATERIALS***

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

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

Toys, candy, magazines, aerosol cans, Walkmans, I-pods, MP-3 CD players, CD's, cameras of any style, cell phones, pagers, etc. All such items will be confiscated. The possession of a laser pointer is strictly prohibited on school property.

Any above item that is confiscated will be returned to the parent **only**. The parent must pick it up from the assistant principal.

## ***PLAYGROUND REGULATIONS***

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

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

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

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

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

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

## ***LUNCHROOM REGULATIONS***

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

<u>Grades</u>	<u>Recess</u>	<u>Lunch</u>
6-8	11:15-11:35	11:35-12:00
3-5	11:45-12:05	12:05-12:30
K-2	12:15-12:35	12:35-1:00

### Cafeteria Guidelines:

- Students are brought into the cafeteria by the playground monitors and are seated at their assigned tables.
- Students follow the direction of the Assistants for getting lunches and drinks.
- Homeroom teachers assign weekly table cleaners from their classes.
- Students are expected to use proper table manners during their meals.
- Students return to the classroom with the teacher

## 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 activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties, and/or employment of any clergy, employee or volunteer.

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

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

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to the school principal who in turn will call the Moderator of the Curia, and then contact the Child Protective Services Agency. 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 loc parentis, or school personnel.

## ACCIDENTS AND FIRST AID

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

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

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

## ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2<sup>nd</sup> edition*.

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, after school, and extracurricular activities.

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

## **MEDICATION ADMINISTRATION OVERVIEW**

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

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:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. When the parent / guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a health care provider's written order signed by the parent / guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (see Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

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 (see Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the 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 life saving 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.

All Saints Catholic School employs a full-time professional nurse who oversees the physical well being of students during the course of the school day. In addition to tending to sick and injured children, the nurse dispenses medicine to those requiring a dosage between the hours of 8:00 a.m. and 2:45 p.m.

#### **PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY**

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

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

## ***INFECTIOUS/COMMUNICABLE DISEASES***

### **DISEASE**

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

No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213 ).

- a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
- b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

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

School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2<sup>nd</sup> edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

### **LICE**

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

## ***BLOODBORNE DISEASE***

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

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

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

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

Fire drills are held weekly during September and monthly thereafter. The classroom teachers explain fire drill procedures to the students each year. Thus each student knows and is expected to follow correct procedures for evacuating the building in the event of a fire or similar emergency. All visitors, staff and faculty must evacuate the building during a fire drill or emergency and remain one hundred feet from the school building until the all-clear signal is given. Tornado drills are held periodically throughout the year. Lockdown drills are scheduled quarterly during the year.

## ***SEXUAL HARASSMENT--STUDENTS***

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to

provide for its students an atmosphere free from sexual harassment.

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

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials 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 (see 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 prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a) Physical intimidation or assault
- b) Extortion
- c) Oral or written threats
- d) Teasing
- e) Putdowns
- f) Name calling
- g) Threatening looks
- h) Gestures or acts of aggression (Overt and Covert)
- i) Cruel rumors & false accusations

- j) Social Isolation
- k) Cyber-bullying

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

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

- a) Consequences for students who bully others shall depend on the results of the investigation and may include:
  - Counseling
  - Parent conference
  - Detention
  - Suspension and/or Expulsion
- b) Depending on the severity of the incident(s), the principal may also
- c) 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.

## STUDENTS WITH SPECIAL NEEDS

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

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. 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. The refusal to provide such information is grounds for terminating enrollment in the school.

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

**Learning Disabilities Specialist:** Assisting students with identified learning disabilities, this teacher acts as a liaison between All Saints and the public school system. With the principal's approval she coordinates the implementation of service plans (Individualized Education Plans) and ensures that agreed upon accommodations are implemented. With expertise in the area of special education, she provides in-service opportunities for the teaching staff.

In the event that a Child Study Team develops a service plan for a student enrolled at All Saints, the parents will be invited to meet with the learning disabilities teacher and/or the principal to discuss the school's ability to implement the recommendations cited by the team. After identifying those aspects of the plan that All Saints will be able to implement the parents and principal will determine whether the needs of the child would be better met at another school with access to additional resources.

**Resource Teacher:** This teacher is available to assist those students requiring remediation in the areas of math and reading. Through short-term individualized assistance she helps students develop those skills and concepts being taught in the classroom environment.

## **EXTENDED DAY**

### ***EXTENDED DAY PROGRAM***

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

### ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

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

### ***OVER-THE-COUNTER SKIN PRODUCTS***

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

For all over-the-counter skin products,

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

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

### ***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  
11320 Random Hill Road, Ste. 200  
Fairfax, VA 22030  
(703) 934-1505

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

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

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

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

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

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

## ***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. The school will send home optional policies each fall for the families to consider.

## ***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***

Incompliance 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).

## ***ADDITIONAL INFORMATION***

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

Registration for Extended Day is part of the registration process at All Saints Catholic School. Students who are not picked up within 20 minutes of dismissal will be supervised in this program and parents will be charged for this childcare according to the program fees. This applies to students who are not picked up within ten minutes of the end of an after-school activity. Students may not at any time be left unsupervised in the building or on school property while waiting for a ride. Students are picked up in the Extended Day room (Father Kelley Hall) where the parent/guardian must sign them out.

The following is general information about the program. If you have any questions, please call the

Extended Day office (393-2143) any school day between 6:30 a.m. and 8:00 a.m. or between 2:30 p.m. and 6:30 p.m.

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

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

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

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

**Enrollment Capacity:** Current capacity for the program is 75. This means that no more than 75 children at one time may be actively in attendance in the Extended Day Program.

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

**Hours:** The Extended Day Program operates each regularly scheduled school day. The morning session begins at 6:30 a.m. and ends at 8:00 a.m.; on all other days, the program begins when school dismisses at 3:00 p.m. and ends at 6:30 p.m.

**Inclement Weather:** When school opens late due to inclement weather or other conditions, the morning session will begin at 7:30 a.m. and ends when school opens. When school closes early due to inclement weather, children must be picked up as soon as possible and no later than three (3) hours after the close of school. Please make every effort to have your child picked up promptly after school closes. Parents who work at a distance and cannot arrive within this time frame will be expected to call someone locally to pick up their child within three hours.

**Extended Day Discipline Policy:** All Saints School Extended Day program has established behavioral standards for all children enrolled in the program.

1. The students are expected to show due respect toward God, parents, teachers, their classmates and themselves.
2. The children are expected to care for their environment both inside and outside the

classroom. This includes equipment, supplies and personal belongings.

3. Behaviors that are destructive or negative to the church or school will not be tolerated.

Inappropriate behavior will be dealt with on a case by case basis. Several general guidelines will be followed.

1. Children are given a verbal warning when engaged in an inappropriate behavior.
2. If that behavior continues, the child is taken aside. The child is asked why the behavior is unacceptable, what kind of behavior would be more appropriate, and what will happen if that behavior continues.
3. If the child continues, the child is asked to sit quietly away from the others to improve his/her behavior. Once the child has done so and is ready to rejoin the class, he/she may.
4. If at this time the behavior(s) continue, the child will lose special privileges. These include making snacks, watching movies and participating in other special activities. At this time, the parents are also notified and reminded of the discipline policy.
5. If there is no change/improvement in the child's behavior, a written notice will be sent home. The parents will be asked to schedule a conference with the director and/or assistant principal.

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

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

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

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

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

**Late Pick Up/Non-pick Up:** All Saints Extended Day program closes promptly at 6:30 p.m. Please call the Extended Day office if you will be late picking up your child. The late fee is \$5.00 (per child) for every 15 minutes past 6:30 p.m. that you are late in picking up your child. The Extended Day staff will grant a 2-3 minute grace period before charging any late fees. Late parents must sign a late fee form. Parents who are late picking up their children four or more times may be asked to make alternative arrangements for child care.

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

---

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

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

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

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

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

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

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

belongings. If a parent accidentally does this, we ask that they return those items as soon as possible.

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

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

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

A. Snacks may be brought from home provided:

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

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

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

C. Nutritionally sound snacks are important for your child.

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

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

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

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

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

**ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM**

**PARENT/GUARDIAN**

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

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

\_\_\_\_\_  
(Parent Signature)

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

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

**FOR MIDDLE SCHOOL STUDENTS ONLY**

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

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_

(Printed Name)

---

(Date)

## ***APPENDICES***





Additional School Information

[Insert Additional School Information here as needed--optional