

Elementary School Parent/Student Handbook

# Saint Joseph School

A Blue Ribbon School



2011-2012

## 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
	<b>Parental Role</b> .....	2
	Non-Discrimination Clause .....	3
	Non-Catholic Students .....	4
II.	ACADEMICS .....	6
	<b>Curriculum</b> .....	6
	Implementation of Family Life Program .....	8
	Textbooks/Supplemental Materials .....	8
	Technology .....	9
	Testing10 .....	
	<b>Homework</b> .....	10
	Suggested Time Allotments .....	11
	Parent-Teacher Communication.....	11
	Scheduling and Other Conference Information .....	12
	Grading/Report Cards .....	12
	Grading System .....	12
	Promotion/retention/placement Policy .....	13
	school Counselors .....	13
III.	ADMINISTRATIVE PROCEDURES .....	15
	<b>Admissions</b> .....	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 .....	21
IV.	GENERAL SCHOOL POLICIES .....	22
	Administrative .....	22
	Student Custody and Guardianship .....	22
	Access to Records.....	22
	Transfer of Records .....	22
	<b>Retention Of Records</b> .....	23

	School Visitors .....	24
	School Communications.....	24
	Telephone Use/Messages for Students .....	24
	Inclement Weather/School Closings .....	24
	Photos and Other Media .....	25
	Library .....	25
	<b>Field Trips</b> .....	26
	Overnight Trips .....	27
	March for Life Policy.....	27
	<b>Graduation Requirements/Ceremonies</b> .....	28
	Parent Organizations .....	28
	Fund-Raising .....	29
	Transportation/Parking .....	29
V.	FINANCES .....	31
	Diocese of Arlington Tuition Assistance Program .....	31
	<b>School Tuition Policies</b> .....	31
	<b>Tuition and other Fee Schedules</b> .....	31
VI.	CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES .....	34
	<b>Participation</b> .....	34
VII.	STUDENT RESPONSIBILITIES & BEHAVIOR.....	35
	Code of Conduct .....	35
	Substance Abuse/Weapons.....	36
	Discipline.....	37
	Use of Disciplinary Action .....	37
	Disciplinary Measures.....	38
	Specific Disciplinary Policies.....	38
	Suspension.....	38
	<b>Dismissal</b> .....	39
	Expulsion .....	39
	Student Regulations and Procedures.....	39
	Students and Student Property.....	39
	School Lockers and Desks .....	40
	Care of School Property .....	41
	Dress Code.....	41
	Uniform Requirements & Other Pertinent Information .....	41
	<b>Inappropriate Materials</b> .....	44
	Playground Regulations .....	45
	Dining Room Regulations .....	45
VIII.	HEALTH, SAFETY, and WELFARE .....	46

Student Health, Safety, & Welfare .....	46
Prevention of Sexual Misconduct and/or Child Abuse .....	46
Accidents and First Aid .....	46
Illness.....	47
Medication Administration Overview .....	47
Specialized Student Care Needs .....	49
<b>Life Threatening Allergy</b> .....	49
<b>Infectious/Communicable Diseases</b> .....	49
Lice.....	50
Bloodborne Disease.....	50
Fire/Emergency Drills .....	51
Sexual Harassment--Students .....	51
Bullying.....	52
Respect For Life .....	53
IX. STUDENTS WITH SPECIAL NEEDS .....	54
X. EXTENDED DAY .....	55
Extended Day Program .....	55
Crisis Management/Emergency Preparedness Plan .....	55
Over-the-Counter Skin Products .....	55
licensing information.....	55
Insurance .....	57
Tax Information .....	57
<b>Parental Involvement</b> .....	57
<b>APPENDICES</b> .....	58
<b>Diocesan Forms:</b>	
1. Academic Intervention Plan	
2. Diabetes Medical Management Plan	
3. Diabetes Reference Emergency Plan (Hyperglycemia and Hypoglycemia)	
4. Diocese Allergy Action Plan	
5. Diocese Asthma Action Plan	
6. Diocese Confidential Health History Update	
7. Diocese EPI Form	
8. Diocese Inhaler Form	
9. Diocese Medication Authorization Form	
10. Elementary Parent Student Agreement Form	
11. Injury Accident Form	
12. Parent Permission Form for School Sponsored Field Trip	
13. Permission for Emergency Care	
14. VA School Entrance Health Form	
15. Waive/Right to Object Form	

**Parent / Student Handbook  
(Revised '11)**

**Saint Joseph School  
750 Peachtree Street  
Herndon Virginia 20170-3798**

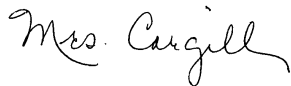
Dear Parents and Guardians,

The purpose of this Handbook is to provide you with basic information concerning our school program. Hopefully, its contents will give you an outline of our policies, thus enabling you to make a commitment to support them. The policies are a result of State regulations, the Diocesan Handbook, and St. Joseph School Regulations. We ask that you read and discuss them with your children. If there is a regulation you do not understand, please call the school office, and we will be happy to explain the educational philosophy behind it.

Let us pray for one another as we work together for the Christian formation of our children. Ours is a beautiful, yet awesome task. The success of the year will depend mainly on our mutual cooperation, deep involvement, and genuine concern and support of each other. We want to serve you and your children as well as we possibly can. Please let us know how best we can be of service to you.

God bless you. May each of you experience the special love and care of God, our Father.

Yours in Christ and Children,

A handwritten signature in cursive script that reads "Mrs. Cargill".

Mrs. Cargill  
Principal

# I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

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

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

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

### **St. Joseph School Philosophy of Learning**

St. Joseph Catholic School exists to foster four basic purposes of Catholic Education: the teaching of Catholic Doctrine, the teaching of academics, the building of community, and the witnessing of Christ by service to others. At St. Joseph School both children and adults strive to uphold the dignity of all human life, regardless of age, race, ethnicity, socioeconomic status, or religion because every human is a unique creation of God, made in His image and likeness.

Emulating Christ, the Master Teacher, the faculty and staff are committed to the total growth and development of each child. They look to foster the children's intellectual progress as well as their spiritual, emotional, social, and physical maturity. St. Joseph School believes that each of these areas is interconnected and that each must be given adequate attention and encouragement for the complete education of its students. To accomplish these goals, the school must provide a safe and nurturing environment where the staff utilizes multiple techniques and strategies to further the students' academic and spiritual growth.

In partnership with the parents, St. Joseph School participates in the formation of the children as they grow in the love of Christ, commitment to faith, and service to others in the world. This mission of unity will instill a foundation that empowers the students, who are the learners of today, to be the teachers of tomorrow. The Christ-like atmosphere of respect, love, and concern becomes the framework for the instructional program at St. Joseph School, inspiring a lifetime value system for each student.

## ***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***

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

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

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

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e.,

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

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

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

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

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

## ***NON-DISCRIMINATION CLAUSE***

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

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admissions 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.

### ***ACCREDITATION***

St. Joseph School is accredited by the Virginia Catholic Education Association (VCEA) whose accreditation process has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education.

### ***TELEPHONE NUMBERS***

St. Joseph School: 703-880-4350

Fax: 703-880-4320

E-mail: [SJSadmin@SJCHerndon.org](mailto:SJSadmin@SJCHerndon.org)

St. Joseph School Telephone Bulletin Board: 703-880-4350  
St. Joseph's Rectory: 703-880-4300

St. Joseph's Telephone System uses a voice mailbox system. Any school personnel's mailbox can be reached by calling the main number 703-880-4350 and following the directions on the menu. Messages can be left for individual office staff or faculty members. Messages will be checked daily.

***HOURS***

School Office: 8:00 AM to 4:00 PM  
School: 8:25 AM to 3:15 PM

***SCHOOL COLORS***

Green and White

# ACADEMICS

## *CURRICULUM*

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

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

This path would be followed by those students capable of completing High School GEOMETRY in the eighth grade.

### FIVE TO SIX (effective 2012-2013)

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in 5th grade math: 93 or above
3. End of year diocesan comprehensive test: 80 or above (Recommended time of testing – May of 5th grade year)
4. Favorable teacher and principal recommendation

### SIX TO SEVEN (effective 2012-2013)

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 96 or above
2. Class grade in Pre-Algebra: 93 or above

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

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

#### SEVEN TO EIGHT (effective 2011-2012)

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

#### SIX TO SEVEN (effective 2011-2012)

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria::

1. Math Composite standardized test score National Percentile: 93 or above
2. Class grade in 6th grade math: 90 or above
3. End of year diocesan comprehensive test: 80 or above (Recommended time of testing – May of 6th grade year)
4. Favorable teacher and principal recommendation

#### SEVEN TO EIGHT (effective 2012-2013)

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 93 or above
2. Class grade in 7th grade math: 90 or above
3. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year)
4. Favorable teacher and principal recommendation

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

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

1. Passing the eighth grade World Language course
2. Scoring 77% on the Diocesan World 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.

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

Algebra	Houghton Mifflin	Structure & Method I
English	Harcourt & Brace Loyola Press	Trophies/Lang. Handbook Voyages in English
World Lang.	Pearson Prentice Hall	Realidades A & B
Math	Sadlier Oxford Glenco	Progress in Math Math Application & Connection II
Penmanship	Zaner-Bloser	Handwriting
Phonics	Harcourt Brace	Trophies/Phonics
Pre-Algebra	McDougal Littell	Pre-Algebra
Reading	McDougal Littell Harcourt Brace	The Language of Literature Trophies

Religion	Loyola University William Sadlier	Christ Our Life The Jesus Story
Science	Glencoe/Merrill/McGraw Glencoe/Merrill Glencoe/Merrill Scott Foresman Scholastic	Intro. To Life, Earth & Physical Science Life Science An Intro to Physical Science Science Lets Find Out
Soc. Studies	McDougal/Littel Pearson/Prentice Hall  Scott Foresman Silver Burdett Ginn MacMillan/McGraw	Creating America World Explorer: People, Place & Cultures History of Our World The Early Ages Virginia Regions & Resources My World: Adventure in Time/Place
Spelling	Harcourt Brace Houghton Mifflin	Trophies/Spelling Spelling & Vocabulary
Vocabulary	Sadlier-Oxford	Vocabulary Workshop

## ***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.
4. Students shall immediately notify the system administrator/school administration if

- they suspect that a security problem with the system and/or the Internet exists.
5. 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.
  6. 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.
    - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
    - c. 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.

## ***TESTING***

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

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

## ***HOMEWORK***

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

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

## SUGGESTED TIME ALLOTMENTS

Time allotment for homework depends on the type of assignment and the age and grade of the student. Kindergarten may occasionally have homework assignments or projects. No definite time limit can be determined for all grades since students work at different speeds. The following is merely a general guide:

Grades 1 and 2	20-30 minutes
Grades 3 and 4	45-60 minutes
Grades 5 and 6	60-75 minutes
Grades 7 and 8	75-120 minutes

Not all assignments are written. As students progress they should study vocabulary and concepts presented in content areas.

Parents should provide a suitable environment for study and homework; show interest and give encouragement, but should not complete home assignments for their children. It is recommended to occasionally check on the papers your children intend to submit.

If a parent feels that the homework is excessive, he/she is invited to discuss the matter privately with the teacher.

Missed class work or homework will result in parent notification through a missing assignment form. The form must be signed and returned with the completed work within 48 hours.

All students are responsible for bringing proper books and/or assignments home each day. **There will be no access to the school after dismissal.** Students are encouraged to contact classmates in the event of forgotten work.

When a student falls ill and cannot attend school our main concern is for the comfort and recuperation of the student. If a student is absent for a single day, they may pick up work the NEXT day in school and make up missed required assignments. If for any reason a student is sick for more than one day, work will be sent home with a sibling or sent to the office after 3:00 for parents to pick up. If homework is to be sent home with another student, this should be indicated by calling the homeroom teacher's voice mail by **11:00 AM**. Work may be picked up outside the office at **3:00 PM**. **Teachers may not be interrupted during the school day to take care of homework assignments.**

## *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

Formal parent/teacher conferences are **mandatory** after the distribution of **first quarter** report cards and are made available after second and third quarter report cards are distributed. Scheduled conferences are 15 minutes in length. Longer appointments can be requested at other times by either parent or teacher. The purpose of these conferences is to provide an up-to-date evaluation of the student's work and to discuss with the parents ways to assist their child/children.

### ***SCHOOL SCHEDULE***

8:10 - 8:20 AM.....	Student Arrival
8:20 - 8:25 .....	Morning prayers / Pledge of Allegiance
11:15 - 11:35 .....	First lunch - Grades K-1
11:35 - 12:00.....	Recess for K-1
11:40 - 12:00.....	Second lunch - Grades 2-3
12:00 - 12:25 .....	Recess for 2-3
12:05 - 12:25 .....	Third lunch - Grades 4-5
12:25 - 12:50.....	Recess for 4-5
12:30 - 12:50.....	Fourth lunch - Grades 6-8
12:50 - 1:15 .....	Recess for 6-8
3:10 PM.....	Closing exercises
3:15 PM.....	Dismissal
3:30 PM.....	Adult supervision ends

Kindergarten through Grade 8: 8:25 AM - 3:15 PM  
(Supervision begins at 8:10 AM and ends at 3:30 PM)

### ***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	(O)	97-100 (reserved for exceptional student performance)
2	(VG)	90-96
3	(S/G)	89-76
4	(I)	70-75

5 (U) Below 70

\* 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

### ***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.

### ***SCHOOL COUNSELORS***

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to

disclose certain information to parents, school administration or other authorities. **St. Joseph School has a counselor on site two days a week.** A teacher or parent may refer a student to the counselor or a student may request an appointment with the school counselor. The counselor can be reached by calling, 703-880-4350, ext. 4326 and leaving a voice mail message.

# 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 Admission Kindergarten – 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) Current 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)
- 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).

### **International Students**

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

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

- a. Meets Diocesan admission requirements as stated in Policy 601.2;
  - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house not more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;
1. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
  2. For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*);
    - b. International students who are currently in B-1, B-2, F-2, or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> 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.

---

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

## **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.
4. A cautionary letter will be sent to parents following (10) days of student absence.
  5. A meeting of parent and teacher will be required following (15) days of student absence.
  6. A meeting of parent, teacher and principal will be required following (20) days of student absence.

### 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

St. Joseph School requires that parents notify the school of all absences. If the illness is extended for more than one day, a call on the first day is sufficient, and upon return of student to school, a note with explanation and duration of illness to be given to teacher. Calls are not accepted from minors.

In addition to calling in an absence, when returning to school, the student is to present a written excuse to the homeroom teacher stating:

1. date(s) of absence
2. reason for absence
3. signature of parent

After an absence, it is the student's responsibility to request all missed work from the teacher. When a student is absent for several days, contact the teacher as soon as possible to request school work.

If homework is to be sent home with another student, this should be indicated by calling the homeroom teacher's voice mail by **11:00 AM**. Work may be picked up outside the office at **3:00 PM**. **Teachers may not be interrupted during the school day to take care of homework assignments.**

If a student is well enough to come to school, the student is expected to participate in all activities. There will be outside recess (weather permitting) for all students.

**No student may return to school until 24 hours after a fever has broken. If a student is sent home from the clinic with a fever, he/she may not return the next day. Additionally, if the student is put on an antibiotic, he/she must be on the medication for 24 hours before returning to school.**

#### Tardiness

A student is tardy if not present in the classroom at 8:25 AM. A student who is tardy must report to the office for a tardy slip before going to his/her homeroom. Students should be in the classroom by 8:20 AM in preparation for prayers at 8:25 AM. **A parent must accompany a student to the school office. The student will receive written notification to admit him/her to class.**

#### Medical excuses

Certification of an absence by a physician when students have been absent for an extended period of time is required. If your child requires crutches, casts or splints, you must send in a doctor's note that states limitations for physical activities and your child will remain in the clinic with the nurse during recess. Additionally, a doctor's note is required if your child is unable to participate in Physical Education classes.

#### Anticipated absence

Students should present a note to their homeroom teacher when anticipated absences are known due to medical reasons. The note should state the time frame of the anticipated absence and must be signed by a parent and/or physician when appropriate. Their teacher should be contacted as soon as possible to request school work. Missed class work and homework assignments are the responsibility of the student.

#### Release of students

Students should present a note to their homeroom teacher when requesting permission to leave class early. The note should state the time being picked up and must be signed by the parent. This note

will be sent to the office and kept on file. When a student leaves class during the day for an appointment, he/she must be signed out at the school office by the responsible adult.

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

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

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

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.

**St. Joseph School will offer a daily lunch program. The SJS Lunch Program is now available on-line. All orders must be returned by the due date for lunch orders to be processed. No late orders will be accepted.**

## ***ARRIVAL AND DISMISSAL***

***Carpool Policy*** - Parents are responsible to arrange carpool. Only students participating in approved after school activities are permitted to remain at school. Siblings and other carpool members must go directly home at dismissal. Carpool drivers are responsible for the safety of their passengers at all times! At any time a student is riding in a different car pool, the school must be notified in writing - name of the driver and description of car.

***Bicycles/Walker's Policy*** - Students are allowed to ride bicycles to school and are expected to observe all safety rules. Bicycles should be locked at the designated bicycle racks. As a safety precaution, students are not allowed to ride bicycles within the parking lot. Students should remain away from the bicycle area during lunch and recess. Bicycle riders must wear a helmet. Walkers are assembled in a specified area at dismissal time. They are dismissed as a group by the designated faculty member(s) at a time deemed safe. This policy is in effect for all walkers regardless of parental accompaniment. A Permission Form must be signed and on file with the school administration.

# GENERAL SCHOOL POLICIES

## ***ADMINISTRATIVE***

### **STUDENT CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

### **ACCESS TO RECORDS**

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

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

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

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

### **TRANSFER OF RECORDS**

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

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

213 transfer with the student.

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

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

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

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

## **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

- IEP/ISP or 504 Plan
- Student Assistance Plan
- Eligibility Minutes
- Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- Application
- Counselor notes
- Discipline notes
- Court Documents
- Psychological reports

## **SCHOOL VISITORS**

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

## **SCHOOL COMMUNICATIONS**

### Principal's Communication

Keep informed by reading all school communications.

- Consistent communication and contact between the home and school is essential if the school and parents are to work hand in hand.
- A newsletter of school activities will be published along with a monthly activity calendar.
- Additionally a weekly publication will be provided in the *Cargill Chronicle* to update parents of students' activities and accomplishments.

### 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.

- Principal must be given 48 hours to review materials
- Weekly folders will be sent home containing the student's work.
- Parent signature is required for all take home folders of weekly work.

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

All messages for the office should be sent with the morning folder or be given through voice mail to the school mailbox (ext 4350).

Students should be educated in responsibility. The school telephones are for the use of the office and the transaction of school business. Students and teachers will not be called from classes to answer the telephone except in case of emergency. Students are not permitted to call home for forgotten items. A written note from the teacher is required giving exception to this. Forgotten items may be picked up by students during their designated lunch period.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

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

however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 990 hours of instructional time (as defined by the Commonwealth of Virginia).

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

If Fairfax County School System closes due to inclement weather, St. Joseph School will be closed. If Fairfax County delays the opening of school on a day when we are scheduled for early dismissal, we will follow the delay BUT will extend our school day until 3:00 PM. The information can also be found by calling the school bulletin board, 703-880-4350 or Principal. Parents and students are requested not to call the radio stations or the Priests' residence. If the school district or schools in the area are not mentioned, it is assumed that normal scheduling will take place.

#### **EXTENDED DAY INCLEMENT WEATHER CLOSINGS:**

If the school is closed for the day, there will be NO Extended Day. If school opens one to two hours late due to inclement weather, Extended Day will open as follows:

One hour late school opening – Extended Day will open one hour later than the usual time. It will open at 8:00 am. Two hours late opening – Extended Day will open tours later than the usual time. It will open at 9:00 am. If school closes early due to inclement weather, Extended Day will close as follows: There will be NO Extended Day after school, all students must be picked up within 30 minutes of the early dismissal time. Any child who is not picked up by 30 minutes after the dismissal time will be charge \$1.00 a minute per child until he/she is picked up. If St. Joseph dismisses on time, but Fairfax County Schools cancel after school activities, Extended Day will be open for two hours after school dismissal. If the weather deteriorates during those two hours, parents will be called and emailed to pick up children as soon as possible.

#### **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.
- Teachers and other school employees should not drive students in their personal vehicles.
- School-sponsored ski trips are not permitted.

## **ST. JOSEPH SCHOOL FIELD TRIP GUIDELINES:**

- All chaperones must be Virtus approved.
- All field trips must be approved by the Principal. The Principal must be made aware of the details of the field trip.
- The teacher is the “authority” while on the field trip and must be responsible for the entire class. The teacher is accountable for each student’s welfare. Safety is paramount throughout the field trip.
- The teacher must have copies of medical emergency forms and know the school’s phone number 703-880-4350 in the event of an emergency. Call the school principal prior to entering a hospital or an emergency care facility.
- All drivers must have a valid driver’s license, state inspection, and car insurance. A current Private Vehicle Transportation Information form must be on file with the school nurse.
- No siblings are allowed on the field trips as the chaperones should not be distracted.
- The teacher is responsible for giving specific instructions to the drivers/chaperones and students prior to departure.
- All drivers of carpools must be accountable for their students throughout the trip. All carpools must leave at the same time after the teacher has directed each driver and group. No driver or

carpool may stop anywhere except for the teacher's original plan. Drivers must drive directly to the designated site and return directly to school. (No stops for ice cream, drinks, etc.) No student or driver is to be left on his/her own.

- Each student shall have his or her own seat belt. No student (including the driver's child) may ride in the front seat.  
If applicable, the teacher will relay to the driver/chaperone any specialized medical conditions of students riding in their car. Students with severe allergies or medical concerns must ride in the same car as the teacher.
- No parent is to administer or dispense medication nor should any parent give permission to another parent to dispense medication. The teacher will have copies of students' emergency care forms.
- Each driver will have a copy of the parent Permission Form for each student they are supervising. To protect the confidentiality of the students, the sealed envelope should not be broken unless there is an emergency which necessitates the chaperone accessing these forms.
- If a child in your car appears ill for any reason, you must notify the teacher immediately.
- Smoking is prohibited in the presence of the students.
- Report any incorrect behavior/discipline issues to the teacher. Do not call another parent about their or any child's behavior.
- Drivers should NOT caravan but all use the same directions.
- Drivers should NOT provide any student with a special treat.
- Eating or drinking in the car is prohibited due to allergies/and or/choking.
- Drivers should not use cell phones while driving. Drivers should, however, have a phone in their possession for an emergency.
- No DVD players or radios should be playing in the cars/vans.
- All students will depart and return from the parish Hall A entrance. Chaperones should park and enter the school via parish Hall A doors and wait quietly for the teacher and students to arrive. Upon their return, all chaperones must wait with their carpool (students) until the teacher has arrived and accounted for all students in his/her class.

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

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist should be held by and for the graduates close to the date of graduation.
- Graduates will be required to purchase cap and gown for the graduation ceremony.
- Graduates must adhere to required dress code for the Graduation ceremony. Infraction of such will result in student non participation in the ceremony. A detailed description of appropriate attire for the ceremony will be provided by the teacher.
- A reception will be hosted by the seventh Grade Class.
- Limousine Services will not be allowed. Students are to arrive and be dismissed in regular vehicles.
- A photographer / video graphic is contracted by the administration of the school, who will photograph individual graduation and class photos. No parent may hire or sign a contract regarding photos. Any other solicitation of photos/videos is prohibited within school.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, 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.

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

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.

## ***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.

## ***TRANSPORTATION/PARKING***

### **Morning Carpool drop-off begins at 8:05 a.m.**

Sixth grade Safety Patrols will be stationed on the sidewalk from the flagpole to the gym to safely open vehicle doors. Have your passengers ready to exit the vehicle when you have pulled to the sidewalk. Please wait until a Safety Patrol person approaches your stopped vehicle. **All students must exit from the right passenger side of the vehicle. Drivers need to remain in their cars.** All students will walk on the sidewalk and proceed to the Student Only Entrance. Please refrain from using your vehicle's trunk to transport book bags. **Thank you for your cooperation in the safety of our students.**

The morning carpool procedure is outlined on the numbered diagram below:

1. Carpool drivers enter the SJS property from Peachtree Street. Turn right at the cones.
2. Proceed to the next set of orange cones and make a left between the curb islands.
3. Proceed to the sidewalk and make a left to drive across the front building entrances.
4. Proceed to the corner of the building, and turn right to drive down the long side of the School building, past the Student Entrance toward the Gym, following the yellow line

and moving up as far as possible along the building before stopping.

A. Students exit their vehicles, walk on the sidewalk and enter through the Student Only Entrance.

5. Vehicles turn left at the end of the parking lot.
6. Turn left again.
7. Proceed to the “Franciscan Way” sign, and make a final right to exit the school property between the Herndon Community Center and the Priests’ Residence onto Ferndale Ave with a left or a right. This is the **only** a.m. carpool exit.

#### **DISMISSAL CARPOOL PROCEDURE**

1. Enter the St. Joseph School property at Peachtree Street.
2. Proceed to CAR or VAN lane.
3. **TURN OFF ENGINE.** Please remain in your vehicle.
4. Students exit building and proceed to their vehicles. **\*\*Vehicles are stopped in the second carpool lanes once the students begin to exit the building.**
5. Once the students are all in their vehicles, the signal is given to TURN ENGINES ON.
6. As directed by a faculty member, first carpool proceeds out of the parking lot via “Franciscan Way” Road.
7. Second carpool is directed into vacated CAR lanes. Please turn off your engines; students will proceed to their cars when directed.  
Once first carpool has exited the parking lot, second carpool exits.

**\*\*\*Students are not permitted in the second carpool area.\*\*\***

Students remaining after the third round of cars will be directed to Extended Day and parents will be charged accordingly.

#### **PLEASE NOTE:**

- For the safety of all, the speed limit in the parking lot is **5 M.P.H.**
- Cell phone usage while driving is prohibited.
- Pets are not allowed on school grounds

## 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 payments are scheduled over a ten-month period with the first payment due August 1, 2011. Tuition is billed and paid through FACTS Tuition Management. Parents may choose a payment date of the 5<sup>th</sup> or the 20<sup>th</sup> of the month. Families desiring to pay tuition in full, for the entire year, may do so with the payment due August 1. Should a student be withdrawn, a full month's tuition will be charged for any portion of a month in attendance.

Checks must be made payable to: **ST. JOSEPH SCHOOL.**

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

#### ***TUITION RATES***

As announced in February 2011, the 2011-12 tuition rates for families registered in St. Joseph Parish:

	IN PARISH RATES		OUT OF PARISH RATES		NON-CATHOLIC	
	PER YEAR	PER MONTH	PER YEAR	PER MONTH	PER YEAR	PER MONTH
<b>One child</b>	\$5,100.00	\$510.00	\$ 6,530.00	\$653.00	\$6,765.00	\$676.50
<b>Two children</b>	\$8,620.00	\$862.00	\$10,675.00	\$1,067.00	\$11,145.00	\$1,114.50
<b>Three children</b>	\$10,875.00	\$1087.50	\$12,775.00	\$1,277.50	\$13,145.00	\$1,314.50
<b>Four children</b>	\$11,195.00	\$1,119.00	\$13,195.00	\$1,319.50	\$13,665.00	\$1,366.50

**PLEASE NOTE:** that all families who are active registered parishioners at St. Joseph's are eligible for the parish registration tuition rate. We want to warmly welcome and personally embrace all the families who choose to be a part of our parish family. To receive In-Parish Tuition Rates the family must have been registered on or before 9/1/2010. Being registered in St. Joseph Parish means that a family fully participates in the Parish faith community, practices good stewardship by sharing time, talents, and treasure. This means that St. Joseph Parish is where you would worship, attend Mass every Sunday and Holy Day, and contribute financially. Again we stress the fact that you are accepting the responsibility of training your child/children in the active practice of the faith by bringing your child/children to Mass every Sunday and Holy Day. You have talents to share and gifts to enrich others. Simply to register here for an "in Parish rate" is not acceptable. It is not fair or just to all the other families who have sacrificed to build and support St. Joseph Church, the facilities, and the faith community. You cannot be registered in two different Parishes at the same time. Thank you for following these guidelines.

Tuition represents the majority of the school's revenues. Timely tuition payment is essential to the fiscal stability of the school. **Report cards and transcript statements will be withheld if the tuition for a family is past due.**

Tuition accounting is handled in the Parish Finance Office through FACTS Tuition Management. Should a problem arise which would delay timely payments, please contact the Finance Office.

**PAYMENT SCHEDULE:** Tuition payments are scheduled over a ten-month period with the first payment due August 1<sup>st</sup> and the Final payment due May 1<sup>st</sup>. through FACTS, you have a payment date choice of the 5<sup>th</sup> or the 20<sup>th</sup> of the month. Families participating in Extended Day or Learning Resource will have their contract charges billed through FACTS. Log on instructions can be found under Financial Information on the School Website. **Prepaid tuition:** If you choose to prepay 2012 tuition if full, payment is due August 1<sup>st</sup>. You may pay in full through your FACTS account or contact the finance office for arrangements.

**NEW AND RE-ENROLLING STUDENTS:** A **non-refundable** application fee of \$75.00 is to be attached to all new St. Joseph School Applications. Upon acceptance or re-enrollment, and Enrollment Reservation/Academic Supplemental Fee form will be sent to the Parents/Guardians of the new or returning student. A **non-refundable** fee of \$300.00 per student and the form must be returned to the finance office by the designated due date. In-house registration for students currently enrolled takes place during the second semester and is permitted only for those families whose financial accounts are current. Registration for the following year will not be considered final until all tuition and fees for the current year are paid in full. Eighth Grade students may participate in graduation activities provided all financial obligations are met by May 15<sup>th</sup> of the current school year. Eighth Grade transcripts are released to high schools after all financial obligations to St. Joseph School are satisfied. In June, final report cards are distributed to those families whose financial accounts are current.

**RETURNED CHECK FEES:**

FACTS will make a second attempt to collect for non-sufficient funds. A \$30.00 fee will be assessed for each NSF and will be collected by FACTS on your next pay cycle. If the tuition remains unpaid by the

last day of the month, the family will be informed in writing the date which the student(s) will not be permitted to attend school until all outstanding payments and service fees are received.

**Post dated checks to the school will not be accepted.**

**STUDENT WITHDRAWAL:**

Should a student be withdrawn from school during the course of the year, a full month's tuition will be charged for any portion of a month in attendance.

You may contact the Parish Finance Office Administrator at 703-880-4313, for any questions you may have regarding your account during the school year, and to obtain any needed financial forms. Tuition Contract Guidelines must be signed by a parent/guardian and returned to the Finance Office.

## **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.

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

### ***SUPERVISION OF STUDENTS***

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.

## ***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, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant, or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the School administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the School's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

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

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

## **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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**

Attitudes and actions of Christian courtesy and respect toward each individual are nurtured and expected from each student at St. Joseph School. Good manners, a manifestation of respect for self and for others, are continually stressed.

Inappropriate behaviors may include but are not limited to the following:

- Continued and willful disobedience.
- Open defiance of the authority of any person having authority in the school.
- Conduct constituting a continuing danger to the physical and well-being of other students.
- Physical assault upon another.
- Taking or attempting to take another's personal property or money.
- Forging of work and/or another person's signature or deliberate plagiarism (copying another person's work and calling it your own) of work.
- Willfully causing, or attempting to cause damage to school property.
- Continued cursing or verbally abusing any person.
- Lying and cheating.

During school hours, students may never leave school grounds for any reason whatsoever, including going out to lunch or going to fast food establishment. Leaving the school grounds without permission is a very serious offense.

## **SUSPENSION**

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

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

## **DISMISSAL**

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

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

## **EXPULSION**

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

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.

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.

## ***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**

The dress code is offered with the following considerations in mind:

- That we maintain a standard for our students that foster an environment conducive to learning and respectful behavior.
- That we offer clear directives which can be easily interpreted by parents in purchasing clothing, and by the faculty in enforcing the dress code.
- That Kindergarten children are not required to wear school uniforms.
- That students are required to wear full school uniforms at all times, (Grade 1-8).

#### **GIRLS: GRADES 1-4**

Jumperplaid (Formal uniform)

Blouse white uniform blouse, long or short sleeves having a rounded “peter pan” collar (Formal uniform) (Fall/Spring white polo shirt)

Socks dark green ankle or knee socks (without lace or designs), black tights, or black tights with dark green socks (Formal uniform)

Sweater dark green crew neck with St. Joseph School emblem (Formal uniform)

•mandatory after designated date, generally October 15 - April 15.  
White turtle neck shirt optional when sweaters are mandatory.

#### **GIRLS: GRADES 5-8**

Skirt plaid (Formal uniform)

Blouse white uniform button-down oxford type, long or short sleeves (Formal Uniform) (Fall/Spring white uniform polo shirt 1-6, green 7/8)

Socks dark green ankle or knee socks (without lace or designs), black tights, or black tights with dark green socks (Formal uniform)

Sweater dark green with St. Joseph School emblem (Formal uniform)

•mandatory after designated date, generally October 15 - April 15.  
White turtle neck shirt optional when sweaters are mandatory.

- Jumpers and skirts may not be shorter than three inches above mid knee- cap.
- Socks should be visible, not rolled.
- Earrings must be small post or stud earrings.
- Excessive amounts of jewelry are not permitted. Only a cross or religious medal may be worn.
- Nail polish (exception: clear only) and make-up are not worn to school. Girls who wear make-up or colored nail polish will be asked to remove it immediately.
- Hairspray, perfume or lip gloss is not to be brought to school.
- Tattoos and tattoo transfers are not permitted.

**BOYS: GRADES 1-6**

Pants	dark green uniform twill with belt (Formal uniform)
Shirt	White uniform button-down oxford, long or short sleeves (Formal uniform) (Fall/Spring white uniform polo shirt)
Socks	plain dark green or black (Formal uniform)
Sweater	dark green v-neck with St. Joseph School emblem (Formal uniform) mandatory after designated date, generally October 15 - April 15. White turtleneck shirt optional when sweaters are mandatory.
Tie	uniform gray, appropriate length (Grades 5 & 6 only) (Formal uniform)
Belt	black or brown leather belt (Formal uniform)

**BOYS: GRADES 7-8**

Pants	gray uniform twill or gray “Dockers”, appropriately fitting, with belt to be worn at the waist. (Formal uniform)
Shirt	white uniform button-down oxford, long or short sleeves (Formal uniform) (Fall/Spring green uniform polo shirt)
Socks	plain gray or black socks (Formal uniform)
Sweater	dark green v-neck with St. Joseph School emblem (Formal uniform) mandatory after designated date, generally October 15 - April 15. White turtleneck shirt optional when sweaters are mandatory.
Tie	uniform gray, appropriate length (Formal uniform) Belt - black or brown leather belt (Formal uniform)

- Boys may not wear earrings.
- Hats may not be worn indoors.
- T-shirts worn under school uniform must be solid white.
- Pants must be worn belted at the waist.
- Tattoos and tattoo transfers are not permitted.
- Cologne is not to be brought to school.
- Ties may not be removed until school is dismissed and the student is in his car.

## **ALL STUDENTS**

**Formal uniform** consists of jumper/skirt, peter-pan/oxford blouse, socks and shoes for girls. Boys formal uniform consists of pant, belt, oxford shirt, tie, socks and shoes. \*

- **Formal uniforms are to be worn to Mass and any administrative designated occasion.**
- **All uniforms must fit appropriately.**
- Hairstyles: Fad, dyed, or unusual hairstyles are not permitted. **For boys, hair should be neat, trimmed and above the collar. Administration reserves the right to decide appropriate hair style.**
- Coats, jackets or sweatshirts must be removed in church.
- Shirts must be tucked in appropriately.
- Only jewelry deemed appropriate by the administration will be allowed. Students will be asked to remove any inappropriate jewelry.
- Sturdy dress shoes must be worn with school uniform. The following are not acceptable:
  - boots, high tops, or  $\frac{3}{4}$  high tops of any kind
  - shoes made of canvas
  - sandals
  - “jellies”
  - heels above 1 1/2”
  - open toe
  - backless shoes

## **PHYSICAL EDUCATION UNIFORM**

All students in grades 1-8 are required to wear the approved PE Uniform. The following guidelines will be followed:

- **Uniforms must fit appropriately.**
- **Uniforms must be clean.**

### **Fall/Spring Uniform:**

- Green SJS **Uniform T -Shirt**
- Black Mesh SJS **Uniform shorts**
- White SJS **Uniform socks**
- Non-marking, lace-up, athletic sneaker, without zippers. Sneakers may be low,  $\frac{3}{4}$  or high top. Lower grades may wear Velcro or athletic “slip-on” sneakers.
- Optional: SJS Uniform Sweat Shirt

### **Winter Uniform:**

- SJS **Uniform Green Sweatshirt**
- SJS **Uniform Black Sweatpants**
- Green SJS **Uniform T -Shirt**
- White SJS **Uniform socks**
- Non-marking, lace-up, athletic sneaker, without zippers. Sneakers may be low,  $\frac{3}{4}$  or high top. Lower grades may wear Velcro or athletic “slip-on” sneakers.
- Official CYO team jersey or shorts **may not** be worn.

- Only students wearing the required clothing may participate in physical education class.

**\*Mandatory after designated date, generally Oct.15 – April 15<sup>th</sup>.**

The complete school uniform is worn each school day. The school uniform and P. E. uniform must be sized appropriately.

**School uniforms must be purchased from: Flynn & O’Hara (703) 503-5966; Fair City Mall, 9650 Main Street, Fairfax, VA 22031. Flynn & O’Hara link can be found on the St. Joseph School web-site.**

**PLEASE LABEL ALL CLOTHING WITH CURRENT STUDENT NAME.** The “Lost and Found” items not claimed will be donated to charity. The Lost & Found is located in the school clinic. **Students are not to change out of uniform before leaving school.**

#### **UNIFORM REFERRAL**

If a student does not comply with the dress code requirements, the teacher will notify the parent/guardian by completing and sending home the out-of-uniform report. Parents must sign, respond, and return the report within 48 hours. If there is a reason why your child cannot be in full uniform, send a written explanation to your child’s teacher immediately.

#### **PLEASE NOTE:**

- **The 2nd/3rd infraction of the uniform code will result in an after school detention (3:00 to 4:00 pm).**
- **The 4th infraction of the uniform code will result in a phone call to parent/guardian and the removal of the student from his/her class to be released to the parent until the uniform issue is rectified.**

### ***INAPPROPRIATE MATERIALS***

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

Chewing Gum, Walkman, CD players, radios, tape recorders, remote control devices, video games, skateboards, roller-skates/rollerblades, sharp objects, beepers, laser pointers, **i-pods**, or **cell phones**.

The possession of real or toy knives, real or toy guns, matches, lighters, or any device that causes an explosion including, but not limited to, devices requiring a fuse for ignition of any chemical, are serious offenses and will immediately render a student subject to suspension or expulsion.

## ***PLAYGROUND REGULATIONS***

Students may never leave the playground, black top or field without the permission of the monitor, who will distribute a pass. All students go outside for recess unless special permission is given to remain inside by Administration.

To insure the safety of all at recess, the children are to obey the following regulations.

Consequences for infractions are noted in the disciplinary code.

- Supervising adults on the playground, black top or field are to be given the same respect and obedience as the classroom teacher.
- Students play in the assigned area.
- Avoid the type of playing that tears and ruins clothing.
- Consideration and respect for others are to be shown at all times.
- Pushing, shoving, tackling, or wrestling are not acceptable.
- Language used at recess should be the same as that which is used in the classroom.
- Fighting is unacceptable.
- Soft-type balls should be used on the blacktop and field. Hard objects may never be used or thrown (baseballs, rocks, snowballs, pine cones, footballs, etc.)
- Wood chips should remain on the ground in the enclosed playground area.
- Go down the slide, feet first.
- Defacing of equipment is not tolerated.
- Share equipment
- Students are not permitted to bring food or any type of electronic equipment outdoors. Food and drink must be consumed in the dining hall.
- Students are never allowed to leave the school premises.
- Students are to seek their particular monitor when a problem/injury/concern occurs.

## ***DINING ROOM REGULATIONS***

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

Students are expected to:

- Enter the dining hall appropriately with their teacher
- Wait his/her turn in line
- Talk quietly
- Walk
- Remain seated with his/her class
- Follow directions from the dining hall staff
- Not "swap" any portion of lunch
- Not throw food away (except opened food)
- Put all trash in the barrel when dismissed
- Use good manners
- Clean around his/her eating area
- Put his/her chair back in place against the table
- Participate in table and chair washing duties as assigned.

Inappropriate behavior in the Dining Hall may result in a disciplinary referral.

## **HEALTH, SAFETY, AND 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 Child Protective Services and to the school principal (who in turn will call the Moderator of the Curia). At that point, confidentiality must be respected.

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

#### **ACCIDENTS AND FIRST AID**

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

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

The school nurse or principal's designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory 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.

## **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.

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 (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 (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.

### **LIFE THREATENING ALLERGY**

The Diocese of Arlington Office of Catholic Schools Life- Threatening Allergy Policy (2009) aims to minimize the risk of student exposure to known allergens during the school day. All schools will provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will recruit and train teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents, including but not limited to; allergy action plans (F-4A), medication administration forms (F-6), inhaler administration forms (F-3) and Epinephrine administration forms (F-4). Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to; teacher(s), food service, bus driver, janitorial staff.

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

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

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

1. No daycare/preschool, elementary, middle or secondary school student may attend class

without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213 ).

- a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
2. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
  3. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2<sup>nd</sup> edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
  4. The Diocese of Arlington has comprehensive guidelines for school /parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (appendix F-##). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse 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.

## **ASBESTOS:**

St. Joseph School has an AHERA Management Plan on file in the office.

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

St. Joseph School conducts regular fire drills and has inspections of the physical plant for fire safety. An annual Tornado Drill is additionally conducted. Precautionary measures, within reason are taken to insure the safety and the welfare of the St. Joseph School community.

## ***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.

1. 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.
2. 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."
3. 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.

4. 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.
5. 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).
6. 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 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.

## **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 for 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.

St. Joseph School Extended Day Program was established to provide a high quality childcare in a loving, safe and Christian environment. St. Joseph School provides Extended Day hours for children currently enrolled in St. Joseph School. Care is provided from 7:00-8:00 AM and 3:15-6:00 PM on regularly scheduled school days. No care is provided on school holidays or on the Wednesday before Thanksgiving and the early dismissal days prior to Christmas and Easter. Drop in care is available on a limited basis, (if used more than four times, a family must register in program. For further information, forms, snack schedule or to contact director, please visit [www.sjcherndon.org](http://www.sjcherndon.org) and click on Extended Day.

## ***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).

## ***APPENDICES***

### **Diocesan Forms**

Most of the Diocesan forms are available to parents on the Office of Catholic Schools' website at <http://www.arlingtondiocese.org>





