

**St. Francis of Assisi  
Elementary and Middle School  
18825 Fuller Heights Road  
Triangle, VA 22172  
703-221-3868  
[www.stfas.org](http://www.stfas.org)**

**PARENT/STUDENT HANDBOOK  
2018-19**

Department of Catholic Education  
Diocese of Arlington

“The first priority of our Catholic education program is to seek personal commitment to Jesus Christ. This commitment should lead in turn to the creation of a Christian environment in which commitment can grow and develop in the Father’s loving care and can be nurtured and strengthened through the power of the Spirit. It comes to full flower in the form of total involvement in the sacramental life of the church.”

This handbook communicates the policies, procedures, and programs of St. Francis of Assisi Elementary and Middle School.



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

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A. Diocesan Forms available online at [www.stfas.org](http://www.stfas.org):

Dr. Tricia Barber, Principal

**FACULTY**

Mrs. Mary Herrmann	Grade 8
Mrs. Karen Keeven	Grade 7
Mrs. Sharon Hrabsky	Grade 6 and Algebra
Mrs. Loretta Rayhel	Grade 5
Mrs. Cathleen Brown	Grade 4
Mrs. Rita Davis	Grade 3
Mrs. Debra Porter	Grade 2
Mrs. Patricia Burke	Grade 1
Mrs. Joy Chien	Grade K
Mrs. Linda Hess	Art
Mrs. Maria Seay	Spanish
Ms. Elizabeth Rayhel	Library
Mrs. Karen Costanzo	M.S. Literature
Mrs. Maggie Harrigan	M.S. Science and Physical Ed/Health
Mrs. Dawn Wiederholt	M.S. Science and Physical Ed/Health
Mrs. Veronica Newger	Technology
Ms. Rosemary Griffin	Physical Ed & Health Assistant
Mrs. Colleen Wells	Music
Mrs. Mary Joy Miranda	Assisting Teacher, Grade 5
Mrs. Durell Notz	Assisting Teacher, Grade 4
Mrs. Therese Bowling	Assisting Teacher, Grade 3
Mrs. Maggie Thombs	Assisting Teacher, Grade 2
Mrs. Gina Lizarralde	Assisting Teacher, Grade 1
Mrs. Valerie McWhorter	Assisting Teacher, Kindergarten

**PRE-SCHOOL**

Mrs. Virginia Peitler	Teacher
Mrs. Melissa Sharp	Assisting Teacher

**SUPPORT STAFF**

Mrs. Lisa Bongiorno	Business Manager
Mrs. Shari Phillips	Director of Admissions
Mrs. Jodi Salley	Operations Administrative Assistant
Mrs. Anne Young	Director of Health Services
Mr. Julian Brooks	Facilities Staff
Mr. Delvis Ramirez	Facilities Staff



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**FRANCISCAN FRIARS**

Fr. John O'Connor, O.F.M.  
Fr. John Alderson, O.F.M.  
Fr. Ignatius Harding, O.F.M.  
Br. Henry Fulmer, O.F.M.

Pastor  
Parochial Vicar  
Parochial Vicar  
Pastoral Associate

**PARISH STAFF**

Mrs. Marcia Connelly  
Mr. Ed Knapp  
Mrs. Chanel Marquis  
Mrs. Barbara Stuffer

Receptionist  
Business Manager  
Finance Assistant/PGC Coordinator  
Bookkeeper

**FAITH FORMATION**

Ms. Elizabeth Brack  
Mrs. Marianne Hayes  
Mr. Brandon Jubar  
Mrs. Sheila Noble

Secretary  
Director/Religious Education  
Coordinator/Youth Ministry  
Asst. Director/Religious Education



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# **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

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

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

*Matthew 28:19-20*

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

## ***DIOCESAN MISSION STATEMENT***

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

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

St. Francis of Assisi School serves the parish community by providing a traditional Catholic education for children in preschool through eighth grade, an education that emphasizes moral standards of conduct and integrity. The school gives first priority to its students' spiritual development. Through daily religious instruction, weekly opportunities for worship, and the integration of religious values throughout the curriculum, children are encouraged to have a vital personal relationship with Christ and to have an appreciation of the dignity and worth of all God's children. Children are also given many opportunities to fulfill their apostolic role in building the Kingdom of God and to assume their Christian responsibility to promote social justice through projects in the school, the parish, and the community. Teachers and their students strive to model the behavior of Christ, especially in their interactions with one another within the school "family."

Intellectual growth is fostered by stressing achievement in educational basics, recognizing individual differences and enriching the curriculum with a computer program, music, and art classes. Teachers work to inspire an eagerness to learn, and a love of knowledge that goes beyond the acquisition of facts and skills, to critical and evaluative truth-seeking. Children are encouraged to view the history of human culture as dynamic, and to seek their own creative place in it.

Social, emotional, and physical development of the student are also addressed through various

programs that will contribute to the development of the whole person by promoting self-confidence, self-discipline, democratic leadership, civic responsibility, good health habits, and an awareness of the importance of physical fitness.

Acknowledging that the school functions within the whole parish community, the administration and staff of the school work cooperatively with the Pastor, Pastoral Advisory Board, the School Board, the Faith Formation Department, and the Parent-Teacher Organization to plan and implement programs that reflect the parish and school philosophy. Parents are recognized as the primary educators of their children, and the school makes a special effort to involve parents in the educational process through programs for parents, parent-directed activities, a variety of communication vehicles between parents and teachers, and a parent volunteer program.

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

Each school shall utilize the Office of Catholic Schools (OCS) template to develop a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Schools policies, guidelines and regulations. **Parents, students, faculty and staff members shall view the school handbooks online at [www.stfas.org](http://www.stfas.org).**

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

**All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-1).** This signature form is available online at [www.stfas.org](http://www.stfas.org) and must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

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

## ***PARENTAL ROLE***

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



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

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

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

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

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

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

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

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

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

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national

origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

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

## ***NON-CATHOLIC STUDENTS***

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

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

As well as adhering to the Diocesan Policies and Guidelines, St. Francis of Assisi School asks its parents to attend to the following additional parent responsibilities:

- To put the child's physical, emotional, spiritual, and intellectual well-being first;
- To set an example through word, thought, and deed that models Christian values and beliefs;
- To encourage the child to learn from his/her poor behavior choices and not repeat them;
- To support school policies. These policies are designed to help the child reach his/her full potential.
- To encourage the child to always do his/her best in all situations;
- To allow the child to accept responsibility for his/her actions and the consequences that come from those actions;
- To provide a regular, daily time and place for homework to be done.

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 effectively maintain the intimate working relationship of the school and the Community of Faith.

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

## **II. ACADEMICS**

### ***CURRICULUM***

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

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

#### **GRADES FIVE TO SIX**

Prior to entering Pre-Algebra (7) as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through sixth.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

## **GRADES SIX TO SEVEN**

Prior to entering Pre-Algebra (8) as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

## **GRADES SEVEN TO EIGHT**

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

If a student does not score 77% or above on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form 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***

An annual book fee of \$150 per student is due in May, (will be charged to your FACTS Tuition Agreement and deducted on the same date as your May tuition), of the prior academic year or upon registration for new students. St. Francis School utilizes both textbooks, which are selected by our principal and teachers, and various supplemental materials pertinent to the curriculum. All text books are approved by the Diocese of Arlington and reflect the Franciscan spirit of learning.

## ***TECHNOLOGY – RESPONSIBLE USE***

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

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

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

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

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - i. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
  - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd,

vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.

- iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
  - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - ix. Breach confidentiality obligations of school or school employees.
  - x. Harm the good will and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage or change to the school's hardware and/or software.
  - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
  - k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
    - i. Loss of use of the school network, computers, and software including Internet access.

- ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

## ***TESTING***

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

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

Three times during the school year students in grades 2-7 are administered the Scantron Performance Series Test. Kindergarten students are given the PALS Test and grade 8 students take the STS High School Placement Test. Students in grades 5 and 8 take the ACRE test.

## ***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**

All children should have from 20 minutes (primary) to 90-120 minutes (middle school) study time or homework Monday through Thursday. Teachers usually require weekend homework due to the curriculum and long-range projects. This does not necessarily have to be written work. Children have word lists, notes from classes, reading or math to study, and special projects. Please do not accept without checking with the teacher that a child consistently has no homework.



Parents are encouraged to establish with their children a time and place to do homework each day. A parent's interest in homework is beneficial in the educational process of the child. Agendas are provided for students in grades 3-8. Parents are requested to check these agendas on a routine basis. Parents will be contacted by the teacher either by phone or note or email if homework is not being completed satisfactorily. In grades 4-8, students will receive a homework warning for each missing or incomplete assignment. After 5 warnings in one grading period the student will be required to attend the in-school behavior modification program (grades 4-5). In grades 6-8 after the 3<sup>rd</sup> homework warning in a single quarter, the student will receive a zero for any homework not presented when due for the rest of that quarter.

Long-term projects are a part of the homework requirements for students. The following delineates the middle school policy for long-term projects that are not completed on time.

- A homework warning will be issued on the project due date.
- If a student is absent the day a project is due, the project is still due on that day and arrangements need to be made to bring it to school.
- Ten points will be deducted for each day late.
- After the 3<sup>rd</sup> day, the project will not be accepted and the grade of zero will be recorded.
- No projects will be accepted after the quarter ends.

In case of absence, a parent should make arrangements to secure homework assignments and materials. Homework assignments will be available for pick up from 3:15-6:00 PM in the dining hall for Kindergarten through Grade 5. Assignments not picked up will be returned to the prospective classrooms. Homework assignments for middle school students can be found online at [www.stfas.org](http://www.stfas.org).

Summer enrichment academic activities are required for students in grades K-8 and are made available to students at the end of the academic year.

## ***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 conferences between parents and teachers follow the first report card in November. Parents will receive a scheduling preference form to be returned to the school office.

Since Catholic education is based firmly on the belief that its primary participants...priests, parents, teachers, and children constitute a true family, every effort to keep the lines of communication open between home and school must be exerted. Parents desiring a conference

with the teachers are asked to make this request in writing so that the student's records can be reviewed and be on hand at the time of the conference. Teachers will likewise notify parents by note or by phone or email should an individual case require this. **Teachers are not available during school hours.** Arrangements must be made to see them either before or after school. **Please do not call the teacher at home or visit the classroom without an appointment.**

Parents wishing to confer with the principal about a child are welcome to do so after having first conferred with the child's teacher.

It is important in any area of communication to recognize that wherever there are people, misunderstandings will, at times, occur. The surest and quickest way to solve a problem is for the parents to contact the school or for teachers to contact the home, state the problem, learn the second side of the story, discuss the issue, arrive at an understanding of the cause of the conflict, and seek a peaceful solution. The home and school are two agencies that should be working together and not against each other in the education process. If and when a time comes that cooperation between parents and the school is not possible because of irreconcilable differences, it would be in the best interest of the child to withdraw him/her from the school and place him/her in an environment where parents and school can work together.

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

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment). The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

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

### **GRADING SYSTEM**

#### **Grades 1-2**

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

**ACADEMIC PROGRESS SCALE**

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

\* (asterisk) indicates modified curriculum

**INDICATORS FOR EFFORT, SPECIALS AND PERSONAL DEVELOPMENT:**

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

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

**ACADEMIC PROGRESS SCALE**

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

\*(asterisk) indicates modified curriculum

**INDICATORS FOR EFFORT AND PERSONAL DEVELOPMENT:**

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

**INDICATORS FOR SPECIALS:**

- 3 90-100
- 2 80-89
- 1 70-79
- X 69 and below

## ***PROMOTION/RETENTION/PLACEMENT POLICY***

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

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

Report cards are issued three times a year. The yearly average, the average of the year's marking periods, is recorded on the child's permanent record file in the school office. **Report cards must be returned to the teacher within 5 days of issuance.**

In K-5, if a student is in need of improvement, interim progress reports are distributed by a teacher to parents at the midpoint of each grading period. Middle School students are given interim progress reports each Trimester.

Middle School students are eligible to receive academic recognition following each grading period. Second Honors is determined by a grade in each subject of 85 or above. First Honors indicates that the student has achieved a 93 or above in each subject. In addition, a student must receive a 2 or better in all areas of behavior and in all special subjects to be eligible for the honors program.

### **III. ADMINISTRATIVE PROCEDURES**

#### ***ADMISSIONS***

##### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

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

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

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

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

##### **AGE FOR ADMISSION TO KINDERGARTEN**

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

##### **REQUIREMENTS FOR SCHOOL ADMISSION: PRE-SCHOOL – GRADE 5**

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

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

### **REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12**

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

### **GENERAL CONDITIONS OF ADMISSION**

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

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

### **INTERNATIONAL STUDENTS**

- 1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;

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

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

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



## **CLASS PLACEMENT**

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

## **OTHER REGISTRATION/ ACCEPTANCE INFORMATION**

All accepted students are admitted to St. Francis of Assisi School on a probationary basis.

## ***ATTENDANCE***

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

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

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

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

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

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

- a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

## TARDINESS

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

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office. **A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.**

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

## ABSENCES FOR OTHER REASONS

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

## ATTENDANCE/REPORTING PROCEDURES

### ABSENCE

**A student must be present in school for at least 4 hours, or he or she will be considered absent.**

Each absence from school requires a note from a parent or guardian stating date(s) and reason(s) for the absence.

In case of absence, the student is expected to fulfill requirements for make-up work and tests upon the day of return. If work was assigned before the absence, it is due upon return.

**If an outside-of-school-hours function, such as a middle school dance, student social, etc., is held on a day that a student is absent from school, the student is not permitted to attend that function. Students will not attend sports practices or games on the day of an absence.**

## TARDINESS

***Students arriving after 8:05AM must report to the school office with parent or guardian to obtain a tardy slip.*** Tardy students disrupt the first period class. A parent conference with the St. Francis of Assisi School Board Representatives may be required in the case of the 10<sup>th</sup> cumulative unexcused student tardy. Students who are tardy because of a doctor's office visit should submit an excuse from the doctor's office to the administrative office.

## **MEDICAL EXCUSES**

If a student returning to school after an absence experiences physical restrictions, a physician's note is required. The note must include the physical restrictions and the date the student is able to resume regular physical education.

An absence of more than one week that necessitates a visit to the doctor requires a physician's note that the student is able to return to school.

## **ANTICIPATED ABSENCE**

If an absence occurs other than illness, teachers are not required to retest, tutor or provide the child with work he/she missed. The teacher should be notified in writing prior to an unexcused absence.

## **RELEASE OF STUDENTS**

For the students' protection, it is essential to prevent them from leaving the school premises during the day. If early dismissal is necessary, the student must present to the teacher a written request from the parent or guardian, and be picked up prior to 20 minutes before dismissal. Parents must report to the school office to pick up excused students. Following the 20-minute window before dismissal, all students will be dismissed to the car pool line. When returning a child to school, the parent must bring the child to the office and sign in.

For safety and security reasons, each child is to go home by the method specified by the parents on the transportation form provided by the school. Any change in method, i.e. different car pool or car pool instead of day care, should be stated in a note to the administrative office on the day that the change is made.

Please call the school office prior to 2:50pm Monday–Thursday and 1:10pm on Friday if there is a change, otherwise your child will follow their normal transportation method.

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

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

If a student withdraws from school, parents must submit a letter in writing one calendar month in advance of the intended date of withdrawal. Tuition installments will be billed for the months which are included within the calendar month. For example, if written notice of withdrawal is received on October 4, tuition installments will be charged and deducted from your FACTS Tuition Agreement for the months of October and November.

## ***LUNCH PROGRAM***

Students may either bring a lunch or purchase a school lunch provided by an outside contractor. Full entrees, hot and cold sandwiches, fresh vegetables, fruit, pretzels, ice cream, potato chips, and drinks are available for the students to buy.

Parents will order their children's lunch through a web program called Orgsonline ([www.orgsonline.com](http://www.orgsonline.com)). For first time users please use code 287SFASVA. Parents will have the ability to go online and order lunch. You will be able to maintain your account balance and monitor what your children are eating.

### **LUNCH – ANNUAL REGISTRATION**

Catering by Darlene is a program that offers families the opportunity to order lunch online. An annual registration fee of \$15.00 per family is charged for this service. This fee will only be applied to your Orgs online account when you have placed your first lunch order. Additional information regarding this program can be found at [www.stfas.org](http://www.stfas.org)—under School Life/Lunch Program.

### **MENU**

Menu items are subject to change according to student demand or lack of demand of certain items. Prices are also subject to change.

## ***ARRIVAL AND DISMISSAL***

School hours are from 8:05 AM to 3:10 PM Monday through Thursday, and 8:05 to 1:30 PM on Friday.

AM: Inside supervision by a teacher is provided from 7:50 AM to 8:00 AM. Please do not bring your child to school before 7:50 AM unless he/she is enrolled in the Extended Day Program. All students must follow the directions of our Safety Patrols for arrival and dismissal. In the morning, parents should not drive behind the school. If a student arrives after 8:05 the parent must park in the parking lot, within the designated lined spots, and **escort the student** to the school office to secure a tardy pass. **Do not drop students off at the front of the church or the side driveway.**

PM: Carpool drivers drive behind the school and form a circle on the blacktop. Cars must exit on the exit road. It is important that all students come dressed appropriately for weather conditions. Students need to have a raincoat and umbrella.

**Due to fire and safety regulations, it is imperative that no cars are parked unattended in front of either the church or school at any time. Infractions may result in a violation sticker being attached to the driver's side window.**

Safety is always most important when it comes to our students. Please read and follow the car pool procedures. Parents who do not follow the procedures place all of our students in jeopardy. On the first offense, the parent will receive a courtesy call from the office; the second offense will result in a written letter sent to the parent; and on the third offense the parent will be required to attend a school board meeting to discuss the car pool procedures.

#### **AM CARPOOL:**

- Students should exit from the passenger side only. This may require rearrangement of car seats, but it is necessary for the safety of our students.
- Be a courteous driver at all times. Watch your speed and pull all the way forward.  
**Please do not pass any cars that are dropping off students.**
- Follow the directions of our patrols and staff as they are trying to keep all our students safe.
- Do not leave your car or your child unattended in the carpool during drop-off and pick-up hours. If you need to go into the building, park in the parking lot within the designated lined parking spots after you have dropped your child off.
- If you have cupcakes, large projects, notes for the office, etc., you can give the items to a safety patrol or to Mrs. Harrigan or Mrs. Wiederholt, our carpool supervisors.

#### **PM CARPOOL:**

- All carpool students are to be picked up in the carpool line. As a reminder, all dismissals after 2:50 PM are from the carpool line. **No adult may pick up his or her student from the parking lot or in the front of the school.**
- If you are waiting for a safety patrol to finish his/her shift and you are in a carpool, please pick up your carpool in the carpool line and wait for the patrol in the parking lot within the designated lined parking spots.
- Arrangements to go home after school are not to be made in the carpool line. For a student to be allowed to go home with another student, both students need to bring in a note to the school office at the start of the school day.
- Adult drivers are responsible for ensuring that children in the vehicle are properly restrained. Virginia law requires children riding in motor vehicles to be properly restrained until they reach eight years of age. According to the National Highway Traffic Safety Administration, children who are four feet, nine inches tall and 80-pounds may be ready for adult belts.
- Students are not to re-enter the school building from the carpool line. **If they forget something, park in the parking lot within the designated lined parking spots and escort your child into the school office.** One of our goals is to teach our students responsibility; please impress upon your student(s) the importance of getting everything they need since students will not be allowed in the classroom after the teacher has left.
- If the carpool line starts to move and your student is not out, please circle around and join the second line. Please let Mrs. Harrigan, Mrs. Wiederholt, a safety patrol, or a teacher on duty know whom you need and a safety patrol will be sent in to locate the student.
- If you are in the second carpool line your child will be waiting for you on the blacktop. If you are delayed in picking up your child, your child will be escorted into daycare. Please park in the parking lot and come inside to pick up your child. Students may not leave the building until they are signed out.

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **STUDENT CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

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

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

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

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

#### **TRANSFER OF RECORDS**

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

of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by the school counselor).

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

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

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

### **CONFIDENTIAL ACADEMIC RECORDS**

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

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

### **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

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

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

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

## SCHOOL VISITORS

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

**No one is permitted to go directly to a classroom during the school day or at dismissal. This includes not entering through the rear entrance of the school building.**

**In addition, due to the sensitivity of the alarm system, no balloons are permitted in the building.**

## SCHOOL COMMUNICATIONS

### PRINCIPAL'S COMMUNICATION

During the summer, the principal sends a letter to all families who are enrolled for the next academic year highlighting pertinent policies, information, calendars, etc. During the school year, a weekly newsletter is emailed to families. Other information is sent home on an as-needed basis.

### 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.

**Electronic communication sent by school parents to other school parents must be (bcc) - blind carbon copied. This refers to the practice of sending a message to multiple recipients in such a way that conceals the fact that there may be additional addressees from the complete list of recipients.**

Teachers set their own policy for regular communication with parents.

### TELEPHONE USE/MESSAGES FOR STUDENTS

At times there are appropriate reasons for students to use the school telephone. Students must seek permission **both** from his/her teacher **and** from the administrative office and state the reason prior to using the phone. Students **may not call home** for missing assignments or missing lunches/lunch money.

**Parents are asked to refrain from calling the school office with messages to be relayed to children, or ask to remove their child from class for a phone call, unless there is an emergency.**



## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

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

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

St. Francis of Assisi School follows the Prince William County announcement of emergency closing or delayed opening due to inclement weather. If there is inclement weather on a day that Prince William County is not scheduled to hold school, St. Francis will follow Stafford County. Please listen to the local radio stations or television channels for information. In the event that both Prince William County and Stafford County are not scheduled to hold classes, please listen to WTOP 103.5 FM for information. In addition you will be notified by School Messenger at your phone number on record.

If there is a delayed opening on a day that is scheduled for an early dismissal, either 11:30am or 1:30pm, school will be dismissed at 3:10pm rather than the scheduled early dismissal.

## **PHOTOS AND OTHER MEDIA**

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

## **LIBRARY**

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

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

## **FIELD TRIPS**

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

Class visits to places of cultural or educational significance enhance the lessons of the classrooms. The number of field trips each year is determined by the principal with educational objectives and curriculum considerations taken into account. Each field trip shall be adequately chaperoned. Students in grades 3-8 are encouraged to attend all field trips (please see #10 in the Code of Conduct.) A student who does not participate in a scheduled activity **may not attend**

school that day. Parents need to make arrangements to accommodate this absence. The principal reserves the right to deny participation on a school-sponsored field trip.

If there is a cost associated with a field trip, it will be charged to your FACTS Tuition Agreement and deducted on the same date as your tuition. If a student is ill the day of the field trip and the field trip requires the use of a bus and/or a ticket, (each requiring prepayment), the cost of the bus and/or ticket is not refundable.

Field trips are class activities. If a bus is used for the field trip, all students and chaperones are expected to ride to and from the field trip on the bus. **Other than the Parish-wide Francis Day in the Park, siblings may not accompany classes or chaperones on a class field trip.** In the spirit of this policy, please do not privately drive siblings to the class destination.

### **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 grade 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 7 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

### **GRADUATION REQUIREMENTS/CEREMONIES**

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

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

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

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

## ***PARENT ORGANIZATIONS***

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

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

Persons nominated to serve as a PTO Events Coordinator or Chairman must receive the approval of the pastor and principal.

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

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

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.

The Parent-Teacher Organization is a support group for St. Francis of Assisi School. The membership includes the faculty, staff, and parents of students attending St. Francis. The activities of the PTO are directed by the Events Coordinator or Chairman. The Treasurer is appointed by the Principal with the approval of the Pastor. The PTO Events Coordinator or Chairman meets regularly to conduct business and the school principal serves as moderator overseeing these proceedings. Parents who have shown an interest in participating in certain PTO sponsored events are often appointed as Committee Heads for these activities.

The primary purpose of the PTO is to provide a volunteer support group for the school. In addition to providing volunteer support, the PTO is the major source of fund raising for the school. Over the years, various fundraisers have proven their worth and become yearly undertakings. Funds have been used to purchase audio-visual and computer equipment, library books, PE equipment, art supplies, school furniture, science materials, faculty workshops, and curriculum enhancement materials.

Each family is required to raise a minimum \$150 (fundraiser profit) per school year. This amount will be tallied as 100% of donations to the Walk-A-thon and 100% of designated Fall Event advertisements and donations. These donations will be credited towards the family's fundraising account. A family may opt out of fundraising and the \$150 fee will be charged to their FACTS Tuition Agreement and deducted on the same date as their tuition. If a family has not raised the \$150 minimum requirement upon completion of all school fundraisers, the balance will be charged to their FACTS Tuition Agreement and deducted on the same date as their May tuition.

The purpose and function of the School Advisory Board is to recommend administrative policies affecting the operation of the school as they relate to school finances, physical plant, and public relations with the parish and general community. The board is consultative to the Pastor and Principal in matters relating to the academic and disciplinary operation of the school. The Board consists of representatives from the school and parish, and the members are appointed by the Pastor. Meetings are held every two months. Upon written request, nonmembers may address the Board with the approval of either the Chairperson or a majority of the Board. Meeting times are announced in the Principal's weekly newsletter or posted on the monthly calendar.

## ***FUNDRAISING***

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

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

## ***TRANSPORTATION/PARKING***

St. Francis of Assisi School does not provide transportation for students. Most families use carpools. Carpool drivers need to follow the instructions in the Arrival/Dismissal section of this handbook. In addition, if a parent needs to visit the school, he/she is to park in the parking lot and walk to the front door. **No one is allowed to use the back or side doors. Parents then proceed with the visitor procedure in the administrative office.**

**Due to fire and safety regulations, it is imperative that no cars are parked unattended in front of the church or school at any time.**

## FINANCES

### *DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM*

#### APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

### *SCHOOL TUITION POLICIES*

Tuition is collected through FACTS TUITION MANAGEMENT COMPANY and may be paid in full by July 1<sup>st</sup> or may be made in 11-monthly installments, beginning in July and ending in May. If an outstanding balance has not been paid or approved payment arrangements made, St. Francis School may request that the family consider other options. Any check that is returned unpaid from the bank will be assessed \$25.00.

A new student is required to remit payment for Registration, Book and Technology fees on the date of registration. Returning student fees will be charged to their FACTS Tuition Agreement. Re-registration fees are due during the month of February **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your February tuition.** Book fees are due in May **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your May tuition.** Technology fees are due in October **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your October tuition.**

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

Book Fees	\$150 per student
Technology Fee	\$100 per family
Registration/Re-registration Fee	\$ 75 per student

I. Catholic	
\$ 6,160 per year	1 student
\$11,099 per year	2 students
\$14,036 per year	3 students
\$16,566 per year	4 students

II. Non-Catholic	
\$ 8,558 per year	1 student
\$15,378 per year	2 students
\$19,525 per year	3 students
\$22,979 per year	4 students

Extended Day Care is offered to students in grades K-8 from 6:30 AM to 6:30 PM outside of school hours on the days that school is in session. The cost for this program follows.

Registration Fee	\$25 per family
1 student	\$7.00/hour ( <b>in ½ hour increments</b> )
2 students	\$10.00/hour ( <b>in ½ hour increments</b> )
3+ students	\$2.00 more per hour per child ( <b>in ½ hour increments</b> )
<b><u>Late Pick-Up Fee</u></b>	<b><u>\$5.00 per minute per family</u></b>

Each family will receive an electronic invoice for monthly incidentals and the invoice total will be charged to their FACTS Tuition Agreement and deducted on the same date as their tuition. The incidentals can include charges for daycare, field trip(s), yearbook, P.E. uniform, library book replacement cost, PTO fundraising fee, etc.

The invoice will be emailed to the address on file the 5th of each month, (or the next business day if the 5<sup>th</sup> falls on a Saturday, Sunday or a Holiday). Invoices for the 2018-19 school year will begin September 2018 and will list the incidental item, cost, and date of service (if applicable). Note: The month of June 2019 will have two electronic invoices: June 5<sup>th</sup> and June 10<sup>th</sup>. (Please see the monthly invoice and payment schedule on the next page).

As with tuition and school fees, the incidental cost is expected to be paid on time each month. We will not be able to change payment dates for these charges. If there are non-sufficient funds in your account on the date of the scheduled deduction, late fees will be assessed to your FACTS Tuition Agreement (\$30.00 FACTS Tuition Management Company and \$5.00 St. Francis of Assisi School).



## MONTHLY INVOICE AND PAYMENT SCHEDULE

The date the electronic invoice will be emailed from St. Francis of Assisi School to the address on file.	The date the invoice total will be deducted from your banking institution or charged to your credit card.  (If your FACTS Tuition Agreement is scheduled on the 20th of each month).	The date the invoice total will be deducted from your banking institution or charged to your credit card.  (If your FACTS Tuition Agreement is scheduled on the 5th of each month).
September 5, 2018	September 20, 2018	October 5, 2018
October 5, 2018	October 22, 2018	November 5, 2018
November 5, 2018	November 20, 2018	December 5, 2018
December 5, 2018	December 20, 2018	January 7, 2019
January 7, 2019	January 22, 2019	February 5, 2019
February 5, 2019	February 20, 2019	March 5, 2019
March 5, 2019	March 20, 2019	April 5, 2019
April 5, 2019	April 22, 2019	May 6, 2019
May 6, 2019	May 20, 2019	June 5, 2019
June 5, 2019	June 17, 2019	June 17, 2019
June 10, 2019	June 20, 2019	June 20, 2019

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

### ***PARTICIPATION***

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

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

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

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

### ***TRANSPORTATION OF ATHLETES/CLUBS***

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

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

The following are some of the co-curricular activities offered at St. Francis School.

- A band program is available in grades 4-8.
- Student Council offers leadership opportunities to grades 4-8 students.
- Computer Club is available in grades 4-8.
- Select Choir is available in grades 3-8.
- Altar Servers is available in grades 4-8.
- Robotics Club is available in grades 6-8.

Students who are absent from school may not participate in after-school activities on that day, including clubs, athletic events, and dances.

## ***SUPERVISION OF STUDENTS***

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

## VII. STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).

- n. will not give or receive unauthorized assistance on tests, quizzes or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (*see Substance Abuse/Weapons and Inappropriate Materials*).
- q. will maintain and support others who maintain, a safe and drug-free environment at, or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

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

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

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

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance, or marijuana or (b) used, possessed, or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

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

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

## ***DISCIPLINE***

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

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

## **USE OF DISCIPLINARY ACTION**

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

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

## **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

## **SPECIFIC DISCIPLINARY POLICIES**

Discipline is essential for effective management of any school. Discipline in the Catholic school must reflect charity and justice toward the individual student and his/her family. However, in charity and justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting. At all times, the student's right to fair treatment will be preserved. The essence of Christian discipline is self-discipline. Within the scope of the St. Francis Code of Conduct, students are expected to comply with school policies and directives and they must be respectful, courteous, honest, and attentive to the teachers. They must also be considerate and courteous to classmates and all other staff members and parents working or volunteering in the school. A conduct warning will be issued for fighting, cheating, as well as for infractions of the Code of Conduct.

In grades 6-8 after the 3<sup>rd</sup> homework warning in a single quarter, the student will receive a zero for any homework not presented when due for the rest of the quarter.

If a middle school student receives two conduct warnings for the year, and for every two conduct warnings thereafter, the student will be required to attend a mandatory Saturday program from 8:00 am until 10:00 am. If the student does not attend the program, he or she will receive an automatic In-School Suspension.

Once a middle school student receives three uniform warnings, and for every three uniform warnings thereafter, the student will receive a conduct warning.

If a middle school student serves two mandatory Saturday programs, the student and parent(s) will be asked to sign a contract agreeing to expected behavior. If a student breaks the contract, he or she may be required to withdraw from the school.

### **SUSPENSION**

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

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

### **DISMISSAL**

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

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

### **EXPULSION**

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

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

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



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

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

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

## ***STUDENT REGULATIONS AND PROCEDURES***

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

### **STUDENTS AND STUDENT PROPERTY SEARCHES**

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

### **INTERROGATION OF STUDENTS**

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

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

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

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

## **STUDENTS AND STUDENT PROPERTY**

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

## **SCHOOL LOCKERS AND DESKS**

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

The privacy of individual students must be balanced against the need to protect the health, welfare, and safety of other members of the school community. St. Francis School has the right to inspect and search any locker or desk on suspicion of a threat to the health, welfare, and safety of other school patrons. In addition, school officials retain the right to periodically inspect student lockers and desks.

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

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

## ***DRESS CODE***

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

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

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

### Boys Grades K-5

Shirts:	white or maroon knit polo shirt (long/short sleeve) with St. Francis logo
Trousers:	gray tailored slacks with a black or brown belt (kindergarten students are excused from wearing a belt)
Shoes	low cut solid all black leather athletic with matching shoelaces and non-marking sole. Velcro closures are also allowed. Shoelaces must be tied using a criss-cross style with the laces tied at the top of the shoe on the tongue. For safety reasons, no slip-on or zipper shoes are to be worn.

PE Shoes: all black or all white low cut athletic with matching shoelaces  
Socks: black or white crew, long enough to turn down to form a cuff  
Sweater: optional maroon pullover or sleeveless V-neck vest with logo

#### Boys Grades 6-8

Shirts: white or maroon knit polo shirt (long/short sleeve) with St. Francis logo  
Trousers: gray tailored slacks with a black or brown belt  
Shoes: Black Oxford Flynn & O'Hara with matching shoelaces **OR** an all black Authentic Original 2-Eye Sperry Boat Shoe with matching shoelaces. The soles, sides of the soles, stitching, piping and laces must be solid black.  
Socks: black crew, long enough to turn down to form a cuff  
PE Shoes: all black or all white low cut athletic with matching shoelaces  
PE Socks: black or white crew athletic, long enough to turn down to form a cuff  
Sweater/vest: maroon pullover or sleeveless V-neck vest with logo is required to be worn during the academic school hours (8:05-3:10)

#### Girls Grades K-5

Jumper: maroon plaid jumper  
Blouse: white round collar (long/short sleeve)  
Sweater: optional maroon cardigan with logo  
Shoes: low cut solid all black leather athletic with matching shoelaces and non-marking sole. Velcro closures are also allowed. Shoelaces must be the same solid color as the shoe. Shoes must be tied using a criss-cross style with the laces tied at the top of the shoe on the tongue. For safety reasons, no slip-on, zipper, or Mary Jane shoes are to be worn.  
PE Shoes: all black or all white low cut athletic with matching shoelaces  
Socks: maroon knee-high or tights. **White crew, long enough to turn down to form a cuff, on PE uniform day only.**  
Trousers: optional gray tailored slacks with a black or brown belt  
Skort: gray (worn with the white or maroon knit polo shirt with logo)  
Shirt: white or maroon knit polo shirt (long/short sleeve) with St. Francis logo (may be worn with optional trousers, shorts, or skorts)

#### Girls Grades 6-8

Skirt: maroon plaid or gray skort no shorter than 1" above the knee and  
Blouse: white buttoned-down collar (long/short sleeve)  
Sweater/vest: maroon pullover or sleeveless V-neck vest with logo is required to be worn during the academic school hours (8:05-3:10)  
Shoes: Black Oxford Flynn & O'Hara with matching shoelaces **OR** an all black Bluefish/Koifish Sperry Boat Shoe with matching shoelaces. The soles, sides of the soles, stitching, piping and laces must be solid black.  
Socks: maroon knee-highs or tights  
PE Shoes: all black or all white low cut athletic with matching shoelaces  
PE Socks: white crew athletic, long enough to turn down to form a cuff

An optional warm weather uniform is offered. Boys and girls may order gray shorts (cuffed for the girls, plain for the boys). Shorts must be no shorter than 2” above the knee. The boys’ white or maroon uniform shirt can be purchased for both boys and girls. A black or brown belt must be worn. The uniform may be worn until October 31<sup>st</sup> weather permitting, and again in the late spring. It must be purchased from Flynn & O’Hara.

The P.E. uniform is to be worn on the student’s P.E. day. The uniform consists of the uniform shorts, the uniform tee shirt with the St. Francis logo and a sweat suit (pants and sweat shirt), and **must** be purchased through the school. No other logo athletic wear is permitted. **Middle school students are required to wear the St. Francis logo sweatshirt with their P.E. uniform on P.E. day.**

Students shall come to school dressed appropriately for the weather. A raincoat and umbrella are needed for rainy days. Warm coats, hats, gloves, or mittens shall be worn on cold days. If the outside temperature is below 40, students must wear appropriate outer clothing or they will not be allowed outside at recess and parents will receive a phone call from the school office.

Shirts must remain neatly tucked in to visibly display the waistband of the girls’ skirts, the belts of the boys’ and girls’ trousers and shorts, and the waist bands of the P.E. uniform. **No colored undershirts can be worn.** Order forms for Flynn & O’Hara and for the P.E. uniforms are available from the school office.

A used uniform sale will be handled through the PTO and the “boutique” is open year round. A \$5 per piece cost will be charged to your FACTS Tuition Agreement and deducted on the same date as your tuition. Please visit the school office for additional information.

For out of uniform days and school-sponsored activities, the following code applies:

- Students are not permitted to wear or display items which represent drugs, alcohol products, gang membership, or which promote violence.
- All skirts must be no more than one inch above the knee.
- No sheer “see-through” garments.
- No garments that are too revealing, expose undergarments, are excessively tight and form fitting, or which have very low necklines.
- No tops with oversize arm openings, strapless tops, tube tops, tops with spaghetti straps, or tank tops. Shoulders and midriff must be covered.
- Only uniform-approved athletic shoes may be worn on out-of-uniform days.
- **No jeans, leggings, yoga pants, or jeggings.**
- Shorts may be worn only when the optional warm weather uniform policy is in effect.
- Shorts must be no shorter than 2” above the knee (walking shorts).

Please label your child’s clothing and possessions with his/her name.

Scented products (i.e. cologne, hand lotion, after-shave, etc.) are not permitted as they may cause an allergic reaction in another person. Cosmetics are not permitted as they are inappropriate for the age of our students, promote the abuse of bathroom privileges, and create distractions from learning. Any jewelry worn must be appropriate for a tailored uniform. Girls may wear simple post earrings (no hoops), appropriate watches, and simple religious necklaces. Wrist and ankle bracelets are not allowed. Boys may wear appropriate watches and simple religious necklaces. Boys may not wear earrings. No hats may be worn in the building. Girls may wear clear nail polish **only**. Artificial nails and French manicures are not allowed.

Conservative hairstyles are expected and must be neat in appearance. **Boys hair should be trimmed at or above the collar, with eyebrows and ears fully visible.** No mohawks or dyed hair permitted.

No visible tattoos or pierced body parts (other than girls ears) is allowed.

A uniform non-compliance warning will be issued for lack of uniform compliance. Parents may be called to bring appropriate attire.

## ***INAPPROPRIATE MATERIALS***

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

- Knives, razor blades, guns, or any other object that could be considered a weapon
- Drugs or alcohol
- Pornographic materials
- Any video or tape, music CDs, music tapes, or music recorded on MP3 players or I-Pods brought into the school which is judged by the principal to be in conflict with the philosophy of the school
- Toy guns
- Cell phones
- Pagers
- Walkmans, MP3 players, I-pods, etc.
- Inappropriate magazines
- Fireworks
- Laser pointers

This list is not all-inclusive. If there is a question about the appropriateness of an item, please contact the principal. The above items, and others that may not be on the list, are not allowed on school property, on any school-sponsored bus, and/or at any school-sponsored functions.

**Cell phones are to be turned off and placed in a designated location in the school office for the entire period of time the student is on campus. Lack of compliance will result in an automatic one day out of school suspension.**

## ***PLAYGROUND REGULATIONS***

Grades K-3 participate in A.M. recess each day. Grades 4-5 may also have A.M. recess. The teachers set the standards for the playground regulations and the schedule for the playground equipment. Students in grades K-8 have lunch recess each day. They are to follow the instructions of the lunchroom aides.

## ***LUNCHROOM REGULATIONS***

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

There are three lunch periods at St. Francis of Assisi School. The middle school students eat lunch from 11:00 to 11:35; grades K-2 students eat lunch from 11:40 to 12:15, and grades 3-5 students eat lunch from 12:20 to 12:55. Teachers escort their students to the lunchroom. Those who are purchasing lunch items stand in line and proceed to the kitchen. Students who are not purchasing lunch move to their assigned grade table. After a sufficient amount of time is allowed for eating, the lunchroom aides escort the students to the playground for supervised play. A five-minute warning bell will ring when recess is over, and the students will line up by class at the appropriate door.

A student will be unable to telephone home if he or she forgets to bring a lunch or lunch money. If a student forgets a lunch, he or she will be able to order from the lunch menu. A charge will be added to their online account or a note will go home with the student regarding the charge.

***In order to reinforce our health curriculum and to keep disruptions at a minimum, we ask that parents refrain from sending/bringing lunches from area restaurants. Caffeine or caffeine-free sodas/soft drinks are not an appropriate lunch beverage for school age children. Please refrain from sending these drinks to school.***

Parents may send to the lunchroom a class treat, individually packaged, to celebrate a child's birthday. Please label the treat with the child's name and grade, individually wrap the treats, and remember to send in the paper products and utensils needed for serving. Dips, veggie trays, and fresh fruit are encouraged. The lunchroom staff will be happy to distribute the treat.

## ***ADDITIONAL STUDENT REGULATIONS AND PROCEDURES***

An atmosphere of quiet respect for the learning rights of others should prevail throughout the school building.

### **Rolling back packs are not permitted for middle school students.**

Students are not allowed to chew gum.

When a child is going to visit a schoolmate after school, there must be notes from both the parent of the host and the parent of the guest. If two notes are not received, the child goes home by the regular route.

Invitations to birthday or other parties may be distributed in the classroom only if either all the students are invited, or all the students of one gender are invited. Otherwise, please use the US mail or other means away from the school property so that hurt feelings may be avoided.

## **VIII. HEALTH, SAFETY & WELFARE**

### ***STUDENT HEALTH, SAFETY & WELFARE***

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

#### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

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

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

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

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

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

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

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

## **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

## **ACCIDENTS AND FIRST AID**

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

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



## **ILLNESS**

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

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

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

## **MEDICATION ADMINISTRATION OVERVIEW**

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:

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is

the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;

- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

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

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

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

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

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

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **USE OF CRUTCHES**

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

### **USE OF MICROWAVE OVEN**

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

### **LIFE THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms and parental publications.

All schools will provide an annual in-service educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

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

Parents and guardians of students with a life threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed Diocesan

documents. Parents/ guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus drivers, and janitorial staff.

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

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

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

- a. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G)
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is

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

## **LICE**

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

## ***BLOODBORNE DISEASE***

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

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

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

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

To enhance the safety of children, personnel, and visitors, St. Francis School conducts regular fire drills and schedules inspections of the physical plant for fire safety. During the fire drill everyone must vacate the building. All school windows and doors will be closed.

In the event that St. Francis School receives a bomb threat, all students and other building occupants shall be immediately evacuated. The police will be summoned by the principal or delegate. Evacuation procedures under fire drills are to be followed. The principal, in consultation with the police representative, will make the decision when to re-enter the building.

The school will conduct periodic tornado and hurricane drills.

## ***SEXUAL HARASSMENT – STUDENTS***

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

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

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

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

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

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

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

## ***BULLYING***

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

Examples include but are not limited to:

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

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

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

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

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

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

## ***RESPECT FOR LIFE***

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

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION (SAMPLE LETTER)**

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

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

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

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



## ***VIDEO SURVEILLANCE CAMERAS***

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

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

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

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

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

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

## **IX. STUDENTS WITH SPECIAL NEEDS**

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

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

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

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

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

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

The Title I Government Program helps students achieve high academic standards by targeting extra resources and offering reading intervention services to qualified students at St. Francis School. Annually, the Title I program director informs the principal of the number of students who are eligible to receive the services.

Summer enrichment academic activities are required for students in grades K-8 and are made available to students at the end of the academic year.

## **X. EXTENDED DAY**

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

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section IV. General School Policies regarding fees to utilize this program. Extended day staff will sign the 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.

The Extended Day Program (St. Clare Program), before and after school day care, is available for school-age children (grades K-8) of St. Francis School. The hours are from 6:30-8:00AM and 3:10-6:30 PM. The cost is \$7.00/hour for one child, \$10.00/hour for two children and an additional \$2.00/hour for each additional child in the family. Charges will be billed in ½ **hour** increments. ***A late fee of \$5.00 per minute per family will be charged for students picked up late from extended care.*** Registration cost is \$25 per family, (charged to your FACTS Tuition Agreement), and a registration form must be completed (available online at [www.stfas.org](http://www.stfas.org)). The Extended Day Program is offered only on days school is in session.

The program offers homework time, indoor and outdoor games and activities. Activities are appropriate for the age level of the child.

This program is licensed by the State of Virginia. Please remember to update family emergency information and authorized pick-up information as changes occur. Extended Day Program Handbooks are available for parents to view on line at [www.stfas.org](http://www.stfas.org).

Parents are required to notify the school/preschool/day care within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life-threatening diseases which must be reported immediately.

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

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

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

All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer's recommendations. Non-prescription drugs and over-the-counter skin products

shall not be kept or used beyond the expiration date of the product.

For all over-the-counter skin products:

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

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

## ***LICENSING INFORMATION***

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

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

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

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

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

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

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

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

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginia Beach, VA 23452-5496  
(757) 491-399

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

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL INVOLVEMENT***

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

# **I. APPENDICES**

Appendices can be found on the school website, [www.stfas.org](http://www.stfas.org), under the headings Admissions/Forms and/or School Life/School Nurse.