



QUEEN OF APOSTLES SCHOOL

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# Queen of Apostles Parent/Student Handbook

## 2019-2020

### Faith, Excellence, and Joy

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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***

#### **Mission Statement**

Queen of Apostles Catholic School is a Christ-centered community, which recognizes our students as children of God and encourages them to continually grow in virtue, dignity, and wisdom. We respect the uniqueness of each student, focusing on the education of the whole child by challenging him or her to realize his or her full potential through spiritual and academic excellence. With Mary, Queen of Apostles, as our model, we send forth our students to joyfully witness to the light of Christ and His Gospel message.

#### **Philosophy**

At Queen of Apostles Catholic School, we nurture a diverse group of students who come from a variety of cultural, ethnic, and religious backgrounds. We recognize the uniqueness of each student as a child of God, and we equip students to achieve excellence in an atmosphere of faith and joy. The spiritual, moral, academic, physical, and aesthetic development of each student is

promoted by providing an environment where creativity and love for learning are complemented by self-discipline and order.

The faculty and staff work in partnership with the parents to foster virtues that are taught in the home. We provide a safe and loving environment in which our children develop important social values that will guide them to become productive members of the Church, our nation, and of the global community.

A strong curriculum, differentiated teaching strategies, and committed teachers provide academic opportunities and encourage a life-long love of learning. Students learn to treat others with the respect and charity due to human beings made in the image and likeness of God.

“Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others...” Message of John Paul II to the National Catholic Educational Association of the United States, April 16, 1979

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

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

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

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

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

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

## ***PARENTAL/GUARDIAN ROLE***

Since parents/guardians 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/guardians must be aware that it is the Catholic position that will be taught.

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

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

## II. ACADEMICS

### ***CURRICULUM***

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

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

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

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 5th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year).
- d. Favorable teacher and principal recommendation.

#### **GRADES SIX TO SEVEN**

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Pre-Algebra: 93 or above.
- c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

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

### **GRADES SEVEN TO EIGHT**

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

### **GRADES SIX TO SEVEN**

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

### **GRADES SEVEN TO EIGHT**

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 7th grade math: 93 or above.

- c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year).
- d. Favorable teacher and principal recommendation.

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

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

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

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

## ***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***

Textbooks are selected based on the Diocesan approved list of books. Designated faculty and administration review the different books in terms of meeting the criteria of the Diocesan curriculum objectives.

It is expected that students will take proper care of all school materials and equipment. Hard bound books and soft covered books designated as "textbooks" must be covered. Defacing books is not acceptable. The fee to replace the lost or damaged book will be assessed and report cards or transcripts will not be issued until the fees have been reconciled.

Examples of supplemental teaching material in curriculum subjects are manipulatives, science

equipment, hands-on activities, computers and ActivBoards, globes, and maps. In Religion classes, the material in the text is supplemented by Holy Scripture, The Catechism of the Catholic Church, as well as material on such things as the life of the Saints and the sacraments.

The students in the "special" classes use supplemental materials to enhance the active learning environment. In art classes the students engage in active learning through many mediums such as paint and clay. In music classes the students learn about composers, instruments, and musical terms. In PE classes the students learn to use sports equipment in a safe manner, the rules of different sports, and good physical fitness practices. In computer class the students learn typing skills as well as how to use the different software options.

## ***TECHNOLOGY – RESPONSIBLE USE POLICY***

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

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

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

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

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

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

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

Queen of Apostles Catholic School has the right to restrict any use of its name or logo that will detrimentally impact the school and reserves the right to discipline students for conduct that negatively impacts the school whether the occurrence is off campus or is in the form of a posting on the internet.

## ***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.

## ***HOMWORK***

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**

Grades 1 – 2:	15-30 minutes
Grades 3 – 4:	30-60 minutes
Grade 5:	50-70 minutes
Grades 6 – 8:	60-120 minutes

In addition to daily homework, students are assigned long-term projects and reports. These learning opportunities afford the students practice in establishing benchmarks, organizing material, researching information, and designing creative presentations of material.

One of the responsibilities of homework is to teach students responsibility and accountability. Homework must be done neatly and turned in on time. Studying an assignment is considered of equal importance as hand written work.

Parents may assist their children by encouraging them and quizzing them on the material prior to a test. Also parents may help their children with organization of material, with researching material for reports, and with seeing that homework is done completely, neatly and on schedule. If their child is spending longer on the homework than the time designated, parents should notify the teacher. The student, teacher, and parents work together to help determine beneficial strategies to help the student with homework concerns.

General information concerning assignments, testing, and special class activities are posted daily or weekly by each teacher on class pages. Some teachers opt to send home a regular communication. None of these is to be considered a replacement for responsible student recording of assignments and are only maintained as convenient back-up support.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately

contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Parent/Teacher conferences are scheduled in the fall towards the end of the first report card period. Parents or teachers may request a conference at other times during the year. Parents should notify the teacher via a note or through email if they wish to schedule a conference. A middle school parent may request a conference with a specific teacher or with the middle school team.

Confidentiality requires that discussion regarding a student takes place in a private setting. Teachers may discuss only the student whose parents/guardians are present. Teachers should never be approached about a student in the hallways, during carpool duty, or at any time that is not scheduled beforehand, or any location that is not private.

A conference with the Principal should be requested only after an initial conference with the teacher has occurred.

### ***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/guardians and present to them an assessment of their child's achievement in his/her academic studies.

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

### **GRADING SYSTEM**

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

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

### **ACADEMIC PROGRESS SCALE**

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

\* (asterisk) indicates modified curriculum

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

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

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

Parents of students in grades 3-8 are encouraged to monitor their students' progress and grades via PowerSchool on a regular basis.

**HONORS**

**First Honors** - Achieving a grade of 93% or above in all subject areas, a 2 or above in all effort grades, and no more than two 1s.

**Second Honors** - Achieving a grade of 85% or above in all subject areas, a 2 or above in all effort grades, and no more than two 1s.

**Christian Witness Award** - given quarterly to students in grades who consistently exemplify the Christian call to serve others. This award is given for exemplary behavior as determined by the homeroom and "special" teachers.

Eighth grade students are given various awards for achievement and/or effort in academic areas and as recognition for service to the school or to the community.

Eighth grade Valedictorian and Salutatorian is selected using the following criteria:

1. Highest grade average in 6, 7, and 8<sup>th</sup> grade years
2. Highest overall effort grade

If speeches are delivered at the graduation, they must be approved by the administration and pastor no less than three days before graduation. No changes are permitted after the speeches are approved.

***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/guardians if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be “placed” in the next grade level; however the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.

## ***SCHOOL COUNSELORS***

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

## **III. ADMINISTRATIVE PROCEDURES**

### ***ADMISSIONS***

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

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

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

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

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

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

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

#### **REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5**

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

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

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

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

#### **GENERAL CONDITIONS OF ADMISSION**

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

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

## INTERNATIONAL STUDENTS

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

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

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

## **CLASS PLACEMENT**

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

Students entering Kindergarten, those who do not conduct a shadow visit, and those in which there may be other factors to consider will be placed on a 30 day provisional acceptance in order to determine the school's ability to meet the needs of the child. There are situations in which the principal, after reviewing all student data, will determine that Queen of Apostles School is not the appropriate placement for a student at that time.

## ***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/guardian, must be presented upon a student's return to school.

- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents/guardians 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/guardian, 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/guardian 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**

Regular attendance directly affects academic performance and is considered an important component of student life. Students may be excused for illness or a death in the family. When a student is **absent, parents/guardians must notify the office and nurse by 9:00 A.M. (either phone call or email the office)**. This is an important safety concern.

If an email was not sent, a written note explaining the absence must be presented upon the student's return for the student's file.

After an absence, it is the student's responsibility to request the missed work from the teacher and

to work with the teacher to establish a timeline to make up missed assignments, tests, and quizzes.

If a student is absent, homework may be requested to be sent home if the school office is notified by 9:00 A.M. The homework may be picked up between 2:50 and 3:00 at the school office by a parent, guardian, or sibling.

## **TARDINESS**

Late arrival has a negative impact both on the student who is tardy and on his/her entire class. Any student arriving in class later than 8 a.m. is considered tardy. Students who are tardy **must be escorted to the office by a parent or guardian**. The parent or guardian must sign the student into school. Students must obtain a tardy pass at the office before proceeding to the classroom. Please make sure your middle school student arrives to school in time to go to his or her locker prior to first period.

The principal or office staff will contact the parents of students who are tardy five days or more. A conference may be required to establish a plan to reduce the number of tardy days. The number of days tardy will be recorded on both report cards and year-end transcripts. Your student's tardiness is reported along with absences to high schools when requesting final transcripts.

## **MEDICAL EXCUSES**

Students who are absent with a communicable disease must present a physicians' statement certifying their ability to return to school. Students found to have head lice will be sent home immediately for treatment and may return to school after the first treatment is completed and nits have been combed from the hair. The nurse or designated school employee will examine the student's head to determine if the initial treatment was successful and then the student may return to class.

## **ANTICIPATED ABSENCE**

**Family Vacations:** Absences interrupt a child's learning and can seriously hamper progress during the school year. Teachers are not responsible for providing any advance assignments for students. Students will be required to make up any missed work, including quizzes and tests, upon their return to school. Report cards will not be provided in advance for students anticipating an absence.

If parents are going out of town and leaving another responsible adult in charge of the children, they must notify the school office and nurse in writing and provide in advance the name, address, phone numbers, and other necessary information regarding the care of the children while the parents are absent.

## **RELEASE OF STUDENTS**

Students will be released to either parent unless the school has been provided with a legally binding document to the contrary. If students are to be released to anyone else, **signed authorization stipulating to whom the child may be released must be given to the office prior to the time of release.**

A student who is to be dismissed from school different from the usual dismissal plan for that student must have a written note from the parent/guardian giving permission for the student to vary his/her usual dismissal plan. A student who does not have a note will be sent to Extended Day, with the usual fee incurred, until the parent/guardian is contacted.

**THE SCHOOL RESERVES THE RIGHT TO MANDATE THAT A STUDENT MUST REGULARLY BE DIRECTLY SIGNED OUT OF THE SCHOOL OFFICE IN CERTAIN INDIVIDUAL CASES.**

Excessive tardiness and/or leaving early do affect a student's school performance and is disruptive to the other students in the classroom. Therefore, parents should make every effort to ensure that their children arrive to school on time and remain in school to avoid missing instructional time.

## ***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.

## ***ARRIVAL AND DISMISSAL***

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

Any change from a student's usual mode of transportation home requires a signed and dated note from the parents/guardians on the day that the change occurs. (See Release of Students.)

#### Bicycle Rider:

1. Must submit a parent permission slip to the school office at the beginning of the school year or before the first day that the bike is ridden;
2. Must park the bike in the bicycle rack provided;
3. Must provide a lock for the bike;
4. Must wear a safety helmet;
5. Must abide by all traffic regulations;
6. Must ride responsibly on school and public property.
7. Must walk bike if other children or moving cars are present in our parking lot.

\*Queen of Apostles Catholic School is not responsible for the loss of or damage to bicycles.

#### Walkers:

1. Must walk directly to and from school;
2. Must follow all traffic rules;
3. Must cross only at crosswalks and corners;
4. Must follow the directions of Safety Patrols (failure to do so will result in loss of walking privilege);
5. May not skateboard or roller blade to or from school.

It is a privilege to walk or ride bicycles. This privilege will be revoked for disciplinary reasons if the safety precautions and school regulations are not followed.

#### Carpool:

- Drivers must not violate or circumvent orange/yellow traffic pylon boundaries or drive through pylons to drop off a tardy student;
- Drivers must not walk children through pickup and dismissal traffic lanes; **PLEASE USE THE CROSSWALK!**
- Drivers may not park on the street and pick up students designated as walkers; all non-walkers must be picked up in carpool;
- Drivers must proceed slowly (about 5 mph);
- Use of cell phones while driving is prohibited for the safety of the children;
- Drivers must be respectful, obedient, courteous, and encouraging to student Safety Patrols and to teacher monitors;
- Drivers may not leave an automobile unattended in the carpool line;
- Kindergarten parents are issued a windshield pass to help Safety Patrols monitor Kindergarten arrival and dismissal.
- In the case of severe weather (lightening, thunder, heavy downpour), or if the Principal designates a change due to a safety concern, cars form a single line and students are dismissed from inside the building after names are called to the building by walkie-talkie; if deemed necessary, Safety Patrols will remain in the building and extra teacher monitors will be assigned; this procedure will take longer than the usual method but patience is required as the safety of our children is the first concern.
- In the case of severe weather, students who are walkers may be kept at school until the Principal determines it is safe to walk home.

The rules and regulations have been formulated with the safety of the children and the school community foremost in mind. Due to serious consequences that could occur from an infringement of these rules, no exemptions will be made. Drivers who ignore the rules and establish a pattern of doing so may jeopardize the enrollment of their child. All violations must be reported to the Principal. Safety is a serious matter.

Student school hours are from 8:00 to 3:15, Monday through Thursday, and 8:00- 2:15 on Fridays, except early dismissal days and holidays. No students may be dropped off prior to 7:45 A.M. unless they are enrolled in the Extended Day program or are serving as a Safety Patrol.

To avoid classroom disruption, parents requiring early pick up must sign their students out before 2:45 pm on regular dismissal days (1:45 on Fridays). Early pick up should not occur on a regular basis unless arrangements have been made by the parents and the principal.

**Students who have not been picked up, either by the time carpool is finished, or immediately after an extracurricular activity is over, will be signed into the Extended Day Program.**

Once students have left the school property, they may not return unless accompanied by an adult. Students may not be left in the church parking lot or anywhere on the Parish grounds while the adult is conducting business in the school. The school assumes no responsibility for students once they have been picked up, as they are then under the authority of the designated adult.

## **SAFETY PATROLS**

It is a responsibility, honor, and privilege to serve as a patrol. Patrols are responsible for the safety and welfare of all students and thus are expected to serve as role models for the younger children and for their own peers. While performing their duties, the Patrols act for the Principal and the teacher on duty and should be accorded due respect by students and parents. Misconduct, placement on academic probation, or consistent failure to perform assigned duties properly may result in suspension or dismissal from the position of Safety Patrol. Parents of prospective patrols must sign a permission form that delineates the patrols' responsibilities and terms of service.

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

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

### **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

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

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

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

- e. Psychological reports

## **SCHOOL VISITORS**

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

All doors are locked and visitors must be buzzed in by the office staff.

There is a sign in/out log at the window and the visitor will be provided with an identification badge. No one will be permitted to go beyond the school foyer area without proper identification and permission. Teachers and staff will report any person(s) in the hallway without proper I.D. to the Principal.

Parents are requested to attend Back-to-School Night held the week before the start of the school year. At this time, the teacher will present the major curriculum areas to be covered, the homework policy, and the classroom discipline plan. Parents, friends, family, and parishioners are also welcomed and strongly encouraged to attend school events such as the Auction, musical concerts, and social functions. Parents are expected to attend the parent-teacher conferences in the fall. Parents and/or teachers may request conferences at any time during the year. All conferences must be scheduled in advance.

Parents should not bring lunches, treats, and other materials directly to the classroom. Items delivered for students must be labeled and left at the school office window.

**Volunteers:** The volunteer program is an integral part of the school and helps carry out its educational mission. Volunteer opportunities may include: lunchroom assistance, library and technology aides, home room parents, field trip chaperones, committee members (grant, development, publicity), field day helpers, coaches etc.

Volunteers who have contact with children must adhere to the Diocesan mandated Child Protection requirements. This includes attending the training session ensuring volunteers are OPCYP compliant. Under no circumstances will exceptions be made to this policy.

## **PRINCIPAL'S COMMUNICATION**

Information such as the weekly email updates, calendar, schedule information, Principal's letter, and PTO information will be posted on the school website: [www.queenofapostlesschool.org](http://www.queenofapostlesschool.org). Additional paper copies of posted information will only be sent home to those families who do not have internet access and who make a written request to the office.

If an organization has an item to be placed on the school calendar, it must receive prior principal approval. Any flyers or communication to be sent home must be approved by the principal prior to distribution. After approval, the required number of copies should be given to the school office for distribution.

## **TAKE-HOME COMMUNICATION**

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

All take home material must relate directly to school and parish events, or other information deemed appropriate by the principal. Take-home communication will be sent home in accordance to the classroom teacher's method of distribution (weekly folder, daily assignment notebook, student binder). Parents are responsible for checking take-home communication folders on a regular basis and return folders to the classroom in a timely manner

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

The school phone is restricted for use by the office staff. Students will not be permitted to use the office phone to call home for forgotten items including missing homework or gym uniform. Glasses and medications are exceptions to this policy.

**Students may not use cell phones or other electronic devices, such as iPods, on school property. Students may not have cell phones or other electronic devices on their person during the school day.** A parent or guardian may register a cell phone with the school office (to be handed into the school office each morning and returned at dismissal). A form will be provided by the school office upon request. Cell phones and/or beepers that are kept by the student and not properly registered with the office will be confiscated and only returned to the parent/guardian upon meeting with the Principal.

The school office is open from 8:00 to 4:00. Messages to be delivered to students must be received by 2:30 to give the staff time to deliver the message prior to dismissal.

## **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.

Queen of Apostles Catholic School follows the decision of Fairfax County Public Schools for closings and delayed openings relating to snow/ice. The County is a large area and may experience

a varied amount of weather conditions. For example, while there may be a minimum of snow accumulation in our area, outlying areas may have greater accumulation. Since our staff, faculty, and many of our families travel from outlying areas, we will adhere to the decision, keeping in mind the safety of all.

Queen of Apostles does not follow Fairfax County for closures related to extreme hot or cold temperatures. Queen of Apostles will update its webpage and announce via text, email, and phone message its decision to remain open if Fairfax County closes due to hot or cold temperatures.

Announcements may be heard on WMAL-AM 630 and WTOP-FM 103.5 and most television and cable stations as to school closings. If county schools are closed due to differences in calendars, notification of closing pertaining to Queen of Apostles Catholic School will be posted on the website and the emergency telephone notification system will be activated.

On delayed opening days, the following schedule delineates the schedule of A.M. arrival and of the hours of the morning Extended Day Program:

**1 HOUR DELAY**

7:45 A.M. (Extended Day Open)

**Supervised Drop Off**

8:45 A.M.

**School Starts**

9:05 A.M.

**2 HOUR DELAY**

8:45 A.M. (Extended Day Open)

**Supervised Drop Off**

9:45 A.M.

**School Starts**

10:05 A.M.

**If there is an early dismissal due to inclement weather, the afternoon extended day program will not open for that day.**

**PHOTOS AND OTHER MEDIA**

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

## **FIELD TRIPS**

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

All medications given on field trips must comply with medication administration policies. For a

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

One field trip is recommended each trimester for students in grades 1-8. Kindergarten may add short local field trips in the immediate community. Entrance fees and bus fees are paid for by the parents/guardians. Proper etiquette is expected of all students involved in enrichment programs, including field trips. The school reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or could jeopardize his/her personal safety or that of another member of the group.

Participation in field trips is limited to registered students in the designated grade(s) and the chaperones. Younger siblings or brothers and/or sisters in another grade in the school may not participate in the field trip. Chaperones are expected to comply with school and Diocese policy regarding volunteers. All chaperones must be OPCYP compliant.

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration's decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not participate as a group in the March for Life. Students with written parental/guardian 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 officers should prepare a budget and submit it to the pastor and principal for approval

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

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

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

The Queen of Apostles Catholic School PTO serves the teachers, students, and staff by supporting the Parish and School community on all levels. Parents will be informed of requirements for volunteer hours, financial responsibility if opting out of volunteering service hours, and of the many opportunities to volunteer time and talent to better the spiritual and academic environment for our children. This information will be available in the August back-to-school packets. Volunteer opportunities will be distributed at the back-to-school nights and also through contacting the Board members.

The PTO is active in fundraising efforts for the school, including the yearly events such as an Auction and spaghetti dinner. The PTO also organizes the International Festival and many other community-building events. It is only possible to offer these opportunities because of the hard work and dedication of our volunteers. **It is expected that, since all benefit from the efforts, all members of the school community participate by supporting events through donations of time, talent, and monies.** The burden to supply the needs of the school should not fall on a few but

rather should be the commitment of all members of the school community.

If any parent is unsure on how to best get involved, they should talk with a Board member or with the Principal.

## ***FUNDRAISING***

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

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

## ***TRANSPORTATION/PARKING***

All are expected to follow drop-off and pick-up traffic patterns. Under no circumstances should anyone drive through the coned off play area. Parking is in the church lot past the cone line. Leaving a vehicle parked in the carpool line to hold a space while visiting the school is prohibited. Failure to follow traffic patterns, parking policy, and pick-up and drop-off regulations could affect student enrollment status. Teachers and patrols will not permit students to be dismissed to waiting parked cars.

Students must be dropped off at the coned line for the morning drop-off. If it is necessary for a parent to enter the school building with a student, the car should be parked along the side of the church and the grassy area should be utilized as the walkway. This is an important safety measure as cars following the drop-off pattern are facing the sun and may not see a student approaching.

## ***ADDITIONAL SCHOOL POLICIES AND INFORMATION***

### **LUNCH PROGRAM**

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

Students not purchasing hot lunch bring their lunch and needed utensils in a bag or soft lunch box that is clearly marked with their name and grade. Glass containers, knives, soda cans, are not acceptable. A healthy diet is integral to academic development and optimum learning, and the sugar/caffeine content in soft drinks can impede focus and sustained attention to tasks. Water,



milk, and fruit juice are a healthy alternative. Due to liability concerns, no food may be heated in a microwave for students. There will no longer be snacks in the clinic for students who forget their snacks or lunches. There will be no sharing of food due to germ and allergy concerns. It will be up to the parents if they are able to return to the school with forgotten snacks and lunches.

Hot lunch is available for Mondays through Fridays. Ice cream is also offered once a week. Both lunch and ice cream are pre-ordered and pre-paid. Reimbursement is not available due to absences.

Students are not permitted to leave the school building for lunch. **Parent deliveries from fast-food facilities are discouraged** and deliveries from restaurants for a student are not permitted.

Students in the Lunch Room are supervised by paid staff members and parent volunteers.

### **RECESS**

Students play on the blacktop in front of the school and on the playground on the side of the school on outdoor recess days. On indoor recess days, the teacher provides activities for the students. Every effort is made to schedule time in the gym on indoor recess days so the students may have an opportunity for physical exercise. Temperature extremes that warrant indoor recess are mandated by concerns for the physical well-being of the students and of the staff. Paid staff members supervise the students at recess.

### **LOST & FOUND**

The Lost and Found is located in the Multi-Purpose Room. All items that are not claimed are given to the needy at the end of each school year. It is important to mark all articles of clothing, lunch bags, musical instruments, and back packs. This includes labeling uniform pieces (P.E.), jackets, scarves, gloves, and hats.

### **CHANGE OF ADDRESS OR PHONE**

It is very important, for emergency and administrative reasons, that every parent maintain an up-to-date address and phone record at the school office, especially work phone numbers. Parents/guardians must notify the school office immediately concerning any change of address, phone number, place of employment, or any change to the information that is provided on the emergency care form.

### **INSURANCE**

Neither the school nor diocese carries accident or health insurance for students while they are at school. It is the school's expectation that families of students use the health plans they have obtained through employment or other sources to take care of any medical treatment that may become necessary.

## **RESPECT AND CARE FOR SCHOOL PROPERTY**

One of the basic practices of the Christian community is respect for property, one's own and other's property. Students are encouraged to take pride in their school building and in all classrooms. They are to handle equipment and materials with care. Students will be required to make financial restitution for any careless or deliberate damage caused to property or to the belongings of another.

### **BOOK CARE**

Textbooks are very expensive, and while normal wear and tear is inevitable, students will be held financially responsible for the entire cost of the book if it is lost, defaced, or damaged. Books must be covered. Contact paper is not used on textbooks.

### **USE OF SCHOOL GROUNDS**

Students are permitted on school property only during authorized times. Faculty members who arrive early or leave late are not responsible for children during non-school hours.

### **BIRTHDAYS**

A simple non-food treat is optional and may be shared with the homeroom class at a time arranged by the student's teacher. Prior arrangements must be made with the teacher.

Balloons, birthday cakes, party hats, and other party paraphernalia are not acceptable. Gum is not used for treats. Invitations for birthday and other parties are to be mailed unless the entire class is invited.

Each class may have a few parties per year and are encouraged to have the celebrations enhance the curriculum. The parties are held at the last hour of the school day. The teacher may work with the homeroom parents to determine treats and activities to be planned. To reduce confusion, maintain safety, and to keep the focus on the school students, chaperones are asked to come without preschool children.

School-wide celebrations may also be planned during the school year, with the objective of enhancing the spiritual and academic environment for the students. These celebrations may be planned in conjunction with the PTO and with the room parents.

## V. FINANCES

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

#### **APPLICATION PROCESS & REQUIREMENTS**

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

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

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

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

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

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

### ***SCHOOL TUITION POLICIES***

To serve the spiritual needs of the children of this parish, Queen of Apostles Catholic Parish operates a Catholic elementary school which strives to provide the best possible spiritual formation and academic education.

Tuition is a fixed annual amount and is paid monthly or in full at the beginning of the school year. The contractual obligation to pay tuition is incurred at the time the student's enrollment is completed.

Should a family fall thirty days behind in tuition, the student's enrollment may be jeopardized. Report cards and transcripts are held for those students whose financial accounts are not paid (e.g. Extended Day, charges for missing or damaged books, lunchroom fees, classroom activities, and

tuition). Additional fees may be assessed depending on programs, services, or materials offered or administrative costs such as re-registration.

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

### **TUITION and FEE SCHEDULE 2019-2020**

<b>Fees</b>	<b>Amount Payable</b>
Application (new students)	\$100.00 per student
Enrollment (new students)	\$125.00 per student
Re-Enrollment	\$125.00 per student
Operational Fees	\$400.00 per student
8 <sup>th</sup> Grade Graduation Fee	\$125- Student

### **Tuition Rates: 2019-2020**

Annual Tuition	I Child	2nd Child	3+ Child	4+ Child
Catholic	\$6,740	\$4,060	\$2,560	Free
Non-Catholic	\$9,500	\$6,310	\$5,030	Free

### **Extended Day Fees: 2019-2020**

#### **Monthly Rates:**

<u>Option</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
A.M.	\$110	\$128	\$145
P.M.	\$277	\$390	\$457
A.M./P.M	\$330	\$426	\$495

#### **Daily Rates:**

<u>Option</u>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
A.M.	\$18	\$22	\$25
P.M.	\$30	\$37	\$41
AM/PM	\$35	\$48	\$55

<b>Drop In Hourly Rates PM (3:15-6:00)</b>	One hour or any portion of an hour		
	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
	\$10	\$15	\$20

<b>Early Dismissal Drop-in Rates: (11:30-5:00)</b>	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
	\$45	\$55	\$60

**Program Fees:** A late fee of **\$1.00** per minute is charged if a student is not picked up by **6:00 P.M.** (5:00 on Early Dismissal Days). After **6:05 PM** (5:05 PM) the charge will be **\$5.00** per minute.

**Billing Information:** Fees are charged monthly for all the Extended Day Program payment options. Payment is due by the **first of each month**. Checks are sent to the Extended Day Director at the School. A late fee of \$30 is charged after the 5<sup>th</sup> of the month. If the service is used on a drop-in basis, payment is due the day the service is used. Returned check fee is \$30.00.

\*Please contact Flora Wack, Office Manager at the Business Office, if the fee will be paid through your FACTS account.

**Delinquency/Non-Payment:** Services must be paid in full each month. Non-payment and delinquent accounts will result in the cancellation of all services. If you receive a Notice of Delinquency, please contact the school immediately.

## **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/guardians are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

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

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

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

## ***SUPERVISION OF STUDENTS***

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

## VII. STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends parents/guardians, 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/guardians 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, tobacco, or e-liquids 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/guardians will be notified, and the student will be removed from class. 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, e-cigarette delivery devices, e-cigarette accessories, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). Any student who violates this provision will be subject to disciplinary action up to and including, expulsion.

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

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

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

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

## **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

## **SPECIFIC DISCIPLINARY POLICIES**

**MIDDLE SCHOOL DISCIPLINE POLICY- (3rd-5th grade will use this policy with the allowance of more signature notifications prior to next step consequences).**

Each individual makes his/her own choices regarding behavior. Students of Queen of Apostles School are expected to make choices that will promote Christian and academic growth in our school. Positive choices will benefit the entire school community. However, when one makes a choice that inhibits Christian and academic growth, correction is needed.

Due to varying circumstances and behavior, the school reserves the right to determine the level of misbehavior by a student and the appropriate consequences. The following is a guide for faculty, parents and students.

### **Minor Offenses**

The following steps will be taken by faculty when a student has committed a Minor Offense:

Step 1 Warning

Step 2 Teacher Signature on Discipline Documentation Form

Five signatures result in detention and written notification to parent

1<sup>st</sup> detention: Independent recess and lunch

2<sup>nd</sup> detention: office referral

### **Minor Offenses Include, But Are Not Limited To:**

1. Late to class
2. Talking out of turn
3. Disrupting the learning/teaching atmosphere
4. Lack of cooperation
5. Rudeness
6. Using or misusing another's possessions; misuse of own possessions
7. Littering
8. Failure to take care of books

9. Running or jumping in building/schoolyard
10. Entering building without permission
11. Eating or drinking outside of lunchroom
12. Chewing gum
13. Misbehavior in lunchroom
14. Misbehavior in schoolyard or gym
15. Misbehavior during arrival/dismissal
16. Misbehavior going to, during, and coming from an activity or class, including assemblies
17. Violation of dress code
18. Use of lockers without permission

Students will receive a hole punch on their signature sheets for the following. **More than 8 hole punches** in the course of a trimester will result in a signature for each additional occurrence.

- 1) Unprepared for class
- 2) Using the restroom in the middle of class

### **Major Offenses**

The following steps will be taken by faculty when a student has committed a Major Offense:

Step 1 Detention and written notification to parent; possible loss of privileges

Step 2 Documentation and referral to principal for possible suspension (in school or out of school); meeting with parents/guardians

### **Major Offenses Include, But Are Not Limited To:**

1. Disrespectful tone of voice
2. Improper language (including the improper use of the Lord's name)
3. Disrespectful when corrected
4. Fighting
5. Abuse of student rights (name-calling, etc.)
6. Using or misusing another's possessions (including lockers) with harmful intent
7. Playing/being in undesignated areas
8. Cheating/copying work/plagiarism (with additional consequences)
9. Inappropriate behavior at a religious service
10. Misbehavior/talking during an emergency drill
11. Throwing snow, ice, or other objects
12. Disregard for field trip rules
13. Lying
14. Use or possession of recorders, cell phones, or two-way communication systems
15. Consistent violation of dress code policy
16. Violation of internet policy
17. Bullying as determined per school guidelines
18. Leaving classroom without permission

### **Serious Offense**

The following steps will be taken when a student has committed a serious offense:

Step 1 Immediate referral to principal; documentation; meeting with parents/guardians; possible suspension or expulsion

**Serious Offenses Include, But Are Not Limited To:**

1. Use of obscenities
2. Abuse of student, administrator, teacher, or staff rights
3. Destruction; damaging school property
4. Bullying as determined per school guidelines
5. Leaving the premises without permission
6. Use, possession, or sale of drugs, alcohol, tobacco, sexually explicit materials, weapons, or explosives
7. Use of materials with harmful intent
8. Failure to report to an assigned detention
9. Stealing
10. Forgery
11. Harassment or sexual harassment per diocesan guidelines
12. Engaging in immoral or lewd gestures or conduct
13. Extortion
14. Threats of violence
15. Fighting
16. Violation of internet policy

\*Detentions will be served as soon as possible after the misbehavior.

After-school detention starts at 3:15 pm

Detention supersedes student after school activities.

\*All discipline documentation forms and detentions are kept on file. A new student discipline documentation form begins at the start of each trimester. Student's discipline record may be reflected on the "Social and Work Characteristics" section of the student's report card and may impact the awarding of Honors.

Harassment and bullying of any type is not tolerated. The staff and principal will investigate as quickly as possible all complaints of harassment or bullying per the school and diocesan policies.

**INTERMEDIATE GRADES (3-5<sup>th</sup>) DISCIPLINE POLICY**

Each individual makes his/her own choices regarding behavior. Students of Queen of Apostles School are expected to make choices that will promote Christian and academic growth in our school. Positive choices will benefit the entire school community. However, when one makes a choice that inhibits Christian and academic growth, correction is needed.

Due to varying circumstances and behavior, the school reserves the right to determine the level of misbehavior by a student and the appropriate consequences. The following is a guide for faculty, parents and students.

**Minor and Major Offenses (see Middle School Policy above):**

Students will have a warning system in their classroom. If their behavior does not show sign of improvement, students will be given a signature where both the student and the teacher discuss the

rule infraction. Parents will be notified after 3 signatures. Following 6 signatures, a lunch detention will occur. After the third lunch detention, an office referral will be given, and the student can face further disciplinary action up to, and including, suspension.

**Serious Offenses (see Middle School Policy above):**

Immediate parent and principal notification. Disciplinary action up to, and including, suspension may occur.

**SUSPENSION**

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents/guardians 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.

Suspensions may be in-school or out of the school.

**DISMISSAL**

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

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

**EXPULSION**

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

- a. a serious infraction of school rules occurs;
- b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent/guardian 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/guardian 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.

Middle school students in grades 6 through 8 are assigned a locker and locks are available from the office upon request. Students may not bring locks from home. A fee will be charged to replace locks that are not returned at the end of the school year or locks that are lost during the school year. Lockers must be kept clean and neat.

Nothing may be placed on top of lockers.

Middle school students in grades 6 through 8 are assigned a locker and locks are available from the office upon request. Students may not bring locks from home. A fee will be charged to replace locks that are not returned at the end of the school year or locks that are lost during the school year. Lockers must be kept clean and neat.

### ***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**

#### **Year Round Uniform**

Worn from October 15 until May 1 (at the discretion of the Principal depending on weather conditions); May be worn all year in place of optional warm weather uniform.

#### **Boys (Grades 1-8)**

- Trousers: Navy blue dress trousers
- Belt: Black or dark brown leather
- Shirt: Long or short-sleeved light blue with buttoned-down collar, *tucked in*. Or long or short-sleeved white polo with QofA logo (except on Fridays or Holy Days of Obligation)
- Tie: Navy blue (grade 1-4) or stripe (grades 5-8). Must wear tie on Mass attendance days
- Socks: Navy blue, black or white; must cover the ankle bone
- Sweater: Navy blue, V-neck, Queen of Apostles Catholic School logo.
- School sweatshirts (with school logo): may be worn on PE days. School Sweatshirts may only be worn with the regular uniform when worn outside. *Sweatshirts are not part of the regular uniform.*
- Shoes: Black, navy or dark brown dress shoes are to be worn on days when students do not have P.E. Shoes should be non-marking and comfortable and safe for movement (tie, buckle, oxford). No boots, open-toed, or slipper-like shoes.
- P.E. day shoes: Clean tennis shoes/sneakers with white, black, or navy laces. Tennis shoes/sneakers should be predominately black, white, or dark blue color (no neon or bright colors) and should not light up, have wheels or any attachments.

#### **Girls (Grades 1-4)**

- Jumper: Knee-length regulation plaid
- Blouse: Long- or short-sleeved light blue with rounded collar
- Socks: Navy blue or white knee highs or navy or white opaque tights (without designs)
- Sweater: Navy blue cardigan with Queen of Apostles logo
- Shoes: Black, navy or dark brown dress shoes are to be worn on days when students do not have P.E. Shoes should be non-marking and comfortable and safe for movement (tie, buckle, oxford, “Mary Jane”). Heels must be no more than 1 inch. No boots, open-toed, moccasin, or slipper-like shoes.
- P.E. day shoes: Clean tennis shoes/sneakers with white, black, or navy laces. Tennis/sneakers should be predominately a black, white, or dark blue color (no neon colors) and should not light up, have wheels or any attachments.
- School sweatshirts (with school logo): may be worn on PE days. School Sweatshirts may

only be worn with the regular uniform when worn outside. *Sweatshirts are not part of the regular uniform.*

- Optional: Uniform navy slacks (worn with white knit shirt)
- Optional: Uniform long-sleeved, collared, white knit shirt with navy Q of A logo

### **Girls (Grades 5-8)**

- Skirt Knee-length regulation plaid; **at the knee cap; shorts worn under**
- Blouse: Long or short sleeved light blue oxford cloth or blue polo with logo
- Socks: Navy blue or white knee socks or navy, black, or white opaque undecorated tights
- Shoes: Black, navy or dark brown dress shoes are to be worn on days when students do not have P.E. Shoes should be non-marking and comfortable and safe for movement (tie, buckle, oxford, “Mary Jane”). Heels must be no more than 1 inch. No boots, open-toed, moccasin, or slipper-like shoes.
- School sweatshirts (with school logo): may be worn as on PE days. School Sweatshirts may only be worn with the regular uniform when worn outside. *Sweatshirts are not part of the regular uniform.*
- P.E. day shoes: Clean tennis shoes/sneakers with white, black, or navy laces. Tennis/sneakers should be predominately black, white, or dark blue color (no neon or bright colors) and should not light up, have wheels or any attachments.

### **Kindergarten Uniform and PE Uniform (Boys and Girls; Grades K - 8)**

- Shorts: Navy blue regulation with Q of A logo (warm weather only)
- Shirt: White/Royal blue T-Shirt with Q of A logo
- Sweatshirt: Navy blue with Q of A logo
- Sweatpants: Navy Blue with Q of A logo
- Socks: White, navy blue or black – must cover the ankle bone
- Shoes: Clean tennis shoes/sneakers with white, black, or navy laces. Tennis/sneakers should be predominately black, white, or dark blue color (no neon or bright colors) and should not light up, have wheels or any attachments.
- Turtleneck: Kindergarten only; white; worn under sweatshirt

There is an optional hooded pullover outerwear that may be purchased and is only for outerwear and not classroom wear.

### **Warm Weather Uniform**

Optional

- May be worn from beginning of school till October 15 and from May 1 to the end of school (determined by Principal depending on weather conditions)
- Students must wear Year Round Uniform on Fridays and Holy Days of Obligation

### **Boys and Girls in grades 1 – 4**

- Navy Walking Shorts
- White short sleeve polo shirt with QofA logo
- Black or dark brown belt
- Black, navy or brown shoes

### **Additional Uniform Information**

- **Outerwear of sweatshirt material should only consist of those with the QoA logo. (This means that zip up sweatshirts or those with other logos are not appropriate outerwear.)**
- Shirts and blouses must be tucked in and only plain white tee shirts are worn underneath shirts and blouses
- No makeup or colored nail polish may be worn. Clear nail polish is permitted.
- Cologne or perfume is not permitted
- Earrings may consist of small, matching, stud-style earrings in the ear lobe (cartilage pierces and multiple pairs are not allowed). Boys may not wear earrings.
- Jewelry may be a religious cross or medal and a watch. No bracelets, necklaces, or fad jewelry is permitted.
- Hair should be well-groomed, styled conservatively, and appropriate for academic purpose. Boys' hair must be trimmed above the collar, over the ears, and off of the eyebrows. Girls' hair must be away from the eyes; ribbons and other hair accessories must be appropriate to wear to school and coordinate in color with the uniform. Dyed hair, spiked hair, bleached hair, or unusual haircuts or hairstyles as determined by the Principal will not be permitted. The Principal may request a haircut if the length or style is determined inappropriate.
- Outerwear, back packs, lunch boxes, loose leaf binders, and notebooks may not have slogans or logos which are contrary to the religious teachings of the school. All material must be tasteful, inoffensive, and have a positive message. Final determination rests with the Principal.

### **Non-Uniform Dress Code**

Students may be allowed to be out of uniform on certain occasions. If it is a designated "non-uniform" day, the students may wear casual clothes. If it is designated as a "dress up" day, the students wear dressy outfits (Sunday best). The following guidelines are in place:

- Jeans must be clean, non-frayed, and non-ripped. Skinny jeans, leggings, or tights by themselves are not allowed.
- Shorts must be "walking shorts" and must reach to the knees
- Shorts and slacks must fit well. No baggy or oversized pants or shorts will be permitted
- Shirts, t-shirts, and sweatshirts must be plain, neat, and clean. Only logos with sports teams, school names, or containing a religious message will be allowed. No cartoon logos, rock groups, or inappropriate slogans or pictures will be allowed
- Blouses, sweaters, and shirts must be modest. All shirts, blouses, tops, and sweaters must have sleeves and may not have necklines that are immodest. Spaghetti straps, crop tops, or halters are not permitted.
- Skirts and dresses knee length
- Jewelry may be of a religious nature and consist of a cross or a medal. A watch may be worn.
- Earrings may consist of small, matching, stud-style earrings in the ear lobe (cartilage pierces and multiple pairs are not allowed). Boys may not wear earrings.
- Make-up is inappropriate for any grade level. No makeup or colored nail polish may be worn. Clear nail polish is permitted. Cologne or perfume is not permitted

Violation of the non-uniform dress code may result in a student losing his/her non-uniform privilege. Parents may be called to bring appropriate clothing and/or the student may be denied the privilege to participate in the activity

## ***INAPPROPRIATE MATERIALS***

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

- Cigarettes/Tobacco Products
- Matches
- iPods
- Lighters
- Incendiaries
- Alcohol
- Sharp Objects
- Pen Knives
- Trading Cards
- Knives/Guns/Weapons of any kind
- Drugs
- Laser Pointers
- Game Boys
- Cell Phones (unless with a signed form and turned into the office)
- CD's (music or games)
- Material that is non-educational (including magazines or comics)
- Pornographic material or material inconsistent with Catholic moral teaching
- Games
- MP3 Player
- Medication (prescription and over-the-counter)
- Toy guns and knives

The administration and faculty may designate other materials as inappropriate and prohibit them from being brought to school.

## ***PLAYGROUND REGULATIONS***

### **Students must:**

1. Play in designated areas
2. Not leave designated areas without permission
3. Follow directions and requests of all playground supervisors
4. Share equipment with classmates
5. Use all playground equipment safely and properly
6. Follow the rules of the game being played

7. Exercise good sportsmanship
8. Stop using all equipment and line up in designated areas when the whistle blows
9. Walk quietly when leaving or entering the building

**Classroom Recess:**

1. Students are respectful to parents/teachers on duty.
2. Students must remain in classrooms and may not roam halls.
3. Students must obtain permission from the adult supervisor to leave the classroom for any reason.
4. Students must use moderate voices.

## ***LUNCHROOM REGULATIONS***

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

**Students must:**

1. Walk at all times.
2. Enter and exit lunchroom in an orderly, quiet manner.
3. Remain seated with feet under the table while eating. Wandering and standing is not allowed.
4. Exhibit good manners; throwing food or lunchboxes will result in demerits and/or loss of privileges.
5. Bring healthy lunches; no glass containers, or soda.
6. Use moderate, conversational tones when speaking.
7. Throw out all trash.
8. **Eat own lunches. Students may not trade or share food.**
9. Inform the Lunchroom Supervisor at the beginning of the lunch period if a lunch is forgotten.
10. Remain at the tables until dismissed by teacher on duty.
11. Raise hands if assistance is needed.
12. Sign out/in if leaving the lunch room for any reason

## ***FIELD TRIPS***

Field trips are an extension of the classroom. All school rules apply and students must adhere to the Student Code of Conduct.

## VIII. HEALTH, SAFETY, & WELFARE

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

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

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

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

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

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

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

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

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

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

#### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy

environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

### **ACCIDENTS AND FIRST AID**

The parents/guardians 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.

Students who need to miss multiple weeks of PE or more than 3 days of recess, and/or class sponsored events must have a physician's note. This note should indicate the time frame as well as a list of symptoms necessary to exempt this student from the event. The principal and school nurse must be part of the decision-making process to exempt students from events if a physician's note is not presented. (Students not participating will still be expected to sit in the designated area of activity to ensure proper supervision.)

Students seen in the school clinic who are vomiting and/or have diarrhea must be sent home immediately. All students must be symptom free without the aid of any symptom-relieving medication for 24 hours before returning to school.

## **MEDICATION ADMINISTRATION OVERVIEW**

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

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

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



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

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

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

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

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

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

### **SPECIALIZED STUDENT CARE NEEDS**

The parent/guardian 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.

### **TOILETING/INCONTINENCE**

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that

routine and predictable incidents are to be dealt with by school staff.

Parents/guardians will always be contacted in incidents of soiling. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age appropriate protocols for the student population.

#### **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**

Given the risk of potential harm, students' access and use of microwave ovens is prohibited at Queen of Apostles School.

#### **LIFE THREATENING ALLERGY**

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

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

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

Parents/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.

## **ENVIRONMENTAL/SEASONAL/OUTDOOR ALLERGIES**

Students with severe environmental/seasonal/outdoor allergies will need a note from their healthcare provider in order to be excluded from daily recess, outdoor PE, extended day outdoor playtime, and any other outdoor events that may occur. The note should include the symptoms needed to keep the student indoors (i.e. red, watery, swollen, itchy eyes, constant cough, wheezing, asthma exacerbation, excess sneezing, severe runny or congested nose, etc.). A pollen count would also be very helpful.

## ***CLINIC FORMS AND MEDICATIONS***

New and re-enrolling students **MUST** have all their yearly **MANDATORY** clinic forms and medications turned in and completed appropriately **BEFORE** he/she can attend class. Students will remain in the clinic and will need to be picked up immediately if there is outstanding information or medications needed and the child has been dropped off at school.

No medication will be accepted at school without proper documentation. No documentation will be accepted at school without properly labeled medication.

Queen of Apostles does not permit students 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 life-saving medications (inhaler, epi-pen) to and from school in the event of only one inhaler and/or epi-pen in the household. We **STRONGLY SUGGEST** you get one for both home and school. In this case, will be the responsibility of the student to deliver the medication to and from the clinic daily. There is a specific form to complete in order for this to be an option.

If a parent does not supply the medication the school requires, a note from the health care provider stating the medication is not needed while in school is **MANDATORY**. We will no longer accept medication waivers from parents.

## ***CONTROL OF COMMUNICABLE DISEASES***

### **DISEASE**

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## LICE

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

Teachers should notify the nurse of any suspected cases of lice. Parents of students in which there is an active lice case will be notified. Teachers must respect the confidentiality of the students with an active case of lice. Teacher must remind students not to share hats, combs, brush, hair bands or other items in which lice may be shared with another individual.

## ***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***

Fire drills are held once a month. Diagrams showing exit routes are posted in all rooms. Students, upon hearing the fire bell, are to maintain absolute silence and calmly, but quickly, exit the building. At the time of a drill, all persons, including volunteers and visitors, are to exit the building.

Tornado drills are held yearly. Teachers discuss crisis response during faculty meetings and are aware of appropriate responses.

## ***SEXUAL HARASSMENT – STUDENTS***

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

No student is to sexually harass another member of the school community. Any student who

engages in sexual harassment shall be subject to disciplinary action, up to, and including, expulsion.

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

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

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

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

Parents/guardians 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.

## ***HAZING***

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.

Hazing is prohibited. School personnel will not tolerate any hazing 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 hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

In cases of reported hazing, 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 hazing may be subject to appropriate consequences.

Consequences for students who engage in hazing shall depend on the results of the investigation and may include:

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

## ***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. Queen of Apostles School most recently conducted an inspection in July, 2017 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 Queen of Apostles Asbestos Management Plan has several on-going requirements.

It is the intention of Queen of Apostles 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. The 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 the parish office.

## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school must 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/guardians 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 Support Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

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

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

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

## **X. EXTENDED DAY**

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

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

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

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

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

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

For all over-the-counter skin products:

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

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

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

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

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

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

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

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

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

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

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL/GUARDIAN INVOLVEMENT***

In compliance with state regulations for state licensed programs, a custodial parent/guradian 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).

## ***QUEEN OF APOSTLES CATHOLIC SCHOOL EXTENDED DAY PROGRAM***

**Program:** A flexible program of recreation, arts and crafts, indoor games, and quiet time for homework, study and/or rest is provided.

**Registration:** All students must be registered in the Extended Day program and must have a registration form and emergency form on file for Extended Day. This enables all students to be well supervised in case an emergency should arise in your family or in case of inclement weather when the carpool is unable to get to school on time. These forms will be brought home by all students during the first week of school and should be filled out and returned immediately.

**Days of Operation and Hours:** The Extended Day Program begins the first day of school. The program will operate on most early dismissal days. On some early dismissal days as noted on the school calendar, only the morning portion of the Extended Day program will operate. The morning session begins at 6:45 A.M. The afternoon program begins when school dismisses. The program closes at 6:00 P.M. except on Early Dismissal Days, then the program closes at 5:00 PM.

**Morning Program:** 6:45 A.M. to 7:45 A.M.

**Afternoon Program:** 2:15 or 3:15 P.M. to 6:00 P.M. and 11:30 A.M to 5:00 P.M. on early dismissal days

**Inclement Weather:** When school opens late due to inclement weather, the morning Extended Day session will open at 8:45 am (for a two hour delayed opening). When school closes early due to bad weather conditions, children must be picked up as soon as possible and no later than two hours after the early school closing.(Extended day will also be closed for the day)

**Signing In/Out:** Students attending the morning Extended Day session must be signed in by a parent/guardian; indicating the time of arrival. Children attending the afternoon program must be signed out by a parent/guardian indicating the time of departure, and must be picked up **no later than 6:00 (5:00 on early dismissal days)**. If someone other than the parent/guardian is to pick up the child, the Program Director must be informed via a written note sent with the child. This person must show an ID before any student will be released to him/her.

The Extended Day Program is not responsible for children before they are signed in or after they are signed out.

**Cost:** Refer to Section V Finances for specific amounts. Parents will be charged a full hour of care provided and NOT a portion of the hour. Payment is made by check to the Business Office. There is a \$30.00 charge for each check that is returned by a bank.

**Program Fees:** A late fee of **\$1.00** per minute is charged if a student is not picked up by **6:00 P.M.** (5:00 on Early Dismissal Days). After **6:05 PM** (5:05 PM) the charge will be **\$5.00** per minute.

**Billing Information:** Fees are charged monthly for all the Extended Day Program payment options. Payment is due by the **first of each month**. Checks are sent to the Extended Day Director at the School. A late fee of \$30 is charged after the 5<sup>th</sup> of the month. If the service is used on a drop-in basis, payment is due the day the service is used. Returned check fee is \$30.00.

\*Please contact Flora Wack, Office Manager at the Business Office, if the fee will be paid through

your FACTS account.

**Delinquency/Non-Payment:** Services must be paid in full each month. Non-payment and delinquent accounts will result in the cancellation of all services. If you receive a Notice of Delinquency, please contact the school immediately.

**Snack:** Students bring their own snack. The snack should be nutritious and filling. Some options include cheese and crackers, fruit, sandwiches, or bagels. Students may not bring soda, candy, cookies, or non-nutritional sweets. On 11:30 dismissals the students should bring a nutritional and filling lunch and, if they are going to be in Extended Day until later in the afternoon, a nutritious snack. Students may not bring snacks or lunches that need to be refrigerated or heated in the microwave.

**Staffing:** The staff will include a Program Director and a number of aides. Each staff member meets or exceeds the educational qualifications mandated by the county and the state.



## APPENDICES

### School Forms

To conserve paper, all of the appendices are located only in the online version of the Parent/Student Handbook at [queenofapostlesschool.org](http://queenofapostlesschool.org). Click on Q of A Families and then On-Line Forms.

### Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
- Insurance Billing Form (*Appendix F-7B*)
- Certification of Religious Exemption CRE-1 (*Appendix F-18*)
- Seizure Action Plan (*Appendix F-20*)
- Wellness Policy (*Appendix F-23*)
- Pandemic Response Plan (*Appendix F-24*)
- Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
- Website and Social Media Policy (*Appendix P-1*)
- Parent/Guardian Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

**ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM**

**PARENT/GUARDIAN**

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

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

\_\_\_\_\_  
(Parent's Signature)

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

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

**FOR MIDDLE SCHOOL STUDENTS ONLY**

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

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Second Student's Signature)

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

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

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

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