



Queen of Apostles Catholic School and St. Isidore Academy

2021-2022



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

Table of Contents

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT	6
DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION	6
DIOCESAN MISSION STATEMENT	6
SCHOOL MISSION STATEMENT/PHILOSOPHY	6
STUDENT/PARENT HANDBOOK	7
PARENTAL/GUARDIAN ROLE	8
NON-DISCRIMINATION CLAUSE	9
NON-CATHOLIC STUDENTS	9
II. ACADEMICS	11
CURRICULUM	11
Grades Five to Six	11
Grades Six to Seven	11
Grades Seven to Eight	12
Grades Six to Seven	12
Grades Seven to Eight	12
IMPLEMENTATION OF FAMILY LIFE PROGRAM	13
TEXTBOOKS/SUPPLEMENTAL MATERIALS	13
TECHNOLOGY – RESPONSIBLE USE POLICY	14
DIGITAL COMMUNICATION WITH STUDENTS	16
TESTING	17
HOMEWORK	18
Suggested Time Allotments	18
PARENT-TEACHER COMMUNICATION	18
Scheduling and Other Conference Information	19
GRADING/REPORT CARDS	19
Grading System	19
Academic Progress Scale	19
Indicators for Effort, Specials, and Personal Development:	20
Honors	20
PROMOTION/RETENTION/PLACEMENT POLICY	20

SCHOOL COUNSELORS	21
III. ADMINISTRATIVE PROCEDURES	22
ADMISSIONS	22
Diocesan Initial Admission Requirements	22
Age for Admission to Kindergarten	22
Requirements for School Admission: Preschool – Grade 5	22
Requirements for Admission to Grades 6 – 12	23
General Conditions of Admission	23
F-1 (Non-Immigrant)	24
Class Placement	26
ATTENDANCE	26
Diocesan Policy for Attendance Requirements	26
Absence/Tardiness/Leaving School	27
Tardiness	27
Absences for Other Reasons	27
Attendance/Reporting Procedures	28
Absence	28
Tardiness	28
Medical excuses	28
Anticipated absence	29
Release of students	29
TRANSFERRING TO ANOTHER SCHOOL	30
LUNCH/MILK PROGRAM	30
ARRIVAL AND DISMISSAL	30
IV. GENERAL SCHOOL POLICIES	33
ADMINISTRATIVE	33
Student Custody and Guardianship	33
Access to Records	33
Transfer of Records	33
Confidential Academic Records	34
Retention of Records	34
School Visitors	35
School Communications	35

Principal’s Communication	35
Take-Home Communication	35
Telephone Use/Messages for Students	35
Inclement Weather/School Closings	36
Photos and Other Media	37
Library	37
Field Trips	37
Overnight Trips	38
March for Life Policy	38
Graduation Requirements/Ceremonies	39
PARENT ORGANIZATIONS	39
FUNDRAISING	40
TRANSPORTATION/PARKING	40
ADDITIONAL SCHOOL POLICIES AND INFORMATION	41
Lunch Program	41
Recess	41
Lost & Found	41
Change of Address or Phone	41
Insurance	41
Respect and Care for School Property	42
Book Care	42
Use of School Grounds	42
Birthdays	42
V. FINANCES	43
DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM	43
Application Process & Requirements	43
SCHOOL TUITION POLICIES	43
TUITION AND OTHER FEE SCHEDULES	44
VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES	46
PARTICIPATION	46
TRANSPORTATION OF ATHLETES	46
SUPERVISION OF STUDENTS	47
VII. STUDENT RESPONSIBILITIES & BEHAVIOR	48

CODE OF CONDUCT	48
SUBSTANCE ABUSE/WEAPONS	49
DISCIPLINE	50
Use of Disciplinary Action	50
Disciplinary Measures	50
Specific Disciplinary Policies	51
Suspension	54
Dismissal	54
Expulsion	54
STUDENT REGULATIONS AND PROCEDURES	55
Students and Student Property Searches	55
Interrogation of Students	55
Students and Student Property	56
School Lockers and Desks	56
CARE OF SCHOOL PROPERTY	56
DRESS CODE	56
Uniform Requirements & Other Pertinent Information	56
INAPPROPRIATE MATERIALS	59
PLAYGROUND REGULATIONS	60
LUNCHROOM REGULATIONS	60
FIELD TRIPS	61
VIII. HEALTH, SAFETY, & WELFARE	62
STUDENT HEALTH, SAFETY, & WELFARE	62
Prevention of Sexual Misconduct and/or Child Abuse	62
Wellness Policy	62
Accidents and First Aid	63
Illness	63
Medication Administration Overview	65
Specialized Student Care Needs	67
Toileting/Incontinence	67
Use of Crutches	67
Use of Microwave Oven	67
Life Threatening Allergy	68

Environmental/Seasonal/Outdoor Allergies	68
CLINIC FORMS AND MEDICATIONS	68
INFECTION DISEASE PREPAREDNESS & RESPONSE PLAN FOR COVID-19	69
CONTROL OF COMMUNICABLE DISEASES	78
Disease	78
Lice	79
BLOODBORNE DISEASE	79
FIRE/EMERGENCY DRILLS	81
SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS	81
HAZING	82
BULLYING	83
RESPECT FOR LIFE	84
ASBESTOS MANDATORY YEARLY NOTIFICATION	84
Asbestos Notification (Sample letter)	84
VIDEO SURVEILLANCE CAMERAS	85
IX. STUDENTS WITH SPECIAL NEEDS	86
X. EXTENDED DAY	87
EXTENDED DAY PROGRAM	87
CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN	87
OVER-THE-COUNTER SKIN PRODUCTS	87
LICENSING INFORMATION	88
INSURANCE	89
TAX INFORMATION	89
PARENTAL/GUARDIAN INVOLVEMENT	89
APPENDICES	92

School Forms

Additional School Information

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/Guardians Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
- Insurance Billing Form (*Appendix F-7B*)
- Certificate of Religious Exemption CRE-1 (*Appendix F-18*)
- Seizure Action Plan (*Appendix F-20*)
- Self-Carry Inhaler Agreement (*Appendix F-21A*)
- Self-Carry Epi-pen Agreement (*Appendix F-21B*)
- Pandemic Response Plan (*Appendix F-24*)
- Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
- 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*)

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Mission Statement

With Mary, “the first disciple of her son” (Redemptoris Mater, 20), Queen of Apostles Catholic School is rooted in faith, excellence, and joy. We flourish by embracing our call to holiness, advancing in virtue and academics, and cultivating the many talents God has given us.

Philosophy

At Queen of Apostles Catholic School, we recognize the uniqueness of each student as a child of God. Assisting parents in their role as primary educators, we form the whole child: spiritually, morally, intellectually, and physically. Students from different cultural and ethnic backgrounds, united as one body in Christ, come together to learn with and from one another.

Curriculum (Objective/Goal): Theology, as the queen of the sciences, is the lens through which we see everything. All subjects are ordered toward a deeper understanding of God and the world that He has created. We inspire our students to seek truth, love, goodness, and delight in beauty.

Responding to Christ’s call to evangelize, we instruct our students in the mysteries of the faith as revealed by God, in fidelity to the teachings of the Catholic Church.

We immerse our students in both timeless and modern works of literature that instill wisdom, awe, and wonder—stories that form the imagination, exemplify heroic virtue, and steer the child to the path of sainthood. We promote appreciation of the beauty of nature and of the great works of art, music, and drama.

Means: We foster active learning through a rigorous curriculum and high standards, differentiated instruction, cross-curricular connections, and multi-sensory activities.

We recognize the importance of technology in today’s world and we employ technology prudently in the classroom. Monitored by faculty, students are taught to be technologically literate and, most importantly, to use this great tool in a safe and ethical manner.

Culture: Our faculty members understand the vocational character of teaching, motivated by love for Christ the Teacher. Christian charity animates a culture in which creativity and love for learning are complemented by self-discipline and respect. Students learn to treat others in accord with their dignity as persons made in the image and likeness of God. We nourish their friendship with Christ through prayer and encourage frequent reception of the sacraments. Furthermore, we facilitate opportunities for service, leadership, and student initiative.

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.

“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. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date

of the school’s Parent/Teacher Conferences. Failure to have a signed form on file will not prevent

the school from enforcing its policies and/or preventing a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to 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 (in verbal, written, or digital form), 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 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

- e. 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 virtual and in person. 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.

The Algebra I course incorporates numerous word problems that students need to solve. As such, 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.

Courses for which high school credit is expected (Algebra I, Geometry, World Languages) should meet the standards for credit as established by the Diocese of Arlington and the Commonwealth of Virginia.

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 lives of the saints and the sacraments. The students in the "special" classes use supplemental materials to enhance the active learning environment.

St. Isidore Academy

Class materials cannot be distributed as they would within the traditional classroom setting, therefore it is the parent/guardian's responsibility to purchase required materials related to a course of study.

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.

DIGITAL COMMUNICATION WITH STUDENTS

All teachers, students, and families will be expected to maintain safe digital correspondence between home and school. Teachers will primarily communicate with students via Schoology and Zoom. Whole class Zoom sessions will be utilized to allow for class discussion as well as community building. Teachers will adhere to all guidelines set forth by the diocese in order to

create a safe and secure learning environment for students. Parents should also monitor students to ensure responsible use of technology.

Parent best practices include:

- Providing consent for child to participate in all Zoom sessions
- Staying in the same room when possible
- Not permitting students to text teachers
- Not permitting students to email teachers unless a parent is also included on the email
- Not permitting parents to attend Zoom classes (visually or in chat)

Teacher best practices include:

- Obtaining parent consent for all Zoom sessions
- Following Safe Environment guidelines by including another adult or several students in Zoom meetings
- Recording all Zoom sessions with students
- Not communicating with students by text message
- Not communicating with students by email unless a parent is also included on the email

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.

Phonological Awareness Literacy Screening (PALS)

Kindergarten students will take the test during the fall of the 2021-2022 school year.

SCANTRON

There will be administration of the test during the 2021-2022 school year. Students will test three times a year: fall, winter, and spring.

Assessment of Catholic Religious Education (ACRE)

There will be administration of this test for students in grades 5 and 8 during the 2021-2022 school year.

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 K – 3: 10-30 minutes

Grades 4 - 6: 30-60 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 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 in Schoology. 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 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 workload 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 1's

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 each trimester 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 8th grade years
2. Highest overall effort grade OR overall teacher recommendations including specials teachers

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 priorities.

- 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

Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5th birthday on or before September 30th of any school year. 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).

F-1 (NON-IMMIGRANT)

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; Policy may be amended if requested in writing from a guardian in certain situations; for example, if international students are related to one another and/or related to the guardian
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees; The Diocese of Arlington does not provide healthcare insurance for international students.
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).

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, asylum, 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. Students new to the school 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

- c. 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 administrative 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 administrative 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 check Schoology, 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, textbooks may be requested to be sent home if the school office is notified by **9:00 A.M.** The textbooks may be picked up between 2:30 and 3:00 at the school office by a parent, guardian, or sibling.

TARDINESS

The tardy bell rings at 8:00am. Students are expected to be in their homerooms and ready to begin class when the 8:00am bell rings. Students arriving after 8:00am are considered tardy and must obtain a tardy slip from the office in order to be admitted to class. **To ensure the safe arrival of all students, parents/guardians are required to escort their children to the school office and sign in when arriving late**

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

Children who are ill cannot function properly in school and should remain at home. Students with a fever, diarrhea, and/or vomiting **MAY NOT** return to school until they are symptom-free for 24 hours without medication. It is important that we prevent contagious illnesses from spreading to other students and staff. During periods of brief illness, the health and recovery of the student is of primary importance. For this reason, all assignments will be provided once the student reports back to school. The manner in which the missed assignments are conveyed to the student is left to the discretion of each teacher.

ANTICIPATED ABSENCE

When parents wish to take their student out of school for several days for personal and/or medical reasons, the school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence.

Please notify your child's teacher of any anticipated absences. A student who must be absent for a period of time is responsible for completing all assignments upon their return. Please see the homework policies above. Tests and quizzes must be taken within a week upon the student's return.

Parents should seek to schedule doctor and dental appointments around the school day. Although students can complete missed assignments independently, there is no substitute for the learning that occurs within the classroom under the guidance and direction of the teacher.

If parents are 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.

Report cards will not be provided in advance for students anticipating an absence.

RELEASE OF STUDENTS

Students will only be released from the School Office to persons whose names appear on the emergency listing provided by the parent/guardian.

Walkers and bike riders must have parent documentation allowing students to be dismissed in this fashion. Documentation should include where the student is going each day.

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.

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

- a. Early dismissal is an exception to the norm. Please keep appointments during school hours to a minimum.
- b. Requests for early dismissal must be submitted in writing and sent to the school office with the student.
- c. Early dismissals are not intended to facilitate routine weekly departures for nonmedical appointments, sports, music, other lessons or competitions or the convenience of parents. Early dismissals disrupt the school day. They break the rhythm of learning for the departing student as well as the remainder of the class.

- d. Each student departing early must remain in the classroom until called.
- e. Parents must report to the office. No parent will be allowed to go to a classroom unless authorized by the Principal.

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.

LUNCH/MILK PROGRAM

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

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 Staff on duty (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 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;
- 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 3:10, Monday through Friday, except early dismissal days and holidays. No students may be dropped off prior to 7:45 A.M.

To avoid classroom disruption, parents requiring early pick up must sign their students out before 2:30 pm on regular dismissal days. Early pick up should not occur on a regular basis unless arrangements have been made by the parents and the principal.

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 as school representatives and leaders. Patrols 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 visitors must wear a mask while entering the building due to our COVID-19 protocol. All doors are locked and essential visitors must be buzzed in by the office staff.

SCHOOL COMMUNICATIONS

Teachers are happy to speak to parents about their children by phone, note, e-mail or conference. Please make an appointment so that the teacher can give full attention to the class throughout the course of the day.

Other than school lunch, medication, or eyeglasses, the office **will not** deliver items a child has forgotten. To help students to develop a sense of responsibility, in most cases, they need to experience the natural consequences of their forgetfulness.

PRINCIPAL'S COMMUNICATION

Information such as the weekly updates through the Eagle Flyer, special events, schedule information, Principal's letter, and PTO information will be emailed to parents. Please check the school website for the calendar. Emergencies will be sent via School Messenger (texts, emails, phone numbers that we have on file).

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 communication should be distributed via email.

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.

The weekly Eagle Flyer will include flyers and forms that are needed to keep parents informed of school activities. Please read it carefully!

TELEPHONE USE/MESSAGES FOR STUDENTS

During school hours, or at school-related functions, including field trips and after school activities and clubs, no student is permitted to use cell phones. Students may use the office telephone, with permission, in cases of transportation issues. (Forgetting lunches, PE uniforms, permission slips, band instruments, etc. does not constitute an emergency.)

Parents are asked to refrain from calling the school office with messages to be relayed to children except in cases of an emergency. Emergency messages from parents to their children are delivered either through their homeroom teacher or directly to the student.

Unauthorized use of the telephone system or cell phone while in school will result in disciplinary action, including but not limited to suspension from Queen of Apostles Catholic School.

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.

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concern, the school will transition into on-line (eLearning) for the required duration and students will meet academic requirements.

Queen of Apostles Catholic School follows the decision of Fairfax County Public Schools for closings relating weather and public safety concerns. Fairfax County encompasses a large area and may experience a variety 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 of the County, keeping in mind the safety of all.

Queen of Apostles has central heating and air conditioning. It does not follow Fairfax County for closures related to extreme temperatures. Queen of Apostles will update its webpage and announce via text, email, social media, and phone message its decision to remain open if Fairfax County closes due to extreme temperatures.

Parents will be notified of school closings through the schools emergency notification system. The system will notify parents via text, telephone, and email. Parents need to submit a form with their emergency contact information via PowerSchool. Announcements will be made no earlier than 6 am or no later than 11 pm. Announcements may be heard on local radio and television news

stations as to school closings. If Fairfax County schools are closed due to differences in calendars, notification of closing pertaining to Queen of Apostles Catholic School will be posted on the school website and the emergency notification systems will be activated.

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

1 HOUR DELAY: 7:45 A.M. (Extended Day Open) (Due to lack of demand as of August 2020, ED is not available)

Supervised Drop Off: 8:45 A.M.

School Starts: 9:00 A.M.

2 HOUR DELAY: 8:45 A.M. (Extended Day Open)

Supervised Drop Off: 9:45 A.M.

School Starts: 10:00 A.M.

The Diocesan Superintendent of Schools will publish annually a Diocesan school calendar for the following school year.

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 multi-media/audio-visual/computer materials used in the classroom must complete an Objection to Content Form (*Appendix K*) after they have read the book or viewed the media and then submit it to the school principal. Those objecting to materials obtained in the school library should complete Objection to Content Form for Library Materials (*Appendix K-1*). 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. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are 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 permission form signed by a student's parent(s)/guardian (s) must be obtained prior to a student participating in each activity (Appendix R, available in PowerSchool).

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.

Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a Field Trip/Experience.

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.

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.

Principals may permit students in grades 7 through 12 with permission of their parent/guardian to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" (Policy 609) must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day. From time-to-time it has been the case that world or local events raise concern about the advisability of school-sponsored student participation in the March for Life and related events. When this happens, principals should use prudent judgment when deciding on attending the March and should consider appropriate alternatives that can be conducted at the school level.

GRADUATION REQUIREMENTS/CEREMONIES

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. In order to graduate, 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 simple and dignified.

The Liturgy is highly recommended. Certificates signifying completion of studies may be given upon completion of 8th grade.

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

PARENT ORGANIZATIONS

Parent-Teacher Organizations (and like-named entities) support the critical relationship between schools and parents, the primary educators of their children. These organizations help the head of school/principal advance the school's mission.

"...since parents have conferred life on their children they have a most solemn obligation to educate their offspring. Hence, most parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs..." (Declaration on Christian Education – Vatican Council II)

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 helps the head of school/principal advance the school's mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

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

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

Students must bring lunch and needed utensils in a bag or soft lunch box that is clearly marked with their name and grade. **Students may not bring peanut or nut products to school for lunch or snack.** Glass containers, knives, and 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.

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.

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.

LOST & FOUND

The Lost and Found is located in All Saints Hall. 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.

Middle School students will be financially responsible for replacing or repairing misused Chromebooks that result in damage.

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.

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

A family's tuition obligation continues even when the school shifts to an eLearning model. The education of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be available in PowerSchool at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal and business manager should be notified as soon as possible to create a payment plan.

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, broker devices, 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 2021-2022

Queen of Apostles In-Person

Fees	Amount Payable
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 th Grade Graduation Fee	\$125- Student

St. Isidore Academy Virtual

Fees	Amount Payable
Enrollment (new students)	\$100.00 per student
Operational Fees	\$200-500 per student (depends on grade level) *Parents are responsible for procuring their own textbooks

Extended Day Care Center

*Morning: 6:45 am – 7:45 am
 Afternoon: 3:00 pm – 6:00 pm

Monthly Rates:

<u>Option</u>	<u>First Child</u>	<u>Two Children</u>	<u>Three Children</u>	<u>Four Children</u>
*A.M.	\$160	\$230	\$265	\$350
P.M.	\$360	\$500	\$600	\$700
A.M. & P.M	\$470	\$600	\$710	\$825

**Morning care will only be offered if we meet the minimal enrollment of 10 students enrolled in full time morning care.*

Early Dismissal Rates: (11:30 am-6:00 pm)

<u>First Child</u>	<u>Two Children</u>	<u>Three Children</u>	<u>Four Children</u>
\$60	\$104	\$133	\$147

Daily Drop-ins:

Parents must email Mrs. Meredith at k.meredith@queenofapostlesschool.org by 1pm to reserve drop-in spot. Daily drop-in rate is \$18 per child in the afternoons and \$8 per child in the morning.

Late Carpool: Late carpool pickup is **\$15** for every **5 minutes** per student **late after 3:30pm**. Habitually later pickups will be automatically enrolled in the PM extended day program and billed monthly to their FACTS account.

Late Pickup Fees: A late fee of **\$15** for every **5 minutes** per student late after **6:00pm**. After 6:15 P.M. 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**. Fees will be billed and **charged to families FACTS** account on the first of each month. A late fee of \$30 is charged after the 5th of the month.

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.

* Please contact Flora Wack, Office Manager the business office if the fee will be paid through FACTS account.

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, vaping devices, 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 hole-punches the Discipline Documentation Form (Signature Sheet)

After five hole-punches, a signature will be issued on the Discipline Documentation Form

Five “signatures” result in an after-school detention and email notification to parent

1st detention: After-school detention

2nd detention: Referral to principal

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

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 3:30 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 (3-5th) 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 5 signatures. Following 8 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-à-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. Students may not bring locks from home. Lockers must be kept clean and neat. Nothing may be placed on top of lockers.

COVID-19: Due to the pandemic, middle school students may only use lockers except as directed.

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

Queen of Apostles In-Person

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

St. Isidore Academy Virtual

May be worn all year in place of optional warm weather uniform. Students should wear a navy blue or white polo shirt. Hair should be clean and not create a distraction from the learning environment.

INAPPROPRIATE MATERIALS

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

- Cigarettes/Tobacco Products
- Vapers
- 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

There is no rough play allowed at any time on the playground. No food is allowed on the playground. Profanity, obscenities and vulgarity are not permitted. Any student using such language will be immediately sent to the Principal. All students should come to school with the appropriate coats, hats, and gloves, in accordance with the weather forecast of the day. Students will go outside as long as it is safe in accordance with the diocesan guidance on Wind Chill Factors and Heat Stress Index (See Appendix).

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.

COVID-19: Students will eat in All Saints Hall, seated six-feet apart. Students may not get up until all students are done eating and teachers/staff have checked that all students have their masks back

on.

FIELD TRIPS

Field trips are an extension of the classroom. All school rules apply and students must adhere to the Student Code of Conduct. *Virtual Field Trips will be scheduled due to COVID-19. We will monitor community transmission and seek diocesan guidance before in-person field trips resume.*

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.

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 Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well. At that point, confidentiality must be respected.

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.

COVID-19

Please refer to complete COVID-19 manual for complete details.

During the school day, we know we will face the normal scrapes (e.g., during recess) and minor illnesses of childhood. As usual, our Health Clinic will be ready to assist any student who is injured or ill during the day.

The current approach to illness is outlined as follows:

1. Parents must keep sick children home, and teachers and staff must stay home when ill. This is the first and most important line of defense against a contagious disease.
2. If a student becomes ill while at school, parents will be expected to pick up their student within 60 minutes of being notified by the school. An earlier pickup time will be greatly appreciated in order to maintain school operations.
3. As mentioned above, no one registering a temperature of 100.4 or over will be admitted to the building.
4. For ordinary illnesses (colds, stomach bugs, ear infections, etc.), students, staff, and teachers must remain home for the duration of their illness and be fever free for 24 hours without the use of fever-reducing medications. No diarrhea or vomiting for 24 hours.
5. The symptoms of COVID-19 vary widely, with reports of mild symptoms ranging to severe illness. Symptoms can appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
6. Symptoms experienced should be new and with no prior past medical history that explains the symptom. For example: A student, faculty or staff member regularly gets headaches due to a history of migraines – attending school is permitted knowing good hygiene practices, mask wearing and social distancing must be maintained. With the present pandemic, when in doubt contact please your pediatrician or other health professional before bringing your student to school.

7. Anyone in the school displaying unexplained symptoms of COVID-19 (or **testing positive**) will be required to self-isolate at home in accordance with CDC guidelines. **Current guidelines** dictate at least 10 days of self-isolation at home from onset of symptoms; symptoms must be improving and the individual must have been fever-free for 3 days (without the use of fever-reducing medications) before returning to school.
8. Anyone in the school community who has had direct contact with someone displaying symptoms of COVID-19 (or who has tested positive) will be required to self-quarantine at home in accordance with CDC recommendations (currently 14 days). This would include an individual's siblings and anyone with whom he/she had direct contact including his/her classmates.
9. If someone in our community is diagnosed with COVID-19, the local Fairfax County Health Department will be contacted to help with contact tracing and determine if someone, a class, or the whole school needs to close and the length of time this is needed.
10. All teachers, staff, or students returning to school following a COVID-19 related absence will be required to meet the guidelines set by the CDC or local health agency regarding re-entry into the school environment. This may include a doctor's note or negative test as medical norms and practices permit.
11. In the case of multiple possible cases of COVID-19, if advised by local public health authorities, the Diocese, or at the discretion of the principal or pastor, the school may close temporarily to permit an enhanced cleaning/disinfection protocol.

Due to the nature of the situation, our guidelines and plans may change during the year.

Additional information is found in our Reopening Plan: Phase III.

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.

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.

QOA School Infectious Disease Preparedness and Response Plan to COVID-19 2021 - 2022 School Year

(UPDATED: February 17, 2022)

Queen of Apostles Catholic School is committed to ensuring the safety and well-being of our students, faculty, and staff while providing an excellent formation in our Catholic faith and in all academic subjects.

As we continue to monitor the COVID-19 Pandemic, and after much consideration and feedback from our school community, and guidance from the Office of Catholic Schools, following CDC, state and local health guidelines, Queen of Apostles Catholic School will continue to offer face-to-face instruction five days a week.

Our school is in a good position to implement the guidance of local, state, and national health agencies. Our faculty and staff continue to keep abreast of policy changes from the CDC, VDH, FCHD, and the Office of Catholic School-Diocese of Arlington. The mitigation strategies we have in place to keep our community healthy and safe are reviewed as needed for efficacy. In addition, we continue to adapt and improve our approaches as circumstances surrounding the pandemic continue to evolve.

Eight significant changes from our 2020 – 2021 reopening plan are in effect for the 2021 – 2022 school year:

1. Queen of Apostles School will **no longer live-stream instruction** to our students. This change will result in all students attending in-person instruction 5 days a week. If a fully virtual environment is needed, students must enroll for the full year at St. Isidore Academy at Queen of Apostles. Both programs are full year commitments.
2. Physical distancing between classroom desks will change from a minimum of 6 feet in all directions to 3 feet or greater. Depending on the size of the class and the classroom the spacing between desks will be **maximized as much as possible**.
3. Extended Day **will be offered** this year for before and after school care.

4. All faculty and staff **will wear face coverings** while in the building regardless of vaccination status. Due to decreasing social distancing requirements, this keeps all people safe and allows for movement.
5. Students will eat lunch in the cafeteria while maintaining maximum distance. *Note: We are a peanut free school due to COVID protocols.*
6. Staff will conduct midday temperature checks
7. Middle school students will use lockers at appropriate times.
8. As the environment is fluid, we are working on de-escalation and escalation contingency plans.

COVID-19 SYMPTOM SCREENING, HYGIENE, FACE COVERINGS, AND CLEANING PROTOCOLS

1. All employees must perform a **COVID-19 Symptom Screening** before reporting to work each shift. Those who answer **YES** to any of the questions are prohibited from reporting to in-person work. Employees who exhibit temperatures of 100 degrees or above at any time during the school day go directly home. Face coverings (disposable masks) and face shields are available to all employees. Additional PPE such as gloves and clinic gowns are available as well.
2. Health checks will be performed by parents at home prior to students arriving on campus. If the parent/guardian answers **YES** to any of the **COVID-19 Symptom Screening** questions the student should not be sent to school.
3. Parents must **not** give their children fever-reducing medications in the morning, before sending students to school.
4. Upon morning drop off, all students report directly to their homeroom.
5. All teachers, and staff member need to be wearing a clean, cloth mask or new disposable face mask when they arrive at school.
6. Mask recommendations have not changed but the option of not masking for students was put in effect on **January 24, 2022** per Governor Youngkin's signed Executive Order 2 which reiterates "Reaffirming the Rights of Parents in the Upbringing, Education, and Care of Their Children." This new
7. legislation overturns the previous legislation by Governor Northam which states, "The parents of any child enrolled in a[n] elementary or secondary
8. school or a school based early childcare and educational program may elect for their children not to be subject to any mask mandate in effect at the child's school or educational program." Please fill out a MASKED OUT form and send to front office if you choose to have your child to NOT wear a mask while at school. Opting out of a mask

9. does not opt a student out of following other mitigation strategies that are in place like distancing and not talking while eating.
10. Masks must be cleaned nightly if reusable.
11. Every teacher, staff member and all visitors must keep their masks on when they are in the school building, except when eating lunch. Students must remain seated while eating.
12. A student will be sent home if found to have a fever of 100 degrees or more at any time during the school day.
13. All faculty and staff promote good hygiene, hand washing, use of face coverings and physical distancing.
14. Hand-sanitizing stations are located at every entrance, office, and in hallways. Hand-sanitizer is to be used when hand washing is not easily achieved.
15. Drinking fountains are closed to prevent cross-contamination. Students need to bring individual water bottles filled at home each day. All reusable water bottles should be cleaned daily at home in the dishwasher or with warm soapy water. There is one water bottle filling station that can be used if students' water bottle becomes empty.
16. Homeroom classes use designated bathrooms. No more than 3 students at a time are permitted in the bathroom. The custodial staff cleans the bathrooms at regular intervals throughout the day.
17. Recess is held outside, weather permitting. Staggered recess and outdoor times are scheduled as much as possible.
18. Visitors to the school are limited and may increase over time. Anyone who enters the building must wear a face covering.
19. Throughout the day staff clean and disinfect frequently touched surfaces such as door knobs, light switches, etc.

HOW ILLNESS WILL BE HANDLED

Our Health Clinic is ready to assist any student who is injured or ill during the day. The COVID-19 situation requires heightened watchfulness, and the health of our whole community depends on our strong partnership with parents. Families who are concerned about their students' susceptibility to severe illness related to COVID-19, or who are concerned about vulnerable family members at home should contact the school administration.

The current approach to illness is outlined as follows:

1. Parents **must** keep sick children home, and teachers and staff **must** stay home when ill. This is the first and most important line of defense against a contagious disease.

2. If a student becomes ill while at school, parents are expected to pick up their student within 60 minutes of being notified by the school. An earlier pickup time is greatly appreciated in order to maintain school operations.
3. As mentioned above, no one registering a temperature of 100 or above is admitted to the building.
4. For ordinary illnesses (colds, stomach bugs, ear infections, etc.) without additional COVID-19 symptoms or diagnosis, students, staff, and teachers must remain home for the duration of their illness and be fever free for 24 hours without the use of fever-reducing medications. No diarrhea or vomiting for 24 hours.
5. **SCREENING QUESTIONS:** parents are required to answer health screening questions each morning before student drop off regarding their child/children. Similarly, all faculty, staff and employees of Queen of Apostles Catholic School are required to answer the same Health Screen questions as listed:
 - In the past 14 days, have you had close contact with someone who is suspected or confirmed to have COVID-19? According to the VA Department of Health, close contact means being within 6 feet of a person with COVID-19 for a total of 15 minutes or more over a 24-hour period or having direct exposure to respiratory secretions.
 - Fever (100 degrees or more) or a sense of having a fever?
 - A new cough that cannot be attributed to another health condition?
 - New shortness of breath or difficulty breathing that cannot be attributed to another health condition?
 - New chills that cannot be attributed to another health condition?
 - A new sore throat that cannot be attributed to another health condition?
 - New muscle aches that cannot be attributed to another health condition or specific activity (such as physical exercise)?
 - A new loss of taste or smell?
 - Congestion or runny nose that cannot be attributed to another health condition?
 - In the past 14 days, have you travelled internationally?

On any day when a student, teacher, or staff answers YES to any of the required health screening questions above, he/she is not permitted to participate in in-person school activities and should contact the administration immediately.

6. Parents are required to inform the school administration (Principal and Physician Assistant) immediately, but no later than 1 business day, after their child's suspected or confirmed

positive case of COVID-19 and /or the need for their child/children to quarantine due to close contact with a person suspected or confirmed positive for COVID-19.

7. All employees (contract employees included) are required to inform the school immediately if they suspect or have confirmed that they are positive for COVID-19.
8. The CDC and Virginia Department of Health (VDH) do not recommend requiring a negative COVID-19 test in order for students or staff to return to school, unless it is recommended by a healthcare provider or local public health authorities. Therefore, students, teachers, and staff displaying unexplained symptoms of COVID-19 (or **testing positive**) are required to self-isolate at home in accordance with CDC guidelines.

COVID-19 Prevention Strategies:

Implementing prevention strategies to reduce risk associated with COVID-19 is a shared responsibility between parents and families, school officials and staff, and local public health authorities.

Parents:

- Keeping children home when sick and seeking care and testing as appropriate
- Vaccination
- Masks (must have a mask opt out form on file with school if not wearing a mask).

School Officials and Staff:

- Adequate and appropriate ventilation
- Physical distancing – 3 feet while in the school building and 6 feet when eating.
- Encourage students, teachers and staff to stay home from work when sick, and to seek care and testing as appropriate. Make decisions about excluding children or staff from school or work due to illness.
- Educate staff regarding their choices pertaining to masking
- Ensure handwashing and respiratory etiquette
- Clean and maintain healthy facilities
- Notify school and staff of known cases and/or exposures.

Public Health:

- Provide data and information to inform parent and family decisions
- Respond to reports of outbreaks at school
- Provide technical assistance on outbreak investigations, prevention strategies, and testing programs

Lunch and snack: food cannot include peanut or tree nut products. Six feet physical distancing in **All Saints Hall** is to be maintained while students are eating. Students need to remain seated and should not be talking while eating until the students who wear masks have eaten and have donned their masks again.

(Interim guidance re: close contact quarantine)

Queen of Apostles School will be aligned with the VDH Isolation and Quarantine FAQs for K-12 Schools.

What are the new Isolation and Quarantine guidelines? If you have a positive COVID-19 test, the isolation time has been shortened from the prior 10 days to 5 days, as long as:

- o You have no symptoms, or your symptoms are getting better.
 - o You wear a well-fitting mask when you are around others for an additional 5 days after your isolation period ends. Note: If you have a fever, continue to stay home until your fever is gone for **72 hours** without the use of fever reducing medications per **QOA Opening Plan for 2021-2022 school year**.
- If you have been exposed to someone with COVID-19, the updated requirements for your quarantine period include:
 - o If you are unvaccinated or have not yet gotten your recommended booster dose (more than 6 months since your second mRNA dose or more than 2 months after the J&J vaccine), you should (1) quarantine for 5 days as long as you do not develop symptoms within that time and (2) wear a well-fitting mask for an additional 5 days when you are around others.
 - o If you have received your booster shot or received your second mRNA dose within the last 6 months (or received a single J&J dose within the last 2 months), you do not need to quarantine following an exposure, but should wear a well-fitting mask for 10 days after the exposure when you are around others.
- If you have been exposed, VDH recommends taking a COVID-19 test 5 days after exposure. (Due to testing limitations, a test within 3-5 days after an exposure is acceptable). If you do develop symptoms, you should immediately quarantine until a negative test confirms symptoms are not from COVID-19.
- The new guidelines apply to K-12 settings when individuals can properly and consistently mask for an additional 5 days after ending their 5 day isolation or quarantine.
- For isolation (people with confirmed or suspected COVID-19):
 - o If an individual is unable to consistently and correctly wear a mask (e.g., young children, developmental issues, etc.), they should isolate at home for the full 10 days.
 - o For quarantine (certain people exposed to someone with COVID-19): If an individual is unvaccinated or has not yet received their recommended booster dose (more than 6 months since the second mRNA dose or more than 2 months after the J&J vaccine), and is unable to consistently and correctly wear a mask, they should quarantine at home for the full 10 days.
 - o In the absence of further guidance from CDC, if a child was fully vaccinated more than 6 months ago, but is not currently eligible to receive a booster (specifically children aged 12-15 years), they should follow the previous guidance for fully

vaccinated individuals, which does not require them to quarantine after an exposure.

- o They should wear a well-fitting mask for 10 days. VDH is making this interim recommendation balancing disruptions to in-person learning with the risk of transmission.
 - 1) VDH and all of its local health departments recommend quarantine for unvaccinated and not fully vaccinated school-age children.
 - 2) If a child with COVID-19 is in the 6 through 10 day isolation period and they spend greater than 15 minutes unmasked and less than 6 feet from others (i.e. 6 feet is not feasible), then the other individuals are considered close contacts and will need to follow the quarantine protocol.
 - 3) Individuals can participate in sports as long as they can adhere to strict mask usage on days 6 through 10, including during play. If strict mask use is not possible, participating in sports should be delayed until after day 10 of isolation or quarantine.
 - 4) Families should be aware that team sports or other extracurricular activities, especially indoor activities involving shouting or singing, increase the risk of SARS-CoV2 transmission.
 - 5) Based on information provided by the CDC, a person is considered to be infectious on days 6 through 10 of the isolation period. Strict mask use is intended to minimize the
 - 6) risk present on days 6-10. According to the CDC, the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after. VDH currently recommends that individuals that come into contact with someone under isolation on days 6 through 10 **NOT** be considered a close contact, as long as both the case and the person being exposed consistently and correctly wore masks. VDH recognizes that transmission is still possible on days 6 through 10, especially without proper mask use, but must balance the ability to perform contact tracing with the exposures that are highest risk.

- 7) Previous VDH guidance stated that unvaccinated children who had tested positive for COVID-19 within the last 90 days and were exposed again did not need to quarantine, as long as they continued to mask, and isolated immediately if symptoms developed. Early data indicates that prior infection with COVID-19 may not provide immunity against the Omicron variant, therefore it is unclear if the 90 day exemption from quarantine is still applicable for unvaccinated individuals.
 - 8) Fully vaccinated (and boosted, if recommended) students and staff are exempt from quarantine, but should wear a mask for 10 days and get tested on day 5, if possible. VDH is making this interim recommendation balancing disruptions to in-person learning with the risk of transmission.
 - 9) CDC and VDH do not recommend requiring a negative COVID-19 test in order for unvaccinated students or staff to return to school. **All individuals, regardless of vaccination status, with suspected or confirmed COVID-19 should stay home and physically distance from others for at least 5 days followed by strict mask use for an additional 5 days.** Individuals who have a fever should continue to stay home until their fever has resolved for **72 hours** without the use of fever-reducing medicine and other symptoms have improved (**per QOA Opening Plan 2021-2022 school year**).
- If a student or staff member has an ongoing exposure to a household member with COVID-19, the student or staff member would be considered a close contact of the household member with COVID-19. In the absence of updated CDC guidance on this topic, they would need to quarantine at home until the household member is no longer considered contagious (day 10), and then begin their 5 day quarantine period after their last exposure to the contagious individual. Testing is recommended on day 5 of the close contact's quarantine.

FURTHER HEALTH AND SAFETY MEASURES

1. **ILLNESS TRACKING:** The school Physician Assistant/nurse, Mrs. Maureen Earner, and office staff monitor the rate of student illness and absenteeism as well as any related health information on a daily basis.

2. **SIGNAGE:** Educational posters and signs reminding students, teachers, and staff to wash their hands, physically distance, etc. are posted throughout the school (classrooms, bathrooms, faculty lounge and hallways).
3. **RECESS:** Weather permitting recess is held outside. Students engage in non-contact play maintaining physical distance. Hand sanitization/cleaning occurs before and after recess. Staggered recess periods are scheduled for all students.
4. **LUNCH and snack times:** Meals cannot include peanut or tree nut products. Students are seated 6 feet apart. Students are to remain quiet while eating until students who wear masks finish eating and put on their masks.
5. **PE AND BREAKS:** Students are given breaks to stretch at their desks or outside as much as possible. Physical education classes are conducted outside (weather permitting), and students will practice physical distancing.
6. **COMPUTERS:** Chromebooks are used by students for classes. Each Chromebook is cleaned with a disinfectant wipe before it is assigned to a student.
7. **STUDENT SUPPLIES:** Students may use their own supplies located at or near their desks instead of sharing supplies and resources. Students will also have communal supplies in some classes (art, computer, etc.) additional cleaning and hand sanitizing procedures are in place.
8. **HVAC:** The ventilation system is regularly maintained and is on a service contract. During school operations, the HVAC system remains in fan mode to ensure a sufficient exchange of air in each classroom with the system configured to allow for the greatest amount of intake of outdoor air possible. Filtration was increased to MERV-13 in early August 2020 after consultation with the HVAC contractor regarding equipment specifications.
9. **MASS:** Students, teachers, and staff attend a Mass with the community at 9:00 a.m. on Fridays and on Holy Days of obligation.
10. **DISMISSAL:** Students are dismissed to carline from their class homeroom one family/student at a time to limit the number of students in the hallway. Teachers/staff call the names of students via walkie-talkie as parents remain in their cars in a single row carline.
11. **EXTENDED DAY:** We will offer before and after school care this year. All COVID – 19 protocols are observed in the Extended Day Childcare Program as the program is an extension of QOA School.
12. **COVID-19 EDUCATION/TRAINING PLAN:** During the in-service week in August, all faculty and staff are properly trained on the effects of COVID-19, effective preventive measures, and ways to mitigate risk of spread in the school.

ONGOING PLANNING

Due to the nature of the situation, our guidelines and plans may change during the year.

Persons Responsible for this plan: Mrs. Kristie Meyers (Principal), Ms. Maggie Walker (Assistant Principal), Mrs. Maureen Earner (Health Clinic), QOA School staff/teachers and QOA families have contributed to developing and implementing this plan.

The plan conforms to the guidance from the Diocese of Arlington, CDC, VDH and FCHD.

Please contact Mrs. Earner, our Physician Assistant, and Mrs. Meyers, our principal, with any questions, health updates, or international travel plans.

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 form (*Appendix F-18*), 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, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- 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

- c. 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.
- d. 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.
- e. 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 AND/OR SEXUAL ABUSE – STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. Until sexuality can be expressed through the acts which are proper and exclusive to spouses, chastity is the successful integration of sexuality within the person. Chastity is expressed notably in friendship with one's neighbor when the equal personal dignity of man and woman is recognized. Offenses against chastity, which include lust and the more serious acts of pornography and immoral sexual conduct, are violations of our Catholic faith and morals.*

The Catholic Schools of the Diocese of Arlington will respond appropriately to allegations of sexual harassment or sexual abuse in its schools. See Part 3, Section 2, Chapter 2, Article 6 of the Catechism of the Catholic Church (¶¶ 2331-2400)

No student is to sexually harass or sexually abuse another member of the school community. All reports of harassment or abuse will be thoroughly and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities.

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

"Sexual abuse" includes, but is not limited to, intentionally touching another person's intimate parts or intentionally forcing another person to touch their own or any other person's intimate parts. "Intimate parts" means the genitalia, anus, groin, breast, or buttocks of any person, and includes material covering such intimate parts.

Any student who believes that he or she has been sexually harassed or abused shall immediately report such information to the supervising teacher or coach, and to the school principal. A student

who is uncomfortable for any reason with reporting such alleged harassment/abuse to the teacher, coach and/or school principal, 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.

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

In adherence to the Charter for the Protection of Children and Young People, schools will offer each year a “safe environment program” endorsed by the Office of Catholic Schools.

In an effort to minimize/address sexual harassment/abuse, students in grades 6 to 12 must receive appropriate age level instruction pertaining to harassment by September 30th (Appendix AB). The Validation of Sexual Harassment Instruction must be completed and submitted to the Office of Catholic Schools by September 30th (Appendix H-1).

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, in virtual school, 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 or cyberbullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

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

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

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

It is the intention of Queen of Apostles Catholic School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at

the school during regular business hours. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to 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 Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for interventions 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.

Queen of Apostles Catholic School Learning Resource Program is presently a full-time program which not only provides services to those students with documented needs, but also works closely with faculty and parents to identify and implement best practices to help struggling students to succeed.

EXTENDED DAY CHILDCARE PROGRAM

EXTENDED DAY PROGRAM (PLEASE REFER TO THE EXTENDED DAY CHILDCARE HANDBOOK ON THE SCHOOL WEBSITE FOR FULL PROGRAM GUIDELINES)

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

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

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

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

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/guardian 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

In order to ensure we are able to meet all safety and health guidelines due to COVID-19, all families must be on an Extended Day Care contract. Families will only be billed according to their use. Students distancing and mask guidelines apply.

*Morning: 6:45 am – 7:45 am
Afternoon: 3:00 pm – 6:00 pm

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 6:00 PM.

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

*Currently not available due to lack of enrollment

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**. 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: Late Pickup Fees: A late fee of **\$15** for every **5 minutes** per student late after **6:00pm**. After 6:15 P.M. 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**. Fees will be billed and **charged to families FACTS** account on the first of each month. A late fee of \$30 is charged after the 5th of the month.

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.

* Please contact Flora Wack, Office Manager the business office if the fee will be paid through 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 peanut free 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. COVID -19 policies for distancing and eating are observed in Extended Day. In addition, as followed during lunch at school – NO student is to be walking around All Saints Hall while eating in Extended Day.

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. Click on Parents and then Forms & Documents.

Additional School Information

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*)
- Diocesan Student Accident Report (*Appendix F-7*)
- 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*)

Signature Page

QUEEN OF APOSTLES CATHOLIC 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)

REQUIRED 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)