



Parent and Student Handbook

2023-2024

Father James Hudgins, Pastor

Mrs. Erin O'Malley, Principal

Mr. Dan Costa, Assistant Principal



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

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Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

Parents have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. The home is well suited for education in the virtues. This requires an apprenticeship in self-denial, sound judgment, and self-mastery—the preconditions of all true freedom. Parents should teach their children to subordinate the “material and instinctual dimensions to interior and spiritual ones.” Parents have a grave responsibility to give good example to their children. By knowing how to acknowledge their own failings to their children, parents will be better able to guide and correct them . . .

As those first responsible for the education of their children, parents have the right to choose a school for them which corresponds to their own convictions. This right is fundamental. As far as possible parents have the duty of choosing schools that will best help them in their task as Christian educators.

—*Catechism of the Catholic Church 2223, 2229.*

Dear Saint Theresa Catholic School Families,

Father Hudgins, our faculty and staff, and I welcome you to the 2023-2024 school year!

Every day in our school community, we first and foremost give Glory to God. We do this through Prayer, lessons in Virtue, Mass, the Sacraments, and through community gatherings and interactions.

Additionally, we come together each day to joyfully engage in excellent teaching and learning. Saint Theresa’s teachers challenge our students to think critically and expand their knowledge in our core subjects, specials, and electives. We want every student to succeed, and we are committed to providing student support services through our Resource program and school counseling program for students who require it.

The safety of our students is paramount. We know students must feel safe and welcomed at school and in the classroom. It is important to us that every student knows that all faculty and staff care about them and that we are here to educate the whole child.

Communication and parent participation are vital for a successful school, and for that reason, we provide consistent communication to our families. We also want to hear from you! Please contact us with your questions, concerns, and ideas.

This handbook provides important information to help all of us achieve our goals for Saint Theresa. Thank you for taking the time to review it and acknowledge it.

After you have read this handbook and reviewed the information with your child, *please sign the notice on the last page and return it to your child’s classroom teacher.*

We look forward to another strong year working with each of you and learning, living, and growing in our Faith.

Thank You and May God Bless You,

Mrs. Erin O’Malley, Principal

● **THE HISTORY OF SAINT THERESA CATHOLIC SCHOOL**

Before there was a school, the late Bishop John R. Keating requested that Msgr. James W. McMurtrie began a new parish in eastern Loudoun County in 1991. For this parish, Msgr. chose the name St. Theresa, after his special devotion to St. Therese of Lisieux, and his late mother, Mary Teresa. He loved the “Little Flower” and wanted to assist all generations to follow her little ways in their daily lives. Msgr. McMurtrie was passionate about Catholic education and had previously been a principal of Bishop O’Connell Catholic High School. Under his direction, the cornerstone of St. Theresa Catholic School was laid in 1994. Msgr. McMurtrie felt it was especially important to instill a call to service to the community in all his students.

At St. Theresa Catholic School, we continue in this tradition of service. The students take part in a Living Rosary each year and collect items to donate to Backpack Buddies. The students also participate in annual fundraisers to donate money, clothing and food to several agencies, including Catholic Charities, Divine Mercy Outreach and Cross Catholic Outreach Boxes of Joy and Feeding Program. We are proud to promote social justice and value acts of charity as part of the Catholic School tradition from generation to generation.

● **THE SAINT THERESA CATHOLIC SCHOOL LOGO**

The logo for St. Theresa Catholic School was designed by Frs. Guest and Spychala, with artwork by former teacher Mrs. Rusty Boyle. It contains a blue and green shield displaying the red saltire cross of St. Andrew. This was chosen from the coat of arms of Bishop Keating, as it was under his direction that St. Theresa Catholic School was established. The blue color symbolizes truth and loyalty. The green color symbolizes hope and joy. The lamb is an ancient symbol of Jesus Christ, the First Teacher of the school. The silver star represents our Blessed Mother in her title of Star of the Sea. The secondary meaning of the star is patriotism. The gold lamp set atop books indicates spirituality and learning. The gold fleur-de-lis is the symbol of France, where the school’s patroness, St. Therese, lived. The shield is surrounded by a vine, symbolizing strong and lasting friendships, and roses, also denoting the patroness.

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

Guided by the teachings of Christ, Saint Theresa Catholic School is dedicated to *Educating Tomorrow's Catholic Leaders*. We partner with families in the spiritual, intellectual, social, and physical development of every child.

SCHOOL PHILOSOPHY

Let it be known to all who enter St. Theresa Catholic School that Christ is the reason for this school, the unseen but ever-present teacher in its classes, the model to its faculty, and the inspiration for its students.

—IHM Sisters

St. Theresa Catholic School, as part of the St. Theresa Parish community, formally educates students in the life and teachings of Jesus, and the traditions and doctrines of the Roman Catholic Church. Our students are given the opportunity to know and affirm that they are children of God and the school is committed to modeling and teaching Catholic Christian morals and values. St. Theresa Catholic School offers a caring, safe, disciplined, and respectful environment for children. We promote academic excellence and foster a love for learning across all curricular areas. Our students develop the skills to acquire knowledge with an integrated curriculum that takes into account different learning styles and abilities. We believe that each child is a unique person with a God-given purpose in life. We encourage students to develop their individual talents and skills to reach their highest personal level of potential. Along with their parents, the students' primary educators, and with parental support, we prepare our students to become productive and serving members of the global community.

STUDENT/PARENT HANDBOOK

Each school shall utilize the Office of Catholic Schools (OCS) template to develop and distribute a handbook for students and parents/guardians. 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). An acknowledgment form will be provided to students upon receipt of the handbook and the form must be signed and returned by Friday of the first full week of school. 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. The principal is the final recourse and reserves the right to amend this handbook. Parents and staff will be given prompt notice.

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. Unscheduled (drop-in) meetings are not permitted as the teacher is responsible to be with his/her class. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by supporting school policies as outlined in the school handbook and regulations. In addition, parents are to ensure that their son/daughter has read this handbook. Parents who do not accept disciplinary actions for their child will be asked to seek another academic setting for their child.

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.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

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

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic schools and when persons choose careers in Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the

continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

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

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which

reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

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

II. ACADEMICS

CURRICULUM

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students 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.

ACCELERATED MATH PROGRAM

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

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

Grades 5-6	Grades 6-7	Grades 7-8
For Placement in Pre-Algebra in the sixth grade, students must satisfy the following criteria:	For placement in Algebra I in the seventh grade, students must satisfy the following criteria:	For placement in Geometry in the eighth grade, students must satisfy the following criteria:
Math Composite standardized test score National Percentile: 96 or above on the Spring NWEA Maps Testing	Math Composite standardized test score National Percentile: 96 or above on the Spring NWEA Maps Testing	Math Composite standardized test score National Percentile: 96 or above on the Spring NWEA Maps Testing

Class grade in 5th grade math: 93 or above	Class grade in Pre-Algebra: 93 or above	Class grade in Algebra I: 93 or above
End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year)	Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year)	Scoring 77% on the Diocesan Algebra I exemption exam
Favorable teacher and principal recommendation		

The following path would be followed by those students identified as capable of completing **High School Algebra in the eighth grade**:

Grades 5-6	Grades 6-7	Grade 8
For placement in Pre-Algebra in the seventh grade, students must satisfy the following criteria:	For placement in Algebra I in the eighth grade, students must satisfy the following criteria:	To receive credit for Algebra I or Geometry and placement in the next level of high school math, students must satisfy the following criteria:
Math Composite standardized test score National Percentile: 93 or above on the Spring NWEA MAPS Testing	Math Composite standardized test score National Percentile: 93 or above on the Spring NWEA MAPS Testing	Pass the respective course
Class grade in 6th grade math: 93 or above	Class grade in 7th grade math: 93	Score 77% or above on the respective Diocesan exam*
End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year)	Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year)	Receive teacher recommendation for placement in the next level of high school math instruction
Favorable teacher and principal recommendation		

** 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.*

VIRTUAL INSTRUCTION

1. Maintain effective communication between teachers, students and families about the virtual learning plan.
2. Teachers should be available throughout the day for questions and feedback even if the day is fully asynchronous.
3. Feedback is paramount and students should be accountable for their work.

Assignments shall be assessed in a timely manner to provide feedback to the student.

RELIGION CURRICULUM

All aspects of student life are rooted in the Catholic tradition. Daily religion classes follow the Christ Our Life curriculum, an academically rigorous program to follow the Diocese of Arlington standards. Students will be assessed on their catechetical knowledge through the ACRE test that is administered in fifth and eighth grades.

As part of the Religion program, students have the opportunity to attend the Mass on a weekly basis. The entire school participates in Mass on Holy Days of Obligation which school is in session, for the opening and closing of school, and for special occasions as designated on the school calendar. The students honor the Blessed Mother by taking part in the annual Living Rosary and May Crowning and through devotions such as the recitation of the Rosary, Stations of the Cross and other various prayer experiences held throughout the year.

Sacramental preparation is directed by the grade 2 and middle school religion teachers. Classroom teachers provide the daily instruction on the Sacraments and the Parish Director of Religious Education (DRE) plans the sacraments, provides the parent information meeting, and conducts the practices. Usually, second graders receive the Sacraments of Reconciliation and Holy Eucharist. Ninth graders receive the Sacrament of Confirmation which is administered by the Bishop of the Diocese or his designee.

FOREIGN LANGUAGE PROGRAM

Spanish is taught to students in kindergarten through eighth grade following the diocesan guidelines. In eighth grade students will be offered the opportunity to take the diocesan Spanish exemption test prior to entering high school.

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.

As the parent is the primary and principal educator of the child, St Theresa Catholic School does not usurp that authority by teaching "sex ed." There are a variety of philosophies about the age of the child and the depth of knowledge introduced. The school counselor is available and able to provide information and support to parents who would like assistance in this or any other matter.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

All textbooks used at St. Theresa Catholic School have been pre-approved by the Office of Catholic Schools of the Diocese of Arlington. All supplemental novel study books are from a designated list distributed by the National Catholic Education Association. All materials used at St. Theresa Catholic School reinforce and support Catholic traditions and beliefs. Students are “loaned” textbooks for the year; they are responsible for their care. St. Theresa Catholic School highly recommends all parents keep books covered throughout the year. Students also receive workbooks, which are their individual property. The parent must replace any book (including library books) which is lost or damaged prior to receiving the final report card of the year.

HONORS

Honor Roll is awarded to those middle school students who achieve an average of 90 or above in all subjects. Two or more “1”s in any area of a trimester report card renders the students ineligible for Honor Roll.

Principal’s Honor Roll is reserved for middle school students who exemplify the academic, faith, and character standards set forth by St. Theresa Catholic School on a daily basis. This designation is awarded to those students who achieve an average of 95 or above in all subjects. A grade of a “1” in any area of a trimester report card (including tardiness during the school day) renders the student ineligible for Principal’s Honor Roll. Please refer to the discipline section (pg. 58) for an in-depth explanation of behavior expectations.

STUDENT COUNCIL

The Student Council is a group of elected students who perform service and demonstrate leadership within St. Theresa Catholic School. Students on the Student Council seek to please Jesus through service, virtue, and moral character.

Students running for Student Council President or Vice President **MUST** be rising 8th graders. Any student running for President or Vice President should strongly consider the responsibility and workload that comes with holding another similar position in any other St. Theresa Catholic School club, society, or student organization. Student Council requirements must be upheld throughout the duration of serving the office.

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 Diocese of Arlington 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 student 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.

St. Theresa Catholic School provides all necessary academic technology. No private technology such as: iPods, iPads, calculators, smart watches, tablets, and computers may be brought onto the school grounds or school trips.

STUDENT CELL PHONES AND SMART WATCHES

In no way does Saint Theresa Catholic School endorse, encourage, or suggest that parents equip their children with cell phones. Saint Theresa Catholic School requests that cell phones are not brought onto campus. Communication between parents and students can be facilitated during the school day through emailing the school office or the home room teacher. Students may also access, with express permission, the school office phone for emergencies or vital communication (for example, a forgotten lunch).

Kindergarten–5th Grade

Cell phones are not permitted for students in these grades. Should an extenuating circumstance require a student to access a cell phone immediately after school, the student must check the cell phone in at the school office before school. Any violation of this rule will result in a fine (see below).

6th–8th grade

Cell phones are allowed on school grounds provided the following:

- Cell phones must be kept in the student's backpack. If a student brings their phone to school, it must be placed in the backpack before getting out of the car in the morning and may not be removed until the student is in the car at the end of the school day. At no time should a cell phone be accessed once the student is on school grounds.

- Cell phones may not be carried on a student’s person.
- Cell phones must be powered off, not silent.
- Cell phones may not be used during Extended Day.

Any violation of these rules will result in a fine (see below).

Smart Watches/Devices

Smart watches/devices are wearable technology that can be used to access the Internet, send and receive messages, interface with other technology and record data. These devices are not allowed on school grounds at any time.

Any violation of the above policy will result in the phone/watch/device being taken. Parents may pick up the item from the assistant principal after school in the main office. A fine of \$10 (cash or check) must be paid immediately to reclaim the confiscated phone. A second offense will be fined \$20 and a third offense will be fined \$30. Three offenses over the course of the school year will result in an in-school suspension.

INTERNET AND EMAIL

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, 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.

Users must immediately report damage to the appropriate school officials.

- i. 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.
- j. 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.
 - k. 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, videos, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

SOCIAL MEDIA

In a message for World Communications Day, St. John Paul II says “all communication has a moral dimension” and, as such, demands conscientious reflection. He recognizes the potential pitfalls of media use while acknowledging that “the media of social communications have an enormous positive potential for promoting sound human and family values and thus contributing to the renewal of society.”

The research and our experience have shown that social media use can exacerbate many of the normal challenges that adolescents face, such as social pressures and feelings of stress. However, we also see that technology, including social media, continues to change our world, giving us new opportunities for learning, connecting, collaborating, and creating.

The task of monitoring social media use belongs primarily to the parents. Saint Theresa Catholic School does not police students' social media accounts. Yet students must understand that online behavior has “real world” consequences. Online choices that harm the educational environment at Saint Theresa Catholic School, our sense of community, the safety of others, and/or the reputation of individuals or the community violate the spirit of Saint Theresa Catholic School and this conduct policy and may result in disciplinary conversations and consequences.

Students should follow these guidelines if they choose to use social media:

- Consider the teachings of the Catholic Church as their guide when communicating online. Do not use technology to bully, hurt, harass, malign, manipulate or intimidate others.

- Respect the privacy and dignity of every member of the school community when posting online, texting, emailing, and use other forms of social media. Among other things, this means:
 - Do not make, post, or share audio/video recordings of anyone without their explicit prior permission.
 - Do not pose/post as someone else in any digital communication.
 - Do not use someone else’s password to access their online accounts.
 - Do not use anyone else’s device without expressed, explicit permission.
 - Do not create a social media account using the name or crest of Saint Theresa Catholic School without receiving permission from the school
 - Help maintain a safe digital environment for others. If a student sees a message, comment, image, or anything else online that makes him or her feel concerned for the safety or the well-being of another student, he or she should immediately bring it to the attention of a teacher or administrator.
- Remember that students are ambassadors of the school whenever they communicate with others, even online.
- Do not initiate “friend” requests with any faculty or staff member on any social media platform. Do not participate in instant messaging or text messaging with Saint Theresa Catholic School faculty or staff or be in contact with them via personal cell phones.

If a student makes a mistake while using technology, he or she should:

- strive to correct the mistake as soon as possible.
- contact a teacher or administrator and explain the situation honestly.
- apologize to any individuals that may have been adversely affected by his or her actions—or whose trust he or she may have violated—and find ways to rectify the situation.

The school reserves the right to deal with each case individually and has no responsibility to exert progressive discipline or multiple notifications of parents. One serious infraction may result in suspension or expulsion.

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.

All students in grades K-7 participate in standardized testing as determined by the Diocese. Students in grade 8 take the High School Placement Test (HSPT). HSPT scores are sent to high schools as part of the permanent record to assist in placement in high school classes, therefore, students should make every effort to do well on these tests.

Although students may be chronologically eligible for kindergarten, the school retains the right to refuse admittance if readiness test results indicate that the child is not ready to deal with the strong academic and structured environment offered in our kindergarten.

Transfer students will be given an entrance exam to insure placement in the proper grade. Acceptance to St. Theresa Catholic School does not guarantee acceptance to a particular grade.

HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies. Formal homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich classwork, and to prepare for certain lessons through various experiences. In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

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

SUGGESTED TIME ALLOTMENTS

- Grades 1 and 2: 30 minutes
- Grades 3 through 5: 30-45 minutes
- Grades 6 through 8: 60-90 minutes of written work; allot additional time for studying for tests and quizzes and for completing long term projects.

Students in the accelerated math program will expect additional minutes of work nightly. STCS recognizes the infinite benefit of literacy and highly encourages all students to read or be read to each night for a minimum of 20 minutes.

Since each student has different capabilities and interests it is hard to put an exact amount of time for each child. Students should be able to get their work done within the allotted homework time. However, if a problem arises on a consistent basis, the teacher should be contacted.

TYPES OF HOMEWORK AND PARENTAL INVOLVEMENT

There are three types of homework: written assignments, study/review, and reading. Most students should have an assignment of one type or the other every night. Not all homework is graded work. Some nights your child is told to study or review class material or to read independently in a novel. These assignments should be written in their agenda or may be found on Schoology.

When written work is not assigned, students should review and study their subjects every night. You can help your child build better study habits by encouraging them to study and review material prior to test time and to go back over information covered in class to make sure they have the proper foundation for the next class. Parents can help their child with study habits by assuring that they do study.

Parental review of their student's agenda entries is critical to reinforcing good study habits and time management. Students without specific homework assignments are encouraged to spend time reading, and working on math, science, or long-range projects.

PLANNERS

Planners will be used for students in 2nd - 8th grade. These planners will be students' main point of contact to find what is for homework and when tests will be.

Middle School will use a combination of Schoology and planners as the student's main point of contact to find what is for homework and when tests will be.

LATE AND MISSION ASSIGNMENTS OR MISSING ASSESSMENTS

Elementary School

Refer to teacher policy as needed.

Middle School

Missing Daily Homework:

- 1 Day Late: Maximum 80% Credit
- 2 Days Late: Maximum 50% Credit

- 3 Days Late: 0% Credit

If completed homework is required for a specific in class activity, students may receive an automatic 0. Refer to the teacher's individual policy as needed.

Any reports and projects that count as a test grade will lose 10 percentage points for each school day late up to five (5) days. After 5 days, the student receives a zero.

Middle School students are responsible to bring in their own projects, books, homework, materials, etc. **Items that are brought to the office for delivery to the student will be considered late work.** St. Theresa Catholic School is preparing our middle school students for the responsibilities of high school. We appreciate parental support in this matter.

Missing Due To Excused Absence

The only excused absences are sick days, attending a funeral, and eight grade shadow days. Students are asked to communicate with each individual teacher through Schoology when they miss school. When students are able to complete work, they should complete as much as they can via Schoology. Parents should further communicate with the clinic and provide a doctor note if required. A doctor note is required if students miss more than **three consecutive days of school**. If students miss more than three days without documentation, the absence will be counted as unexcused.

Students will have one school day per excused absence day to make up homework, class work, assessments and projects.

Missing Due To Unexcused Absence

If a student has an anticipated unexcused absence, they must refer to Schoology for missed assignments, and are requested to communicate with the teacher prior to the absence to discuss what the student will be missing. Teachers will not provide materials prior to the absence. Upon return, students will need to meet the grade level expectations for missed work. For middle school students, students will be able to complete work on Schoology as it is due for the rest of the class with no deadline extensions. Middle School students will have three days to make up missed assessments.

POSTING OF HOMEWORK

All homework will be assigned during class time. It will be **posted** in the class in which it is assigned. Middle school students are responsible for checking the unified Schoology calendar for homework assignments, test dates, and project timelines. A teacher has the right to change an assignment, as long as it has been discussed **and posted in class**. Elementary school students will write in their agendas daily and should refer to individual teacher policies for utilizing Schoology.

EXTRA CREDIT

No extra credit projects will be provided unless they are offered to an entire class. Students need to put their best effort into every test and assignment. An extra credit assignment does not take the place of test and project grades.

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. If administrative support is requested, parents will be asked to provide detailed information about what steps have been taken to communicate with the teacher.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Mandatory parent-teacher conferences are scheduled once a year in November. Additional conferences may be requested at any time by either the parent or the teacher. The purpose of these conferences is to provide an up-to-date evaluation of the student's work and discuss with the parents ways to assist the student. School email is available to parents. Teachers may be reached through their school email addresses: **lastname1stinitial@stsashburn.com**. **Teachers will not respond to emails sent during the school day as they are instructing students.** Teachers will respond within 48 hours. If a teacher does not respond within 48 hours, please resend and cc omalleye@stsashburn.com. Parents must not use their student's Schoology messaging service to communicate with teachers.

Parents and guardians are not allowed to enter the building unannounced during the school day and expect to speak to a teacher. Any parent who interrupts the teacher's supervision of students prior to the start of school or the learning of a classroom to speak to a teacher will be asked to leave the building immediately. St. Theresa Catholic School teachers are extremely accessible and responsive, but they are responsible for the safety and education of our students during the school day. Only scheduled appointments will be honored. Parents are not permitted to come to the classroom before or after the school day for unscheduled conferences.

GRADING/REPORT CARDS

Overall evaluation of the student is 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. Middle school teachers post grades after each test or quiz. It is the parent's responsibility to be aware of his/her student's progress by checking PowerSchool frequently. Parents should contact the Tech Department immediately if they have trouble accessing PowerSchool.

The purpose of report cards is to alert the parents/guardians and present to them an assessment of their child’s achievement in his/her academic studies.

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

GRADING SYSTEM

Grades 1-2

- M Meets Grade Level Standards – Child consistently meets skills
 - P Progressing Towards Grade Level Standards - Child is in process of developing skill
 - NI Needs Improvement – Child is not demonstrating skill
- * (asterisk) indicates modified curriculum

ACADEMIC PROGRESS SCALE

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

Grades 3-8

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

Grades 6-8

Refer to the classroom teacher’s policies to understand how missing assignments impact the classroom performance grade. Three missing assignments in a class will result in a “1” for effort in that subject. Students will receive materials write ups if not prepared for class, and those write ups are tracked across the middle school team. 5 materials write ups in a trimester will result in a “1” for “Organizes self & materials for task” on the right side of the report card.

Middle School teachers will post student grades continually in Schoology and PowerSchool. Middle school parents receive a letter to be signed and returned advising the parents that it is interim time. The signature on the letter signifies that they are aware of their child’s interim grades. Interims are issued at the midpoint of each trimester. Parents of those students who are near failing or not working up to potential are asked to contact the classroom teacher to support their child’s progress and to monitor more closely their child’s work throughout the remainder of the trimester.

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

	Classroom Performance (Left side of report card)	Effort & Personal Development (Right side of report card)	Tardies (accounted for on “Participates in Class” line item on the report card)
3	Always prepared does not need prompting to stay on task. Displays Catholic Values.	No write ups	Displays promptness to class.
2	Generally prepared, may need to leave class for necessary materials. Needs redirection at times. Demonstrates good effort	1-2 Write ups	Late to class one time per week
1	Regularly leaves class for materials and needs regular redirection to stay on task, does not demonstrate consistent effort.	More than 2 write ups	Late to class multiple times a week
X	Intervention was provided to support the student, but improvements were not made.		

** Write ups are specific to Middle School. K-5 teachers have their own classroom management systems and their policies are communicated on Back to School Night. Please refer to classroom teachers for questions and concerns.*

Sample Report Card

This sample middle school report card shows how both academic and effort/personal development grades are reported. The left side of the report card is academic grades and effort. Parents should refer to Schoology and PowerSchool throughout the year to track grades as well as missing assignments. The right side of the report card refers to general behavior. Parents should expect teacher communication throughout the year such that any concerns reflected on the report card are

not unexpected.

Student Name:	St. Theresa School	Report Card																																																																																																																																																																								
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<small>ACADEMIC GRADE (* indicates Modified Curriculum) A percentage grade is indicated for each subject area under the heading GR. Averages below 70 are designated by an F. Effort indicators for each subject area are under the heading EF.</small>																																																																																																																																																																										
<small>This report endeavors to provide an evaluation of your child's academic achievement. It is a communication that brings home and school together. True Christian maturity will be enhanced by the cooperation of child, parent and teacher. INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT 3 = Very Good 2 = Good/Satisfactory 1 = Needs Improvement X = Unsatisfactory</small>																																																																																																																																																																										
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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 a remediation 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.

Retention is taken seriously at St. Theresa Catholic School. The principal relies heavily on the knowledge and experience of her staff, as well as classroom grades, the results of standardized testing, and observations when determining whether retention is considered. Retention is a last resort, after several others. Parents who do not feel that retention is in the best interest of their child are encouraged to find a placement which better serves their desires.

The school will work with the parent during the school year to help the student achieve success. Parents or guardians are expected to cooperate with the school recommendations which might include, but not limited, to academic and/or psychological testing, tutoring, and counseling.

Prior to May 1, teachers will initiate conversations with the parents concerning retention. In the case that the parent fails to comply with the school’s recommendations, and the student does not show satisfactory improvement, the administration has the right to deny re-enrollment.

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.

It is the Diocesan Policy that the elementary and middle school counselor may see a student two to three times on the same topic before contacting the parent. The Pastor and Vicar may also speak to the children in regard to any event which may require support.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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.

AGE FOR ADMISSION TO FIRST GRADE

Children who will have reached the age of six years by September 30th may be admitted to a first-grade program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the first-grade program. Readiness testing (fine/gross motor, speech, and language screen) is required for first grade entry for new students. 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 or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. 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 even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)
 - iii. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school
- 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 with signature of licensed healthcare provider
- 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. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. 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 even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)

- iii. 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 with signature of licensed healthcare provider.
 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 even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening.)
 - 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.

- 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.
 - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
 - i. 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. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:

- a. 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 15 days of the beginning of every semester;
 - b. 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;
 - c. 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;
 - d. 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.
6. Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

Middle school students who have been placed in particular math classes may, at the discretion of the principal, be placed in more appropriate math classes if the student is unable to maintain a solid 89% average. Participation in the advanced math program is contingent upon the student's ability to perform in an accelerated environment (i.e., organization, responsibility, autonomy, etc.)

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

Once a child is enrolled in the school as a student, it is the duty of the principal and teachers to insist on regular attendance in order that the school can progress successfully through the curriculum. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

If a student is absent more than (10) days, parents will need to meet with the principal to discuss the problem in order to be considered for re-enrollment the following year.

If efforts to work with a family to improve a student's attendance are unsuccessful, a school should not continue to enroll who is not attending classes. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

ATTENDANCE/REPORTING PROCEDURES

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. A student with five or more unexcused tardies will not be eligible for the honor roll.

Any student who is tardy on an All School Mass day should be escorted into the building by his/her parents. He/she may leave their backpack in the school office and go to church and join their class.

Parents of a student who is late more than 5 times in a trimester must meet with the principal to discuss a solution to the problem.

After that meeting, the parent will need to meet with the principal each time the student is tardy. The student must be escorted into school by the parent, who will then speak to the principal.

ABSENCE FOR OTHER REASONS

When parents wish to take their student out of school for several days for personal and/or unexcused 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.

Refer to the Missing Homework for Unexcused Absences on Pages 15-16 for more information.

ABSENCE /ANTICIPATED ABSENCE

No teacher will supply homework prior to an absence; nor will the teacher do any remediation on material missed during the absence. It is the parent's responsibility to ask for the work missed and remediate the child so he/she catches up to the class. Students who are frequently absent may suffer academically as class participation to class-work is included in the grading system.

Refer to the Missing Homework for Unexcused Absences on Page 15-16 for more information.

If the student has been absent for three or more days, a doctor's note is required.

MEDICAL EXCUSES

Any child who is unable to participate in PE needs a medical excuse by his/her physician. If a child is unable to participate in PE due to physical restrictions, he/she may not participate in physical activities at recess. At St. Theresa Catholic School, we are sensitive to the needs of chronically ill students who require a long hospitalization or limited physical activity, please contact the school immediately so we may provide academic support.

The clinic must receive a written notification from the physician before a child may return to regular activities. The clinic must be notified if a student is put into a brace, sling, cast, etc., or has had a concussion.

RELEASE OF STUDENTS

Please send an email to the school office (schooloffice@stsashburn.com) and your child's teacher if he/she is to be released early on a given day. The email should include the name of the person who will be picking the student up. Early dismissal should be saved for medical appointments or other such important and infrequent events. Elementary students will be called to the office when the parent arrives in the building to sign him/her out. Middle School students are expected to leave their class and come to office at the time of dismissal. The latest time for early dismissal is 2:10pm.

Siblings of students will not be released for school events (graduation, etc.) unless their teacher receives written notification the morning of the event. We cannot locate students who are participating in their academic day at the last minute to attend such events.

To ensure the safety of the children, no child may be removed from class after 2:10pm. Students may be in rooms other than homeroom after that time, and all unoccupied classrooms are locked, so any child who needs to return to the classroom for his/her backpack will be unable to do so. Middle school students may not enter their classroom and disrupt the learning process during the last period.

Releases in the last few minutes of the day pose a serious problem, as the school office may well be attending to these families while a parent who has been in an accident or has another serious problem may well be unable to get through to the school with critical information.

Please note: the office cannot guarantee that messages phoned in for students to change their transportation home, play date information, etc. will be forwarded. The school office will do its best to communicate information, but due to the number of requests, we cannot promise that your message will get through. Parents need to notify the teacher by email if a student is not following their usual procedure at the end of the day.

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.

Records for 9th grade students are sent to one high school of the student’s choice. A \$10.00 fee is charged for any each additional request to be sent to high schools.

See Finances section regarding early withdrawal fees.

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.

ARRIVAL

Students are to arrive between 7:35 and 7:54 a.m. Teachers are on duty at that time. Parents follow the direction of the teachers when dropping off. Staff will direct parents when entering and exiting.

School lunches delivered to the school should be left in the basket outside the school office. They must be clearly marked with the student’s name and teacher. Parents who need to deliver anything to the school (for example, P.E. uniforms, band instruments, etc.) are to come to the school office and clearly mark the students name and teacher. Parents may not make deliveries to the classroom.

DISMISSAL

Afternoon dismissal begins at 3:00 p.m. Dismissal is under the supervision of teachers. Families who are unable to pick their children up at dismissal time should pick them up in the school office. The school office closes at 3:30pm. If there are three incidents of a child being left beyond 3:30pm, a mandatory meeting will be scheduled with the principal to discuss childcare options.

The school is not responsible for supervision of students before 7:35 a.m. or after 3:30p.m. unless the student is participating in a scheduled, supervised activity. Specific arrangements must be made for drop off or pick up for these events. The school is not liable for any injuries or accidents which may occur outside of these times. Parents are required, therefore, to follow the times stipulated

when dropping off or picking up students.

Parking areas are assigned at the beginning of the school year. Once you have received your assigned area, do not change it during the school year. Parents wait for the teachers on duty to dismiss these lots. Children need to enter their cars immediately. This expedites the dismissal process. If you arrive late, your child will be escorted back to the building and will be waiting for you in the school office. This keeps our children safe and out of the elements as they wait.

At NO time is a parent to pick a child up on Ice Pond Road, walk through neighbors' property to the cul de sac in the neighborhood near "Lake St Theresa" or have a child walk down the driveway to Broadlands Boulevard to be picked up. The safest and ONLY authorized dismissal route for students who are being picked up is from the three parking lots. St. Theresa Catholic School will accept no liability or responsibility for any non-walker children who leave school property in any way other than in a vehicle from the parking lot. If a non-walker attempts to leave the property on foot, a teacher or staff member may direct the child back to the front lobby of the school where he or she may be met by a parent. This is to avoid panicked children attempting to find parents who are late and are not parked in the lot. Staff will follow the standard format of having the child sign the log in the lobby and wait for a parent to pick the child up.

Only walkers will be allowed to cross the property line onto Ice Pond. St. Theresa Catholic School will accept no liability for students who leave the property to be picked up on Ice Pond. These children are unsupervised by St. Theresa Catholic School staff and the school has no way of knowing that your child was picked up by a responsible adult.

The school playground is not open at dismissal time since it delays the dismissal process. Families are welcome to return to the playground once all the cars have emptied from the lot as long as you stay with your child.

Children may not call home during the day to ask permission to go home with a friend. Such permission should be emailed to the homeroom teacher and the school office at the start of the day. Likewise, parents should not expect the office to pass on changes of plans at the end of the day. These phone calls may cause a person with a true emergency to be unable to get through with an important message for his/her children. Please plan ahead.

WALKERS

A walker is defined as a student who can walk to their home without having to cross Ashburn Farm Parkway, Broadlands Boulevard or Claiborne Parkway.

1. Walkers will be dismissed out the doors closest to the playground.
2. Walkers will be issued walker tags, and any child who is going home with a walker must bring a note stating this and will be issued a one-day walker tag by the homeroom teacher.

3. Walkers will be dismissed first, but only after all parties in a “walking family” (whether that’s siblings and/or friends/neighbors) are in the hallway by the exit door.
4. For the safety of the children, students will be stopped at the exit doors if they don’t have a walker tag.
5. All walker families will be issued parking spaces for pick up in inclement weather and must use that parking space when picking up children.
6. A parent breaks school rules when he parks on Ice Pond because his child is a walker. Walkers walk. If you are picking your child up in a car, it is to be located in the parking lot.

CARS

All parents are to remain in their cars when the children are released into the parking lot. Parents who have been frustrated by the slow dismissal of the lots will see the improvement when NO parents are out of their cars at dismissal.

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.

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."

Parents requesting copies of physicals, immunizations, or EpiPen/Inhaler forms must request the release of records via email to stsclinic@stsashburn.com. Allow at least three business days for your records to be ready. The clinic will contact you when copies are ready for pick up. Copies of medical records are not provided during the summer.

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.

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

The principal communicates with the parents through a weekly email, the Thursday Thunder, and occasional additional email.

St. Theresa Catholic School also uses the electronic messaging system selected by the diocese to communicate with parents via telephone in the case of emergencies.

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 PTO sends a weekly electronic Newsletter on Sunday evening for communication.

The school is unable to distribute any information regarding events or organizations which are not sponsored directly by the parish or diocese.

TELEPHONE USE/MESSAGES FOR STUDENTS

Kindergarten through fifth grade students may ask their teachers to telephone home for them if they forget their lunch, PE uniforms or other schoolwork. A message should be left if the parent doesn't answer.

Middle School students are responsible for their own PE uniforms, textbooks, projects, homework, etc. and may not phone home to request that these items be brought to school. Parents should not attempt to deliver them to the office.

Students may not bring any privately owned electronic devices into the school's academic buildings. If a child has a need to have a phone after school, they are to leave the device in their backpack, in the off position. Any device outside of a backpack or ringing inside a backpack will be confiscated and brought to the Administration. The parents will be notified.

Parents may leave **emergency** messages for their children with the school office. The school will **attempt** to pass these messages on to the student if received before 2:30. Those who clog the phone with unnecessary messages both interrupt the classroom, and may, through their lack of consideration for others, stop someone with a true emergency from getting through with an urgent message.

Parents or other visitors are not permitted to derail the learning process by entering a classroom to speak to the instructor while a class is in progress. All appointments are to be made by the teacher at a time that is convenient.

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 (virtual instruction) for the required duration and students will meet academic requirements.

If LCPS has a planned day off or teacher work day, the Pastor and Principal, or their designee, will make the determination to close school or have a delayed opening. If LCPS closes due to inclement weather, St. Theresa Catholic School will be closed or if Loudoun County delays the opening of school, we will follow the same delay schedule that they do.

One-hour delay - school hours are 8:55-3:00 p.m. Two-hour delay-school hours are 9:55-3:00 p.m.

If a delay falls on an 11:30 dismissal day, there will be no school.

Typically, if an emergency such as a snowstorm arises and the children need to be dismissed early, the best way to hear of dismissal changes is to listen for updates from Loudoun County on the radio. This year, we will communicate through our communications systems and alert news channels, as appropriate.

If Loudoun County Schools are not in session, please be sure to check St. Theresa Catholic School's website (www.stsashburn.com) for closures and delays. No child will be left unattended while waiting for a parent to arrive to take the child home. We will also attempt to reach all families via our telephone messaging system.

A day off due to inclement weather is not actually a day "off". Students should be given assignments either electronically on Schoology, or physically in homework packets. Due to the great number of snow days in past years, St. Theresa Catholic School sees the need to continue the learning on inclement weather days. The first day of each snowstorm, however, is a "freebie day." Please be aware that assignments posted each day will be due on the first day back, and in some cases, assignments may be due electronically each day of the storm. Please note that the student is

required to keep up with work assigned during inclement weather.

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.

Any misuse of the internet, whether in or out of school, which endangers St. Theresa Catholic School students or staff or casts an unfavorable light on our school is unacceptable. This would include but is not limited to making disparaging, defamatory or unkind remarks about students, faculty, staff or the school community to displaying the school logo, name, or pictures of the school or school students in uniform on inappropriate web sites. The fact that one must lie about one's age to gain access to a website is one indication that it is inappropriate. Such misuse may be punishable by suspension or expulsion.

No cell phones may be used inside the gym during Middle School dances. Chaperones and parents may not take pictures inside the gym during dances.

MEDIA CENTER

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 medial center 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 21 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.

A parent may bring a sibling on a field trip when:

- a. The parent is not the driver or the chaperone
- b. The trip is age appropriate for the sibling

- c. There is space available for the parent and the sibling

All parents who are driving other people's children or are chaperoning need to take the VIRTUS program and go through the background check provided by the Diocese of Arlington.

Field trips are a privilege, not a right. Just as some parents choose not to allow their students to attend a field trip, St. Theresa Catholic School also reserves the right to keep a student from attending a field trip due to poor behavior or grades. Teachers are not obligated to inform the student prior to the day of the field trip. Appropriate and significant work will be provided for any student who remains behind on a field trip day. Parents will be notified the day of the event if their student will be remaining at St. Theresa Catholic School.

Class trips are for only:

- a. Class members
- b. Supervising parents
- c. Occasionally siblings

Parents are often asked to chaperone field trips or dances held in other schools. If a parent is unable to exert authority over students, that is, correct them, when necessary, they are not doing an adequate job. If a parent sees a student or students breaking school rules or behaving in such a way that it represents St. Theresa Catholic School poorly but does not correct the student or report the incident, he/she will not be permitted to chaperone again.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

CLUBS

St. Theresa Catholic School encourages the formation of clubs by students, parents, and/or staff. The principal will sanction any activity which is aligned with Catholic values and school regulations, if time and location can be found. Please contact the office if you have any ideas for a club! Clubs will be disbanded if they don't reflect St. Theresa Catholic School values and the Catholic teachings.

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.

Parents of St. Theresa Catholic School students are encouraged to take their children on the March for Life. The student will not be penalized academically in any way for participating.

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. Traditionally, at St. Theresa Catholic School, the 7th grade parents and students host the 8th grade graduation reception.

ST. THERESA CATHOLIC SCHOOL AWARDS

A number of awards and special commendations are presented to 8th grade students in recognition of academic, civic responsibility, and service achievements:

- Presidential Academic Awards – The eligibility criteria for this award are set forth by the U.S. Department of Education. Students must earn a grade point average of 90% or above through all three years of middle school. In addition to the grade point average, the eligible students must have achieved an 85% or above in either reading or math on the Scantron standardized test and the High School Placement test in each of the three years of middle school.
- Academic Awards – Academic awards are given to students who have demonstrated excellence in a particular discipline while attending St. Theresa Catholic School. Student selection is based on academic standing and teacher recommendation.
- Daughters of the American Revolution (DAR) Award – Sponsored by the Loudoun Chapter of the DAR, this award recognizes the qualities of good character and good citizenship.

- The Joey Taylor Award – Honors a student who not only puts forth 100% academic effort, but demonstrates a strong sense of social justice, self-sacrifice, and concern for all.
- Principal’s Award- Selected by the school principal, this award recognizes a student who is an enthusiastic participant in all school related activities and is always willing to lend a hand in a cheerful, friendly manner.
- Monsignor McMurtrie Award – This award recognizes a student who most exemplifies the values of service, courage, and convictions, which were the hallmarks of the school’s founding pastor.
- St. Theresa of Lisieux Award – Recognizes a student who embodies the “little way” of our school patroness, St. Theresa.
- Pastor’s Award – Selected by the pastor and given to recognize service to the school and parish community.

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 principal advance the school’s mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

The parent organization should strive:

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

Although the PTO raises monies to support the school, the determination of the spending of the monies is under the jurisdiction of the principal with collaboration with the staff and the PTO board.

The PTO meetings are held in September and May. Dues are \$40.00 per family. Upon receipt of the annual dues, the School Directory will be provided to the PTO member family. The dues monies are used for activities and materials for the students.

SERVICE PROGRAMS FOR PARENTS

DIOCESAN ADULT SERVICE MANDATE

The school and PTO encourage parents to volunteer through the many events that they sponsor and to assist in school where needed. Parents can assist classroom teachers with class parties, class field trips, reading programs, hands-on science or art activities, clerical assistance, or working with individual or small groups of students. The school has volunteer opportunities to help with morning drop-off, lunch/recess, afternoon pick-up, and specials classes. The PTO has various volunteer opportunities including the annual auction. We are always open to new volunteer possibilities and encourage parents to volunteer to initiate new groups such as a chess or astronomy club, etc.

All volunteers must be background compliant in order to volunteer on the school grounds and when they will have contact with students. To become background compliant volunteers must complete the diocesan requirements which include completing diocesan mandated paperwork and attending a VIRTUS session. Volunteers can view the directions for becoming background compliant on the school website. Background compliance is not required for volunteer opportunities off campus and not with students; however, we recommend families become compliant.

ST. THERESA’S FAMILY SERVICE HOURS PROGRAM POLICY

St. Theresa Catholic School has a 16-hour family service requirement. In an effort to transition to having the volunteer year coincide with the school year, this year the year for counting service hours starts June 1, 2023 and ends on the last day of school.

We encourage ALL families to participate at some level in the Family Service Program. Families that do not participate will be charged a \$450 fee through FACTS. Families that have partially completed their service hours at the end of the school year will be charged a prorated fee (\$28 per unserved hour) through FACTS. Unpaid Family Service Program fees are subject to the School Tuition Policies.

Bringing small children to volunteer at school should be carefully considered. We rely on our parent volunteers to support school programs, help maintain safety at school, and aid our faculty and staff, as well as build community. We also want to be sure when there are opportunities for supervising in a volunteer role in our school or classroom, that the focus is on the role.

The actual Family Service Program Policy can be found on the school website under the “Parents” icon.

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

DROP OFF/ARRIVAL PROCEDURE

- a. Parents are to enter St Theresa Lane only for morning drop off
- b. Children may exit cars when the car line stops (starting at the Middle School sidewalk to the 3rd grade door in the elementary school wing)
- c. Students exit on the passenger side of the car or cross in front of their car when exiting on the passenger side
- d. Do not pass the car in front of you at any time during the drop off procedure
- e. All students must exit their vehicle at the point their car stops in the car line area. Do not try to shorten your child's walking distance to the closest door.
- f. Students may enter the school via the following doors: Middle School door, door by 8th grade classrooms, door by the kindergarten classroom and door by the 3rd grade classrooms.

PICK UP/DISMISSAL PROCEDURE

- a. Parents are to park in their designated area. The colors indicating lots are painted on the parking curbs in the parking lots.
- b. Do not park in any other area, except the one that is assigned to you. If you change areas, you are taking someone else's spot.
- c. If you carpool with another family, both families have been assigned an area. If both parties of the carpool pick up, they will need to park in their assigned areas.
- d. If your child attends the school's after-care program or is picked up by another center, you have been assigned an area to park in case you need to pick up your child.
- e. If your child is a walker, you have been assigned a parking spot. This is in case you need to pick up your child.
- f. ONLY those with handicapped students attending STCS can park in handicapped spots.
- g. Parents are responsible for helping guide their child to their car once they exit the

school doors.

- h. If you are visiting the school prior to 2:10pm please park in the church or elementary lot. After 2:10pm visitors need to park in their assigned dismissal parking spot.
- i. At dismissal time all cars must back into their space.
- j. Elementary lot will exit Shale Ridge Court only. Church and Middle School lot will exit St. Theresa Lane only, making a right hand turn only onto Broadlands Blvd. for you and your children's safety.
- k. PLEASE be respectful and courteous drivers. Our children's safety is our main concern and they are watching us.
- l. Once your lot has been dismissed by the teachers, the cars will exit in an orderly fashion. You will take turns exiting your section, alternating with the cars on the opposite side. This system for dismissal works great. Please be patient in the first couple of weeks as we all get back in the swing of it.
- m. Every family that picks up their child from school has been assigned a space. Many families carpool so there should always be spaces available for everyone in their assigned section. If there is no space available in your assigned section on a given day, please pull forward to the first car in your section and park horizontal to the cars that are backed in on the RIGHT. When it is time for your section to go, the cars parked horizontal will leave your section first and then the rest of the cars in your section will follow the Parking Lot Exiting Procedures above.
- n. The school playground is not open at dismissal time since it delays the dismissal process. Families are welcome to return to the playground once all the cars have emptied from the lot.

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.

Additional local funding may be available dependent on funds available. The process for consideration for parish or school aid is identical to the criteria mentioned above.

If a St. Theresa Catholic School family finds itself in need of aid at any time during the school year, they must follow steps above. Even though the diocese distributes funding only once annually, the school or parish may have funds available to help our families. In order to be fair about distribution of such funds, the online FACTS Tuition and Grant application must be completed.

Please make an appointment to see the principal if at any time throughout the school year your family needs support.

SCHOOL TUITION POLICIES

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

St. Theresa Catholic School has joined other diocesan schools and has contracted with the FACTS Company for tuition management. The FACTS Company has set up an online registration and payment service via the E-cashier account for St. Theresa Catholic School. This process is handled on the FACTS *secure server* and is accessible through a link on St. Theresa Catholic School

website. There are twelve payments per school year beginning with the first deduction from your bank account on July 5th. The last payment will be deducted on June 5th. Parents must register with FACTS no later than May 1 or within 14 days upon acceptance to the school. Families who wish to make their payment in full may receive a 2.5% discount off their total tuition if paid by June 1st. No discount will be given to anyone past the June 1st deadline.

TUITION AND OTHER FEE SCHEDULES

<u>PARISHIONER</u>	DEPOSIT
1 child \$ 8,485.00	\$ 300.00
2 children \$14,254.00	600.00
3 children \$18,921.00	900.00
4 children \$20,193.00	1200.00
<u>NON-PARISHIONER</u>	
1 child \$12,097.00	\$ 300.00
2 children \$18,751.00	600.00
3 children \$24,196.00	900.00
4 children \$27,221.00	1200.00
<u>NON-CATHOLIC</u>	
per child \$13,841.00	\$ 300.00

Tuition information is available at our website here:

https://www.stsashburn.com/apps/pages/index.jsp?uREC_ID=1436016&type=d&pREC_ID=1599941

FOR RE-ENROLLMENT

Non-refundable Enrollment Deposit of \$300 per child per agreement (deducted through FACTS).

FOR NEW ENROLLMENT

Non-refundable Application Fee \$150 per child per agreement (due at time of application); Non-refundable Enrollment Deposit \$300 per child (due when registering with FACTS).

ADDITIONAL FEES AND POLICIES

The balance of the tuition can be paid in full by June 1, 2021 (2.5% discount) or paid over twelve months through FACTS.

Some additional and operational fees include milk fees and PTO dues, which are collected at the beginning of the school year. Other variable expenses such as field trips or clubs may require additional costs.

If a family does not keep up with the tuition and fee schedule, the student will not be placed on a class roster for the coming year, and the student's seat will not be saved. If the family has outstanding debt by July 1, any deposits to save seats for the upcoming year will be applied to those outstanding fees, and the student's seat will not be saved. Any leftover monies will be returned, and the parent may re-apply for the coming year, but will have lost priority.

For students who have been accepted and enrolled, but decide to withdraw before August 15, 2021, a 50% deduction will be applied to tuition refunds. (If a family has paid the full tuition at this time, then the 50% deduction will apply only for two months, and the remainder will be fully refunded.)

For students who have been accepted and enrolled, but decide to withdraw after August 15, 2021, only the tuition paid during the month of September or later will be refunded on a prorated basis according to the number of months attended. Tuition received for July and August and the completed months of attendance will be forfeited.

If a student is withdrawn during the school year, the current month's tuition will be forfeited.
Please note that all fees are non-refundable.

TUITION DELINQUENCIES

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

Tuition payments are the primary source of funds used by the school to meet expenses which are necessary for St. Theresa Catholic School to meet its mission to nurture and fulfill spiritual, academic, social, physical, and emotional promise of each child. Families with delinquent tuition balances greater than 60 days who have not established an approved alternative payment arrangement jeopardize their child(ren)'s continued enrollment. While the intent of the school is to work with families facing financial hardships, justice and good stewardship require the school to ensure families meet their tuition obligations. The school reserves the right to take the following actions if tuition accounts remain delinquent:

- a. Withhold student academic records (i.e., report cards)

- b. Prohibit registration for the following school year
- c. Cancel a student's current year enrollment
- d. Proceed with a collection process (the parent must pay for all attempts at collection)

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 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.

When possible, separate athletic teams will be offered for each sex. Young people will participate on teams consistent with their biological sex and may not participate on teams offered for the other sex. When (for example, in swimming or track) a team may include both sexes, individuals will participate in events consistent with their biological sex. In the case of golf, if separate male and female teams are not offered, members of both sexes may participate together on a single team in the same events. 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.

SCHOOL DANCES

School dances will be held occasionally through the school year for Middle School students. Middle School teachers and parents are responsible for chaperoning.

- a. Attendance at school on the day of the event is required
- b. No alcohol, drug, or tobacco products are permitted
- c. Students who leave the dance will not be readmitted
- d. Dress must be neat, clean, and appropriate (See Middle School Handbook)
- e. All students must respect the authority of the chaperones. Parents are asked to come into the building to pick their children up promptly at the end of the dance. No children will be sent out into the parking lot without a parent.
- f. The members of Student Council are responsible for clean-up.

Dances are not a right, but a privilege. This privilege may be withheld from students who have had severe discipline or academic issues, or who have chronically poor school attendance. Students may not attend after school activities, including dances, on a day that they have been absent from school.

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 carpool 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.

Any adult driving students who are not their own children need to complete VIRTUS training and the Diocesan background screening.

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).

Parents are expected to pick their child up from such after-school events promptly, as St. Theresa Catholic School does not allow unsupervised children to remain in the building. Siblings may NOT stay at practices waiting for rides. Coaches and instructors are not responsible for non-participants.

In consideration for the safety of the children, no student is to arrive at school before 7:40 a.m. as no supervision is provided before that time. If students have a school related practice (i.e., chorus, band or play practice), a St. Theresa Catholic School teacher must supervise that particular activity. Otherwise, the school is not responsible for any students arriving to school prior to 7:40 a.m.

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.

All of the conduct expectations include student use of the internet.

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.

Failure to comply with the code of conduct will result in academic and/or disciplinary action. More serious offenses can result in immediate suspension, regardless of the student's history. These include but are not limited to: disrespect/disobedience to teachers, aides, or parent volunteers, fighting, stealing, forgery vandalism, destruction of another's or the school's property, verbal or physical disrespect for another student, cheating, supplying or accepting information, plagiarism, using profanity-spoken, gestured, or written, destruction of a progress report, reckless or unruly behavior on school property or on class trips or outings.

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

Approved disciplinary measures include, but are not limited to:

- 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. Expulsion

SPECIFIC DISCIPLINARY POLICIES

Students in grade K–8 may receive disciplinary action to be served during the day. Students who lack self-discipline or 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.

GRADES K–5

When a student violates school rules, the classroom teacher will follow classroom procedures. Following multiple disciplinary infractions, the parents and appropriate administrator will be notified. Physical fighting, stealing, prohibited technology use, inappropriate or unwanted touching, disrespect toward an adult, or foul language will not be tolerated and will result in immediate parent contact and administrative intervention.

GRADES 6–8

When a student violates school rules, the teacher or staff member who witnesses the infraction will fill out a write-up form. After multiple infractions, students will be sent to the appropriate administrator. Parents will be contacted by email or phone to discuss the behavior in question and any consequences that may occur. Physical fighting, stealing, prohibited technology use, inappropriate or unwanted touching, disrespect toward an adult, or foul language will not be tolerated and will result in immediate parent contact and administrative intervention. Damage to school property is taken seriously and will result in immediate disciplinary action and may result in the parents needing to pay for repairs or replacement of materials. Three behavior write-ups in a trimester will constitute a detention outside of school hours.

Students who hold an office on Student Council are required to meet expectations in social characteristics. “Needs Improvement” in this same area of the report card would require that the officer step down from that office immediately. Students seeking student council office are to meet expectations in the year that they are seeking office. Student Council members will be removed and replaced by the runner-up for that office at any time if they do not live up to the expectations of their office. Behavior is to be exemplary at all times.

Students publicly writing or speaking disparagingly or derogatorily, or defaming the name and reputation of St. Theresa Catholic School, including but not limited to the Internet, are subject to disciplinary action including but not limited to suspension or expulsion. Likewise, any student who falls out of compliance with the school’s bullying policy by repeated exclusion, unkindness in work or deed after repeated correction, or by any serious act of unkindness without a documented history, may be suspended or expelled. The school’s decision is not dependent upon the agreement of the parent.

ELASTIC CLAUSE

Because it is impossible to foresee all problems that may arise, this clause empowers the faculty and administration to take disciplinary action on any behavior that violates the spirit and philosophy of

St. Theresa Catholic School even though not specified in this manual.

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.

A student is responsible to make-up all class work that was missed while on suspension. He or she will have one day for each day of suspension to hand in the make-up work.

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.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include dismissal of the parent's child(ren).

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.

St. Theresa Catholic School reserves the right to search any item brought onto school property, such as, but not limited to: lunchboxes, backpacks, computers, iPad, cellphones, etc. Students must release passwords if requested to do so, as all information brought onto school property in any format may be inspected by School Administration.

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.

A properly ID'd County Social Service Representative can request an interview with a student(s).

St. Theresa Catholic School is legally required by law to provide a safe and private space to conduct the interview. No School Staff member is legally allowed to be present during the interview and will not receive any information. The school is forbidden to contact the parents regarding these interviews, and is given no information as to the reason for the interview.

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

Only assigned school locks may be used. Students may not decorate the outside of lockers for birthdays or other occasions.

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.

Destruction of school property will result not only in financial remuneration, but also in disciplinary action which would involve improving the school environment through physical efforts, either after school or on Saturday, depending on the severity of the damage.

All students are required to keep textbooks covered at all times. Any damage to textbooks will result in fines which must be paid prior to receiving the final report card of the year.

DRESS CODE

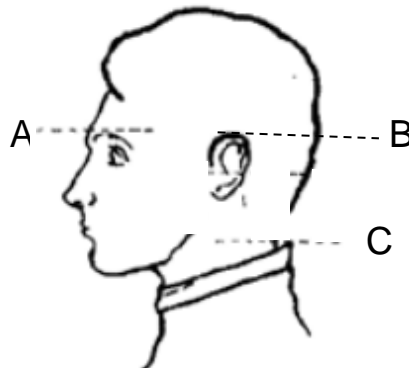
The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

- a. All students in grades K-8 are required to wear the approved uniform, with no modifications (see charts below). All uniform pieces should be in good condition without rips, holes, tears, or stains. Hemlines should be neat. Any undergarment worn under the uniform should not be seen and students are encouraged to wear undershirts or camisoles under white oxford shirts.
- b. Students may not wear hats or hoodies in the building. Non-uniform sweaters, sweatshirts, and jackets may not be worn inside the school building.
- c. If there is Mass on the day the students are scheduled to have P.E, the navy sweatpants are to be worn to Mass.
- d. (1st-5th). The length of all jumpers is to be no higher than two inches above the kneecap. Skirts and jumpers which are too short must be replaced, no matter when in the school year this occurs. Girls must wear shorts under their jumpers.
- e. (6th-8th). All skirts must be worn to the knee, both the front of the knee and the back of the knee. This is achieved by purchasing the skirts for length and moving the buttons to fit the waist. Skirts must be replaced if they no longer touch the knee. Skirts are the primary uniform option and shorts must be worn underneath. While skorts are an approved piece of the uniform, they do run short. If parents choose to purchase skorts, the skorts must meet the length requirements.

- f. PE Short Length: Students are to wear the micromesh gym shorts outlined in the uniform code. They are to be loose-fitting and at least mid-thigh. Students who violate this code will be required to call home for a uniform to be brought to school.
- g. Girls are permitted to wear navy-blue leggings under their jumpers or skirts. There must be no other color on them - plain navy blue. The foot must be covered in a plain navy-blue uniform sock (no logos or writing) which can be worn inside or outside the legging. (No skin will show). The look should be almost identical to wearing tights. Leggings are not to be worn without jumpers or skirts.
- h. Uniform fleeces and sweatshirts should appropriately fit and not be oversized. Shoulders must fit along the shoulder seam and the bottom of the fleece must not extend beyond the hip.
- i. Boys' pants must appropriately fit and cover the ankle. Pants may not be tight fitting.
- j. When boys wear ties, the top button of the oxford shirt must be buttoned.
- k. All shirts must be tucked in at all times.
- l. Hair must remain a natural color. Boys' hair is to be cut above the collar, above the eyebrow, around the ears and is to be neat and clean. No extreme hairstyles. Girls' and boys' hair is to be combed and neat.



A: Hair must be cut above the eyebrow

B: Above the top of the ears

C: Above the top of the collar

D. Tidy and evenly across the back of the head

- m. Girls may wear hair clips, barrettes, headbands, and scrunchies. No head bandanas, scarves, or other head coverings. If a hairpiece is distracting, a teacher may request that the student put it away. Boys are not permitted to wear hair accessories.
- n. Boys may not wear earrings or have any other piercing. Girls may wear one stud earring in each earlobe, but no other piercing is allowed. No dangling or hoop earrings larger than a dime may be worn.
- o. Students may not wear makeup or colored nail polish. Clear nail polish is acceptable. Colored polish will be removed by the school nurse. Students will be required to remove makeup with a baby wipe should they arrive at school with makeup on their face.
- p. Dress Out Days: When students have been given the privilege to dress out, they must follow the theme and dress code. Skirts and dresses must meet the knee, leggings may not be worn without skirts, and shorts must mimic the length and fit of the PE uniform shorts. At any point during a school day or a school function, shirts must completely cover the midriff, including when you raise your hand. Failure to meet the dress code will result in a parent needing to bring a uniform change of clothes to school. Three violations of this code will result in loss of privileges for dress out days.
- q. All uniform requirements must be met while students are on campus, regardless of being before or after school. This applies to Extended Day Care and school sponsored events. Furthermore, students will not be permitted on field trips if their uniform requirements are not met.

Failure to follow previous dress code policies will result in an email home to parents/guardian asking for their cooperation in enforcement. Failure of student compliance will result in further disciplinary actions.

UNIFORMS

All students in grades K-8 are required to wear the approved uniform, with no modifications.

2022-2023 Uniform Specifications

KINDERGARTEN

SCHOOL and PE UNIFORM for Kindergarten – wear every day:

Mandatory:

- Lands' End Blue or Maize Interlock Polo with logo (short- or long-sleeve)
- Navy blue micromesh nylon gym shorts
- Navy blue sweatpants
- White athletic socks (no logos)
- Sneakers with non-marking soles

Optional

- Lands' End navy blue full zip fleece jacket with logo –If student is cold in building or church and needs an additional layer of clothing, this is the only acceptable option.
- If hair adornments are worn, they must be Flynn O'Hara plaid –or solid navy blue, yellow or white.

Notes

- If a child needs an additional layer of clothing in the classroom or church, the fleece listed is the only acceptable option. No hoodies / no half-zip fleeces.

Lands' End: www.landsend.com/school, STCS code for logos is 900136979

Flynn O'Hara: Fair City Mall, 9650 Main Street, Fairfax 22031, #703-503-5966
www.flynnohara.com

If an item does not require a logo (that is, shorts & sweatpants), parents are welcome to purchase the comparable uniform piece at another retailer, but they must ensure the piece is the same style/color as what is offered by the uniform company.

ELEMENTARY SCHOOL GRADES 1 – 5

Notes:

- Only the shoe style in the color indicated is acceptable uniform attire.
- If child needs an additional layer of clothing, the fleece/sweaters listed are the only acceptable options. No hoodies / no half-zip fleeces.
- Shirts, sweaters, and fleeces must be the regular uniform cut, not feminine cut.
- If an item does not require a logo (navy pants, white dress shirt, shorts, sweatpants), parents are welcome to purchase the comparable uniform piece at another retailer, but they must ensure the piece is the same style/color as what is offered by the uniform company.

[Flynn O’Hara](http://www.flynnohara.com): Fair City Mall, 9650 Main Street, Fairfax 22031/ #703-503-5966
www.flynnohara.com

Lands’ End: www.landsend.com/school, STCS code for logos is 900136979

SCHOOL UNIFORM for Boys Grades 1 - 5

Formal (Mass)

- Navy blue twill pants by [Flynn O’Hara](http://www.flynnohara.com) or similar
- White (short- or long-sleeve) button-down collar shirt by [Flynn O’Hara](http://www.flynnohara.com) or similar
- [Flynn O’Hara](http://www.flynnohara.com) plaid tie
- Black/brown reversible belt or elastic 1” adjustable belt with magnetic buckle
- Navy blue crew socks

Shoe choices:

1. Merrell Moc black leather or suede slip-ons [Flynn O’Hara](http://www.flynnohara.com) or similar
2. Black leather Velcro shoes (grades 1-2) by [Flynn O’Hara](http://www.flynnohara.com) or similar
3. Black leather oxford shoes (grades 3-5) by [Flynn O’Hara](http://www.flynnohara.com) or similar
4. Solid Black Tennis Shoe

Regular School Days

- Navy blue twill pants by [Flynn O’Hara](#) or similar
- [Flynn O’Hara](#) or [Lands’ End](#) grey polo with logo
- [Lands’ End](#) navy full zip fleece jacket with logo or [Flynn O’Hara](#) navy cardigan sweater with logo

SCHOOL UNIFORM for Girls Grades 1 – 5

Formal (Mass)

- [Flynn O’Hara](#) plaid drop waist jumper (no higher than 2” above kneecap)
- White (short- or long-sleeve) shirt with Peter-Pan or button-down collar by [Flynn O’Hara](#) or similar
- Navy blue knee-high socks [Flynn O’Hara](#) or similar

Shoe Choices:

1. Merrell Moc black leather or suede slip-ons [Flynn O’Hara](#) or similar
2. Sturdy black leather Mary Jane shoes
3. Solid Black Tennis Shoes

Regular School Days

- [Flynn O’Hara](#) plaid drop waist jumper (no higher than 2” above kneecap)
- White polo (plain –no logo)
- White turtleneck
- [Lands’ End](#) navy full zip fleece jacket with logo or [Flynn O’Hara](#) navy cardigan sweater with logo

- Navy blue opaque tights
- If hair adornments are worn, they must be **Flynn O’Hara** matching plaid, or solid navy blue, yellow, or white

P.E. UNIFORM for BOYS AND GIRLS GRADES 1 – 5 Wear for entire P.E. day:

Mandatory:

- **Flynn O’Hara** or **Lands’ End** ash-colored gym T-shirt with logo
- **Flynn O’Hara** or **Lands’ End** navy blue sweatshirt with logo
- Navy blue micromesh nylon gym shorts
- Navy blue sweatpants
- White athletic socks (no logos)
- Sneakers with non-marking soles

MIDDLE SCHOOL GRADES 6 – 8

Notes:

- Only the shoe style in the color indicated is acceptable uniform attire.
- If child needs an additional layer of clothing the fleece/sweaters listed are the only acceptable option. No hoodies / no half-zip fleeces.
- Shirts, sweaters, and fleeces must be the regular uniform cut, not feminine cut.
- If an item does not require a logo (navy pants, white dress shirt, shorts, sweatpants), parents are welcome to purchase the comparable uniform piece at another retailer, but they must ensure the piece is the same style/color as what is offered by the uniform company.

Flynn O’Hara: Fair City Mall, 9650 Main Street, Fairfax 22031, #703-503-5966
www.flynnohara.com

Lands’ End: www.landsend.com/school, STCS code for logos is 900136979

SCHOOL UNIFORM for Boys in Middle School (6-8)

Formal (Mass)

- Khaki Twill pants by Flynn O’Hara or similar
- White (short– or long-sleeve) button-down collar shirt by Flynn O’Hara or similar
- Flynn O’Hara navy/white/gold striped tie
- Flynn O’Hara navy performance fleece with logo
- Black/brown reversible belt
- Navy blue or tan crew socks

Shoe choices:

1. Merrell Moc black leather or suede slip-ons Flynn O’Hara or similar
2. Sperry Billfish 3-eyed boat shoe (6 eyelets), tan-beige
3. Gamefish boat shoe in smaller sizes, dark-tan
4. Solid Black Tennis Shoe

- Regular School Days: Khaki Twill pants by Flynn O’Hara or similar
- Flynn O’Hara or Lands’ End blue polo with logo
- Flynn O’Hara navy v-neck pullover sweater with logo

SCHOOL UNIFORM for Girls in Middle School (6-8)

Formal (Mass)

- Flynn O’Hara plaid kilt or 2-pleat skort

- White (short- or long-sleeve) button-down collar shirt by Flynn O’Hara or similar – not feminine cut
- Flynn O’Hara navy performance fleece with logo
- Navy blue knee-high socks Flynn O’Hara or similar

Shoe choices:

1. Sperry Songfish shoes in linen-oat
2. Merrell Moc black leather or suede slip-ons Flynn O’Hara or similar
3. Solid Black Tennis Shoes

Regular School Days

- Flynn O’Hara plaid kilt or 2-pleat skirt
- Flynn O’Hara or Lands’ End blue polo with logo
- Flynn O’Hara navy v-neck pullover sweater with simple seal
- Navy blue opaque or ribbed tights
- If hair adornments are worn, they must be Flynn O’Hara matching plaid headband or scrunchie

P.E. UNIFORM for BOYS AND GIRLS in Middle School (6-8)

Mandatory:

- Flynn O’Hara or Lands’ End ash colored gym T-shirt with logo
- Flynn O’Hara navy performance fleece with logo
- Navy blue micromesh nylon gym shorts
- Navy blue sweatpants
- White athletic socks (no logos)

- Sneakers with non-marking soles

INAPPROPRIATE MATERIALS

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

- a. guns, including toy guns
- b. Electronic games including Gameboy, PSP, and DS
- c. aerosol sprays of any type
- d. unsuitable magazines
- e. fireworks
- f. matches/lighters
- g. knives or other sharp instruments
- h. laser pointers
- i. privately owned electronic devices in any way but not limited to Smart watches, Fitbits, tablets or readers with Wi-Fi capability

“[Insert Student Responsibilities/Behavior Information – Optional]”

PLAYGROUND REGULATIONS

When playing at recess or in the classroom on rainy days, students are expected to follow the Code of Conduct as listed previously. Fighting, profanity, bullying, or deliberate exclusion of students are forbidden. The playground monitors have the right and responsibility to report any student who violates the Christian behavior that is expected of all students. In addition, students are expected to follow the specific playground guidelines listed below:

RESPECT OTHERS AND YOURSELF

- a. Everyone can play-if too many players, take turns
- b. No foul language
- c. No hitting, tackling, pushing, or shoving

- d. Stay away from classroom and Parish Office windows
- e. No verbal or physical threats

WHERE ARE YOU?

- a. Stay in pre-designated areas
- b. Stay out of the woods and out of the gullies- if playground equipment goes into these areas, ask your assigned lunch monitor to retrieve it
- c. Stay out of the snow

RESPECT PROPERTY

- a.
- b. No hanging on basketball rims
- c. No defacing the school
- d. No climbing on soccer nets
- e. No jump ropes or strings of any kind to be thrown or wrapped around anyone or flung at anyone

BE SAFE

- a. No playing with rocks and sticks
- b. No tackle football-only two-hand touch
- c. No contact sports
- d. No hard shoving or pushing in basketball

RUN, PLAY, BE SOCIAL

- a. No electronic devices
- b. Smile
- c. Laugh
- d. Enjoy each other's company
- e. Make friends

CONSEQUENCES OF POOR BEHAVIOR

Students who do not behave will be given a warning by a recess monitor. If the behavior continues the student will be given detention. Students may be brought to the office. Serious behavior issues may result in detention, suspension or expulsion.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

The school administration can determine if middle school students may use a microwave oven.

The only liquids to be drunk are milk, water, or juice. Absolutely NO SODA is to be brought into the cafeteria. Please remove soda from Lunchables and fast-food lunches. All uneaten food is to be put back into lunch boxes and taken home. This policy will be enforced at random times throughout the school year so that parents may see how much of the healthy lunch they pack or purchase is actually consumed.

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.

Students may bring their own lunch to school each day. We are using YAY Lunch for lunch ordering this year. It is the parents' responsibility to determine if the food choices being offered are safe for their child's consumption.

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.

SCHOOL VISITORS/LOCKED DOORS

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

No adult may enter the school building with the students at the opening of school. All adults must report to the office.

All visitors must enter through the front door of the Parish Administrative Building.

Parents or other visitors are not permitted to derail the learning process by entering a classroom to speak to the instructor while a class is in progress. All appointments are to be made by the teacher at a time that is convenient.

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.

In accordance with the *Code of Virginia*, (Section 63.2–118, “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.

Students are permitted to eat snack during a designated time in the classroom. They are encouraged to bring healthy options (e.g., yogurt, cheese, fruit, vegetable, pretzel, etc.) Snack will be limited to 10 minutes and often takes place during work time. Candy and sweets are not acceptable. Gum is not permitted on campus. A write up or other disciplinary consequence will be put into place for students chewing gum on campus.

The federal government has initiated a Wellness Program for all schools, public and private, who accept government funding. St. Theresa Catholic School Wellness Committee has met throughout the school year and will continue to meet in the years to come. The goal of the wellness program is to eliminate childhood obesity, a serious problem in our country, and to foster good health through exercise and healthy habits. The Wellness Program mandates that only healthy foods are offered in the schools of our country. This in mind, we are obliged to eliminate food “treats” to celebrate birthdays.

St. Theresa Catholic School staff agrees with the need to celebrate birthdays with singing, small prizes, stickers, etc., rather than sweet treats. Please do not send in food treats on your child’s birthday whether for the classroom or the cafeteria – we will acknowledge his or her special day in other ways. Children should only eat the food that their parents provide, rather than sharing each other’s snacks and lunches, as the number of children in our school with serious food allergies is increasing each year. We would not want to endanger a child by kindly sharing a snack. Please explain to your children that some children could become ill eating the foods that others enjoy.

Kindergarten through second grade do not have food of any sort at parties. They may play games, win prizes, or do crafts, but no food is to be dispensed.

Grades 3-8 have two school parties (Christmas and End of Year). An Event Food Form with ingredient labels will be sent home electronically approximately two weeks prior to the event, so that parents may determine whether they wish their child to consume the food or if they prefer to send in an alternate food item on the day of the event. ALL students must have a signed permission Event Food Form indicating if the student may eat the provided food or that an alternate food item will be sent in.

In addition to the two classroom parties, the following traditional events have foods served that will not have a Food Event Form (that list the ingredients) sent home prior to the event. It will be the responsibility of the parent to do due diligence.

- a. Donuts with Someone Special (parent/someone special present)
- b. First Communion Breakfast with Father (2nd Grade)
- c. DARE Graduation (5th Grade)
- d. Field Day Popsicles
- e. Buddy Picnic (Items selected from lunch form)
- f. 8th Grade Graduation Breakfast

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.

The school nurse will call parents if she deems an illness or injury is serious so that the parent may follow up with the family physician. She will not call regarding every visit to the clinic.

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*, 2nd edition.

Children with fevers of 100.4 degrees or higher, 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.

IMPORTANT: Students who miss school due to fever or vomiting should not return to school until they have been fever- or vomit-free for 24 hours.

MEDICATION ADMINISTRATION OVERVIEW

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

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

Parents and guardians must provide and transport all medicine to the clinic. If a student brings medicine to school, it will be confiscated, and the parent/guardian will be contacted. The child will not be allowed to take the medicine. The parent will need to come to school and retrieve the medicine.

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 licensed 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 licensed health-care provider. 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 by the parent/guardian 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 licensed health-care provider letter attesting to the life-threatening allergy;
- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen.

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is recognized in any individual on school campus. Any student receiving naloxone will be transported via EMS to the local emergency room and cleared to return to school. All staff will be trained in how to recognize opioid overdose and administer naloxone.

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.

Extended Daycare does not have access to the clinic. If your child needs inhalers, Epi-pens, or any medication which may need to be administered during Extended Day, please give a second Epi-pen or inhaler to the Extended Day staff.

VIRGINIA IMMUNIZATION INFORMATION SYSTEM (VIIS)

VIIS is a confidential, computerized immunization registry for the state of Virginia. It is the statewide immunization registry for both the public and private health sectors. The computerized medical record system that documents all immunizations a person has received from all medical sources into one definitive, accurate record. The information about immunization history will be available to all participating health care providers and school nurses.

State law requires that information in VIIS be kept confidential. Code of Virginia allows access only to be given to a licensed health care provider. Authorized users must sign an agreement and follow strict confidentiality and security policies. Information will not be shared with any other people or any other agency and is stored in a safe and secure location.

If you choose to opt out of VIIS, please send a signed statement to the school office including the student(s) name, date of birth, home address.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

SPECIALIZED STUDENT CARE NEEDS

A doctor's note is needed upon returning to school after surgery and must state when and type of activity student may participate in. Items that need to be included in the doctor's note might include necessary medical equipment required at school such as crutches or wheelchair. All necessary equipment must be provided by family.

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 MICROWAVE OVEN

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

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 licensed health-care provider order, the parent will be called to take the student home.

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. Diocesan documents include but are not limited to:

- a. Epinephrine Authorization Form
- b. Food Allergy and Anaphylaxis Emergency Care Plan
- c. Benadryl Authorization

ASTHMA AND REACTIVE DISEASE

Parents and guardians of students with asthma and reactive airway disease must inform principal and school health personnel of respiratory issues but not limited to asthma, reactive airway disease and provide schools with fully executed Diocesan documents, including but not limited to; Asthma Action Plan (F-3A) or Virginia Asthma Action Plan, Inhaler Authorization Form (F-3).

Parents/Guardians are expected to supply schools with any emergency medications as prescribed. 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, and afterschool care.

Please note the clinic will inform parents if medications expire during the school year. No child will be admitted to school without current, unexpired emergency medications, regardless of the time of year.

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 of 100.4 degrees or higher and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school-based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. 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.

Communicable: transmission is possible as long as lice or eggs remain alive on the infected

person or on articles. Head lice live for 7 to 10 days and their eggs for about 10 days away from a host (person). The student is excluded from school until treatment is completed (usually 7 to 10 days, depending upon the treatment), or sooner with a doctor's note. St. Theresa Catholic School has a 'no nit' policy

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 Human Immunodeficiency Virus (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

LOCK DOWN DRILL

- a. The Principal or Pastor will order the lockdown
- b. Office designee will notify police of lockdown
- c. Duty Teachers will check hallways, bathrooms, and bring any students in hallway into classroom.

- d. Close and lock classroom doors
- e. Close blinds in room if not already done
- f. Close off opening of classroom door
- g. Move students to wall adjacent to hallway
- h. Maintain silence in all locations
- i. Await further instructions (DO NOT CALL OFFICE unless you have a specific emergency)
- j. A 100% accounting for students will be completed and verified
- k. The Principal, Assistant Principal or Pastor will come around and unlock doors and notify Duty Teachers when it is safe to resume normal operations.

FIRE/BOMB THREAT DRILL

- a. Walk silently in single file.
- b. The last person closes the door.
- c. Remain silent and stay in a line with your group at all times.
- d. If you are not in your classroom when the alarm goes off, go to the nearest exit, find your class in your assigned area in the parking lot, and report to a teacher or adult on duty once you are in there.
- e. Your teacher will be informed that you are safe.

TORNADO DRILL

- a. Walk out into the hallway in silence
- b. Follow the directions of your teacher
- c. Sit in the hallway facing the wall
- d. Cover your head with your arms
- e. Stay away from doors and windows and remain silent

EARTHQUAKE DRILL

- a. Curl up under your desk holding two desk legs with two hands so you remain covered if there is movement.
- b. Remain there until the teacher can determine if it is structurally safe to exit through the door and leave the building.
- c. Go to your class's assigned location on the parking lot.
- d. Remain silent.

HARASSMENT

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese prohibits it.

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the community who engage in harassment of other school community members at any location and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if such harassment originates outside of school and it comes to the attention of school staff, appropriate action will be taken to maintain a safe and respectful work and academic environment. As the primary educator of their children, parents have the responsibility to handle harassment issues not involving the school and are occurring outside of school.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation on campus. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

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)

POLICY:

No student is to sexually harass or sexually abuse another person. 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, that has been investigated and confirmed, 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. During the investigation of an alleged crime, alleged student may need to be asked to leave campus.

“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 needs to immediately report such information to a trusted employee. If a student makes a report, the employee will report the information to the principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to a trusted employee, 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.

Children under 17 years of age cannot legally consent under Virginia State Law to having sex or sexual contact with an adult. **Any sexual contact between a student under 17 and an adult is a crime. It must be reported to the police.**

In addition, any sexual or romantic conduct between a school employee or an employee of a contracted service provider and a present student of any age, even if 17 years of age or older, and even if consented to or welcomed by the student, is strictly prohibited by this Policy while the student is attending a diocesan school and for one year post-date of graduation, and will result in dismissal of the adult involved. As such, this Policy prohibits "sexting" between students and employees or employees of contracted service providers and the showing of pornography to any student by any such adult. Such activity will result in the dismissal of the adult involved and the reporting of such conduct to the appropriate authorities.

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 person being hazed) 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.

If a parent or student brings evidence of bullying into the school, it will be dealt with as any other incident. Cyberbullying is a serious offence. Parents who give students cell phones and other electronic communication devices are responsible to monitor communications on those devices, as these communications are often used as evidence of bullying or harassment.

The school reserves the right to deal with each case individually and has no responsibility to exert progressive discipline or multiple notifications of parents. One serious infraction may result in suspension or expulsion.

The Code of Conduct:

- a. Treat everyone with respect in word and action.
- b. Come to school properly prepared.
- c. Follow instructions given by an adult.
- d. Walk quietly thru the halls.
- e. Keep your hands, feet, and objects to yourself.

School-wide Virtues are:

- RESPECT:** We will not bully others
- COMPASSION:** We will include others who are left out
- INTEGRITY:** We know someone is being bullied, we will tell an adult at school and an adult at home.
- FORTITUDE:** We will try to help students who are bullied

Rude = Inadvertently Saying Or Doing Something That Hurts Someone Else.

From kids, rudeness might look more like burping in someone’s face, jumping ahead in line, bragging about achieving the highest grade or even throwing a crushed-up pile of leaves in someone’s face. On their own, any of these behaviors could appear as elements of bullying but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

Mean = Purposefully Saying Or Doing Something To Hurt Someone Once (Or Maybe Twice).

The main distinction between “rude” and “mean” behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, coolness or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger—impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Commonly, meanness in kids sounds an awful lot like:

- “Are you seriously wearing that sweater again? Didn’t you just wear it, like, last week? Get a life.”
- “You are so fat/ugly/stupid/gay.”
- “I hate you!”

Make no mistake; mean behaviors can wound deeply and adults can make a huge difference in the lives of young people when they hold kids accountable for being mean. Yet, meanness is different from bullying in important ways that should be understood and differentiated when it comes to intervention.

Bullying = Intentionally Aggressive Behavior, Repeated Over Time, That Involves an Imbalance of Power.

Experts agree that bullying entails three key elements: an intent to harm, a power imbalance and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, with no sense of regret or remorse—even when targets of bullying show or express their hurt or tell the aggressors to stop. Bullying may be physical, verbal, relational or carried out via technology:

- Physical aggression was once the gold standard of bullying—the “sticks and stones” that made adults in charge stand up and take notice. This kind of bullying includes hitting, punching, kicking, spitting, tripping, hair pulling, slamming a child into a locker and a range of other behaviors that involve physical aggression.
- Verbal aggression is what our parents used to advise us to “just ignore.” We now know that despite the old adage, words and threats can, indeed, hurt and can even cause profound, lasting harm.
- Relational aggression is a form of bullying in which kids use their friendship—or the threat of taking their friendship away—to hurt someone. Social exclusion, shunning, hazing and rumor spreading are all forms of this pervasive type of bullying that can be especially beguiling and crushing to kids.

- Cyberbullying is a specific form of bullying that involves technology. According to Hinduja and Pathcin of the Cyberbullying Research Center, it is the “willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices.” Notably, the likelihood of repeated harm is especially high with cyberbullying because electronic messages can be accessed by multiple parties, resulting in repeated exposure and repeated harm.

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the person being bullied; involves a real or perceived power imbalance between aggressor or aggressors and person being bullied; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include inappropriate developmental 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

Bullying is prohibited. 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 or cyberbullying 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 person being bullied) and investigate, as appropriate. This investigation may include interviews with students, parents/guardians, 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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

Due to the fact that our oldest building was completed in 1994, St. Theresa Catholic School does not have any issues regarding asbestos. The Asbestos Notification Sample Letter is on file with the Facility Manager.

VIDEO SURVEILLANCE CAMERAS

Video surveillance cameras are in use throughout the campus.

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 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 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 in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 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 DISABILITIES

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 opportunity to provide assistance and services for students with disabilities 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.

Parents of students without a documented variation in learning style, may not expect any special treatment whether academic or behavioral. If there is no documentation of a need to modify expectations, there will be no accommodations or expectations made.

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 Disabilities.

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.

St. Theresa Catholic School is fortunate to have qualified resource teachers on staff. However, the parents must assist the school as we endeavor to offer academic support to a struggling student. Low grades do not automatically qualify a student for academic support. Parents must go through the evaluation process offered by Loudoun County so that our school will receive qualified reports with detailed information about the individual student's learning style as well as suggestions to assist in remediation. Remediation attempts prior evaluation gives an unrealistic picture of the student's ability to succeed in the classroom environment where there is no support.

Parents need to respect the abilities of the school staff. When asked to help by providing the type of information gained through only a standardized evaluation tool, our expectation is that the parent will cooperate. In turn, we will support the family throughout the process and will attend all IEP or determination meetings with the family. We will then take the information given by the county and provide an individualized program to maximize the student's learning. If it is determined through testing that St. Theresa Catholic School does not have the capability to provide an adequate learning environment, we will support and assist the parents as they locate a suitable educational environment for their child. St. Theresa Catholic School is committed to helping each child to succeed to the best of his/her God-given abilities; however, we are aware that our school may not meet the educational needs of all students.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

All behavior expectations and dress code requirements carry over from the school day. Students who do not meet these standards will not be allowed to participate in the Extended Day Care 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

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

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

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

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

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. (See Extended Day Handbook)

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).

"[Insert Additional Extended Day Information here - Optional]"

APPENDICES

School Forms

Student Council
Constitution Middle
School Chromebook
Policy Extended Day
Handbook

Middle School
Handbook School
Forms

Additional School Information

Diocesan Forms: [www.stsashburn.com/Parent Resources/Nurses Corner](http://www.stsashburn.com/ParentResources/NursesCorner)

Diocesan Forms:

Permission for Emergency Care Form (Appendix F-1)
Confidential Student Health History Update (Appendix F-1A)
Virginia School Entrance Health Form (Appendix F-2)
Asthma Action Plan with Indemnification (Appendix F-3)
Nebulizer Treatment Log and Procedure (Appendix F-3A)
Anaphylaxis Action Plan with Indemnification (Appendix F-4)
Diabetes Quick Reference and Indemnification (Appendix F-5)
Virginia Diabetes Medical Management Plan (Appendix F-5A)
Diocese Medication Authorization Form (Appendix F-6)
Student Injury Accident Report (Appendix F-7)
Wind Chill Factors/Heat Stress Index (Appendix F-15)
Certificate of Religious Exemption (Appendix F-18)
Seizure Action Plan (Appendix F-20)
Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)
Parent Permission for School Sponsored Trip Participation.English (Appendix R)
Permiso De Los Padres Para Excursiones Patrocinados Por La Escuela.Spanish
(Appendix R-A)
Use of Personal Vehicle (Appendix R-1)
Elementary/Middle School Handbook Agreement Form (Appendix AG-1)

Signature Page

SAINT THERESA CATHOLIC SCHOOL
ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

I have received a current copy of the St. Theresa Catholic School 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)

Child(ren)'s Full Name(s) & Grade (ex 1B)

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)

August 2001