



## Parent/Student Handbook 2017 – 2018



3460-B Centreville Road  
Chantilly, VA 20151  
703-773-2020  
Fax 703-991-9103

[www.stveronicaschool.org](http://www.stveronicaschool.org)  
[info@stveronicaschool.org](mailto:info@stveronicaschool.org)



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

## Table of Contents

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT .....	7
	Diocesan Philosophy of Catholic Education.....	7
	Diocesan Mission Statement.....	7
	School Mission Statement/Philosophy .....	7
	Student/Parent Handbook .....	7
	Parental Role .....	8
	Non-Discrimination Clause .....	9
	Non-Catholic Students .....	9
II.	ACADEMICS .....	10
	Curriculum .....	10
	Five to Six .....	11
	Six to Seven .....	11
	Seven to Eight .....	11
	Six to Seven .....	12
	Seven to Eight .....	12
	Implementation of Family Life Program .....	15
	Textbooks/Supplemental Materials .....	16
	Technology – Acceptable Use .....	16
	Testing.....	20
	Homework.....	20
	Suggested Time Allotments .....	20
	Parent-Teacher Communication .....	21
	Scheduling and Other Conference Information .....	21
	Grading/Report Cards .....	21
	Grading System.....	22
	Academic Progress Scale .....	22
	Indicators for Effort, Specials and Personal Development: .....	22
	Promotion/Retention/Placement Policy .....	23
	School Counselors .....	24
III.	ADMINISTRATIVE PROCEDURES.....	25
	Admissions.....	25
	Diocesan Initial Admission Requirements.....	25
	Class Placement .....	27
	Attendance .....	28
	Diocesan Policy for Attendance Requirements.....	28
	Absence/Tardiness/Leaving School.....	28
	Attendance/Reporting Procedures.....	29
	Transferring to Another School .....	30
	Lunch/Milk Program.....	31
	Arrival and Dismissal .....	33

IV.	GENERAL SCHOOL POLICIES .....	35
	Administrative.....	35
	Student Custody and Guardianship.....	35
	Access to Records .....	35
	Transfer of Records.....	35
	Retention of Records.....	36
	School Visitors.....	36
	School Communications .....	37
	Telephone Use/Messages for Students .....	37
	Inclement Weather/School Closings.....	38
	Photos and Other Media.....	38
	Library.....	39
	Field Trips.....	39
	Overnight Trips.....	40
	March for Life Policy.....	40
	Graduation Requirements/Ceremonies .....	41
	Parent Organizations .....	41
	FundRaising .....	42
	Transportation/Parking .....	43
V.	FINANCES .....	44
	Diocese of Arlington Tuition Assistance Program .....	44
	Application Process & Requirements .....	44
	School Tuition Policies .....	44
	Tuition and other Fee Schedules .....	45
VI.	CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES.....	46
	Participation .....	46
	Transportation of Athletes .....	46
	Supervision of Students .....	47
VII.	STUDENT RESPONSIBILITIES & BEHAVIOR.....	47
	Code of Conduct .....	47
	Substance Abuse/Weapons .....	50
	Discipline .....	51
	Use of Disciplinary Action .....	51
	Disciplinary Measures.....	51
	Specific Disciplinary Policies .....	51
	Suspension .....	52
	Dismissal.....	53
	Expulsion .....	53
	Student Regulations and Procedures.....	54
	Students and Student Property Searches .....	54
	School Lockers and Desks .....	55
	Care of School Property.....	55

	Dress Code .....	55
	Uniform Requirements & Other Pertinent Information .....	56
	Inappropriate Materials .....	61
	Playground Regulations .....	61
	Lunchroom Regulations .....	62
VIII.	HEALTH, SAFETY & WELFARE.....	62
	Student Health, Safety & Welfare.....	62
	Prevention of Sexual Misconduct and/or Child Abuse.....	63
	Wellness Policy.....	63
	Accidents and First Aid .....	63
	Illness .....	64
	Medication Administration Overview .....	65
	Specialized Student Care Needs .....	67
	Use of Crutches.....	67
	Use of Microwave Oven .....	67
	Life Threatening Allergy.....	67
	Infectious/Communicable Diseases .....	68
	Lice.....	69
	Bloodborne Disease .....	69
	Fire/Emergency Drills.....	70
	Sexual Harassment--Students .....	70
	Bullying.....	71
	Respect For Life.....	72
	Asbestos Mandatory Yearly Notification.....	72
	Asbestos Notification (Sample letter) .....	72
	Video Surveillance Cameras .....	73
IX.	STUDENTS WITH SPECIAL NEEDS .....	74
X.	EXTENDED DAY .....	75
	Extended Day Program .....	75
	Crisis Management/Emergency Preparedness Plan .....	75
	Over-the-Counter Skin Products .....	75
	licensing information .....	76
	Insurance .....	77
	Tax Information .....	77
	Parental Involvement .....	77
XI.	APPENDICES .....	78
	School Forms	
	Additional School Information	
	Diocesan Forms:	
	Permission for Emergency Care Form ( <i>Appendix F-1</i> )	

Confidential Health History Update (*Appendix F-1A*)  
Virginia School Entrance Health Form (*Appendix F-2*)  
Virginia School Entrance Health Form Instructions (*Appendix F-2A*)  
Inhaler Authorization Form (*Appendix F-3*)  
Asthma Action Plan (*Appendix F-3A*)  
Epipen/Twinject Authorization Form (*Appendix F-4*)  
Allergy Action Plan (*Appendix F-4A*)  
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)  
Diabetes Medical Management Plan (*Appendix F-5A*)  
Medication Authorization Form (*Appendix F-6*)  
Certificate of Religious Exemption (*Appendix F-18*)  
Application for Admission (*Appendix J*)  
Objection to Content Form (*Appendix K*)  
Waiver Information/Right to Object Form (*Appendix N*)  
Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)  
Academic Intervention Plan (*Appendix AA*)  
Visa Types (*Appendix AJ*)

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

Dear Parents and Students,

"For just as the body is one and has many members,  
and all the members of the body, though many,  
are one body, so it is with Christ."

1 Corinthians 12:12

We Are One Body In Christ

Welcome to St. Veronica Catholic School! We recognize and support you as the primary teachers of your children and look forward to collaborating with you to help them grow in faith and knowledge. In choosing St. Veronica School, you have demonstrated a commitment to the values and philosophy of Catholic education.

The Parent/Student Handbook reflects the policies of St. Veronica School, and the Diocese of Arlington for the 2017 – 2018 school year. It has been established to communicate expectations, policies, and guidelines for our community. Please read this document carefully and sign the agreement. This agreement states that you intend to abide by the policies of St. Veronica School during the 2017 – 2018 school year.

The faculty and staff of St. Veronica School look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church. Please keep our school in your prayers throughout the school year. We ask that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Elizabeth Goldman

Principal

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

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

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

*Matthew 28:19-20*

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

<sup>1</sup> Declaration on Christian Education #3

### ***DIOCESAN MISSION STATEMENT***

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

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

The administration, faculty, and staff of St. Veronica Catholic School recognize the dignity of each person by seeing Christ in every child. The mission of the school is to ensure vibrant religious education and exemplary academics by empowering our students and faculty through faith and knowledge.

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

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

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

All parents, along with students in middle and high school, are required to sign a form stating

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

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

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

## ***PARENTAL ROLE***

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

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

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

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

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the



pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

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

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

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

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

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

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for 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. (except for reception of the Eucharist)
- b. Non-Catholic students must participate in liturgies, retreats, other religious functions and religion classes for credit.
- c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- d. Students are expected, for testing and discussion purposes, to be knowledgeable of the

Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

## ***SCHOOL ACCREDITATION***

The Virginia Catholic Education Association (VCEA) accredits each school in the Diocese of Arlington. Every five years, schools participate in the Design for Excellence, a self-evaluation program, which leads to reaccreditation. All teachers in diocesan schools meet or are working toward the VCEA or Commonwealth of Virginia certification requirements.

## ***RIGHT TO AMEND***

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

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

# **ACADEMICS**

## ***CURRICULUM***

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

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

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

### **FIVE TO SIX**

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

### **SIX TO SEVEN**

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

### **SEVEN TO EIGHT**

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

### **SIX TO SEVEN**

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

### **SEVEN TO EIGHT**

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized

test score when making a final decision for placement in Algebra I.

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

- a. Passing the Algebra I course
- b. Scoring 77% on the Diocesan Algebra I exam
- c. Receiving teacher recommendation for placement in the next level of high school math instruction

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

## ***SPIRITUAL AND MORAL DEVELOPMENT***

Our school's primary mission is to provide a superior Catholic educational environment so that our students may develop to their full intellectual, academic, spiritual, moral, social and emotional potential. In coming to know Jesus in a personal way and in developing a loving relationship with Him, students are able to share His love with others. Religious Education is a primary component of the daily class schedule. The school day opens and closes with school-wide community prayer led by the principal or staff, members of the student council, or other students. **In reverence, all building activity ceases during school-wide prayer.** Parents and visitors to the school are required to adhere to this requirement.

## ***RELIGION PROGRAM***

Religion programs and texts used in our school are approved by the pastor, principal, and director of religious education. Our goal is to maintain consistency in the religious education programs of St. Veronica Catholic School and St. Veronica Catholic Church.

## ***LITURGICAL PARTICIPATION***

The entire school participates in weekly celebration of the Eucharist at 8:30 a.m. every Friday. Each classroom has an opportunity to plan the celebration as well as participate more fully as readers, singers, musicians, altar servers, and participants in procession. If school is in session on Holy Days, the student body participates in the Liturgy during school hours. Parents/guardians, other family members, and friends are invited and are encouraged to join us in all Liturgical celebrations. Students are provided with opportunities to receive the Sacrament of Reconciliation during the school year.

## ***SERVICE***

In the pastoral letter, "To Teach as Jesus Did," the American Bishops outlined three areas, which the Catholic school must address. These areas are the MESSAGE of Jesus, the COMMUNITY of the Church in which the Catholic school exists, and the SERVICE which Jesus modeled and which He indicated was the way in which all might know He had been sent by the Father. In

keeping with this letter, students at St. Veronica Catholic School are encouraged and are expected to be of service in imitation of Jesus. Many opportunities for service are provided according to the age level of the students.

## ***SACRAMENTAL PREPARATION***

The sacramental life of the children of the Catholic tradition is an important component of the mission of St. Veronica School. Preparations for three sacraments, Reconciliation and Eucharist in Grade 2 and Confirmation in Grade 8, form the core of religion instruction in those grades. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. All sacramental programs are held in conjunction with the Religious Education Office of the St. Veronica Catholic Church.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. A copy of each student's baptismal certificate must be on file at the school.

## ***ACADEMIC EMPHASIS ACCORDING TO GRADES***

Students are grouped heterogeneously. Within the classroom, at the teacher's discretion, students may be divided into smaller groups and given additional assistance or enrichment activities to meet their individual needs and learning styles. Instruction in the Catholic faith and religious attitudes and values will be integrated into all aspects of the educational program.

### **KINDERGARTEN**

The academic curriculum provides for active involvement and emphasis on the basic skills and concepts in the areas of PreReading and Reading, Language Arts, Mathematics, Science, Social Studies, Art, Music, Physical Education, Computer Technology, and Library Science.

### **GRADES 1 AND 2**

Primary objectives include stimulation of a greater interest in Reading and an effort to increase vocabulary, speaking, listening, comprehension, and creative writing. Concentration is on the core academic subjects with an emphasis on Reading and Language Arts, Writing, Mathematics, and Religion. Art, Music, Physical Education, Computer Technology, Latin, and Library Science instruction will be provided.

### **GRADES 3 – 8**

A program of continuous practice and expansion of Reading, Language Arts, and Mathematics skills accompanied by their application to content areas is provided in Grades 3 – 8. Children in these grades are provided with additional opportunities to work independently according to their abilities. Teachers work to equip the children with knowledge, skills, habits, appreciation, and attitudes necessary for successful living. The major thrust of these grades is growth in maturity and responsibility.

## **MEDIA SERVICES**

Students in grades K-5 attend library instruction with their homeroom class. Use of the Library will be integrated with the various curriculum areas. The Librarian coordinates instruction with classroom instruction, whenever possible, in order to teach research skills in a practical context. The Library's instructional program follows the Diocese of Arlington Curriculum Guidelines for Library and Media Skills, which may include instruction in use and care of library materials, appropriate library behavior, circulation procedures, organization and use of library materials, research skills, identification, use and evaluation of electronic reference and research resources, literature appreciation, and critical thinking skills.

Students may check out books each week. Library materials are always due on the day the student's class is scheduled for Library. ***If a student is absent on the day the class is scheduled, the library materials are due the next day the student is in school***, not the student's next library class.

**Overdue Materials:** A student having overdue material will not be permitted to check out additional material until the overdue item is returned.

**Lost/Missing Materials:** Students are responsible for returning library materials on time and in good condition. If a student has lost any library materials, the student will have one month from the due date to locate them. If, at the end of the month, the materials are still missing/lost, the student will be assessed a replacement fee, which may consist of the current price of the materials plus shipping costs, when applicable.

**Library Volunteers:** Volunteers are always welcome. Typical tasks may include checking in books, shelving and repairing materials, Book Fair assistance, and special projects. Interested volunteers should make direct contact with the Librarian.

## ***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.

St. Veronica School does **NOT** employ a separate Family Life Program. We feel that the greatest factors in family life development are ongoing dialogue between parents and child and the example provided in the home. The formation in Christian Chastity Program will be presented to students in Grades 1 -8.

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

Textbooks, workbooks, and/or other supplemental materials are used in all areas of the curriculum. New textbooks are selected by the Principal and teachers in accordance with the various courses of study and guidance from the Office of Catholic Schools.

## ***TECHNOLOGY – ACCEPTABLE USE***

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

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

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

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

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems



administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.

- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - i. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
  - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
  - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, copy disks, CD-ROMs or other protected media.
  - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

- ix. Breach confidentiality obligations of school or school employees.
  - x. Harm the good will and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage or change to the school's hardware and/or software.
  - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
  - k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
    - i. Loss of use of the school network, computers, and software including Internet access.
    - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

At St. Veronica School, computer technology is considered a privilege and utilized for instructional purposes only. It serves to enrich the instructional program and may be revoked at any time.

## ***Additional Technology Concerns***

### **Blogs**

Engagement in online blogs such as, but not limited to, Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

### **Cell Phones**

Use of cell phones in school or on school property during school hours by students is not permitted. Students MAY NOT be in possession of cell phones in school. If a parent feels their child is in need of a cell phone, the phone MUST be given to their homeroom teacher upon arrival. The child may retrieve the cell phone at the end of the school day. Texting and using the phone as a camera is not permitted. A cell phone will be taken if it is made visible or rings during school hours. In that instance, a parent must come to the office to obtain the phone.

Students in 7<sup>th</sup> and 8<sup>th</sup> grades are permitted to bring cell phones to school-sponsored dances in order to be able to reach a parent at the end of the dance. Phones will be placed in a plastic bag during the dance and kept in the office. Phones will be returned at the end of the dance.

School personnel are not responsible for any electronic device that a student brings to school.

### **Instagram®, Snapchat®, Twitter®, and Other Social Media**

Photos, captions, or other information on a student's or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

### **Sexting**

Students involved in possession or transmission of inappropriate photos or messages on their cell phones or other electronic devices face suspension and/or expulsion.

### **Texting**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

### **Virtual Reality Sites**

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, 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 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.

Students are tested regularly in most subjects. Graded papers are sent home for parent signature. Parents of middle school students may also view grades on the Power School Parent Portal.

## ***HOMEWORK***

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

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

### **SUGGESTED TIME ALLOTMENTS**

Grades 1 – 3: 20 – 40 minutes daily

Grades 4 – 5: 40 minutes – to 1 hour daily

Grades 6 – 8: 1 – 2 hours daily

Kindergarten parents should read to their child for 15-20 minutes daily.

Homework allows parents insight as to what is being taught in school and enables them to supervise the practice of concepts taught. Parents help their children by acknowledging the importance of homework and by providing the conditions that children need to accomplish the task in a reasonable amount of time. A set time and place for homework is recommended. Parents should check student assignment books to ensure that all homework has been completed. Please note that late work will be graded, however, the grade will be lowered each day until it is completed and handed in. (For policies on work that is late due to absence, please read the following section.)

Teachers will explain their homework procedures during Back to School Night.

## ***MISSED WORK DUE TO ABSENCE***

Students are required to make up class work and homework missed due to absences. To assist students, each teacher maintains a record of homework assignments that may be found in the classroom or on the teacher's website. However, it is the student's responsibility to contact the teacher(s) regarding missed work and make-up dates for tests. Make-up work due to absence is to be completed within 3 days upon their return to school. Exceptions and/or accommodations will be made for students who miss school for an extended period of time for medical reasons.

After 2 days absent, work may be requested and picked up in the main office after 2:45 PM if it has been requested by 10:00 AM. Generally, teachers cannot provide work for more than one day in advance.

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

Teachers are expected to be reasonably available to parents throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

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

Parent-teacher conferences are scheduled for each student in the fall following the first marking period. Other conferences may be scheduled throughout the year as needed, and as requested either by the parent or the teacher. Conference requests can be made either by email or telephone, and a response should be expected within 1 business day. Parents are requested not to go to classrooms or to engage teachers in conversation about students when there has not been sufficient time to prepare for the meeting and a suitable meeting place designated.

Requests may also be made for a conference with the school administration. These conferences follow the same procedure for scheduling a parent-teacher conference. Parents must be aware that if they wish to discuss school personnel, confidentiality of communications cannot be maintained.

All visitors to the school must first report to the school office to identify themselves and the purpose of their visit. They must obtain a visitor's pass which shall be worn while they are in the school.

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

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort and performance on teacher prepared tests (to include but not be limited to projects, portfolios and other tools of assessment).

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

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

## GRADING SYSTEM

### Grades 1-2

- M Meets grade level standards – Child consistently meets skills
- P Progressing toward grade level standards – Child is in process of developing skill
- NI Needs Improvement – Child is not demonstrating skill

## ACADEMIC PROGRESS SCALE

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

\* (asterisk) indicates modified curriculum

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

## INDICATORS FOR EFFORT, SPECIALS AND PERSONAL DEVELOPMENT:

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

Kindergarten receives a progress report twice a year which is not an official report card.

Interim reports for grades 1-2 will be issued to parents/guardians during the first quarter of the academic year. In the second, third, and fourth quarters interim reports will be issued to any student who has shown a 5% decline in performance or 5% improvement in performance or at the discretion of the classroom teacher. **Interim reports should be signed by the parent/guardian and returned to the homeroom teacher within 2 days.**

Interim reports in grades 3-8 will be distributed electronically via PowerSchool.

Scholastic honors are awarded each quarter with the grade reports to students in **Grades 6 through 8**. Eligibility for grade report honors is as follows:

- Principal's Honor Roll 93% or above in each academic subject\*
- Honor Roll 89% or above in each academic subject\*

\* To be eligible to receive honors, no 1s or Xs may appear anywhere on the report card.

Students will not be given their progress reports or report cards if tuition or Extended Care fees are in arrears.

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

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

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

If retention in the same grade for the next academic year appears to be a possibility, the following procedure is observed:

- The teacher expresses concern regarding the progress of the student at the earliest possible date and provides assistance to remedy the situation.
- The teacher communicates with the parents on a regular basis and collaborates on a plan of action.
- By February 1: The teacher notifies the parent/guardian that the student is in danger of being retained. This meeting is followed by a written communication to the parent reviewing the content of the meeting.
- February – April: Assistance continues to be provided and student progress is monitored and discussed between home and school.
- No later than April 30: The school informs the parent in writing if a student will be retained.

## ***ACADEMIC PROBATION***

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-week improvement plan. At the end of the two-week period, the student's academic progress will be assessed. Students whose

average is an F will not be allowed to participate in school-sponsored extracurricular activities until the grade has improved to passing (70% or higher).

## ***SCHOOL COUNSELORS***

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

At this time St. Veronica School does not employ a separate guidance counselor. The Diocese of Arlington, however, has resources that can be made available to families.



# **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, the siblings may receive special consideration.

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

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

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

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable
- f. Completed Diocesan Application Form (Appendix J)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or

equivalent, which stipulates the following must be submitted prior to the student beginning school:

- i. Proof of exact dates of immunization as required by the Code of Virginia
- ii. Current Certification of Immunization
- iii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

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

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

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

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

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

#### **INTERNATIONAL STUDENTS**

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

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

- a. Meets Diocesan admission requirements as stated in Policy 601.2;
- b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
- c. Resides at the same U.S. address as the guardian;
  - i. Guardian cannot house more than two international students;
- d. Pays tuition in full upon school admission;
  - i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **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.

## **AGE FOR ADMISSION TO PRE- KINDERGARTEN**

Children who will have reached the age of four years by September 30th may be admitted to the Pre-kindergarten program. Children whose birthdays fall after September 30<sup>th</sup> will be required to attend two years of Pre-Kindergarten.

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

NO STUDENT WILL BE REFUSED ADMISSION OR PARTICIPATION IN EDUCATIONAL, ATHLETIC, OR OTHER SCHOOL ADMINISTERED PROGRAMS BECAUSE OF RACE, COLOR, OR ETHNIC ORIGIN.

## ***ATTENDANCE***

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

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

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

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

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

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

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

## TARDINESS

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

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

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

## ABSENCES FOR OTHER REASONS

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

## ATTENDANCE/REPORTING PROCEDURES

### ABSENCE

A parent/guardian must notify the school office of a child's absence from school by 9:00 a.m. on the morning of the absence. This may be accomplished by calling 703-773-2022 or by emailing [attendance@stveronicaschool.org](mailto:attendance@stveronicaschool.org). The school office voice mailbox is in service 24 hours a day. If the parent/guardian or other responsible adult does not report the absence, the school will need to contact the parent/guardian at home or at work to confirm the absence. Upon return to school, student absences must be documented by the parent by a written note to the classroom teacher, stating the date(s) of the absence, reason for the absence, and parent/guardian signature.

If a student attends school less than 3 hours in a given school day, the student is considered absent for the day.

## TARDINESS

All tardy students must report to the main office **prior** to admittance to class. As tardiness poses a serious disruption to the instructional day, late arrivals should be extremely infrequent and avoided. If persistent tardiness occurs, the administration will adhere to the following procedure:

- If a child exceeds 5 tardy days per 30-day period, a letter from the principal to schedule a mandatory conference will be sent to parents/guardians. During this meeting, various solutions to tardiness will be addressed.
- If any student is tardy 20 or more school days, the student may be asked to withdraw from school, depending on the circumstances.

### **MEDICAL EXCUSES**

When at all possible, medical and dental appointments should be made on non-school days or before or after school. Parents/guardians must meet their student in the office before leaving for an appointment, and the student must check in at the office upon returning from an appointment.

### **ANTICIPATED ABSENCE**

When parents/guardians wish to take their child out of school for several days, the teacher will discuss the child's progress with the parents and advise them of the effect such an absence would have on the child's school work. In the case of the anticipated absence, the parent/guardian must send a written note or email to both the teacher and the office, listing the date(s) of absence and expected return. **It is a student's responsibility to make up all work upon his/her return to school and by the due date agreed upon with the teacher(s). It is not the responsibility of the teacher to provide advance assignments.**

### **RELEASE OF STUDENTS**

Early release of a student should be requested in writing on the morning of the early release. Parents must come to the school office to sign out their student, who will then be called to the office. During school hours, students may never leave school or parish property without permission of the principal. Permission may be given only at the written or in-person request of the parent/guardian. If you need to have your child dismissed toward the end of the school day, you must report to the school office no later than 30 minutes before dismissal.

### **PERFECT ATTENDANCE**

At the end of the school year a student will receive a Perfect Attendance Award if he/she has **never** been absent, arrived late to school, or left school early for any reason during the entire school year.

### ***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.

Parents may request up to 2 copies of records at no charge. A charge of \$5 will be charged for any copies in excess of 2.

## ***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.

### ***MILK***

The school's milk program is subsidized by the Federal Government through the USDA and is offered to students during lunch at a nominal fee. Pre-K and Kindergarten students will also have the option to receive milk during morning snack time for an additional payment. Each student's milk payment for the entire year is paid at the beginning of the school year or in two installments. Parents must make milk payments through their FACTS account and should not send payment with their child. Milk will **not** be provided on days in which we have early dismissal, except during Pre-K and Kindergarten snack time. There will be no refunds for milk purchases.

White and chocolate 2% milk are served.

### ***LUNCH***

An optional Hot Lunch Program is in place, and will be provided Monday – Friday on a weekly basis. Information regarding the program and student sign-up is provided to parents/guardians on a regular schedule. All Hot Lunches must be **pre-purchased** by the specified deadline. Parent volunteers for the Hot Lunch Program are always welcome. Parents are also encouraged to periodically join their child for lunch, provided they sign in at the front office before proceeding to the Parish Hall.

### ***SNACK***

In order to promote healthy food choices and eating for all of our students, the following food items will be acceptable as a mid-morning classroom snack for your child.

Suggested healthy snack foods for your child:

- Fresh fruit – grapes, apple slices, orange, banana, strawberries, berries, peaches, fruit cups, etc.
- Dried fruit – raisins, banana chips, apricots, cranberries, etc.
- Cheese – cheese sticks, slices
- Yogurt cup – NO “GO-GURT” ALLOWED. (Please provide a spoon.)
- Fresh vegetables – carrots, cucumber slices, etc.

- Whole grain crackers or bread
- Pudding or Jell-O cups (Please provide a spoon.)
- Rice cakes or popcorn cakes
- Fruit juice – 100% juice preferred for better nutrition
- NO “LUNCHABLES” for *snack*

Remember this is a small snack, not a meal. Please pack only a drink and a small food item. Please do not provide snacks with high sugar content, as these are “empty” calories and will only satisfy your child’s hunger for a relatively short period of time. Students will be eating their snacks at their desks, so snack food must not be messy or require excessive clean up after eating.

## ***BIRTHDAYS***

The 2006 Diocesan Wellness Policy establishes guidelines for schools to meet the Federal requirements of the USDA Special Milk Program. In addition, schools have a duty to provide a safe and healthy environment for all students conducive to preventing injury, disease, and conditions that may lead to illness, such as food allergies. As a result, **no food items will be permitted in the classroom or cafeteria for birthday celebrations.** Parents who wish to acknowledge their child's birthday during the school day are encouraged to consider a non-food celebration or activity in collaboration with the classroom teacher.

Students wishing to pass out invitations to a birthday party or other event must send them via the U.S. Mail or by email unless an invitation will be given to every student in the entire grade.

## ***GIFTS***

Students should not exchange gifts with other students at school. This gesture only creates hurt feelings among other students.

## ***CLASS HOLIDAY PARTIES***

Classes may have holiday parties at the teacher’s discretion. Room parents may assist the classroom teacher with any planned parties.

During Holy Week, classes will participate in a prayer service, not an Easter party.



## ***ARRIVAL AND DISMISSAL***

Since the promotion of safety and the avoidance of accidents are a joint home and school responsibility, we ask for your cooperation with the following arrival and dismissal procedures:

All drivers must follow the carpool lines and procedures in the morning and afternoon. Cars should never enter an area where barricades/cones are in place.

### **ARRIVAL**

Students must stay in their vehicles until 7:30 a.m. on the lower school side, or until adult supervision is in place. Students must arrive at school by 7:55 a.m. For safety reasons, students must exit vehicles on the passenger side. Drivers should remain in their vehicles. Patrols and/or staff on duty are available for students requiring assistance. Students should be prepared to disembark (i.e., coat on, etc.) before entering the carpool line. **WHEN IN LINE, DO NOT PASS VEHICLES THAT ARE UNLOADING STUDENTS.**

Students in grades 5 – 8 should proceed across the inner courtyard to the parish hall doors where a faculty member will be stationed. Once inside, students will proceed immediately through the parish hall and up the grand staircase to their classrooms. Students in grades K – 4 will proceed through the front lobby to their classrooms.

### **DISMISSAL**

To ensure the safety of our students and school families, vehicles must have engines turned off and drivers/passengers must remain in their vehicles prior to the students' exit from the school building. Adults there to pick up students should remain on the blacktop, not the sidewalk. Students are to report directly to their vehicles so that the carpool line may exit the parking lot in a safe and timely fashion. Cell phones should not be used on school grounds until drivers are safely parked and engines are turned off. Students may not use cell phones until they are inside of their cars.

### **LATE PICK UP**

Students are dismissed at 3:10 p.m. on regular school days, and at 11:30 a.m. on half days. The administration understands there may be times parents will be late, however, parent(s) should make every attempt to be on time. Any child(ren) not picked up by 3:30 p.m. on regular school days or 12:00 p.m. on half days will be charged \$1 per minute and per child for each minute late. All money collected from late fees will be donated to the Angel Tuition Fund.

Students staying to participate in an after-school activity must have all necessary paperwork on file with the Extended Day program prior to participating in the activity. If a parent is more than 10 minutes late in picking up their child from an after-school activity, the child will be escorted to Extended Day and fees will be charged accordingly.

### **CHANGE IN TRANSPORTATION**

When a student's normal mode of transportation is changed, parents must send a note to the office stating the change in plans. If there is a change due to an emergency, please call the office

as soon as possible to ensure that your child receives notice of the changed plans.

## **GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

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

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

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

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

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

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

#### **TRANSFER OF RECORDS**

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

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

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

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

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

Parents are not to visit with teachers during morning arrival or afternoon dismissal unless an appointment has been previously scheduled.

## **VOLUNTEERS**

Volunteers are encouraged to help in school during school hours, at home with special activities, or with PTO fundraisers and activities. Volunteers are especially needed to assist in the library, lunchroom, and on the playground. You do not need to have a child enrolled in the school to volunteer.

All individuals who volunteer in the school will be asked to complete the Diocesan mandated background check and *Virtus* training.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Parents who serve as volunteers during the school day in any capacity may not drop in to a classroom to see their child during the day. This is an interruption to both the teacher and the educational process.

## ***SCHOOL COMMUNICATIONS***

### **PRINCIPAL'S COMMUNICATION**

The Principal communicates with parents through an e-newsletter. Should the need arise, the Principal will send home special communications.

### **TAKE-HOME COMMUNICATION**

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

St. Veronica Catholic School personnel recognize the importance of timely and effective communication between school and home.

School announcements and lunch forms are posted regularly on SchoolSpeak. Folders containing graded work and other information are sent home weekly in your child's Friday Folder. Please review all graded papers, sign them, and return them to school on Monday.

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

Phone calls to and from students are not permitted during the school day. The office will take a message in the case of an emergency. Students may not make phone calls for forgotten items, with the exception of a forgotten lunch. Any after-school arrangements must be made before the child comes to school.

For the school's cell phone policy, please see *Technology — Acceptable Uses*.

## **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.

In case of inclement weather St. Veronica Catholic School will follow Fairfax County Public Schools announcements of “NO SCHOOL,” “DELAYED OPENING,” or “EARLY CLOSING.” Parents can sign up for emergency message notifications by e-mail from Fairfax County Public Schools at [www.fcps.edu](http://www.fcps.edu).

On 11:30 a.m. early dismissal days, please note the following:

1. If Fairfax County Schools announces a one-hour delayed opening, we will have school from 8:55 a.m. to 11:30 a.m.
2. If Fairfax County Schools announces a two-hour delay, we will extend the school day to a full day.

If Fairfax County Public Schools are having a scheduled holiday or teacher workday and St. Veronica Catholic School is in session, parents will be notified via the “School Messenger” notification system.

When St. Veronica Catholic School is closed for the day due to inclement weather, all school-related activities, interscholastic contests, team practices, and field trips will be cancelled.

## **PHOTOS AND OTHER MEDIA**

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

St. Veronica School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA)

were designed to protect personally identifiable information of minors. St. Veronica School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled in St. Veronica School are forbidden from posting photographs taken at school-sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of St. Veronica School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. Veronica School.

## **LIBRARY**

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

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

## **FIELD TRIPS**

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

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

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

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

Youth weighing less than 100 pounds may not be seated near the front seat air bag.

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.

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

School-sponsored ski trips are not permitted.

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

Parents may be asked to assist the teacher on a field trip in the capacity of a “chaperone.” Chaperones will need to focus their attention on the students they are responsible for supervising. Therefore, pre-school age children are not allowed to accompany any chaperone on a field trip. Chaperones are NOT ALLOWED to deviate from the field trip schedule. Only teacher-designated chaperones are allowed on field trips. Non-chaperone parents are not allowed to meet the class at the field trip designation.

Chaperones must be *Virtus* trained and compliant with the Diocesan “Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse.”

The principal has final authorization for the field trip approval and attendance. Field trips provide an opportunity for parents to participate in their child’s education experiences.

## **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

## **MARCH FOR LIFE POLICY**

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

Based on the principal/administration’s decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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



## **GRADUATION REQUIREMENTS/CEREMONIES**

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

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

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

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

## ***PARENT ORGANIZATIONS***

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

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

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

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

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

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;

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

Coordinated through the PTO, St. Veronica Catholic School welcomes the help of parents, relatives, and friends. Each school family is required to fulfill Family Commitment Points (FCP) every school year. Families with a 2-parent household are responsible for 60 FCP, and families with a single parent household are responsible for 30 FCP. Up to ten of these points may come from attending Back to School Night, general PTO meetings, parent/teacher conferences, and other school events denoted throughout the school year. Some ways that the remaining points may be fulfilled include serving as a recess monitor, room parent, or lunch assistant. The PTO will also provide additional opportunities for parents to fulfill their FCP requirement. Families may also opt out of this commitment by paying \$300 annually. At the end of the school year, families who have not met their commitment will be charged \$5 per point.

If a family cannot fulfill all points or financially contribute, please make an appointment to meet with the principal.

## ***FUNDRAISING***

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

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

## ***TRANSPORTATION/PARKING***

Means of transportation are as follows: car and carpooling. No bicycles are permitted. The mode of transportation is a parental decision. If your child arrives or leaves school via car transportation, the carpool traffic patterns should be followed.

A carpool form is to be completed by each school family at the beginning of the school year. This form provides the office with transportation arrangements for each student. This form is due at the end of the second week of school.

### **CHANGE IN TRANSPORTATION**

When a student's normal mode of transportation is changed, a parent needs to send a note to the office stating the change in plans, or, in any emergency, a parent should notify the office as soon as possible during the school day.

## **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 a processing fee payable to the private vendor.

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

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

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

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

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

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

The Pastor, in consultation with the Principal and Finance Committee, establishes the tuition fees to be charged each year. St. Veronica Catholic School has established a two track tuition rate scale, *Catholic* and *Non-Catholic*. Tuition payments are handled by FACTS Tuition Services.

It is essential that the parents of St. Veronica Catholic School students meet their monthly tuition obligations on time. Parents should contact the principal and the pastor immediately if they are having difficulty meeting their financial obligations. If any student account exceeds thirty (30) days behind in payment, the school may begin procedures to withdraw the student for non-payment. Late payments will also become part of your credit history.

The school will hold academic records at the end of each quarter if tuition is in arrears. Parents must contact the Principal to make arrangements for payment of any past-due tuition prior to receiving their son/daughter's report card.

## **TUITION AND OTHER FEE SCHEDULES**

### **TUITION AND PAYMENT SCHEDULE**

Parents/guardians are encouraged, when possible, to pay tuition in full at the beginning of the school year. However, tuition payments may also be made in 10, 11, or 12 monthly installments, using the FACTS Tuition program. Each tuition payment is due by the 5th day of each month. Regardless of installment plan selected, the first tuition payment must be made no later than August 5<sup>th</sup>.

### **REFUND POLICY**

The first tuition payment due no later than August 5<sup>th</sup> is non-refundable. Each monthly payment covers the student's attendance for the month. Upon withdrawal and/or removal of the student from St. Veronica Catholic School, the current monthly tuition is due in full. Any subsequent monthly tuition will be refunded, provided that all other expenses have been paid.

### **MID-YEAR ENROLLMENT**

Students entering St. Veronica Catholic School after the beginning of the school year are required to pay the non-refundable \$375 instructional fee prior to the student's first day of school. Additionally, the first month's tuition must be paid by the date of enrollment.

### **OTHER FEE SCHEDULES**

There is a non-refundable one time \$100 application fee for new students and a non-refundable \$375 instructional fee for all students each year.

All ancillary fees including, but not limited to, milk, hot lunches, field trips, before and after care, and bus service are to be paid through FACTS when possible.

### **FINANCIAL AID DONATION**

An *optional* \$25 per family per year may be donated as stewardship to assist those families in need of help meeting tuition payments. This donation is tax deductible.

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

### ***PARTICIPATION***

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

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

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

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

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

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

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

### ***ALTAR BOYS***

All Catholic boys are eligible to become altar servers in their second semester of fourth grade. School altar boys are assigned on a rotating basis to serve Mass. Sunday Masses, as well as weddings, funerals, and other parish services provide other opportunities for the altar boys to serve. Please contact the parish office or read the parish bulletin for more information.

## ***RANGERS ORGANIZATION***

St. Veronica Catholic Church has a very active Rangers program. Information on this program may be obtained from the parish office.

## ***SUPERVISION OF STUDENTS***

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

<h2><b>STUDENT RESPONSIBILITIES &amp; BEHAVIOR</b></h2>
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### ***CODE OF CONDUCT***

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (*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 Acceptable 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 (*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 (*Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

St. Veronica School is a Catholic community committed to fostering respect and mutual support in recognition of each person's uniqueness. Enrollment in St. Veronica indicates a willingness by students, parents, and staff to fully participate in creating an environment where creativity, self-expression, and learning can take place. This obligation is extended to each member of the



school community.

The tradition of St. Veronica calls for the highest standards of behavior and deportment. Students are to be courteous and respectful to adults and each other at all times. They are expected to treat each other in a polite manner reflecting Christian values. The privilege to attend St. Veronica and the responsibility of this code apply to all school activities, both on and off campus.

Since the faculty of St. Veronica School is dedicated to finding the best means of guiding and teaching students, classroom order and discipline are consistent with the school's code of conduct. Rules and regulations are necessary for the safety and well-being of all. Because of the broad range of the students' ages, these guidelines will be interpreted by the faculty and staff at an age-appropriate level. It is the obligation of all students to be familiar with the code of conduct.

Additional points to the code of conduct include, but are not limited to, the following:

- Quiet and orderly behavior is expected in all areas of the school and parish.
- Cheating, lying, plagiarizing, and stealing are entirely inappropriate and will not be tolerated.
- Any item that would promote a distraction or disruption to the learning environment, are not permitted in school buildings or on the school campus.
- Fire and bus regulations are to be followed by all students.
- Students are to follow the school schedule and report to all classes on time.
- Assignments, projects, and papers are to be completed in a neat manner, submitted to the teacher on the due date, and reflect the student's best ability.
- Students are to be on task and focused during class time. Writing/reading personal notes, talking, unauthorized web browsing, and other disruptive behaviors are prohibited.
- Chewing gum is not permitted at any time.
- Students are expected to behave in a Christian manner at all times.

Students whose conduct is poor, who pose a chronic discipline problem, as well as students who do not contribute to the school in a positive manner can be asked to withdraw or face expulsion.

### ***SMOKING***

Smoking of any type is not allowed on campus by students or adults. This includes the use of e-cigarettes and vapors. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

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

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

A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers—Policy 615, paragraph 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 nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law

has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

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

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

### **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

### **SPECIFIC DISCIPLINARY POLICIES**

The administration and faculty, along with the essential support of the parents, will always expect appropriate behavior of the highest standards. Students will be held accountable by administration and faculty for inappropriate behavior. Please note that parents will receive a communication from the teacher regarding any incident that warrants a disciplinary consequence. Notice will also be given to the homeroom teacher and administration.

Consequences for violations of the Code of Conduct include the following actions:

### **WARNINGS**

Disciplinary warnings may be issued as a reminder to students of the expectations outlined in the Code of Conduct.

### **DETENTION**

- Lunch recess detentions will be served by students who, despite warnings, violate diocesan, school, or classroom policy.
- Morning/After School Detention will be assigned in the morning at 7:15 or after school from 3:00 – 4:00 PM. Before or after school detentions will result from excessive violations or a single serious violation to diocesan, school, or classroom policy.

All detentions will be supervised by either a teacher or an administrator. Detention will be served regardless of extracurricular activities.

### **Results of Academic Dishonesty**

Students found cheating, plagiarizing or submitting the work of another student as his/her own will receive a failing grade, disciplinary action (see *Suspension* below), and will not be given the opportunity for a retake or to make up the work. The same penalty applies to the student who allows his/her work to be copied.

### **SUSPENSION**

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

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

Suspension may take place for infractions including, but not limited to, the following: disrespect shown to any staff member; academic dishonesty on daily homework; forging another's name; use of vulgar language both spoken and written; leaving school grounds without permission; truancy; threatening or harassing another student; possession or distribution of indecent literature or pictures; use, possession, or distribution of inappropriate lyrics; unauthorized or inappropriate use of Internet or social media; inappropriate physical contact; fighting; possession of a dangerous object (or look-alike object); stealing, defacing, or destruction of school or personal

property; cheating on tests and exams as well as plagiarizing on projects/research papers (refer to notice on Academic Dishonesty); possession of tobacco products and/or smoking; possession of use of fireworks on school property warrants a suspension; or any other serious or excessive violations of diocesan, school, or class policies,.

After an out-of- school suspension, a parent conference is required to determine the student's status. While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement. Suspensions can result in an "X" or "1" in conduct on the report card.

### **MANDATORY COUNSELING**

The school administration reserves the right to require implementation and monitoring of a professional counseling plan.

### **DISMISSAL**

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

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

### **EXPULSION**

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

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

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

A parent whose child is expelled may appeal this decision 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 in the discretion of the principal/administration.

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

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

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

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

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

### **INTERROGATION OF STUDENTS**

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

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

- a. The principal, the assistant principal, or the principal's designee shall be alerted.
- b. The police officers shall report to the principal's office.
- c. Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired.
- 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.

## **LOST AND FOUND**

All clothing and possessions such as schoolbags, lunch bags, lunch boxes, PE clothing, etc., must be properly marked with your child's name. Please check the lost and found box in the Nurse's Office if your child is missing an item. Any article without a name and not claimed within two weeks may be donated to charity or the used uniform program.

## ***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.

Respect for school property is important. Ownership and pride in school property is the responsibility of each student. Proper care is to be taken of all books, supplies, desks, lockers, computers, and other school equipment. Any damage must be reported immediately. The students responsible will be held liable for the cost incurred in fixing or replacing damaged items. Damage to computers may result in revocation of their use.

Please note that destruction of school property may also result in suspension or expulsion depending on the seriousness and extent of the damage.

## ***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**

It is the responsibility of parents/guardians to see that their children are dressed modestly and appropriately for school functions. This applies to the wearing of the official uniform, as well as to those days when the students may be given a “free dress” day. Appropriate, modest attire is particularly important at formal school functions such as induction ceremonies and graduation.

**Modesty is of the utmost importance. Jumpers, skirts, and shorts must be an appropriate length. When standing straight, the hem must touch the top of the knee.**

### **Kindergarten - 4th Grade Uniform Requirements**

Girls’ School Uniform (worn on non-PE days):

- maroon/gray Lands’ End plaid jumper
- white blouse (long or short sleeves with a “Peter Pan” collar)
- maroon cardigan with logo (not required in spring/fall)
- maroon or white Lands’ End knee high socks (maroon or white tights optional)
- school shoes (see *Shoes*)
- Girls may wear navy flat front dress pants with a black leather belt instead of the jumper, but not on days when there is a School Mass. If pants are worn, socks should be plain navy or black crew socks. Kindergarten students do not need to wear a belt.

Spring/fall option (NOT to be worn on School Mass days):

- Lands’ End navy blue dress shorts or flat front navy dress pants with black leather belt (Kindergarten students do not need to wear a belt.)
- heather gray polo shirt with school logo
- plain white bobby, quarter, or crew socks with shorts, or plain navy or black bobby, quarter or crew socks with pants
- school shoes (see *Shoes*)



Boys' School Uniform (worn on non-PE days):

- navy flat front dress pants with black leather belt (Kindergarten students do not need to wear a belt.)
- plain white oxford shirt with button-down collar (long or short sleeves)
- maroon/gray Lands' End striped tie with logo
- maroon sweater vest with logo (not required in spring/fall)
- navy or black quarter or crew socks
- school shoes (see *Shoes*)

Spring/fall option (NOT to be worn on School Mass days):

- Lands' End navy blue dress shorts or navy flat front dress pants with black leather belt (Kindergarten students do not need to wear a belt.)
- heather gray polo shirt with school logo or plain white oxford shirt with button-down collar (long or short sleeves) with maroon/gray Lands' End striped tie with logo
- plain white quarter or crew socks with shorts, or plain navy or black quarter or crew socks with pants
- school shoes (see *Shoes*)

**5th - 8th Grade Uniform Requirements**

Girls' School Uniform (worn on non-PE days):

- maroon/gray Lands' End plaid skirt
- plain white oxford shirt with button-down collar (long or short sleeves)
- maroon sweater vest or long-sleeved sweater with logo (not required in spring/fall)
- maroon or white Lands' End knee high socks (maroon or white tights optional)
- school shoes (see *Shoes*)
- Instead of the skirt, girls may wear navy flat front dress pants, but not on days when there is a School Mass. If pants are worn, socks should be plain navy or

black bobby, quarter, or crew socks.

- 8<sup>th</sup> grade may wear their class color polo with school logo throughout the year, but not on days when there is a School Mass. With the polo, 8<sup>th</sup> grade may wear the school fleece with logo.

Spring/fall option (NOT to be worn on School Mass days):

- Lands' End navy blue dress shorts or navy flat front dress pants with black leather belt or school skirt
- heather gray polo shirt with school logo
- plain white bobby, quarter, or crew socks with shorts or skirt, or plain navy or black bobby, quarter, or crew socks with pants
- school shoes (see *Shoes*)

Boys' School Uniform (worn on non-PE days):

- navy flat front dress pants with black leather belt
- plain white oxford shirt with button-down collar (long or short sleeves)
- maroon/gray Lands' End striped tie with logo (8<sup>th</sup> grade may wear a maroon/navy tie with the school logo.)
- maroon sweater vest or long-sleeved sweater with logo (not required in spring/fall)
- navy or black quarter or crew socks
- school shoes (see *Shoes*)
- 8<sup>th</sup> grade may wear their class color polo with school logo throughout the year, but not on days when there is a School Mass. With the polo, 8<sup>th</sup> grade may wear the school fleece with logo.

Spring/fall option (NOT to be worn on School Mass days):

- Lands' End navy blue dress shorts or navy flat front dress pants with black leather belt
- heather gray polo shirt with school logo
- plain white quarter or crew socks with shorts, or plain navy or black quarter or

crew socks with pants

- school shoes (see *Shoes*)

### **Uniform requirements for all students**

PE Uniform for both girls and boys:

- Lands' End navy athletic pants
- heather gray polo shirt with school logo (8<sup>th</sup> grade may wear their class color polo with school logo)
- school fleece with logo
- plain white bobby, quarter, or crew socks
- athletic shoes (Neon colors are not permitted.)

Spring/fall option:

- navy mesh-style shorts with no logo, or Lands' End navy athletic pants
- heather gray polo shirt with school logo (8<sup>th</sup> grade may wear their class color polo with school logo)
- plain white bobby, quarter, or crew socks
- athletic shoes (Neon colors are not permitted.)
- school fleece with logo is optional

### **Shoes**

Uniform shoes are to be solid black dress shoes with flat or low heels (no more than 1 inch), closed toes, backs, and non-marking soles. Acceptable shoes may tie, buckle, or slip on. Shoes may not have lights, sequins, excessive decoration or other colors. Boots, sandals, sneakers or athletic-style shoes are not acceptable. Athletic shoes are worn only with the PE uniform.

Additional uniform guidelines for all students:

- Students are expected to dress neatly and modestly at all times.

- Complete uniforms with shirts neatly tucked in and buttoned are to be worn every day. Pants/shorts are to be worn at the waist (not the hips) and with a belt.
- Bobby, quarter, or crew socks must be clearly visible and cover the ankle.
- Jumpers, kilts, and walking shorts are to be a modest length and should touch the top of the knee when the student is standing straight.
- St. Veronica logos are required on all polo shirts and quarter-zip fleece sweatshirts. No other logos are permitted on uniform apparel.
- Colored and/or decorated T-shirts are not allowed under shirts. Undergarments worn under school shirts must be plain white.
- Girls may wear only one pair of post earrings in their earlobes. Boys may not wear earrings. No other piercings are acceptable.
- Hats, caps, scarves, etc. may not be worn inside any building.
- No jewelry (with the exception of a wristwatch and/or a religious medal), make-up, or nail polish may be worn.
- Fad hairstyles and hair coloring are not permitted.
- Boys' haircuts must consistently be above the eyebrows, ears, and collar.
- Sleeves on oxford shirts may not be rolled.

### **OUT OF UNIFORM DAYS**

Out of uniform days are an opportunity to show school spirit and should always be treated as a privilege. There are specific rules for these days and students in violation of these rules will be asked to change, may be sent home, and could lose the privilege of future dress down days. Students may also lose the privilege of dress down days due to multiple uniform or disciplinary infractions.

### **Uniform Guidelines for Dress Down Days**

<b>Allowed items</b>	<b>Items <u>NOT</u> allowed</b>
<ul style="list-style-type: none"> <li>• jeans</li> <li>• tennis shoes</li> <li>• short ankle socks</li> <li>• skirts, skorts, and shorts no shorter than two inches above the knee</li> <li>• sweatshirts</li> <li>• nail polish</li> <li>• jewelry</li> <li>• dresses with a hem no shorter than two inches above the knee</li> <li>• slacks</li> </ul>	<ul style="list-style-type: none"> <li>• open-toe sandals or shoes</li> <li>• open-back shoes</li> <li>• tank tops, tube tops, bare midriffs, low-cut tops, or see-through tops</li> <li>• t-shirts with inappropriate writing</li> <li>• tennis shoes that convert to roller skates</li> <li>• biker shorts or running shorts</li> <li>• pajama pants</li> <li>• yoga, exercise, or running pants</li> <li>• any clothing that is extremely tight</li> <li>• leggings worn as pants – leggings, if</li> </ul>

<ul style="list-style-type: none"> <li>• loose-fitting athletic pants</li> </ul>	<p>worn, must be worn with a dress or skirt</p> <ul style="list-style-type: none"> <li>• make-up or colored hair</li> <li>• cutoffs, baggy pants, or clothing with rips/holes</li> <li>• hats (in the building)</li> </ul>
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No student may be out of uniform on a day when there is a liturgy, prayer service, or field trip. Students whose uniform does not comply with guidelines, or whose dress is inappropriate on dress down days, must call a parent to bring appropriate clothing to wear for the day.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

## ***INAPPROPRIATE MATERIALS***

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

Weapons (real, toy, or look-alikes)  
 Fireworks or other incendiary devices  
 Laser pens/pointers  
 Inappropriate written materials/pictures  
 Sharp objects such as pocket knives  
 Gum  
 E-cigarettes or vapors  
 Alcohol, drugs, or any tobacco products  
 Electronic games  
 Musical devices  
 Rolling backpacks for students in grades 2-8

### **Cell Phones**

Use of cell phones in school or on school property during school hours by students is not permitted. (See complete cell phone policy on p. 19.)

### **Interactive Watches**

Interactive watches may only be used by students for time purposes while students are at school.

## ***PLAYGROUND REGULATIONS***

The following code of behavior is expected:

- Students are to use all equipment safely and for the purpose and in the manner in which it was intended to be used.
- Teasing, bullying, and inappropriate language will not be tolerated.
- Students must keep their hands and feet to themselves at all times.
- Students must abide by all instructions of those adults on playground duty.
- When the end of recess is announced, students must line up immediately and quietly and wait for their teacher/volunteer to accompany them into the school building.

## ***LUNCHROOM REGULATIONS***

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

Rules for lunchroom behavior are as follows:

- No running.
- No random wandering. Students must remain seated in the cafeteria. A student must raise his/her hand if assistance is needed.
- Use an "inside" voice at all times.
- Students are expected to have good table manners during lunch.
- No teasing or inappropriate language.
- Food sharing is strictly forbidden.
- Students must obtain permission to use the restroom by raising his/her hand.
- All students are responsible for cleaning up after themselves.
- Food throwing is strictly forbidden and will not be tolerated.

<h2><b>HEALTH, SAFETY &amp; WELFARE</b></h2>
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### ***STUDENT HEALTH, SAFETY & WELFARE***

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

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

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

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

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

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

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

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

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

## **WELLNESS POLICY**

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

## **ACCIDENTS AND FIRST AID**

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

If an incident results in a medical condition or injury which can be reasonably known to the

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

### **HEAD INJURY**

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or an alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

### **ASBESTOS**

St. Veronica Catholic School was built in 2004. The school was inspected by the Environmental Protection Agency in 2009 and deemed to be an "Asbestos Free" school.

### **ILLNESS**

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

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

**For the welfare of our student body, we request that you keep sick children at home.**

Although no comprehensive list is possible, the following conditions may be considered appropriate reasons to keep a student home from school:

- Vomiting
- Temperature 100F or greater
- Abdominal pain
- Earache
- Head Injury



- Adverse Medication Effect
- Suspected fracture
- Chest pain
- Severe pain
- Severe shortness of breath or wheezing

Examples of possible communicable conditions:

- Vomiting
- Loose stools/diarrhea
- Suspected communicable disease
- Nuisance condition not currently being treated, e.g., ringworm, scabies, head lice
- Red, draining eyes
- Persistent runny nose with yellow/green discharge, accompanied by fever
- Productive cough, accompanied with fever
- Undiagnosed rash

Children who are ill enough to be kept in during recess periods should be kept at home until they can follow the regular school schedule. When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

## **MEDICATION ADMINISTRATION OVERVIEW**

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

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

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

administer the medication;

- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared by 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.

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

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

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

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications

not claimed within that period will be destroyed.

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **USE OF CRUTCHES**

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

### **USE OF MICROWAVE OVEN**

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

### **LIFE THREATENING ALLERGY**

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

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

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

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

### **FACILITY ACCOMMODATION FOR STUDENTS WITH AN INJURY OR OTHER HEALTH CONDITION**

Students with an injury or condition that would make climbing stairs difficult will be allowed to

use the school elevator with an assigned student buddy.

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

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

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

- 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-213).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

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

Students who have lice will be removed from their classroom to await their parents' arrival. All students in the classroom will be checked by the school nurse and will go home with a note indicating that lice have been found in the room. This gives parents the opportunity to recheck their child's head at home.

## ***BLOODBORNE DISEASE***

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

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

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

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

To enhance the safety of children, personnel, and visitors to St. Veronica Catholic School, it is necessary to conduct regular fire/emergency drills, and to inspect the physical plant for fire safety as mandated by the Commonwealth of Virginia and the local Fire Marshall. All persons, including visitors, must exit the building at the sound of a fire alarm.

## ***SEXUAL HARASSMENT--STUDENTS***

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

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

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

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

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

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

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

## ***BULLYING***

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

Examples include but are not limited to:

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

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

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

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

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

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

## ***RESPECT FOR LIFE***

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

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

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

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

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

The law further requires an asbestos management plan to be in place. The \_\_\_\_\_ School Asbestos Management Plan has several on-going requirements.

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. \_\_\_\_\_, as Director of Operations, is



our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

## ***VIDEO SURVEILLANCE CAMERAS***

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

- a. In the discretion of the principal/head of school or his or 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 to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention and disclosure.

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

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

## STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

The school will ascertain through preliminary registration procedures the type of educational/psychological evaluation that has been recommended and/or administered to a student. Parents are obligated to share information/results of any evaluation with the school. Refusal to provide such information is a condition for negating enrollment in the school.

## **EXTENDED DAY**

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

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

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

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

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

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

For all over-the-counter skin products:

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

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

## ***LICENSING INFORMATION***

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

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

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

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

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

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

Northern Virginia Regional Office  
320 Hospital Drive, Suite #23  
Warrenton, VA 22186  
(540) 347-6345  
Central Regional Offices  
1604 Santa Rosa Road, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

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

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

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL INVOLVEMENT***

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

## APPENDICES

### School Forms

Permission for Emergency Care Form (*Appendix F-1*)  
Confidential Health History Update (*Appendix F-1A*)  
Virginia School Entrance Health Form (*Appendix F-2*)  
Virginia School Entrance Health Form Instructions (*Appendix F-2A*)  
Inhaler Authorization Form (*Appendix F-3*)  
Asthma Action Plan (*Appendix F-3A*)  
Epipen/Twinject Authorization Form (*Appendix F-4*)  
Allergy Action Plan (*Appendix F-4A*)  
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)  
Diabetes Medical Management Plan (*Appendix F-5A*)  
Medication Authorization Form (*Appendix F-6*)  
Certificate of Religious Exemption (*Appendix F-18*)  
Application for Admission (*Appendix J*)  
Objection to Content Form (*Appendix K*)  
Waiver Information/Right to Object Form (*Appendix N*)  
Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)  
Academic Intervention Plan (*Appendix AA*)  
Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)  
Visa Types (*Appendix AJ*)

Signature Page (not included in this version of the handbook)