Elementary School Parent/Student Handbook
Saint Patrick Catholic School
2026-2027



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"*The mission of Saint Patrick Catholic School is to inspire students to know, to love, and to serve Jesus each day. Our school strives for academic excellence based in truth, animated by faith, wisdom, and charity. We seek to grow in holiness through our pursuit of virtue and in doing God's will in our daily lives.*"

Dear Parents,

This handbook will serve as your guide to Saint Patrick Catholic School policies and procedures. I encourage you to review the information carefully and commit to following your all parts of the handbook, so as to support our school and Diocese. You and your child(ren)'s signatures on this handbook's Appendices AG-1 and AG-3 turned in to the school office indicate your willingness to be a part of this important support system. The policies are guidelines for sharing the responsibilities of educating our children, and are a result of state regulations, the Diocese of Arlington Handbook, and policies specific to the needs of Saint Patrick Catholic School. I hope that together, through the implementation of these policies, we can accomplish the Mission of our school, as indicated above.

I ask you to pray for our school faculty, staff, and families to know, to love, and to serve Jesus each day and to strive for academic excellence. The success of the 2026-2027 school year will depend on your commitment to the mutual respect, cooperation, and support of each other.

Thank you for your support, and I look forward to an exciting and successful school year! Please feel free to contact me with any questions or concerns.

God Bless,

Brian Dunleavy
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

[1] Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

The mission of Saint Patrick Catholic School is to inspire students to know, to love, and to serve Jesus each day. Our school strives for academic excellence based in truth, animated by faith, wisdom, and charity. We seek to grow in holiness through our pursuit of virtue and in doing God's will in our daily lives.

STUDENT/PARENT HANDBOOK

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school

policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (*Appendix AG-1 and AG-3*). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by the first Friday that school is in session. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to all school handbooks. All Saint Patrick Catholic School faculty members are required to review the contents of these handbooks prior to the start of each school year.

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 handbook. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

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

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

PARENTAL/GUARDIAN ROLE

RATIONALE:

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 document, 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, Catholic schools should demonstrate respect and support for the parents in their important and challenging task.

POLICY:

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

2. The following, based upon Catholic moral values, will help parents support the school's mission and commitment when interacting with teachers, staff, adult volunteers, and anyone else with whom they come in contact relating to the school:

a. will be honest and committed to integrity.

b. will be respectful and courteous.

c. will refrain from harassment of any kind.

d. will use appropriate language.

e. will not threaten or bully.

f. will speak respectfully to and about others.

g. will respect all school property.

h. will demonstrate good sportsmanship when attending schoolsponsored co- and extracurricular activities.

i. will not bring to school or school-sponsored functions/activities any weapon.

j. will not bring alcohol or illegal drugs (including marijuana) to the school or any school-sponsored function/activity, with the exception of alcohol for adult social events where alcohol is served as part of the event.

k. will not overtake the role of the school in resolving school related incidents by, for example, directly contacting another student regarding a behavioral issue involving that student and the parent's child.

l. will not involve parties external to the school on a school issue, with the exception of the exercise of legal rights.

All of the conduct expectations apply to verbal, written, and electronic communication

3. 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. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

4. If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff (in verbal, written, or digital form), the school may take corrective action after contacting the Office of Catholic Schools. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following:

a. imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff;

b. restriction or termination of the parent's access to school or parish property; c. dismissal of the parent's child(ren).

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

GUIDELINES:

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

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

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female, and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the

inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity.

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

1. Non-Catholic students are expected to participate in the religious formation and education programs of the school.

2. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.

3. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis, or religious instruction, held during the school day.

4. All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents/guardians must be aware that it is the Catholic position that will be taught.

II. ACADEMICS

CURRICULUM

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

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

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

GRADES FIVE TO SIX

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:

1. Math Composite standardized test score National Percentile: 93 or above on the Spring Standardized test.

2. Class grade in 5th grade math: 93 or above.

3. End of year diocesan comprehensive grade-level test: 93 or above (recommended time of testing – May of 5th grade year).

4. Favorable teacher and principal recommendation.

GRADES 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:

1. Math Composite standardized test score National Percentile: 93 or above on the Spring Standardized test.

2. Class grade in Pre-Algebra: 93 or above.
3. Iowa Algebra Aptitude Test results: 85 or above (recommended time of testing – May of 6th grade year).

4. Favorable teacher and principal recommendation.

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

GRADES SEVEN TO EIGHT

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:

1. Math Composite standardized test score National Percentile: 90 or above on the Spring Standardized test.

2. Class grade in Algebra I: 93 or above.

3. Scoring 77 or above on the Diocesan Algebra I exemption exam.

4. Favorable teacher and principal recommendation.

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

GRADES 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:

1. Math Composite standardized test score National Percentile: 90 or above on the Spring Standardized test.

2. Class grade in 6th grade math: 93 or above.

3. End of year diocesan comprehensive grade-level test: 93 or above (recommended time of testing – May of 6th grade year).

4. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

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

For placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 90 or above on the Spring Standardized test.

2. Class grade in 7th grade math: 93 or above.

3. Iowa Algebra Aptitude Test results: 80% or above (recommended time of testing – May of 7th grade year).

4. 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 placement in the next level of high school math instruction:

1. Pass the Algebra I and/or Geometry course.

2. Score 77 or above on the Diocesan Algebra I and/or Geometry exam.

3. Receive teacher recommendation for placement in the next level of high school math instruction.

If a student does not score 77 or above on the exam, a teacher may still advocate on behalf of the student through the use of the Teacher Recommendation Form (Appendix X). The decision of the high school, however, will be final.

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

TEXTBOOK SELECTION

Religion: Augustine Institute Word of Life K-8

English: Voyages 6-8, Loyola Press 6-8, McGraw-Hill Wonders Program K-5

Spelling: McGraw-Hill Wonders Program K-5, Words Their Way 6, Spelling Stars 7-8

Science: Inspire Science 3-4, BJU Press Science 5 Inquisitive Science K-5, Novare Science 6-8

Handwriting: Universal Publishing K-4

Reading/English: McGraw-Hill Wonders Program K-5, McDougal Littell 6-8

Math: Sadlier Progress in Mathematics K-7, McGraw Hill Reveal Pre-Algebra and Algebra

Social Studies: Harcourt 2, McGraw Hill 3, Five Ponds 4, Prentice-Hall 5, Catholic Textbook Project 6-8

VIRTUAL INSTRUCTION

If the need arises for the school to move to virtual instruction:

1. Maintain effective communication between teachers, students and families about the virtual learning plan.

2. Teachers must include a balance of synchronous and other offline opportunities for

learning and feedback.

3. Feedback is paramount, and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.

ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

The school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the opportunity to provide assistance and services for students with disabilities according to the resources available within/to the school. Parents/guardians are considered an integral part of the process.

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

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

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

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

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.

RESPONSIBLE USE POLICY FOR TECHNOLOGY AND

ARTIFICIAL INTELLIGENCE (AI) IN EDUCATIONAL SETTINGS

The objective is to foster a safe, secure, and respectful environment for students, staff, and all stakeholders involved in the educational process and align with the teachings and mission of the Catholic Church and academic programs of the school. (See Policy 631.)

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

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

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The types of electronic and digital communications include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email voice over IP, chat rooms, instant messaging, cloud, web-based tools and Artificial Intelligence (AI).

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:

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use
2. 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.
3. Users are reminded that e-mail is not guaranteed to be private. Operators of the network/system have access to all e-mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the internet exists.
5. 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.

6. Users of artificial intelligence (AI) generally abide by:

    a. Teachers and administrators are responsible for supervising students using AI technologies to ensure compliance with this Responsible Use Policy (RUP).

    b. Users are accountable for their actions when using AI technologies. Any misuse or violation of this RUP may result in disciplinary action.

    c. Students must use AI technologies in a respectful and responsible manner, treating others with courtesy and consideration in both virtual and physical interactions.

    d. Students are expected to create and consume content that is appropriate for an educational setting. Content that is offensive, discriminatory, or violates school policies is strictly prohibited.

    e. Users should create and access AI content appropriate for an educational environment. Permission and supervision by a teacher or school administrator are mandatory for students to use AI tools at school. Please note that many AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy.

7. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
    a. Messages to others shall be polite and shall not be abusive.

    b. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.

    c. Use of the network shall not disrupt use of the network by others.

8. The Diocese/school makes no warranty of any kind, whether express or implied**,** for internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through internet sources.

9. Examples of Unacceptable Uses – Users are not permitted to:

    a. Use technology in cyber sexting or bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

b. 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.

c. Use a photograph, image, video, or likeness of any student or school employee without express permission of the individual, individual's parent/guardian, and the principal.

d. Create any site, post any photo, image, or video of another except with express permission of the individual, the individual's parent/guardian, and the principal.

e. Attempt to circumvent system security.

f. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

g. Violate license agreements or copy other protected media.

h. Use technology for any illegal activity.

i. Use of the internet for commercial gains or profits is not allowed from an educational site.

j. Breach confidentiality obligations of school or school employees.

k. Harm the good will and reputation of the school or school employees.

l. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage to school equipment to the appropriate school officials. The school has the right to monitor student use of school computers, computer-accessed content, AI, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

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:

1. Loss of use of the school network, computers, and software including Internet access.

2. 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, videos, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Students may only use the Internet when given specific permission from a teacher and as long as the teacher is present. If the teacher leaves the room, the student must disconnect from the Internet immediately. Unsupervised use is never permitted.

Students are to be reminded that their use of the media on school-related projects should reflect the mission of Saint Patrick Catholic School. The goals and mission of the school must be foremost in all media presentations and communications.

Students are advised that any derogatory use of the name of the parish, school, or any person associated with the school (including priests, administrators, teachers, staff members, parents, students, and volunteers) will be considered a very serious infraction of the school's rules. This includes both online use and printed or spoken comments. Students who maintain personal websites through Facebook or any other site are reminded to pay very careful attention to this regulation. They will be held responsible for anything posted on their site or for a posting they make on any other site. Defamation of the Catholic Church or any other church, the faith, the parish, the school, or any of its employees will be cause for suspension or expulsion without any prior disciplinary action.

Students and their parents in Grades 5-8 will be required to read and sign the Diocese of Arlington Responsible Use Policy with regard to the use of on-site computer devices. The Diocese of Arlington and Saint Patrick Catholic School administrators, faculty and staff members have the right to restrict student computer activities at any time if, in their judgment, a student is not following the spirit of this policy. The Responsible Use Policy may be found in the Appendix section of this manual, and a copy will be provided to and reviewed with students the first week of school. Signatures will be required thereafter.

TESTING

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

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. While extensive class time to prepare students for the High School Placement Test is not encouraged, teachers have the option to review the format and style of the test, as well as test taking strategies with their students.

HOMEWORK

Homework reinforces skill acquisition, retention of content knowledge, and formation of good study habits. 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

Below are the Office of Catholic Schools' guidelines for homework. Homework does not have to be assigned every day, but should generally fall within these ranges:

Grades 1-3: 10 to 30 minutes daily
Grades 4-6: 30 to 60 minutes daily
Grades 7-8: 60 minutes to 2 hours daily

Homework is ordinarily assigned on a daily basis. Homework should reinforce daily work, develop good study habits, and involve parents in the child's academic work. For younger students, it should foster positive attitudes, habits, and character traits. For older students, it should facilitate knowledge acquisition in specific topics and help to improve students' personal responsibility and academic maturity. We encourage the cooperation of parents in helping to foster systematic home study habits for their children by providing adequate study space, good lighting, and an environment free from distraction.

Homework assignments are posted in each classroom and may be found on teacher websites and on PowerSchool. Student agendas are used to record homework assignment information. Parents are responsible for checking their child's agenda on a daily basis. Homework is not assigned on Fridays for weekend work or over Thanksgiving Break, Christmas Break, and Easter Break. However, long-term assignments and projects (i.e., book reports, science fair projects, etc.) may involve weekend work. *Students absent from school for any reason are responsible for obtaining missed work from websites or PowerSchool and for making up assignments as soon as possible. Due to limited class time allotted for review of missed lessons, these students may often be required to independently learn some curriculum topics.*

ACADEMIC INTEGRITY/HONOR CODE

Students are expected to follow the Saint Patrick Catholic School honor code and uphold academic integrity in all their work.

PARENT-TEACHER COMMUNICATION

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

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 after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Formal conferences between parents and teachers will be held in the beginning of October. Parents can schedule their conference using a designated on-line sign-up list distributed by the teachers, or by contacting the teacher via email. In February, parents will receive invitations to schedule follow-up conferences to re-assess any original concerns, if necessary. Parents desiring additional conferences throughout the school year are asked to make requests of the teacher via email. Teachers will likewise notify parents by note or by phone should an individual case require this. **As a general rule teachers are not available for conferences during school hours** - arrangements must be made to meet either before or after school. It is respectfully requested that parents not call teachers at home, nor visit the classroom without an appointment.

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

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher-prepared assessments to include but not limited to tests, projects, portfolios, and other tools of assessment.

The purpose of report cards is to present to parents/guardians information about how their student

is performing in his/her academic studies, and to alert them to any problems.

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

GRADING SYSTEM

ACADEMIC PROGRESS SCALE

Grades K-2

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

The letter M, P or NI is indicated in the appropriate box for each subject area.
*(asterisk) indicates modified curriculum.

Grades 3-8

The following Saint Patrick Catholic School subjects are graded on a 7-point scale, using numeric (percentage) grades, as indicated. Below 60% is designated by an F.
*(asterisk) indicates modified curriculum.

Subjects:	Grading Scale (as noted on report card and in PowerSchool):	
Religion	100 - 90	A
Reading	80 - 89	B
English	70 - 79	C
Spelling	60 - 69	D
Mathematics	59 and below	F
Science		
Social Studies		
Spanish (Grades 4-8)		

Remaining subjects are graded on a 1-point scale, with 10% increments, as indicated.
*(asterisk) indicates modified curriculum.

Subjects:	Grading Scale (as noted on report card and PowerSchool):		
Handwriting	3	Very Good	(90 - 100)
Art	2	Satisfactory/Good	(80 - 90)
Music	1	Needs Improvement	(70 - 80)
PE/Health	X	Unsatisfactory	(69 and below)

Technology
Spanish (Grades 1-3)

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

All Grade Levels

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

Report cards are issued three times a year. The yearly average, the average of the year's three marking periods, is recorded on the child's permanent record file in the school office. Parents are able to view their child(ren)'s progress through PowerSchool's Parent Portal throughout the year and are encouraged to do so frequently.

INTERIM ACADEMIC REPORTS

Interim progress reports are not routinely issued to students in grades K–5. Parents are encouraged to monitor their child's academic progress through the PowerSchool and to contact the classroom teacher with any questions or concerns.

Students in grades 6–8 will receive interim progress reports at the midpoint of each grading period. These reports are used, in part, to determine eligibility for participation in school-sponsored athletics and other extracurricular activities in accordance with school eligibility requirements.

ACADEMIC HONORS PROGRAM

Students in Grades 3-8 are eligible to receive academic recognition following each Trimester grading period. Honor Roll is determined by a grade in each subject of 80 or above. Principal's List indicates that the student has achieved a 90 or above in each subject. Note: In Grades 5-8, subjects reviewed for Honors status are inclusive of the Spanish curriculum. In addition, a student cannot receive an (X) as an indicator for any Effort, Special, or Personal Development grade to be eligible for the Honors Program.

PROMOTION/RETENTION/PLACEMENT POLICY

A major goal of the school is to help 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.

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.

Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.

Elementary students failing one or two academic areas must successfully complete a remediation program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.

Students who have not successfully completed the prescribed course of studies for their particular grade, and in the best interest of the child, would not benefit from being retained in the grade, should be "placed" in the next grade level. If a student is "placed" in the next grade, an Academic Intervention Plan (*Appendix AA*) must be completed for the student. An Academic Intervention Plan, which indicates the additional academic intervention that will be required of and for the student, will be developed for this purpose. This form will need to be discussed with all appropriate parties, documented, and attached to the report card at the end of the school year. If summer work is a requirement for placement in the next grade, the work should be reviewed prior to August 15 to determine if curriculum requirements have been met. The intervention plan should be reviewed and modified each trimester or quarterly as appropriate. A copy of this form is also to be placed in the student's cumulative file.

SCHOOL COUNSELORS

Saint Patrick Catholic School does not employ counselors.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

1. Children from the parish
2. Children from parishes without schools
3. Children from parishes with schools (for sufficient reason)

4. Children from non-Catholic families

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

AGE FOR ADMISSION TO KINDERGARTEN

Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5th birthday on or before September 30th of any school year. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

REQUIREMENTS FOR SCHOOL ADMISSION: KINDERGARTEN – GRADE 5

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)

2. Baptismal certificate for Catholic students

3. Proof of custody where applicable

4. Current report card and previous academic years' report card as applicable

5. Current standardized test scores and previous years, if applicable

6. Completed Diocesan Application Form (*Appendix J*)

7. A non-refundable application fee

8. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
    a. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
    b. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months

prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening).

9. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 8

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of exact dates of immunization with signature of licensed healthcare provider
4. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school. Equivalent school entrance physical forms from another state may be acceptable. A Virginia High School League (VHSL) sports physical is also acceptable in lieu of a MCH 213G and is also required if a student will be participating in athletics.
5. Records from previous school, including standardized test scores
6. Proof of custody where applicable
7. Completed Diocesan Application Form (*Appendix J*)
8. Signed Waiver Information-Photo Release (*Appendix N*)
9. A non-refundable application fee
10. If previously enrolled in a diocesan school, proof of satisfying tuition requirements at that former diocesan school. The receiving school is responsible for verifying tuition payments have been satisfied.

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 automatically prohibit a student from applying.

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

a. Meets Diocesan admission requirements:

    i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:

        1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.

        2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening.).

    ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.

b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;

c. Resides at the same U.S. address as the guardian, who is identified as such on the I20 application and recorded in SEVIS;

    i. Guardian Permission and Agreement Form must be completed and signed by parent and guardian. (*Appendix AJ-2*).

    ii. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.

d. Pays tuition in full upon school admission;

    i. There is no refund given for registration, tuition or other related fees.

e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;

    i. The Diocese of Arlington does not provide healthcare insurance for international students.

f. Shows adequate English proficiency for the grade level to which they are

applying. The level of English proficiency should allow students to pass all classes/subjects, including world language class. Schools cannot substitute normal curriculum classes with English support classes and must report an official grade for all subjects.

2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington I-20 Application Form and return the form to the school the student will be attending. The school must forward the Diocese of Arlington I-20 Application Form to the Office of Catholic Schools with the original signature of the principal or admissions director.

3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;

    a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;

    b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

    c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.

4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:

    a. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;

    b. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Nonimmigrant) Students Form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their program start date;

c. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Nonimmigrant) Students Form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;

d. Report via the Semester Report on Status of F-1 (Nonimmigrant) Students form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.

5. For students who hold a visa other than F-1, refer to Visa Types (*Appendix AJ*);

   a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.

   b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis.

   c. Students with a J visa for short-term exchange students will not be accepted into diocesan schools.

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

CLASS PLACEMENT

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

Once a child is enrolled in the school, it is the duty of the teachers and administrators to insist on

regular attendance in order that the student can progress successfully through the curriculum. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

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

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

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:

1. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.

2. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents/guardians before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate administrative action.

3. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.

GENERAL ABSENCES

If a child is absent for any reason, **parents must contact the school office by 9:00 AM to report the absence**. A written excuse explaining the absence must be presented upon return to school. All written excuses will be kept on file for one year.

If known ahead of time, parents should notify the school if they wish to take their children out of school for several days for personal or medical reasons. *Parents are asked to use the school calendar and daily schedules to plan for departures, vacations, and medical appointments.* The school is under no obligation to provide a tutor, makeup work, or a special testing schedule for such absences during the school day. The principal in his discretion will determine conditions and terms governing such absences.

MEDICAL EXCUSES

Doctor and dental appointments should be made on non-school days, or before or after school, if possible. Requests for early dismissal should be written by the parent and sent to the school with their child. An absence of more than one week that necessitates a visit to the doctor requires a physician's note with reasons for the student absence.

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.

TARDINESS

Students arriving on or after 8:10 AM are considered late, or tardy. 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. ***Should a student arrive late, that student's parents and/or driver are responsible for escorting their child(ren) to the office to sign in before being admitted to class.*** A student who arrives late for any reason is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian may be contacted.

One privilege we have in sending our children to Catholic School is the freedom to pray, and the school day at Saint Patrick begins with Morning Prayer. Tardiness can disrupt the class, interfere with students' progress in school, and is a distraction to teachers, staff members, and other students. Therefore tardy students will be admitted to class after Morning Prayer in an attempt to reduce disruption to morning classroom procedures. It is a parent's responsibility to ensure that their child is at school on time to prevent the child from missing prayer, announcements, and important class instruction.

Important Note: For any instances of absence or tardiness, regardless of reason, the student is responsible for making up all missed assignments. Students and their parents/guardians should access teachers' websites or PowerSchool to obtain the missing work. Students are expected to independently stay up-to-date on all missed lessons; teachers are limited in time availability to re-teach missed lessons or to go over lists of work in person upon return to school.

RELEASE OF STUDENTS

Students are released only to parents, other emergency contacts in PowerSchool, or responsible persons designated in writing by a parent or guardian. Parents are not permitted to go into the

classroom to pick up their children. Parents should come to the office to sign their child out should an early release be necessary.

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. Student records will be sent to the new school upon a "Release of Student Records Form" from the new school. All fees and tuition MUST BE PAID prior to the release of the student's records.

ARRIVAL AND DISMISSAL

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

Saint Patrick Catholic School has no bus service available. Student transportation is by car, carpool, or other arrangements made by parents.

The safety of the entire Saint Patrick School Community is our primary concern. It is therefore extremely important that established patterns of arrival and dismissal procedures are carefully followed by all drivers, students, and carpool personnel. Please read and adhere to all noted instructions below regarding the drop-off and pick-up of your children.

For morning drop-off, please pull your car all the way as close to the front gate as possible, joining the line of other waiting vehicles unloading children. When your child has left your car, ***do not pull out around other cars - please wait to pull away behind the exiting car in front of you.***

For afternoon pick-up, please do not come into the building during dismissal. Staff members will direct drivers to park cars in established carpool pick-up lines prior to the school dismissal time of 3:10 PM. Students will be called out from the school buildings to meet with you at your car - a "thumbs up" sign indicates to carpool personnel that the children you have come to pick up are safely in your vehicle. ***Please refrain from sending your child(ren) back inside the school after they have loaded; if they must go back in, park your car at the top of the lot near the entry to the church building and escort them down the hill on the sidewalk.*** After all cars are filled, you will be directed out of the lot in a specified order as given by carpool personnel. The next wave of cars will then pull up and the process will be repeated. Children not picked up by 3:30 PM will

be placed in our Extended Day Program and the regular Extended Day charges will apply.

LUNCH PROGRAM

Saint Patrick Catholic School utilizes "My Hot Lunchbox," giving families an opportunity to purchase lunch throughout the week for their child(ren), if they desire. Information on this program will be distributed within the first few weeks of school.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

1. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.

2. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

Parents/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection, during school hours, of the educational records (cumulative and confidential) of their child. 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' access is limited to the specific information about their child only.

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

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

TRANSFER OF RECORDS

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

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

Permanent record card (to include transcripts, attendance record, and standardized test results) is to be retained indefinitely.

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

1. IEP/ISP or 504 Plan
2. Student Assistance Plan
3. Eligibility Minutes

4. Student Support Team Minutes

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

1. Application
2. Counselor Notes
3. Discipline Notes
4. Court Documents
5. Psychological Reports

SCHOOL VISITORS

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

SCHOOL COMMUNICATIONS

The school e-mails a weekly newsletter on Wednesdays to all families called the Knightly News. All materials prepared by parents/guardians for release to the parish or school community must be approved by the principal or his/her designee.

PRINCIPAL'S COMMUNICATION

The principal may send home memos, e-mails, or letters from time to time to make parents aware of obligations, events going on in the school, and schedule changes.

TAKE-HOME COMMUNICATION

Communication to parents is through a weekly folder sent home with students on Wednesday each week. These are typically sent with the youngest enrolled child. All materials prepared by parents/guardians for release to the parish or school community must be approved by the principal or his/her designee.

TELEPHONE USE/MESSAGES FOR STUDENTS

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

Parents are asked to refrain from calling the school office with messages to be relayed to children unless there is an emergency.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather-related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for the 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 1,038 hours of instructional time (as defined by the Commonwealth of Virginia).

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

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather, public health, or community concern, the school will transition into on-line virtual instruction for the required duration, and students must turn in all given assignments upon return to school. These will count as instructional days.

Cancellation of school, delayed openings, or early closings due to inclement weather will be announced on our school website and our Facebook page. We will also use the emergency notification system, with recorded phone messages and e-mails being sent to parents.

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

PHOTOS AND OTHER MEDIA

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

MEDIA CENTER

All materials chosen for the media center and books chosen for classroom reading must be appropriate for students, not only in age level and reading ability, but also for their capacity to foster our students' moral development. All materials shall conform with diocesan policies and guidelines regarding Catholic education.

Parents, guardians or teachers who object to print or multi-media materials used in the classroom must complete an Objection to Content Form (*Appendix K*) after they have read the book or viewed

the media and then submit it to the school principal. Those objecting to materials obtained in the school media center should complete Objection to Content Form for Library Materials (*Appendix K-1*). A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration in order to achieve educational objectives. Financial considerations may bear on the feasibility and frequency of field trips.

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

A permission form signed by a student's parent(s)/guardian(s) must be obtained prior to a student participating in each activity (*Appendix R*, available in PowerSchool).

Each field trip must be adequately chaperoned, and chaperones must carry with them, in a sealed envelope, a copy of the Parent Permission Form for School Sponsored Trip Participation for each student they are supervising. To protect the confidentiality of the students, the sealed envelope should not be broken unless there is an emergency which necessitates the chaperone accessing these forms.

1. A chaperone is defined as an adult volunteer (at least 21 years of age) that has been delegated by the appropriate staff person and has oversight or supervisory authority over youth during the school activity (either on or off campus) whether for occasional or regular activities. These individuals share in the responsibility and authority of the diocesan staff person designated to have oversight of a particular event or activity and its leaders.

2. All chaperones must be rated compliant by successfully completing the paperwork, background check, and safe environment training (currently known as VIRTUS) through the Diocese of Arlington.

3. Chaperones with CPR and First Aid training and those with MAT (medication administration training) certification must be identified and known to all other chaperones.

4. All chaperones will be given a copy and comply with the Code of Conduct for Personnel and Volunteers in the Diocese of Arlington. (See Appendix G-1).

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 21 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be

presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

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

2. Cell calls and texting are not permitted while driving.

3. 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.

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

5. It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.

6. School-sponsored ski trips are not permitted.

7. Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a field trip/experience.

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

OVERNIGHT TRIPS

Overnight trips, including eighth grade graduation trips, are not permitted for elementary school students.

MARCH FOR LIFE POLICY

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

Principals may permit students in grades 7 and 8, with permission of their parent/guardian, to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

GRADUATION REQUIREMENTS/CEREMONIES

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. In order to graduate, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

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

Graduation ceremonies should be simple and dignified.

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

PARENT ORGANIZATIONS

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

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

Every school should have an effective Parent-Teacher Organization. It can help mobilize the parent community regarding legislative proposals impacting Catholic education. The work of PTOs and like organizations shall be guided by the PTO Handbook and the direction of the pastor and principal.

All parent organization activities and all materials prepared by parents for release to the Parish or school community must be submitted to the principal or designee 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.

PTOs shall have by-laws which establish, among other things, term limits for officers as well as the organization of committees. Persons nominated to serve as a PTO board member must receive the approval of the pastor and 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

Saint Patrick Catholic School has no bus service available. Student transportation is by car, carpool, or other arrangements made by parents. Please do not park by the basketball goals during the school day. This area must be left available and attainable to the students at recess time and during outdoor PE class time.

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

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

1. Student is a baptized Catholic or convert officially received into the Church.

2. Family resides within the boundaries of the Diocese of Arlington.

3. Family is registered and an active member of the parish.

4. Student attends, or is accepted by, a Catholic school in the Diocese of Arlington.

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

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

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

SCHOOL TUITION POLICIES

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

FACTS Tuition Management collects tuition for the school. Payments begin on August 5th or 20th. Ten, eleven or twelve automatic monthly payments each month can be made through a checking, savings, or credit card account. FACTS enrollment is available on our website, www.saintpatrickschoolva.org. Parents may opt to pay tuition in full by August 1st. This payment is made directly to the school.

If parents/others have been historically delinquent, the school will withhold report cards and transcripts until tuition accounts are up-to-date and/or paid in full. The school will send a letter to the responsible party to inform them as to what is needed to release the report cards and/or transcripts. If the account is not brought up to a current status, the family will be asked to leave the school, and/or next year's registration will not be accepted. The account will be turned over to a collection agency used by the Diocese of Arlington. The school may take any action available and consistent with applicable law in order to collect unpaid tuition owed. Any associated court

costs and/or collection costs will be paid by the family with the unpaid tuition.

TUITION AND OTHER FEE SCHEDULES

Annual Tuition/Book Fee	1 Child	2 Children	3 Children	4 Children
In-Parish	$8,990	$15,000	$20,050	$21,500**
Out-of-Parish	$10,730	$17,840	$22,875	$24,300**
Other Faiths	$10,800	$21,600	$32,400	$43,200**

****$300.00 Book/Technology Fee will be added for the fourth child or more in grades K-8th.**

There are two payment plans to choose from:

1. Full payment of tuition by August 1, 2026. This payment will be made directly to the school.
2. Automatic monthly payments through the FACTS Tuition Payment Plan. Payments can be made on the 5th or 20th of each month through your checking or savings account, or from a variety of credit cards. Please set up an account with FACTS using the link on our school website, www.saintpatrickschoolva.org, within two weeks after your child is accepted.

Saint Patrick Catholic School has adopted a Continuous Enrollment (CE) system whereby students will be continuously enrolled at Saint Patrick Catholic School until graduation from eighth grade, or, if necessary, until the withdrawal process is completed. We are thankful that most Saint Patrick families choose to remain at Saint Patrick Catholic School through eighth grade graduation, so we are offering a simple, seamless process for you to keep your children enrolled with us.

Each January, Saint Patrick Catholic School will publish the following school year's tuition, the annual Continuous Enrollment Fee (CEF) amount, and information regarding financial aid. By signing the CE Contract, families agree to pay the annual tuition rate, as evidenced by the annual tuition agreement, and CEF for the upcoming school year.

VI. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes, and

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

Participation in co-curricular and extracurricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct may participate in co-curricular and extracurricular activities.

When possible, separate athletic teams will be offered for each sex. Young people will participate on teams consistent with their biological sex and may not participate on teams offered for the other sex. When (for example, in swimming, rowing or track) a team may include both sexes, individuals will participate in events consistent with their biological sex. In the case of golf, if separate male and female teams are not offered, members of both sexes may participate together on a single team in the same events. Girls are not allowed to participate in boys football, baseball, and/or wrestling activities. Male wrestlers may not compete with female wrestlers from other schools at any time.

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.

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to travel to and from practice and games in a privately owned vehicle must have a written permission from their parent/guardian.

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

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

1. Teachers have a right to teach. No student will stop the teacher from teaching.

2. 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:

1. will be honest and committed to integrity.

2. will be respectful and courteous toward all teachers and adults.

3. will refrain from harassment of any kind.

4. will use appropriate language.

5. will speak respectfully to and about others.

6. will complete all assignments and participate fully in class.

7. will respect all school and personal property (see *Care of School Property*).

8. will refrain from any deliberate disruption in the school.

9. will adhere to the school's cell phone policy.

10. will comply with the Responsible Use Policy for Technology and Artificial Intelligence.

11. will demonstrate good sportsmanship when engaged in all school-sponsored co-and extracurricular activities.

12. will be present for all required activities unless officially excused by the administration.

13. will adhere to the dress code *(see Dress Code*).

14. will not give or receive unauthorized assistance on tests, quizzes, or assignments.

15. will not leave school grounds during the school day for any reason without permission from the principal/administration.

16. will not bring to school, or school-sponsored functions/activities, nor possess at school or school-sponsored functions/activities, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).

17. 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, vaping devices and e-cigarettes, will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).

18. 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.

19. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations apply to verbal, written, and electronic communications and student use of the internet.

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

SUBSTANCE ABUSE/WEAPONS

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

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1,000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity). If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol, tobacco, or e-liquids while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1,000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents/guardians will be notified, and the student will be removed from class. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If a violation of the law has occurred, the proper law enforcement agency will be contacted.

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

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

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to another student or adult that he/she wants to harm or kill another individual, do harm to the school, mentions weapons, etc., it is the responsibility of the school leadership to investigate this further. A behavioral threat assessment will be conducted (Appendix O-1). In consultation with the Diocese, it will normally be the case that the non-emergency police line in the school's jurisdiction will be notified when threats are made.

DISCIPLINE

An important goal for Catholic Education is for students to learn self-discipline which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons, and those in authority.

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:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension

7. Expulsion

SPECIFIC DISCIPLINARY POLICIES

Each violation of the Saint Patrick Catholic School Code of Conduct will be dealt with on an individual basis according to the age of the child and the frequency of the disciplinary infraction. Offenses deemed to be minor in nature according to the principal/administration, teacher, or staff member may be dealt with in the following ways:

1. Verbal warnings and reminders
2. Conference between the student, teacher(s), and/or principal
3. Loss of minor privileges such as eating with friends at lunch and free dress days
4. Reduction in recess time allotment
5. Assignment of special tasks or assignments
6. Conference with the parents
7. After school detention and/or Saturday detention

SERIOUS DISCIPLINARY INFRACTIONS

More serious infractions of the behavior code when they occur at school or during school-related activities may result in immediate detention. These include, but are not limited to, wearing an inappropriate outfit or uniform, disrespect or disobedience to faculty, staff, or parents working in the school, or cruelty to other students. A meeting may be held with the parents, student, teachers, and principal for serious infractions. The student and parents will agree to and sign a Behavior Contract at that meeting.

The following infractions will result in detention, in-school suspension, a parent or both parents being required to attend a full school day with their child, and/or possible expulsion:

Fighting
Extreme disrespect to a faculty member or school staff member, or insubordination
Verbally threatening a student, teacher, staff member, parent, volunteer, or school guest
Possession of a weapon (knife, gun, or any object that can cause harm)
Vandalism of school property
Possession of drugs, alcohol, or tobacco products
Possession of pornographic materials
Disrupting the teaching and learning process in the classroom
Use of foul language, particularly the improper use of God's name

Any form of sexual harassment
Any form of cheating, lying, or stealing

The following materials are not allowed on the school grounds and are subject to possible suspension and/or expulsion:

Toy guns, pocket knives, cell phones, pagers, fireworks, or laser pointers

Saturday Detention periods, when deemed as a necessary consequence, will be held from 8:00-11:00 AM. The principal or designee shall supervise the detention period which will have a two-fold purpose. It shall be a time of spiritual renewal and school/church service.

SUSPENSION

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

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

EXPULSION

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

1. a serious infraction of school rules occurs;

2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;

3. 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;

4. a parent/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or diocesan staff.

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

A parent/guardian whose child is expelled may appeal this decision in writing to the

Superintendent of Schools within 5 working days from the time of written notification.

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS BY LAW ENFORCEMENT

Unless provided with a court-issued warrant, the head of school or principal and 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 or threatened illegal activities.. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview students.

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

1. The principal, the assistant principal, or the principal's designee shall be alerted.

2. The police officers shall report to the principal's office.

3. The head of school, principal, the assistant principal or the principal's designee will learn the purpose of questioning. In the rare instance when CPS is involved, contact Office of Catholic Schools and/or General Counsel for guidance.

4. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to any questioning.

5. The principal or a school representative shall be present.

6. 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 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, vís-a-vís other students, exclusive use of the locker or desk, but has no proprietary rights versus the school. The school will cooperate with any police request to search lockers or desks.

The primary purpose of school lockers and desks is for the storage of a student's school-related materials and supplies. Additionally, they may be useful to house lunches, coats, backpacks, and after-school athletic uniforms. Due to limited capacity, students should be mindful to keep lockers and desks clear of personal items, including objects that may cause distraction to themselves or other students.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to

learning and respectful behavior with fewer distractions. The primary purposes of a school uniform are to create a sense of cohesion among the student body and foster school pride. Additionally, our dress code is intended to follow the Catholic moral values of modesty and humility and are designed to unify our students and allow for minimal distraction in the classroom. Limitations set forth regarding haircuts, make-up, jewelry, and other accessories allow students to cast aside vanity in favor of presenting themselves humbly in the eyes of God and their peers. As Christian representatives of Saint Patrick Catholic School, uniforms must fit properly and modestly, for both boys and girls.

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

All School uniform clothing must be purchased from Flynn O'Hara or Tommy Hilfiger. The only exception is if you want to buy adjustable waist double knee pants, a white blouse with a peter pan collar, or a short/long sleeve white collared oxford shirt from French Toast.

There are two school uniform options depending on the time of year. 1) The Regular school uniform is the official uniform, and it can be worn year-round although it is better suited to the colder months. The Regular school uniform is required for all Masses and special occasions, regardless of the time of year. Long pants, skirts, or jumpers must be worn to Mass; no shorts. 2) There is an *optional* warm weather uniform (called the fall/spring uniform) which can be worn during the warmer months. The switch-over between the uniforms is up to the discretion of the principal.

A separate P.E. uniform is required for all students in grades K-8.

All girls' and boys' uniform shirts and P.E. shirts must be tucked in.

Fad haircuts of any kind, including dyed hair, are NOT permitted. Bangs should be above the eyebrows or combed away from the face. Boy's hair is to be cut above the collar, eyebrows, and ears. (Hair length is subject to the principal's discretion.)

Make-up, nail polish, hair accessories, and jewelry policy: Makeup and nail polish may not be worn to school. Girls are permitted to wear small post-type earrings that do not fall below the earlobe. Only one earring per ear is allowed - no multiples. Earrings are never permitted for boys. Students may not wear bracelets and other jewelry; however, watches (no smart watches or watches with the ability to text) and religious medals are allowed for both boys and girls. Cologne and perfume is **not** permitted. Girls are permitted to wear only solid colored green, navy, red, or white hair accessories. As an alternative, plaid scrunchies and accessories can be purchased through Flynn and O'Hara..





Regular School Uniform Boys:

- Khaki trousers from Flynn & O'Hara or French Toast
- White-collared oxford button-down shirt from Flynn & O'Hara or French Toast
- Green V-neck pullover sweater, sweater vest, or cardigan with St. Patrick logo from Flynn & O'Hara
- Navy blue, brown, or black leather belt (Grades 3-8); optional in K-2
- Solid black or white crew socks - mid-calf
- 3rd through 8th graders must wear solid black, brown, or navy leather or leather-like shoes that are low tops.





Optional Fall/Spring Uniform Boys:

- Khaki shorts from Flynn & O'Hara
- Green polo shirt with school logo from Flynn & O'Hara
- Regular school uniform belt
- Solid black or white ankle socks - fits above the ankle

- Solid black, white, or all-black with white sole and logo sneakers.



Regular School Uniform Girls (K-4):

- Jumper - knee length - from Flynn & O'Hara
- Optional - uniform khaki trousers - Flynn & O'Hara or French Toast
- White blouse with rounded Peter Pan collar with long or short sleeves - Flynn & O'Hara or French Toast
- Green V-neck pullover sweater, sweater vest, or cardigan with St. Patrick logo from Flynn
- Solid green, navy, or white knee-high socks or solid navy, black, or white tights
- Shoes - Kindergarten through 2nd-grade students must wear an all-black or all-white sneaker, or an all-black sneaker with a white sole and logo (Velcro is preferred for K-2) with the same color laces. 3rd through 8th graders must wear solid black, brown, or navy leather or leather-like shoes that are low tops. Mary Jane shoes that are pattern-free and solid black are permitted. Flat heels should be no higher than 1 inch. No canvas shoes, sneakers (except K-2), or boots are permitted.



Optional Fall/Spring Uniform Girls (K-4):

- Khaki shorts - from Flynn & O'Hara
- Green polo shirt with school logo from Flynn & O'Hara
- Solid white or black ankle socks - fits above the ankle
- Solid black, white, or all-black with white sole and logo sneakers.



Regular School Uniform Girls (5-8):

Plaid skirt - knee length - (Skirts may NOT be rolled at the waist) - from Flynn & O'Hara
Optional - uniform khaki trousers - Flynn & O'Hara or French Toast ("Girls adjustable waist paint")
White Oxford, button-down, short or long-sleeve shirt - Flynn & O'Hara or French Toast
Green V-neck pullover sweater, sweater vest, or cardigan with St. Patrick logo from Flynn & O'Hara
Solid green, navy, or white knee-high socks or solid navy, black, or white tights
5th through 8th graders must wear solid black, brown, or navy leather or leather-like shoes that are low tops. Mary Jane shoes that are pattern-free and solid black are permitted. Flat heels should be no higher than 1 inch. No canvas shoes, sneakers, or boots are permitted.



Optional Fall/Spring Uniform Girls (5-8):

- Khaki shorts or plaid skirts - from Flynn & O'Hara

- Green polo shirt with school logo from Flynn & O'Hara
- Solid white or black ankle socks - fits above the ankle
- Solid black, white, or all-black with white sole and logo sneakers.



Shoes:

Kindergarten through 2nd-grade students must wear an all-black or all-white sneaker, or an all-black sneaker with a white sole and logo (Velcro is preferred for K-2) with the same color laces. Sneakers may also be worn for PE across all grades, as well as a part of their Fall/Spring uniform.



3rd through 8th graders must wear solid black, brown, or navy leather or leather-like shoes that are low tops. Mary Jane shoes that are pattern-free and solid black are permitted.



PE Uniform:

All students are required to purchase a PE uniform from Flynn O'Hara. The PE uniform consists of a logoed green t-shirt and shorts for the Fall/Spring uniform. The Regular uniform is a logoed green sweatshirt and black sweatpants. PE also requires sneakers following the K-2 guidelines above. Students 6-8th grade have the option to purchase and wear a Green tracksuit from Flynn & O'Hara.

Solid white or black socks following the regular or fall/spring uniform guidelines above, as well as the sneakers guidelines in the Fall/Spring, should be worn.

ENFORCEMENT OF UNIFORM POLICY

A student found out of uniform will be given a verbal reminder and a note will be sent to the parent. If, after the third reminder, there is no action taken to correct the situation, the administration will make a phone call home requiring the student to be in uniform before returning to school.

DENIM DRESS DAYS

When students are permitted to dress out of uniform on a school day it will be called a Denim Dress Day. The dress code on Denim Dress Days is as follows:

• Denim Jeans (No holes, rips, tears; no denim leggings, or denim shorts)
• Sturdy shoes or sneakers (no sandals or open toe shoes)
• T-Shirts, polo shirts, turtlenecks, sweaters, and sweatshirts may be worn Shirts or other pieces of clothing featuring any type of a musical group or with a questionable message are absolutely forbidden. Articles of clothing featuring beer and alcohol products are forbidden.

Girls are permitted to wear small post-type earrings that do not fall below the earlobe. Only one earring per ear is allowed - no multiples. Earrings are never permitted for boys. Students may not wear bracelets and other jewelry; however, watches (no smart watches or watches with the ability to text) and religious medals are allowed for both boys and girls.

INAPPROPRIATE MATERIALS

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

Cell Phones
Wireless earbuds
Smart Phones
Smart Watches
Pagers
iPods, CD, or tape players
Boom boxes or Bluetooth speakers
Trading cards
Pocket knives
Toy guns
Toy knives
Cosmetics or make-up, or pimple covering stars/bandages
Cologne or perfume
Any previously mentioned banned materials or substances

PLAYGROUND REGULATIONS

Follow directions and guidelines of all supervising adults

Be polite and courteous to all
Show proper sportsmanship during athletic games
Be inclusive and accepting to all who wish to join an activity
Remain in assigned areas of recess or PE at all times
No horseplay or rough play
No profanity or foul language
No playing in the woods or on the hill

LUNCHROOM REGULATIONS

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

Students are under the supervision of the classroom teachers in the lunchroom. Students are expected to talk quietly, use proper manners, and remain seated. During lunch, cooperation is required by the students to maintain order and to keep the area clean for others. After lunch, the children are responsible for clearing tables and disposing of litter. Proper receptacles are available for the disposal of trash.

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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 Vicar General). The school principal should complete the approved Diocesan Incident Reporting Form designated by

the Office of Child Youth Protection and Victim Assistance, which must be sent to the Vicar General. The school principal must inform the superintendent as well.

In accordance with the *Code of Virginia*, (Section 63.2–118, "Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent/guardian, legal custodian, or other person standing in *loco parentis* or school personnel."

WELLNESS POLICY

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

STUDENTS WITH SUICIDAL IDEATION

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to any adult that he/she wants to harm or kill him/herself, it is the responsibility of any adult employee in the school to act immediately in the interest of the safety of the student by alerting an administrator.

The school may require documentation and information from the parents regarding the threat of self-harm in order to evaluate whether accommodations exist that would permit the student to safely remain in school, or if the student should be removed from school until his/her health has improved. The school will require a letter from a licensed health care professional stating that the student is permitted to return to school. In addition, a documented return-to-school plan, coordinated between the school, the mental health professional, and the parents, may be required. Accidents and First Aid

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an

example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

When students and activities require time outside, schools will monitor weather related to the 'feels like' temperature. To prevent heat and/or cold related illness, outside activities may be restricted based upon a heat index or wind chill factor, which registers in the caution level. Schools will consult local weather reports and Appendix F-15 for guidance in outdoor activities. Schools that do not have air-conditioned classrooms are permitted to provide early dismissals in accordance with Appendix F-15.

GENERAL ILLNESS PROCEDURES

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.*

Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once a child is determined to need to go home, a parent or guardian must pick up their child from school within a reasonable amount of time to control the spread of illness. If a parent or guardian is not available, the emergency contact will be called. 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. This policy also applies to resuming after-school and extracurricular activities.

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

MEDICATION ADMINISTRATION OVERVIEW

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:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);

2. After the first dose of any medication has been given at home;

3. 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;

4. When there is a licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;

5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a licensed health-care provider. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;

6. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian and accompanies the medication;

7. 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;

8. Herbal and homeopathic medications/supplements will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein and/or other OTC supplements will not be administered unless directly requested by a physician with a health treatment plan (*Appendix F-6*);

9. Students should not attend school while taking prescribed Schedule II narcotics (e.g. Percocet, oxycodone, hydromorphone) for any legitimate reason. If a student needs a Schedule II narcotic analgesic, they shall remain home until they are able to control pain with OTC medications;

10. Benzodiazepines (e.g. klonopin, Ativan, diazepam) prescribed as needed (prn), should not be administered in any school setting. This does not apply to students diagnosed with a seizure disorder.

Under no circumstances are medications and/or OTC supplements to be shared with other students.

If a student with a known condition warrants oxygen treatment at school, the treating LHCP and a registered nurse shall develop a written plan of treatment including all equipment and supplies.

The Diocese of Arlington does not permit the use, possession, or transfer of marijuana including Cannabidiol (CBD), Tetrahydrocannabinol (THC-A) and Cannabis Oil, for any purpose. Students who qualify under local law to use marijuana for medical purposes may not possess, store, use or share marijuana on school property or school-sponsored events.

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, not at school.

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

1. the parents advise the staff most directly involved with the student of the situations when an Epipen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epipen with a suitable demonstration);

2. parents of students requiring such injections provide a licensed health-care provider letter attesting to the life-threatening allergy;

3. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epipen.

All diocesan schools will maintain non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriately educated on its use.

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

A student is 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, Epipen).

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

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

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.

LIFE THREATENING ALLERGY

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

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

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

CONCUSSION AND HEAD INJURY POLICY

A concussion is both a medical and an educational concern. It can affect a student's health, thinking, learning, and participation in school activities. Because of this, recovery often requires coordination between health care providers, school staff, and families.

When a student is diagnosed with a concussion, the parent/guardian must notify the school and provide written documentation from a licensed health care provider. School staff will work with the family and the health care provider to determine appropriate temporary academic or activity adjustments that support the student's recovery.

Students recovering from a concussion may need a gradual "return to learn" (academic activities) and "return to play" (physical activity and sports). Adjustments may include changes to workload, rest breaks, reduced screen time, or temporary limits on physical activity.

In most cases, additional medical documentation may be required to confirm that a student is cleared to return to full academic and physical activities without accommodations.

TELEHEALTH

Medical appointments made via telehealth cannot be facilitated in the school building. If a student has been scheduled for a telehealth visit for medical reasons, the parent/guardian will need to check his/her student out of the school building and complete the appointment in the privacy of their vehicle or at home.

If a school is able to adequately support virtual regularly scheduled therapy sessions in the building (e.g., occupational or speech therapy) for students with a documented diagnosis, they can do so on a case-by-case basis after evaluating the specific circumstances.

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

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

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

USE OF CRUTCHES AND OTHER ORTHOPEDIC/ASSISTIVE DEVICES

An order and/or statement from a licensed healthcare provider is required to use crutches, braces, casts, slings or other orthopedic or assistive devices at school. More importantly, the statement is expected to include activity restrictions and timeframe for the activity restriction. If a clearance to resume full activity is needed based on the initial provider note, a follow up note will be expected to indicate clearance. If a student arrives at school with an orthopedic/assistive device without a licensed health-care provider order and/or statement, the parent will be called to take the student home.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

1. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).

    a. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or osteopathy, licensed nurse practitioner, or the local health department, that one or more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made.

    b. On a basic level, for the good of society, the Catholic church generally encourages the use of immunizations. The Church teaches that questions of immunization are "left to a matter of conscience' and parents have the right to decide about the health of their children in this matter. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (Appendix F-18), which will be retained in the student health record. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease will be excluded from school for an undetermined period of time, as per the instructions of the State Health Commissioner and the public health department.
2. Students who have traveled or resided in a foreign country for three months or more, where tuberculosis is common are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.

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

4. 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.

5. 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 immunization program must comply with all aspects of the Memorandum of Agreement Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the signing of any contract for services.

6. Parents and guardians of students learning in a virtual environment must make the school aware of the student's illness as it may impact the student's ability to learn.

LICE

All students identified as having 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.

Lice are tiny insects that survive on human blood. Head lice are about as big as a sesame seed and may live on the human scalp. Head lice usually pass from child to child through shared combs, hats, and other personal items. One of the most common symptoms of lice infestation is itching. If you notice your child repeatedly scratching, you should check for lice. Live lice can be difficult to locate because they move quickly and don't like bright light. However, their nits, or eggs, are easier to see. Closely examine the scalp in natural light and look for eggs attached to the hair shaft. Also, inspect under the child's fingernails. Do not send your child to school if you suspect head lice. Check with your pediatrician for proper instructions and treatment.

All cases of head lice must be reported to the school office immediately. Saint Patrick Catholic School has implemented a "NO NIT" policy. If a student is discovered to have head lice or nits while at school, he/she will be sent to the school office, and the parent/guardian will be contacted

to come and pick up the child.

After scalp treatment and the removal of all nits, the identified student may return to school with a doctor's notice but must report with his/her parent/guardian to the school office to be checked before returning to class. If the student is found to have nits, he/she will not be permitted to return.

BLOODBORNE DISEASE

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

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

Saint Patrick Catholic School practices fire drills on a monthly schedule. Students are trained to evacuate the building quickly and quietly if the fire alarm sounds. Earthquake, tornado, and active shooter (lockdown) drills will also be held periodically. Proper procedures for each type of drill will be discussed early in the school year with all grade levels, and reviewed often thereafter. For the safety of all individuals involved, students, all faculty members, and volunteers visiting the school are expected to follow all rules and regulations in the event of a drill or actual emergency.

HARASSMENT

"Harassment" is threatening, intimidating, demeaning, humiliating or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates,

which conduct:

- Has the purpose or effect of creating an intimidating, demeaning, humiliating, hostile, or offensive environment;

- Has the purpose or effect of unreasonably interfering with an individual's performance.

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

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

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the school community who engage in harassment of other school community members at any location, including online environments, and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if the school learns of harassment outside of school and is able to verify the harassment has occurred, appropriate action will be taken to maintain a safe and respectful work and academic environment.

As the primary educators of their children, parents have the responsibility to handle harassment issues not involving the school and that are occurring outside of school.

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

Students Reporting a Concern

If something happens to you or a friend that makes you uncomfortable or worries:

1. Tell a teacher, counselor, nurse, principal, or other trusted adult at school.

2. Tell a trusted adult outside of school.

Students will not get in trouble at school for telling an adult about a concern. Speaking up helps keep everyone safe.

Parents/Guardians: Reporting a Concern

If a parent or guardian is aware of potentially concerning behavior, they are encouraged to share this information with school staff, including their student's teacher counselor, or principal.

Our school uses a standardized response system to teach students and adults how to notice problems early and how to help each other in a caring way. This system is also used to review concerns and complaints in a consistent manner.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

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

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

Sexual abuse/assault is physical contact with a sexual or intimate part of the body without consent. It includes various forms of sexual intercourse as well as lesser forms of sexual touching. Further:

1. Sexual or intimate body parts include, but are not limited to: breasts, buttocks, genitals, the groin area and upper thighs.
2. Lack of Consent: occurs when one is physically forced or verbally intimidated into doing something sexual, or submitting toa sexual act, or when one has explicitly indicated a lack of consent or when the circumstances make it obvious that consent has not been given.

3. Circumstances that make it obvious that consent has not been given include,but are not limited to: (1) being too intoxicated to say "no" or resist, (2) being asleep and therefore unable to consent, or (3) situations in which someone is deemed to be physically or mentally incapable of giving valid consent, whether due to the use of intoxicants or any other reason.

Behaviors which can be considered to be sexual harassment:

1. Unwelcome verbal harassment of sexual nature.

2. Unwelcome pressure to engage in sexual activity.

3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact.

4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status.

5. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

7. The use of photos taken with or without the person's knowledge and distributing them on social media with or without crude or sexual comments.

8. Sexting, defined as sending or receiving or forwarding sexually explicit or suggestive messages, images or videos, real or digitally generated, via cell phone, social media or other digital platforms. This behavior will result in disciplinary action up to and including expulsion and notification of law enforcement.

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly and appropriately investigated, and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities or CPS if applicable. Schools will cooperate with law enforcement if they have been notified of any illegal or potentially illegal conduct. During the investigation of an alleged crime, the suspected student perpetrator may be asked to remain off campus or be restricted in his/her movements at school.

Any student who believes that he or she has been sexually harassed or abused needs to immediately report such information to a trusted member of the school staff. If a student makes a report, the staff member will report the information to the principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to a trusted member of the school staff, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

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

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

In addition, any sexual or romantic conduct between a school employee or an employee of a

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

In an effort to prevent/address sexual harassment/abuse, students in grades 6 to 12 must annually receive appropriate age level instruction pertaining to harassment by September 30 of every school year (*Appendix AB*). Schools are encouraged to use the education modules provided by the Office of Catholic Schools.

BULLYING

"Bullying" is intentionally aggressive behavior, repeated over time, that involves an imbalance of power and the ongoing nature of this behavior leaves the victims feeling powerless and fearful.

"Rude" is [i]nadvertently saying or doing something that hurts someone else. In children this takes the form of social errors. Incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

"Mean" is purposefully saying or doing something to hurt someone once (or maybe twice). Unlike unthinking rudeness, mean behavior very much aims to hurt or depreciate someone. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Both rudeness and mean behavior require correction, they are different from bullying in important ways that should be understood and differentiated when it comes to intervention.

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

Examples include, but are not limited to:

1. Physical intimidation or assault

2. Extortion or blackmail

3. Oral or written threats, including text messaging

4. Malicious teasing

5. Body shaming (verbal remarks gestures, or online posts that mock or criticize a person's body, weight, height or appearance)

6. Putdowns

7. Name calling

8. Threatening looks

9. Gestures or acts of aggression (overt and covert)

10. Cruel rumors & false accusations

11. Social isolation

12. Cyberbullying

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

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

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

1. Counseling

2. Parent/guardian conference

3. Detention

4. Suspension and/or expulsion

Depending on the severity of the incident(s), the principal may also report incidents of bullying to

law enforcement.

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation and is intended to leave the victim feeling powerless and fearful.

Hazing is prohibited. School personnel will not tolerate any hazing on diocesan school grounds, in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). Staff members who become aware of an incidence of hazing are expected to report the hazing to school administration for further investigation.

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

Consequences for students who engage in hazing shall depend on the results of the investigation and may include: (note: this list does not imply that all disciplinary situations will proceed through all of these steps before a student may be suspended, asked to withdraw, or expelled when circumstances warrant):

1. School counseling; outside professional counseling, or both

2. Parent/guardian conference
3. Detention

4. Suspension and/or Expulsion

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

RACISM

“Racism” is the sin that says some human beings are inherently superior and others essentially inferior because of races. It is the sin that makes racial characteristics the determining factor for the exercise of human rights. It mocks the words of Jesus: "Treat others the way you would have them treat you." (US Catholic Bishops. (1979). Pastoral Letter on Racism. USCCB). Indeed, racism is more than a disregard for the words of Jesus; it is a denial of the truth of the dignity of each human being revealed by the mystery of the Incarnation.

Racism is defined as prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized. This includes any comments, jokes, gestures or behaviors – whether in person or online – that demean, stereotype, or exclude someone based on race, skin color, ethnicity, or cultural heritage.

Examples include but are not limited to:

1. Discrimination
2. Victimization
3. Oral or written threats, including text messaging
4. Malicious Teasing
5. Body shaming (verbal remarks, gestures, or online posts that mock or criticize a person's body, weight height, or appearance)
6. Putdowns
7. Name calling
8. Threatening looks
9. Gestures or acts of aggression (Overt and Covert)
10. Cruel rumors and false accusations
11. Social Isolation
12. Cyber-racism (racism that takes place using digital devices)

Racism is prohibited. School personnel will not tolerate any racism 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 racism 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 any racism incident to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

In cases of reported racism, the principal or designee shall interview all students involved (i.e., the

alleged aggressor(s) and the alleged target(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 racist behavior will be subject to appropriate consequences.

Consequences for students engaged in racist behavior shall depend on the results of the investigation and may include:

1. Counseling
2. Parent/guardian conference
3. Detention
4. Suspension and/or Expulsion

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

In 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 1970's contains some asbestos. Intact and undisturbed, asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials. Every (5) five years, Saint Patrick Catholic School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials

listed 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 Saint Patrick Catholic School Asbestos Management Plan has several on-going requirements. It is the intention of the school to comply with all federal and state regulations controlling asbestos and to take whatever steps necessary to ensure students and employees a healthy 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. Deacon Stenstrom, 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 at the rectory office.

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to another student or adult that he/she wants to harm or kill another individual, do harm to the school, mentions weapons, etc., it is the responsibility of the school leadership to investigate this further. A behavioral threat assessment will be conducted (Appendix O-1). In consultation with The Diocese, it will normally be the case that the non-emergency police line in the school's jurisdiction will be notified when threats are made.

VIDEO SURVEILLANCE CAMERAS

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

1. Video surveillance cameras may be placed in public locations deemed appropriate per diocesan policy. 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.

2. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.

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

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

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

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 days and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee, and only will be released where permitted by law and consistent with the confidentiality of student records.

IX. EXTENDED DAY

EXTENDED DAY PROGRAM

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

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents/guardians that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, ALL Diocese of Arlington Preschools are religiously exempt from licensure and are classified as a "religiously exempt child day center."

If you would like additional information about the licensing of child day programs or would like to register a complaint, please call the Office of Child Care Licensing toll-free at 833-778-0204.

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. All products to be used must have a Medication Administration Form (*Appendix F-6*) completed by parent/guardian.

For all over-the-counter skin products:

1. Written parent/guardian authorization noting any known adverse reactions shall be obtained;

2. Shall be in the original container labeled with the child's name;

3. Does not need to be kept locked, but shall be inaccessible to children under five years of age;

4. Any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;

5. 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.

INSURANCE

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

TAX INFORMATION

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

PARENTAL/GUARDIAN INVOLVEMENT

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

APPENDICES

Diocesan Forms:
Permission for Emergency Care Form (Appendix F-1)
Confidential Student Health History Update (Appendix F-1A)
Confidential Student Health History Update (Spanish) (Appendix F-1B)
Confidential Student Health History Update (Vietnamese) (Appendix F-1C)
Virginia School Entrance Health Form (Appendix F-2)
Virginia School Entrance Health Form Instructions (Appendix F-2A)
Asthma Action Plan with Indemnification (Appendix F-3)
Anaphylaxis Action Plan with Indemnification (Appendix F-4)
Diabetes Quick Reference and Indemnification (Appendix F-5)
Virginia Diabetes Medical Management Plan (Appendix F-5A)
Diocese Medication Authorization Form (Appendix F-6)
Wind Chill Factors/Heat Stress Index (Appendix F-15)
Certificate of Religious Exemption CRE-1 (Appendix F-18)
Seizure Action Plan (Appendix F-20)
Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse (Appendix G)
Code of Conduct for Personnel and Volunteers in the Diocese of Arlington.English (Appendix G-1)
Codigo de Conducta para el Personal y Voluntarios en la Diócesis de Arlington.Spanish (Appendix G-2)
Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)
Website and Social Media Policy (Appendix P-1)
Parent/Guardian Permission Form for School Sponsored Trip Participation (Appendix R)
Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (Appendix R-A)
Use of Personal Vehicle (Appendix R-1)
Elementary-MS Parent Handbook Agreement Letter (Appendix AG-1)

Contact the school office if you need a copy of a form that is not listed on the website.

School Forms and Additional School Information may be found on our website, www.saintpatrickschoolva.org.

Appendix AG-1

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

_____
(Parent's Signature)

_____
(Printed Name)

_____
(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

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

_____	_____
(Student's Signature)	(Second Student's Signature)
_____	_____
(Printed Name)	(Printed Name)
_____	_____
(Date)	(Date)

August 2001