

Elementary School Parent/Student Handbook



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

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Dear Parents and Students,

Welcome to the 2019-2020 school year at Our Lady of Hope Catholic School.

As reflected in Our Mission Statement, our goal is to ensure that all students receive a strong academic and religious foundation so that they may achieve their full potential. In order to accomplish this mission, in conjunction with the Office of Catholic Schools, we have prepared this handbook which contains the policies and guidelines that all students are expected to follow.

By choosing to attend Our Lady of Hope Catholic School, a family agrees to abide by and support the policies of our school. When we all work together to fulfill our obligations as delineated in this handbook, we strengthen one another and ensure a safe, caring environment in which each person is respected as a child of God.

Our hope is that each student will recognize the importance of developing his/her God-given gifts and talents and put forth the necessary effort to achieve his/her potential. Teachers work in cooperation with the administration to provide the best possible curriculum for the students and strive to give witness to the presence of Our Lord through their words and actions.

Parents are vital to the success of our school program. It is our goal to build a school community using the time, talent, and treasure of all our families. We strive to have all parents actively involved in the education of their child. After reading and discussing this handbook with your child, be sure to place the bookmark on your computer.

May God bless you and your families throughout this school year.

Mrs. Mary Beth Pittman
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

Our mission is to develop young Catholic Christians with a deep, personal commitment to Jesus Christ and His Church, to actively practice and profess that faith through compassion and respect for others, and to find passion for learning in order to achieve their full, God-given potential.

We provide an academically-rigorous, nurturing, and joyful learning environment, using the best of traditional and 21st Century practices, making accommodations for children's diverse learning needs. Moreover, we integrate the teachings, traditions, virtues, and values of our Catholic faith into the spiritual, intellectual, social, and physical development of all our children.

Thus, with this faith foundation and passion for excellence, our students will be able to make a difference in the world around them, as witnesses for our Lord Jesus Christ.

STUDENT/PARENT HANDBOOK

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

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

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

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

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

PARENTAL/GUARDIAN ROLE

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

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

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

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

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious

formation as an integral component of the educational program in the school. As such:

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

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

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

II. ACADEMICS

CURRICULUM

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

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

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

GRADES FIVE TO SIX

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

GRADES SIX TO SEVEN

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

GRADES SEVEN TO EIGHT

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

GRADES SEVEN TO EIGHT

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

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

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

Recognizing the parents are the primary educators of their children, Our Lady of Hope Catholic School encourages them to assume full responsibility for the formation of their children in regards to developing an understanding of human sexuality.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Religion	Ignatius Press	2010	K
Religion	Ignatius Press	2011	1-8
Reading	Rowland Reading Foundation	2011	K-2
Reading	HMH Journeys CI	2017	3-5
Reading	Prentice Hall	2005	6-8
Language Arts	Rowland Reading Foundation	2011	K-2

Language Arts	HMH Journeys CI	2017	3-5
English Grammar	ABeka Book	2008	3-8
Vocabulary	Sadlier	2016	6-8
Math	Saxon	2007	K-5
Math	Holt McDougal	2011	6-8
Science	Lab Learner	2010	1-8
Social Studies	Scott Foresman	2005	1,2,3,5
Social Studies	Scott Foresman	2003	4
Social Studies	Prentice Hall	2005	6-8
Handwriting	Universal Publishing	2016	K-5
Latin	Teacher Directed		1-2
Latin	Cambridge University Press	2011	3
Latin	Christian Book	2014	4-6
Latin	Addison Wesley	1994	7-8

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

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

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

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.

- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive.
 - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
 - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.

- viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
 - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
 - k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
 - l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

TESTING

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

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

HOMWORK

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

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

SUGGESTED TIME ALLOTMENTS

<u>Grade</u>	<u>Time</u>
1-2	20 minutes
3-4	30-45 minutes
5-6	45-60 minutes
7-8	60-90 minutes

Students are expected to complete and hand in all homework assignments according to the classroom teacher's directives. Students are responsible for all make-up homework and tests when they are absent. Since homework is included in the quarterly report card grade, failure to complete and turn in homework assignments will impact the student's report average.

If a student is absent, the parent must call the school absentee line (703-433-6762) by 9:30 a.m. to report the absence. The parent may request the child's homework by calling the homeroom teacher's extension by 12:00 p.m. and leaving a voice mail message or by emailing their child's teacher. The assignments and books will be ready by dismissal time at the designated place near the office. Teachers can only access their voicemail and email during their lunchtime and planning periods, which vary throughout the day. Therefore, parents must leave the request for homework and books on the teacher's voicemail no later than 12:00 p.m.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parent-teacher conferences during the school year may be scheduled upon the request of the parent or teacher. Parent-teacher conferences are required at the end of the first quarter. Teachers should be available to parents throughout the school year to keep the lines of communication open in the best interest of the students.

If a parent or teacher would like to schedule a conference at the end of a report period, the parent or teacher should indicate that on the quarterly report. A parent may request a conference any other time either by sending an email to the teacher or by calling the school and leaving a message for the teacher on his/her extension.

Parents may not interrupt the classroom instruction or take a teacher away from supervisory duties to request or initiate a conference.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

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

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

The Diocesan computerized report card is used in grades K-8. Parents are asked to sign and return the report card to the homeroom teacher within three days of receipt.

At the end of each quarter, students in grades 3-8 are eligible to receive academic honors if they the following qualifications are met:

Summa Cum Laude

96 or above in each academic subject

Magna Cum Laude

91 or above in each academic subject

Cum Laude

87 or above in each academic subject

In addition, students will be ineligible for honor roll if they receive a “1” in any of the special subjects (Art, Music, PE, Library, Computer) or the Conduct areas of their report cards.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

“placed” in the next grade level; however the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.

If a student does not pass after being “placed” in a grade, the student may not be placed in the next grade. A conference will be held with the parents, teacher, School Counselors, resource teacher, and principal to determine an appropriate alternate educational placement.

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

At Our Lady of Hope Catholic School, administrators, teachers and staff are available to counsel students on academic, spiritual, and peer issues as related to school relationships. If a student raises an issue of a more significant nature, the teacher/administrator will contact the parents to obtain professional counseling outside of school.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

- c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
 - a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
 - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
 - a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.
 - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

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.

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

- a. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents/guardians before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

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

TARDINESS

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

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

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

Our Lady of Hope School requires parents call the attendance line (703-433-6762) by 9:30 a.m. to report a student absent. A request for homework must be made at that time by calling the homeroom teacher's extension and leaving a voicemail message. Teachers may not be interrupted during the school day to take care of homework assignments. The homework assignment and books may be sent home with a sibling or a carpool rider, or picked up at the designated place near the office at the end of the school day. **If the student has been absent for three or more days, a doctor's note is required.** Because the school has to account for students who are not in the building, students who are not in attendance are marked absent; there are no "excused absences."

TARDINESS

A student arriving late must report with his/her parent to the school office for a late pass. Students may not go directly to the classroom. If a student is late five times (other than for medical appointments and released time for educational services) within the quarter, the parents

will receive notification. The parent will be responsible to sign the notice and send a written response indicating what will be done to improve punctuality.

MEDICAL EXCUSES

A student who is absent three or more consecutive days is required to bring a written doctor's note upon return to school. If a student has restrictions regarding homework or physical activity, they must be listed on the note with the length of time they will apply. If a student needs to use the elevator for any reason, please bring in a signed doctor's note that specifies the length of time they cannot use the stairs.

ANTICIPATED ABSENCE

When an absence is anticipated, the parent must submit a written note to the classroom teacher with an explanation and dates of absence. This note is forwarded to the Principal. No assignments will be given to the students prior to their planned absence. The student is responsible to request make up work upon return. The student is required to have completed all missed assignments and tests within three days of return for an extended absence unless otherwise specified by the classroom teacher. The classroom teacher, in consultation with the Principal, may adjust this requirement if extenuating circumstances warrant this.

Parents are strongly urged to plan family trips and vacation during school holidays and summer vacation. Please consult the school calendar to determine these days. The importance of regular attendance and punctuality is reflected in academic achievement. Additionally, parochial and private high schools utilize a student's attendance and punctuality as one criterion for acceptance.

RELEASE OF STUDENTS

Parents must send an email to the classroom teacher the morning of the early release indicating time, reason, and designated adult picking up the child if other than the parent. If an appointment is obtained during the day, the parent is requested to call or fax the school in advance of the time of the early release. The parent must come to the school office to sign out the student. The student will be called to the office at that time.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer

a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. **All fees and tuition MUST BE PAID prior to the release of the student’s records.**

LUNCH/MILK PROGRAM

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

Students may purchase milk through participation in the Our Lady of Hope School Milk Program.

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.

SCHOOL SCHEDULE

MORNING

7:00 a.m. – 7:45 a.m.	Extended Day – Must be registered and fee paid
7:45 a.m. – 8:00 a.m.	Morning Carpool drop-off; proceed to classrooms
8:00 a.m.	First Bell – Announcements and Prayers over the school PA Students arriving after 8:00 a.m. must report to the School Office and obtain a late pass. Parents may not take a student directly to class.
8:05 a.m.	First class begins

AFTERNOON

3:00 p.m.	Announcements and Prayers
3:10 p.m.	Dismissal begins. All students should be at Extended Day, at After-school Activities, in their classrooms waiting for their carpools, or walking home.
3:10 p.m. – 6:00 p.m.	Extended Day – Must be registered and Fee paid

3:30 p.m.	Emergency Extended Day
EARLY RELEASE	
11:30 a.m.	Announcement and Prayers
11:45 a.m.	Dismissal as above
	Extended Day students must bring lunch on early release days.

The school day is from 8:00 a.m. to 3:10 p.m. Students should be in their classrooms by 8:00 a.m. for prayers. Students arriving after the 8:00 a.m. bell are considered late and must obtain a late pass from the school office prior to reporting to the classroom.

Students arriving between 7:00 a.m. and 7:45 a.m. must be registered in the Extended Day program and should be signed in at the Extended Day area upon arrival. No student may wait outside unsupervised between 7:00 and 7:45 a.m.

Students arriving between 7:45 a.m. and 8:00 a.m. should proceed to their classrooms. Middle School students are to unpack, use their lockers, and report promptly to their homeroom. Students may not loiter in the parking lot, hallways, restrooms, or visit other classrooms.

At 2:55 p.m., there will be school announcements and prayers over the school PA. Classes will dismiss at 3:10 p.m.

Students waiting for their carpool should wait in an orderly manner and dismiss according to the directions of the faculty supervisors.

Students who ride in carpools will be supervised in their classrooms until their carpool number is called. Students who are not picked up by 3:25 p.m. will be brought to Extended Day Care. Students may call parents from the school phone when directed to do so by a supervising faculty member. Except in the case of emergency, students who are not picked up by 3:25 p.m. will be signed into the Extended Day and will be charged according to the fee schedule.

Since Our Lady of Hope School has an Extended Day program after school, parents and their children may not remain at the playground area at dismissal. This area is designated for the Extended Day program at that time. The Virginia Department of Licensing makes periodic announced and unannounced visits to insure that Our Lady of Hope is in compliance with licensing regulations. If a student attends an after school activity, when the after school program is finished, the student **MUST** report back to the Extended Day Director.

TRANSPORTATION SAFETY

Students in grades 6-8 may serve as traffic/pedestrian safety patrols at the discretion of and upon designation by 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. There are no crossing guards on duty during dismissal at Our Lady of Hope Catholic School. **Therefore no student** can walk or bike home unaccompanied by a parent or guardian.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

- e. Psychological reports

SCHOOL VISITORS

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

Visitors are not permitted in the classrooms during school hours unless permission has been given by the teacher in advance. This includes dropping off student belongings, lunches, or snacks.

SCHOOL COMMUNICATIONS

PRINCIPAL’S COMMUNICATION

A weekly Friday eNewsletter will be sent out from the office on Friday afternoon. This weekly eNewsletter will contain all the important school information. This is the primary source of communicating school information to the families. Please keep email addresses current to receive this weekly communication. **You may add additional email addresses on the school website.** Any changes to a family’s email address may be emailed directly to school@ourladyofhope.net or updated in the Parent Portal during the August demographic update.

TAKE-HOME COMMUNICATION

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

The Friday Folder will be sent home weekly with each child. Most of the Friday Folder information will be made available on the school website. The Friday Folder will contain pertinent classroom information, tests, class work, school, and PTO information. If a family needs a second set of information, the custodial parent must send a written note into the principal indicating a necessary reason for the second set of papers. A fee will be charged for this duplicate set.

Any printed information, flyer, or publication must be given to the Principal for approval no later than the Thursday prior to distribution through the school. These flyers will be uploaded to the school website under “Forms and Downloads.”

TELEPHONE USE/MESSAGES FOR STUDENTS

The school telephone is a business phone and is to be used for transacting school business. Parents may leave messages for teachers on their voicemail extension. Important messages for students may be left with the Office Manager but may not be delivered immediately. Students are not to be

called from class to take a phone call. Students are not permitted to make calls except in an emergency from the office phone with the permission of the office staff. Forgotten homework, lunches, and PE clothes are not considered emergencies.

Student Cell Phones:

Since students are under the supervision and direction of faculty and staff while on school grounds, communication between home and school would ordinarily be done via the school phone with the permission of the adult in charge. ***Students may not use cell phones at any time during the school day, or at dismissal while still on school grounds.*** Students must be trained to respect the learning environment of the school by insuring that cell phones will not disrupt the classroom or other activity, nor will they be used to retrieve stored information. **In grades 4-8, cell phones will be collected by the homeroom teacher in the morning and returned to them as they exit to carpool or Extended Day in the afternoon. Students in grades K-3 are not allowed to have a cell phone at school.**

Failure to comply with the above regulation will result with the cell phone being confiscated and only returned to the student's parent/guardian. The action will be handled as a disciplinary matter by the Principal.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1038 hours of instructional time (as defined by the Commonwealth of Virginia).

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

Our Lady of Hope Catholic School follows Loudoun County School System for delayed openings and closings due to inclement weather. This will be announced on the radio, television, or families may sign up for text alert messages through Loudoun County at www.loudoun.gov/alert. Any delays and openings will also be posted on our school website. If Our Lady of Hope School is scheduled for a half-day and Loudoun County calls a two-hour delay, then Our Lady of Hope School will open two hours late that day and dismiss at 12:10 p.m. **Please do not call the school or parish office to obtain additional information.**

PHOTOS AND OTHER MEDIA

Parents/guardians may opt their children out of participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (*Appendix N*). All

student or parental publications are subject to review and approval by the school administration prior to publication.

LIBRARY

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

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

FIELD TRIPS

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

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

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

PARENT ORGANIZATIONS

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

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

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

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

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

Our Lady of Hope PTO Board meets monthly; usually on the second or third Thursday of the month in the school Resource Room. The PTO Board consists of the PTO Executive Officers, Chairpersons of each committee, Pastor, Principal and Faculty Representative.

Our Lady of Hope PTO Board holds two to four general meetings during the school year. All parents of students attending Our Lady of Hope Catholic School are members of the PTO and are encouraged to attend the meetings and to actively participate in the PTO activities. Please refer to the school calendar for the dates of these meetings.

VOLUNTEERS

The PTO encourages parents to volunteer through the many events that they sponsor and to assist in school where needed. Parents can assist classroom teachers with class parties, class field trips, hands-on science or art activities, clerical assistance, or working with individual or small groups of students. Any volunteer who will be working directly with children must have a TB screening signed by a doctor, complete the Child Protection Forms, and attend a Diocesan *Virtus* Session *before* volunteering with students. Please contact the school office if you need these forms.

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).

Some of the fundraising activities are sponsored by the PTO include: Fall Fundraiser, Restaurant Nights, and the Annual Spring Auction Fundraiser. The money raised from these projects is utilized to support curriculum programs, technology, physical education activities, art, and cultural events.

TRANSPORTATION/PARKING

PROCEDURES

Students may enter the school beginning at 7:45 a.m. at which time they will report directly to their classrooms.

At dismissal, teachers supervise their students until their number is called for carpool. Students who attend Extended Day will form a line across the hallway from the office.

When students are dismissed early from school the parent signs them out at the school office. The Office Manager will then call the classroom teacher on the public address system to have the student sent to the office to meet the parent. Parents are asked to send a note to the teacher when an early dismissal is planned. Teachers should send those notes to the office so that the school secretary is aware of the dismissal and can make copies for any other staff member who needs the information.

Students who remain after school for an activity report to the room of the teacher supervising students until their moderator comes for them. When the activity adjourns the teacher/moderator escorts the students through the front door of the school to meet their parents. If students have not been picked up within 15 minutes, the teacher/moderator escorts them to Extended Day.

Middle school teachers are responsible for supervising all middle school students during the change of classes. During this transition time, several teachers should remain in the hallway to supervise students as they visit the lockers and restrooms.

Students in grades 6-8 may serve as traffic/pedestrian safety patrols at the discretion of and upon designation by 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.

Morning Procedures:

1. **AM carpool drop off begins at 7:45 a.m.** You can enter from Cascades Parkway or Algonkian Parkway.
2. Please pull up as far as possible and once your child/children have safely exited your vehicle with the help of safety patrol or school staff, wait for any cars ahead of you to finish unloading before pulling away to exit. Please follow the cars ahead of you to exit.
3. **FOR THE SAFETY OF ALL THE CHILDREN – PLEASE DO NOT AT ANYTIME PULL AROUND THE CAR IN FRONT OF YOU TO EXIT.** Please wait for the car or cars ahead of you to completely finish unloading and safely follow behind them to exit. You may exit onto either Cascades Parkway or Algonkian Parkway.
4. The middle parking spaces will be for safety patrol carpools and anyone who has school business at the beginning of carpool.
5. To keep our children safe, please do not park in the middle parking spaces and have your child/children walk between the cars in the drop off line.
6. **AM carpool drop off will end promptly at 8:00 a.m.** If you arrive after 8:00 a.m., please park your car in an available parking space and escort your child/children into the school office to sign them in the school's Tardy Log. **At no time may a cell phone be used while operating a vehicle on school property.**

Afternoon Procedures:

Carpool queuing will start at 2:50p.m.

1. We have assigned every family a "carpool" number. Please make sure your child knows his/her number. We will be calling these numbers to load the cars. If you carpool with another family, they need to know that number, also.
2. Please place the carpool number on the driver's side of the car so that it is clearly visible to the staff. If another relative or friend is picking our child up in the afternoon, please share that number with them so they are ready to tell us the carpool number.
3. As a reminder, all cars must enter on Algonkian Parkway and then exit onto Cascades Parkway. The first twenty cars may enter the school parking lot and wait along the curb for carpool to begin. We will then queue cars up in the second lower lot in a single file next to the commuter cars. When we have cleared the commuter car area, we will begin queuing in a zipper line to form two lines.
4. We will queue up six cars at a time to load. The numbered cones will be placed in the parking area directly outside the gym area.
5. Please pull up to the safety cone that is the next one in line. The children will be waiting at the cones to get into the car. **Even if you visibly see your child, please pull up as far as you can to the next available safety cone to expedite carpool.**
6. The middle parking spaces will still be for safety patrol carpools and anyone who has school business at the conclusion of carpool.
7. To keep our children safe, anyone who is not picking up their child in a car will be asked to wait to take their children until **after the last car has exited from carpool.**

8. As a reminder, all cars must enter on Algonkian Parkway and then exit onto Cascades Parkway. The first twenty cars may enter the school parking lot and wait along the curb for carpool to begin. We will then queue cars up in the second lower lot in a single file next to the commuter cars. When we have cleared the commuter car area, we will begin queuing in a zipper line to form two lines.

Early Pick Up for Appointments:

If your child becomes sick during the day or has a doctor’s, dentists or other appointment during school hours, please park in the school parking lot. Enter the building through the main door and go directly to the Main Office. Sign out your child and inform the school secretary who will call your child to the office. Parent may NOT go directly to the classroom to get their child.

Late Pickup from School Office

If a child is not registered in Extended, a \$50.00 Extended Day Registration Fee will be billed in addition to the office fees below after the first late pickup from the school office.

(A late pickup is considered any time after 3:30 PM on regular school days, or 12:00 PM on early dismissal days.)

*** PLEASE NOTE: Your child will be waiting in the school office. The completion and return of the Extended Day Registration forms included with your office invoice will be required upon payment. The fee schedule is as follows:

Full Day:

Half Day:

3:30 pm - 3:40 pm: \$10.00 + \$50.00 Registration Fee 12:00 pm - 12:15 pm: \$10.00 + \$50.00

Registration Fee

3:40 pm - 4:00 pm: \$20.00 + \$50.00 Registration Fee 12:15 pm - 12:35 pm: \$20.00 + \$50.00

Registration Fee

Hours following: \$20.00 per hour

Hours following: \$20.00 per hour

Upon the second late pickup, a child will be placed in the Extended Day Program and Drop-In Rates will be applied. Your child will then be waiting in Extended Day if there is room.

Report cards and final transcripts will be withheld until all fees have been paid.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

SCHOOL TUITION POLICIES

Application Fee:

The school application fee of \$150.00 must be paid at time of application. This fee is non-refundable. If a child is on the waiting list and a space opens up, the family will be notified. If the family does not accept the space, the application fee will not be refunded.

Registration Fee:

A registration fee of \$350.00 per child is due upon receipt to hold the student's place on the class roster for the upcoming school year. Registration fees not received by May 1 will be charged a \$50.00 late fee unless prior arrangements have been made with the Principal.

TUITION AND OTHER FEE SCHEDULES

2019-2020 Fee Schedule:

Fees	Amount	Payable
Application (New Student)	\$150.00	with application (non-refundable)
Registration Fee	\$350.00	upon acceptance (non-refundable)
Re-Enrollment Fee (Returning Students)	\$350.00	by March 1 st (non-refundable)
Transcript Fee	\$30.00	First Transcript Free

2019-2020 Tuition Rates:

Participating Parish	Yearly Tuition Rate	12 Monthly Payments
1 Student	\$7,500.00	\$625.00
2 Students	\$12,000.00	\$1,000.00
3 or more Students	\$16,800.00	\$1,400.00

Non-Participating Parish	Yearly Tuition Rate	12 Monthly Payments
1 Student	\$10,080.00	\$840.00
2 Students	\$16,080.00	\$1,340.00
3 or more Students	\$22,500.00	\$1,875.00

If tuition is not paid in full by the first week of August, tuition collection will be through FACTS Management Company, an automated tuition managements system that makes use of the latest in electronic funds processing through banks to collect tuition payments.

Extended Day Fees:

\$50.00 Registration Fee

5 Days Per Week (Monthly Cost)

<u># of Children</u>	<u>Before Care</u>	<u>After Care</u>	<u>Before & After Care</u>
1	\$150.00	\$350.00	\$500.00
2	\$225.00	\$575.00	\$750.00
3 or more	\$275.00	\$700.00	\$950.00

Example: If you have 2 children attending just the After School Session, 5 days a week, your monthly cost would be \$575.00

Drop-in Rates

<u># of Children</u>	<u>Before Care</u>	<u>After Care</u>	<u>Before & After Care</u>
1	\$6.00	\$10.00 per hour	\$36.00 per day
2 or more	\$9.00	\$15.00 per hour	\$54.00 per day

Late Pickup from School Office

If a child is not registered in Extended, a \$50.00 Extended Day Registration Fee will be billed in addition to the office fees below after the first late pickup from the school office. (A late pickup is considered any time after 3:30 PM on regular school days, or 12:00 PM on early dismissal days.)

*** PLEASE NOTE: Your child will be waiting in the school office. The completion and return of the Extended Day Registration forms included with your office invoice will be required upon payment. The fee schedule is as follows:

Full Day:

3:30 pm - 3:40 pm: \$10.00 + \$50.00 Registration Fee

3:40 pm - 4:00 pm: \$20.00 + \$50.00 Registration Fee

Hours following: \$20.00 per hour

Half Day:

12:00 pm - 12:15 pm: \$10.00 + \$50.00
Registration Fee

12:15 pm - 12:35 pm: \$20.00 + \$50.00
Registration Fee

Hours following: \$20.00 per hour

Upon the second late pickup, a child will be placed in the Extended Day Program and Drop-In Rates will be applied. Your child will then be waiting in Extended Day if there is room.

Report cards and final transcripts will be withheld until all fees have been paid.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

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

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is

- violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
 - r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
 - s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

SUBSTANCE ABUSE/WEAPONS

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

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

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

enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). Any student who violates this provision will be subject to disciplinary action up to, and including, expulsion.

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

Our Lady of Hope Catholic School wants to instill in the children the importance of handing in homework, projects, and reports on time. We also want them to understand the importance of respect for themselves, other children and adults. Any serious infraction will be dealt with swiftly and will result in a detention.

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.

DISMISSAL

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

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

EXPULSION

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

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

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

A parent/guardian whose child is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

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.

Since many of the textbooks are rented and used for several years, students are required to have their books covered. Students are assigned a textbook at the beginning of the school year and will be required to return the same textbook in good condition at the end of the school year. School textbooks may be covered with brown Kraft paper or a material cover. Doodling and drawing on textbooks, workbooks, and copybooks is unacceptable. Student will be charged for damaged textbooks and library books or for books that have not been returned. **Report cards and final transcripts will be withheld until all books have been paid for or returned.**

DRESS CODE

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

The dress code is an exterior sign of a student's attitude toward regulations and therefore, is a potential factor in reflecting maturity and cooperation. The dress code at Our Lady of Hope Catholic School is designed to encourage neatness, modesty and good order among students, measure self-discipline, instill school pride, render a financial savings to the parents, and provide awareness to the local Potomac Falls community of the presence of our school. **In this light, students must be properly dressed, observing school dress regulations when they arrive on school property in the morning and when they leave school property at the end of the day.** The dress code is to be observed on field trips unless otherwise announced by the Administration. All parts of the uniform must be purchased from the uniform company that serves the school. Gym uniforms are necessary for physical education classes and must be purchased from the company that serves the school. **Torn or tattered items of the school uniform are not acceptable.**

Students who come to school wearing sneakers, sandals, or other type of non-uniform shoes and claiming medical reasons must have a doctor's note explaining the problem.

School uniforms may be purchased through:
Flynn & O'Hara School Uniforms

Fair City Mall
9650 Main Street
Fairfax, VA 22031
703-503-5966

<https://www.flynnohara.com/school-landing.aspx?scn=VA235>

FALL/SPRING UNIFORMS

From the first day of school until **October 31** and during **April, May, and June**, the students wear only the following uniform.

Only solid white, short sleeved undershirts may be worn. Sneakers of any type are not allowed, except for PE. All shirts must be tucked in at all times.

GIRLS

K-5	Dress	Uniform plaid jumper (Length – at least one inch below the knee)
	Blouse	White blouse with Peter Pan collar
	Socks	Plain navy blue crew socks (ankles must be covered)
	Shoes	Black leather dress shoes of the saddle, loafer, or oxford type with non-marking rubber soles (Raised heels, platform styles, clogs, open toe, or open back are not permitted.)
	Hair bows	Navy blue, white, or dark green hair bows or headbands are acceptable. The headbands should be no more than 1” width to keep hair back. Hair bows are to be no more than 4” in length.
6-8	Skirt	Uniform plaid skirt (Length – at least one inch below the knee)
	Shirt	Blue button-down blouse
	Socks	Plain navy blue crew socks (Ankles must be covered.)
	Shoes	Black leather dress shoes of the loafer, saddle, or oxford type with non-marking rubber soles (Raised heels, platform styles, clogs, open back are not permitted.)
	Hair bows	Navy blue, white, or dark green hair bows or headbands are acceptable. The headbands should be no more than 1” width to keep hair back. Hair bows are to be no more than 4” in length.

BOYS

K -8	Slacks	Uniform gray trousers worn at the waist
	Shirt	Blue shirt, short or long sleeves, with button-down collar
	Socks	Plain black socks
	Shoes	Black leather dress shoes of the loafer, or oxford type with non-marking rubber soles
	Belt	Black, required with slacks
	Tie	Uniform tie

WINTER UNIFORMS

The winter uniform is required for all students and is to be worn from **November 1 to March 31.**

GIRLS

K – 5	Dress	Uniform plaid jumper (Length – at least one inch below the knee)
	Blouse	White blouse with Peter Pan collar
	Socks	Navy blue tights or Navy blue knee highs
	Shoes	Black leather dress shoes of the saddle, loafer, or oxford type with non-marking rubber soles (Raised heels, platform styles, clogs, open back are not permitted.)
	Sweater	Required: Navy blue cardigan sweater with Our Lady of Hope logo
	Hair bows	Navy blue, white, or dark green hair bows or headbands are acceptable. The headbands should be no more than 1” width to keep hair back. Hair bows are to be no more than 3” in length.
6 – 8	Skirt	Uniform plaid skirt (Length – at least one inch below the knee)
	Shirt	Blue button-down blouse
	Socks	Navy blue tights or Navy blue knee-highs
	Shoes	Black leather dress shoes of the saddle, loafer, or oxford type with non-marking rubber soles (Raised heels, platform styles, clogs, open back are not permitted.)
	Sweater	Required: Navy blue cardigan sweater with Our Lady of Hope logo
	Hair bows	Navy blue, white, or dark green hair bows or headbands are acceptable. The headbands should be no more than 1” width to keep hair back. Hair bows are to be no more than 4” in length.

BOYS

K -8	Slacks	Uniform gray trousers worn at the waist
	Shirt	Blue shirt, short or long sleeves, with button-down collar
	Socks	Plain black socks
	Shoes	Black leather dress shoes of the, loafer, or oxford type with non-marking rubber soles
	Belt	Black, required with slacks
	Tie	Uniform tie
K- 5	Sweater	Required: Navy blue cardigan sweater with Our Lady of Hope logo
6-8	Blazer	Required: Navy blue uniform blazer with Our Lady of Hope logo

GYM UNIFORM

Students wear this on their scheduled PE days. Flynn & O’Hara is authorized to sell the gym uniform.

I. Girls and Boys – For all PE classes throughout the year

Shorts	Navy blue uniform gym shorts with logo (no short shorts or rolled shorts)
Shirt	Blue school Tee-shirt with logo, tucked into shorts

- Socks** Plain white crew socks only (Ankles must be covered.)
- Sneakers** Your choice of gym shoes with non-marking soles (no light-ups) and no black soles – laces tied
Students in grades K-1 may wear gym shoes with Velcro closures.

November 1 – March 31 (may be extended or relaxed depending on temperature)

- Sweats** Navy blue sweat pants and navy blue sweatshirt with Our Lady of Hope logo are worn over the shorts and tee-shirt.

POINTS OF CLARIFICATION

The sleeves of student sweaters are not to be rolled-up.

Slacks and shorts are to be worn at the waist and fit properly. Boys’ trousers must reach the top of the shoe with a slight break. The length of boy’s slacks must not extend below the heel of the shoe.

All students in grades K-8 are to wear white crew socks that cover the ankle with their PE uniform. **These do not include the popular anklet or no show socks.**

PE Sweatpants may not be stretched to cover the heel nor may they be tattered at the bottom.

GROOMING

- Hair** Clean and neatly styled; natural hair color only.
Fad haircuts are not acceptable.
Hair is not to cover the eyes.

Length of boys’ hair must be above the collar in the back and not cover the ears on the sides.

Caps and hats are not to be worn in the school building at any time, which includes lunch periods.

1. **Make-up and Nail Polish** Not permitted for any student.
2. **Jewelry** Students may wear a watch and one religious medal (e.g. cross, Miraculous medal, medal of a saint, Holy Spirit, etc.)
Girls may wear one pair of small, post earrings with one earring per ear located in the earlobe.
Necklaces, chokers, rings (of any form and on any body part), tattoos, bracelets, or ankle bracelets are not permitted.

The Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments about inappropriate dress, behavior, etc., in order to maintain this environment.

II. OUT OF UNIFORM DAYS

When students are permitted to come to school out of uniform, parents are asked to guide the students to make appropriate choices using the following as a guide.

Dress Up Days – indicates that students should come to school in Sunday church clothes.

Examples

Girls: Dress, Skirt and blouse, Dress slacks and blouse or shirt

Boys: Dress slacks, shirt, and tie, or good polo, or golf-type shirt

Girls and boys: Socks and shoes are required due to the school setting.

Spirit Wear Days – indicates that students may wear more casual clothing.

Examples

Girls and boys: Khaki pants, navy blue pants (girls may also wear skirts), spirit wear, knit shirts or Tee-shirts with sleeves. For Spirit Wear days, gym uniform attire is also acceptable.

Socks and sneakers or shoes are required due to the school setting. Midriff must be covered.

NOT PERMITTED:

Cut-offs; jeans; camouflage pants; shirts with negative comments or advertising; backless garments; low-cut fronts, halter, tank or tube tops; leggings, jeggings, and bike shorts; and sandals, flip-flops, or beach type shoes.

PENALTIES

Any student not conforming to the above dress code may receive a behavior violation slip and will be required to call their parents to bring the appropriate uniform or article of clothing. A student not conforming to the dress code will be indicated on the student’s report card.

INAPPROPRIATE MATERIALS

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

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

Any of the items already identified under code of Conduct and Substance Abuse/Weapons, those listed below, or any other items that can be used to cause harm, damage, or disrupt the learning environment are not permitted in school.

Cameras	Penknives	Water Guns
Electronic Games	Skateboards	Headsets, Ipod
Guns/Weapons (or any facsimile)	Walkie-Talkies	Recorders/Players
Laser Pointers	Electronic Readers	Smart Watches

If a student brings a questionable item to school or uses an item in an inappropriate manner, the student will be referred to the Principal and the matter will be handled as a disciplinary case. In

most cases, a student will receive a detention or suspension depending on the age of the student, the item brought into the school, and the disruption that was caused. A student threatening another student or adult with a weapon would result in suspension with the possibility of expulsion or dismissal.

Students are not to bring personal items such as cards, balls, or toys that are not part of the academic program.

Laptops and other technology aids that may be used by a student for educational purposes must be part of a Student Assistance plan (SAP) and approved by the Principal. No student may utilize these aids to store and retrieve information that may invalidate a test or to beam information from student to student.

PLAYGROUND REGULATIONS

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

- Walk in an orderly line to the designated play area with the adult monitor.
- When the teacher gives the signal, students should return to class quietly in line,
- Use all equipment in an appropriate manner.
- Return equipment to the playground supervisor at the end of recess.
- Do not climb on trees, swings, or slides.
- Do not use sidewalk chalk.
- When playing a ball game (basketball, touch football, soccer) be mindful of those students who are not a part of the game and do not run into them. Make every effort to include all students who want to play and follow the rules of the game fairly.
- Demonstrate respect and fairness towards all.

LUNCHROOM REGULATIONS

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

- Walk; do not run in the cafeteria
- Talk to those students sitting nearby with an "inside voice." Do not shout.

- Exercise good table manners.
- Keep elbows off tables.
- Chew food with mouth closed.
- Do not throw food.
- Sit appropriately on the benches. Do not put feet on the benches.
- Raise a hand if assistance is needed.
- Remove all your trash and check the area where you were eating before leaving.
- Pack napkins to use during lunch.
- **Due to student food allergies, Do NOT share food.**
- When the signal is given to prepare for dismissal, wait quietly until your grade is called.
- Show respect to all adult monitors.
- If a parent wishes to eat lunch with their child for a special occasion, they are encouraged to take their child out to lunch after checking the student out at the school office. **Parents are not permitted to eat in the lunchroom unless it is a designated “Eat Lunch with Your Child” special day.**

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

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

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

WELLNESS POLICY

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

schools have wellness committees to implement, sustain, and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

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

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

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

Per diocesan policy which references the Virginia School Health guidelines, Our Lady of Hope School follows these procedures when a child is ill. Any child who has the following: a temperature of over 100 degrees, diarrhea, or vomiting, will be sent home within one hour. A child must be symptom free and fever free without medication for 24 hours before returning to school. This helps to contain the spread of illness to other students.

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 restriction with regard to participation in Physical Education classes and /or recess. **If a student needs to use the elevator, a doctor's note is also required.** The statement is expected to include a specific time frame for the activity restriction.

Our Lady of Hope School employs a clinic nurse and nurse assistant who work in the school clinic Monday through Friday and act as health coordinator for the school. They arrange for health screening in the fall of each year and communicate results to teachers and parents as needed. The registered nurse provides an in-service at the beginning of each year to the faculty on Bloodborne Pathogens and Universal Precautions as well as how to administer and epi-pen and use the AED equipment. She also maintains health records, is responsible that all immunizations are current. They care for students who become ill during the day and contacts parents if a student needs to be sent home. They dispense medication according to the directions of parents/guardians. They maintain the field trip first aid kit and first aid supplies for the clinic.

MEDICATION ADMINISTRATION OVERVIEW

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be

secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.

- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

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

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

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

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

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

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

USE OF CRUTCHES

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

USE OF MICROWAVE OVEN

Given the risk of potential harm, students' access and use of microwave ovens is prohibited for preschool through grade 5.

For middle school students, the school administration can determine if middle school students may use a microwave oven.

At Our Lady of Hope School, no student in any grade is permitted to use the microwave.

LIFE THREATENING ALLERGY

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

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

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

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

BIRTHDAY TREATS

Due to the increase in students having allergies to various foods such as peanuts, nuts, milk, eggs, etc., we will no longer allow students to bring in an edible birthday treat. The classroom teachers will recognize the students’ birthdays in a special way as well as the front office announcing their birthday at morning prayers. They will be given a special birthday pencil and pencil grip after announcements.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for

their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.

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

LICE

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

If a child is found with lice, the parent(s) are asked to notify the school nurse who will then perform a lice check on that child's class. Two or three students at a time will be called down to the nurse's office from their classroom. Parents will be notified that a lice check has been performed via a note sent home with their child. If any other children are found to have lice in the class, the parent(s) will be notified in order that the child can be taken home and receive the proper treatment. **Children are not permitted to return to school until they are lice free.**

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

In consultation with the Facilities Supervisor, the Principal conducts monthly fire drills. The Loudoun County Fire Department supervisor checks annually for compliance with local regulations and provides information and recommendations to insure the safety of all students exiting the buildings.

The school follows the directives as found in the Crisis Management Handbook published by the Diocese of Arlington.

If students need to evacuate the building (other than the regular drills), they will go to the Church Parish Hall and wait until the situation is assessed.

SEXUAL HARASSMENT – STUDENTS

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

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

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

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

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

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

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

HAZING

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

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

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

subject to appropriate consequences.

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

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

BULLYING

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

Examples include, but are not limited to:

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

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

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

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

VIDEO SURVEILLANCE CAMERAS

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

- a. At the discretion of the principal/head of school or his/her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

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

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

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

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

IX. STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

Our Lady of Hope Catholic School provides for students with mild to moderate learning difficulties who would be placed in a regular classroom if they attended public school. Students who qualify for a full-time special education program would be better served at their base school in the county in which they reside.

Students who are experiencing difficulty with grade level work may benefit from tutoring or additional small group support. These students are usually identified by the classroom teacher, by the parent, or by an outside professional.

If a student qualifies, the Resource Teacher will assist the parents in working with the child's base school to obtain an Individualized Education Plan (IEP) or Student Assistance Plan (SAP). The Resource Teacher will arrange a meeting with the parents, the classroom teacher, the Principal, other members as necessary, and the Resource Teacher. The IEP/SAP will be discussed and implemented.

If a child has been admitted to Our Lady of Hope Catholic School, every effort will be made to enable that child to reach his/her potential within the framework of the Diocesan Curriculum Guidelines. If, after intensive work, the child is still unable to experience academic success, the Principal and Resource Teacher will meet with the parents to determine an alternate placement which is better suited to the learning needs of the child.

Released time will be provided for students who can benefit from services offered off school campus, such as speech therapy. However, it is the responsibility of the parent to make the arrangements, to provide the transportation, and to notify the Principal in writing of these arrangements.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

LICENSING INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL/GUARDIAN INVOLVEMENT

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

PHILOSOPHY AND GENERAL INFORMATION

Our Lady of Hope Catholic School offers an Extended Day Care Program on days when the school is in session for students currently enrolled in the school's academic program. This program is an extension of the school and adheres to the same philosophy and handbook regulations. Each student is treated as a Child of God, and Christ is the center of the program.

Sponsorship:

Our Lady of Hope Catholic School in cooperation with Our Lady of Hope Catholic Parish sponsors the Extended Day Program. The Office of Catholic Schools and Our Lady of Hope Catholic School Administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Lead Teacher in consultation with the School Principal. The Extended Day Director, with the approval of the School Principal, makes organizational decisions. Ultimately, final responsibility for the program rests with the School Principal, who reports to the Parish Pastor.

Registration:

All students in the program must have a Child Registration Form, Emergency Care Form, Extended Day Program Use Form and Parent Acknowledgement Form on file for Extended Day Care Program. These forms are on the school website and in the school office.

Days and Hours of Operation:

The Extended Day Program begins the first day of school. It will operate on all scheduled school days. The morning session begins at 7:00 a.m. The afternoon program begins when school dismisses and closes at 6:00 p.m. On early dismissal days, the Extended Day Program will close at 3:00 p.m. There is no Extended Day Care Program on the first day of school, the Friday before Labor Day, the Tuesday before Thanksgiving, the last day of school before Christmas vacation, Holy Thursday, and the last day of school.

Staffing:

The staff includes a Program Director, Child Care Supervisors, and aides. The student/staff ratio shall be no larger than 15 students per staff member. Each staff member meets the educational qualifications recommended by the county and state. All staff members are annually required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

Dress:

All children are encouraged to wear play clothes to avoid getting school uniforms dirty. Children will be required to have sneakers to play in the gym on days when outdoor play is not possible. The children may bring an extra pair of sneakers and leave them in Extended Day or they may bring them to school on a daily basis. Children in grades Kindergarten through 8 may bring clothes to change into after school. All clothing should be marked with your child's name.

Snack and Lunch:

During the afternoon session, a nutritious snack and milk/juice will be provided which adhere to USDA guidelines. Parents are asked to notify the school in writing of any food allergies, as the school is providing the snack. Although milk will still be provided on regularly scheduled early dismissal days, children must bring their own lunch.

Food Brought from Home:

If parents prefer, children may bring a snack from home. In order to ensure the health and safety of all children, the Extended Day staff asks for your cooperation with the following policies regarding food brought from home:

- Any food from home should not require refrigeration or any special care.
- All food should be properly wrapped and labeled.
- Since many children have special diets to prevent allergic reactions, your child should not share any food with anyone.

PICK-UP AND DROP-OFF PROCEDURES**Sign In and Out Procedure:**

When children arrive in the morning, they must be accompanied by a parent and signed in on the sign-in sheet, indicating the time of arrival. Children attending the program in the afternoon must be signed-in by a staff member.

When departing the Extended Day Program, a parent must sign-out his/her child, indicating the time of departure. All children must be picked up no later than 6:00 p.m. Any child who is not signed out will be billed until 6:00 p.m.

Late Arrivals:

Children arriving to the Extended Day Program from any other program/after-school activity must be accompanied by an adult. It is the responsibility of the parents and/or after-school activity director, not the Extended Day Program staff, to arrange for children to be brought to the program.

Late Pick-Up

If a child has not been picked up from Extended Day Program by 6:00 p.m. and the school has not been notified as to why the child remains in the program, the following procedures will apply:

- Parents will be called at home and/or work.
- Emergency contacts will be called.
- If no one can be contacted and the child remains in Extended Day Program until 7:30 p.m., Loudoun County Child Protective Services will be called.

If someone other than the parent is to pick up the child, the Program Director must be informed via an email sent by the parent/guardian. This person must show an ID before any student will be released to him/her. The Extended Day Program is not responsible for children before they are signed in, in the morning, or after they are signed out.

FEES AND CHARGES

Payments should be made by check payable to Our Lady of Hope Catholic School. A late fee of \$10.00 will be applied to any payment received after due date. There is a \$25.00 charge for each check returned by a bank. Extensive delinquent payments could result in dismissal from the Extended Day Program.

Parents are requested to be prompt when picking up their children. A late fee of \$1.00 per minute, per child will be charged for every minute after closing time. Although telephoning that you will be late is appreciated, a late fee will still be charged.

Three late fees within a school year will result in dismissal from the Extended Day Program.

HEALTH AND SAFETY REQUIREMENTS

The Extended Day facilities are inspected on a regular basis by the Loudoun County Fire Department and Health Department for health and safety issues. The children also participate in monthly fire drills. All employees are required to have a current record of negative Tuberculosis test and a Criminal Record check. Staff members also participate in classes and in-services on child care subjects concerning safety and health issues. In addition, they inform the children of the rules and make sure that they behave in a safe manner.

CHILD ABUSE

In order to protect a child from harm, all staff members are required by law to report any concerns of child abuse to the local Department of Social Services or to the Child Abuse and Neglect Hotline.

INCLEMENT WEATHER

In the event of inclement weather, it is the parent's responsibility to listen to the radio or TV stations for Loudoun County announcements concerning closings, late openings, and early closings. Since it is impossible to call all parents in the event of inclement weather, parents must listen to the radio or TV and make arrangements for the pick-up of their child(ren). In order to keep all children, parents, and staff members safe during inclement weather, please note the following inclement weather policies:

CLOSING

If school is closed for the day, there will be NO Extended Day Program.

LATE OPENING

If school opens one or two hours late due to inclement weather, Extended Day Program will open as follows:

One hour late school opening – The Extended Day Program will open one hour later than the usual time. It will open at 8:00 a.m.

Two hour late school opening – The Extended Day Program will open two hours later than the usual time. It will open at 9:00 a.m.

EARLY CLOSING

If school closes early due to inclement weather, the Extended Day Program will close as follows:

- There will be NO Extended Day Program after school.
- All students must be picked up within 30 minutes of the dismissal time.
- Any child who is not picked up by 30 minutes after the dismissal time will be charged \$1.00 a minute per child until he/she is picked up.

ILLNESS, CONTAGIOUS DISEASE AND BITING

Any child who has the following: a temperature of over 100 degrees, diarrhea, vomiting, or has bitten anyone will be sent home within one hour. A child must be fever free for 24 hours before returning to the Extended Day Program.

PARENTAL NOTIFICATION OF INJURY

Any time there is a serious accident or injury at the Extended Day Program, the parents will be notified immediately. If the injury is minor, the parent/guardian will be notified at the end of the day. A complete accident report will be completed and signed by both the parent/guardian and the Director.

ADDITIONAL POLICIES AND PROCEDURE

All policies and procedures listed in the Parent/ Student Handbook also apply to the Extended Day Program.

REGISTRATION

\$50.00 Registration fee per family due

CONTRACT USERS

Children who use the Extended Day Program on a regular basis for five hours or more per week. Parent must complete the Extended Day Program Use Form detailing planned usage, upon registration. Payment will be determined by the School Office. The number of days per month, along with the number of children attending, will be factored into the contract rate. (See chart below.) Payment is due on the first of the month. If your child is absent from the Extended Day Program for sickness or vacation, a regular payment is still due. A written notice must be given to the School Office, at least two weeks in advance, in order to change the Contract in any manner.

Payment Structure for Contract Users

5 Days Per Week (Monthly Cost)

<u># of Children</u>	<u>Before Care</u>	<u>After Care</u>	<u>Before & After Care</u>
1	\$150.00	\$350.00	\$500.00
2	\$225.00	\$575.00	\$750.00
3 or more	\$275.00	\$700.00	\$950.00

Example: If you have 2 children attending just the After School Session, 5 days a week, your monthly cost would be \$525.00

Drop-in Rates

<u># of Children</u>	<u>Before Care</u>	<u>After Care</u>	<u>Before & After Care</u>
1	\$6.00	\$10.00 per hour	\$36.00 per day
2 or more	\$9.00	\$15.00 per hour	\$54.00 per day

Late Pickup from School Office

If a child is not registered in Extended, a \$50.00 Extended Day Registration Fee will be billed in addition to the office fees below after the first late pickup from the school office. (A late pickup is considered any time after 3:30 PM on regular school days, or 12:00 PM on early dismissal days.)

*** PLEASE NOTE: Your child will be waiting in the school office. The completion and return of the Extended Day Registration forms included with your office invoice will be required upon payment. The fee schedule is as follows:

Full Day:	Half Day:
3:30 pm - 3:40 pm: \$10.00 + \$50.00 Registration Fee	12:00 pm - 12:15 pm: \$10.00 + \$50.00 Registration Fee
3:40 pm - 4:00 pm: \$20.00 + \$50.00 Registration Fee	12:15 pm - 12:35 pm: \$20.00 + \$50.00 Registration Fee
Hours following: \$20.00 per hour	Hours following: \$20.00 per hour

Upon the second late pickup, a child will be placed in the Extended Day Program and Drop-In Rates will be applied. Your child will then be waiting in Extended Day if there is room.
Report cards and final transcripts will be withheld until all fees have been paid.

Hours of operation:

**MONDAY THROUGH FRIDAY: A.M. 7:00 AM – 7:45 AM
P.M. 3:15 PM – 6:00 PM**

APPENDICES

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Waiver Information/Right to Object Form (*Appendix N*)
- Parent/Guradian Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Academic Intervention Plan (*Appendix AA*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)