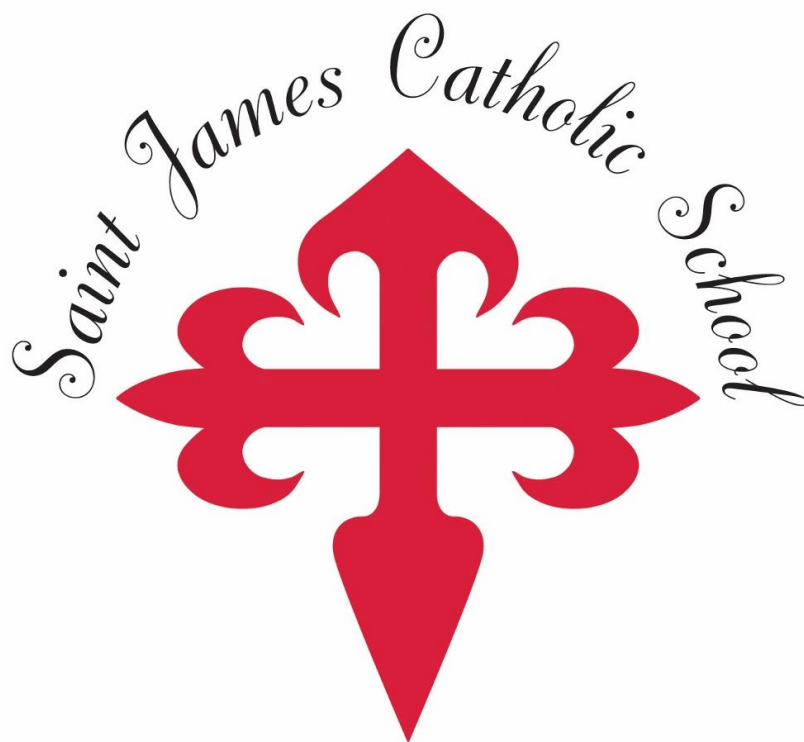


Preschool and Elementary School Parent/Student Handbook



2021-2022



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

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<p>**Each 6th – 7th grade student will be issued a Chromebook on a tech fee schedule. This fee is paid each subsequent year through 8th grade graduation. The Chromebook will be used by the student from 6th grade forward.....</p>	74
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<p>*** Parishioner is defined as BOTH a) living within the parish boundaries and b) being an active registered member of the parish</p>	74
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School Forms

Additional School Information

Diocesan Forms:

Permission for Emergency Care Form (*Appendix F-1*)

Confidential Health History Update (*Appendix F-1A*)

Virginia School Entrance Health Form (*Appendix F-2*)

Virginia School Entrance Health Form Instructions (*Appendix F-2A*)

Inhaler Authorization Form (*Appendix F-3*)

Asthma Action Plan (*Appendix F-3A*)

Epipen/Twinject Authorization Form (*Appendix F-4*)

Allergy Action Plan (*Appendix F-4A*)

Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)

Diabetes Medical Management Plan (*Appendix F-5A*)

Medication Authorization Form (*Appendix F-6*)
Letter to Parents/Guardians Regarding Possible Reimbursement of Medical Cost
(*Appendix F-7A*)
Insurance Billing Form (*Appendix F-7B*)
Certificate of Religious Exemption CRE-1 (*Appendix F-18*)
Seizure Action Plan (*Appendix F-20*)
Self-Carry Inhaler Agreement (*Appendix F-21A*)
Self-Carry Epi-pen Agreement (*Appendix F-21B*)
Pandemic Response Plan (*Appendix F-24*)
Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
Parent/Guardian Permission Form for School Sponsored Trip Participation
(*Appendix R*)
Use of Personal Vehicle (*Appendix R-1*)
Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)



Saint James Catholic School

EXCELLENCE IN CATHOLIC EDUCATION FOR MORE THAN A CENTURY

830 West Broad Street
Falls Church, VA 22046
TEL: (703) 533-1182
FAX: (703) 532-8316

Blue Ribbon School of Excellence

Dear Parents,

In the name of our faculty and staff, I would like to express our sincerest wishes for your child to have an exciting and successful year of learning and growth as we enter into the 2021-2022 year.

We are looking forward to working with you and your child in the pursuit excellence in the development of every area of growth for your child: intellectual, moral and spiritual.

As a parent, you are your child's first and most important teacher. This is true, not only in regard to life's most basic lessons, but also when it comes to his or her formal education. Your participation in your child's education, and your encouragement of good study habits, are critical to his or her academic achievement and future success. I thank you for entrusting us with the sacred privilege of partnering with you in this endeavor.

Please take the time to review the Student Handbook and discuss it with your child. It summarizes the academic and religious policies of Saint James Catholic School.

I look forward with enthusiasm to working together with you and the Saint James Catholic School, faculty work together to provide the best possible Catholic Education for your child. May the year ahead hold countless blessing for us all.

Sincerely,

Sister Mary Sue Carwile, IHM
Principal, Saint James Catholic School
Falls Church, VA

History of Saint James Catholic School

It was in 1906 that the Sisters of Perpetual Adoration came to Falls Church and opened an Academy for boys and girls. Theodore Roosevelt was President, Pius X was Pope and Reverend E. M. Tearney was Pastor of Saint James Catholic School.

The first school was a small rural one, without even a sufficient number of students to occupy two teachers. Tuition was \$1.00 a month. In no time, students from neighboring areas were asking for admission, and the Saint James reputation for excellence was established. By 1919, the Sisters were unable to accept all applicants; there was simply no room!

In 1923, the Sisters, Servants of Perpetual Adoration turned over the convent, school and ninety-two students to the Sisters, Servants of the Immaculate Heart of Mary. The school continued and in order to make ends meeting during the Depression, the Sisters took in boarders from Kindergarten to grade eight. The Sisters started the CCD program of religious studies for students of Saint James parish and of outlying areas.

The Kindergarten was established as a permanent part of the school in 1949. By 1950, the enrollment in the school rocketed and the Sisters conducted morning and afternoon sessions with sixty or more students in each class. Prior to the addition of the primary building in the 1960's, the school had an additional wing added to the original building in 1950. After the death of Monsignor Heller, a Pastor who had great love and support for both parish and school, a new auditorium was built which bears his name. Continuing to grow by leaps and bounds, Saint James School facilities now include the Joseph Knecht Gymnasium, Rosemary Burns Library, Harrison Resource Center, a refurbished Music Chamber, state of the art Science, Robotics and Computer labs, and Art epicenter.

Saint James Catholic School was awarded the National Blue Ribbon of Excellence by the United States Department of Education in 1998-1999 and again in 2014-2015 in recognition of its academic excellence, parental involvement and community support. Saint James Catholic School is a member of the National Catholic Education Association. Saint James Catholic School is accredited by the Virginia Department of Education through the Virginia Catholic Education Association having scored an "outstanding" on its 2018 Design for Excellence Self-Study.

Saint James Catholic School students continue to excel in academics; reach out to community needs, support various charities and witness to the Gospel values of peace and justice. In celebrating over one hundred years of service to the community, Saint James Catholic School continues to be a model for education and Catholic principles.

Saint James Catholic School Song

Dear Saint James, we love you,
We'll be true to you.
We'll keep your colors Red and White,
Ever flying clear and bright.

Mary our Lady and her Son
Keep us ever true
To the finest school on earth:

Saint James, that's you!

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.

SAINT JAMES SCHOOL MISSION STATEMENT

The Saint James Catholic School community is committed to educating the whole child within the Catholic faith tradition by promoting academic excellence and service. Imbued with the IHM Charism, where Jesus is the center and Mary is the model, we strive to inspire, lead and challenge out students to fully develop their God-given abilities.

SAINT JAMES SCHOOL STUDENT MISSION STATEMENT

As a Saint James Catholic School student, I promise to learn more about God, grow in my faith and to use my gifts and talents to help my community. I will strive to be the best student I can be, and to help others be successful. I pledge to respect myself and respect those around me. When I move to the next chapter of my life, I will continue to use my knowledge and the gifts that I have developed at Saint James Catholic School to spread the Word of God and make the world a better place.

SAINT JAMES SCHOOL PHILOSOPHY

For the past century, Saint James Catholic School has provided a dynamic Christ-centered learning environment. We believe that all aspects of our educational program profess our Catholic faith, values and traditions and foster lives rooted in Gospel values. Recognizing that

each person is a unique child of God, we strive to enable all persons to develop their full potential.

We at Saint James Catholic School believe that:

1. Participation in the Sacramental life of the Church is integral to developing the Catholic faith.
2. The Blessed Virgin Mary, as the first disciple of Jesus, is our model in fidelity to the Word.
3. Parents are recognized and respected as the primary educators of their children.
4. Teachers and parents form a partnership in educating their children.
5. The dignity of the individual, as a unique child of God, is respected and nurtured.
6. Catholic education embraces the challenges and advancements of the future while maintaining traditional academic excellence.
7. Diverse abilities, talents, and learning styles are recognized and developed through a variety of teaching strategies.
8. Our multicultural student body provides opportunities for students to appreciate and understand the richness of the variety of cultures.
9. Service to the Church and community creates a greater awareness of our global interdependence and enables students to support the missionary activity of the Church.

STUDENT/PARENT HANDBOOK

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school's Parent/Teacher Conferences Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

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

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

PARENTAL/GUARDIAN ROLE

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

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

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

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

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

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

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

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

Parents are encouraged to participate in the programs, 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.

Saint James is committed to keeping each child safe from harm. To volunteer at school, parents are required to attend a seminar and to start a background check.

Please find more information regarding the Protecting God's Children seminars here: <https://www.arlingtondiocese.org/child-protection/virtus/>

Please find more information regarding the background check here: <https://www.arlingtondiocese.org/child-protection/background-checks/>

Please note: Any parent/volunteer not in compliance with the requirements of the Diocese of Arlington will not be admitted to volunteer for any school event, including field trips.

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

ACCREDITATION

Saint James Catholic School is accredited by the Virginia Department of Education through the Virginia Catholic Education Association having scored an “outstanding” on its 2018 Design for Excellence.

In 1998 and 2014, Saint James Catholic School was recognized as a Blue-Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to schools that distinguish themselves among the nation’s most successful institutions of learning. The schools chosen are judged to have strong leadership, high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve success.

CURRICULUM

Saint James School follows the Curriculum Guidelines as distributed by the Office of Catholic Schools of the Arlington Diocese. Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students virtual and in person. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student’s spiritual, moral, intellectual, social and physical development.

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

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

GRADES FIVE TO SIX

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

- d. Favorable teacher and principal recommendation.

GRADES SIX TO SEVEN

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

GRADES SEVEN TO EIGHT

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above.

- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

RELIGION

As part of the Religion program, students have the opportunity to attend the 8:30 a.m. Mass on a weekly basis. The entire school participates at 10:00 a.m. Mass on Holy Days of Obligation when school is in session, for the opening and closing of school, and for special occasions as designated on the school calendar. The students honor the Blessed Mother by taking part in the annual May Procession and through devotions such as the recitation of the Rosary, Stations of the Cross and other various prayer experiences that are held throughout the school year.

Sacramental preparation is guided by the parish Director of Religious Education (DRE).

Classroom teachers provide daily instruction on the Sacraments and the DRE plans the events, provides the parent information meetings, and conducts appropriate practices as necessary. Usually, second graders receive the Sacraments of Reconciliation and Holy Eucharist. Eighth graders receive the Sacrament of Confirmation, which is administered by the Bishop of the Diocese of Arlington or his designee.

I.H.M. PRIORITY TOPICS

I.H.M. Priority Topics are integrated into the Math and Language Arts programs and serve as essential elements for within the Religion curriculum.

SPANISH

Spanish is taught to students in preschool through eighth grade following Diocesan guidelines. In eighth grade students are offered the opportunity to take the Diocesan Spanish exemption test prior to entering Diocesan High Schools. Students who score a 77% or above are granted entry to Spanish II in ninth grade.

PHYSICAL EDUCATION

Physical Education class will be conducted at least one day per week in accordance with Diocesan guidelines. Students requesting a waiver from participating in Physical Education classes and/or recess 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.

Preschool Curriculum

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented virtual or in person. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

- a. Daily outdoor play, weather permitting
- b. Alternating periods of quiet time and active play
- c. A balance of large muscle and small muscle activities is provided.
- d. Various small group or large group activities through most of the day

- e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The school will use media, such as television, films, videotapes and computers, that have been previewed by adults prior to use. Another option for activity is always available. No child is required to view or interact with the program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question, and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety, and nutritional practices;
- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as toileting, eating, dressing and sleeping are incorporated into the program as a means of furthering children's learning, self-help and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who are early risers and for children who do not nap.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Religion	Loyola (2016)	Kindergarten – 8
Math	Sadlier (2011)	Kindergarten – 8
Algebra	McDougal/Littell (2000)	7 – 8
Geometry	McDougal/Littell (2000)	8
Reading & Spelling	McGraw Hill (2021)	Kindergarten -5
	BookheadED/ McGraw Hill (2001)	6-8
English Text	Loyola (2006)	3 – 8
English Workbook	Loyola (2007)	1 – 2
English Workbook	Loyola (2008)	3 – 5
English Workbook	Loyola (2006)	6 – 8
Phonics	Harcourt (2001)	Kindergarten
	Sadlier (2004)	1 – 2
Vocab & Spelling	Sadlier (2005)	6 – 8
Handwriting	Universal Publishing (2011)	1 – 5
Science	Lab-Learner (2012)	Kindergarten – 8
Social Studies	Pearson (2014)	3
	Scott Foresman (2013)	4
	Pearson (2011)	5
	Pearson (2012)	6
	Pearson (2013)	7 – 8
Music	Silver Burdett (2001)	Kindergarten – 8
Spanish	EMC Publishing (2012)	3 – 5
	McDougal/Littell (2004)	6 – 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.

Users must immediately report damage to the appropriate school officials.

- i. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- j. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.

- ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
- k. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.
- l. Saint James Catholic School has the right to monitor student use of school computer; computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Due to the constantly evolving nature of social media, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- m. Saint James Catholic 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.

HOMEWORK

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

Although homework has different purposes at different grades, homework is required at all grade

levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

SUGGESTED TIME ALLOTMENTS

<u>Grade</u>	<u>Time</u>
K – 2	15 – 30 minutes
3 – 4	30 – 60 minutes
5 – 6	60 – 90 minutes
7 – 8	90 – 120 minutes

Students are expected to complete and hand in all homework assignments according to the classroom teacher's directives. In grades three through eight, students are required to purchase from school a homework assignment planner in which to copy the daily homework assignment.

MISSED CLASSWORK, HOMEWORK, ASSIGNMENTS, AND TESTS

Students are responsible for all make up classwork, homework, assignments and tests when they are absent. Students will be allowed one day's extension, for each day absent, to hand in assignments and make up tests. Electronic submissions follow the same guidelines. For extended absence due to illness, a parent should contact the teacher to establish a workable timetable to complete assignments. If an illness extends past ten-days, the situation will be referred to the Office of Catholic Schools for further guidance. For an absence past the ten-day limit due to family travel or vacation, the student will be required to hand in all make-up work within one week upon return to school. No additional extension will be provided since the school calendar is posted in advance of the school year for planning purposes.

When a student is absent, missed assignments may be obtained by calling or emailing the student's homeroom teacher prior to 9:00am on the day of absence. Assignments and related materials will be available by dismissal time and staged at the designated area near the main office.

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

Should a parent or teacher wish to schedule a conference at the end of a reporting period, the parent or teacher should indicate such on the report card. Parent-teacher conferences can also be schedule

throughout the school year if necessary. Request for a conference may be made by sending a note or e-mail to the teacher, or by leaving a voice message for the teacher at his/her extension. Parents may not interrupt the classroom instruction or take a teacher away from supervisory duties to request or initiate a conference. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

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

Progress Reports are issued at the midpoint of each trimester to all students in grades kindergarten through 4, as well as those students in grades 5 – 8 who are near failing or not working up to

potential. Parents are asked to sign and return the Progress Report to the classroom teacher. Parents of students in grades 5 – 8 are encouraged to remain continually aware of grades throughout the quarter by utilizing PowerSchool [™], the school’s contracted electronic information system.

Preschool Progress Reports

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

SCHOOL COUNSELORS

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

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

F-1 (NON-IMMIGRANT)

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

of leaving that school to have the I-20 transferred;

- a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
 - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
- a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
 - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.

- b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, 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.

ADDITIONAL REGISTRATION INFORMATION

At Saint James Catholic School, siblings of currently enrolled students receive priority acceptance. Re-registration of current students and registration of their siblings who are new, generally takes place in January. An "Open House" for parents of prospective students is scheduled during Catholic Schools Week, the last week of January. Registration of new students begins in mid-February. Please refer to the school calendar for the dates of registration.

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

TARDINESS

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

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

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Please call the attendance line (703-533-1182, press 5) by 9:00 to report a student absent. A request for missed classwork/homework may be made in accordance with procedures delineated under the section labeled *Academics-Homework*, of this document. Upon return, the student must bring a written note indicating date of and reason for absence.

MEDICAL EXCUSES

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

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. If possible, the teacher may have work for the student to complete during the period of absence. Otherwise, the student is responsible to request make up work upon return. The student is required to have completed all missed assignments and tests within one week 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 vacations during school holidays and summer vacation. Please consult the school calendar to determine these dates. The importance of regular attendance and punctuality is reflected in academic achievement. Additionally, high schools utilize a student's elementary school attendance and punctuality as one criterion for acceptance.

ABSENCES FOR OTHER REASONS

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

TARDINESS

A student arriving late must report with his/her parent to the main office for a late pass. (See the section labeled Administrative Procedures-Arrival and Dismissal of this handbook, for school schedule.) A student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness will be brought to the attention of the principal so that the parent may be contacted.

RELEASE OF STUDENTS

Parents must send in written note 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 must call the main office in advance of the time of early release. An unscheduled early release creates a great disturbance to the classroom. 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.

Eighth grade students applying to high schools may request one transcript free of charge. A \$5.00 fee will be charged for each additional transcript request. The fee must be paid at the time of the transcript request. Eighth graders may visit up to two high schools during school hours provided the parent has sent in written notification prior to the day of the visit.

Student in other grades, kindergarten through seven applying to schools may request one copy of a transcript free of charge. A \$5.00 fee will be charged for each additional transcript request. The fee must be paid at the time of the transcript request.

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.

KINDERGARTEN – 8TH GRADE

A service is available for pre-purchase of healthy lunches. Additionally, students may purchase milk, bottled water and juice daily. Healthy snacks are also available for purchase. Students may order and purchase lunch cards which can be used for pizza on Fridays and other special lunches on designated days throughout the year. The Cafeteria Manager will periodically send flyers home with lunch information and prices.

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 - KINDERGARTEN – 8TH GRADE

Morning

7:00 – 7:45 a.m.	Daycare – (Must be registered and Fee Paid; see section labeled <i>Extended Care-Schedule of Operation</i> of this document, for details)
7:40 – 7:45 a.m.	Wait in designated areas in building
7:45 a.m.	Report to homeroom; students should unpack books and prepare for class
7:50 a.m.	Students should be settled in their homeroom and prepared for class.
7:55 a.m.	Prayers and announcements Students arriving after 7:50 a.m. must be escorted by parent to the Main Office and obtain a late pass. Students may not be left unsupervised at any time during the morning drop off process. Parents may not take a student directly to class.
8:00 a.m.	Classes begin

Afternoon

3:03 p.m.	Announcements and Prayers
3:06 p.m.	Dismissal begins
3:06 p.m.	All students should be at Daycare, After-School activities, outside waiting for carpools, or walking/biking home.
3:06 a.m.-6:00 p.m.	Daycare – (Must be registered and fee paid. See the section labeled <i>Extended Day-Schedule of Operation</i> of this document, for hours of operation)
3:06 a.m.-3:45 p.m.	Emergency Daycare (Up to 3 times – no fee; more than 3 times – regular drop-in rates apply. See section labeled <i>Extended Day-Schedule of Operation</i> of this document, for amplifying information)

Early Dismissal

11:15 a.m.	Announcements and Prayers
11:25 a.m.	Dismissal begins
11:30 a.m.	All students should be at Daycare, After-School activities, outside waiting for their carpools, or walking/biking home
11:30 a.m.-6:00 p.m.	Daycare – (Must be registered and fee paid. No lunch service. See section labeled <i>Extended Care-Lunch and Snacks</i> of this document, for details)

Parents may begin dropping off students at 7:35 a.m. in their designated area. The school day is from 7:55 a.m. to 3:15 p.m. Students should be in their homerooms by 7:45 a.m. for

announcements and prayers, and completely ready for the day.

Students arriving between 7:00 a.m. and 7:35 a.m. must be registered in the Daycare program and should be signed in at the Daycare area upon arrival. No student may wait outside unsupervised between 7:00 a.m. and 7:40 a.m.

Students arriving between 7:40 a.m. and 7:45 a.m. should wait in the designated areas inside the building. Students in Kindergarten through second grade wait inside the designated primary wing area. Students in grades three through eight wait inside the building at the assigned area near their classroom. When the 7:45 a.m. bell rings, students report directly to their homeroom teacher or assigned monitor.

At 3:12 p.m. the bell will ring for announcements and prayers. Classes will dismiss as grades are called. By 3:15 p.m. all students should be either at Daycare or in “A” Lot or “B” Lot awaiting pick up.

- Students in grades kindergarten – 4 use “A” Lot
- Students in grades 5 – 8 and their younger siblings use “B” Lot

Students waiting for their carpool should wait in an orderly manner and proceed according to the directions of the faculty supervisors. Walkers/bike riders will be released after vehicular traffic has abated. Walkers/bike riders are to leave “B” Lot through the walking gate at Park Street. All bikers are required to wear protective helmets and to walk their bikes while on school grounds. Students who walk/bike home via Broad Street should cross at the corner of Broad and Spring Streets where the Crossing Guard is posted. Walkers/bikers going to the Library are to walk/bike down Park Street. All students and parents must cross streets at the corners/crosswalks; jaywalking is prohibited.

Parents and students are reminded that the Falls Church Public Library is for the use of the community for reading and research purposes and to borrow books. It is not a study hall for Saint James School students. It is the responsibility of the parent to make arrangements for after school supervision for their children.

Students who ride in carpools will be supervised outside until 3:30 p.m. Students who are not picked up by 3:30 p.m. will be escorted to the dining facility where the Extended Day Program is located. Students may call parents from the school phone when directed to do so by the supervising faculty member. Except in the case of an emergency, students who are not picked up by 3:30 p.m. will be signed into daycare and will be charged according to the fee schedule.

Students who play sports and have practice after school must report directly to their coach. Siblings may not wait around school unsupervised. If a parent has made arrangements for the coach to be responsible for the sibling, a written note must be sent in to the school office designating the person responsible for the supervision.

Since Saint James Catholic School has a licensed Daycare program after school, parents and their children may not remain at the playground area at dismissal. This area is designated for the Daycare program at that time. The Virginia Department of Licensing makes periodic announced

and unannounced visits to ensure that Saint James Catholic School is in compliance with licensing regulations.

Students who are registered for the Daycare program after school must report to the Daycare Lead Teacher prior to attending any other after school program. When the after-school program is finished, the student must report back to the Daycare Lead Teacher.

SCHOOL SCHEDULE - PRESCHOOL

Morning

7:35 – 9:00 a.m.	Breakfast Brunch (Must be registered and Fee Paid)
9:00 – 9:15 a.m.	Drop off in A-Lot
9:15 a.m.	Classes begin

Afternoon

12:15 p.m.	Dismissal begins and pick up in B-Lot
12:15 – 2:15 p.m.	Lunch Bunch (Must be registered and Fee Paid)

Early Dismissal

When the elementary school has early dismissal, the preschool will dismiss at the usual scheduled time of 12:15 p.m.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

An informational email from the principal will be transmitted weekly, on Friday, throughout the school year. Separate communication memorandums and/or flyers will be issued as warranted.

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.

A communication folder will be sent home with students every Wednesday. This folder will contain pertinent information from the school office, the PTO and other communications including

classroom communication and tests. Please return this folder the next school day. A \$5.00 fee will be charged for the replacement of lost folders. Parents are asked to sign and return all tests. Families with dual custody may request two folders through written request to their child's classroom teacher. Most school-home communication will be posted on the school website, www.saintjamesesschool.org.

TELEPHONE USE/MESSAGES FOR STUDENTS

During the school day, students who need to communicate with a parent/guardian shall do so 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, daycare, while attending after school activities, or at dismissal while still on the school grounds.

Student may bring cell phones to school under the following conditions:

- Cell phones must be turned in to the homeroom teacher at the beginning of the day
- Cell phones may not be kept in backpacks, lockers, desks, lunches, jackets or uniform pockets
- The cell phone must have student identification on it
- Students may not use cell phones to take photographs, download pornographic or other inappropriate material
- Cell phones may not be used to send text messages or other communication during the school day.

Failure to comply with the above regulations will result in the cell phone being confiscated, and a \$25.00 fine imposed before the phone can be returned. A second offense will result in the cell phone being confiscated and not returned until the end of the school year. The action will be handled as a disciplinary matter by the school administration.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

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

students will meet academic requirements.

Saint James Catholic School follows Falls Church City School System for delayed openings and closings due to inclement weather. This will be announced on the radio and television. Saint James Catholic School web page has a direct link to Falls Church City Schools webpage inclement weather decisions. Text notifications can be received by enrolling in Saint James Catholic School text group by texting “Y” or “YES” to 67587. Notification will also be posted on the Saint James Catholic School website.

In the event of a delayed opening, preschool will be closed.

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

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

Parents, guardians or teachers who object to reading or multi-media/audio-visual/computer materials used in the classroom must complete an Objection to Content Form (*Appendix K*) after they have read the book or viewed the media and then submit it to the school principal. Those objecting to materials obtained in the school library should complete Objection to Content Form for Library Materials (*Appendix K-1*). A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

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

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

Principals may permit students in grades 7 through 12 with permission of their parent/guardian to

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

Graduation ceremonies should be simple and dignified. A celebration of the Eucharist will be held for the graduates close to the date of graduation.

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

PARENT ORGANIZATIONS

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

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

All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

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

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

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization helps the head of school/principal advance the school's mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

The PTO should strive to provide support and assistance to the principal regarding advancement of the school's mission and legislative issues concerning the school as directed by school leadership.

FUNDRAISING

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

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

TRANSPORTATION/PARKING

Saint James Catholic School has three parking lots: "A" Lot, which faces the church on Spring Street, "B" Lot, which is next to the Knecht Gym, and the Faculty Lot, which faces Broad Street. The Faculty Parking Lot is to be used only by faculty and staff during school hours. This lot may not be used for morning drop off or pick up at dismissal. This is to ensure the safety of the students who need to pass through the Faculty Parking Lot at lunch and at dismissal.

A LOT

Morning Drop Off

1. Enter parking lot near the STOP sign on Park Street.
2. Circle parking lot to the Primary Building.
3. Pull as far forward as possible and drop off children at the sidewalk paralleling the primary building.

4. Drivers are to remain in their cars. Adult Staff Members/Student Safety Patrols will open and close car doors to assist students in exiting the vehicle.
5. Depart via exit closest to the primary building onto Park Street.

Afternoon Dismissal

1. Enter parking lot near the STOP sign on Park Street.
2. Form columns of five cars facing the Primary Building.
3. When the whistle blows, parents may guide students to vehicles.
4. When all car doors are closed, the whistle will sound to dismiss traffic.
5. Teacher, staff member or adult designee will direct traffic.
6. Exit parking lot onto Park Street via exit near Primary Building.
7. Once these cars have exited, a second set of cars will form a new column as directed by a teacher or adult designee.
8. The same pattern will be duplicated until pick up is complete.
9. If your child is not in your car when cars begin to exit, please exit the parking lot and re-enter the pick up pattern.

B LOT

Morning Drop Off

1. Enter at Park Street gate.
2. Pull as far forward as possible, parallel to the breezeway of Knecht Gym. A second, parallel column may also be formed if the first column of vehicles interferes with Park Street traffic.
3. When signaled by the Principal, teacher or adult designee, students may exit cars and walk along the breezeway to their respective school entrance areas.
4. Drivers are to remain in cars. Adult Staff Members/Student Safety Patrols will open and close car doors to assist students exiting vehicles.
5. Exit right or left onto Oak Street.
6. For safety, please do not turn left from Oak Street onto Route 7 (Broad Street).

Afternoon Dismissal

1. Enter at Park Street
2. Form columns, 6 cars each, facing Oak Street.
3. Fill lane one (6 cars deep), then fill lane two, then three, etc.
4. All cars park in the lanes. Drivers are encouraged to stay in or near cars.
5. Students will wait along Knecht Gym breezeway until the car lanes are full.
6. When the faculty supervisor gives the signal, all students may walk to their cars.
7. When all car doors are closed, the principal, a teacher or adult designee will direct traffic.
8. Exit right or left onto Oak Street. Please do not turn left from Oak Street onto Route 7 (Broad Street).
9. If your child is not in your car when dismissal begins, please exit to the left and re-enter the pattern again.

Early Pick Up for Appointments

If your child becomes sick during the school day or has an appointment during school hours, please park in A Lot, closest to the school. Enter the building through the main door on Broad Street and go directly to the Main Office. Inform the school secretary who will call your child to the office for dismissal. Parents may not go directly to classrooms.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

SCHOOL TUITION POLICIES

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

PAY-IN-FULL

Families must pay tuition in full by September 30th of the current school year. There is a \$300.00 discount per family if tuition is paid on or before August 1st of the upcoming school year. Checks may be made payable to “Saint James Catholic School” and mailed or dropped off in-person at the main office.

Extended Day costs may be paid in full as well. There is a \$200.00 discount per family if paid on or before August 1st of the upcoming school year.

SMART TM Tuition

Families may set up a payment plan for tuition and/or extended day costs. Saint James Catholic School uses SMART Tuition for this. The plan options are:

- a. 12-month plan (June – May) – must be registered with SMART by May 1 for first payment in June
- b. 10-month plan (August – May) – must be registered with SMART by June 30 for first payment in August
- c. Quarterly plan (August, November, February, May) – must be registered with SMART by June 30 for first payment in August
- d. Semester plan (August & February) – must be registered with SMART by June 30 for first payment in August.

Enroll online at www.enrollwithsmart.com. Saint James Catholic School is #10883. If you already use SMART Tuition, log-in with your current username and password. Change your session to the current year and confirm banking details on your profile settings. Please notify the school registrar with any changes and/or to confirm account is correct.

OTHER TUITION POLICY INFORMATION

Registration fees are due at the time of registration and are non-refundable. Registration fees will be refunded to families who provide documentation dated after March to relocate for work from the government, military or other employer.

Enrollment is complete only with full payment of fees and registration forms by March of the year prior to school commencing, and current fees/tuition paid in full by May 30 of the year prior to school commencing.

Saint James Catholic School holds the right to withhold report cards, transcripts, and diplomas for outstanding balances.

TUITION AND OTHER FEE SCHEDULES

See Appendix (TU) for current school year tuition and fee schedules.

See Appendix (ED) for current school year extended day tuition and fees.

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.

USE OF BUILDINGS FOR EXTRACURRICULAR ACTIVITIES

The Pastor reserves the right to determine which groups may use the Parish and School Buildings for meetings. The use of the Conference Room, Heller Hall, or Knecht Gym must be approved and scheduled through the Parish Office. The use of classroom space or the dining facility after school must be approved by the Principal and scheduled through the administrative assistant to the principal, who can be reached at (703)533-1182 ext. 105.

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/aftercare program, or participating in a school-sponsored activity (such as athletics or theater)

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.

- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

SUBSTANCE ABUSE/WEAPONS

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

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon

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

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

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

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

God created each person in His image and likeness; therefore, each student is expected to grow in wisdom, maturity, and grace. These qualities are evidenced by self-discipline, which shows respect toward all charged with authority over them and toward their fellow students. It is also shown in the maturity to make appropriate choices and to accept the consequences of those choices.

Demerits will be issued after verbal warnings and the Demerit Slip will serve as a communication to both student and parent that a student's conduct is unacceptable and needs to be improved. The Demerit Slip will be signed by parent and student, and returned to the homeroom teacher the next

school day after the Demerit has been awarded. Each trimester is considered a clean slate for the student.

Demerits will be awarded for, but not limited to, the following:

Accumulation of three demerits will warrant a detention.

One Demerit

- a. Repeated lack of written homework
- b. Repeated lack of preparation for class
- c. Failure to return a parent notice
- d. Dress code violation after one warning
- e. Chewing gum
- f. Continual disruptive behavior in church, class, cafeteria, schoolyard, or other school function
- g. Doodling, drawing, scribbling on workbooks, copybooks, and textbooks
- h. Unexcused absence from, or tardiness to class during the daily schedule

Two Demerits

- a. Disrespect towards authority
- b. Disrespect towards another student
- c. Use of inappropriate language (written or spoken)
- d. Possession of an unapproved electronic device
- e. Forgery
- f. Lying

Automatic Detention

- a. Blatant, public disrespect to faculty, staff or volunteers
- b. Deliberate disobedience to authority
- c. Cheating, including plagiarism
- d. Fighting
- e. Bullying/harassment (defined as continual picking on, calling of names, physical contact and/or intimidation)
- f. Unauthorized or inappropriate use of technology

SUSPENSION

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

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

suspensions.

A student is responsible to make-up all class work that was missed while on suspension. He/she will have one day for each day of suspension to make-up missed class and homework.

DETENTION

Detention will be scheduled by the awarding teacher and will last one hour, after school dismissal. Students will perform assigned tasks by the administrator of detention. Upon completion of detention, students will be released to their parent(s). Alternate release instructions must be pre-designated in writing.

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.

Seventh and eighth grade students are assigned a specific locker for use during the school year and given the combination for the lock. Only the student to whom the locker has been assigned may use the particular locker. Students are expected to keep the locker clean and neat and to refrain from storing food or other non-school items.

Students may only use their lockers in the morning, at lunchtime, and prior to dismissal. If a student needs to use the locker at any other time, the student must have permission of the homeroom or specific classroom teacher.

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 textbooks are used for several years, students are required to have their school textbooks covered. Textbooks may be covered with brown paper or material. Workbooks should be covered with clear contact paper. Students are assigned a numbered 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. Marking in textbooks is forbidden. Students will be charged replacement costs for textbooks returned in unacceptable condition.

DRESS CODE

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

learning and respectful behavior. It is designed to encourage neatness and good order among the students, instill school pride, render financial savings to parents, mitigate socioeconomic inequity, and provide awareness to the local Falls Church-Fairfax community of the presence of the school. In this light, students must be properly dressed, observing school dress code 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 companies that serve the school (listed below). Gym uniforms are necessary for physical education class and must be purchased from the company that serves the school (listed below). Students whose medical condition dictates the necessity to deviate from the uniform guidelines must provide doctor's documentation dictating conditions necessary for such deviation. Final decisions regarding the school uniform rest with the Principal. The sole distributor authorized to sell Saint James Catholic School uniform is:

FLYNN & O'HARA
Fair City Mall
9650 Main Street Fairfax, VA
(703) 533-7340
www.flynnohara.com

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

See Appendix (UG) for school uniform guidelines, gym uniform, field trip and out of uniform dress guidelines.

See Appendix (GS) for grooming standards.

The Administration is ultimately responsible for the environment of the school and therefore, the principal, or his/her designee, reserve the right to make judgments about inappropriate dress. When, in the opinion of the principal, or his/her designee, a dress code violation has occurred, the student and parent(s) must cooperate in correcting the violation promptly.

Penalties

Any student not conforming to dress code will report to the attendance office in order to contact his or her parents to bring the appropriate uniform or article of clothing to school. The student will be responsible for all missed class assignments while out of class. Repeated non-conformity to the dress code will result in the award of demerits. Additionally, a pattern of non-compliance to dress and grooming standards 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:

- a. aerosol sprays
- b. cameras
- c. cell phones, pagers, beepers
- d. electronic games
- e. guns, knives or anything construed as a weapon (or any facsimile)
- f. headsets, CD/Tape/iPods
- g. laser pointers
- h. skateboards
- i. walkie-talkies
- j. matches/lighters or flammable material

Should a student bring a questionable item to school or use any item in an inappropriate or threatening manner, the student will be referred to the Principal and the matter will be handled as a disciplinary case.

Laptops and other technology aids that may be used, by a student, for educational purposes, or in support of a Student Assistance Plan (SAP) must be approved by the principal or the principal's designee. No student may utilize these aids to store and/or retrieve information that may invalidate a test or to transmit test information from one student to another.

PLAYGROUND REGULATIONS

Students are expected to follow the Code of Conduct as listed in the section of this handbook titled: *Student Responsibilities & Behavior – Code of Conduct*, during indoor and outdoor recess. Playground monitors have the right and responsibility to report any student who violates the Christian behavior expected of all students. In addition, students are expected to follow the specific playground guidelines listed below:

- a. walk in an orderly line to the designated play area with the playground supervisor
- b. remain in the area until the bell rings whistles
- c. use all equipment in an appropriate manner
- d. return equipment to the playground supervisor at the end of recess
- e. do not climb on trees, swings, slides, fences or poles
- f. when playing a ball game (basketball, touch football, soccer, etc), be mindful of those students who are not a part of the game, avoiding contact with them
- g. make every effort to include all students who wish to participate in games
- h. play fairly, following the rules of the game
- i. when the bell rings, students should walk quietly to their assigned line

- j. when adult in charge gives the signal, students should proceed to the classroom or dining room quietly and in an orderly line
- k. should the emergency whistle blow, all students shall walk quietly to the gym.

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.

- . show respect to all adult monitors
- b. walk
- c. wait until grade is called to buy food items
- d. talk to those students sitting nearby with an "inside voice"
- e. exercise good table manners
- f. do not share food
- g. do not throw food
- h. sit appropriately at tables
- i. raise hand if assistance if necessary
- j. remove all trash and check area prior to departing
- k. when dismissed, wait quietly until grade is called.

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well. At that point, confidentiality must be respected.

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

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

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

When a student becomes ill in class or requires first aid, the classroom teacher will send the student to the school nurse for appropriate action. If the student has a fever or needs additional attention, the nurse will contact the parent or other adult identified on the school emergency card. If it is determined that a student should be sent home, the parent should come to the school office and sign the student out. The school secretary will call the nurse who will escort the student to designated adult.

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.

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.

At Saint James Catholic School, we take many steps to provide a safe and healthy environment for all students. To prevent accidental ingestions of allergens and life threatening reactions, food

provided for the whole class or school must be commercially prepared, prepackaged with a label. Only items made without peanuts and tree nuts may be shared. Items made in a plant that shares equipment that processes peanuts or tree nuts will not be distributed to the class. Home baked goods are not allowed. Class projects involving a food item to be shared with the entire class, must be prepackaged with a label as well. Additionally, parents may provide allergy prone students with “safe” foods for classroom evolutions involving food.

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 Extended Day/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (*Appendix F-18*), which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of 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 student is suspected of having lice during the school day, the student will be checked by the school nurse. If this is determined to be positive, the student's parents will be contacted and the student must be sent home for appropriate treatment to eliminate the lice. If a parent discovers that his/her child has lice, the parent must contact the school nurse and keep the child home to complete treatment. Should an active case of lice be identified in the school, a notice about the presence of lice will be sent to the parents of classmates.

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

The Building Maintenance Supervisor, in consultation with the Principal, will conduct monthly emergency drills. The Falls Church Fire Department supervisor checks annually for compliance with local regulations and provides information and recommendations to insure the safety of all Saint James Catholic School students and buildings. Saint James Catholic School follows the directives found in the Diocese of Arlington's Crisis Management Handbook. Students are trained to respond to various codes according to the school's crisis management. If students need to evacuate the building, other than the regular drills, they will go to their designated location and wait until the situation is assessed. If it is necessary for the students to move further away from the buildings, students will go to the assigned off-campus locations. Parents will be kept apprised of procedures via School Messenger by texting "Y" or "YES" to 67587.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

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

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

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

"Sexual harassment" is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate making of

unsolicited gestures or comments, or the deliberate display of sexually graphic materials which are not necessary for school purposes, either in person or via any media source.

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

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

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

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

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

HAZING

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

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

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

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

- a. Counseling
- b. A parent conference

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

BULLYING

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

Examples include, but are not limited to:

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

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

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

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

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

The law further requires an asbestos management plan to be in place. Saint James Catholic School Asbestos Management Plan has several on-going requirements and therefore asbestos containing building materials were either encapsulated or removed

form Saint James Catholic School. It is the intention of Saint James Catholic School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. A copy of the asbestos management plan is available by contacting the designated asbestos program coordinator, at (703) 533-1182 extension 102.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole

property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

IX. STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

RESOURCE PROGRAM

Saint James School provides a Resource Program for students with mild to moderate learning difficulties who would be mainstreamed if they attended public school. Students who qualify for a full-time special education program would be better served by 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. The classroom teacher, the parent or an outside professional usually identifies these students. In order to be admitted to the Resource Program a student referral must be completed by the Student Support Team. If a student qualifies for the Resource Program, the Resource Teacher will assist 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 conduct a meeting of parents, classroom teacher(s), the Principal, and other members of the Student Support Team as necessary prior to implementation of the IEP/SAP.

If a parent refuses to participate or support the IEP/ICEP/SAP, this will be noted in the student's file. If the child is unable to experience success at grade level without the Resource Program, the parents will be notified and recommended to find an alternate placement for their child.

Released time will be provided for students who can benefit from services offered off school campus, such as speech or occupational therapy. However, it is the responsibility of the parent to make arrangements, to provide 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 call the Office of Child Care Licensing toll-free at 833-778-0204.

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

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

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008

(804) 662-9743

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

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

Piedmont Regional Office

Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA 24011-1779
(540) 857-7920
Abingdon Licensing Office
190 Patton Street
Abingdon, VA 24210
(540) 676-5490

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).

SCHEDULE OF OPERATION

The Saint James Catholic School Extended Day Care Program offers before and after school care on days that school is in session.

Morning	7:00 a.m. – 7:45 a.m.
Afternoon	3:05 p.m. – 6:00 p.m.
Early Release	11:05 a.m. – 6:00 p.m.

While the administration acknowledges that emergencies do occur, please be advised that any child not picked up by 6:00 p.m. three times during a school marking period (quarter) will not be permitted to continue using the Day Care program. If a parent is delayed en route picking up

his/her child and will be later that 6:00 p.m., the parent is asked to call the Daycare Director to provide information about the situation.

INCLEMENT WEATHER

If Falls Church City School System has a 1 to 2-hour delay in school opening, there will be a 1 to 2-hour delay in opening morning Day Care. If Falls Church city system has an early dismissal due to inclement weather, the Day Care will remain open for one hour after the school closing.

PERSONNEL

The staff consists of Director, Lead Teachers, Senior and Junior Counselors. The appropriate ration of adult to students will be maintained according to licensing requirements.

STRUCTURE

Children are divided into groups according to grades. Each group has assigned Lead Teachers and Counselors. The program is intended to:

- a. provide an atmosphere of happiness, safety and love
- b. foster the healthy growth and development of children – spiritually, physically, mentally, socially and emotionally
- c. provide a stimulating environment to help in the growing process of learning and self-esteem
- d. meet the individual needs of each child, and work with the child's family and teachers as appropriate for the child's well-being.

ATTENDANCE – SIGN IN/SIGN OUT

Morning Daycare children must be signed in by a parent or guardian upon arrival in the school building. Attendance will be taken by the Daycare staff for afternoon students. Parents must sign out the child at the time of pick-up.

Children dismissed from their classrooms to afternoon Daycare are not permitted to leave Daycare unless authorized by a parent or guardian and accompanied by a Daycare staff member. Children, who are participating in after school activities, such as foreign language class, after school science class, sports, or scouts, must first sign in a Daycare and then proceeded to after school activities.

Children will only be released to a parent, guardian, or other authorized person designated in writing by the parent. If a child will not be attending the after school Daycare, it is the responsibility of the parent to inform the Daycare Director.

DAYCARE CODE OF CONDUCT

The code of conduct for all students in Saint James Catholic School Extended Day Program 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 nourished by the school's code of conduct. To achieve these ends, parents, counselors and students work together to create a Catholic environment. These basic components include:

Students will be respectful and courteous toward the Director, Lead Teachers, and Senior/Junior Counselors;

- a. will be polite in speech and actions
- b. will not argue or talk back to staff
- c. will cooperate with instructions given by staff members

Students will respect time necessary for homework;

- a. will work silently alone
- b. will use respectful voice when working cooperatively with others

Students will refrain from harassment of any kind;

- a. will refrain from teasing, putdowns and name calling
- b. will refrain from physical intimidation or assault
- c. will refrain from social isolation
- d. will refrain from oral or written threats.

Students violating these components will:

- a. receive verbal warning
- b. receive written communication to the parents if violation persists
- c. after three written communications, parents will receive a call from the Daycare Director
- d. be placed on probation, with Principal concurrence, if violation continues
- e. be suspended from Day care for five days, if infractions endure
- f. be suspended from Daycare if improvement is not noted.

Adherence to the regulations listed in the section titled *Student Responsibilities & Behavior – Code of Conduct*, and *Substance Abuse/Weapons* of this document are also required for Saint James Catholic School Extended Care.

DRESS

Children in Daycare will wear the school uniform. Children will have outdoor play on most days throughout the school year. Therefore, children should have appropriate outdoor clothing such as a sweater/jacket/gloves, etc., for the season. Tennis shoes are required for indoor play in Knecht gym during inclement weather.

PERSONAL ITEMS

Children should have their name on all personal clothing and other items. Since games, toys, books and other play equipment are provided, children are not permitted to bring personal toys and items listed in the handbook under the heading *Student Responsibilities & Behavior – Inappropriate Materials*, to Daycare.

ENROLLMENT

Children are enrolled on a first-come, first-served basis. Prior to the end of each school year, currently enrolled children will be allowed to pre-register for the upcoming year before enrollment is offered to new applicants. Younger siblings of children already enrolled will be given priority consideration over new applicants.

WITHDRAWAL

Saint James Catholic School Extended Daycare requires a two-week written notice when withdrawing a child from the program. Failure to do so will result in the assessment of an additional fee, equivalent to two weeks Daycare rate.

LUNCH AND SNACKS

On early release days children must bring a bag lunch and drink. A snack is provided at 3:15 p.m. on early release days and full days of school. Fruits, vegetables, cheese, crackers, milk and juice are typical snacks. If a child has a food allergy, this information must be made known, in writing, to the staff. Parent(s) may provide the snack from home for those students with documented allergies.

PERSONAL INFORMATION FILE

Licensing requirements mandate that the following information must be on file for each child enrolled in the Daycare program:

- a. registration and enrollment forms
- b. complete medical and immunization records (retained on file in the school office)
- c. emergency care information (retained on file in the school office with a copy in the Daycare office)
- d. written permission to allow participation on field trips
- e. permission forms for emergency pick-up of children, which must include the names, addresses, and phone numbers of two emergency contacts.

APPENDICES

School Forms

Appendix (TU)

Preschool Tuition and Fees 2021 – 2022

Registration & School Fee: \$200.00 per child – due at the time of registration.

Class	Days of the Week	Class Time	Monthly Rate (10 months)
3 year old	2 (T / H)	9:15 – 12:15	\$310
3 year old	3 (M / W / F)	9:15 – 12:15	\$430
3 year old	5 (M / T / W / H / F)	9:15 – 12:15	\$570
4 year old	3 (M / W / F)	9:15 – 12:15	\$430
4 year old	5 (M / T / W / H / F)	9:15 – 12:15	\$570
Junior Kindergarten	5 (M / T / W / H / F)	9:15 – 12:15	\$570

Breakfast and Lunch Bunch Options

Breakfast bunch 7:35 – 9:15 am

\$15 a day

This flexible program allows children to pack a breakfast and come to school early for breakfast and extra play time. Breakfast Bunch is as needed for an additional \$15 charge per day. Parents can sign up day of or in advance once school starts.

Lunch bunch 12:15 – 2:15 pm

\$20 a day

This flexible program allows children to pack a lunch and stay for lunch and extra play time. Lunch Bunch is as needed for an additional \$20 charge per day. Parents can sign up day of or in advance once school starts.

Payment Options:

1. Pay tuition in a payment plan (monthly, quarterly, or semester) through the SMART Tuition Management Company, www.enrollwithsmart.com. Saint James Catholic School is #10883.

TUITION AND FEES – Kindergarten – 8th Grade 2021 – 2022

Registration & School Fee: \$450.00 for one child plus \$250 for each additional child – due at the time of registration.

Beginning in sixth grade students will receive a Chromebook for use. The fee for the Chromebook is \$ 175.00 per student**

MacBook Air Fee: \$345.00 per student** for eighth grade students

<u>Parishioner***</u>	<u>Annual Rate</u>
1 Child	\$ 7,660
2 Children	\$ 12,650
3 Children	\$ 17,400
4 or more Children	\$ 18,550

<u>Catholic (Out of Parish)</u>	
1 Child	\$ 9,820
2 Children	\$ 15,820
3 Children	\$ 18,850
4 or more Children	\$ 21,680

<u>Non-Catholic</u>	
1 Child	\$ 12,660
2 Children	\$ 20,400
3 Children	\$ 27,550
4 or more Children	\$ 28,850

**Each 6th – 7th grade student will be issued a Chromebook on a tech fee schedule. This fee is paid each subsequent year through 8th grade graduation. The Chromebook will be used by the student from 6th grade forward.

*** Parishioner is defined as **BOTH** a) living within the parish boundaries and b) being an active registered member of the parish

Payment Options:

2. Pay in full no later than September 30, 2021 or pay by August 2, 2021 for \$300 discount.
3. Pay tuition in a payment plan (monthly, quarterly, or semester) through the SMART Tuition Management Company, www.enrollwithsmart.com. Saint James Catholic School is #10883.

2021 – 2022 EXTENDED DAY TUITION AND FEES

Registration & Fee: \$125.00 per family, due at the time of registration

<u>Morning Only - 5 days</u>	<u>Annual Rate</u>
1 child	\$ 980.00
2 children	\$1,750.00
3 children	\$2,340.00
4 or more children	\$2,730.00

<u>After School – 2 days</u>	
1 child	\$1,160.00
2 children	\$2,100.00
3 children	\$2,800.00
4 or more children	\$3,280.00

Drop-in rate: \$12.00 for a morning session and \$20.00 for an afternoon session.

<u>After School – 3 days</u>	
1 child	\$1,750.00
2 children	\$3,150.00
3 children	\$4,210.00
4 or more children	\$4,910.00

<u>After School – 4 days</u>	
1 child	\$2,328.00
2 children	\$4,208.00
3 children	\$5,608.00
4 or more children	\$6,544.00

Late Fee: \$1.00 per minute for each minute after 6:00 p.m., assessed at time of pick-up.

<u>After School 5 days</u>	
1 child	\$2,910.00
2 children	\$5,260.00
3 children	\$7,010.00
4 or more children	\$8,180.00

<u>Morning & Afternoon 5 days</u>	
1 child	\$3,890.00
2 children	\$7,010.00
3 children	\$9,340.00
4 or more children	\$10,910.00

Payment Options:

1. Pay in full no later than August 1, 2020 (\$200.00 discount)
2. Pay tuition in a payment plan (monthly, quarterly, or semester) through the SMART Tuition

Management Company. Enroll online at www.enrollwithsmart.com. Saint James Catholic School is #10883

UNIFORM GUIDELINES

	K-5				6-8			
	Boy		Girl		Boy		Girl	
	Fall/Spring	Winter	Fall/Spring	Winter	Fall/Spring	Winter	Fall/Spring	Winter
Shirt	White St. J polo ³ Kindergarten Polo shirt	White button down ³ Kindergarten Polo shirt	White Peter-Pan Collar blouse ⁴ Kindergarten Polo shirt	White Peter-Pan Collar blouse ⁴ Kindergarten Polo shirt	White St. J polo ³	White button-down ³	White/ Lt Blue banded-bottom polo ⁴	White/Lt Blue banded-bottom polo ⁴
Navy-blue sweater	n/a	v-neck pullover or boys cardigan	n/a	v-neck pullover or girls cardigan	n/a	v-neck pullover or cardigan; 7 th & 8th red SJS fleece	n/a	v-neck pullover or cardigan; 7 th & 8th red SJS fleece
tie	n/a	plaid	n/a	n/a	n/a	Navy	n/a	n/a
Pant ⁵	Navy	Navy	Navy	Navy	Khaki	Khaki	Khaki	Khaki
Shorts	Navy	n/a	Navy	n/a	Khaki	n/a	Khaki	N/A
Skirt/ jumper ¹	n/a	n/a	Plaid Jumpers	Plaid Jumpers	n/a	n/a	plaid skirt	plaid skirt
Socks/ tights ²	Plain white/black mid-crew sock	Plain white/black mid-crew sock	Plain white mid-crew sock or navy knee sock	Navy tights or Navy leggings or Plain white mid-crew sock or navy knee sock	Plain white/black mid-crew sock	Plain white/black mid-crew sock	Plain white mid-crew sock or navy knee sock	Navy tights or Navy leggings or Plain white mid-crew sock or navy knee sock
Belt	Black, brown, tan solid leather or braided. Belt not required for kindergarten.							
Shoes	Black/brown (not a sneaker). Flat, closed-heel, closed-toe, non-marking soles.							

¹ Skirt and Jumper lengths should be no more than 1" above knee

² No logo, ankles must be covered

³ Plain white short-sleeve undershirts may be worn underneath shirts

⁴ White or skin-toned undergarments

⁵ Pants and shorts are to be worn at the waist and fit properly. Pants must reach the top of the shoe with a slight break. The length of slacks must not extend below the heel of the shoe.

Fall/Spring April 1- Oct. 31

Winter Nov. 1- March 31

PE Uniform--All items except sneakers and socks must be purchased from Flynn & O'Hara

	Fall/Spring	Winter
Shirts	Gray T-shirt with St. James logo	Gray St. James T-shirt and navy sweatshirt with St. James logo
Shorts/pants	Red/Navy mesh shorts that are 1 inch above knee	Red/Navy mesh shorts and navy sweatpants with St. James logo. Sweatpants may not be stretched to cover the heel nor may they be tattered at the bottom.
Shoes	Low-cut, non-fluorescent-colored, non-marking soles, with laces tied.	
Socks	Plain white mid-crew sock with no logos	

Preschool Uniform

	Fall/Spring	Winter
Shirts	Red T-shirt with Saint James logo	Red Saint James T-shirt and navy sweatshirt with Saint James logo
Shorts/pants	Red/Navy mesh shorts that are 1 inch above knee	Navy sweatpants Sweatpants may not be stretched to cover the heel nor may they be tattered at the bottom.
Shoes	Low-cut, non-fluorescent-colored, non-marking soles.	
Socks	Plain white mid-crew sock with no logos	

Field Trip Uniforms

- a. Indoor Field Trips (e.g. museum, theater, etc)
 - (1) Students will wear school dress uniform
- b. Outdoor Field Trips (e.g. parks, recreation areas, etc.)
 - (2) Students will wear school P.E. uniform

Out of Uniform Days

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

- a. Dress Up Days
 - (1) Students should come to school in Sunday church clothes
 - (a) Examples: Girls will wear a dress, skirt and blouse, or dress slacks and blouse or shirt (with sleeves). Skirt and dress lengths are to be no higher than 1 inch above the knee. Boys will wear dress slacks, shirt and tie, or collared knit shirt. All students will wear socks and shoes due to the school setting.
 - (b) Not permitted: Backless or spaghetti straps.
- b. Dress Down Days
 - (1) Students may come to school in more casual clothing.
 - (a) Examples: Jeans, Khakis, Saint James PE shorts, sweatpants, House shirts, knit shirts or tee-shirts with sleeves. Hems of shorts must reach 1 inch above knee. Midriff must be covered. Socks and sneakers or shoes are required due to the school setting. No open toed shoes or open heeled.
 - (b) Not permitted: cut-offs, ripped or tattered jeans, camouflage pants, shirts with negative/suggestive comments, logos, pictures or advertising are not allowed. Backless garments, low-cut fronts, halter, tank, tube tops, strapless, spaghetti straps are not allowed. Spandex type leggings and bike shorts, sandals, flip-flops or beach type shoes are not allowed.
- c. Spirit Days
 - (1) Students may come to school in Saint James Catholic School spirit wear.

Grooming Standards

Hair

- a. Clean and neatly styled; students' natural hair color only; **no dyed hair**
- b. Fad haircuts/styles are not acceptable
- c. Hair is not to be lower than the eyebrows in the front
 - (1) Length of boy's hair must be above the collar in the back and be above the top of the ears on the sides
 - (2) Girls may wear simple clips and hair bands that keep hair in place but not hairpieces; large hair ornaments or adornments
- d. Caps, hats and bandannas are not to be worn in school building at any time, which includes lunch periods.

Make-Up/Nail Polish

- a. Eye or face make-up and nail polish are not permitted for any student.
- b. Artificial nails or French nails/tips are not permitted for any student.
- c. Tattoos/Henna designs are not acceptable.

Jewelry

- a. Students may wear only one watch on one wrist.
- b. Students may wear only one necklace. (Cross or religious medal only)
- c. Body piercings are not permitted.
- d. Girls may wear one pair of small, post earrings with one earring per ear, in the lobe of the ear. Boys may not wear earrings.

Please check website for diocesan forms: <https://www.saintjameesschool.org/life-at-saint-james/nurse-s-office>

Diocesan Forms:

Permission for Emergency Care Form (*Appendix F-1*)
Confidential Health History Update (*Appendix F-1A*)
Virginia School Entrance Health Form (*Appendix F-2*)
Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
Inhaler Authorization Form (*Appendix F-3*)
Asthma Action Plan (*Appendix F-3A*)
Epipen/Twinject Authorization Form (*Appendix F-4*)
Allergy Action Plan (*Appendix F-4A*)
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
Diabetes Medical Management Plan (*Appendix F-5A*)
Medication Authorization Form (*Appendix F-6*)
Diocesan Student Accident Report (*Appendix F-7*)
Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
Insurance Billing Form (*Appendix F-7B*)
Certification of Religious Exemption CRE-1 (*Appendix F-18*)
Seizure Action Plan (*Appendix F-20*)
Wellness Policy (*Appendix F-23*)
Pandemic Response Plan (*Appendix F-24*)
Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
Website and Social Media Policy (*Appendix P-1*)
Parent/Guardian Permission Form for School Sponsored Trip Participation (*Appendix R*)
Use of Personal Vehicle (*Appendix R-1*)
Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

(Parent's Signature)

(Printed Name)

(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

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

(Student's Signature)

(Second Student's Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)