

**Parent/Student Handbook**  
2016-2017



**Saint Joseph School**  
*once a saint, always a saint*



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



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Dear Parents and Students,

It is a pleasure to welcome you to the 2016 - 2017 academic year at St. Joseph School. During the months of summer the teachers and staff have been busy planning for this new year. We welcome all new students and parents, as well as faculty members, who are joining our St. Joseph School family.

Many of our school expectations and procedures are outlined within this handbook and are a result of State regulations, the Diocesan Handbook and St. Joseph School Regulations. After reading and discussing the handbook with your child, please sign the Handbook Agreement Form and return it to the school office by September 30th. This agreement states that you intend to abide by the policies of St. Joseph School during the 2016-2017 school year.

May God bless you and your families throughout this year!

Mrs. Conroy  
St. Joseph School Principal

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## **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<sup>1</sup>. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner. <sup>1</sup> Declaration on Christian Education #3

### **Diocesan Mission Statement**

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.

### **St. Joseph School Mission Statement**

St. Joseph Catholic School exists to foster four basic purposes of Catholic Education: the teaching of Catholic Doctrine, the teaching of academics, the building of community, and the witnessing of Christ by service to others.

### **St. Joseph School Philosophy**

At St. Joseph School both children and adults strive to uphold the dignity of all human life, regardless of age, race, ethnicity, socioeconomic status, or religion because every human is a unique creation of God, made in His image and likeness.

Emulating Christ, the Master Teacher, the faculty and staff are committed to the total growth and development of each child. They look to foster the children's intellectual progress as well as their spiritual, emotional, social, and physical maturity. St. Joseph School believes that each of these areas is interconnected and that each must be given adequate attention and encouragement for the complete education of its students. To accomplish these goals, the school must provide a safe and nurturing environment where the staff utilizes multiple techniques and strategies to further the students' academic and spiritual growth.

In partnership with the parents, St. Joseph School participates in the formation of the children as they grow in the love of Christ, commitment to faith, and service to others in the world. This mission of unity will instill a foundation that empowers the students, who are the learners of today, to be the teachers of tomorrow. The Christ-like atmosphere of respect, love, and concern becomes the framework for the instructional program at St. Joseph School, inspiring a lifetime value system for each student.

### **Purpose of Student/Parent Handbook**

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

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

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

Faculty and staff members shall be given copies of all school handbooks. Handbooks are also accessible on the St. Joseph School website ([www.sjschoolva.org](http://www.sjschoolva.org)).

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 Diocese, the Diocesan policies guidelines or regulations shall be of controlling force and effect.

### **Parental Role**

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.

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

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

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

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

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

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

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

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

#### **Non-Discrimination Clause**

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

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admissions 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:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school. (except for the reception of the Eucharist)
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- 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.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the



various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

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

## **II. Academics**

### **Accreditation**

St. Joseph School is accredited by the Virginia Catholic Education Association (VCEA) whose accreditation process has been approved by the Virginia Council for Private Education Committee on Accreditation as authorized by the Virginia State Board of Education.

### **Curriculum**

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

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

Access the Diocese of Arlington Curriculum website here:

<https://www.arlingtondiocese.org/catholicschools/curriculumparents.aspx>

### **Algebra Program for Grades 7-8**

#### **8th grade Algebra**

The 8th grade Algebra class is designed for students who are working on grade level in 8th grade. It follows the Diocesan guidelines for Algebra, with instruction provided at a more moderate pace than that of the Algebra I, Advanced Pacing course.

Throughout the first semester, work habits and mathematical skills of students in both sections of Algebra will be closely observed to make sure they are in the class that is best suited to their abilities. If a student in the 8th grade level Algebra class demonstrates mastery of concepts taught and developmental readiness for a faster paced class, he/she will be moved to the Algebra I, Advanced Pacing class, pending parental approval.

#### **8th grade Algebra I Advanced Pacing**

Algebra I is a fast-paced course which follows the Diocesan guidelines for 9th grade Algebra I. The students will need to maintain a minimum average of 85% in order to stay in this course. During the first semester, we will

be observing students' work habits and mathematical skills closely to make sure they are correctly placed. If a student's average falls below 85%, he/she will be placed in 8th grade Algebra, which follows the same guidelines, but at an 8th grade level.

In order for a student to enroll in the Algebra I Advanced Pacing, the following criteria must be satisfied:

- Math Composite standardized test score, National Percentile: 90 or above
- Class grade in Math: 90% or above
- Iowa Algebra Aptitude Test results: 80% or above
- Teacher evaluation/recommendation, taking into account a student's reading comprehension and school attendance

### **7<sup>th</sup> grade Pre-Algebra**

7th grade Pre-Algebra is divided into two courses: Advanced Pace Pre-algebra and On-grade-level Pre-algebra class. Both courses cover the Diocesan Curriculum Guidelines for 7th grade math and 8th grade Pre-algebra. The On-grade-Level course is designed for 7th graders who are working at a 7th grade level in mathematics.

We make great efforts to ensure that all of the students will succeed in whichever math class they are placed. Our main concern is that all students receive a strong foundation in math. If a student in the On-grade Level Pre-Algebra course demonstrates mastery of the concepts taught during the first semester, we will recommend moving that student to the Advanced Pace course.

Once placed in Advanced Paced Pre-algebra, the student must maintain an average of 85% in order to stay in the class. If, mid-term or at the end of a term, a student's average is below 85%, he/she will be placed in the On-grade-level Pre-algebra course. In order for a student to enroll in the Advanced Paced Pre-Algebra, the following criteria must be satisfied:

- 6th grade Math Survey: 80% or above
- Final 6<sup>th</sup> grade Math Grade: 93% or above
- Terra Nova Standardized Test composite for Math: 85% or above
- Terra Nova Standardized Test composite for Reading: 85% or above

### **World Language – Spanish for 8<sup>th</sup> grade**

Eighth grade students must satisfy the following criteria to receive credit for World Languages Level I instruction and placement in high school World Language Level II:

1. Passing the eighth grade World Language course
2. Scoring 77% on the Diocesan World Language exam
3. Receiving teacher recommendation for placement in Level II

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

### **7<sup>th</sup> and 8<sup>th</sup> grade Electives**

Saint Joseph School 7th and 8th grade students enroll in quarterly electives to enhance the core subjects. Electives complement the skills that students need daily to succeed. Electives take place on the same day each week and change each quarter. Electives are graded on an effort scale similar to the one on the diocesan report cards. Students choose a different elective for each of the four quarters.

Examples of electives available are:

- Latin America Culture
- Research/Study Skills
- Robotics
- Python
- Digital Storytelling
- Media Literacy
- SJS News
- Theatre
- Etiquette
- Neuroscience

### 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. Saint Joseph School incorporates Diocesan chastity lessons into our Religion classes as well as providing an optional program in grades 6, 7 and 8.

### Textbooks/Supplemental Materials

Algebra	Houghton Mifflin	Structure & Method I
English	Harcourt & Brace Loyola Press	Trophies/Lang. Handbook Voyages in English
World Lang.	Pearson Prentice Hall	Realidades B, Spanish is Fun Book 1
Math	Sadlier Oxford	Progress in Math
Penmanship	Zaner-Bloser	Handwriting
Phonics	Harcourt Brace	Trophies/Phonics
Pre-Algebra	McDougal Littell	Pre-Algebra
Reading	McDougal Littell Harcourt Brace Rowland Reading	The Language of Literature Trophies SuperKids
Religion	Loyola University William Sadlier	Christ Our Life The Jesus Story
Science	Glencoe/Merrill/McGraw Glencoe/Merrill Glencoe/Merrill Scott Foresman Scholastic	Intro. To Life, Earth & Physical Science Life Science An Intro to Physical Science Science Lets Find Out
Soc. Studies	McDougal/Littel Pearson/Prentice Hall  Scott Foresman Silver Burdett Ginn	Creating America World Explorer: People, Place & Cultures History of Our World The Early Ages Virginia Regions & Resources

Spelling	MacMillan/McGraw	My World: Adventure in Time/Place
Vocabulary	Houghton Mifflin Sadlier-Oxford	Spelling & Vocabulary Vocabulary Workshop

## Testing

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

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

Testing is administered to all incoming Kindergarteners and new students. The Brigance Screening is administered to all incoming Kindergarten students prior to their entrance to St. Joseph School. Through the observance of each student completing a series of tasks, the screening team is able to determine the developmental readiness of each child. The goal of the program is to ensure that each student enrolled in Kindergarten or first grade has the developmental skills necessary to achieve success during his/her first year in school. Other screening tools are used to determine that readiness for students in grades 1-7 to successfully enter the SJS academic program.

Scantron Performance Series, a diagnostic and placement tool is administered to students in grades 3-7. The web-based, computer adaptive test identifies ability level, academic growth over time and ensures placement in the correct instructional program. The Terra Nova Standardized Test is no longer administered.

Assessment of Catholic Religious Education: This assessment tool, designed by the National Catholic Education Association, is administered to students in grades five and eight each year. Through review of class and grade level scores, school and diocesan personnel can determine student understanding of basic doctrine as well as attitudes towards living the Catholic faith.

### Iowa Test of Algebra Readiness:

Students in the 7th grade participate in a testing program in late spring that provides additional data for determining placement in the 8<sup>th</sup> grade Algebra or Algebra Advanced Pacing Class.

The following tests are administered at St. Joseph School:

- Kindergarten, first and second grade students will be administered the DRA2 throughout the year. The Brigance screening program is administered to all incoming kindergarten students.
- Scantron Performance Series: This test is administered to students in grades 3-7 in September, January and May.
- NCEA Assessment of Catholic Religious Education (ACRE): This test is administered to grades 5 and 8. This assessment is designed to evaluate, affirm goals and objectives, and identify areas needing further development in the area of Religion.
- Catholic High School Placement Test: The Diocese of Arlington will administer the Scholastic Testing Service (STS) High School

## **Grading/Report Cards**

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

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

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

### **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.

93-100 A

85-92 B

77-84 C

70-76

Below 70 is designated by an F.

Indicators for Effort, Encores and Personal Development:

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

The following awards are given to students who qualify at the end of each grading period:

**Principals Honors – Grades 6-8**

Criteria: 93% to 100% in all academic subjects, no X's and no more than two 1's for the quarter.

**First Honors – Grades 6-8**

Criteria: 90% or above in all academic subjects, no X's and no more than two 1's for the quarter.

**Second Honors – Grades 6-8**

Criteria: 85% or above in all academic subjects, no X's and no more than two 1's for the quarter.

Perfect Attendance Award – This award is given at the end of the school year to students who have maintained an outstanding record of attendance at school, defined by their full attendance each day of school, i.e. no tardies, no early releases, or time away from school due to appointments.

Good Samaritan Award - These awards recipients are chosen by their teacher and classmates and represent the student who serves as an example to his or her peers. These students are the most Christian and live their faith by actions of love. For us, it is the highest honor to receive at St. Joseph School.

### **Promotion/Retention/Placement Policy**

A major goal of the school is to assist students to complete each academic year satisfactorily. The school will recommend that a student repeat a grade when it is necessary and advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student’s academic performance and best interest as determined by the principal.
- Teachers will begin to communicate to parents as early as possible if a child is not progressing satisfactorily toward the next grade level.
- Students failing one or two academic areas must successfully complete summer school, another program or an academic summer intervention plan 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. Core academic subject at St. Joseph School are: Language Arts, English, Literature, Social Studies, History, Math, Algebra, Religion, and Science.
- Students who would not benefit from being retained in the grade may be “placed” in the next grade level rather than promoted.
- At St. Joseph School, a student may only be “placed” one time unless special permission has been granted by the school principal. “Placed” indicates that the student has not met the criteria to be promoted to the next grade. All students that are placed MUST successfully complete a summer intervention plan of 20-40 hours of instruction by a tutor (certified teacher) or other approved academic program. Students who do not successfully complete the required Summer Intervention Plan will not be allowed to enroll for the upcoming school year.
- If a student who is placed fails one or more academic core subjects at the end of the first quarter, the student will withdraw from St. Joseph School at the end of the quarter.
- Students may only be retained or placed at St. Joseph School one time.

### **Homework**

Homework is assessment for learning (formative) and occurs while students are still in the process of acquiring new skills and concepts. As such, homework helps teachers better understand student needs, provides opportunities for meaningful feedback, and shows students how to improve. Homework is distinctly different from assessment of learning, when students are given the opportunity to demonstrate the skills and knowledge they have acquired through unit tests, projects, quizzes, etc.

Homework is defined as any task completed in the home environment in support of learning in school, i.e. written work, projects, studying, assigned reading, flashcards, etc.

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.

The suggested time allotment for homework depends on the type of assignment and the age and grade of the student. Kindergarten may occasionally have homework assignments or projects. No definite time limit can be determined for all grades since students work at different speeds. The following is merely a general guide for **written work**:

Grades 1 and 2	20-30 minutes
Grades 3 and 4	45-60 minutes
Grades 5 and 6	60-75 minutes
Grades 7 and 8	75-120 minutes

- Not all assignments are written. As the students advance, they should study vocabulary and concepts presented in content areas. Independent reading, studying and review of content may increase the overall homework time required.
- Parents should provide a suitable environment for study and homework; show interest and give encouragement, but should not complete home assignments for their children. It is recommended to occasionally check on the papers your children intend to submit.
- If a parent feels that homework completion is consistently taking longer than the suggested time allotment, he/she is invited to discuss the matter privately with the teacher.
- Missed class work or homework will result in parent notification through a missing assignment form. The form must be signed and returned with the completed work within 48 hours.
- All students are responsible for bringing proper books and/or assignments home each day. There will be no access to the school after dismissal. Students are encouraged to contact classmates in the event of forgotten work. Students are expected to check their classroom homework websites for homework information.

### **Missing Work Policy**

When a student falls ill and cannot attend school the main concern is for the comfort and recuperation of the student.

**Classwork and homework assignments missed during absence will be ready for your child when they return to school.**

Upon returning to school, it is the student's responsibility to speak to the teacher and get all missed assignments. This work should be made up and turned in as soon as possible but not to exceed the number of days absent.

Any student that misses class due to early dismissal or late arrival **MUST** get the missed work for that day and turn it in the following morning prior to the start of class. If a student fails to do so, that work may not receive credit.

Long term assignments (assignments given at least two weeks in advance) are due the day of the student's return from an excused absence. If a student is in school but excused from class, he/she must still turn in long range assignments on the day it is due.

## **Technology-Acceptable Use**

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

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

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

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

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

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that 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.
4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
5. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
6. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.
  - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - c. Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's



risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Examples of Unacceptable Uses – Users are not permitted to:

- Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - 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.
  - Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal. This applies to the use of Facebook, Shutterfly and all other forms of social media.
  - Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
  - Attempt to circumvent system security.
  - Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - Violate license agreements, copy disks, CD-ROMs or other protected media.
  - Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - Breach confidentiality obligations of school or school employees.
  - Harm the good will and reputation of the school or school employees.
  - Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
  - Users must immediately report damage or change to the school's hardware and/or software.
8. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
9. 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:
- Loss of use of the school network, computers, and software including Internet access.
  - Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
  - The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

### **Cell Phone Policy**

The use of cell phones is not permitted by students during the school day. If a student chooses to bring a cell phone to school, the responsibility lies with the student. The cellphone should remain in the off position during the entirety of the school day. Non-compliance with this policy will result in the student and phone being sent to the office. Automatic detention will be given and retrieval of the cell phone is the responsibility of the parent at the conclusion of the school day. A second offense will result in an automatic detention and a fine of \$25. Parents may pay the fine at the office and pick up the cell phone after school.

### **Parent-Teacher Communication**

PowerSchool is a web-based student information system that allows parents to review their child's performance as recorded in electronic teacher gradebooks. Grades are readily available to parents of students in grades 3-8 therefore a quarterly interim/progress report is not distributed. It is recommended that parents view the PowerSchool Portal at least twice a quarter. In addition, parents and students should monitor missing assignments which may impact a student's overall grade. Formal report cards are distributed at the end of each quarter for students in grades one through eight and students in Kindergarten will receive a formal report card at the end of the first semester and at the end of the school year. Parents are responsible for updating personal information and ensuring its accuracy.

### **Contact Information**

Saint Joseph School  
750 Peachtree Street  
Herndon Virginia 20170  
703-880-4350 Fax 703-880-4320  
[www.sjschoolva.org](http://www.sjschoolva.org)

School Office: 8:00 AM to 4:00 PM  
School is in session: 8:15 AM to 3:15 PM

St. Joseph School's telephone system uses a voice mailbox system. Any school personnel's mailbox can be reached by calling the main number 703-880-4350 and following the directions on the menu. Messages can be left for individual office staff or faculty members. Messages will be checked daily.

All administration, teachers, aides and staff possess a school email address ending @sjschoolva.org

The school website is updated regularly with news, events and calendar changes. [www.sjschoolva.org](http://www.sjschoolva.org)

Please allow 48 hours for the administration and teachers to respond to emails.

### **Scheduling and other conference information**

Parent/teacher conferences are held at the conclusion of the first quarter to discuss student performance. Conferences are scheduled for 15 minutes in length.

## SCHOOL SCHEDULE

7:55 - 8:10 AM	Student Arrival
8:15 ...	Morning prayers / Pledge of Allegiance
11:10 - 11:35	Recess - Grades K-1
11:35 - 11:55	Lunch for K-1
11:35 - 12:00	Recess Grades 7-8
12:00 - 12:20	Lunch for 7-8
12:00 - 12:25	Recess - Grades 2-3
12:25-12:45	Lunch for 2-3
12:25 - 12:50	Recess - Grades 4-5-6
12:50 - 1:10	Lunch for 4-5-6
3:10 PM	Closing exercises
3:15 PM	Dismissal
3:30 PM	Adult supervision ends

Kindergarten through Grade 8: 8:15 AM - 3:15 PM  
(Supervision begins at 7:55 AM and ends at 3:30 PM)

### School Counselor

St. Joseph School employs a part-time school counselor. Following the National Model for School Counselors, the counselor teaches in the classroom throughout the year and provides whole group instruction on a variety of topics. Classroom lessons address the needs of MOST students.

The counselor offers small group counseling. Small group counseling is appropriate for SOME students who might need extra reinforcement in certain areas, above and beyond what is already addressed during classroom lessons. Small groups meet about once a week for a six to eight week period and focus on specific concerns of the participant(s) (e.g., social skills, divorce, deployment, grief or anger management). Participation in small group counseling requires written parental permission for each student.

The counselor is available for individual counseling when needed. Individual short-term counseling is an appropriate intervention for a FEW students who need reinforcement to develop the skills necessary to be successful in the school setting. Many students visit with the school counselor for a brief intervention, which differs from small group counseling. Students can be referred for individual counseling through self-referral, parent referral, or teacher/staff member referral. Parent/guardian consent is not required for short term personal or social counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment. It is not the role of the school counselor to provide long term individual counselling.

Confidentiality is a key feature of the counseling experience. The school counselor will keep information confidential with the following possible exceptions, as required by law/or ethical standards: harm to self or others, abuse or neglect, and court or other legal proceedings.

Elementary school years set the tone for developing the knowledge, attitudes, and skill necessary for children to become healthy, competent and confident learners. Through a comprehensive developmental school counseling program, school counselors work as a team with the school staff, parents and the community to create a caring climate and atmosphere.

## **Students with Special Needs**

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

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

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

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

A student with a documented learning disability (Catholic IEP) and/or a student with documented special needs (504/SAP) is pulled out of the general education classroom to receive learning resource instruction. Students are typically pulled out of Encore classes – library, music, art and computers. Students are never pulled of P.E. Typically, a student will receive support two times a week for 45 minutes. Certain students are exempt from world language and may receive additional learning resource instruction. Students may take tests in the learning resource room if that is an accommodation included in their documented plan. Every effort is made to assist students in working to their full potential within the general education classroom setting.

## **Student Assistance Teams**

- The mission of the Student Assistance Team is to provide a systematic approach for supporting students in need and maximize individual student success.
- The Student Assistance Team is a positive, success-oriented process which uses a 'Response to Intervention' approach to help remove educational or behavioral stumbling blocks for all students in the general education classroom.
- The process consists of a team working together to identify the student's needs, set goals, and develop an intervention plan to achieve those goals.
- The Student Assistance Facilitator, administrators, classroom teacher, faculty, and parents are all members of the Student Assistance Team.

The purpose of the Student Assistance Team process is to:

- Identify the learning needs of students experiencing challenges in school.
- Provide students with the academic, emotional, and/or behavioral support needed to achieve their full potential.

## How Does the Student Assistance Team Meeting Work?

- The team meets to walk through a five step process designed to provide open communication and help students achieve their full potential. The meeting takes 30- 45 minutes and concludes with a plan to support the student.
- The process includes the following:
- Identify the student’s academic/behavioral strengths and needs, and, define the goals of the process based upon those strengths and needs.
- Determine appropriate strategies to assist the student in accomplishing the goals.
- Implement intervention strategies for a defined period of time and then measure the effectiveness of the ‘Response to Intervention’.
- Schedule a follow-Up SAT meeting (typically 3 to 4 weeks later) to evaluate the success of the strategies implemented and determine whether to continue, discontinue or alter the strategies.
- Should additional information be necessary to understand the student’s specific needs, a multidisciplinary evaluation, such as a Psycho-Educational Evaluation, may be needed.
- What Are the Benefits of the Student Assistance Team?
- Identifies students in need of academic, emotional and/or behavioral support through a variety of screenings and assessments.
- Systematically identifies and prioritizes stumbling blocks, and their associated solutions, to facilitate student success.
- Utilizes “Response to Intervention” strategies and referral procedures to understand and meet the needs of the student.
- Provides assistance to teachers, students, and parents through open communication, shared knowledge and a team approach.
- Monitors and evaluates the progress of the student throughout the process.

### **III. Administrative Procedures**

#### **Admissions**

##### **Diocesan Initial Admissions 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:

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

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

##### **Age for Admission to Kindergarten**

Children who will have reached the age of five years by September 30th may be enrolled in Kindergarten. The Brigance Screening is used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and

language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

### **Requirements for Admission K-8**

- Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file).
- Baptismal certificate for Catholic students
- Proof of custody where applicable
- Current report card and previous academic years' report card as applicable
- Current standardized test scores and previous years, if applicable
- Completed Diocesan Application Form (Appendix J)
- A non-refundable application fee
- A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - Proof of exact dates of immunization as required by the Code of Virginia
  - Current Certification of Immunization
  - Physical examination covering all required aspects as mandated on the MCH-213, 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.)
- Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.
- Provide to the principal and Learning Resource Instructional Support Teacher testing results for any educational or medical testing results related to student learning.
- Provide Individualized Educational Plans and 504 documentation

### **General Conditions of Admission**

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

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

## **International Students**

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

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

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

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

For students who hold a visa other than F-1, refer to Appendix AJ (Nonimmigrants Who Can Study);

International students who are currently in B-1, B-2, F-2, or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

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

## **Class Placement**

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing. Student placement is completed by the current classroom teacher with consultation and approval by the principal. Parent requests are not considered unless there are extenuating circumstances.

## **Diocesan Policy for Attendance Requirements**

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

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

Once a student is enrolled in the school, the principal/administration and teachers 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).

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 written excuse or email, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
- Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
- Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.
- A cautionary letter will be sent to parents following (10) days of student absence.
- A meeting of parent and teacher will be required following (15) days of student absence.
- A meeting of parent, teacher and principal will be required following (20) days of student absence.

### **Tardiness**

Students are expected to be in their homerooms and ready to begin class when the 8:15 a.m. bell rings. Students arriving after 8:15 are considered tardy. To ensure the safe arrival of all students, parents/guardians are required to sign in their children at the main office when arriving late. Students are also required to report to the school office to obtain a slip admitting them to class. The tardy slip will be issued only when the students have been signed in by a parent or carpool driver.

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. While a student may be late due to any number of circumstances, a pattern of late arrival is detrimental to a student's academic progress and understanding of the importance of punctuality. Additionally, the late arrival of a student on a regular basis is also disruptive to the classroom environment and the learning that is taking place. School administration will review records to ensure the regular and timely attendance of all students. The following strategies will be implemented in support of families for whom late arrival becomes a pattern:

- **A student is tardy if not present in the classroom at 8:15 AM.**
- A student who is tardy must report to the office for a tardy slip before going to his/her homeroom.
- Students should be in the classroom by 8:10 AM in preparation for prayers at 8:15 AM.
- A parent must accompany a student to the school office.



- The student will receive written notification to admit him/her to class.
- The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.
- A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.
- Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.
  - A letter will be sent to the parents after the student's fifth tardy to school;
  - A meeting between the parent/s and assistant principal will take place on the seventh tardy to school, before the student can return to school.

### **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 not under any 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. The scheduling of vacations during the school year is strongly discouraged. Students who must be absent for a period of time are responsible for completing all assignments upon their return. Parents should seek to schedule doctor and dental appointments around the school day. Although students can complete missed assignments independently, there is no substitute for the learning that occurs within the classroom under the guidance and direction of the teacher

### **Attendance/Reporting Procedures**

For each absence, parent must provide a written note indicating the dates and reason their child is not in school.

- **Unplanned Absences (illness or family emergencies):** Please send an email to your child's teacher in the morning indicating why your child will not be in school. If you know that your child will be absent for additional days please indicate the expected date of return.
- **Planned Absences:** Vacations during the school year are highly discouraged but sometimes are unavoidable. If you know in advance that your child will be absent please send an email to your child's teacher as early as possible prior to absence, indicating the dates and reason for absence.

### **Absence**

St. Joseph School requires that parents notify the school of all absences. If the illness is extended for more than one day, a call or email on the first day is sufficient, and upon return of student to school, a note or email with an explanation and duration of illness is to be given to the teacher. Calls are not accepted from minors.

If a student is well enough to come to school, the student is expected to participate in all activities. There will be outside recess (weather permitting) for all students.

**No student may return to school until 24 hours after a fever has broken.** If a student is sent home from the clinic with a fever, he/she may not return the next day. Additionally, if the student is put on an antibiotic, he/she must be on the medication for 24 hours before returning to school.

### **Medical excuses**

Certification of an absence by a physician when students have been absent for an extended period of time, is required. If your child requires crutches, casts or splints, you must send in a doctor's note that states

limitations for physical activities and your child will remain in the clinic with the nurse during recess. Additionally, a doctor's note is required if your child is unable to participate in Physical Education classes.

### **Release of students**

A note or email is required for a student to request permissions to leave class early. The note/email should indicate the time the student is being picked up and must be signed by the parent. This note will be sent to the office and kept on file. When a student leaves class during the day for an appointment, he/she must be signed out at the school office by the responsible adult. Excessive early releases are unacceptable due to the instructional time a student will miss.

### **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" from the new school. Additionally, a form must be completed for the release of confidential records in Learning Resource. All fees and tuition **MUST BE PAID** prior to the release of the student's records.

### **Lunch/Milk Program**

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

St. Joseph School offers a daily lunch program. Lunch orders are completed on-line. All orders must be returned by the due date for lunch orders to be processed. No late orders will be accepted.

### **Arrival and Dismissal**

**Carpool Policy** - Parents are responsible to arrange carpool. Only students participating in approved after school activities are permitted to remain at school. Siblings and other carpool members must go directly home at dismissal. Carpool drivers are responsible for the safety of their passengers at all times! At any time a student is riding in a different car pool, the school must be notified in writing - name of the driver and description of car.

**Bicycles/Walker's Policy** - Students are allowed to ride bicycles to school and are expected to observe all safety rules. Bicycles should be locked at the designated bicycle racks. As a safety precaution, students are not allowed to ride bicycles within the parking lot. Students should remain away from the bicycle area during lunch and recess. Bicycle riders must wear a helmet.

Walkers are assembled in a specified area at dismissal time. They are dismissed as a group by the designated faculty member(s) at a time deemed safe. This policy is in effect for all walkers regardless of parental accompaniment.

A Permission Form must be signed and on file with the school administration. St. Joseph School will follow the safety directive of Fairfax County's Transportation Department which permits a student who lives within a radius of one (1) mile of the school to walk/bike to or from school. Proof of a destination address is required for each student who walks/rides to or from school.

The following regulations must be strictly adhered to:

- Students must use extreme caution entering and exiting the school parking lot.
- Students must arrive at school by 8 AM.
- Students must exit immediately following afternoon announcements. (Out the 2nd grade doors, under the supervision of the walkers moderator).
- Students must follow each directive of teacher(s) on duty.
- Students must submit written parental permission
- Students must at all times represent the St. Joseph's Code of Conduct.
- Students riding a bicycle must wear a helmet and possess a lock for the bicycle.
- Students must walk on sidewalks (where present) and bikers must follow all safety rules.
- Students must go directly to destination and not return to St. Joseph School property.
- Students must know home and emergency phone numbers.
- Parents must provide alternate transportation for their student on inclement days.

#### **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:

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

##### **Access to Records**

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

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

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

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

## **Transfer of Records**

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

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

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

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

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

- IEP/ISP or 504 Plan
- Student Assistance Plan
- Eligibility Minutes
- Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- Application
- Counselor notes
- Discipline notes
- Court Documents
- 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/out, and wear an identification tag when visiting the school.

## **School Communications**

### **Principal's Communication**

- Keep informed by reading all school communications.
- Consistent communication and contact between the home and school is essential if the school and parents are to work hand in hand.
- Updated information can be found on the St. Joseph School website [www.sjschoolva.org](http://www.sjschoolva.org). Please be consistent in checking information, calendar updates and current activities.
- Additionally a weekly publication will be provided via website to update parents of students' activities and accomplishments.
- Please subscribe to text alerts for daily/weekly reminders of events.

### **Take-Home Communication**

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

- Principal must be given 48 hours to review materials
- Weekly folders will be sent home containing the student's work.
- Parent signature is often required for take home folders of weekly work.

### **Telephone Use/Messages for Students**

All messages for the office should be sent with the morning folder or be given through voice mail to the school mailbox (ext 4350).

Students should be educated in responsibility. The school telephones are for the use of the office and the transaction of school business. Students and teachers will not be called from classes to answer the telephone except in case of emergency. Students are not permitted to call home for forgotten items. A written note from the teacher is required giving exception to this. Forgotten items may be picked up by students during their designated lunch period.

### **Inclement Weather/School Closings**

In addition to the traditional 180 school days, schools should add at least three extra days to the Diocesan 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.

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 Fairfax County School System closes due to inclement weather, St. Joseph School will be closed. If Fairfax County delays the opening of school on a day when we are scheduled for early dismissal, we will follow the delay BUT will extend our school day until 3:15 PM. The information can also be found by calling the school bulletin board, 703-880-4350 or checking the school website. Parents and students are requested not to call the radio stations or the Priests' residence. If the school district or schools in the area are not mentioned, it is assumed that normal scheduling will take place.

### **Extended Day/Inclement Weather Closings:**

If the school is closed for the day, there will be NO Extended Day. If school opens one to two hours late due to inclement weather, Extended Day will open as follows:

One hour late school opening – Extended Day will open one hour later than the usual time. It will open at 8:00 am. Two hours late opening – Extended Day will open hours later than the usual time. It will open at 9:00 am. If school closes early due to inclement weather, Extended Day will close as follows: There will be NO Extended Day after school, all students must be picked up within 30 minutes of the early dismissal time. Any child who is not picked up by 30 minutes after the dismissal time will be charge \$1.00 a minute per child until he/she is picked up. If St. Joseph dismisses on time, but Fairfax County Schools cancel after school activities, Extended Day will be open for two hours after school dismissal. If the weather deteriorates during those two hours, parents will be called and emailed to pick up children as soon as possible.

Please note: If St. Joseph School closes for inclement weather, all activities whether parish or school are cancelled for the entire school day and evening.

### **Photos and Other Media**

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the Waiver/Right to Object form. All student or parental publications are subject to review and approval by the school administration prior to publication. **Parents may never take photos of SJS students during school sponsored activities and post them on the internet/social media including Facebook and Shutterfly without prior permission of the parent and school administration.**

### **Library**

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

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

### **Field Trips**

- All field trips must be approved by the principal.
- Safety is of paramount importance throughout the field trip.
- All drivers and chaperones must be Virtus-approved (Child Protection Program)
- No siblings are allowed on field trips.

- The teacher is the authority while on the field trip, and is responsible for the entire class.
- The teacher is responsible for giving specific instructions to drivers, chaperones, and students.
- The teacher must have copies of parent permission and medical emergency forms, and have the school's phone number (703-880-4350) in case of an emergency. The principal should be called prior to entering a hospital or an emergency care facility.
- The teacher must ride with any student who suffers from severe allergies.
- All field trips will depart from Parish Hall A entrance. Drivers and chaperones should park in the lot adjacent to Hall A and enter the building at the Hall A entrance, waiting quietly for the teacher and students to arrive.
- All field trips will return to the Parish Hall A entrance. Drivers and chaperones must wait with the students assigned to them just inside the Hall A entrance until the teacher arrives and accounts for all the students.
- All drivers must leave at the same time after the teacher has directed each driver and group. All drivers must follow the teacher's plan, driving directly to the designated site and returning directly to the school with no stops along the way for anything. No driver or student should ever be left alone.
- All drivers must hold a valid driver's license, state inspection, and car insurance. Additionally, a current Private Vehicle Transportation Information form must be on file with the school nurse.
- All drivers should be aware of the major requirements of Virginia's Child Restraint Device Law (Code of Virginia Article 13 – Section 46.2):
- Child restraint devices are required for children through the age of seven (until 8th birthday). Safety seats must be properly used and approved by Department of Transportation standards. There is no height or weight requirement associated with this law. The Virginia law is based solely on age.
- Rear-facing child restraint devices must be placed in the back seat of a vehicle. In the event the vehicle does not have a back seat, the child restraint device may be placed in the front passenger seat only if the vehicle is either not equipped with a passenger side airbag or the passenger side airbag has been deactivated.
- Children can no longer ride unrestrained in the rear cargo area of vehicles.
- The law applies to anyone (i.e. parents, grandparents, babysitters, friends) who provides transportation for a child in any vehicle manufactured after January 1, 1968. Public transportation (taxis, buses), regulation school buses, and farm vehicles are exempted.
- All drivers should be aware of the major requirements of Virginia's Safety Belt Law (Code of Virginia Article 12 – Section 46-2):
- Children age 8 through age 17 (until age 18) must be belted correctly in vehicle safety belts, in vehicles manufactured after January 1, 1968. Exemptions are taxicabs, school buses, executive sedans and limousines.
- This safety belt law is primary enforcement -- no other violation need be committed prior to ticketing for failure to have a child correctly buckled up.
- All drivers will be given a sealed envelope with a copy of each assigned student's parent permission form, to be opened only in the case of an emergency.
- All drivers and chaperones are accountable for the students assigned to them throughout the field trip.
- All drivers and chaperones should be aware of any specialized medical conditions of the students assigned to them, especially allergies.
- All drivers must adhere to no cell phone usage while transporting students. However, all drivers and chaperones should have a cell phone in case of an emergency.
- All drivers must adhere to no radio or DVD player usage while transporting students.

- Eating or drinking in the car is not permitted due to allergies and/or choking.
- All students must wear their own seat belt. No student may ride in the front seat.
- Smoking is not permitted in the presence of students.
- If a student appears ill, drivers and chaperones must report this immediately to the teacher. No driver or chaperone is to administer/dispense medication to a student or seek permission from a parent to administer/dispense medication to a student.
- If a student is misbehaving, drivers and chaperones must report this immediately to the teacher. No driver or chaperone should discipline a student or call the student's parent(s) to report misbehavior.

### **Overnight Trips**

Overnight trips are not permitted for elementary school children.

### **March for Life Policy**

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

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

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

### **Graduation Requirements/Ceremonies**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies. The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist should be held by and for the graduates close to the date of graduation.
- Graduates will be required to purchase cap and gown for the graduation ceremony.
- Graduates must adhere to required dress code for the Graduation ceremony. Infraction of such will result in student non participation in the ceremony. A detailed description of appropriate attire for the ceremony will be provided by the teacher.
- A reception will be hosted by the seventh grade class.
- Limousine Services will not be allowed. Students are to arrive and be dismissed in regular vehicles.
- A photographer / video graphic is contracted by the administration of the school, who will photograph individual graduation and class photos. No parent may hire or sign a contract regarding photos. Any other solicitation of photos/videos is prohibited within school.

### **Parent Organizations**



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

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

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

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

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

The parent organization should strive:

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

### **Fund-Raising**

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising 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 the school or parish.

### **Transportation/Parking**

Morning Carpool drop-off begins at 7:55 a.m.

Sixth grade Safety Patrols will be stationed on the sidewalk from the flagpole to the gym to safely open vehicle doors. Have your passengers ready to exit the vehicle when you have pulled to the sidewalk. Please wait until a Safety Patrol person approaches your stopped vehicle. All students must exit from the right passenger side of the vehicle. Drivers need to remain in their cars. All students will walk on the sidewalk and proceed to the Student Only Entrance. Please refrain from using your vehicle's trunk to transport book bags. Thank you for your cooperation in the safety of our students.

The morning carpool procedure is outlined below:

- Carpool drivers enter the SJS property from Peachtree Street. Turn right at the cones.
- Proceed to the next set of orange cones and make a left between island and curb.
- Proceed to the sidewalk and make a left to drive across the front building entrances.
- Proceed to the corner of the building, and turn right to drive down the long side of the School building, past the Student Entrance toward the Gym, following the yellow line and moving up as far as possible along the building before stopping.
- Students exit their vehicles, walk on the sidewalk and enter through the Student Only Entrance.
- Vehicles turn left at the end of the parking lot.
- Proceed to the “Franciscan Way” sign, and make a final right to exit the school property between the Herndon Community Center and the Priests’ Residence onto Ferndale Ave with a left or a right. This is the only a.m. carpool exit.

The dismissal carpool procedure is outlined below:

- Enter St. Joseph School property at Peachtree Street.
- Proceed to CAR or VAN lane. The first three lanes are for cars. The fourth lane is a pedestrian lane. The fifth and beyond are for vans and SUV’s.
- TURN OFF ENGINE. Please remain in your vehicle.
- Students exit building and proceed to their vehicles. \*\*Vehicles are stopped in the second carpool lanes once the students begin to exit the building.
- Once the students are all in their vehicles, the signal is given to TURN ENGINE ON.
- As directed by a faculty member, first carpool proceeds out of the parking lot via “Franciscan Way” Road.
- Second carpool is directed into vacated CAR lanes.
- Please turn off your engines; students will proceed to their cars when directed.
- Once first carpool has exited the parking lot, second carpool exits.

\*\*\*Students are not permitted in the second carpool area.\*\*\*

Students remaining after the third round of cars will be directed to Extended Day and parents will be charged accordingly.

PLEASE NOTE:

- For the safety of all, the speed limit in the parking lot is 5 M.P.H.
- Cell phone usage while driving is prohibited.
- Pets are not allowed on school grounds

#### **IV. Finances**

##### **Diocese of Arlington Tuition Assistance Program Application Process & Requirements**

- A. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.

- B. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
  - A baptized Catholic or convert officially received into the Church
  - Family resides within the boundaries of the Diocese of Arlington
  - Family is registered and an active member of a parish in the Diocese of Arlington
  - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- C. 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.
- D. Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible to apply for the Diocese of Arlington Tuition Assistance Program.
- E. 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**

Tuition payments are scheduled over a ten-month period with the first payment due August 2016. Tuition is billed and paid through FACTS Tuition Management. Parents may choose a payment date of the 5th or the 20th of the month. Families desiring to pay tuition in full, for the entire year, may do so with the payment due August 1. Should a student be withdrawn, a full month’s tuition payment will be charged for any portion of a month in attendance.

Checks must be made payable to: ST. JOSEPH SCHOOL.

**Tuition and Other Fee Schedules**

**Tuition Rates – 2016-2017**

CATHOLICS IN THE DIOCESE OF ARLINGTON RATES			NON-CATHOLIC AND INTERNATIONAL STUDENT RATES	
	PER YEAR	PER MONTH	PER YEAR	PER MONTH
One child	\$ 5,917	\$591.70	\$7,848	\$784.80
Two children	\$10,059	\$1,005.90	\$15,696	\$1,569.60
Three children	\$13,609	\$1,360.90	\$23,544	\$2,354.40
Four children	\$14,201	\$1,420.10	\$31,392	\$3,139.20

PLEASE NOTE: All Catholic families who are registered and active with a Parish within the Diocese of Arlington are eligible for the Catholic tuition rate.

We personally embrace all the families who choose to be a part of the St. Joseph School Community. Being a registered Catholic means that a family fully participates in your Catholic faith community, practices good stewardship by sharing time, talents, and treasure. This means that the Catholic Church is where you would worship, attend Mass on each weekend, and contribute financially. You have talents to share and gifts to enrich others. Our tuition income does not cover all the expenses of operating our school. The Parish continues to financially subsidize St. Joseph School. We therefore ask all our parents (Catholics and Non-Catholics) to support the school through active participation in the PTO, fund raisers, and volunteer opportunities.

Tuition represents the majority of the school's revenues. Timely tuition payment is essential to the fiscal stability of the school. Report cards and transcript statements will be withheld if the tuition for a family is past due.

Tuition accounting is handled in the Parish Finance Office through FACTS Tuition Management. The log on link can be found on the school website under admissions/tuition rates. Should a problem arise which would delay timely payments, please contact the Finance Office.

### **Payment Schedule**

Tuition payments are scheduled over a ten-month period with the first payment due August 1st and the Final payment due May 1st through FACTS, you have a payment date choice of the 5th or the 20th of the month. PTO fees will be invoiced through FACTS; \$25.00 per family for membership; Class dues are \$25.00 per student and an additional \$50.00 per 8th grade student for an 8th grade activity fee. Families participating in Extended Day or Learning Resource will have their contract charges billed through FACTS. The log on link can be found under admissions/tuition rates on the school website. Prepaid tuition: If you choose to prepay 2016/2017 tuition in full, payment is due August 1st. You may pay in full through your FACTS account or contact the finance office for arrangements.

### **New and Re-Enrolling Students**

A non-refundable application fee of \$100.00 is to be attached to all new St. Joseph School Applications. Upon acceptance or re-enrollment, and Enrollment Reservation/Academic Supplemental Fee form will be sent to the Parents/Guardians of the new or returning student. A non-refundable fee of \$300.00 per student and the form must be returned to the finance office by the designated due date. In-house registration for students currently enrolled takes place during the second semester and is permitted only for those families whose financial accounts are current. Registration for the following year will not be considered final until all tuition and fees for the current year are paid in full. Eighth Grade students may participate in graduation activities provided all financial obligations are met by May 20th of the current school year. Eighth Grade transcripts are released to high schools after all financial obligations to St. Joseph School are satisfied. In June, final report cards are distributed to those families whose financial accounts are current.

### **Returned Check Fees**

FACTS will make a second attempt to collect for non-sufficient funds. A \$30.00 fee will be assessed for each NSF and will be collected by FACTS on your next pay cycle. If the tuition remains unpaid by the last day of the month, the family will be informed in writing the date which the student(s) will not be permitted to attend school until all outstanding payments and service fees are received.

Postdated checks to the school will not be accepted.

### **Student Withdrawal**

Should a student be withdrawn from school during the course of the year, a full month's tuition payment will be charged for any portion of a month in attendance.

You may contact the Parish Finance Office Administrator at 703-880-4313, for any questions you may have regarding your account during the school year, and to obtain any needed financial forms. Tuition Contract Guidelines must be signed by a parent/guardian and returned to the Finance Office.

## **V. Co-Curricular and Extra Curricular Activities**

### **Participation**

**Mass & Sacraments:** Students attend Mass as a school community once each week. Each class is given the opportunity to be responsible for those portions of the Mass in which the laity participate.

As part of their curriculum, students in grade two are prepared to receive the Sacrament of Holy Eucharist and Reconciliation; students in grades seven and eight are prepared to receive the Sacrament of Confirmation. Throughout the school year, each Catholic student beyond grade two has the opportunity to receive the Sacrament of Penance. Parents are reminded of their responsibility to ensure more frequent reception of this sacrament.

**Band:** Students in grades 4-8 may receive instrumental lessons through the diocesan band program. Additional fees for participation in the band are arranged through this program. The school band competes in the annual diocesan band festival, the "Music in the Park" festival program, and performs an annual winter and spring concert.

**National Junior Honor Society:** St. Joseph School is a charter member of the NJHS and abides by the Constitution and bylaws of the national organization. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship.

**Student Council Association:** St. Joseph School Student Council Association (SCA) has for its purpose to provide leadership and service to the student body in all aspects of student life and to assist the principal and faculty in carrying out the school's activities. Officers are elected annually from grades 7 and 8 and representatives from grades 4 through 8.

**Safety Patrols:** Students in grade 6 serve as members of the School Safety Patrol. The patrols help school staff and teachers ensure the safety of students by coordinating the morning and afternoon carpool systems and by providing assistance to students and parents at the time of arrival and dismissal.

**CYO Sports:** Students in grades 4-8 may participate in CYO sponsored sports and activities. Students who are absent from school should not participate in after school activities on that day. It is important that students strive to play fairly and be respectful of coaches, referees, and other competitors. Christian behavior and good sportsmanship must be exhibited at all times.

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

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

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

### **Supervision of Students**

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

## **VI. Student Responsibilities and 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, faculty and students work together to create a Catholic school environment. These basic components include:

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

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

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will respect the personal space of students and teachers
7. Will not write on themselves or others.
8. Will complete all assignments and participate fully in class
9. Will respect all school and personal property (see also Care of School Property)
10. Will refrain from any deliberate disruption in the school
11. Will adhere to the school's cell phone policy (see also Cell Phone Policy)
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (see also Dress Code)
14. Will not give or receive unauthorized assistance on tests, quizzes or assignments
15. Will not leave school grounds during the school day for any reason without permission from the
16. principal/administration
17. 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 also Substance Abuse/Weapons and Inappropriate Materials)
18. 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 will result in suspension or expulsion from school (see also Substance Abuse/Weapons)

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

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

### **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 appraise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

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

### **Disciplinary Measures**

The following are some approved disciplinary measures:

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

### **Specific Disciplinary Policies**

Attitudes and actions of Christian courtesy and respect toward each individual are nurtured and expected from each student at St. Joseph School. Good manners, a manifestation of respect for self and for others, are continually stressed.

Inappropriate behaviors may include but are not limited to the following:

- Continued and willful disobedience.
- Open defiance of the authority of any person having authority in the school.
- Conduct constituting a continuing danger to the physical and well-being of other students.
- Physical assault upon another.
- Taking or attempting to take another's personal property or money.
- Forging of work and/or another person's signature or deliberate plagiarism (copying another person's work and calling it your own) of work.
- Willfully causing, or attempting to cause damage to school property.
- Continued cursing or verbally abusing any person.
- Lying and cheating.
- Use of offensive sexual words or gesture in the presence of students and adults.
- During school hours, students may never leave school grounds for any reason whatsoever, including going out to lunch or going to fast food establishment. Leaving the school grounds without permission is a very serious offense.

### **Positive Behavior Support Plan**

A Behavior Support Plan is a "proactive action plan to address behavior(s) that are impeding learning of the student or others." The plan focuses on understanding 'why' the behavior occurred and on teaching an alternative behavior that meets the student's need in a more acceptable way. This includes making instructional and environmental changes, providing reinforcement, reactive strategies and effective communication.

Students are placed on a positive behavior support plan when they are unable to consistently demonstrated self-control within the school program. As stated in the Code of Conduct:

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

Students have a right to learn. No student will stop another student from learning.

Plans are designed to promote the behaviors necessary for continued growth and progress at St. Joseph School. A summary of the student's behavior will be communicated on a weekly or biweekly basis. The effectiveness of the strategies/accommodations will be assessed at quarterly review meetings to determine if St. Joseph School is able to meet the student's academic needs. If at the end of the quarter, the student has followed the tenets of the plan, the plan may be put into place for each subsequent quarter to promote continued success. If during the course of the quarter, the student is unable to successfully meet the expectations of the plan despite accommodations and strategies in place, a meeting will be conducted to determine if the student's instructional needs are begin met and whether St. Joseph School is the right fit. A Positive Behavior Support Plan establishes a clear set of positive behaviors and expectations; ensures productive instructional time for all students; teaches self-monitoring skills and reinforces appropriate classroom behavior to increase academic achievement.

### **Substance Abuse/Weapons**

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



1. It is unlawful for any person to manufacture, sell, or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance or marijuana while upon the property of the School; on any school bus; upon any public property or any property open to the public use within 1000 feet of the School (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from School or a school-sponsored activity. If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.
2. If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana, or (b) used, possessed or distributed alcohol or tobacco while upon the property of the School; on any school bus; upon public property or any property open to the public use within 1000 feet of the School (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from School or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.
3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (See Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.
4. 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.

### **Inappropriate Materials**

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

Chewing Gum, Walkman, CD players, radios, tape recorders, remote control devices, video games, skateboards, roller-skates/rollerblades, sharp objects, beepers, laser pointers, i-pods, or cell phones.

The possession of real or toy knives, real or toy guns, matches, lighters, or any device that causes an explosion including, but not limited to, devices requiring a fuse for ignition of any chemical, are serious offenses and will immediately render a student subject to suspension or expulsion.

### **Suspension**

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

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions. Students may be subject to receiving a 0% for tests, quizzes and graded work completed during the suspension.

### **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.

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 serious infraction of school rules occurs;
- the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- 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.
- a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

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

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

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

Students who have been expelled from any Diocesan school may not apply for admission to 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:

- The principal, the assistant principal, or the principal's designee shall be alerted.
- The police officers shall report to the principal's office.
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired.
- The principal or a school representative shall be present.
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.
- The police officers, under unusual circumstances, may take legal actions that they deem necessary.

### **Students and Student Property**

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

### **School Lockers and Desks**

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

## **Care of School Property**

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

## **Dress Code**

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

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

## **UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

The dress code is offered with the following considerations in mind:

- We maintain a standard for our students that foster an environment conducive to learning and respectful behavior.
- We offer clear directives which can be easily interpreted by parents in purchasing clothing, and by the faculty in enforcing the dress code.
- Kindergarten children are not required to wear school uniforms.
- Students are required to wear full school uniforms at all times, (Grade 1-8).

**Spring/Fall Uniform August 29, 2016 – October 14, 2016**

**Winter Uniform October 17, 2016 – April 13, 2017**

**Spring/Fall Uniform April 24, 2017- June 17, 2017**

### **GIRLS:**

- Jumpers and skirts may not be shorter than three inches above mid knee-cap.
- Socks should be visible, not rolled.
- Earrings must be small post or stud earrings.
- Excessive amounts of jewelry are not permitted. Only a cross or religious medal may be worn.
- Nail polish (exception: clear only) and make-up are not worn to school. Girls who wear make-up or colored nail polish will be asked to remove it immediately. Absolutely NO acrylics.
- Hairspray, perfume or lip gloss is not to be brought to school.
- Tattoos and tattoo transfers are not permitted.

### **BOYS:**

- Boys' pants must have the Flynn and O'Hara logo
- Boys may not wear earrings.
- Hats may not be worn indoors.
- T-shirts worn under school uniform must be solid white.
- Pants must be worn belted at the waist.
- Tattoos and tattoo transfers are not permitted.
- Cologne is not to be brought to school.
- Ties may not be removed until school is dismissed and the student is in his car.

## ALL STUDENTS

- **Formal uniforms are to be worn to Mass and any administrative designated occasion.**
- **All uniforms must fit appropriately.**
- Hairstyles: Fad, dyed, or unusual hairstyles are not permitted. **For boys, hair should be neat, trimmed and above the collar. Administration reserves the right to decide appropriate hair style.**
- Coats, jackets or sweatshirts must be removed in church.
- Shirts must be tucked in appropriately.
- Only jewelry deemed appropriate by the administration will be allowed. Students will be asked to remove any inappropriate jewelry.
- Solid brown or black shoes for boys and solid black shoes for girls must be worn with the school uniform. The following are not acceptable:
  - boots, high tops, or ¾ high tops of any kind
  - shoes made of canvas
  - sandals
  - “jellies”
  - **heels above 1”**
  - open toe
  - backless shoes

## PHYSICAL EDUCATION UNIFORM

All students in grades 1-8 are required to wear the approved PE Uniform. The following guidelines will be followed:

- **Uniforms must fit appropriately.**
- **Uniforms must be clean.**

School uniforms must be purchased from: **Flynn & O’Hara (703) 503-5966; Fair City Mall, 9650 Main Street, Fairfax, VA 22031.** Flynn & O’Hara link can be found on the St. Joseph School web-site.

## New SJS Uniform for the 2016-2017 school year

### GIRLS

#### **Girls in Grades 1- 4 Uniform year round**

- Green plaid drop waist jumper (4<sup>th</sup> grade girls may wear the skort for the 2016-2017 year only.)
- White short-sleeve or long-sleeve peter-pan collar blouse (either is acceptable)
- **Green** crew neck cardigan sweater w/school logo
- Solid black shoe required (black/white saddle shoe is optional)
- Socks or tights are acceptable
  - Solid black or solid green knee-hi socks cable knit only (no nylon socks)
  - Solid black ribbed tights or solid green ribbed tights (no nylon tights)
- **NO WHITE POLO SHIRT WITH THIS UNIFORM**
- **\*\*** Dark green or black crew socks may be worn during spring and fall including formal uniform days.
- **\*\*** The sweater is optional during spring and fall including formal uniform days. The sweater may be requested for special occasions.

### Girls in Grades 5-6 Winter Uniform (same as the formal uniform)

- Green plaid 2-panel skort
- White short-sleeve or long sleeve button down collar blouse
- **Green** crew neck cardigan sweater w/school logo
- Solid black shoes required(black/white saddle shoe is optional)
- Socks or tights are acceptable
  - Solid black or solid green knee-hi socks cable knit only (no nylon socks)
  - Solid black ribbed tights or solid green ribbed tights (no nylon tights)

### Girls in grades 5-6 Spring/Fall Uniform

- All components of winter uniform except shirt
- White short sleeve polo shirt w/school logo
- \*\* Dark green or black crew socks may be worn during the spring and fall including formal uniform days.
- \*\* The sweater is optional during spring and fall including formal uniform days. The sweater may be requested for special occasions.

### Girls in grades 7-8 Winter Uniform (same as formal uniform)

- Green plaid 2-panel skort
- Short or long-sleeve **blue** button-down collar blouse (either is acceptable)
- **Black** v-neck pullover sweater w/school logo or **black** v-neck cardigan sweater w/school logo or **black** v-neck sweater vest w/school logo (all are acceptable)
- Solid black shoe required (black/white saddle shoe is optional)
- Socks or tights are acceptable
  - Solid black or solid green knee-hi socks cable knit only (no nylon socks)
  - Solid black ribbed tights or solid green ribbed tights (no nylon tights)

### Girls in grades 7-8 Spring/Fall Uniform

- All components of winter uniform except shirt
- **Blue** Short Sleeve Polo Shirt w/School Logo
- \*\* Dark green or black crew socks may be worn during the spring and fall including formal uniform days.
- \*\* The sweater is optional during spring and fall including formal uniform days. The sweater may be requested for special occasions

### Boys in Grades 1-6 Winter Uniform (Same as formal uniform)

- Khaki twill pants (**MUST have Flynn and O'Hara tag**)
- White short sleeve or long sleeve button down collar shirt
- **Green** v-neck sweater vest w/school logo or green v-neck pullover sweater w/school logo
- SHOES MUST BE SOLID BLACK OR BROWN
- BELT MUST BE SOLID BLACK OR BROWN
- Solid beige crew socks or solid green crew socks

## Boys in Grades 7-8 Winter Uniform (Same as dress uniform)

- Khaki twill pants (**MUST** have Flynn and O'Hara tag)
- **Blue** short sleeve or long sleeve button down collar shirt
- **Black** v-neck pullover sweater w/school logo or black v-neck sweater vest w/school logo
- SHOES MUST BE SOLID BLACK OR BROWN
- BELT MUST BE SOLID BLACK OR BROWN
- Solid beige crew socks or black crew socks

## Ties for Boys in Grades 5-8 Winter Uniform (Same as formal uniform)

- Green, black & white striped men's tie w/crest

## Boys in Grades 1-6 Spring/Fall Uniform

- All components of winter uniform except shirt
- **White** short sleeve polo shirt w/school logo
- \*\* The sweater is optional during spring and fall including formal uniform days. The sweater may be requested for special occasions

## Boys Spring/Fall Uniform 7-8

- All components of winter uniform except shirt
- **Blue** short sleeve polo shirt w/school logo
- \*\* The sweater is optional during spring and fall including formal uniform days. The sweater may be requested for special occasions

**\*\* Boys may wear Sperrys in solid brown or black. A white sole is permitted for this shoe brand ONLY.**

## All Boys and Girls in grades 1-8 PE Fall/Spring Uniform

- Hunter gym (wick)tee shirt w/school silkscreen
- Black micromesh nylon gym shorts w/school silkscreen
- White crew socks or calf socks (SJS spirit gear socks are permitted.)
- Sturdy athletic shoes – Non-marking. No zippers. Sneakers may be low,  $\frac{3}{4}$  or high top.

## Girls and Boys in Grades 1-4 PE Winter Uniform

- Hunter heavy weight sweatshirt w/school silkscreen
- **Black open or closed bottom sweatpant w/school silkscreen**
- White crew socks or calf socks (SJS spirit gear socks are permitted.)
- Sturdy athletic shoes – Non-marking. No zippers. Sneakers may be low,  $\frac{3}{4}$  or high top.

## Girls and Boys in Grades 5-6 PE Winter Uniform

- Hunter heavy weight sweatshirt w/school silkscreen
- **Black open bottom sweatpant w/school silkscreen**
- White crew socks or calf socks (SJS spirit gear socks are permitted.)
- Sturdy athletic shoes – Non-marking. No zippers. Sneakers may be low, ¾ or high top.

## Girls and Boys in Grades 7-8 PE Uniform (Warm-up suit)

- Hunter gym (wick)tee shirt w/school silkscreen
- Black w/white piping warm-up jacket w/school silkscreen
- Black w/white piping warm-up pant w/school silkscreen
- White crew socks or calf socks (SJS spirit gear socks are permitted.)
- Sturdy athletic shoes – Non-marking. No zippers. Sneakers may be low, ¾ or high top.

**PLEASE LABEL ALL CLOTHING WITH CURRENT STUDENT NAME.** The “Lost and Found” items not claimed will be donated to charity. The Lost & Found is located in the school clinic. Students are not to change out of uniform before leaving school.

### ALL DRESS OUT DAYS

**THE OPPORTUNITY TO “DRESS-OUT” ON YOUR BIRTHDAY IS A PRIVILEGE! STUDENTS ARE NOT ALLOWED TO WEAR JEANS OR INAPPROPRIATE CLOTHING TO SCHOOL FOR THEIR “BIRTHDAY DRESS-OUT DAY!” THE STUDENTS ATTIRE SHOULD BE EQUAL TO OR BETTER THAN THE SJS SCHOOL FORMAL UNIFORM.**

### Dress-Out Guidelines:

- Shirts/tops must have sleeves.
- Any writing on shirts must be in good taste and not promote alcohol, or cigarettes, or firearms.
- “Fanny messages” are not appropriate.
- NO flip flops, backless shoes, or “Wheelies.”
- No yoga pants, leggings or similar items are allowed **unless** covered by a knee-length skirt, dress, or long tunic reaching three inches above the knee.
- No sweat pants or pajama pants are allowed.

During the fall/spring uniform time ONLY, long Bermuda shorts are allowed. ABSOLUTELY no short shorts are allowed.

**Dress out and Spirit Gear Days: Students may wear jeans.**

**Birthday Dress out – no jeans; clothes should be better or equal to the SJS formal uniform**

### Uniform Referral

If a student does not comply with the dress code requirements, the teacher will notify the parent/guardian by completing and sending home the out-of-uniform report. Parents must sign, respond, and return the report within 24 hours. **Students who do not follow the ‘dress out’ guidelines will lose their privilege for the next dress out opportunity and will wear the school uniform.**



## **Playground Regulations**

Students may never leave the playground, black top or field without the permission of the monitor, who will distribute a pass. All students go outside for recess unless special permission is given to remain inside by Administration.

To insure the safety of all at recess, the children are to obey the following regulations. Consequences for infractions are noted in the disciplinary code.

Supervising adults on the playground, black top or field are to be given the same respect and obedience as the classroom teacher.

- Students play in the assigned area.
- Avoid the type of playing that tears and ruins clothing.
- Consideration and respect for others are to be shown at all times.
- Pushing, shoving, tackling, or wrestling are not acceptable.
- Language used at recess should be the same as that which is used in the classroom.
- Fighting is unacceptable.
- Soft-type balls should be used on the blacktop and field. Hard objects may never be used or thrown (baseballs, rocks, snowballs, pine cones, footballs, etc.)
- Wood chips should remain on the ground in the enclosed playground area.
- Go down the slide, feet first.
- Defacing of equipment is not tolerated.
- Share equipment
- Students are not permitted to bring food or any type of electronic equipment outdoors. Food and drink must be consumed in the dining hall.
- Students are never allowed to leave the school premises.
- Students are to seek their particular monitor when a problem/injury/concern occurs.

## **Dining Hall Regulations**

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

- Enter the dining hall appropriately with their teacher
- Wait his/her turn in line
- Talk quietly
- Walk
- Remain seated with his/her class
- Follow directions from the dining hall staff
- Not "swap" any portion of lunch
- Not throw food away (except opened food)
- Put all trash in the barrel when dismissed
- Use good manners
- Clean around his/her eating area
- Put his/her chair back in place against the table
- Participate in table and chair washing duties as assigned.

- No lunches from outside vendors. Please do not include energy drinks or sodas in packed school lunches.

Inappropriate behavior in the Dining Hall may result in a disciplinary referral.

## **VII. Student Health, Safety and Welfare**

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

### **Prevention of Sexual Misconduct and/or child abuse**

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

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

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

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

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

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

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

### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

## **Accidents and First Aid**

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

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

The school nurse or principal's designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory faculty/staff member, treatment/action taken, etc.) in the individual student health record. A separate Diocesan Accident Report Form (see Appendix F-7) is completed for all significant accidents or injuries that may require treatment outside of school. A copy of the accident report is retained as a separate, internal school record, with the original forwarded to the Diocesan Insurance Risk manager at the Chancery within 72 hours of the accident or as soon as possible in the case of major accidents and/or injuries.

## **Illness**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following Virginia School Health Guidelines, 2nd edition.

Children with fevers, 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.

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

## **Medication Administration Overview**

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

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

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

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

- After the first dose of any medication has been given at home;
- 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;
- When there is a health care provider's written order signed by the parent / guardian requesting the school to administer medication or to permit the student to self-administer the medication;
- 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;
- When the appropriate medication authorization form (Appendix) has been completed, signed and accompanies the medication;
- 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 that are to be divided in order to achieve their child's proper dosage.

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). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

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

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

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

### **Specialized Student Care Needs**

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

### **Life Threatening Allergy**

The Diocese of Arlington Office of Catholic Schools Life- Threatening Allergy Policy (2009) aims to minimize the risk of student exposure to known allergens during the school day. All schools will provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will recruit and train teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents, including but not limited to; allergy action plans (F-4A), medication administration forms (F-6), inhaler administration forms (F-3) and Epinephrine administration forms (F-4). Parents/ guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to; teacher(s), food service, bus driver, janitorial staff.

### **Infectious/Communicable Diseases**

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

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

1. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213 ).
  - a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
  - c. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

3. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
4. 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-###). 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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

### **Bloodborne Disease**

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

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

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

### **Asbestos**

St. Joseph School has an AHERA Management Plan on file in the office.

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

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s

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

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

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

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. \_\_\_\_\_, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

### **Fire/Emergency Drills**

St. Joseph School conducts regular fire drills and has inspections of the physical plant for fire safety. An annual Tornado Drill, Earthquake Drill and Lock Down Drill is also exercised. Precautionary measures, within reason are taken to insure the safety and the welfare of the St. Joseph School community.

### **Sexual Harassment - Students**

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

1. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
2. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
3. Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official.

4. No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.
5. In adherence to the Charter for the Protection of Children and Young People, schools will offer the “Safe Environment Program” endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (see Policy 616.5).
6. Parents should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

### **Bullying**

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

Examples include but are not limited to:

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

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

- Counseling
- Parent conference
- Detention



- 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.

### **Video Surveillance Cameras**

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

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

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

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

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

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

## **IX. Extended Day Program**

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section V. General School Policies regarding fees to

utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology), apply to the Extended Day Program. Please see the Extended Day Handbook on the school website.

### **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,

- written parent authorization noting any known adverse reactions shall be obtained;
- shall be in the original container labeled with the child's name;
- does not need to be kept locked but shall be inaccessible to children under five years for age;
- any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- children may administer their own sunscreen (K-8) if supervised.

Insect repellent is not used at St. Joseph School.

### **Licensing Information**

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

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

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

Three types of licensing may be issued to programs. Conditional licenses may be issued to a new program to allow up to six months for the program to demonstrate compliance with the standards. A regular license is issued when the program substantially meets the standards for licensure. A provisional license, which cannot exceed six months, is issued when the program is temporarily unable to comply with the standards. Operating

without a license when required constitutes a misdemeanor which, upon conviction, can be punishable by a fine of up to \$100 or imprisonment of up to 12 months or both for each day's violation.

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

Fairfax Licensing Office  
11320 Random Hill Road, Ste. 200  
Fairfax, VA 22030  
(703) 934-1505

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

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

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

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

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

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

### **Insurance**

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

**Tax Information**

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

St. Joseph School Extended Day Program was established to provide a high quality childcare in a loving, safe and Christian environment. St. Joseph School provides Extended Day hours for children currently enrolled in St. Joseph School. Care is provided from 7:00-8:00 AM and 3:15-6:00 PM on regularly scheduled school days. No care is provided on school holidays or on the Wednesday before Thanksgiving and the early dismissal days prior to Christmas and Easter, and last day of school. Drop in care is available on a limited basis, (if used more than four times, a family must register in program. For further information, forms, snack schedule or to contact director, please visit [www.sjschoolva.org](http://www.sjschoolva.org) and click on Extended Day.

**Parental Involvement**

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