

Elementary School Parent/Student Handbook



EXCELLENCE IN CATHOLIC EDUCATION AND TRADITION

2016-2017

Table of Contents

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1
	Diocesan Philosophy of Catholic Education.....	1
	Diocesan Mission Statement.....	1
	School Mission Statement/Philosophy	1
	Student/Parent Handbook	2
	Parental Role	2
	Non-Discrimination Clause	3
	Non-Catholic Students	4
II.	ACADEMICS	5
	Curriculum	5
	Five to Six	Error! Bookmark not defined.
	Six to Seven	5
	Seven to Eight	5
	Six to Seven	6
	Seven to Eight	6
	Implementation of Family Life Program	7
	Textbooks/Supplemental Materials	7
	Technology – Acceptable Use	9
	Testing.....	11
	Homework.....	11
	Suggested Time Allotments	12
	Parent-Teacher Communication	12
	Scheduling and Other Conference Information	13
	Grading/Report Cards	13
	Grading System.....	13
	Academic Progress Scale	13
	Indicators for Effort, Specials and Personal Development:	14
	Promotion/Retention/Placement Policy	14
	School Counselors	15
III.	ADMINISTRATIVE PROCEDURES.....	16
	Admissions.....	16
	Diocesan Initial Admission Requirements.....	16
	Class Placement	18
	Attendance	19
	Diocesan Policy for Attendance Requirements.....	19
	Absence/Tardiness/Leaving School.....	19
	Attendance/Reporting Procedures.....	20
	Transferring to Another School	21
	Lunch/Milk Program.....	21
	Arrival and Dismissal	22

IV.	GENERAL SCHOOL POLICIES	25
	Administrative.....	25
	Student Custody and Guardianship.....	25
	Access to Records	25
	Transfer of Records.....	25
	Retention of Records.....	26
	School Visitors.....	26
	School Communications	27
	Telephone Use/Messages for Students	27
	Inclement Weather/School Closings	28
	Photos and Other Media.....	28
	Library.....	28
	Field Trips.....	29
	Overnight Trips.....	30
	March for Life Policy.....	30
	Graduation Requirements/Ceremonies	30
	Parent Organizations	30
	FundRaising	31
	Transportation/Parking	31
V.	FINANCES	34
	Diocese of Arlington Tuition Assistance Program	34
	Application Process & Requirements	34
	School Tuition Policies	34
	Tuition and other Fee Schedules	35
VI.	CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES.....	35
	Participation	37
	Transportation of Athletes	37
	Supervision of Students	38
VII.	STUDENT RESPONSIBILITIES & BEHAVIOR	39
	Code of Conduct	39
	Substance Abuse/Weapons	40
	Discipline	41
	Use of Disciplinary Action	41
	Disciplinary Measures.....	42
	Specific Disciplinary Policies	42
	Suspension	43
	Dismissal.....	43
	Expulsion	44
	Student Regulations and Procedures.....	44
	Students and Student Property Searches	44
	School Lockers and Desks	45
	Care of School Property.....	46

	Dress Code	46
	Uniform Requirements & Other Pertinent Information	46
	Inappropriate Materials	51
	Playground Regulations	52
	Lunchroom Regulations	52
VIII.	HEALTH, SAFETY & Welfare.....	54
	Student Health, Safety & Welfare.....	54
	Prevention of Sexual Misconduct and/or Child Abuse.....	54
	Wellness Policy.....	54
	Accidents and First Aid	55
	Illness	55
	Medication Administration Overview	55
	Specialized Student Care Needs	57
	Life Threatening Allergy.....	57
	Infectious/Communicable Diseases	58
	Lice.....	59
	Bloodborne Disease	59
	Fire/Emergency Drills	60
	Sexual Harassment – Students	60
	Bullying.....	61
	Respect For Life.....	62
	Asbestos Mandatory Yearly Notification.....	62
	Asbestos Notification (Sample letter)	62
	Video Surveillance Cameras	63
IX.	STUDENTS WITH SPECIAL NEEDS.....	64
X.	EXTENDED DAY	66
	Extended Day Program	66
	Crisis Management/Emergency Preparedness Plan	66
	Over-the-Counter Skin Products	66
	licensing information	66
	Insurance	68
	Tax Information	68
	Parental Involvement	66
	Schedule of Operation.....	66
	Inclement Weather	66
	Personnel.....	67
	Structure.....	67
	Attendance -- Sign In/Sign Out.....	67
	Daycare Code of Conduct	68
	Dress	68
	Personal Items	69
	Enrollment.....	69

Withdrawal.....69

Lunch and Snacks69

Licensing Requirements.....69

BRIEF HISTORY OF SAINT JAMES CATHOLIC SCHOOL

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

The first school was a small rural one, without even a sufficient number of students to occupy two teachers. Tuition was \$1 a month. In no time, students from neighboring areas were asking for admission, and the Saint James reputation for excellence was established. By 1919, the Sisters were refusing new admissions to the Academy; there was simply no room!

Because of several factors, the Sisters closed the school and convent in the summer of 1923 and returned to the area of their Motherhouse. In July of 1923, the Sisters, Servants of the Immaculate Heart of Mary came to live in the convent and the school opened in September, 1923 with a group of ninety-two students. The school continued and in order to make ends meet during the Depression, the Sisters took in boarders from Kindergarten to grade eight. The Sisters started the CCD program of religious studies for the students of Saint James and of outlying areas.

The Kindergarten was established as a permanent part of the school in 1949. By 1950, the enrollment in the school rocketed and the Sisters conducted morning and afternoon sessions with sixty or more students in each class. Prior to the addition of the Primary Building in the 1960's, the school had an additional wing added to the original building in 1950. After the death of Monsignor Heller, a Pastor who had great love and support for both parish and school, a new auditorium was built which bears his name. Saint James School now boasts of the new (Joseph Knecht) gymnasium, a new (Rosemary Burns) library, a new music room, a new art room, two new Resource rooms, a science lab, and a state of the art computer room.

Saint James School was awarded the National Blue Ribbon of Excellence by the United States Department of Education in 1998-1999 and again in 2014 in recognition of its academic excellence, parental involvement and community support. Saint James Catholic School is a member of the National Catholic Education Association. In order to keep its accreditation status current, Saint James School faculty and staff completed the VCEA Design for Excellence Self-Study. The Visiting Team recommended full accreditation in the spring of 2012. The Principal and Steering Committee will submit the documents for the follow-up procedure, Planning for Excellence.

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

SAINT JAMES SCHOOL SONG

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

May our Lady and her Son
Keep us ever true
to the finest school on earth:
Saint James, that's you!

Written by Mother M. Claudia, IHM
Early 1940's

PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

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

Philosophy: For the past century Saint James Catholic School has provided a dynamic Christ-centered learning environment. We believe that all aspects of our educational program profess our Catholic faith, values and traditions and foster lives rooted in Gospel values. Recognizing that each person is a unique child of God, we strive to enable all persons to develop their full potential.

We at Saint James Catholic School believe that:

✙ The doctrine of the Catholic faith is presented not only as knowledge to be learned but as life to be lived.

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

STUDENT/PARENT HANDBOOK

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

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

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

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

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

PARENTAL ROLE

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to

raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

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

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

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools,

which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

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

NON-CATHOLIC STUDENTS

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

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

RIGHT TO AMEND

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

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

ACADEMICS

CURRICULUM

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

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

This path would be followed by those students capable of completing High School Geometry in the eighth grade:

SIX TO SEVEN

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

SEVEN TO EIGHT

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

SIX TO SEVEN

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

SEVEN TO EIGHT

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

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

Sacramental preparation is directed by the Director of Religious Education of the parish. Classroom teachers provide the daily instruction on the Sacraments and the DRE plans the events, provides the parent information meeting, and conducts the practices. Usually, second graders receive the Sacraments of Reconciliation and Holy Eucharist. Eighth graders receive the Sacrament of Confirmation which is administered by the Bishop of the Diocese or his Designee.

Spanish is taught to students in kindergarten through eighth grade following the diocesan guidelines. In eighth grade students will be offered the opportunity to take the diocesan Spanish exemption test prior to entering high school.

Saint James School follows the Curriculum Guidelines as distributed by the Office of Catholic Schools of the Arlington Diocese. The I.H.M. Priority Topics are integrated into the Math and Language Arts programs and Essential Elements for Religion are used as a guide with the Religion curriculum.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

<u>Subject</u>	<u>Publisher</u>	<u>Copyright</u>	<u>Grades</u>
-----------------------	-------------------------	-------------------------	----------------------

Religion	Loyola	2016	K - 8
Math	Sadlier	2011	K - 8
Algebra	Sadlier	2011	7-8
Geometry	McDougal/Littell	2000	8
Reading & Spelling	MacMillan/McGraw	2011	K
	Pearson	2013	1-3
	Scott, Foresman/Pearson	2013	4-6
Literature	Prentice Hall	2005	7 - 8
English (text) Workbook Workbook Workbook	Loyola	2006	3 - 8
	Loyola	2006	6 - 8
	Loyola	2007	1-2
	Sadlier	2008	3-5
Phonics	Harcourt	2001	K
	Sadlier	2004	1 - 2
Spelling	Modern Curriculum Press	2002	5
Vocabulary & Spelling	Sadlier	2005	6 - 8
Handwriting	Universal Publishing	2011	1 - 5
Science	Lab-Learner	2012	K – 8
Social Studies	Pearson	2014	3
	Scott Foresman	2003	4
	Pearson	2011	5
		2012	6
		2013	7-8
Music	Silver Burdett	2001	K – 6
Spanish	EMC Publishing	2012	3-5
	McDougal/Littell	2004	6 - 8

TECHNOLOGY – ACCEPTABLE USE

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

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

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

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

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are

not limited to:

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

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

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

TESTING

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

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

HOMEWORK

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

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

SUGGESTED TIME ALLOTMENTS

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

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

MISSED HOMEWORK, ASSIGNMENTS, AND TESTS

Students are responsible for all make up homework and tests when they are absent. Since homework is included in the quarterly report card grade, failure to complete and turn in homework assignments will impact the student's report average. As a general practice, the student will be allowed one day's extension for each day absent to hand in homework and other assignments. For extended absence due to illness, the parents should contact the teachers and principal to establish a workable timetable to complete assignments. If the illness extends past the ten-day limit, the situation will be referred to the Office of Catholic Schools for further guidance.

For absence past the ten-day limit due to family travel or vacation, the student will be required to hand in all make-up work within one week upon return to school. No additional extension will be provided since the school calendar is posted in advance of the school year for planning purposes.

If a student is absent, the parent must call the school absentee line (703-533-1182, press #5) by 9:00 a.m. to report the absence. The parent may request the child's homework by calling the homeroom teacher's extension by 9:00 a.m. and leaving a voice mail message. The assignments and books will be ready by dismissal time at the designated place near the office. Teachers can only access their voice-mail during their lunchtime and planning periods which vary throughout the day. Therefore, parents must leave the request for homework and books on the teacher's voicemail no later than 9:00 a.m.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parent-Teacher conferences are held after the first quarter reports are distributed. Please refer to the school calendar for the days and dates. One parent per student is required to attend the conference. These conferences are scheduled at ten to fifteen minute intervals. If a parent would like a longer conference, the parent should indicate this on the conference form so that the classroom teacher can schedule an alternate mutually acceptable time.

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

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

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

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

* (asterisk) indicates modified curriculum

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

INDICATORS FOR EFFORT, SPECIALS AND PERSONAL DEVELOPMENT:

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

PROGRESS REPORTS are issued at the midpoint of each quarter to all students in grades K – 4, as well as those students in grades 5 – 8 who are near failing or not working up to potential. Parents of students in grades 5 – 8 may view grades throughout the quarter in Power School.

Parents are asked to sign and return the Progress Report to the classroom teacher. Parents are asked to contact the classroom teacher to support their child's progress and to monitor more closely their child's work throughout the remainder of the quarter.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

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

SCHOOL COUNSELORS

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

The school counselor may see a student two times before contacting the parent.

ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRE-SCHOOL – GRADE 5

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

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

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

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

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

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

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

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

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant¹ 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.

ADDITIONAL REGISTRATION INFORMATION

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

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

TARDINESS

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

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

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Please call the attendance line (703-533-1182, press 5) by 9:00 am to report a student absent. A request for homework must be made at that time by calling the homeroom teacher's extension and leaving a voicemail message. The homework assignment and books may be sent home with a sibling or a car pool rider, or picked up at the designated place near the office at the end of the school day. Upon return, the student must bring a written note indicating date of and reason for absence.

TARDINESS

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

A student arriving late must report with his/her parent to the Main Office for a late pass.

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

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

MEDICAL EXCUSES

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

ANTICIPATED ABSENCE

When an absence is anticipated, the parent must submit a written note to the classroom teacher with an explanation and dates of absence. This note is forwarded to the Principal. If possible, the teacher may have work for the student to complete during the period of absence. Otherwise, the student is responsible to request make up work upon return. The student is required to have completed all missed assignments and tests within one week of return for an extended absence unless otherwise specified by the classroom teacher. The classroom teacher, in consultation with the Principal, may adjust this requirement if extenuating circumstances warrant this.

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

RELEASE OF STUDENTS

Parents must send in a written note to the classroom teacher the morning of the early release indicating time, reason, and designated adult picking up the child if other than the parent. If an appointment is obtained during the day, the parent **MUST** call or fax the school in advance of the time of early release. A “surprise” early release creates a great disturbance to the classroom. The parent must come to the school office to sign out the student. The student will be called to the office at that time.

TRANSFERRING TO ANOTHER SCHOOL

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

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

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

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition

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

Students may purchase milk, bottled water and juice daily. Healthy snacks are also available for purchase within certain grades. Students may order and purchase lunch cards which can be used for pizza on Fridays and other special lunches on designated days throughout the year. The Cafeteria Manager will periodically send flyers home with lunch information and prices.

If a student forgets his/her lunch, the parent may bring it to the office prior to the student's scheduled lunch period. The lunch will be put in the teacher's mailbox for pick-up on the way to lunch. If a student does not have a lunch, the cafeteria staff will provide some food items for the student which can be paid for on the following day. Parents are not to have food deliveries made to the school office or to the cafeteria for their children.

ARRIVAL AND DISMISSAL

SCHOOL SCHEDULE

MORNING

7:00 - 7:45 a.m.	Daycare – (Must be registered and Fee Paid)
7:40 - 7:45 a.m.	Wait in Designated Areas in the building
7:45 a.m.	Report to Homeroom; students should unpack books and prepare for class
7:55 a.m.	Prayers and announcements
	Students arriving after 7:55 a.m. must report to the Main Office and obtain a late pass. Parents may not take a student directly to class.
8:00 a.m.	First class begins

AFTERNOON

3:00 p.m.	Announcements and Prayers
3:15 p.m.	Dismissal begins
3:15 p.m.	All students should be at Daycare, After-school Activities, outside waiting for their carpools, or walking/biking home.
3:15 - 6:00 p.m.	Daycare – (Must be registered and Fee Paid)
3:15 – 3:45 p.m.	Emergency Daycare (Up to 3 times - no fee; more than 3 - times regular drop-in rate)

EARLY DISMISSAL

11:15 a.m.	Announcements and Prayers
11:30 a.m.	Dismissal as above
	Daycare students must bring lunch on early release days.

The school day is from 7:55 a.m. to 3:15 p.m. Students should be in their homerooms by 7:50

a.m. for announcements and prayers, and completely ready for the day.

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

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

At 3:00 p.m. the bell will ring for announcements and prayers. Classes will dismiss as grades are called. By 3:15 p.m. all students should be either at Daycare or at A Lot or B Lot.

- Students in grades 5 - 8 and their younger siblings use B Lot.
- Students in grades K - 4 use A Lot.

Students waiting for their carpool should wait in an orderly manner and proceed according to the directions of the faculty supervisors. Students who ride bikes should go directly to the bike rack, unlock their bikes, and proceed carefully walking the bike off school grounds. Students who walk home via Broad Street should cross at the corner of Broad and Spring Streets where the Crossing Guard is posted. Walkers are to leave Lot B and walk through the Breezeway to Lot A then proceed to Broad and Spring Streets or Spring and Park Ave. Walkers going to the Library are to walk down Park Ave. Students who walk home via Park Avenue should carefully cross at the corner mindful of the traffic. All students and parents must cross streets at the corners, not jaywalk in the center of the block.

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

Students who ride in carpools will be supervised outside until 3:30 p.m. Students who are not picked up by 3:30 p.m. will be brought to the cafeteria. Students may call parents from the school phone when directed to do so by the supervising faculty member. Except in the case of an emergency, students who are not picked up by 3:30 p.m. will be signed into the Daycare and will be charged according to the fee schedule.

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

Since Saint James School has a licensed Daycare program after school, parents and their children may not remain at the playground area at dismissal. This area is designated for the Daycare program at that time. The Virginia Department of Licensing makes periodic announced and unannounced visits to insure that Saint James is in compliance with licensing regulations.

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

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

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

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

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

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

Most communication from the principal will be via email on a weekly or as needed basis. The Principal will utilize a flyer or separate communication memo if an issue or concern warrants immediate attention or an additional reminder.

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.

The St. James Notes will be sent to all families via email usually on Tuesdays. A communication folder will be sent home with every child as needed. This folder will contain pertinent information from the school office, the PTO and other communications including classroom communication and tests. Please return this folder the next school day. Parents will be charged \$1.00 for the replacement of lost folders. Parents are asked to sign and return all tests. Families with dual custody may request two folders in writing to their child's classroom teacher. However, most school-home communication will be posted on the school website www.saintjamesschool.org.

Classroom teachers may use a separate folder to send daily homework or worksheets, if necessary. Parents are required to sign tests and return them to the classroom teacher. Tests may then be returned to the parent at the end of each quarter or to the student for further review or study.

TELEPHONE USE/MESSAGES FOR STUDENTS

Since students are under the supervision and direction of faculty and staff while on school grounds, communication between home and school would ordinarily be done via the school phone with the permission of the adult in charge. Students may not use cell phones at any time during the school day, daycare, while attending after school activities, or at dismissal while still on the school grounds.

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

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

Failure to comply with the above regulations will result with the cell phone being confiscated, and a \$25 fine imposed before the phone can be returned. A second offense will result in the cell phone being confiscated and not returned until the end of the school year. The action will be handled as a disciplinary matter by the School Administration.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

Saint James School follows Falls Church City School System for delayed openings and closings due to inclement weather. This will be announced on the radio and television. Saint James web page has a direct link to Falls Church City Schools webpage inclement weather decisions, also.

- If Falls Church City announces a two-hour delay, Saint James School will have morning daycare starting at 9:00 a.m. with classes beginning at 9:55 a.m.
- If Falls Church City announces an early closing, Saint James School will dismiss at the announced time. Daycare will not be provided.
- If Saint James School is scheduled for a half-day and Falls Church City School System calls a two-hour delay, then Saint James School will open two hours late that day and dismiss at 3:15 p.m.

Please do not call the convent or rectory to check on school closings.

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

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

FIELD TRIPS

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

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

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

PARENT ORGANIZATIONS

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

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

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

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

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

DIOCESAN ADULT VOLUNTEER MADATE

The school and PTO encourages parents to volunteer through the many events that they sponsor and to assist in school where needed. Parents can assist classroom teachers with class parties, class field trips, reading programs, hands-on science or art activities, clerical assistance, or working with individual or small groups of students. Any volunteer who will have significant contact with the students must complete the diocesan requirements which include completing diocesan mandated paperwork and attending a VIRTUS session. Volunteers can obtain the packet from the main office.

FUNDRAISING

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

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

TRANSPORTATION/PARKING

There are three parking lots: A Lot which faces the church on Spring Street, B Lot which is next to Knecht Gym, and the Faculty Lot which faces Broad Street.

The Faculty Parking Lot is to be used only by faculty and staff during school hours. This lot is not used for morning drop off or afternoon pick up at dismissal. This is to ensure the safety of the students who need to pass through the Faculty Parking Lot at lunch and at dismissal.

Morning Drop Off in A Lot

1. Enter near the STOP sign on Park Ave.

2. Circle the lot to the Primary Building.
3. Pull as far forward as possible and drop off children at the sidewalk along the Primary Building.
4. Drivers are to remain in their cars. Student Greeters will open and close car doors.
5. Go out the exit closest to the building.
6. Exit onto Park Avenue.

Afternoon Dismissal in A Lot

1. Come west on Park Ave.
2. Enter at the STOP sign.
3. Form lanes of 5 cars facing the Primary Building.
4. When the whistle blows, parents may come and take their children to their cars.
5. When all car doors are closed, the whistle will sound to start traffic.
6. A teacher or adult designee will direct traffic.
7. Exit onto Park Avenue.
8. Once these cars have exited, a second set of cars will start a new line up.
9. The same pattern will be followed as above.
10. If your child is not in your car when dismissal begins, please exit to the left and re-enter the pattern again.

Morning Drop-off in B Lot

1. Enter at Park Street gate.
2. Pull as far forward as possible parallel to the breezeway of Knecht Gym.
3. Students exit cars and walk along the breezeway to their respective school entrance areas.
4. Drivers are to remain in cars. Student Greeters will open and close car doors.
5. Exit right or left onto Oak Street.
6. Please **DO NOT** turn LEFT from Oak Street onto Route 7 (Broad Street).

Afternoon Dismissal in B Lot

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

OTHER SCHOOL POLICY INFORMATION

EARLY PICK UP FOR APPOINTMENTS

If your child becomes sick during the day or has a doctor, dentist, or other appointment during school hours, please park in Lot A closest to the school. Enter the building through the main door on Broad Street and go directly to the Main Office. Sign out your child and inform the school secretary who will call your child to the office. Parents may not go directly to the classroom to get their child.

FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

SCHOOL TUITION POLICIES

SMART TUITION

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

- a. 12-month plan (June – May) – must be registered with SMART by May 1, 2015 for first payment in June 2015
- b. 10-month plan (August – May) – must be registered with SMART by June 30, 2015 for first payment in August 2015
- c. Quarterly plan (August, November, February, May) - must be registered with SMART by June 30, 2015 for first payment in August 2015
- d. Semester plan (August & February) - must be registered with SMART by June 30, 2015 for first payment in August 2015

Enroll online at www.enrollwithsmart.com. Saint James Catholic School is #10883. If you already use Smart Tuition (2014-2015), log-in with your current username and password. Change your session to 2015-2016 and confirm banking details on your profile settings. Please notify Miss Nagurny with any changes and/or to confirm account is correct.

PAY IN-FULL

Families may pay tuition in-full by September 30, 2015. There is a \$300 discount per family if tuition is paid on or before August 3, 2015. Checks can be made payable to "Saint James School" and mailed (postmark above date) or dropped off in-person at the main office.

Extended Day costs may be paid in full as well. There is a \$200 discount per family if paid on or before August 3, 2015.

OTHER POLICY INFORMATION

Registration fees are due at the time of registration and are non-refundable**.

Enrollment is complete only with full payment of fees and registrations forms by March 2, 2015 and current year fees/tuition paid in full by May 30, 2015.

The school holds the right to withhold report cards, transcripts, and diplomas for outstanding balances.

**amount will be refunded to those families who show orders dated after March 2, 2015 to relocate for work from the government, military, or other employer

TUITION AND OTHER FEE SCHEDULES

Registration & School Fee: \$450.00 per family, \$250 for each additional child

MacBook Air Fee: \$345.00 per student**

Parishioner***

	<u>Annual Rate</u>
1 Child	\$ 5,910
2 Children	9,280
3 Children	12,410
4 or more Children	13,178

Catholic (Out of Parish)

1 Child	\$ 8,343
2 Children	13,457
3 Children	18,055
4 or more Children	18,836

Non-Catholic

1 Child	\$ 10,359
2 Children	16,250
3 Children	21,666

4 or more Children

22,698

****Beginning academic year 2014-2015, each 6th grade student will be issued a MacBook Air on a tech fee schedule. This fee is paid each subsequent year through 8th grade graduation. The MacBook Air will be used by the student from 6th grade forward.**

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

EXTENDED DAY TUITION AND FEES

PLEASE NOTE THAT THESE ARE THE RATES FOR 2015-2016 AND ARE SUBJECT TO CHANGE IN SUBSEQUENT YEARS.

	Annual Rates			
	1 Child	2 Children	3 Children	4 Children
Morning Only - 5 days	\$840.00	\$1,513.00	\$2,017.00	\$2,349.00
After School - 5 days	\$2,520.00	\$4,537.00	\$6,049.00	\$7,059.00
After School - 3 days	\$1,513.00	\$2,722.00	\$3,631.00	\$4,235.00
After School - 2 days	\$1,009.00	\$1,816.00	\$2,419.00	\$2,824.00
Morning & Afternoon - 5 days	\$3,361.00	\$6,050.00	\$8,066.00	\$9,411.00

The drop-in rate will be \$11.60 for a morning session and \$18.00 for an afternoon session.

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

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

A student who has been absent or suspended may not visit the school campus, participate in or attend any after school activity, including sports events or practices that occur on the day that the student is absent or suspended.

USE OF BUILDINGS FOR EXTRACURRICULAR ACTIVITIES

The Pastor reserves the right to determine which groups may use the Parish and School Buildings for meetings. The use of the Conference Room, Heller Hall, or Knecht Gym must be approved and scheduled through the Parish Office. The use of classroom space after school or the cafeteria must be approved by the Principal and scheduled through the school office.

TRANSPORTATION OF ATHLETES

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

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

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).

STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (*Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Acceptable Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (*Dress Code*).

- n. will not give or receive unauthorized assistance on tests, quizzes or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (*Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

SUBSTANCE ABUSE/WEAPONS

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

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

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any

school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers—Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

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

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

Three demerits will warrant a detention. **Detention will be scheduled by the teacher.**

More serious infractions will warrant an automatic detention, suspension, and/or expulsion according to the severity of the situation. Repeated offenses will be examined for further review by the Administration. Demerits are given for, but not limited to the following:

One Demerit

- a. Repeated lack of written homework (two days in a week)
- b. Repeated lack of preparation for class
- c. Failure to return a parent notice
- d. Dress Code Violation after one warning
- e. Chewing Gum
- f. Continual disruptive behavior in church, class, cafeteria, school yard or other school function

- g. Doodling, drawing, scribbling on workbooks, copybooks, and textbooks
- h. Unexcused absence from or lateness for class during daily schedule

Two Demerits

- a. Disrespect towards all persons in authority
- b. Disrespect towards another student
- c. Use of inappropriate language (written or spoken)
- d. Possession of i-pod, camera, cell phone or other electronic devices
- e. Forgery
- f. Lying

Automatic Detention

Detention will be automatically issued for but not limited to the following reasons:

- a. Blatant, public disrespect to Faculty, Staff, Volunteers
- b. Deliberate disobedience to Authority
- c. Cheating, including plagiarism
- d. Fighting
- e. Bullying/Harassment (defined as continual picking on, calling of names, physical contact and/or intimidation)
- f. Deliberate destruction of classroom furniture, materials, and school property (will necessitate reimbursement)

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.

A student is responsible to make-up all class work that was missed while on suspension. She/He will have one day for each day of suspension to hand in the make-up work.

DISMISSAL

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

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

EXPULSION

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

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

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

action.

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

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

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

CARE OF SCHOOL PROPERTY

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

Since many of the textbooks are used for several years, students are required to have their books covered. Students are assigned a numbered textbook at the beginning of the school year and will be required to return the same textbook in good condition at the end of the school year. School textbooks may be covered with brown paper or a material cover. Workbooks should be covered with clear contact paper. Doodling and drawing on textbooks, workbooks, and copybooks is forbidden.

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

Sole Distributor:

FLYNN & O'HARA
Fair City Mall
9650 Main Street
Fairfax, VA 22031
703-533-7340
<http://www.flynnohara.com>

Flynn and O'Hara is the only uniform company authorized to sell our school dress uniform.

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

STUDENT DRESS CODE

The dress code at St. James Catholic School is designed to encourage neatness and good order among the students, instill school pride, render a financial savings to the parents, and provide awareness to the local Falls Church-Fairfax community of the presence of the school. In this light, students must be properly dressed, observing school dress code regulations when they arrive on school property in the morning and when they leave school property at the end of the day. The dress code is to be observed on field trips unless otherwise announced by the Administration. All parts of the uniform must be purchased from the uniform company that serves the school. Gym uniforms are necessary for physical education classes and must be

purchased from the company that serves the school.

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

FALL/SPRING UNIFORMS

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

FALL AND SPRING UNIFORM:

GIRLS

K-5 Plaid jumper (Length – no more than 1 inch above the knee) with white blouse with Peter Pan collar

OR

Uniform navy blue walking shorts, with tucked in white knit shirt with “Saint James” embroidered name and dark brown, black or navy blue belt for grades 1-5

Plain white mid-crew socks or navy blue knee socks (ankles must be covered), no logos

Shoes with closed heel, closed toe, brown, black, navy blue leather top with non-marking rubber soles. Raised heels or platform styles are not permitted.

6-8 Plaid skirt (**Length – no more than 1 inch above the knee**) with banded bottom white or light blue knit shirt with logo--short sleeves

OR

Uniform navy blue walking shorts with banded bottom white knit shirt with logo--short sleeves and dark brown, black or navy blue belt

Plain white mid-crew socks or navy blue knee socks (ankles must be covered), no logos

Shoes with closed heel, closed toe, brown, black, navy blue leather top with non-marking rubber soles. Raised heels or platform styles are not permitted.

BOYS

K-8 Uniform navy blue walking shorts* worn at the waist with white knit shirt with “Saint James” embroidered name

OR

Uniform navy blue trousers* worn at the waist with white knit shirt with “Saint James” embroidered name

Plain white or navy blue mid-crew socks (ankles must be covered)

Shoes with closed heel, closed toe, brown, black, navy blue leather top with non-marking rubber soles.

1-8 Dark brown, black, or navy blue belt (required with shorts and slacks)

***6-8** Optional khaki shorts or trousers

WINTER UNIFORM:

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

GIRLS

K-5 Plaid jumper (Length – no more than 1 inch above the knee) with white blouse with Peter Pan collar

OR

Navy blue uniform dress slacks with a belt (except kindergarten) with white blouse with Peter Pan collar

Navy or white tights or navy blue knee socks (with Jumper). Plain white or navy blue mid-crew socks (ankles covered)-with slacks

Shoes with closed heel, closed toe, brown, black, navy blue leather top with non-marking rubber soles Raised heels or platform styles are not permitted.

Navy blue (pullover V-neck or cardigan) sweater with Saint James logo

6-8 Plaid skirt (**Length – no more than 1 inch above the knee**) with banded bottom white or blue knit shirt with SJ logo-short or long sleeves - or tailored collar plain white blouse

OR

Navy blue uniform dress slacks with a belt (except kindergarten) with banded bottom white or blue knit shirt with SJ logo-short or long sleeves - or tailored collar plain white blouse

Navy or white tights or navy blue knee socks (with skirt). Plain white or navy blue mid-crew socks (ankles covered)-with slacks.

Shoes with closed heel, closed toe, brown, black, navy blue leather top with non-marking rubber soles. Raised heels or platform styles are not permitted.

Navy blue (pullover V-neck or cardigan) sweater with Saint James name.

BOYS

K Uniform navy blue trousers worn at the waist with white knit shirt with “Saint James” logo

Only plain white, short-sleeved undershirt may be worn.

Plain white or navy blue mid-crew socks (ankles must be covered)

Shoes with closed heel, closed toe, brown, black, navy blue leather top with non-marking rubber soles.

Navy blue pullover V-neck or cardigan with St. James

1-8 Uniform navy blue trousers* worn at the waist with white dress shirt with short or long sleeves (tucked in). Dark brown, black, or navy blue belt must be worn.

Only plain white, short-sleeved undershirt may be worn.

Socks Plain white or navy blue mid-crew socks (ankles must be covered)

Shoes Dress type with closed heel, closed toe, low top below ankle, dark brown or black leather top with non-marking rubber soles

Sweater Required -Navy blue pullover V-neck or cardigan with St. James

***6-8** Optional khaki trousers

1-6 Tie Uniform Plaid Tie **7-8** Uniform Navy Blue Tie

GYM UNIFORM – Students wear this on their scheduled PE days.

GIRLS AND BOYS - For all PE classes throughout the year

Shorts Red longer length nylon or cotton gym shorts (The length of the gym shorts should extend close to the knee. Short shorts or rolled shorts are not acceptable.)

Shirt Red or gray school Tee-shirt (tucked into shorts in classrooms and hallways)

Socks Plain white mid-crew socks (ankles must be covered)

Sneakers Low cut, non-fluorescent colored with non-marking soles – laces tied

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

Sweats Navy blue sweat pants and navy blue sweatshirt with Saint James logo are worn over the shorts and tee-shirt.

Points of Clarification

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

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

GROOMING

Hair Clean and neatly styled; Hair coloring is not permitted.
Fad haircuts/styles are not acceptable.
Hair is not to be lower than the eyebrows in the front.
Length of boys' hair must be above the collar in the back and be above the top of the ears on the sides.
Girls may wear simple clips and hair bands that keep hair in place but not hairpieces.
Caps, hats, and bandannas are not to be worn in the school building at anytime, which includes lunch periods.

Make-up and Nail Polish

Eye or face make-up and nail polish are not permitted for any student.
Girls are also not to wear artificial nails or French nails/tips.

Jewelry

Students may wear a watch and one religious medal only (e.g. cross, Miraculous medal, medal of a saint, Holy Spirit).
Girls only may wear one pair of small, post earrings with one earring per earlobe.
Necklaces, chokers, rings (of any form and on any body part), tattoos, bracelets or ankle bracelets are not permitted.

The Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments about inappropriate dress, behavior, etc., in order to maintain this environment. When a dress code violation has occurred, the student and parents must cooperate in correcting the violation promptly.

DRESS CODE FOR FIELD TRIPS

For indoor field trips, students will wear their dress uniform. (e.g. museum, theater)
For outdoor type field trips, students will wear their PE uniform. (e.g. caverns, parks)

OUT OF UNIFORM DAYS

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

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

EXAMPLES:

Girls: Dress, Skirt and blouse, dress slacks and blouse or shirt (with sleeves); skirts and dress length are to be no higher than 1-inch above the knee

Boys: Dress slacks, shirt and tie, or good knit shirt

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

Dress Down Days – indicates that students may wear more casual clothing.

EXAMPLES:

Girls and Boys: Jeans, Khakis, Bermuda shorts (in warmer weather), knit shirts or Tee-shirts with sleeves; hems of girls' shorts must reach "fingertip length"
Socks and sneakers or shoes are required due to the school setting.
Midriff must be covered.

Not Permitted:

Cut-offs, ripped or tattered jeans, camouflage pants, shirts with negative/suggestive comments, logos pictures or advertising are not allowed. Backless garments, low-cut fronts, halter, tank, tube tops, strapless, spaghetti straps are not allowed. Spandex type leggings and bike shorts, sandals, flip-flops or beach type shoes are not allowed.

Penalties

Any student not conforming to the above dress code will be required to call the parents to bring the appropriate uniform or article of clothing. The student will be responsible for all missed class assignments while out of class. Not conforming to the dress code will be indicated on the student's report card. Detention will be given for those students who refuse to comply with the dress code after repeated warnings.

INAPPROPRIATE MATERIALS

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

- a. Aerosol sprays
- b. Cameras
- c. Cell Phones, Pagers, Beepers *
- d. Electronic Games
- e. Walkman
- f. Guns (or any facsimile)
- g. Headsets, CD/Tape/I-pods/I-phone
- h. Laser pointers
- i. Penknives
- j. Skateboards
- k. Weapons
- l. Walkie-Talkies
- m. Water Guns
- n. Matches/Lighters

*See *Cell Phone Policy* for exceptions

If a student brings a questionable item to school or uses any item in an inappropriate/threatening

manner, the student will be referred to the Principal and the matter will be handled as a disciplinary case. In most cases, a student will receive a detention or suspension depending on the age of the student, the item brought into school, and the disruption that was caused. A student threatening another student or adult with a weapon will result in suspension with the possibility of expulsion or dismissal.

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

PLAYGROUND REGULATIONS

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

- a. Walk in an orderly line to the designated play area with the Playground Supervisor.
- b. Remain in that area until the whistle blows.
- c. When the first whistle blows, students should freeze in their place. NO further throwing or kicking of balls.
- d. When the second whistle blows, students should walk quietly to their line.
- e. When the teacher gives the signal, students should return to the cafeteria quietly in line.
- f. Use all equipment in an appropriate manner.
- g. Return equipment to the playground supervisor at the end of recess.
- h. Do not climb on trees, swings, slides, fences, or poles
- i. Do not use sidewalk chalk
- j. When playing a ball game (basketball, touch football, soccer), be mindful of those students who are not a part of the game and do not run into them. Make every effort to include all students who want to play and follow the rules of the game fairly.

LUNCHROOM REGULATIONS

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

In addition, students are expected to adhere to the following guidelines in the cafeteria:

- a. Show respect to all adult monitors

- b. Walk in the cafeteria.
- c. Wait until your grade is called to buy food items.
- d. Talk to those students sitting nearby with an “inside voice.”
- e. Exercise good table manners.
- f. Sharing of food with classmates is not permitted
- g. Do not throw food.
- h. Sit appropriately on the benches.
- i. Raise a hand if assistance is needed.
- j. Remove all your trash and check the area where you were eating before leaving.
- k. Clean the table during your assigned week.
- l. Pack napkins to use during lunch.
- m. When the signal is given to prepare for dismissal, wait quietly until your grade is called.

HEALTH, SAFETY & WELFARE

STUDENT HEALTH, SAFETY & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

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

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

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy (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.

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, afterschool and extracurricular activities.

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

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

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:

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

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

LIFE THREATENING ALLERGY

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. 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.

At St James Catholic School, we take many steps to provide a safe and healthy environment for all students. To prevent accidental ingestion of allergens and life threatening reactions, food provided for the whole class or school should be commercially prepared, prepackaged with a label. If peanuts or tree nuts are listed on the label or if the item is made in a plant that shares equipment that processes peanuts or tree nuts, the food item will not be distributed to the class. Home baked goods are not allowed. If class projects involve a food item to be shared with the entire class, the item must be prepackaged with a label as well.

In addition, as part of our Wellness Policy goals this year, class projects that involve class demonstrations will attempt to focus on non-edible items, healthy food choices, and activities.

INFECTIOUS/COMMUNICABLE DISEASES

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

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

- a. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

If a student is suspected of having lice, the student will be checked by the school nurse. If this is determined to be positive, the student's parents will be contacted and the student must be sent home for appropriate treatment to eliminate the lice. If a parent discovers that his/her child has lice, the parent must contact the school nurse and keep the child home to complete the treatment.

A notice about the presence of lice will be sent to the parents of classmates. Upon returning to school, the student must be checked by the nurse prior to reporting to class.

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

The Building Maintenance Supervisor, in consultation with the Principal, conducts monthly fire drills. The Falls Church Fire Department supervisor checks annually for compliance with local regulations and provides information and recommendations to insure the safety of all students exiting the buildings.

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

Students are trained to respond to various codes according to the schools crisis management.

If students need to evacuate the building (other than the regular drills), they will go to their designated location and wait until the situation is assessed. If it is necessary for the students to move further away from the buildings, students will go to the assigned off-campus locations.

SEXUAL HARASSMENT – STUDENTS

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

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

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

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

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

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be

presented annually to students in selected grades (Policy 616.5).

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

BULLYING

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

Examples include but are not limited to:

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

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

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

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 three years, Saint James Catholic School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

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

Asbestos containing building materials were either encapsulated or removed from Saint James Catholic School. It is the intention of Saint James Catholic School to comply with all federal and state regulations controlling asbestos and to take

whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Mrs. Kathleen Stirling is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to Mrs. Kathleen Stirling at 703-533-1182 ext. 102, or kstirling@saintjameesschool.org.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

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

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

STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

RESOURCE PROGRAM

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

Students who are experiencing difficulty with grade level work may benefit from tutoring or additional small group support. These students are usually identified by the classroom teacher, by the parent, or by an outside professional. In order to be admitted to the Resource Program, a student referral must be filled out by the Student Support Team.

If a student qualifies for the Resource Program, the Resource Teacher will assist the parents in working with the child's base school to obtain an Individualized Education Plan (IEP) or Student

Assistance Plan (SAP). The Resource Teacher will arrange a meeting with the parents, the classroom teacher, the Principal, other members of the Student Support Team as necessary, and the Resource Teacher. The IEP/SAP will be discussed and implemented.

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

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

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

EXTENDED DAY

EXTENDED DAY PROGRAM

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour

day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

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

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

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

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

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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

SCHEDULE OF OPERATION

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

Morning	7:00 a.m. – 7:45 a.m.
Afternoon	3:15 p.m. – 6:00 p.m.
Early Release	11:30 a.m. – 6:00 p.m.

While the administration acknowledges that emergencies do occur, please be advised that any child not picked up by 6:00 p.m. three times during a school marking period (quarter) will not be permitted to continue using the Day Care program. If a parent is delayed on route to pick up his/her child and will be later than 6:00 p.m., the parent is asked to call the Daycare Director and inform her of the situation.

INCLEMENT WEATHER

If Falls Church City School System has a 1 to 2 hour delay in school opening, there will a 1 to 2 hour delay in opening morning Day Care.

If Falls Church City School System has an early dismissal due to inclement weather, the Day Care will remain open for one hour after the school closing.

The Day Care Program is licensed to operate by the Department of Social Services Licensing Division of the Commonwealth of Virginia and is subject to the regulations as stipulated for

licensed Daycare Programs. The Program operates under the immediate supervision of the Day Care Director with overall supervision by the Principal of Saint James School and the Pastor of Saint James Parish.

PERSONNEL

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

STRUCTURE

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

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

ATTENDANCE - SIGN IN / SIGN OUT

Morning Day Care children must be signed in by a parent or guardian upon arrival.

Attendance will be taken by the Day Care staff for afternoon students. Parents must sign out the child at time of pick-up.

Children dismissed from their classrooms to afternoon Day Care are not permitted to leave Day Care unless authorized by a parent or guardian and accompanied by a Day Care staff member. Children who are participating in after school activities, such as foreign language class, after-school science class, sports, or scouts must first sign in at Day Care. A Day Care staff person will take the children to their activity. The coordinator of the after school activity should insure the safe delivery of the children to Day Care after the activity is completed.

Children will only be released to a parent, guardian, or other authorized person designated in writing by the parent. If a child will not be attending the after school Day Care, it is the responsibility of the parent to inform the Day Care Director. Failure to do so could result in the Police being called.

DAYCARE CODE OF CONDUCT

The code of conduct for all students in St. James School or Daycare Program is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is nourished by the school's code of conduct. To achieve these ends, parents, counselors and students work together to create a Catholic environment. These basic components include:

Students will be respectful and courteous toward all counselors

1. Will be polite in speech and actions
2. Will not argue or talk back to counselors
3. Will cooperate with instructions given by counselors

Students will respect time necessary for homework

1. Will work silently alone
2. Will use respectful voice when working cooperatively with others

Students will refrain from harassment of any kind

1. Will refrain from teasing, putdowns and name calling
2. Will refrain from physical intimidation or assault
3. Will refrain from social isolation
4. Will refrain from oral or written threats

Students violating these components will:

1. Receive verbal warning
2. Receive written communication with parents from the counselor
3. After three (3) written communications, parents will receive call from Daycare Director
4. Principal will be notified if infractions continue and child will be put on probation from Daycare
5. If infractions continue during probation, child will be suspended from Daycare for five (5) days
6. If no improvement after suspension, child will be unable to continue in Daycare program

DRESS

Children in Day Care will wear the school uniform. Children will have outdoor play on most days throughout the year; therefore they should have appropriate outdoor clothing, such as sweater or jacket, for the season. Tennis shoes are required for indoor play in Knecht gym during inclement weather.

PERSONAL ITEMS

Children should have their name on all personal clothing and other items. Since games, toys, books, and other play equipment are provided, children are not permitted to bring personal toys and items listed under the heading “Inappropriate Materials” in Section VII. Student Responsibilities and Behavior are expected for Day Care as well as school.

ENROLLMENT

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

WITHDRAWAL

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

LUNCH AND SNACKS

On early release days children must bring a bag lunch and drink. A snack is provided at 3:15 p.m. on early release days and full days of school. Fruits, vegetables, cheese, crackers, milk, and juice are typical snacks. If a child has a food allergy, this information must be given to the staff. The parent may provide the snack from home to avoid potential problems.

LICENSING REQUIREMENTS

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

- 1 Registration and enrollment forms
- 2 Complete medical and immunization records (retained on file in the school office)
- 3 Emergency care information (retained on file in the school office with a copy in the Day Care office)
- 4 Written permission to allow participation on field trips
- 5 Permission forms for emergency pick-up of children, which must include the names, addresses, and phone numbers of two emergency contacts.

Saint James Day Care is obligated by Virginia State requirements to report to the State any case of Child Abuse or suspected Child Abuse. This is a requirement that includes all staff of all childcare operations.

If a child is to be released to any other person, the parent or guardian must make the request in writing.