

*Elementary School  
Parent/Student Handbook  
2023-2024*



THE BASILICA SCHOOL  
OF SAINT MARY

*Founded 1869 - Alexandria, Virginia*

*Saints, Stewards, Scholars*

*To Jesus, Through Mary*



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

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Dear Basilica School of St. Mary Families,

Please take some time to become familiar with the mission, purpose, and guidelines of our common life together, laid out here in the pages that follow. These provide a structure by which we nurture our children's growth. The ultimate goal is for them to go beyond these guidelines, to develop the gifts that God has given them, as they grow in virtue, and to then offer them back to God and the world in loving service. To quote St. Benedict, as he writes in the Prologue of his rule to monasteries, 'We intend to establish a school for the Lord's service. In drawing up its regulations, we hope to set down nothing harsh, nothing burdensome. The good of all concerned, however, may prompt us to a little strictness in order to amend faults and to safeguard love.'

We know, however, that the formation in faith and love of our children begins in our homes. The following quote from a Vatican II document summarizes the vital role that each parent has in the life of his daughter or son: *"Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognized as the primary and principal educators."*(11) *...Parents are the ones who must create a family atmosphere animated by love and respect for God and man, in which the well-rounded personal and social education of children is fostered. Hence the family is the first school of the social virtues that every society needs. It is particularly in the Christian family, enriched by the grace and office of the sacrament of matrimony, that children should be taught from their early years to have a knowledge of God according to the faith received in Baptism, to worship Him, and to love their neighbor. Here, too, they find their first experience of a wholesome human society and of the Church. Finally, it is through the family that they are gradually led to a companionship with their fellow men and with the people of God. Let parents, then, recognize the inestimable importance a truly Christian family has for the life and progress of God's own people.*(12) *The family which has the primary duty of imparting education needs help of the whole community. - Gravissimum Educationis - Paragraph 3*

**We, the Faculty and Staff at the Basilica School of Saint Mary, are called to "walk alongside" each family as they foster the faith formation of their children.**

**Robert A. Loia**  
*Principal*



# **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

## ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

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

*Matthew 28:19-20*

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

<sup>1</sup> Declaration on Christian Education #3

## ***DIOCESAN MISSION STATEMENT***

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

## ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

**The mission of The Basilica School of Saint Mary is to nurture saints, stewards, and scholars.**

This mission is the cornerstone of our teaching and community. We nurture saints by teaching our students about God's presence, providing opportunities for them to encounter Him in the Eucharist, and emphasizing how their daily interactions with each other are opportunities for sanctification. Our students become stewards through our school's emphasis on community service and prayer for others. The school not only organizes specific community service projects, but also encourages students to serve one another in little ways every day. At The Basilica School of Saint Mary, we strive for academic rigor in all subjects and encourage and support our students to achieve to their highest potential and to develop and utilize the gifts that God has given them.

## ***STUDENT/PARENT HANDBOOK***

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

A committee, representative of the total school community, shall be involved in the development

and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). An acknowledgment form will be provided to students upon receipt of the handbook and the form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or preventing a student from enrolling or continuing to be enrolled at the school.

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

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

## ***PARENTAL/GUARDIAN ROLE***

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

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

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

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

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

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or

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

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

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

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

## ***SEXUAL IDENTITY POLICY***

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

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

## ***NON-DISCRIMINATION CLAUSE***

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

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

## ***NON-CATHOLIC STUDENTS***

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

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

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

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

All parents (and middle school students) are required to sign(submit) a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the School from enforcing its policies but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

## II. ACADEMICS

### ***CURRICULUM***

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

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

#### **MATH PATHWAY TO HIGH SCHOOL GEOMETRY**

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

#### **GRADES FIVE TO SIX**

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

#### **GRADES SIX TO SEVEN**

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

**GRADES SEVEN TO EIGHT**

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring NWEA MAP assessment.
- 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.

**MATH PATHWAY TO HIGH SCHOOL ALGEBRA**

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

**GRADES SIX TO SEVEN**

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

**GRADES SEVEN TO EIGHT**

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring NWEA MAP assessment.
- b. Class grade in 7th grade math: 93 or above.
- c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year).

- d. Favorable teacher and principal recommendation.

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

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

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

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

## ***VIRTUAL INSTRUCTION***

1. Maintain effective communication between teachers, students and families about the virtual learning plan.
2. Teachers should be available throughout the day for questions and feedback even if the day is fully asynchronous.
3. Feedback is paramount and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.

## ***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***

Textbooks are the property of the Basilica School of St. Mary. Students will be charged for all damaged or lost textbooks. The cost of textbooks is covered through school fees. A supply list for the coming school year will be sent to all families over the summer. All families are responsible for sourcing summer reading materials.



## ***TECHNOLOGY – RESPONSIBLE USE POLICY***

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

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

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

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

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

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

vulgarity, or other inappropriate language.

- iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
  - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
  - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, 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 goodwill and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites,

- live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
    - i. Loss of use of the school network, computers, and software including Internet access.
    - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
  - l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, videos, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

## ***TESTING***

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

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

### **DIOCESAN STANDARDIZED ASSESSMENT: (ADMINISTERED IN THE FALL, WINTER, AND SPRING)**

The NWEA MAP Assessment will be administered three times each year. This online assessment provides us with instant results which enable teachers to meet the individualized needs of each student. Tests provide teachers, administration, and the Diocese diagnostic data that can be used in planning future instruction.

### **ASSESSMENT OF CATHOLIC RELIGIOUS EDUCATION: (ADMINISTERED IN SPRING)**

This assessment tool, designed by the National Catholic Education Association, is administered to students in grades five and eight each year. Test scores provide school and Diocesan personnel data regarding understanding of basic doctrine as well as attitudes towards living the Catholic faith.

### **IOWA TEST OF ALGEBRA READINESS: (ADMINISTERED IN LATE SPRING)**

Students in the 7th grade participate in a testing program that provides additional data for determining eligibility for enrollment in the Algebra I program during their 8th grade year.

## ***HOMWORK***

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

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

### **SUGGESTED TIME ALLOTMENTS**

Guidelines for total daily homework:

Grades K-3: 10 to 30 minutes

Grades 4-6: 30 to 60 minutes

Grades 7-8: 60 minutes to 2 hours

This guideline does not include the time needed to study for tests or complete long-term projects. If your child is consistently spending more time on homework than the guideline suggests, please contact his/her teacher.

Students should utilize their planner and Schoology to ensure that they are aware of all assignments. They should check off their work in their planner as it is completed. All teachers will give students time to write down their assignments in the planners. They will also post daily homework and long-term assignments on Schoology by 4:00 p.m. each day.

In the event of an unscheduled school closing for two or more consecutive days (e. g. inclement weather, health epidemic, national emergency) teachers will post assignments on Schoology to ensure continuity of instruction. Students will be responsible for submitting work upon return to school.

Homework is an integral part of the educational process. In addition to reinforcing specific subjects in the classroom curriculum, homework can and should be used to:

- Develop responsibility and good study habits
- Encourage growth of the individual student to his/her full potential
- Enhance communication skills
- Apply knowledge to real-life situations in a meaningful way
- Logically connect or challenge facts and ideas
- Provide each student an opportunity to develop independent judgment
- Think critically and problem solve

In grades K - 5th, homework will not be assigned to students on Friday evening. Grades 6- 8 math and studying for tests or quizzes are exceptions.

Since holidays are special occasions for many families, no homework should be due immediately upon returning from Thanksgiving, Christmas, or Easter breaks. Long-range assignments or make-up work may need to be completed over a weekend or holiday.

In addition to nightly homework assignments, students are encouraged to read, memorize, drill, and study on a nightly basis. Attention to homework can result in better class discussion, participation, and improved performance. Homework assignments will be posted on the teachers' Schoology by 4:00 P.M. Extra-curricular activities should not interfere with homework.

Guidelines for Classroom Assessments:

- No more than 2 tests or quizzes per day will be scheduled for a student
- All test dates will be recorded on the teacher's Schoology page calendar
- Arrangements for make-up tests due to absences should be made with the teacher
- Test and quiz schedules may include Monday and the day following a school holiday (Thanksgiving, Christmas, Easter vacations are exceptions)

## ***PARENT-TEACHER COMMUNICATION***

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

Timely and accurate communication between home and school is extremely important in providing for a successful school day. The Messenger, a weekly newsletter, is electronically distributed via email. Parents should read this newsletter completely and carefully.

Teachers will keep parents informed of news and information through the use of the Schoology.

All parents will receive timely notification containing school announcements (e.g. inclement weather-related school closings and delays and/or emergency situations.) This notification is delivered via phone, text, e-mail, and Schoology. It is the parent's responsibility to inform the school of any changes to their contact information.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Parents/guardians may use the school voice and e-mail network or send written notes to school as a vehicle of communicating with your child's teachers or school administration. In most cases, a parent should expect a response within 2 business days. Teachers will not respond to emails during instructional time. Appointments can be made for an in-school conference directly with the faculty member or through the school office. Since the teacher needs to give her/his full attention to address a parent's concern, please refrain from spontaneous classroom visits or conferences.

It is against school policy for students to communicate with teachers using the school voice and e-mail network or to call the school office and request to speak with a teacher. The use of these systems is for parent-teacher communication.

Teachers do not check email during instructional time and should never be called at their private homes or on their personal cell phones. If you need to communicate an immediate need for your child, please call the office during school hours. Submit all dismissal changes through PickUp Patrol. Same-day changes should be entered by the times listed below:

- 11:00 am on 11:30 am dismissal days
- 1:45 pm on 2:15 pm dismissal days
- 2:45 pm on 3:10 pm dismissal days
- If there is an emergency and you need to make changes later than the times listed above, please call the main office at 703-549-1646.

### **PARENT/TEACHER CONFERENCES**

School-wide conferences are scheduled following the completion of the first trimester. Classes and Extended Day are suspended for the 1.5 parent/teacher conference days. Advanced notice will be given with the expectation that parents will make arrangements to adhere to their scheduled conference time.

In keeping with the Church principles of subsidiarity, concerns should be solved at the local level whenever possible. Therefore the proper procedure is as follows:

1. Talk with the teacher involved. Try to reach a solution to the problem.
2. Request a conference with the teacher and appropriate administration.
3. Request a conference with the principal.
4. Request a conference with the principal and pastor.
5. Request a meeting with the Office of Catholic Schools.

### **PARENT REQUEST FOR TEACHER EVALUATION FORMS**

Parent requests for a teacher to complete an Educational evaluation form for testing will begin their process with the Director of Learning Support Services. Once they have corresponded with the Director, they will be given a *Permission to Share Confidential Information Form* to complete. This form is valid for one year. The process will proceed from there.

## ***GRADING/REPORT CARDS***

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

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

Students with identified disabilities who have a current ICEP or Student Assistance Plan should

receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

Grades are based on the degree of success the individual student has achieved in completing the grade level curriculum. Each teacher will provide an explanation of his/her method and procedures for grading.

Any request for a re-evaluation of a student's grade must be made in writing to the teacher within a week of receiving the grade.

Kindergarten - 8th Grade Report Cards are issued three times a year.

In lieu of interim reports for students in Grades 4-8, parents should check their student's Schoology and PowerSchool accounts on a regular basis. Please contact the teacher with concerns. Teachers will contact parents throughout the trimester if their child is struggling in a particular subject area and is in danger of failing (below 70%).

Teachers will contact parents throughout the trimester as needed regarding challenges with behavior and effort. These notifications are indicators that the child may earn a 1 in specific areas on the report card.

## **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

## ACADEMIC AWARDS

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

### 4th-5th Academic Honors

- All Academic grades 90 or above
- 2 and/or 3 in all Encore classes

### 4th-5th Academic Improvement Award

- A 10-point improvement in academic subject
- Awarded in 2nd and 3rd Trimesters

### 6th-8th Principal's Award

- All academic grades 95 or above
- 2 and/or 3 in all Encore classes

### 6th-8th Academic Honors

- All Academic grades 90 or above
- 2 and/or 3 in all Encore classes

### 6th-8th Academic Improvement Award

- A 10-point improvement in academic subject
- Awarded in 2nd and 3rd Trimesters

\*Students who receive Mater Dei Services are eligible for honors at the discretion of school administration.

## NATIONAL JUNIOR HONOR SOCIETY (NJHS)

Seventh graders who have maintained an average of 90% or above for their entire sixth grade year and the 1st and 2nd trimester of seventh grade are eligible for membership in the Father Stanley J. Krempa Chapter of the National Junior Honor Society (NJHS).

This information will be submitted in a standard application. Failure to follow the instructions or return the completed application before the deadline indicates that the student is not interested in membership. Once all applications and essays are received, an undisclosed four-member Faculty Council will review them and make a final decision regarding admittance into NJHS.

Though high academics may be an indicator of eligibility into the National Junior Honor Society, it does not guarantee admittance. The Faculty Council considers all the aforementioned categories and places a high premium on character, defined in the NJHS handbook as “an outstanding record of conduct and behavior with regard to school and community rules.”

The school will inform the candidates as to whether or not they have been accepted, and those who have been accepted will take part in an induction ceremony. The student's membership is not transferable to any high school and is subject to good behavior and participation.

Membership is contingent on continued high academics as well as conduct.



Students who receive Mater Dei Services are eligible for NJHS at the discretion of school administration.

It is the aim of the Father Stanley J. Krempa Chapter of the National Junior Honor Society not to be an elitist organization, but rather one of service to our school and the greater community.

## ***PROMOTION/RETENTION/PLACEMENT POLICY***

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

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

### **TUTORING**

Per Diocesan policy, professional employees may provide tutoring services for compensation to students provided such services are after work hours, are conducted off school grounds, and are not offered to students presently enrolled in their classes.

Teachers and Instructional Assistants are not permitted to tutor, nanny, or provide any services for pay, for their current students nor their siblings due to possible situations that could arise from conflicts of interest.

## ***SCHOOL COUNSELORS***

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents/guardians, school administration, or other authorities. As a member of the school faculty, the counselor serves as a mediator in conflict resolution, classroom instructions, and other social skills training as requested by the school principal.



### **III. ADMINISTRATIVE PROCEDURES**

#### ***ADMISSIONS***

##### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

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

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

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

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

##### **AGE FOR ADMISSION TO KINDERGARTEN**

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

##### **REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5**

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

- g. A non-refundable application fee
- h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
  - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – e.g., hearing and vision screening)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school
- j. Agreement to complete or provide current (within 3 years) comprehensive educational testing or evaluation if seeking Learning Support Services, including Mater Dei Services.

**REQUIREMENTS FOR ADMISSION TO GRADES 6 – 8**

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

entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – e.g., hearing and vision screening)

- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school
- j. Agreement to complete or provide current (within 3 years) comprehensive educational testing or evaluation if seeking Learning Support Services, including Mater Dei Services

## GENERAL CONDITIONS OF ADMISSION

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

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

### F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
    - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
      1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.
      2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – e.g., hearing and vision screening.)
    - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from

communicable tuberculosis. (Policy 624.1.b).

- b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. The guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees. The Diocese of Arlington does not provide healthcare insurance for international students.
  - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
    - i. The Diocese of Arlington does not provide healthcare insurance for international students.
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of the principal or admissions director.
  3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
    - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
    - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
    - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
  4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is

reported correctly. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:

- a. Create and update elementary F-1 (Nonimmigrant) student records in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;
  - b. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
  - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
  - d. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.
  - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
6. Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **RE-ENROLLMENT**

As a convenience to current families, re-enrollment is automatic. In January of each school year, students will be re-enrolled for the following school year. Current students in kindergarten through grade 7 will be enrolled automatically to their next grade level.

Families are responsible for two financial requirements to complete the re-enrollment process. Each January, families will receive notification of the automatic payment date for the following fees, which will be pulled from their FACTS account on the last day of January (or the first day of February if that day falls on a weekend):

1. One-time, non-refundable \$200 re-enrollment fee (per family)
2. Non-refundable \$350 tuition deposit (per student), which will be applied to the June 1 tuition payment

Re-registration for those families with outstanding financial obligations with the school will be placed "on hold." If outstanding debts are not paid by the posted deadline, your child(ren)'s space(s) in their grade(s) will be offered to a new applicant.

Those families who do not wish to re-enroll their student(s) must inform the principal in writing or an email and the Enrollment Coordinator at registrar@smsva.org before the published automatic re-enrollment date. Re-enrollment is not automatic for students in our pre-kindergarten program. All current pre-kindergarten students must apply for admission into kindergarten.

### **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.

Teachers and administrators work together to create class lists for the academic year. The school does not accept parental requests for specific teachers or groupings of children as it must take into consideration the overall good of the class. Parents are asked to work with the administrators and the assigned teacher to ensure the best academic, behavioral, and spiritual environment for the year.

## ***ATTENDANCE***

### **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

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

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

Once a child is enrolled in the school as a student, it is the duty of the principal and teachers to insist on regular attendance in order that the school can progress successfully through the curriculum. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

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



If efforts to work with a family to improve a student's attendance are unsuccessful, a school should not continue to enroll those who are not attending classes. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

Prior to the pandemic, schools had procedures in place when student absences began to get too high. Quarantining and virtual instruction during COVID caused some diminished emphasis on these procedures.

As the impact of COVID on schooling diminishes, it is time to re-emphasize procedures that ensure proper attention is paid to student attendance per the Code of Virginia: In order to achieve the goals and objectives of the curriculum, regular attendance is mandatory. In Virginia all children ages 5-18 are to attend school regularly.

<https://law.lis.virginia.gov/vacodefull/title22.1/chapter13.2/>

## DEFINITIONS REGARDING ATTENDANCE

### Excused absences

- Health/medical
- Medical procedures that cannot be scheduled at a time outside of school hours
- Court appointments
- Religious and cultural observances
- Funerals

**Unexcused absence** is an absence where (i) the student misses his/her scheduled instructional school day in its entirety and (ii) no justification has been received by school personnel within three days of the absence, or the parent/guardian provides a reason for the absence that is not defined as excused. The school administration may change an unexcused absence to an excused absence when the parent/guardian has provided an acceptable justification.

Parents/guardians are expected to plan extended travel and vacation days around scheduled breaks and approved holidays. Students who are absent due to vacations or family travel will be marked as "unexcused," even if it is prearranged.

**Unverified absence** is one for which there has been no contact from the parent/guardian. Unverified absences will be converted to unexcused absences if no contact is received within 3 days of the absence.

**Verified absence** is one for which a parent/guardian has contacted the school and given an explanation for the absence.

**Chronic absence** is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, out-of-school suspensions, and in-school suspensions that last more than one-half of the school day.

**Truancy** is the accumulation of five or more unexcused or unverified absences within an academic year. The Commonwealth of Virginia's attendance laws specify that all children must attend school every day. (Article 1. Compulsory School Attendance § 22.1-254) <https://law.lis.virginia.gov/vacodefull/title22.1/chapter14/article1/#:~:text=%C2%A7%2022.1%2D259.&text=Every%20teacher%20in%20every%20school,by%20the%20Board%20of%20Education>  
<https://law.lis.virginia.gov/vacode/title22.1/chapter14/section22.1-254/>

### **ATTENDANCE BEST PRACTICES**

Parents should contact the school to report the child's absence.

When there is no known reason for consecutive absences, schools should contact parents to check on the student/family situation. Schools should document the contacts and/or attempts to contact.

### **STEPS FOR EXCUSED OR UNEXCUSED ABSENCES**

Each absence	The school will contact parents if they do not contact the school to identify the reason for the student's absence.
10 days (not necessarily consecutive)	Letter to parent from principal notifying of days missed unless a special situation exists.
15 days (not necessarily consecutive)	Letter to parent and personal contact with the parents(s)/guardian(s)
20 days (not necessarily consecutive)	Mandatory conference must be held with the parent(s)/guardian(s) and the principal or designee. The parent will be notified that the attendance office for their locality will be notified of the absences.

If absences continue, the school principal may contact the truancy office of the local public school system to discuss other possible avenues helping to ensure regular attendance.

**The school cannot be complicit in allowing students to violate the attendance policy.**

### **CONSEQUENCES FOR NON-COMPLIANCE**

Principals may consider the following possible disciplinary consequences for violations of the attendance policy. Consequences may include those listed below, though punitive consequences should be applied judiciously and only after a complete understanding of the reasons for the absence, arrived at after dialogue with the parents/guardians, suggest that they are appropriate to the circumstances:

- a. Disciplinary counseling

- b. Parent conferences
- c. Disciplinary probation
- d. Tasks assigned by administration
- e. Lunch detention
- f. Detention
- g. Professional counseling

#### **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. An absence, and the reason for the absence, must be entered into PickUp Patrol before 7:45 a.m. on the day of absence. If the parent fails to enter information into PickUp Patrol, he/she will receive notification from the front office.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents/guardians before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate administrative action.
- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.

#### **TARDINESS**

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. A student who is tardy, as determined by local policy, should report to the principal's office or attendance office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian may be contacted.

The number of days tardy will be recorded on report cards and year-end transcripts. Student tardiness is reported along with absences to high schools when requesting final transcripts.

Excessive tardiness and/or early dismissal does negatively affect a student's school performance and is disruptive to the other students in the classroom; therefore, parents should make every effort to ensure that their children arrive at school on time and remain in school for the entirety of the school day to avoid missing instructional time.

#### **STEPS FOR EXCESSIVE UNEXCUSED EARLY DISMISSALS AND/OR TARDINESS**

10 days (not necessarily consecutive)	Letter to parents or guardians from the principal or their designee, unless a known special circumstance exists.
15 days (not necessarily consecutive)	Letter to parents or guardians and personal contact with the parents(s)/guardian(s) with the principal or their designee.
20 days (not necessarily consecutive)	Mandatory conference must be held with the parent(s)/guardian(s) and the principal or designee. The parent will be notified that the attendance office for their locality will be notified.

Students with excessive tardies or early dismissals will be reviewed by the Committee on Student Standing at the end of each trimester.

If tardiness and early dismissals continue, the school principal may contact the truancy office of the local public school system to discuss other possible avenues helping to ensure regular attendance.

**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 PROCEDURES**

Parents should not call or email the school for notification for their child's absence or change of dismissal plans. PickUp Patrol records all notifications and requests.

PickUp Patrol is a web-based program our parents use to:

- Create a child's default dismissal plan.
- Make a change to a child's daily dismissal plan.
- Designate another adult to pick up your child.
- Notify the school of a child's absence and reason for absence.
- Notify the school of a child's early dismissal and reason for early dismissal.
- Notify the school of a child's late arrival and reason for late arrival.

New families should look for an email from PickUp Patrol during the week before school begins, with a link for immediate sign-on. Once logged in, create your child(ren)'s default dismissal

plan(s) for the year. Returning families, please log in to update your default dismissal plan for each of your children. The link to PickUp Patrol is <https://app.pickuppatrol.net/parents>.

To report an absence or make a dismissal change:

- Log in --> Select a date, your child's name, and a plan change option, and submit.
- Changes and absences can be entered months in advance.
- Absences should be submitted by 7:45 am.
- Submit all same-day dismissal changes by
  - 11:00 am on 11:30 am dismissal days
  - 1:45 pm on 2:15 pm dismissal days
  - 2:45 pm on 3:10 pm dismissal days
- If there is an emergency and you need to make changes later than the times listed above, please call the main office at 703-549-1646.

Parents and teachers will automatically receive confirmation of changes in dismissal plans.

As a general rule, for each day a student is absent he/she will have 1 additional day to make up missed work. Upon a student's return, teachers will provide missed work/assignments. For absences of 2 or more days, a parent may arrange for homework to be sent home by contacting the office before 10:00 a.m. of the second consecutive day of absence. Parents must arrange to pick up work at the end of the school day (between 3:15 and 3:45 p.m.), so as not to disrupt ongoing classroom activities. Parents and students are encouraged to check Schoology to retrieve daily homework assignments.

Students who have been absent from school may not attend school-sponsored after school activities without an explanation approved by the administration prior to the event.

### **TARDINESS PROCEDURES**

All students must be in their seats and prepared for class when prayer and announcements begin at 8:00 A.M. Therefore, students are expected to be on campus before the gates close at 7:57 A.M.

Please make sure your child has enough time to walk to his or her classroom and prepare materials for the start of school. Middle school students need to arrive in time to go to their lockers.

Any student who is arriving at school tardy should report to the main office with an adult who will then electronically sign in the student. All tardy students will need a tardy slip in order to be admitted to class.

### **MEDICAL EXCUSES**

If an ill student is absent for more than five consecutive school days, he or she may be required to submit a doctor's note upon his or her return to school.

Persistent absences may cause serious academic concerns, including but not limited to course failure, retention or dismissal. Every effort will be made to work with the student who has a prolonged and/or serious illness to provide the academic support needed. Each case will be reviewed by the principal, in consultation with the parent and teachers, before such decisions are made.

#### **ANTICIPATED ABSENCE**

It is the expectation of the Basilica School of St. Mary that families adhere to the scheduled vacation times on the academic calendar. The school is under no obligation to provide a tutor, make-up work, or alternative testing schedules for such a period of absence. No assignments will be given in anticipation of an upcoming vacation. Do not make such a request to your child's teacher. Upon return, the student is responsible for completing any missing assignments. The administration has the sole discretion to determine the conditions and terms governing such absences.

Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence prior to the absence. A statement is required for each child who will be absent. The principal will determine whether the absence will be excused or unexcused.

#### ***ARRIVAL AND DISMISSAL***

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

#### **ARRIVAL AND DISMISSAL TAGS**

Students arrive to and from the Basilica School of St. Mary using various methods. In order to ensure the safety of all of our students, students may be assigned an arrival and dismissal tag that will attach to their backpack. Tags may not be used from year to year; any and all tags will be distributed at the beginning and collected at the end of the school year. Additionally, the colors of such tags may change from year to year. Walker, Bike, and Bus Passes will be revoked if handbook guidelines are not followed.

#### **King & Queen of Carpool**

- These passes will be distributed to those students whose families have won such items at the school's annual Gala and Auction.

#### **Walker Pass**

- A Walker Pass is issued through the main office via an electronic form at the beginning of the school year. A Walker Pass will only be distributed to those students who will be

walking to their homes (or parents' offices) after school. The home or office must fall within the boundaries of Washington and King Streets. Walkers should NOT be walking to/from any cars parked in the surrounding neighborhoods of the school as this poses concern for student safety and is also unneighborly for residents.

#### Bike Pass

- Parents may request for their children to bike to and from school. Such requests must be made through the electronic form located on our website. The school is not liable for the safety of any students before biking onto the grounds or after biking from the grounds.

#### Bus Pass

- Parents may request for their children to use public transportation to travel to and from school. Such requests must be made through the electronic form located on our website. The school is not liable for the safety of students who use public transportation before they arrive on the grounds or depart from the grounds.

#### Carpool

- As most students will travel to and from school using our carpool procedures, there is not an assigned tag. The school will assume that any student without a backpack tag will be using the carpool system. All students who will depart the school grounds by car with a parent or guardian must do so through the established carpool dismissal procedure.

### MORNING ARRIVAL

In order for faculty and staff to have an opportunity to gather in communal prayer before the start of school, the arrival gates will open at 7:35 P.M. No students should be entering the campus before such time. Additionally, for safety and security, students will not enter the buildings using door 1 on a regular basis.

- King and Queen of Carpool will drop off at the front of the school and enter the school building through door 8 located at the northwest corner of the school.
- Walkers will enter campus via the Green St. gate and proceed to door 2 or the Stephens Hall entrance.
- Bike riders will enter campus through the faculty parking lot gate. Bus students will enter campus via the Green St. gate and proceed to door 2 or the Stephens Hall entrance.
- Carpool students will enter campus using the Royal St. gate and proceed to door 2 or the Stephens Hall entrance.

The carpool drop-off plan was made in cooperation with the City of Alexandria Police Department.

- Parents using the carpool system will drop children off at the Royal Street gate in our carpool line. The Royal Street carpool line forms in the southbound lanes only. Please do not cross Royal Street or make U-turns.
- Cars must remain in a single file line and dismiss riders on the Royal Street curbside. Drivers may use Green Street to come into the carpool line but not to exit it.



Parents of Pre-K and Kindergarten students should have the **Yellow “Little Saint on Board”** decal in their passenger side window. Decals will be distributed during the Pre-K and Kindergarten Meet and Greet events. This decal alerts our morning teachers and patrols working the morning carpool to make sure they assist those cars. Pre-K students will be escorted to their Instructional Assistants or Teachers by a sibling, safety patrol, or faculty member.

All students using the carpool line, including Pre-K and Kindergarten, must be able to unbuckle themselves from the car seat.

#### **DEPARTURE FROM MORNING ARRIVAL**

- After you have dropped off your child, follow the car in front of you to circle around and head north on Royal Street.
- Do not cut across the carpool line or pass the car in front of you if the car in front of you has not moved. You must stay in line for the safety of our students and other vehicles.
- Continue north at the intersection of Royal and Green streets or turn right onto Green Street. Do NOT turn left onto Green St. after drop off.
- Cars needing to exit onto Washington Street should do so via Franklin Street or other streets to the north.
- Jefferson Street is tight at the intersection of Royal, and we are prohibited from using the Jefferson Street access road. Avoiding Jefferson Street when exiting will alleviate congestion on Jefferson St. and avoid possible damage to moving and parked vehicles.

#### **AFTERNOON DISMISSAL**

\*During the beginning of the school year, the school will continue to use the Woodrow Wilson Bridge for carpool dismissal. Dismissal procedures will be adjusted and implemented as soon as possible in the first month of school. When finalized, these procedures will be added to this handbook.

3:00 PM	All Pre-Kindergarten students dismissed via door 8
3:05 PM	Kindergarten begins dismissal
3:08 PM	Afternoon prayer
3:10 PM	King & Queen of carpool via door 8 Bus students dismissed via Green St. gate Carpool dismissal
3:14 PM	Bike & Walker dismissal via Green St. gate
3:15 PM	Extended Care students dismissed After-School activities dismissed

During construction, all carpool students will be dismissed to and picked up from under the Woodrow Wilson Bridge. The school has a partnership with the George Washington Parks Authority and the security company to use the space each afternoon during dismissal. There will also be an Alexandria City Police Department officer assisting us to ensure our students' safety.

Our dismissal for carpool students will follow this system:



- Parents will have access to pull under the bridge and park between 2:50 and 3:10 pm. After 3:10 pm, the gate to the bridge will be closed. There is no second pickup, so be sure to be under the bridge at this time.
- A teacher will be under the bridge to direct you where to park. There are 3 parking areas with additional overflow areas if needed. You will park in the designated area based on the grade level of your youngest student: K-2, 3-5, 6-8.
- All carpool students will be walked under the bridge by a teacher to be under the bridge by 3:15 pm.
- Please leave your car and get your child from the teacher. This process will become easier when the students and parents all realize which zone they are picked up in each day.
- Once a section is full, we will dismiss you to exit. You will then exit right onto South Royal Street.

Be sure to be on time for dismissal. Students who are not picked up at carpool will be brought to Extended Care.

## ***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.

The parent(s) or guardian(s) of the student(s) must notify the school regarding a decision to transfer or withdraw from the Basilica School of St. Mary. Notify the principal via email and request a withdrawal form from the school office. If the notification of the student’s withdrawal is made to the principal and submission of the withdrawal form is complete before the 15th of the month, future tuition payments will not be due.

Any request for transcripts or teacher recommendations that are part of the application process for another school for students in grades K-7 should be turned into the office. Teacher recommendation forms should not be given directly to the teacher but should be sent to ??? There is a \$25 fee for transcripts.

There is a \$25 charge for all 8th grade transcripts sent to non-Diocesan schools; there is no charge and no limit for 8th grade transcripts sent to Arlington Diocese.

Students who have withdrawn from the Basilica School of St. Mary, and then wish to return to the school at a later date, must submit a full application and proceed through the admissions process again. The administration of the Basilica School of St. Mary does not guarantee admission regarding re-admittance.

## ***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.

The Basilica School of St. Mary offers a daily hot lunch program. A menu is posted on the website at the beginning of each month.

The Basilica School of St. Mary families are required to use EZ School Pay to pay lunch bills. If families do not have an EZ School Pay account linked to payment, the student will not be authorized to purchase lunch.

Should an account carry a negative balance over \$50, the account will be made inactive and the student will not be able to purchase lunch until the account is paid. The school will send bills at the end of each trimester for those accounts with a negative balance over \$50, with a \$20 fee added. Report cards will be held until the account is paid in full.

Milk (subsidized by the Department of Agriculture) is available on a daily basis; there will be an annual fee of \$55 for each student who chooses to participate in the milk program.

If a student forgets his or her lunch, one will be provided. The cafeteria will bill parents/guardians for the lunch.

Sodas and beverages with a high sugar content are discouraged. Please do not deliver fast food to your child for lunch.

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **STUDENT CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

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

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

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

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

#### **WITHDRAWAL POLICY**

Tuition is withdrawn over 12 months starting in June for each academic year. If you notify us of your student's withdrawal before the 15th of the month, future tuition payments will not be due. If notification occurs after the 15th of the month the following months' tuition will be due regardless of whether your student is enrolled in that month. Once a month has started, the tuition for the full month is due no matter how many days your student is enrolled that month. This notification timeline includes summer months and begins in May as tuition is withdrawn

starting in June.

If a student withdraws at any point after March 1st, all remaining annual tuition is due. Transcripts will not be provided until these financial obligations are met.

Email notification to the principal is required and a withdrawal form must be completed (this will be sent to you after the principal has received your notification email). Tuition must be current and up to date before the withdrawal process can begin. The first month tuition, registration fees, acceptance fees, book/technology fees, tuition deposit, extended day registration fees, milk fees; financial aid and scholarships are non-refundable. There is no tuition refund for students expelled for disciplinary reasons.

### **TRANSFER OF RECORDS**

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

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

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

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

### **CONFIDENTIAL ACADEMIC RECORDS**

Parents/guardians are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or the Individualized Catholic Education Plan (ICEP), 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:

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

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

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

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

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

## **SCHOOL VISITORS**

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

All volunteers must be VIRTUS certified. Visitors who are not VIRTUS compliant must be accompanied by a school employee at all times. All volunteer activity must be pre-arranged with the teacher and/or office before reporting for volunteer duty.

Please keep in mind that students are busy learning; therefore, the school discourages interrupting learning with classroom visitations that are unnecessary or social in nature.

## **IMPORTANT PARENT VOLUNTEER POINTS**

**Confidentiality** — All volunteers must respect the confidentiality regarding their knowledge of students and teachers. What they learn from their experience in the school is privileged information and may only be shared with responsible staff at The Basilica School of Saint Mary. Volunteers may not take photos while volunteering at school or while on field trips.

**Discipline** — Volunteers may not discipline. If needed, they should request assistance from a staff member. They are not to leave the situation, but may ask a nearby child to bring a staff member to them.

**Fairness** — The purpose of volunteering is to help with the supervision of all the students. They should always be cognizant of their need to care for all students equally, even if their eye may naturally be drawn to their own child. Volunteers should encourage their child to play with others and not to seek attention from their parents. This will aid their development of autonomy. If a conflict arises between a volunteer's child and another child, the volunteer parent should ask a staff member to help. Disengaging from the incident and asking for the help of a staff member, while difficult, is the professional manner to address this.

### **SCHOOL COMMUNICATIONS**

Student work will be sent home on a regular basis by classroom teachers. Classroom teachers will post information weekly on Schoology. Weekly postings will include updates on current academic content.

### **PRINCIPAL'S COMMUNICATION**

A weekly newsletter (*The Messenger*) from the principal containing important dates, information, and events is sent electronically every Thursday.

### **TAKE-HOME COMMUNICATION**

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

### **TELEPHONE USE/MESSAGES FOR STUDENTS**

The telephones in the office and in other areas of the school are not for the children's use. They may not call home for forgotten books, P.E. clothing, assignments, field trip permission forms, or for any other reasons unless permission is granted by the principal.

Please do not call to have messages given to the children. Be sure they know the plans for the day before leaving for school in the morning.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If,

however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1038 hours of instructional time (as defined by the Commonwealth of Virginia).

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

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

Should the school administration become aware of the possibility of inclement weather, the principal and the assistant principal will assess the safety of the situation. After conferring with the Pastor, the decision to close school will be communicated via the School Messenger Emergency Notification System (text and email), Schoology, and a website post. Please note that while we will consider the deliberations of the Alexandria City Public Schools, we will not necessarily follow their decisions.

A decision to either close or delay school will be communicated by 5:30 AM. Should a decision be made to close school following a delayed opening, we will communicate that decision by 7:30 AM.

In the event of a two-hour delayed opening, classes will begin at 10:00 AM, with school doors opening at 9:30 AM. Morning Care will begin at 9:00 AM. Dismissal procedures will be as usual.

Should we have a delayed opening, our Half-Day Pre-Kindergarten will be in session from 10 AM to 2 PM.

Even if school remains open during inclement weather, parents always have the option to make decisions regarding travel safety for their children. You may choose to keep your child home.

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

#### **PHOTOS AND OTHER MEDIA**

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

## **LIBRARY-MEDIA CENTER**

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

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

## **FIELD TRIPS**

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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



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

School-sponsored ski trips are not permitted.

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

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

At the Basilica School of Saint Mary, the Field Trip Coordinator oversees field trips, ensuring that they enrich curriculum and instruction as well as adhere to all field trip guidelines.

The diocesan form, "Permission for Emergency Care," must be on file in the school office or students will be denied field trip privileges. Fees for all planned field trips will be collected in the fall.

Field trip permission slips will be sent home for each field trip. No child may go on a field trip if the slip is not turned in by 3:00 PM the school day before the trip.

Students without permission slips will be placed under the supervision of another teacher with grade-level assignments. The right to participate in a field trip may be denied to a student based on his/her past behavior in which case the student will not attend school that day.

Students and parents must adhere to the field trip guidelines put forth by the teachers. Anyone not adhering to guidelines may be asked to leave the field trip or may not be invited to participate in following trips.

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

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

Principals may permit students in grades 7 through 12 with permission of their parent/guardian to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" must be followed. The principal is not authorized to

permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

## **GRADUATION REQUIREMENTS/CEREMONIES**

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

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

Graduation ceremonies should be simple and dignified.

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

## ***PARENT ORGANIZATIONS***

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

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

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

All PTO monies must be deposited in the parish or school account as designated by the pastor. In

consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval.

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

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

The parent organization should:

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

## ***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).

## ***FAMILIES-IN-SERVICE (FIS) PROGRAM***

The Families-In-Service (FIS) Program was established in a continuing effort to:

1. Offer families opportunities to create community and interaction with other children's parents, school staff, and friends;
2. Provide services and educational enrichment programs to our children and school staff;
3. Ensure responsibilities are uniformly distributed and shared among school families; and
4. Support the financial needs of The Basilica School of Saint Mary.

The Families-In-Service Program provides school families two options for parent volunteer

participation each school year: fulfilling shares of volunteer service hours and/or monetary payment. Any shares completed over the summer will count toward the upcoming school year.

Each school year, two-parent household families are required to fulfill a minimum of 25 FIS shares of service (a monetary equivalent of \$500.00), and single-parent household families are required to fulfill a minimum of 12 FIS shares of service (a monetary equivalent of \$240.00). Parents with pre-kindergarten children only (no older siblings enrolled) do not have a FIS share requirement.

FIS share status emails are sent throughout the school year to provide an update to parents on their outstanding commitment. The FIS Chair and Co-Chair will always be available to answer questions about the number of outstanding shares and upcoming share-earning opportunities. Toward the end of the school year, any unfulfilled portions of the service requirement will be billed on a prorated basis at \$20.00 per delinquent share. All school families agree to fulfill these service hours to the best of their abilities and agree to reconcile any balance of required service shares with an end of school year monetary payment via FACTS.

For details about the FIS Program, refer to the FIS Catalog, which can be found at <https://www.smsva.org/parents/hsa/fis>, where you will find program guidelines, OPCYP/VIRTUS compliance requirements (which are mandatory when volunteering with students) and more.

## ***TRANSPORTATION/PARKING***

For specific carpool instructions, please see ARRIVAL AND DISMISSAL PROCEDURES under C-Administrative Procedures. Faculty and staff parking is extremely limited. Please park in appropriate areas along Green Street or adjacent streets. Check signs to ensure you are parking legally and adhere to the posted time limits.

## V. FINANCES

### ***DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM***

#### **APPLICATION PROCESS & REQUIREMENTS**

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

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

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

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

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

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

#### **TUITION ASSISTANCE**

Tuition assistance is available from the Diocese and the Basilica School of Saint Mary's designated funds. Assistance is awarded based on financial need as determined by FACTS Grant and Aid Assessment. For faster processing, you can electronically file a financial request by creating an account at [www.factstuitionaid.com](http://www.factstuitionaid.com). Generally there is a 60-day turnaround for assistance, but online registration can speed this up. The online application applies for all of the Basilica School's tuition assistance and can be filed throughout the year.

Families seeking financial assistance from the school's funds, must complete the FACTS Grant and Aid Assessment, as well as submitting a request for this assistance directly to the principal. The amount of assistance will be determined by the pastor and principal based on the information supplied by FACTS and the family's circumstances as outlined in the request letter.

At times, families experience unforeseen financial difficulties. Financial aid is available under these circumstances on a case-by-case basis. Prior to falling behind in your financial obligations to the school, you are encouraged to contact the principal when significant financial issues arise. All requests are kept strictly confidential.

## ***SCHOOL TUITION POLICIES***

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

The Basilica School of St. Mary's tuition program is administered by FACTS Tuition Management Services. All families will have a FACTS account. Once these accounts are set up, the Basilica School will enter the tuition/fee amounts. For those families paying all fees in full, the payment must be made through FACTS by June 1 of the enrollment year. For those families taking advantage of the 12-month payment option, a \$50.00 FACTS fee will be charged.

If tuition payments have been erratic, we reserve the right to request tuition payment in full at the start of the school year.

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

If tuition payment is not current by the end of the first semester, children may not return for the second semester until their tuition is brought up-to-date.

Eighth graders, whose tuition payments are not current, will not receive their report card and graduation certificate. In addition, transcripts will not be forwarded to their chosen high school until their tuition account is cleared.

The In-Parish tuition rate is available to all Catholic families who are active members of the Basilica of Saint Mary. For purposes of school registration or tuition rates, an "active parishioner" is defined as someone who has formally registered in the parish and is an active participant in parish life, which also includes financial contributions to the parish through the use of Faith Direct\* or parish envelopes. To receive the In-Parish tuition rate, families must be regularly contributing to the parish (weekly or monthly) via their Faith Direct account OR must be giving at least 26 envelopes per year. The Basilica School defers to the rector or his representative at the parish for examination of records to determine the membership of a family and their participation in parish life.

- If you live within the parish boundaries and are a registered, active member of the parish, in-Parish rates are automatic and then reviewed each year.
- If you live outside the parish boundaries you must be a registered and active Basilica parish member for a period of one year (as of April 1) before you may be eligible for in-Parish rates.
- Please contact the parish office for details on registration requirements.
- Recently transferred military families have the opportunity for an exemption to the 1 year parish member requirement in order to receive in-Parish tuition rates, provided they register with the Basilica of Saint Mary. You are expected to be an active parishioner as outlined above.

During our annual review, any families who have not been active parish members during the previous year, will be charged the Out of Parish tuition rate for the upcoming school year. Once tuition rates are determined for a school year they do not change during the school year. Any changes to status during a school year will apply for the following school year.

If you are interested in becoming a member of the Basilica School of St. Mary, please visit the parish website at: [www.stmaryoldtown.org](http://www.stmaryoldtown.org).

If a parent is registered at the Basilica School of St. Mary and the children are non-Catholic, the parent must pay the non-Catholic tuition rate.

Registered Basilica Parishioner Families, who have not been fully active during the previous calendar year, will be charged the Out of Parish tuition rate for the upcoming school year. Tuition status will not change during a school year; changes will be made for the following year.

\*Electronic giving with Faith Direct: Please consider enrolling in Faith Direct. Faith Direct allows you as a parishioner to make your Church contributions through either direct debit from your checking/savings account or through your credit/debit card. No more writing checks or searching for envelopes on the way out the door. Now you can apply the convenience of direct debit to your parish offerings in much the same way as you may now use it to make your mortgage, car or tuition payments. Faith Direct also offers you personalized offertory cards to replace your envelopes for the collection basket. To enroll securely online, please visit [www.faithdirect.net](http://www.faithdirect.net). Our parish code is VA713.

## ***TUITION AND OTHER FEE SCHEDULES***

Tuition rates at the Basilica School of Saint Mary are in line with those at other elementary schools within the Diocese of Arlington. The following tuition rates and fees are in effect for the 2023-2024 school year. Additional standard expenses, for example, acceptance, textbook, and technology fees, also apply. They are subject to change for the next school year.

The Basilica School of Saint Mary uses FACTS as its online tuition and fee management service. Tuition and fees are payable to FACTS in 12 monthly payments, starting in June. There is a \$50

processing fee assessed by FACTS for this 12 month payment schedule. The Basilica School of Saint Mary also offers the option of paying tuition and fees in full through FACTS (see additional details below).

For families enrolled in our Extended Day Program, the corresponding fees will be added to their FACTS account withdrawn over 10 months (August - May)



## **VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### ***PARTICIPATION***

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

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

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

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

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

### ***TRANSPORTATION OF ATHLETES***

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

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

## ***SUPERVISION OF STUDENTS***

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

## VII. STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

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

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

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

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

*Inappropriate Materials*).

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

All of the conduct expectations include student use of the Internet.

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

We Believe that...

#### **WE ARE CALLED TO BE SAINTS**

All of us are made in God's Image and Likeness and called to be saints. They become saints by growing in their relationship with God and growing in love with one another.

- We see Christ in one another and honor the dignity of all through all our interactions.
- We are all called to sanctification. This occurs through daily growth in our relationship with God – Prayer, Reverence, Participation in the Sacraments, Adoration, Hearing God's Voice in Scripture – and through our growth in charity with one another. Charity requires growth in all the virtues.
- We were created to be Holy as God is Holy.
- We are made in God's Image and Likeness and so all have dignity, infinite value, and are destined for eternity with God.
- When I understand my infinite worth because of my dignity, I learn to honor myself through all my actions, all my intellectual activity, all my goals, all my words.

#### **WE SERVE THROUGH STEWARDSHIP**

God has given us all that we have. We take full responsibility, radical ownership of all of our acts and all that has been given to us, so that we might best care for all that God has given us.

- We take care of all that has been given to us.
- We recognize that all that we have is given by God and the result of Grace.
- The generosity of others has given us all that we have. We have been entrusted with the goods that we have and we are responsible for their care.
- When we recognize that all has been given to us, we have realize our Awesome Responsibility.
- We take Radical Ownership for our actions, recognizing that we are responsible.

- We are always honest about what we have done or what we have failed to do because we take Radical Ownership.
- We are called to be for others.
- We recognize the value of all of our time and make good use of every moment. *Every moment matters!*

### **WE DEVELOP OUR GIFTS AS SCHOLARS**

All of us have been given intellectual gifts. Developing these gifts requires daily discipline. Even if at times difficult, we will strive to develop these intellectual gifts, which help us to find truth and to share that truth with others.

- Through our learning we find truth and grow into who we are called to be (God in all things)
- We all have intellectual gifts and are called, through study and the disciplining of our minds, to develop them.
- We grow as scholars through the development of all of our gifts. This requires discipline and virtue.
- Excellence is intentional
- We know that every moment matters, so we use every moment to grow, to give, to love God and love others...

### **WHAT WE DO:**

- We are honest all of the time about what we have done or not done, taking radical ownership.
- We are kind in our words to others. As saints, **we appreciate the dignity of others. We never demean or intend to harm with our statements!**
- We are good stewards of our time and that of others. That is why we are always orderly in the hallway, remaining silent unless purposeful about our dialogue there, as well as in the classroom.
- We **honor the dignity of others** in the hallways, greeting adults, honoring the space of others, respecting others with the words that we use.
- We always greet adults in the hallway and when entering a classroom, as **we honor the dignity of others** and respect the role of the adults in our community and in our lives.
- **We are reverent!** will remain reverent during our common prayer, whether in the classroom, in the hallway, in the gym, or at the Basilica. This means that we stop other activities, remain quiet, turn our mind and hearts to God, and respect the prayerfulness of those around us.
- We care for our spaces, whether in the classroom, in the hallway, on the playground, or in the cafeteria. **We are good stewards!** We will clean our cafeteria table, take care of the food we have been graced with, manage our playground equipment, keep our desk neat, and care for the items of others (honor their dignity).
- We remain in our places in the classroom or cafeteria until a teacher, authority or right judgment gives us the option to move.
- We listen to our teachers the first time and respond respectfully.

The Basilica School of St. Mary provides a safe environment for all individuals. All communication should honor the dignity of other members of our community. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, whether seriously or in jest, even if the abuser believed the comments to be welcomed, will be subject to disciplinary action as determined by the administration. Such consequences will suit the infraction and may result in suspension or even separation from the school community.

Harassment of any type is not tolerated. Any derogatory words or actions by any member of the community towards another that do not honor the dignity of the other will be subject to disciplinary action. The administration investigates all complaints of harassment. Students involved in harassing behavior face disciplinary action, up to and including expulsion.

Any student engaging in inappropriate content on his or her personal sites or blogs such as, but not limited to, Twitter, Facebook, Instagram, SnapChat, and/or TikTok that is considered to be in conflict with the rules of conduct as outlined in this handbook is subject to disciplinary action at the Basilica School of St. Mary. This includes, but is not limited to, defamatory comments regarding the school, the faculty, other students, or the parish.

## ***SUBSTANCE ABUSE/WEAPONS***

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

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

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

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

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments [which may sometimes be known as nun chucks or fighting chains], slingshot, 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.

## ***CELL PHONE POLICY***

Students may not use cell phones during school hours or during Extended Care or while on school grounds. If a student carries a cell phone to school, the phone must be turned off and stored in a backpack or locker. Additionally, smart watches and any other devices that can be connected to the internet are not to be used during school hours and must be turned off and kept in a student's locker or backpack while the student remains on the grounds. These policies also extend to field trips. Any student who violates these conditions may be asked to hand in their device, which will then be handed to the appropriate administrator.

## ***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. Expulsion

### **SPECIFIC DISCIPLINARY POLICIES**

In every classroom teachers will develop and publish rules and policies that safeguard the primary learning purpose of the classroom environment, nurture a student's growth in virtue, and strengthen the fabric of our Catholic community. As St. Benedict states in the Prologue to his Rule for Monastic Communities: *"Therefore, we intend to establish a school for the Lord's service. In drawing up its regulations, we hope to set down nothing harsh, nothing burdensome. the good of all concerned, however, may prompt us to a little strictness in order to amend faults and to safeguard love."* (Rule of St. Benedict, 48) Teachers will explain these rules and policies to students. The rules and policies will complement our mission to nurture Saints, Stewards, and Scholars. Students and parents will be expected to understand the reason for these rules and abide by them responsibly. These rules will be published on Schoology and through other means determined by the teacher. Teachers will make parents aware of these rules on Back to School Night.

The school administration is aware of and supports each teacher's discipline policy. Offenses are dealt with by the teacher and/or principal as the need arises.

Behaviors that demonstrate a pattern of disregard for either a teacher's rules, general school rules, or which are considered unjust or in opposition to charity, whether by intent or lack of understanding, will be reflected on the Social and Work Characteristics section of the report card. When a teacher notes a minor infraction, they will address the infraction with a student. A minor infraction may include a uniform violation, speaking in a classroom in a manner that disregards the learning purpose of the classroom. Teachers may correct a student for a minor violation of a rule, with the expectation that a student will respond. At times, a teacher may correct a student and communicate with a parent immediately. At other times, a teacher may expect a student to respond to the first correction. Our goal is for a student to strengthen the will in order to do what is good. If a teacher must correct a student more than two times, even for small infractions, there will be correspondence with a parent or guardian. The teacher will enlist the support of parents or guardians when the student has developed a pattern and fails to respond to corrections. The Assistant Principal or Director of the Middle School will be notified. Communications such as uniform infractions, inappropriate disruption, email/phone call correspondence with parents are indicators that a student is having difficulty in social or work characteristics. Parents are asked to discuss these notifications with their child and help them make a plan for improvement.

When discussing an infraction, a student is expected to respond with complete honesty and integrity, taking absolute ownership for any culpability. Failure to respond with honesty to a teacher or administrator will be considered a major infraction.

Questions about discipline issues should begin with the child's teacher. Before seeking the

administration's assistance, parents are asked to discuss the incident with the teacher involved.

The purpose of consequences is to redirect behavior towards growth in virtue. A pattern of receiving consequences without changed behavior is considered serious by the school. Such a pattern may result in a referral report. When such a report is filed, students and/or parents will conference with teachers and administrators in order to make a plan to ascertain the root of the behavior problem and to take necessary steps to change the behavior. Appropriate consequences will be determined. In certain cases, students may be asked to follow behavior plans and/or seek outside support from a qualified professional, as is warranted by the behavior or action.

Increased intervention without noticeable changes of serious behavior problems will result in more serious consequences, in order to ensure a safe environment for all of the students. The principal is the final recourse for all disciplinary situations and may waive any and all regulations for just cause at his discretion.

The following are the levels of consequence to address disciplinary infractions:

1. Teacher dialogue with the student(s).
2. Communication with parents by the teacher regarding an infraction or a pattern of infractions.
3. Teacher conferences with the students and parents.
4. Issuing a referral report by the teacher or administrator.

School Detention. \*The principal reserves the right to reconsider a student's participation in ALL school-sponsored or school-related activities if he/she has consistently exhibited a pattern of negative behavior.

Referral reports are written by a teacher or administrator when a student fails to respond to multiple corrections, thus demonstrating a pattern of behavior, or for a major infraction. This report will be given to an administrator. A consequence that is appropriate and related to the nature and pattern of the behavior. This will be determined by the administrator overseeing the referral report, in consultation with teachers and parents. All referral reports will be filed in a student's disciplinary file.

In grades 3-8, consequences for certain behaviors may result in the student detention. These will be served on Tuesday or Thursday of any given week until 4:15 pm and are overseen by the administration. Students may be asked to participate in activities during detention that are a form of reparation for the consequences of the behavior.

The Committee on Student Standing is composed of the Principal, the Assistant Principal, the Director of Middle School, Director of Curriculum and Instruction, Director of Learning Support, a Counselor, a Resource Teacher, and various Level Coordinators. The Committee on Student Standing will meet three times per year in order to discuss patterns of student behavior. Students with documented patterns, either through communications home, detentions, or infraction reports, will be reviewed by the Committee on Student Standing. The Committee will make recommendations for virtue growth plans for students. The Committee may make

recommendations to the Principal for probation. Students who are on probation are also reviewed by the Committee. The Committee will make recommendations for either the removal of probationary status or the continuation of probationary status. Students who are suspended will be immediately placed on probation.

Students must serve detention on the assigned day, time and date are to be determined by the administrator issuing the detention. Failure to serve the detention will result in further disciplinary action, generally an additional detention. If a student is absent from school on the assigned day, detention will be served upon his/her return to school.

School takes precedence over appointments, practices, lessons, sports games, etc.

The following are examples of serious infractions of the school code of conduct and may result in serious disciplinary action including suspension, dismissal, and expulsion:

- Aggressive behavior, including verbal aggression and vulgarity
- Physical Altercation
- Language or actions that violate the dignity of the human person such racially charged words
- Theft
- Vandalism / destruction / defacement of school property

This does not represent a comprehensive list. The Basilica School of St. Mary reserves the right to add other infractions to this list during the school year. The principal is responsible for determining appropriate consequences for behavior.

The following offenses may result in academic and/or disciplinary repercussions:

- Forgery
- Plagiarism
- Cheating

Presenting or assisting someone else to present another person's ideas, words or information as one's own, falsely claiming ownership of work or a signature. Acting upon these three offenses include but are not limited to:

- Copying another student's homework or any other work assigned by a teacher, whether an entire piece of work is involved or just a few words are altered
- Providing answers or questions to a test previously taken by other students in an earlier class period
- Looking at a book, notes, or another student's paper during a quiz or test
- Helping another student to cheat in any way, such as writing a paper for someone else, providing answers or allowing another student to copy homework
- Plagiarizing or presenting information as one's own without giving credit to the source
- Allowing parents, siblings, or other adults to do your homework and turning it in as if it was work that you produced
- Falsifying parent's signature

Infractions considered totally unacceptable may merit suspension and/or expulsion, as

determined by the pastor and principal.

## **SUSPENSION**

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

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

Parents of a student who has been suspended will be required to meet with the principal prior to a student returning to the regular classroom. Students who are suspended will automatically be put on probation.

Probationary students will undergo a period of greater scrutiny of their behavior and may not be invited to return the following school year at the discretion of the principal and pastor.

## **EXPULSION**

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

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

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

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

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

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

A detailed plan will be provided in our new school-wide school DBIS Manual (Don Bosco's Interventions and Supports). This manual will be released by the end of September, 2023.

## ***STUDENT REGULATIONS AND PROCEDURES***

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

### **STUDENTS AND STUDENT PROPERTY SEARCHES**

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

### **INTERROGATION OF STUDENTS**

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

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

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

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

## **STUDENTS AND STUDENT PROPERTY**

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

## **SCHOOL LOCKERS AND DESKS**

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

School lockers and desks must be kept clean and organized at all times. Lockers must be locked at all times.

## ***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.

A penalty for lost or damaged library books and textbooks will be assessed upon purchase of replacement materials. Families may not purchase replacement items; the school will purchase the items. Report cards and transcripts will not be processed until these fees are paid.

## ***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**

Pre-K students wear the PE uniform only.

Kindergarten - 8th Grade uniform requirements can be found on the [school website](#).

All uniforms are to be purchased through Lands' End at [www.landsend.com](http://www.landsend.com). Click on "school" > "Find my school" > and enter "Basilica School of Saint Mary" or search by the number: 900055526.

- Dress Uniform: Dress uniforms are worn on all first Friday Mass days as well as any other dates indicated on the school calendar. This uniform is also acceptable to be worn year-round should you choose. Non-Dress Uniforms are worn all other days. Shorts, sweatshirts, quarter-zip pullovers, and school fleeces may not be worn on dress uniform days.
- Winter Uniform: November 1 - April 1. Students may not wear shorts or skorts during the winter period.
- Polos/Oxfords: All shirts are to be tucked in.
- Vest/Long-sleeved Sweater: Required for full dress during winter uniform.
- PE Uniforms: PE t-shirts do not need to be tucked in. Spiritwear and other hoodies are NOT an option inside the building.
- Belts: Black belt or Saint Mary spirit belt are acceptable.
- Middle School Boys: Boys in grades 6-8 may wear uniform shorts provided by Lands' End during non-Winter uniform time.

#### GENERAL

- All students must be in uniform every school day unless permission has been given otherwise by the principal.
- On days when students will be attending Mass at the Basilica, students must wear their dress uniform.
- If students have P.E. on a day when Mass will be at the Basilica, they should bring their sneakers to change into for P.E.
- P.E. uniforms may be worn only on P.E. days unless permission is granted by the principal.
- Non-uniform sweatshirts and hoodies, coats, jackets and other forms of outerwear may not be worn inside the school buildings or the Basilica.

#### RESPECT FOR THE UNIFORM

- The length of the skirt and jumper must be at the knee.
- The length of the shorts and skorts must be at the knee.
- No oversized clothing is allowed.
- All uniforms must be clean, free of stains, and tears.
- Pants, skirts, jumpers, and skorts must have an appropriately sewed hem.
- Girls may not roll the skirts at the waist.
- Boys must wear their pants at the waist.
- P.E. shorts and pants may not be rolled at the waist.

#### SHOES

The uniform shoe is to be worn year round with casual and dress uniforms.

Shoes : The uniform shoe is to be worn year-round with full dress and non-dress uniform.

- Color: Black
- Material: Leather or suede. No canvas fabric (similar to TOMS or VANS), mesh, patent leather or metallic material.
- Soles: Black. No contrasting sole colors such as white, brown, red, green, etc.
- Style: Lace up oxford, loafer, mary jane, suede moccasin style (similar to Merrell mocs).
- Embellishments: No bows, ornamental buckles (such as on the toe of the shoe), tassels,



- quilting or patent leather toe.
- Stitching: If stitching is apparent, it must be black.
- Laces: If a tie shoe is worn, laces must be tied tightly and should be black
- PE Shoes: Any sturdy athletic shoe may be worn. No slip-on, twinkling, or light up shoes. Shoes must provide adequate support for athletic activities.

## **HAIR**

- Hair must be simple for both girls and boys and cannot reflect fads or cause distraction.
- Bangs must be above the eyebrows for both boys and girls.
- Boys' hair must be above the ears and above the collar.
- Hair must be well groomed.
- Hair must be in its natural color.
- Inappropriate hairstyles will be determined by the administration.
- No facial hair in the form of sideburns, beards, or goatees is allowed.

## **JEWELRY**

- One watch is permitted.
- Smart watches are not to be used during school hours and must be turned off and kept in a student's locker or backpack.
- Necklace with one cross or religious medal
- Scapular
- BOYS - no earrings permitted
- GIRLS - post style earring only, must be on the lobe, single piercing only
- No other jewelry is permitted.

## **MAKE-UP AND NAIL POLISH**

- Make-up of any kind may not be worn to school. This includes but is not limited to eye shadow, mascara, eye liner, blush, foundation, powder, cover up, and lipstick.
- Nail Polish - only clear nail polish may be worn. Any student who arrives at school with colored nails will be sent to the Nurse where he or she will remove the nail polish with remover.

## **UNIFORM VIOLATIONS**

Students who do not comply with the above-mentioned uniform policies will receive a uniform infraction notice and/or communication. Multiple infractions may result in a student receiving unsatisfactory marks on the "Social and Work Characteristics" section of the report card.

Students who are not in the required uniform will not be allowed to have their picture taken during school pictures or yearbook photos. This includes not adhering to hair, make-up, and jewelry regulations.

Continued disregard for the school uniform will result in students calling their parents, who must bring the proper uniform to school before the student may return to class. In addition, habitual violations of the uniform code could result in disciplinary action.



## **OUT-OF-UNIFORM AND SPIRIT DAYS**

An Out-of-Uniform Day or Spirit Day may be awarded by the principal for special occasions. The following items are unacceptable for Out-of-Uniform/Spirit Days (others items may be added to the list during the year):

- Skirts no shorter than 2 inches above the knee
- Shoes without a backstrap, slippers, flip-flops, open-toed shoes, shoes with heels greater than 1½"
- Jeans with holes or tight fitting jeans are not allowed, regardless of style or fashion
- Leggings or tights worn with tunics or sweaters that are shorter than 2" above the knee (leggings worn with modest tops no shorter than 2" above the knee are acceptable)
- Pajama bottoms
- T-shirts with inappropriate messages
- Short shorts (please do not wear shorts in the colder months; if warm weather is predicted, students may wear shorts that are not shorter than 2" above the knees)
- Dangle or hoop earrings
- Shirts with spaghetti straps, overly tight or low cut blouses
- Tank tops
- Make-up of any kind - including face and body paint
- Hairstyles that cause distraction for students and faculty
- Pants or shorts that are not worn at the waist
- Violation of the Out-of-Uniform /Spirit Days code may result in a student losing his/her out-of-uniform privilege. Parents may be called to bring appropriate clothing and/or the student may be denied the privilege to participate in the activity.

## **FIELD TRIP DRESS CODE**

In most cases, students will be required to wear their uniforms, particular to the season, on any field trips sponsored by the school. Some trips may require being out of uniform. Faculty, with the approval of the administration, will make the field trip dress code requirement well in advance of the scheduled trip and be responsible for notifying families.

## ***INAPPROPRIATE MATERIALS***

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

- pagers
- portable music/radio devices of any type including AirPods
- electronic games in school or on school grounds
- possession of a weapon or a weapon facsimile of any kind (including a laser pointer) or the use of any object as a weapon
- aerosol or spray cans of any type

Students are allowed the use of e-readers on school property for the sole purpose of reading.

They may not play games, connect to the internet, take photos, or use the e-reader for any other purpose other than reading.

## ***PLAYGROUND REGULATIONS***

Students are not to speak to strangers at the fence during their time outside. If a stranger approaches, students should alert an adult immediately and move away from the fence.

When a teacher perceives a threat, danger, or emergency situation, he or she will blow a whistle, and the children will line up immediately.

Students will not purposefully throw, kick, or hit balls over the fence.

Students must never hang from the basketball rims.

## ***LUNCHROOM REGULATIONS***

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

The school administration can determine if middle school students may use a microwave oven. At the Basilica School of St. Mary, microwaves are unavailable for student use.

Students are to show the adults who work in the cafeteria courtesy and respect.

## ***RECESS RESPONSIBILITIES***

### *For Volunteers*

- Monitor recess for safe play. While supervising recess, think of your role as a “lifeguard.” Keep alert at all times – attempt to anticipate potential issues. Redirect students who are engaged in potential issues and remind of any potential dangers.
- Encourage and coach conflict resolution steps when students disagree.
- Refer to a teacher or staff member when a student will not follow your directions.
- Help teachers or staff members gather students when it is time for them to line up for dismissal from recess.
- With Primary Grades - Please lead students to play age appropriate games (e.g. Duck-Duck Goose and Snake in the Grass). Many students at this age find it difficult to initiate games on their own and do not know the rules of many games. Your support will enhance their playtime!

### *For Students*

- Remain outside during the entire recess, unless permission is given to come inside.

- Use conflict resolution steps to resolve disagreements
- Ask for help from a teacher or volunteer when a conflict cannot be resolved.
- Follow adult directions the first time.
- Use all equipment for the intended purpose. This includes refraining from digging in mulch or throwing rocks/sticks.
- Promptly move towards the gate entrance when a staff member blows his or her whistle for line up.

## VIII. HEALTH, SAFETY, & WELFARE

### ***STUDENT HEALTH, SAFETY, & WELFARE***

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

#### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

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

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

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

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

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

#### **WELLNESS POLICY**

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

#### **ACCIDENTS AND FIRST AID**

The parents/guardians of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably

possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

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

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

## **ILLNESS**

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

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.

In the event that a child becomes ill, the nurse will contact the parent by phone. When arriving for the child, the parent should report to the office. If the parent cannot be reached, the nurse will call the emergency number listed on the child's emergency form. Please keep emergency telephone numbers up-to-date. Contact the school if there are changes regarding the number, or if

there is any special problem or special procedure that must be followed in an emergency situation. **It is a parent's responsibility to arrange PROMPT PICKUP of a child deemed too sick to remain in school.**

If we are unable to reach a parent, and the situation is determined to be serious, we will call 911 for emergency professional assistance.

#### **MEDICATION ADMINISTRATION OVERVIEW**

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

Parents and guardians must provide and transport medications to and from the school.

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 licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- 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 licensed health-care provider. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.

- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

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

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

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

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

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

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

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

#### **HYDRATION AND WATER BOTTLES**

In order to stay hydrated and reduce waste, all students should have a clear plastic, non-disposable water bottle for use during the school day. Please label the bottle clearly with

your child(ren)'s first and last name. Water fountains and sensor-activated filtered water bottle fillers are available throughout the buildings. Soda, Gatorade, Prime, liquid or powdered sports drinks are not permitted.

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **TOILETING/INCONTINENCE**

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

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

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

### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a licensed health-care provider order, the parent will be called to take the student home.

### **LIFE THREATENING ALLERGY**

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

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

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be



utilized as anaphylaxis response teams responsible for managing an allergic crisis.

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

The Basilica School of Saint Mary recognizes that life-threatening food allergies (LTA) are an important condition affecting many school children and will work collaboratively with the parents and primary care physician to address these allergies.

It is imperative that the parent informs the school nurse in writing that his/her child has a food allergy. This annual notification should include the type, severity, warning signs and symptoms of the allergy. The school nurse will be responsible for informing the classroom teacher of this condition. If the parent is in agreement, the information about a child’s LTA will be shared with designated staff members and the parents of his/her classmates. As with all medical conditions, confidentiality will be ensured for all students.

Classroom and lunchroom procedures will be established to ensure the safety for students with LTA.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. This food will be kept in a separate snack box provided by the parent. **Sharing or trading food is prohibited.** Every effort should be made to provide “nut-free” items for school celebrations.

#### **SPORTS PHYSICAL**

Students participating in school-sponsored team athletic activities must have proof of annual preparticipation sports physical. Submission of this form and consent to participate form for elementary, middle and high school-based athletic program participation is required, excluding parish CYO and intramural sports.

#### **WAIVER FROM PARTICIPATING IN PE**

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 health care provider 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.

## ***CONTROL OF COMMUNICABLE DISEASES***

### **DISEASE**

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

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

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

Agreement. 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.

### **Lice Treatment Checklist**

- Check all members of the family for lice or nits
- Wash hair with regular shampoo, use no conditioner
- Apply lice treatment, follow instructions precisely
- Remove ALL nits
- Delouse combs, brushes, headbands, hats, etc.
- Launder sheets, pillowcases, clothing
- Hot dry or dry clean blankets, bedspreads, etc.
- Vacuum carpets and furniture
- Inform school and parents of others in contact with your child
- Retreat in 7 days
- Inspect hair every three days during lice season or lice alerts

Lice season is usually fall to the first freeze and again as the weather warms; however, lice can occur at any time during the year. Be observant.

## ***BLOODBORNE DISEASE***

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

Fire exit plans are posted in each classroom and teachers practice evacuation procedures with their students.

Fire drills are conducted in accordance with Virginia Code and the Fire Prevention Code. There is one fire drill within the first 10 days of school, a second fire drill within the first 20 days of school, and one fire drill every month thereafter.

Students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors.
3. Walk to the assigned place briskly, in single file at all times, and in silence.
4. Stand in your class line facing away from the building.
5. Return to the building when the signal is given.

A Tornado drill is typically held in March in accordance with the statewide tornado drill. The procedures are:

1. Rise in silence when the alarm sounds.
2. Walk briskly to the assigned place in a single file.
3. Sit, face the wall, and put your hands over your head.
4. Return to the classroom when the signal is given.

The Basilica School of St. Mary has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In order to comply with Virginia Code and the Standards of Accreditation, two lock-down drills will be held in the first 20 days of school - one of these must occur in September. Two additional lock-down drills will occur during the remainder of the school year - one must occur in January. Pre-Kindergarten and Kindergarten are exempt from lock-down drills during the first 60 days of school.

## ***HARASSMENT***

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

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events,

field/service trips, retreats and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the community who engage in harassment of other school community members at any location and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if such harassment originates outside of school and it comes to the attention of school staff, appropriate action will be taken to maintain a safe and respectful work and academic environment. As the primary educator of their children, parents have the responsibility to handle harassment issues not involving the school and are occurring outside of school.

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

## ***SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS***

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly, and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities. During the investigation of an alleged crime, the alleged student may need to be asked to leave campus.

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

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

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

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

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

## ***HAZING***

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

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

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

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

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

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

## ***BULLYING***

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the person being bullied; involves a real or perceived power imbalance between aggressor or aggressors and person being bullied; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include inappropriate developmental 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
- l. Use of racially derogatory terms

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

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

What is Bullying? Bullying is repeated and continuing aggressive behavior that shows an inequality between students and an imbalance of power.

Examples:

- Physical: Kicking, hitting, biting, pinching, physical threats or intimidation.
- Verbal: Name calling, put-downs, negative statements, or spreading rumors and gossip.
- Non-Verbal: Exclusion from others (including social isolation), negative facial expressions, negative body language and stealing possessions.

The Consequences/Results: Process for Responding to Behavior Involving Our Students

First Report:

- The student or students report the incident to a teacher or member of the school staff. The teacher or staff person needs to determine if the incident is a bullying situation and determine the who, what, where, when, and how often of the situation. If it is a bullying incident, refer to the counselor who will talk to the student who reported the incident. Part of this process will be to observe students in question (in various settings).
- The trusted adult who receives the report should talk to the student involved with the bullying activity to help them understand and correct their behavior.

Second Report:

- If the behavior continues, communicate again with the student and notify the parents.

Third Report:

- Continued bullying behavior will result in an administrative conference with the student and parents resulting in consequences that are age appropriate.

Subsequent Reporting:

- If the behavior still continues, the student will receive an in-school suspension, with an emphasis on working on pro-social behaviors.
- An additional Administrative conference will be needed with the student and a parent to discuss repeated bullying behaviors and to discuss further suspensions or possible expulsion.

The principal makes the final decisions and is the final recourse regarding any disciplinary actions(s) and will decide on appropriate steps and/or consequences as needed.



## ***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**

The Basilica School of Saint Mary School has an AHERA (Asbestos Hazard Emergency Response Act) Management Plan on file in the office.

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every 3 years, the Basilica School of Saint Mary 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 Basilica School of St. Mary Asbestos Management Plan has several on-going requirements.

It is the intention of The Basilica School of St. Mary to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. The Principal, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at 703-549-1646.

## ***VIDEO SURVEILLANCE CAMERAS***

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

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

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

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

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

## IX. STUDENTS WITH DISABILITIES

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

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

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

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

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.

### ***SERVICE DOGS***

Animals are prohibited on school property with the exception of service dogs to accommodate a person's disability. Exceptions may be made for use in educational programs and for education-related purposes such as class pets or student assemblies.

### ***TESTING***

When a student is having difficulty but has not yet been identified as a student with special needs, the school will convene a Student Support Team (found in Guidelines for Serving Students with Disabilities) to develop proactive strategies to intervene with the difficulties. If, after three meetings of the Student Support Team, the student continues to have difficulties, the school and parents may want to consider referring the student for evaluation. If an evaluation is recommended, parents are obligated to have the evaluation(s) conducted either through public school or privately and to share the results of that information with the Catholic school. If parents refuse to have the evaluation(s) conducted, or not share the complete evaluation with the school, the school reserves the right to negate enrollment of the student.

## ***MATER DEI SERVICES***

The Basilica School of Saint Mary carries on the Pro-life mission of the Catholic Church in striving to meet the needs of all students physically, academically, emotionally and spiritually through offering an inclusive Catholic education to those who seek it. The school is equipped in both theory and initial steps in implementing evidence-based practices to work toward fully supporting all students' academic and behavioral needs.

The Mater Dei team provides exceptional services. Mater Dei services are designed to serve students with developmental and/or intellectual disabilities. The Basilica School of St. Mary is committed to meaningful inclusion that focuses on maintaining that each student is placed in the Least Restrictive Environment (LRE) appropriate for the individual student depending upon the subject.

Students may receive small group instruction in the Mater Dei classroom for Reading, Writing, and/or Math. There is collaboration and planning between the Mater Dei teacher and the general education teacher to help students access their grade level's Religion, Social Studies, Science, and ENCORE classes. Students who receive Mater Dei services will attend Spanish on a case-by-case basis.

Mater Dei Services are designed for students with life-long learning challenges. The majority of students receiving Mater Dei services will be recommended for a graduate certificate track and/or transition services in the Catholic high school setting.

Each child will have an Individual Catholic Education Plan (ICEP). ICEPs are developed for each child to help them reach their full potential. There will be an ICEP meeting with both faculty of BSSM and parents to develop annual ICEP goals for the school year. Communication with parents will be ongoing throughout the school year. An ICEP report in the form of data progress monitoring notes and/or teacher narrative will be provided on the ICEP goals tri-annually.

The grading policy for students receiving Mater Dei services will be based on the discretion of the general education and special education teacher. Students will receive an asterisk(\*) on their report card to indicate subject areas in which they receive a modified curriculum (if applicable).

Students receiving Mater Dei Services will be assessed in the Fall and Spring using the Woodcock-Johnson Standard Battery of Academic Achievement.

Public or private Psychological-Educational testing, or agreement to complete testing, is required to initiate Mater Dei services. A current Individual Service Plan (ISP) through the local public school system or updated (within 3 years) private testing is expected. Comprehensive Testing will be required again during the student's 7th Grade Year to prepare for the transition to High School.

There is an additional tuition cost for Mater Dei Services.

The Mater Dei teacher collaborates with the counselor, resource teachers, and the Reading

Specialist to ensure an interdisciplinary approach to working with students who receive services. The Mater Dei teacher will collaborate with public school staff to provide progress updates and feedback for annual Individual Service Plans (ISPs). The school team will also collaborate with parent-contracted outside providers as needed.

## **X. EXTENDED DAY**

### ***EXTENDED CARE PROGRAM***

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

The Extended Care Program operates for children in grades PreK-8th grade until 6:00pm. (PreK-5:30pm) The children are offered a snack, opportunities to do homework in grades 2-8 and are given additional supervised time for outdoor play, gym usage, and an opportunity to play with games and manipulatives. It is a contracted program. Questions should be directed to the Director of Extended Day.

### ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

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

### ***OVER-THE-COUNTER SKIN PRODUCTS***

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

For all over-the-counter skin products:

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

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

and dosage shall be followed.

## ***LICENSING INFORMATION***

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

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

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

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

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

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

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

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

Eastern Regional Office  
Pembroke Office Park  
Pembroke Four Office Building, Suite 300  
Virginia Beach, VA 23452-5496

(757) 491-3990

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

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL/GUARDIAN INVOLVEMENT***

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



## APPENDICES

### Diocesan Forms:

- Permission for Emergency Care Form (Appendix F-1)
- Confidential Student Health History Update (Appendix F-1A)
- Virginia School Entrance Health Form (Appendix F-2)
- Virginia School Entrance Health Form Instructions (Appendix F-2A)
- Inhaled Medication or Nebulizer Treatment Authorization Form (Appendix F-3)
- Virginia Asthma Action Plan (Appendix F-3A)
- Nebulizer Treatment Log and Procedure (Appendix F-3B)
- Diocese Epinephrine Authorization Form (Appendix F-4)
- Severe Allergy/Anaphylaxis Action Plan & Treatment Authorization (Appendix F-4A)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (Appendix F-5)
- Diabetes Medical Management Plan (Appendix F-5A)
- Medication Authorization Form (Appendix F-6)
- Student Injury Accident Report (Appendix F-7)
- Wind Chill Factors/Heat Stress Index (Appendix F-15)
- Certificate of Religious Exemption (Appendix F-18)
- Seizure Action Plan (Appendix F-20)
- Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)
- Parent Permission for School Sponsored Trip Participation.English (Appendix R)
- Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (Appendix R-A)
- Use of Personal Vehicle (Appendix R-1)
- Elementary/Middle School Handbook Agreement Form (Appendix AG-1)