Elementary School
Parent/Student Handbook
2026-2027

THE BASILICA SCHOOL OF SAINT MARY

Founded 1869 - Alexandria, Virginia

Nurturing
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.[1] Catholic education in the United States has long been a priority of clergy and faithful alike. The American bishops in their pastoral letter on education in 1972 stated that Catholic schools are the most effective means available to the Church for the education of children and young people.[2]

The two-fold goal of Catholic schools is to provide an environment which will foster a rich religious instruction and experience, as well as a solid academic education in a Christian value-oriented environment. As such, the Catholic schools in the Diocese of Arlington share the following:

> The Catholic School of the future, rooted in the richness of the Catholic tradition, will be a Christ-centered learning environment, focused on cultivating the potential of children and adults within the faith community. As an educational center where Gospel values are learned, embraced, and integrated by all members, the Catholic School will be a center for life-long learning, which both challenges and empowers persons to assess the present and to design the future. The Catholic School will create an integrated curriculum that accommodates the diversity of learners in a global society.

1 Declaration on Christian Education #3
2 To Teach As Jesus Did #118

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.

Nurturing Saints

"All Christians in any state or walk of life are called to the fullness of Christian life and to the perfection of charity. All are called to holiness: 'Be perfect, as your heavenly Father is perfect.'"
(Catechism of the Catholic Church, §2013)

Parents are the first and most important teachers of their children. Through their witness and guidance, they create the first school of humanity, animated by love, where children are formed in the virtues of justice, generosity, self-sacrifice, and magnanimity. In this way, parents first foster their children's relationship with Christ and cultivate in them the beginnings of a life of holiness.

At The Basilica School of Saint Mary, we actively partner parents in the formation of their children's intellectual, moral, and spiritual lives. Together, we nurture the sanctity of our students while developing their social, intellectual, and physical gifts, always keeping before us their eternal destiny. Through the daily life of the school, teachers model virtue, older students mentor younger ones, and all are invited to seek what is true, good, and beautiful.

In the classroom and beyond, we guide students to grow in wisdom and virtue, recognizing that this shared work of formation not only sanctifies the child, but also becomes a means through which parents and teachers themselves grow in holiness.

Nurturing Stewards

"The human being is made for gift, which expresses and makes present his transcendent dimension."
— Pope Benedict XVI

We nurture young people who recognize that they are both gifted and a gift. Everything we have and all that we are have been entrusted to us by God. True stewardship calls us to receive these gifts with gratitude, cultivate them with care, and offer them back to God in loving service to Him and to one another.

Our students learn that stewardship extends beyond material possessions. It includes their time, talents, intellect, and opportunities. They are called to use these gifts not for self-interest alone, but for the good of others, especially for justice and charity.

Our teachers likewise recognize that they are stewards of the students entrusted to their care. Through their guidance, students come to discover their gifts, develop them with diligence, and offer them in service to God and neighbor.

"As each one has received a gift, use it to serve one another as good stewards of God's varied grace."
(1 Peter 4:10)

Nurturing Scholars

We believe that authentic scholarship begins with a trusting relationship between student and teacher. In this relationship, the wonder of the child is awakened and directed toward the pursuit of truth. Teachers help students delight in the beauty of the created world and guide them toward a deeper appreciation of what is true and good.

At The Basilica School of Saint Mary, education is not merely the acquisition of skills, but the formation of the intellect and will. The ultimate goal of this formation is wisdom. By expanding memory, cultivating broad-based knowledge, and developing sound intellectual habits, we nurture students who not only seek to know how things work, but more importantly, why they work as they do.

In an age of increasing technological dependence, we remain committed to traditional means of intellectual formation, including the use of analog texts, handwriting, memorization, and the prudent use of technology, always ensuring that the tools we use enhance the formation we offer rather than replace it. Our use of technology seeks to safeguard the dignity of the learner and teacher, requiring that both be responsible digital citizens and stewards of the tools they have at hand.

In Short:

Saints
We nurture sanctity by leading students to know, love, and serve God, forming hearts that grow in virtue and holiness through grace.

Stewards
We teach students to recognize their lives and talents as gifts from God, to be cultivated with gratitude and shared generously in service to Him and to others.

Scholars
We form minds that seek wisdom through wonder, delight in the beauty of God's creation, and pursue truth with discipline, clarity, and joy.

Educational Vision

Every student has infinite value.

We believe that each student entrusted to us is made in the image and likeness of God and possesses infinite value. As Christ teaches us, *"Amen, I say to you, whatever you did for one of these least brothers of mine, you did for me."* (Matthew 25:40). At The Basilica School of Saint Mary, we recognize the dignity of each child and understand that in answering God's call to serve our students, we serve Christ Himself. Every student is blessed with gifts. We seek to cultivate both the visible and hidden gifts of each child, helping them to develop these gifts and offer them back to God in loving service to those around them.

Parents are the first and most important teachers of their children.

In partnership with parents, we continue the good work they have begun, forming their children intellectually, morally, and spiritually. Together, we labor for the sanctification of our students. As the

largest apostolate of The Basilica of Saint Mary, we are committed to supporting families in this sacred work.

The teacher's role is essential in the educational process.

The relationship between teacher and student fosters wonder, the pursuit of truth, the desire for goodness, and the experience of beauty. Teachers are instruments of grace in the proper development of the child. Teachers teach not only by instruction, but by the witness of their lives. Every interaction matters, whether in the classroom, the hallways, the playground, or on the stage. Our faculty model faith, charity, and virtue, inscribing on their hearts examples and memories that help shape them for a lifetime.

We find truth in all things.

All studies within our curriculum are united in a coherent vision rooted in truth and guided by faith. Through the study of creation, we come to a deeper knowledge of the Creator. Learning at The Basilica School of Saint Mary is not simply the accumulation of knowledge or the mastery of skills, but the formation of wisdom. Through structured instruction, teachers guide students toward a deeper understanding of the unity of truth.

We are a community, and this is home.

Students, teachers, staff, parents, and priests are united by the relationships formed here, finding their highest expression in the celebration of the Eucharist. These family-like bonds teach us to go beyond ourselves in charity and self-sacrifice. Here, students are known, valued, and loved.

We desire greatness for our students.

We seek to form students who aim for excellence, value what is good, and pursue lives of meaningful service. We understand that true greatness is found in their response to God and in their love of others. We help them to know, love, and serve God in this life so that they may be happy with Him in the next. Our eyes remain fixed on their eternal destiny. This is our vision, our hope, and the ultimate end of all that we do.

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-3). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by the first Friday that school is in session. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent 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.

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 handbook. 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.

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

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.

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. 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.

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.

The following, based upon Catholic moral values, will help parents support the school's mission and commitment when interacting with teachers, staff, adult volunteers, and anyone else with whom they come in contact relating to the school:

1. will be honest and committed to integrity.
2. will be respectful and courteous.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will not threaten or bully.
6. will speak respectfully to and about others.
7. will respect all school property.
8. will demonstrate good sportsmanship when attending school-sponsored co- and extracurricular activities.
9. will not bring to school or school-sponsored functions/activities any weapon.
10. will not bring alcohol or illegal drugs (including marijuana) to the school or any school-sponsored function/activity, with the exception of alcohol for adult social events where alcohol is served as part of the event.
11. will not overtake the role of the school in resolving school related incidents by, for example, directly contacting another student regarding a behavioral issue involving that student and the parent's child.
12. will not involve parties external to the school on a school issue, with the exception of the exercise of legal rights.
13. will honor the good name of all teachers, faculty, staff, and parents in dialogue with other community members or those beyond our community, whether in spoken word or written dialogue.

All of the conduct expectations apply to verbal, written, and electronic communication.

Parents are expected to support the 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.

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.

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.

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 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 school's educational program. 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 extracurricular sacramental preparation programs but not from the catechesis held during the school day.

d. All 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

II. ACADEMICS

CURRICULUM

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

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

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: 93 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: 93 or above on the Spring NWEA MAP assessment.
b. Class grade in Pre-Algebra or Foundations of Mathematics is 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: 90 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 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: 90 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: 90 or above on the Spring NWEA MAP assessment.
b. Class grade in 7th grade math or PreAlgebra: 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. 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*). The form is then forwarded to the high school. The decision of the high school, however, will be final.

Courses for which high school credit is expected (Algebra I, Geometry, World Languages) should meet the standards for credit as established by the Diocese of Arlington and the Commonwealth of Virginia.

VIRTUAL INSTRUCTION

If the need arises for the school to move to virtual instruction:

1. Maintain effective communication between teachers, students and families about the virtual learning plan.
2. Teachers must include a balance of synchronous and other offline opportunities for learning and feedback.
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.

ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

The school 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.

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

Students whose plans require them to have a modification to the grade-level curriculum will have a notation on their report card. A modified curriculum will be identified with an asterisk on the report card. An asterisk will only appear next to the modified subject(s).
A progress report will be shared with parents each trimester by the learning support team outlining the student's progress towards established goals that move the student towards success with the grade-level curriculum in that subject.

EVALUATION

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. The Student Support Team is composed of school personnel whose purpose is to 1)
clarify the nature of the concern(s), 2) develop corrective action for the concern(s), and 3) develop proactive and positive strategies in order to prevent future concerns. The team may include the concerned teacher, resource/special education teacher, school counselor, school nurse, administrator, and/or one or two other teachers.
If the student continues to have difficulties, the school and/or parents may want to consider referring the student for an evaluation. If an evaluation is recommended by the school, parents are encouraged 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 refuse to share the complete evaluation with the school, the school reserves the right to negate enrollment of the student.

MODIFIED CURRICULUM

When a student has an identified need for a modified curriculum, a plan will be put in place to support the student's progress toward success in the standard curriculum. The plan should include a timeline and be articulated in a document that confirms agreement between both the parents and the school.

A modified curriculum is different from an accommodation. Students with accommodations are expected to master the standards of the grade-level curriculum. For example, a student with an accommodation for spelling may have fewer words on their assessment, but those words will assess the same spelling skills as the unaccommodated assessment.

In contrast, a modified assessment may use different words and assess different spelling patterns, and it may not address all of the grade-level standards.

A modified curriculum will be indicated with an asterisk on the report card.

- If the modified curriculum is in place for only one trimester, the asterisk will appear only on that trimester's report card.

- If the modified curriculum is in place for the full year or for the second and third trimesters, the asterisk will appear on the final report card for that subject.

- An asterisk will appear only next to the subject(s) with a modified curriculum.

A progress report will be attached to the report card outlining the student's progress toward established goals that move the student closer to success with the standard curriculum in that subject.

Students with a modified curriculum in an individual subject are expected to progress toward successful mastery of the standard grade-level curriculum.

- The timeline for this progression will be determined by the learning support team, in collaboration with the parents, and will be documented and filed with the student's SAP (Student Assistance Plan).

- Progress toward mastery will be evaluated at the end of the designated term (e.g., one trimester, two trimesters, or a full year), as established by the learning support team.

- Students who continue with a modified curriculum beyond the established timeline will have a more aggressive improvement plan implemented. This plan may require resources beyond what the school can provide.

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 special education 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. Students with a modified curriculum in all subjects (as in those receiving Mater Dei services) may not be eligible for a diploma track program in The Diocese of Arlington High Schools. It is best for families to reach out to their desired high schools directly to determine their requirements. Instead, these students may be placed on a certificate of completion track.

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.

If a child is enrolled in the Mater Dei program, all of their core subjects will be modified. By virtue of receiving Mater Dei services, the child is automatically designated as having a modified curriculum.

- Each core subject will be identified with an asterisk on the report card.

- Progress reports will be provided for each modified subject, outlining the student's progress along with annual goals. These reports will be created by the Mater Dei teacher in collaboration with the classroom teachers.

In cases where the Learning Support Team, in consultation with the Administration, feels a student is able to progress to standard coursework, the asterisk may be removed if the student has completed all work for that trimester with no modifications. This must be confirmed by the teachers, in consultation with school administration. For a student to not have an asterisk on their final end of year report card for a particular subject, the student must have completed at least two of the three trimesters of that school year with no modifications.

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. The school reserves the right to cease providing services if an updated evaluation is not provided.

There is an additional tuition cost for a student to be enrolled in the Mater Dei program.

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

Students enrolled in the Mater Dei program will be invited to attend field trips with their grade level. One-on-one field trip supervision will be required. If the school is unable to provide a dedicated school employee chaperone, parents may be asked to chaperone a field trip in order for their child to attend.

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.

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. 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.
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.

RESPONSIBLE USE POLICY FOR TECHNOLOGY AND

ARTIFICIAL INTELLIGENCE (AI)

The objective is to foster a safe, secure, and respectful environment for students, staff, and all stakeholders involved in the educational process and align with the teachings and mission of the Catholic Church and academic programs of the school. (See Policy 631.)

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

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

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The types of electronic and digital communications include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email voice over IP, chat rooms, instant messaging, cloud, web-based tools and Artificial Intelligence (AI).

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

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

1. When using networks or computing resources of other organizations, faculty and students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s) and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that 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. Users should operate Basilica School communications (ex. email, Schoology, and shared Google docs) with no expectation of privacy.
4. Faculty and students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the internet exists.

5. Any attempt to log onto the internet or the school's network/system as a systems administrator by someone other than the systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks and/or systems.
6. Users of artificial intelligence (AI) shall generally abide by:
    a. Teachers and administrators are responsible for supervising students using AI technologies to ensure compliance with this Responsible Use Policy (RUP).
    b. Users are accountable for their actions when using AI technologies. Any misuse or violation of this RUP may result in disciplinary action.
    c. Students must use AI technologies in a respectful and responsible manner, treating others with courtesy and consideration in both virtual and physical interactions.
    d. Students are expected to create and consume content that is appropriate for an educational setting. Content that is offensive, discriminatory, or violates school policies is strictly prohibited.
    e. Users should create and access AI content appropriate for an educational environment. Permission and supervision by a teacher or school administrator are mandatory for students to use AI tools at school, or while completing school work while not on the school grounds (including homework). Please note that many AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy.
7. Users shall abide by generally accepted rules of network etiquette, which includes, but is not limited to:
    a. Messages to others shall be polite and shall not be abusive.
    b. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
    c. Use of the network shall not disrupt use of the network by others.
8. The diocese/school makes no warranty of any kind, whether expressed 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 internet sources.
9. Examples of unacceptable uses – users are not permitted to:
    a. Use technology in cyber sexting or bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
    b. 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.
    c. Use a photograph, image, video, or likeness of any student or school employee without express permission of the individual, the individual's parent/guardian, and the principal.

d. Create any site, post any photo, image, or video of another except with express permission of the individual, the individual's parent/guardian, and the principal.
e. Attempt to circumvent system security.
f. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
g. Violate license agreements, or copy other protected media.
h. Use technology for any illegal activity.
i. Use of the internet for commercial gains or profits is not allowed from a school or on school-issued devices.
j. Breach confidentiality obligations of school or school employees.
k. Harm the good will and reputation of the school or school employees.
l. 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.
m. m. Use AI to generate or complete school assignments without the explicit permission of the teacher.

Users must immediately report damage of school equipment to the appropriate school officials. The school has the right to monitor student use of school computers, computer-accessed content, AI, 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 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.

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:

1. Loss of use of the school network, computers, and software, including internet access.
2. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties

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

Students in grades Kindergarten through fourth grade will have access to devices inside their classroom that will remain on the school campus. These devices will be monitored to ensure students are engaging in active digital citizenship practices.

Fifth, sixth, seventh and eighth grade students will receive chromebooks to use. These are the property of the Basilica School and remain so until the lease concludes. Upon conclusion these will become the property of the student's family.

- Students are responsible for the care of these devices.
- Students are not to circumvent the school management of these devices at any time.
- Games, other than those assigned by teachers, are not to be played on these devices, whether at school or at home.
- Students are not to use these devices to communicate with other peers, students, friends, or family, unless specifically requested by a teacher, administrator, or parent.
- Students are never to use these devices to either read or post to social media while the device is owned by the School.
- Students will only use these devices for tasks assigned by the teacher.

Students are asked to use self-control and sound judgment with regard to the use of their devices. Violations of the above outlined guidelines will result in consequences as determined by the administration, which may include detentions, suspensions, parent conferences, and loss of the use of technology.

To support safe and responsible technology use, we employ multiple layers of protection. This includes weekly reviews of flagged activity, real-time classroom screen monitoring by teachers, and **Bark**, a tool that can allow parents to view activity on students' school-managed Google Drives. Our firewall system, **ContentKeeper**, is used by schools nationwide and shown to reduce exposure to harmful or distracting content by over **95%**. We are committed to continuously reviewing and improving our digital safeguards to ensure the best possible online learning environment.

We also rely on our parent community as essential partners in helping students develop healthy digital habits and responsible online behavior. Together, we can ensure this technology is used to enrich your child's learning experience.

The use of other personal electronic devices are not permitted during the school day unless specifically directed to do so by a teacher. Should a student use a device during the school day without permission, the device will be confiscated until the end of day and a consequence will be administered by the school administration.

All students and parents are required to sign the Basilica School of Saint Mary 1:1 Device Program and Responsible Use form before they use their device each school year.

HOMEWORK

Homework reinforces skill acquisition, retention of content knowledge, and formation of good study habits. 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

Below are the Office of Catholic Schools' guidelines for first through eighth grade homework. Students in other grades may be asked to complete assignments, which will be communicated by your child's homeroom teacher. Homework does not have to be assigned every day, but should generally fall within these ranges:

Grades 1-3: 10 to 30 minutes daily
Grades 4-6: 30 to 60 minutes daily
Grades 7-8: 60 minutes to 2 hours daily

Please remember that these are guidelines. Some children may require more time, while others less. Times may arise, depending on the educational objectives of a particular class or grade level, when homework will exceed or will be less than these suggested guidelines. Teachers at each grade level will prescribe homework with these ideals in mind, and will work collaboratively to ensure a balance that encourages time management, a healthy approach to academic work and care for self, and the practice of execution in demanding moments.

Guidelines do not include the time needed to study for tests or long-term project completion. If your child is consistently spending more time on homework than the guidelines suggest and a detrimental impact is noted, 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 may 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.

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 two summative assessments 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. It is best for students to advocate for themselves and address the missed assignment directly with the teacher.***
- ***Students who are making up tests after an unexcused absence may have more than two summative assessments scheduled in one day upon their return. This is especially true for students who are absent for assessments prior to the end of a trimester.***
- Test and quiz schedules may include Monday and the day following a school holiday (Thanksgiving, Christmas, Easter vacations are exceptions)

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to identify 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 will take the high school placement test used in determining placement in diocesan high schools. Teachers are encouraged to review the format, and style of the High School Placement Test as well as test taking strategies with their students. Extensive class time to prep students for this test is not encouraged.

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. This NWEA Map testing is included as part of the criteria to review prior to math placements in middle school grades.

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 enrolled in 7th grade math participate in a testing program that provides additional data for determining eligibility for enrollment in the Algebra I program.

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. In order to safeguard the parent-teacher partnership, parents should use proper courtesy in requesting meeting times with teachers, administrators, or staff members. Walk-in appointments for teachers or administrators may not be accommodated.

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 after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

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 full day and 2 half days of parent/teacher conferences. 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 subsidiary, 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

xtbookParent 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

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 assessments to include but not limited to tests, projects, portfolios, and other tools of assessment.

The purpose of report cards is to present to parents/guardians information about how their student is performing in his/her academic studies, and to alert them to any problems.

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, subject matter, or tests. Conversely, accommodated (vs. modified) programs will 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 at the start of the school year. Grading information for grades 4-8 will also be provided on the teacher's Schoology page. Due to confidentiality regarding student grades, teachers are not permitted to share a class average on an assignment or a test.

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

Please refer to Appendices V, V-1 & V-2.

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 education is to assist students to satisfactorily complete each academic year. The repetition of a course is recommended when it is deemed necessary and advantageous to the particular needs of a student.
The final decision to promote or retain a student is made by the principal based on the student's academic performance and best interests.

Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.

Elementary students failing one or two academic areas must successfully complete a remediation 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.

Students who have not successfully completed the prescribed course of studies for their particular grade, and in the best interest of the child, would not benefit from being retained in the grade, should be "placed" in the next grade level. If a student is "placed" in the next grade, an Academic Intervention Plan (*Appendix AA*) must be completed for the student. An Academic Intervention Plan, which indicates the additional academic intervention that will be required of and for the student, will be developed for this purpose. This form will need to be discussed with all appropriate parties, documented, and attached to the report card at the end of the school year. If summer work is a requirement for placement in the next grade, the work should be reviewed prior to August 15 to determine if curriculum requirements have been met. The intervention plan should be reviewed and modified each trimester or quarterly as appropriate. A copy of this form is also to be placed in the student's cumulative file.

In cases where a teacher feels a student's academic performance or developmental abilities will hinder them from being successful in the next grade, but they are not failing subjects as outlined above, the teacher will communicate this to the parents and administration. A conference will be held with the parents, teacher and administrator to determine a process and timeline for the decision to be made.

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.

Tutoring on the school grounds may only occur through school sponsored services. Should parents wish to avail themselves of these services, parents should contact the principal.

SCHOOL COUNSELOR

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.

The counselor at the Basilica School will meet regularly with students in grades six through eight, but may also address issues with students in earlier grades. The counselor's office can be found on the second floor of Stephen's Hall.

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 to apply 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. Siblings of returning students currently attending our kindergarten through eighth grade who are children of active parishioners of the Basilica of Saint Mary
b. Siblings of returning students currently attending our kindergarten through eighth grade who are children from non-Catholic families
c. Siblings of returning students currently attending our kindergarten through eighth grade who are children from non-Catholic families
d. Children of active parishioners at The Basilica of Saint Mary
e. Children from families registered at Catholic parishes without schools
f. Children from families registered at Catholic parishes with schools
g. Other Catholics
h. Children from non-Catholic families, if openings remain

AGE FOR ADMISSION TO PRESCHOOL

Preschool students must turn four years of age by September 30 of the enrollment year.

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

a. Presentation of an original birth certificate (schools are expected to keep a copy of the

certificate on file)

b. Baptismal certificate for Catholic students

c. Proof of custody where applicable

d. Current report card and previous academic years' report card as applicable

e. Current standardized test scores and previous years, if applicable

f. Completed Diocesan Application Form (*Appendix J*)

g. A non-refundable application fee

h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form 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

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. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school. Equivalent school entrance physical forms from another state may be acceptable. A Virginia High School League (VHSL) sports physical is also acceptable in lieu of a MCH 213G and is also required if a student will be participating in athletics.

e. Records from previous school, including standardized test scores

f. Proof of custody where applicable

g. Completed Diocesan Elementary or High School Application Form (Appendix J)

h. A non-refundable application fee

i. 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 the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable.

j. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

k. 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 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:
        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 the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical 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 pre-school 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, who is identified as such on the I-20 application and recorded in SEVIS;

i. Guardian Permission and Agreement Form must be completed and signed by parent and guardian. (*Appendix AJ-2*).

ii. 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.

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.

f. Shows adequate English proficiency for the grade level to which they are applying. The level of English proficiency should allow students to pass all classes/subjects, including world language class. Schools cannot substitute normal curriculum classes with English support classes and must report an official grade for all subjects.

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 <u>active</u> 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 <u>15</u> 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. Na. 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 Visa Types (*Appendix AJ*);

   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).

   c. Students with a J visa for short-term exchange students will not be accepted into diocesan schools.

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 admissions@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.

Refer to pg. 47 in regards to payment when students are withdrawing from the school.

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. Parents are welcome to communicate with teachers and administrators in regards to information to consider during the placement process. This communication should take place prior to the end of the school 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 no fewer 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 teachers and administrators 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 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 keep an absentee student enrolled. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

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
- 8th grade students are permitted to have two high school shadow visits

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. Families who are planning a prolonged trip during the school year that will require the child/ren to be absent from school must consult with the principal with regard to the absence. This will result in a verification of the absence. While the absence

would remain unexcused, the principal's approval will allow the child/ren to make up missed work from the absence.

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. This contact should be completed through the Pick-Up Patrol App prior to 9AM on the day of 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 9:00 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. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.

c. 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.

d. 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 parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.

e. Parents of students leaving school early must enter the pick up time into PickUp Patrol

in advance of the change. Pick ups in the afternoon should be completed by 2:30 to facilitate carpool dismissal. We respectfully request that early pick-up not occur between 2:30 PM and 3:10 PM.

f. If a parent arrives to the school to drop off their child and their class has already left for the Basilica, or another off campus event, the parents will be asked to check in at the office and then escort their child to the class's location.

g. If a parent arrives to pick up their child and the child is off campus, the school may not be able to facilitate an immediate pick-up. Parents are encouraged to check Schoology posts and plan pick up times accordingly.

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 front office of the main building. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy excused if they provide written documentation to the front office. Both excused and unexcused tardies will be documented on the report card. 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, both excused and unexcused, 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.

Students are marked as tardy if they are not in their homeroom with their materials at the start of morning announcements. Acceptance into the carpool line is not an immediate indication that a student will not be counted as tardy.

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.
Planned absences where students will miss three or more days of school must be communicated in writing to the principal for approval at least two weeks before the first day of absence. Informing the principal is not an automatic indication that the absence will be marked as excused. The parameters for making up school work will be determined by the principal.

ATTENDANCE/REPORTING 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 9:00 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 guideline, for each day a student is absent he/she will have 1 additional day to make up missed work. This guideline applies to excused absences. 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 for more than fifty percent of the school day may not attend school-sponsored after school activities without an explanation approved by the administration prior to the event. Students who are sent home sick from school on a particular day are not permitted to attend after school activities on that same day.

TARDINESS PROCEDURES

All students must be in their seats and prepared for class when prayer and announcements begin. Therefore, students are expected to be on campus before the gates close at 7:55 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 must 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. Middle School students who arrive to campus prior to the start of the announcements but do not make it to their homeroom by the start of announcements must report to the Middle School Office to obtain a tardy slip. All other students should report to the Main Building Office.

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. **No assignments will be given in anticipation of an upcoming vacation**. The school is under no obligation to provide a tutor, make-up work, or alternative testing schedules for such a period of absence. Do not make such a request to your child's teacher. Upon return, the student is responsible for completing any missing assignments that the teacher has asked them to complete. ***The administration has the sole discretion to determine the conditions and terms governing such absences. All such requests are to be made to the Principal in writing at least two weeks prior to the first day of absence.***

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.

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. Student records 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 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 Saint Mary. They are to notify the principal via email and request a withdrawal form from the admissions office. Additionally, the parent(s) or guardian(s) will be contacted by the school to arrange an exit interview with the principal.

<u>If a student withdraws during the year, the parent(s) or guardian(s) are responsible for six months of tuition payments or payments through the conclusion of the year.</u>

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 the main office. 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.

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. Information regarding how parents can obtain these tags will be sent out in the summer prior to the start of the school year, with outlined date deadlines for passes to be distributed at the start of the school year. Additional pass applications will be reviewed at the end of each calendar month. Parents will receive communication from school administration as to whether their pass applications have been approved or denied.

Halo's Highway

- These passes will be distributed to those students whose families have won such items at the school's annual Gala and Auction. Halo's Highway Passes are not transferable.

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' permanent offices) after school. Temporary office spaces will not be issued walker passes. 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.

Students in grades five and below are required to have an adult escort them to and from campus on their bicycle. Families are expected to follow Virginia State Law in regards to bicycle usage. Any violation of the law on school grounds is prohibited.

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. Students in 5th grade and below will not be issued a bus pass unless they have an older sibling/escort in grades 6th-8th.

PreKindergarten Student

- Students enrolled in full day PreKindergarten will automatically receive a tag permitting them to arrive and dismiss from the front of the school. There is not an application process for this tag.

PreKindergarten Sibling

- Students who are siblings of students enrolled in full day PreKindergarten will automatically receive a tag permitting them to arrive and dismiss from the front of the school. There is no application process for this tag.

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

7:20-7:30 Morning Drop Off and Departure

Beginning at 7:20 AM, cars can enter through the faculty parking lot gate and proceed underneath the St. James Library Media Center. Cars will line up parallel to the sidewalk that lines the back side of the gym starting with a line closest to the cemetery fence and progressing toward the building. New lines will begin once the cars reach the St. James Library Media Center bridge. Additional lines may form parallel to the first line if cars continue to arrive. No student is permitted to exit their car until 7:30 AM. At 7:30 AM, all traffic will be stopped, and students will exit cars. All students must exit cars from the passenger side of their vehicle and enter the main building. Students in grades 6-8 will enter using the door underneath the St. James Media Center and using the bridge to cross into Stephens Hall so as not to disrupt traffic flow.

Once all students are safely on the sidewalk, a staff member will direct traffic from the back lot area through the western alleyway and onto Green Street, beginning with the car line farthest from the school. An officer will assist with traffic at the Green Street alleyway exit.

7:30-7:55 Morning Drop Off and Departure

All vehicles arriving after 7:30 AM will enter the faculty parking lot and proceed as directed by school faculty or staff, next to the sidewalk. At this point, only one line will form along the sidewalk that lines the gym, under the St. James Library Media Center, and parallels the playground. Once cars are stopped, students will exit on the vehicle's passenger side onto the sidewalk behind the gym, under the media center, and along the playground wall in the faculty parking lot. Students can only exit cars if they are next to the sidewalk. If the car is not next to the sidewalk, the car will wait until the cars in front exit, and they will pull all the way up before having the students exit. Once it is safe, staff members will instruct vehicles to proceed to the western alleyway using the exit. **Vehicles can only turn left when exiting the alley onto Green Street.**

The process will continue until drop-off is complete. No cars will be permitted in the entrance if it is later than 7:55 AM. If parents arrive later than 7:55 AM, parents must park in the neighborhood and sign their child in at the main office. Any student not in their homeroom when announcements start will be marked as tardy. Acceptance into the carpool line is not a guarantee that a student will make it to their homeroom within the allotted time frame. Therefore, it is highly recommended students arrive between 7:30 and 7:45, to allow them time to socialize with their peers, unpack and prepare for the day.

Mondays through Thursday, weather permitting, those students who arrive between 7:30 AM and 7:45 AM will meet in specific locations before going to classrooms. Upon arrival, kindergarten through grade two students will go to the gym; grades three through five students will go to the turf; grades six and seven will go to the St. James Library Media Center. Eighth grade students will go to the middle school plaza until 7:45 AM. Students arriving between 7:45 AM and 7:55 AM should proceed directly to their homeroom classrooms. Friday mornings, students will walk directly to their homerooms upon entry into the building at 7:30 AM.

7:30-7:55 Halo's Highway Morning Drop Off and Departure

Students are dropped off at the front of the school, proceed to the turf gate, and proceed to their grade-level meeting area.

7:30-7:55 Walker Morning Drop Off

Students with school issued walker tags on their backpacks will enter campus via the Green Street gate. They should proceed to their grade-level meeting area. Any student arriving to campus in a vehicle is required to go through the carpool line, or, if arriving after 7:55 AM, Students and parents must enter the building through the front door. Parents are not permitted to drop off their child from their vehicle to have them enter the walker gate, as this poses a safety concern.

7:30-7:55 Bike Rider Drop Off

Bike riders with school issued biker tags will enter campus through the cemetery gate and park their bike on the bike rack inside the gate. Once the bike is parked, the student will walk along the sidewalk to the entrance of the middle school building. Students in grades five and below are required to have a bike escort, such as an adult or older sibling. Younger students will need to use the bridge to cross from Stephens Hall into the main building. The school is not responsible for damage to bikes during the school day.

Reminders

- Parents must remain in their vehicle during morning drop off. School safety patrol and school personnel will assist students in getting out of the car.
- Parents of kindergarten students should have the "Little Saint on Board" decal in their passenger side window. Decals will be distributed during Kindergarten Meet and Greet events. This decal alerts our morning teachers and patrols working the morning carpool to ensure they assist those cars.
- All students using the carpool line, including kindergarteners, must be able to unbuckle themselves from the car seat.
- For safety and security, students will not enter the building using door #1 during morning arrival, unless they arrive after 7:55 AM.
- PreK students will enter through the gate on the turf and will be escorted to their classrooms.

AFTERNOON DISMISSAL

Afternoon Carpool Dismissal Times

- 3:10 P.M. Dismissal - Gate opens for cars to enter at 2:45 P.M.
- 2:15 P.M. Dismissal - Gate opens for cars to enter at 1:45 P.M.
- 11:30 A.M. Dismissal - Gate opens for cars to enter at 11:00 A.M.

On regular Mondays, Tuesdays, Thursdays, and Fridays, the dismissal order will proceed as follows, with carpool dismissal beginning at 3:10 PM.
On Wednesdays, the schedule will begin one hour earlier, with carpool dismissal beginning at 2:15 PM.

Dismissal order will proceed in the following order:

- All PK students are dismissed via Door 8.
- PM Afternoon Prayer

- Halo's Highway
- PK Siblings are dismissed via Door 8.
- Bike and Bus Tag (through cemetery and walker gates)
- Walkers via Green St. gate (6-8), turf gate (1-5) and Door 8 (kindergarten)
- Carpool Round 1
- Carpool Round 2
- Extended Day/After School Activities

Afternoon Carpool Dismissal

- A staff member will open the gate, and cars will enter the parking lot at approximately 2:45 PM, except on Wednesdays when the gate opens at 1:45PM or half days when the gate opens at 11:00AM. The barriers will be removed to allow vehicles to enter and proceed under the Saint James Library Media Center to the blacktop behind the gym. Staff members will direct the vehicles to line up in rows parallel to the sidewalk beginning with the fence closest to the cemetery. The first car should proceed to the far left and form a line; additional rows will fill up from left to right, with school staff directing cars as to which rows to join. Parents are asked to follow directives and show courtesy to staff members directing traffic. Cars are dismissed from the lot starting with the row closest to the cemetery. Cars must exit following the line they were assigned upon arrival to campus and should not join a different line to exit campus faster.
- Vehicles must display the PickUp Patrol Identification directly on the passenger side of their dashboard. This sign should remain in place until all children are in the vehicle.
- Once the dismissal area behind the gym is full, vehicles will queue around the faculty parking lot in the drive aisle between the parked cars.
- Staff members will walk from vehicle to vehicle, where they will input assigned student dismissal PickUpPatrol Identification. This is why the PickUp Patrol name in the window is important.
- It is imperative for parents to get out of their cars to look for their children coming out of the main building or Stephens Hall doors.
- If a parent does not see their child after students have been dismissed, they should inform school personnel at the gym or Stephens Hall door, so the child can be called for on the walkie talkie.
- Parents should quickly proceed to their car immediately upon meeting their child. Be sure to be on time for dismissal.
- There are at least two rounds of carpool dismissal. Parents are asked to get out of their cars to look for their child once their round has been dismissed.
- Students not picked up at carpool will be brought to Extended Day.

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, you will be notified and the account must be funded as soon as possible. If the account goes under -$100, your child will be asked to pack a lunch until the account is funded. 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.

When a family leaves the school, a refund check for lunch account balances will only be sent for those who have balances of $50 or more.

Milk (subsidized by the Department of Agriculture) is available on a daily basis; there will be an annual fee of $60 for each student who chooses to participate in the milk program.

If a student forgets his or her lunch, one will be provided and billed to the child's account.

The cafeteria will bill parents/guardians for the lunch. Beverages with a high sugar content, such as soda, are not allowed. Beverages with caffeine are discouraged. Students may not possess or consume energy drinks at school or at school-sponsored activities. For purposes of this policy, an energy drink is a beverage marketed or formulated to increase energy, alertness, concentration, or performance through caffeine or other stimulant ingredients. They are generally clearly denoted as 'energy drinks'.

Please do not deliver or have food delivered 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, during school hours, of the educational records (cumulative and confidential) of their child. 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' access is 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."

In the event the records of a particular student are subpoenaed, the school administration shall contact the Office of Catholic Schools. The school is required to respond appropriately to the subpoena, which is an order of the court. The school shall not provide any records until it has consulted with the Office of Catholic Schools.

WITHDRAWAL POLICY

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 Saint Mary. They are to notify the principal via email and request a withdrawal form from the admissions office. Additionally, the parent(s) or guardian(s) will be contacted by the school to arrange an exit interview with the principal.

Tuition is withdrawn over 12 months starting in June for each academic year.

If a student withdraws during the year, the parent(s) or guardian(s) are responsible for the following:

- If a student withdraws after January 15 but before June 1 for the upcoming school year, the parent(s) or guardian(s) are responsible for the re-registration/acceptance fee and tuition deposit which are non-refundable.
- If a student withdraws anytime between June 1 and the first day of school, the parent(s) or guardian(s) are responsible for the June, July and August tuition payments and fees, including the book/technology fee, registration/acceptance fee, and the tuition deposit.
- If a student withdraws on or after the first day of school, the parent(s) or guardian(s) are responsible for six months of tuition and fees; or tuition and fees through the conclusion of the year.***

  ***Military moves or other extenuating circumstances will be handled on a case by case basis.

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 7 years, or when the student reaches the age of 25, whichever is greater:

a. Application
b. Court Documents
c. Psychological Reports
d. Student Assistance Plan
e. Student Support Team Minutes

Student records regarding expulsion are to be retained for 5 years after high school graduation. Student records regarding discipline incidents and suspensions should be retained for 5 years after the academic year.

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 and field trip chaperones must be VIRTUS certified. Field trip volunteer chaperones must be parents of current students, family members of current students who have been vetted and approved in writing by the administration at the request of parents, or those requested to attend by the administration for specific purposes identified by the administration. 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, this includes alumni, whether recent or otherwise.

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. School volunteers may not share information about students observed while volunteering with anyone other than school personnel. If there is a concern, it should be communicated to the appropriate staff member, who will then work with the teacher and administration to contact parents.

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.

UNOFFICIAL LINES OF COMMUNICATION

Within any community unofficial lines of communication will develop. We ask that all communication amongst our community, even when unofficial, remain respectful and courteous, always honoring the good name and reputation of all community members. The school discourages the use of parent organized group chats. Parents choosing to participate in group

chats are encouraged to remember courteous communication regarding school employees, as outlined in the parent teacher communication on page 22. We ask that parents refrain from discussing sensitive matters related to their child, their child's teacher, or other students on these group chats, and encourage them to contact their child's teacher or school administration instead so prompt attention can be paid to these concerns.

SCHOOL COMMUNICATIONS

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

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. Be sure to read this thoroughly.

TAKE-HOME COMMUNICATION

Students in grades K-5 will have a Friday take-home folder. All pertinent announcements that are sent home via the student will go home in the Friday folder for these grades.

TELEPHONE USE/MESSAGES FOR STUDENTS

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

Any personal electronic device or cell phone brought to school by a student should be secured in a location prescribed by the administration and is not to be used while on the school grounds. Smart phones are discouraged. Students are not to use their cell phone, personal device or even their school issued devices to communicate with their parents throughout the school day, unless they receive permission from their teacher to use the school phone, if a situation arises when it is necessary to call home.

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 the 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 1,038 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, public health, or community concern, the school may transition into virtual instruction for the required duration. These will count as instructional days.

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. Student media release forms will be completed upon enrollment in the school and will carry over from year to year. Students who opt out of photos and other media will not be

published in the yearbook. Parents requesting to change permissions for their children may do so in writing by emailing the Director of Communications.

LIBRARY-MEDIA CENTER

All materials chosen for the media center must be appropriate for students, not only in age level and reading ability, but also for their capacity to foster our students' moral development. All materials shall conform with diocesan policies and guidelines regarding Catholic education.

Parents, guardians or teachers who object to print or multimedia 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 in order to achieve educational objectives. Financial considerations may bear on the feasibility and frequency of field trips.

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).

Field trip chaperone opportunities will be communicated to parents of grade levels by homeroom teachers.

Each field trip must be adequately chaperoned, and chaperones must carry with them, in a sealed envelope, a copy of the Parent Permission Form for School Sponsored Trip Participation for each student they are supervising. To protect the confidentiality of the students, the sealed envelope should not be broken unless there is an emergency which necessitates the chaperone accessing these forms.

1. A chaperone is defined as an adult volunteer (at least 21 years of age) that has been delegated by the appropriate staff person and has oversight or supervisory authority over youth during the school activity (either on or off campus) whether for occasional or regular activities. These individuals share in the responsibility and authority of the diocesan staff person designated to have oversight of a particular event or activity and its leaders.
2. All chaperones must be rated compliant by successfully completing the paperwork, background check, and safe environment training (currently known as VIRTUS)

through the Diocese of Arlington.
3. Chaperones with CPR and First Aid training and those with MAT (medication administration training) certification must be identified and known to all other chaperones.
4. All chaperones will be given a copy and comply with the Code of Conduct for Personnel and Volunteers in the Diocese of Arlington. (See Appendix G-1).

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 student(s) on a field trip.

1. Youth weighing less than 100 pounds may not be seated in the front seat.
2. Phone calls and texting are not permitted while driving.
3. 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.
4. Teachers and other school employees should not drive students in their personal vehicles.
5. It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.
6. School-sponsored ski trips are not permitted.
7. 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.
8. Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a field trip.

The **Field Trip Coordinator** will ensure that Field Trips adhere to all field trip guidelines. This is normally a teacher who is coordinating a grade level trip, or a club moderator who is organizing a field trip for a group of students.

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, including eighth grade graduation 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 and 8 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 will 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. Parents of eighth grade students will be assessed a $100 graduation fee via FACTS in the Fall.

The Liturgy is highly recommended. Certificates signifying completion of studies may be given

upon completion of 8th grade.

PARENT ORGANIZATIONS

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

Every school should have an effective Parent-Teacher Organization. It can help mobilize the parent community regarding legislative proposals impacting Catholic education. The work of PTOs (HSA) and like organizations shall be guided by the PTO Handbook and the direction of the pastor and principal.

All parent organization activities and all materials prepared by parents for release to the Parish or school community must be submitted to the principal or designee 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 (HSA) officers should prepare a budget and submit it to the pastor and principal for approval.

PTOs shall have by-laws which establish, among other things, term limits for officers as well as the organization of committees. Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

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,). 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 the school or their parish.

The approval process requires that a proposal for a fundraiser first be presented to the Office of Stewardship. The Office will then consult with the Principal and Pastor.

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 on the school website, 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. Student is 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. 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

The Basilica School of St. Mary's tuition program is administered by FACTS Tuition Management Services. All families must have a FACTS account for auditing purposes, even if paying in full by check. 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 $55.00 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 made available at the end of each grading period.
If tuition payment is not current by the end of each trimester, children may not return for the next trimester until their tuition is brought up-to-date or until a suitable plan for payment is agreed upon by the Principal and the Rector.

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 Parish Soft (formerly 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 active 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.

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 ParishSoft: Please consider enrolling in ParishSoft. ParishSoft 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. ParishSoft also offers you personalized offertory cards to replace your envelopes for the collection basket. To enroll securely online, please visit https://giving.myparishsoft.io/app/giving/FD-713.

TUITION AND OTHER FEE SCHEDULES

Tuition rates and fees for the current school year are available on the school website. Additional standard expenses, for example, acceptance, textbook, and technology fees, also apply. They are subject to change for the next school year.

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

Students enrolled in Mater Dei will be responsible for an additional annual fee specific to the program.

Rising 5th grade families (and new students in grades 6-8) are required to purchase a school-issued tablet or laptop in addition to the standard Textbook/Workbook/Technology Fee.

Rising 8th grade families are required to pay a graduation fee.

WITHDRAWAL POLICY

Tuition is withdrawn over 12 months starting in June for each academic year. If a student withdraws during the year, the parent(s) or guardian(s) are responsible for the following --

- If a student withdraws after January 15 but before June 1 for the upcoming school year, the parent(s) or guardian(s) are responsible for the re-registration/acceptance fee and tuition deposit which are non-refundable.

- If a student withdraws anytime between June 1 and the first day of school, the parent(s) or guardian(s) are responsible for the June, July and August tuition payments and fees, including the book/technology fee, registration/acceptance fee, and the tuition deposit.

- If a student withdraws on or after the first day of school, the parent(s) or guardian(s) are responsible for six months of tuition and fees; or tuition and fees through the conclusion of the year.***

***Military moves or other extenuating circumstances will be handled on a case by case basis.

Transcripts will not be provided until these financial obligations are met.

Email notification to Mr. Robert Loia, Principal, is required and a withdrawal form must be completed. Mr. Loia can be reached at rloia@smsva.org. Tuition must be current and up to date before the withdrawal process can begin. **There is no tuition refund for students expelled for disciplinary reasons.**

VI. CO-CURRICULAR AND EXTRACURRICULAR 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, rowing 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, baseball, and/or wrestling activities. Male wrestlers may not compete with female wrestlers from other schools at any time.

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 travel to and from practice and games in a privately owned vehicle must have a written permission from their parent/guardian. 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 Responsible Use Policy for Technology and Artificial Intelligence.

k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extracurricular 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 or school-sponsored functions/activities, nor possess at school or school-sponsored functions/activities, 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 apply to verbal, written, and electronic communications and 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 **courteous** and 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.
- We act with justice, and will play fair on the playground or in the gym, abiding by rules and respecting the contributions of all competitors in games.
- We act with justice, and so immediately take **responsibility** for any acts that are contrary to the values of our community, whether in dialogue with a teacher, administrator, or any adult who is charged with our care.
- We are trustworthy, always speaking the truth when called on to do so.
- As good stewards who use our gifts well, and as virtuous men and women who are temperate, we maintain orderly spaces, whether in the classroom, locker, or personal items brought to school.
- We refrain from all vulgar and immodest language, which may scandalize those around us.
- We use our technology responsibly, demonstrating self-control and appropriate studiousness in its use.

All students are expected to conduct themselves in accord with the virtuous behavior articulated above. Students who are noted to stray from these virtues will be addressed by a teacher or administrator. Students may receive a minor infraction form for minor offenses (ex. dress code violation). These minor infraction forms require a parent's signature and should be returned to the designated space the following school day (specified on the form). Repeated minor infraction forms may result in a conduct referral, or conversation with a designated administrator. Depending on the seriousness or repetitiveness of the matter, students in grades 5 through 8 may receive a referral form from a teacher or staff member, which will be submitted to the Assistant Principal or Director of the Middle School. The Assistant Principal or Director of the Middle School may also issue a referral form if they deem it is warranted. These administrators will then assess the appropriate action. The adult submitting the form will inform the student of the submission of the form and communicate with the parent. A copy of the form will be available to the parent. Consequences may include detention, single or multiple, served on assigned day(s). Detentions will include actions that, in some manner, aid in restoration of the damage caused by the infraction(s). Referrals and minor infraction forms will remain in a student's disciplinary file (separate from the student file) until graduation.

Students who demonstrate both a pattern of infractions or a single instance of serious infraction will be addressed by the appropriate administrator, who will meet with the student and their parents. The student may be placed on probation with regard to their comportment, bringing the student under greater scrutiny during the probationary period. The goal for the student is growth. Should there be a failure of student growth during this time, the student may be subject to more serious consequences, up to and including separation, as deemed appropriate by the administration.

Those students who demonstrate exceptional qualities with regard to the virtuous behavior described above, as well as other virtues, will be recognized by teachers and administrators.

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 1,000 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 1,000 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 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 nunchucks 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.

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. When a student has expressed to another student or adult that he/she wants to harm or kill another individual, do harm to the school, mentions weapons, etc., it is the responsibility of the school leadership to investigate this further. A behavioral threat assessment will be conducted. In consultation with the Diocese, it will normally be the case that the non-emergency police line in the school's jurisdiction will be notified when threats are made.

CELL PHONE AND NON SCHOOL ISSUED ELECTRONIC DEVICES

Students may not use cell phones, smart watches or any non school issued electronic devices during school hours or during Extended Care while on school grounds, unless given direct permission and under the supervision of school personnel, who have authorization in writing from school administration. If a student carries a cell phone to school, the phone must be turned off and stored in a location deemed appropriate by school administration. These policies also extend to field trips. Any student who violates these conditions may have their device confiscated. Confiscated devices will then be given to the student's respective administrator who will determine appropriate consequences.

DISCIPLINE

An important goal for Catholic Education is for students to learn self-discipline which strengthens and promotes the values incorporated in our Catholic faith community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures should have as an end the development of the human person who respects oneself, other persons,and those in authority.

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 should receive disciplinary action. Each offense should 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. While these may be offered progressively, situations may warrant the use of any one of these measures, depending on the severity of the behavior.

a. Counseling and/or conference with student
b. Conference with parents/guardians
c. Assignment of special tasks
d. Denial of privileges
e. Detention
f. Probation
g. Suspension
h. 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.

Minor infraction forms may be issued to students for behaviors that are deemed to be minor infractions of our code of conduct, such as uniform violations and gum chewing. These forms require a parent signature and will be kept in the student's disciplinary file. Multiple minor infractions may demonstrate a pattern of behavior which will be addressed by the respective administrator and may result in a conduct referral.

Conduct referrals 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 will be assigned. This will be determined by the administrator overseeing the conduct referral, who will dialogue with teachers and parents during the referral process . 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 a designated school employee. 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. It also may include other members of the administrative team,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 conduct referrals 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 will result in academic and/or disciplinary repercussions:

- Forgery
- Plagiarism
- Cheating
- Unauthorized use of technology

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
- Using Artificial Intelligence (AI) to complete assignments
- 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.

Students who are suspended will receive any work they missed when they return to campus. They will have the time they are suspended to complete the work.

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.

PARENT PARTNERSHIP ON DISCIPLINARY INFRACTIONS

Parents can expect communication from the school in regards to disciplinary infractions involving their child. We ask parents to discuss the infraction with their child and remain courteous in their discussions with school faculty and staff. As the primary educator, we respect the right of parents to discipline their children outside of school as they see fit. The school reserves the right to assign school consequences as deemed appropriate by the school administration. If a parent wishes to discuss a disciplinary matter in more detail, they should first start with the issuing teacher, then proceed to administration if they seek more information. Parent communication, including e-mails, regarding disciplinary matters will be printed and attached to school referrals. These referrals will be kept in the student's disciplinary file.

PARENT COOPERATION AND BEHAVIOR

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents, guardians or other family members to comply with these expectations, separate
and apart from the student's conduct, may result in suspension or expulsion of the student.

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 BY LAW ENFORCEMENT

Unless provided with a court-issued warrant, the head of school or principal and 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 or threatened 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 or threatened 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. The head of school, principal, the assistant principal or the principal's designee will learn the purpose of questioning. In the rare instance when CPS is involved, contact Office of Catholic Schools and/or General Counsel for guidance.
d. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to any questioning.
e. The principal or a school representative shall be present.
f. 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 may take legal actions that they deem necessary.

Teachers and school administrators are always entrusted by parents with the ability and freedom to speak to students regarding matters of behavior relevant to school life and student formation that is within the scope of the school's responsibility. This trusting collaboration between school and parents is essential for the school to effectively carry out its work and mission.

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 vís-a-vís other students, exclusive use of the locker or desk but has no proprietary rights versus the school. The school will cooperate with any police request to search lockers or desks.

School lockers and desks must be kept clean and organized at all times. Lockers must be locked at all times. Students must use the lock provided by the school. The school is not responsible for any missing or damaged items from lockers if a student does not lock the locker. A fee will be charged for missing locks. A locker cleaning fee may be charged at the end of the year for lockers that require extensive cleaning or removal of permanent marker.

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 and dress code rest with the principal/administration. Students who are found to be in violation of the school dress code may receive a minor infraction form, which must be signed by their parent and returned to the school.

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. 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 and in the student planner. 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 two inches above the knee or longer.
- The length of the shorts and skorts must be two inches above the knee or longer.
- 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.
- P.E. shorts should be two inches above the knee or longer.

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.
- 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 a natural color.
- Inappropriate hairstyles will be determined by the administration.
- No facial hair in the form of sideburns, beards, or goatees is allowed.
- *In accordance with the Virginia Human Rights Act, the Diocese does not discriminate because of or on the basis of traits historically associated with race, including hair type, hair texture, and protective hairstyles such as braids, locks, and twists. The style should be professionally maintained.*

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.
- One necklace (Scapulars are always permitted in addition to other necklaces)
- One bracelet on either wrist
- BOYS - no earrings permitted
- GIRLS - post style earring only, must be on the lobe, single piercing only
- No other jewelry is permitted.
- If jewelry is determined by the appropriate administrative personnel to cause a distraction to the learning environment or cause a safety concern, a student may be asked to refrain from wearing that jewelry.

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. Students who are observed to be wearing makeup may be sent to the nurse's office or Stephens Hall office to remove that makeup and will receive a minor infraction.
- Nail Polish - only clear nail polish may be worn.

UNIFORM VIOLATIONS

Students who do not comply with the above-mentioned uniform policies will receive a minor 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 additional 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"
- No Crocs, Yeezy, or similar styles
- Jeans with holes or tight fitting jeans are not allowed, regardless of style or fashion
- Leggings or tight fitting flare pants (regardless of shirt or tunic length)
- 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.

Each year, teachers will review recess regulations and rules with their grade levels. Students who do not adhere to these regulations may be asked to sit out of a particular game or activity for a designated amount of time.

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.

Each year, teachers will review lunch regulations and rules with their grade levels. If students are given an assigned seat, they are required to remain in their seat unless permission is granted to leave it by school staff.

RECESS RESPONSIBILITIES

For Volunteers

- Recess or lunch volunteers must be parents of students currently enrolled at the school, unless otherwise approved by the principal for educational purposes.
- 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!
- Parent recess volunteers may not bring items or equipment for students to use during recess.
- Parent volunteers may not bring younger children to school during their volunteer time.

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.
- Refrain from rough play during recess activities, including using force that may harm or endanger others
- 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.

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Vicar General). The school principal should complete the approved Diocesan Reporting Form designated by the Office of Child Youth Protection and Victim Assistance, which must be sent to the Vicar General. The school principal must inform the superintendent as well.

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.

STUDENTS WITH SUICIDAL IDEATION

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. When a student has expressed to any adult that he/she wants to harm or kill him/herself, it is the responsibility of any adult employee in the school to act immediately in the interest of the safety of the student by alerting an administrator.

The school may require documentation and information from the parents regarding the threat of self-harm in order to evaluate whether accommodations exist that would permit the student to safely remain in school, or if the student should be removed from school until his/her health has

improved. The school will require a letter from a licensed health care professional stating that the student is permitted to return to school. In addition, a documented return-to-school plan, coordinated between the school, the mental health professional, and the parents, may be required.

At the Basilica School of Saint Mary, when a student expresses to an adult that he or she wants to harm or kill him or herself, that adult will immediately investigate this further and will notify the counselor, school nurse, or an administrator. The counselor, school nurse, or administrator will then further investigate and ensure, with counsel of an administrator, that a proper plan is in place for the safety of the student while at school. The parents will be notified and apprised of the plan by the administrator.

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. 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/guardians.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

When students and activities require time outside, schools will monitor weather related to the "feels like" temperature. To prevent heat and/or cold related illness, outside activities may be restricted based upon a heat index or wind chill factor, which registers in the caution level. Schools will consult local weather reports and Appendix F-15 for guidance in outdoor activities. Schools that do not have air-conditioned classrooms are permitted to provide early dismissals in accordance with Appendix F-15.

During days where wind chills require use of outerwear, as outlined in Appendix F-15, students may be required to remain inside if they do not possess proper cold weather covering, including leggings or tights for female students.

GENERAL ILLNESS PROCEDURES

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.*

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 a child is determined to need to go home, a parent or guardian must pick up their child from school within a reasonable amount of time to control the spread of illness. If parent or guardian is not available, the emergency contact will be called. 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. This policy also applies to resuming after-school 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 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. Students are not permitted to transport or carry medication with them without prior written approval from the administration.

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/supplements will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein and/or other OTC supplements will not be administered unless directly requested by a physician with a health treatment plan (*Appendix F-6*).

i. Students should not attend school while taking prescribed Schedule II narcotics (e.g. Percocet, oxycodone, hydromorphone) for any legitimate reason. If a student needs a Schedule II narcotic analgesic, they shall remain home until they are able to control pain with OTC medications.

j. Benzodiazepines (e.g. klonopin, Ativan, diazepam) prescribed as needed (prn), should not be administered in any school setting. This does not apply to students diagnosed with a seizure disorder.

Under no circumstances are medications and/or OTC supplements to be shared with other students.

If a student with a known condition warrants oxygen treatment at school, the treating LHCP and registered nurse shall develop a written plan of treatment including all equipment and supplies.

The Diocese of Arlington does not permit the use, possession, or transfer of marijuana including Cannabidiol (CBD), Tetrahydrocannabinol (THC-A) and Cannabis Oil, for any purpose. Students who qualify under local law to use marijuana for medical purposes may not possess, store, use or share marijuana on school property or school-sponsored events.

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, not 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 non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriately educated on its use.

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is suspected 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.

A student is NOT permitted to self-medicate, carry medications on their person or in their bag, nor may they store them in their locker. 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).

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.

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.

CONCUSSION AND HEAD INJURY POLICY

A concussion is both a medical and an educational concern. It can affect a student's health, thinking, learning, and participation in school activities. Because of this, recovery often requires coordination between health care providers, school staff, and families.

When a student is diagnosed with a concussion, the parent/guardian must notify the school and provide written documentation from a licensed health care provider. School staff will work with the family and the health care provider to determine appropriate temporary academic or activity adjustments that support the student's recovery.

Students recovering from a concussion may need a gradual "**return to learn**" (academic activities) and "**return to play**" (physical activity and sports). Adjustments may include changes to workload, rest breaks, reduced screen time, or temporary limits on physical activity.
In most cases, additional medical documentation may be required to confirm that a student is cleared to return to full academic and physical activities without accommodations.

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.

TELEHEALTH

Medical appointments made via telehealth cannot be facilitated in the school building. If a student has been scheduled for a telehealth visit for medical reasons, the parent/guardian will need to check his/her student out of the school building and complete the appointment in the privacy of their vehicle or at home.

If a school is able to adequately support virtual regularly scheduled therapy sessions in the building (e.g., occupational or speech therapy) for students with a documented diagnosis, they can do so on a case-by-case basis after evaluating the specific circumstances.

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 student'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 AND OTHER ORTHOPEDIC/ASSISTIVE DEVICES

An order and/or statement from a Licensed Healthcare Provider (LHP) is required to use crutches, braces, casts, slings or other orthopedic or assistive devices at school. More importantly, the statement is expected to include activity restrictions and timeframe for the activity restriction. If a clearance to resume full activity is needed based on the initial provider note, a follow up note will be expected to indicate clearance. If a student arrives at school with an orthopedic/assistive device without a licensed health-care provider order and/or statement, the parent will be called to take the student home.

ELEVATOR USAGE

Elevator passes may be issued by the school nurses upon receipt of medical documentation which should include the amount of time the student needs to use the elevator. Students may not ride the elevator without obtaining an elevator pass.

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 great 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. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or osteopathy, licensed nurse practitioner, or the local health department, that one or more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made

    ii. On a basic level, for the good of society, the Catholic church generally encourages the use of immunizations. The Church teaches that questions of immunization are "left to a matter of conscience" and parents have the right to decide about the health of their children in this matter. 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. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease, will be excluded from school for an undetermined period of time, as per the instructions of the State Health Commissioner and the public health department.

b. Students who have traveled or resided in a foreign country for three 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.

c. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the

Virginia Department of Health regulations. (See General Illness Procedures.)

d. 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.

e. 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 immunization 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 signing of any contract for services.

f. Parents and guardians of students learning in a virtual environment must make the school aware of the student's illness as it may impact the student's ability to learn.

LICE

All students identified as having 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

"Harrasment" is threatening, intimidating, demeaning, humiliating or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:

- Has the purpose or effect of creating an intimidating, demeaning, humiliating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's performance.

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese of Arlington 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 school community who engage in harassment of other school community members at any location, including online environments, 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 the school learns of, harassment outside of school and is able to verify the harassment has occurred, appropriate action willbe 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 potentially illegal behaviors and/or threats to engage in illegal behavior are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

Students Reporting a Concern
If something happens to you or a friend that makes you uncomfortable or worries:

1. Tell a teacher, counselor, nurse, principal, or other trusted adult at school.
2. Tell a trusted adult outside of school.

Students will not get in trouble at school for telling an adult about a concern. Speaking up helps keep everyone safe.

Parents/Guardians: Reporting a Concern
If a parent or guardian is aware of potentially concerning behavior, they are encouraged to share this information with school staff, including their student's teacher counselor, or principal.

Our school uses a standardized response system to teach students and adults how to notice problems early and how to help each other in a caring way. This system is also used to review concerns and complaints in a consistent manner.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

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

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

Sexual abuse/assault is physical contact with a sexual or intimate part of the body without consent. It includes various forms of sexual intercourse as well as lesser forms of sexual touching. Further:

1. Sexual or intimate body parts include, but are not limited to: breasts, buttocks, genitals, the groin area and upper thighs.
2. Lack of Consent: occurs when one is physically forced or verbally intimidated into doing something sexual, or submitting toa sexual act, or when one has explicitly indicated a lack of consent or when the circumstances make it obvious that consent has not been given.
3. Circumstances that make it obvious that consent has not been given include, but are not limited to: (1) being too intoxicated to say "no" or resist, (2) being asleep and

therefore unable to consent, or (3) situations in which someone is deemed to be physically or mentally incapable of giving valid consent, whether due to the use of intoxicants or any other reason.

Behaviors which can be considered to be sexual harassment:

1. Unwelcome verbal harassment of sexual nature.
2. Unwelcome pressure to engage in sexual activity.
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status.

5. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.

6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

7. The use of photos taken with or without the person's knowledge and distributing them on social media with or without crude or sexual comments.

8. Sexting, defined as sending or receiving or forwarding sexually explicit or suggestive messages, images or videos, real or digitally generated, via cell phone, social media or other digital platforms. This behavior will result in disciplinary action up to and including expulsion and notification of law enforcement.

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 or CPS, if applicable Schools will cooperate with law enforcement if they have been notified of any illegal or potentially illegal conduct. During the investigation of an alleged crime, the suspected student perpetrator may be asked to remain off campus or be restricted in his/her movements at school.

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. This policy also 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 30 of each school year. Schools are encouraged to use the education modules provided by the Office of Catholic Schools.

BULLYING

“Bullying” is intentionally aggressive behavior, repeated over time, that involves an imbalance of power and the ongoing nature of this behavior leaves the victims feeling powerless and fearful.

“Rude” is[i]inadvertently saying or doing something that hurts someone else. In children this takes the form of social errors. Incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

“Mean” is purposefully saying or doing something to hurt someone once (or maybe twice). Unlike unthinking rudeness, mean behavior very much aims to hurt or depreciate someone. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down. Both rudeness and mean behavior require correction, they are different from bullying in important ways that should be understood and differentiated when it comes to intervention.

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 cyberbullying. 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 or blackmail

c. Oral or written threats, including text messaging

d. Malicious teasing

e. Body shaming (verbal remarks, gestures, or online posts that mock or criticize a person's body, weight, height, or appearance)

f. Putdowns

g. Name calling

h. Threatening looks

i. Gestures or acts of aggression (overt and covert)

j. Cruel rumors & false accusations

k. Social isolation

l. Cyberbullying

l. Use of racially derogatory terms

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 alleged aggressor(s) and the alleged target(s)) 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 will be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include (note: this list does not imply that all disciplinary situations will proceed through all of these steps before a student may be suspended, asked to withdraw, or expelled when circumstances warrant):

a. School counseling; outside professional counselor, or both
b. Parent/guardian 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.

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 and Subsequent Reporting:

- 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.

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation and is intended to leave the victim feeling powerless and fearful.

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 alleged aggressor(s) and the alleged 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 (note: this list does not imply that all disciplinary situations will proceed through all of these steps before a student may be suspended, asked to withdraw, or expelled when circumstances warrant):

a. School counseling; outside professional counseling, or both

b. Parent/guardian 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.

RACISM

"Racism" is the sin that says some human beings are inherently superior and others essentially inferior because of races. It is the sin that makes racial characteristics the determining factor for the exercise of human rights. It mocks the words of Jesus: "Treat others the way you would have them treat you." (US Catholic Bishops. (1979). Pastoral Letter on Racism. USCCB). Indeed, racism is more than a disregard for the words of Jesus; it is a denial of the truth of the dignity of each human being revealed by the mystery of the Incarnation.

Racism is defined as prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized. This includes any comments, jokes, gestures or behaviors – whether in person or online – that demean, stereotype, or exclude someone based on race, skin color, ethnicity, or cultural heritage.

Examples include but are not limited to:

a. Discrimination
b. Victimization
c. Oral or written threats, including text messaging
d. Malicious Teasing
e. Body shaming (verbal remarks, gestures, or online posts that mock or criticize a person's body, weight, height, or appearance
f. Putdowns
g. Name calling
h. Threatening looks
i. Gestures or acts of aggression (overt and covert)
j. Cruel rumors and false accusations
k. Social Isolation
l. Cyber-racism (racism that takes place using digital devices)

Racism is prohibited. School personnel will not tolerate any racism 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 racism 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 any racism incident to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

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

Consequences for students engaged in racist behavior shall depend on the results of the investigation and may include:

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

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

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. Video surveillance cameras may be placed in public locations deemed appropriate per Diocesan policy. Such locations must include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.

c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

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

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

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. Parents may not view school video footage, but may have information relayed to them by school personnel as to what that video showed.

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, and, only will be released where permitted by law and consistent with confidentiality of student records.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

The Extended Day Program operates for children in grades PreK-8th grade until 6:00 pm. (PreK-5:30 pm) 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.

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. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, ALL Diocese of Arlington Preschools and are religiously exempt from licensure and are classified as a "religiously exempt child day center."

If you would like additional information about the licensing of child day programs or would like to register a complaint, please call the Office of Child Care Licensing toll-free at 833-778-0204.

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. All products to be used must

have a Medication Administration Form (*Appendix F-6*) completed by parent/guardian.

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.

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

School Forms:

- Elementary/Middle School Handbook Agreement Form (Appendix AG-1)
- School Calendar
- Faculty/Staff Directory

Diocesan Forms:

- Permission for Emergency Care Form *(Appendix F-1)*
- Confidential Student Health History Update *(Appendix F-1A)*
- Confidential Student Health History Update (Spanish) (*Appendix F-1B*)
- Confidential Student Health History Update (Vietnamese) (*Appendix F-1C*)
- 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)*
- Diocese Epinephrine Authorization Form *(Appendix F-4)*
- 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)*
- Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse *(Appendix G)*
- Code of Conduct for Personnel and Volunteers in the Diocese of Arlington.English (*Appendix G-1*)
- Codigo de Conducta para el Personal y Voluntarios en la DIÓCESIS de Arlington.Spanish (*Appendix G-2*)
- Photo, Press, Audio, and Electronic Media Release for Minors *(Appendix N)*
- Website and Social Media Policy *(Appendix P-1)*
- 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)*

Appendix AG-1
Policy 603

2026-2027

THE BASILICA SCHOOL OF SAINT MARY
ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

Scan the QR code for an e-copy of the 2026-2027 Elementary Parent Handbook.

_____
(Parent's Signature)

_____
(Printed Name)

_____
(Date)

FOR MIDDLE SCHOOL STUDENTS (6th-8th grade) ONLY

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

This form must be completed and turned into your child's homeroom teacher by **Wednesday, August 26, 2026.**

_____
(Student's Signature)

_____
(Printed Name)

_____
(Date)

Revised 2026

The Basilica School of Saint Mary

2026 - 2027 School Calendar

August '26

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '26

Su	M	Tu	W	Th	F	S
		1	2	(3)	(4)	5
6	7	(8)	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '26

Su	M	Tu	W	Th	F	S
				1	(2)	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '26

Su	M	Tu	W	Th	F	S
1	2❄	3	4	5	(6)	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	(24)	25	26	27	28
29	30					

December '26

Su	M	Tu	W	Th	F	S
		1	2	3	(4**)	5
6	7	(8)	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

*** See note regarding Aftercare*

January '27

Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '27

Su	M	Tu	W	Th	F	S
	1	2	3	4	(5)	6
7	8	9	(10)	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '27

Su	M	Tu	W	Th	F	S
	1	2	3	4	(5)	6
7	8	9	10	11	12	13
14	15	16	17	18	(19)	20
21	22	23	(24)	25	26	27
28	29	30	31			

April '27

Su	M	Tu	W	Th	F	S
				1	2	3
4	(5🌸)	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '27

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	(6)	7	8
9	(10)	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	(27)	28	29
30	31					

June '27

Su	M	Tu	W	Th	F	S
		1	2	3	(4*)	5
6	(7*)	(8*)	(9*)	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**See note regarding last day*

Key

- School Closed / Holidays
- 2:15 PM Dismissal Days
- 11:30 AM Dismissal Days / Aftercare Available
- 11:30 AM Dismissal Days / No Aftercare
- Professional Development Days (No School for Students)
- Parent Teacher Conferences (No School for Students)
- First & Possible Last Day of School 11:30 AM Dismissal / No Aftercare
- (◯) Full Dress Uniform Required
- ❄ Winter Uniforms Begin
- 🌸 Spring Uniforms Begin

* The last day of school is scheduled for Friday, June 4. Depending on the amount of Snow Days used, the Last Day of School may be June 7, 8, or 9.

** 2:15 pm Dismissal / No Aftercare

Faculty & Staff 2026-2027

Pre-Kindergarten	
Pre-K-6 Half Day/Director of PK	Kate Minkiewicz
Pre-K Instructional Assistant	
Pre-K-5 Full Day	Chanel D'Mello
Pre-K Instructional Assistant	Isabel Robles
Pre-K-4 Full Day	Carmen Cardarelli
Pre-K Assistant	Maria Pleites
Kindergarten	
Kindergarten Rm. 7	Taylor Burke
K-7 Instructional Assistant	Katherine Sitko
Kindergarten Rm 8	Pam Jennison
K-8 Instructional Assistant	Desiree Sarker
Kindergarten Rm 9	Rachel Livingstone
K-9 Instructional Assistant	Jennelle Hoffman
Grade 1	
Grade 1 Room 13	Elizabeth Troup
1-13 Instructional Assistant	Callie Rector
Grade 1 Room 14	Lisa Lushenko
1-14 Instructional Assistant	Colleen Mauceri
Grade 1 Room 15	Kimberly Lusch
1-15 Instructional Assistant	Geraldine Reyes
Grade 2	
Grade 2 Room 20	Loretta Golinowski
2-20 Instructional Assistant	Trista Roehl
Grade 2 Room 21	Bridget Barber
2-21 Instructional Assistant	Ava Avila
Grade 2 Room 22	Anneliese Roberts
2-22 Instructional Assistant	Felicity Weavil
Grade 3	
Grade 3 Room 17	Terra Nelson
Grade 3 Room 18	Alderson Musto
Grade 3 Room 19	Laura Larrain
Grade 3 Instructional Assistant	Sarah Lowry
Grade 3 Instructional Assistant	Erin McCardell
Grade 4	
Grade 4 Room 23	Eleni Back (Religion)
Grade 4 Room 24	Mary Hunt (SS)
Grade 4 Room 25	Clara Boggs (Science)
Grade 4 Instructional Assistant	Telma Fitzgerald
Grade 4 Instructional Assistant	Heather McCafferty
Grade 5	
Grade 5 Room 26	Fernando Ortega (Math)
Grade 5 Room 27	Lewis Nazarian (Rel & SS)
Grade 5 Room 28	Bridget Morrow (ILA)
Grade 5 Room 209	Mike Thieman (Science)
Grade 5 Instructional Assistant	Jaedon Joyner
Grade 6	
Grade 6 Room 104	John Hopwood (ILA)
Grade 6 Room 105	Emily Rose (SS)
Grade 6 Room 209	Mike Thieman (5th & 6th Science)
Grade 6 Room 26	Sarah Yates (Math)
Grade 6 Room 105	Jenna Brophy (Religion)
Grade 6 Room 111	Ronda Woodall
Grade 7	
Grade 7 Room 106	Abigail Tsai (6th - 8th Math)
Grade 7 Room 107	Carlo Williams (7th&8th SS)
Grade 7 Room 108	Keely Pence (7th ILA)
Middle School Instructional Assistant	Rebecca Muehlhauser
Grade 8	
Grade 8 Room 109	Maureen St. Pierre (7th&8th Religion)
Grade 8 Room 203	Mary Heipel (8th ILA)
Grade 8 Room 303	David Jordan (7th & 8th Science)
Grade 8 Room 204	Justin Gerle (6th-8th Math)
Middle School Instructional Assistant	Haviland Cobb
Catechesis of the Good Shepherd	Jill Hoagland
Catechesis of the Good Shepherd	Kara Fiala
Full Time Substitute	Nancy Wakeham
UPDATED 8/17/2026	

Leadership Team	
Principal	Robert Loia
Assistant Principal	Isabel Fraga
Director of Middle School	Mary Costello
Assistant Principal of Curriculum & Instruction	Denise D'Angelo
Director of Learning Support Services	Jessica Benjamin
Parish/School Partnership	
Chief Stewardship Officer/Campaign Director	Anne Mathis
Annual Fund and Alumni Relations Manager	Maggie Lohrer
Donor Relations & Database Coordinator	Clarence Lyles
Office Staff	
Executive Assistant/Office Manager	Ana Marku
Admin. Assistant (Main Building)	Kylie Tittinger
Admin. Assistant/Registrar (St. Hall)	Katherine Kurtz
Business Office - Accounts Payable	Kelly Cates
HR	Shannon Mahoney
Business Office - Accounts Receivable	Rebekah Malvaso
Extended Care Director	Ashley Bencosme
Extended Care Assistant Director	Lizbed Canales-Guzman
Director of Communications	Gwen Mohler
Communications Officer	Chris Jayasinghe
Enrollment Coordinator	Meghan Campione
Enrollment Officer/Business Office	Kristen Quinlan-Boyce
Database Administrator	Lisa Clasen
IT Management, FIAT	Simon Curtis
Clinic Nurse	Ashley Eberle, RN-NP
Clinic Nurse	Jacklyn Cline, RN
Encore	
Physical Education Teacher	Amy Bruce (PK, K, 1st, 2nd, 3rd, 6th, 7th)
Physical Education Teacher	Timothy Dowell (K, 1st, 2nd, 4th, 5th, 8th)
Music Teacher K-2	Grace Wright
Music Teacher K-8	Nicole Luechtefeld
Art Teacher K-2	Maria McIntyre
Art Teacher 3-8	Beth Casey
Enrichment Teacher 3-4	Grace Wright
Enrichment Teacher 5-6	Jenna Brophy and Jessica Schmaler
Enrichment Teacher 7th	Grace Wright
Enrichment Teachers 8th	Leah Hays and Jenna Brophy
Technology Instruction Coordinator	Jose Raul Ojeda (Gr. 5-8 Technology)
Librarian	Leah Hays (Librarian and 8th Capstone)
Library Aide	Carol McCormack
Encore Aide	Lizbed Canales Guzman
Spanish/Latin	
Pre-K-2 Latin	Ruth Kelly
Grades 3, 4, 6 Spanish	Josephine Youngblood
Grades 5, 7, 8	Maria Teresa Balda
Learning Support Services	
Reading Resource Teacher K-2	Clem McNamara
Reading and Math Resource Teacher 3-5	Faith Nolan
Resource Teacher	Melissa Bartol
Resource Teacher	Mary Hay
School Counselor	Jessica Schmaler
Mater Dei Teacher	Monica Davin
Mater Dei Instructional Assistant	Dorys Smith
Mater Dei Instructional Assistant	Colleen Schmidt
Cafeteria/Kitchen	
Kitchen Director	Steve Scalsky
Kitchen Worker	Berta Martinez
Kitchen Worker	Patti Reyes
Cafeteria Worker	Carmen Urban
Lunchroom Monitor	Gladys Valdivieso
Custodians/Maintenance	
Building Engineer	Craig Webb
Maintenance	Giovanni Espinoza
Maintenance	Napoleon Mendez
Maintenance	Erwin Del Rosario

Office of Catholic Schools
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Permission for Emergency Care

Appendix F-1

To be completed and signed annually by a parent/guardian

Legal Name: Last _____ First _____ Middle _____

Nickname _____ Sex ☐ Male ☐ Female Date of Birth (mm/dd/yyyy) ___/___/____

Home Address _____
(Street) (City) (State) (Zip)

Home Phone ___-___-____ Email for official school communication _____

Name(s) of any sibling(s) at school _____ Grade(s)/Room _____

Student lives with (*applicable custody paperwork must be attached*): _____

	Mother/Female Guardian	**Father/Male Guardian**
Full Name		
Maiden Name		
Home Address		
Home City/State/Zip		
Home Phone		
Home Email		
Cell Phone		
Work Phone		
Work Email		
Work Address		
Occupation		
Employer		
Marital Status (Circle)	Married Separated Divorced* Widowed Single Remarried	Married Separated Divorced* Widowed Single Remarried
	***Appropriate custody paperwork MUST be attached.**	***Appropriate custody paperwork MUST be attached.**

Persons NOT authorized to pick up the student from school:

Name _____ Relationship _____

Emergency Contacts: In the event a parent/guardian cannot be reached, you must give the name, address and phone number of two persons who could collect the student from school in a timely manner.

1) _____
(Name) (Address, City, State, Zip) (Phone) (Relationship)

2) _____
(Name) (Address, City, State, Zip) (Phone) (Relationship)

Student's Doctor _____ Phone# _____

Outstanding Medical History _____
(e.g. diabetes, heart disease, contact lenses, hearing aid, etc.)

Allergies _____ Action to Take _____

Student's Medications _____ Date of Last Tetanus Shot _____

Insurance Company _____ Policy # _____

- I agree to notify the school within 24 hours if my child or any member of their immediate household has developed a communicable disease. I agree to notify the school immediately if the disease is life threatening. I agree to pick up my sick or injured child in a timely manner when contacted. If I cannot be reached, the above emergency contacts can be called to pick up my child. Additionally, if I cannot be contacted in an emergency, the school has my permission to take my child to the emergency room of the nearest hospital and I hereby authorize its medical staff to provide treatment, when a physician deems necessary for the well-being of my child.
- I certify that the information provided in this document is true and accurate to the best of my knowledge.

_____ _____ __/__/____
Printed Name of Parent/Guardian Signature of Parent/Guardian Date

Revised 2016

Appendix F-1A

OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON
CONFIDENTIAL STUDENT HEALTH HISTORY UPDATE

PARENT/GUARDIAN: **Please complete this form at the beginning of each school year.**

Name _____ ☐M ☐F DOB: _____ School _____ Grade _____

Mother / Guardian _____ Work # _____ Home # _____ Cell # _____

Father / Guardian _____ Work # _____ Home # _____ Cell# _____

Physician _____ Phone# _____ School Year _____

Complete the following checklist by indicating any of the following student conditions, past or present.

	YES*	DATE
ADHD	☐	
Allergies / Environmental	☐	
Allergies / Food	☐	
Allergies / Insect Stings or Bees	☐	
Allergies / Latex	☐	
Allergies / Medications	☐	
Anxiety	☐	
Asthma / Breathing Problem	☐	
Autism	☐	
Behavior Concerns	☐	
Bladder / Kidney Disorder	☐	
Bleeding / Clotting Disorder	☐	
Bone / Joint / Muscular Disorder	☐	
Cancer	☐	
Convulsions / Epilepsy / Seizure	☐	
COVID-19	☐	
Depression	☐	
Dental Problem	☐	
Developmental Problem	☐	
Dizziness or Fainting	☐	
Diabetes	☐	
Dietary Restriction	☐	
Digestive / Bowel Problem	☐	
Eating Disorder	☐	
Endocrine Disorder	☐	
Head or Spinal Injury	☐	

	YES*	DATE
Headaches / Migraines	☐	
Hearing Problem	☐	
Heart Defect or Disease	☐	
Hepatitis or Liver Problem	☐	
Hernia	☐	
Hypertension	☐	
Immune System Disorder	☐	
Infectious Disease, Current	☐	
Infectious Disease, Inactive	☐	
Lead Poisoning	☐	
Menstrual Problem	☐	
Mental Health Diagnosis	☐	
Mobility Limitation	☐	
Mononucleosis	☐	
Orthodontic Treatment	☐	
Physical Education Restriction	☐	
Psychological / Emotional Problem	☐	
Scoliosis	☐	
Skin Condition	☐	
Soiling / Incontinence	☐	
Speech Disorder	☐	
Surgery or Hospitalization	☐	
Tuberculosis	☐	
Vision or Eye Disorder	☐	
Weight Concern (Under/Overweight)	☐	
Other: (explain below)	☐	

*Provide details for all items above marked ***YES*** : _____

_____

Does the student's health condition require medically necessary medications or specialized health care treatments in school? ☐ YES ☐ NO

Explain _____

Does the student take any medications, homeopathic supplements, or nutritional & performance supplements

☐ YES

☐ NO Explain _____

Specifically ***during or after exercise,*** has the student experienced any of the following? Check all that apply:

☐ Fainting / Passing-Out ☐ Heat Stroke ☐ *Severe* Lightheadedness / Dizziness ☐ Coughing / Wheezing ☐ Excessive Bruising

☐ *Extreme* Shortness of Breath ☐ Chest Pain ☐ Numbness / Tingling in _____ ☐ NONE APPLY

Was a Medical Evaluation done as a result of any of the above symptoms during exercise? ☐ YES ☐ NO Outcome: _____

I,_____ (parent/guardian name), give permission for identified school personnel to provide routine health care and first aid to my child as may be necessary during school and after school activities. I assume full responsibility for providing the school with all necessary student over-the-counter or prescription medications as well as necessary medical treatment supplies and authorizations, if needed during the school day. The school nurse and /or health aid have my permission to share my child's confidential health information, on a need-to-know basis, with appropriate members of the educational staff (e.g. teachers, counselors, athletic trainers, extended day staff), and healthcare team, for use in meeting the educational and health needs of my student.
By signing this document, I agree, acknowledge, and intend that my consent is valid on the date signed through the identified school year.

Parent / Guardian Signature_____Date_____

Office of Catholic Schools excellence by design

Apéndice F-1A

OFICINA DE ESCUELAS CATÓLICAS DIÓCESIS DE ARLINGTON
ACTUALIZACIÓN DEL HISTORIAL CONFIDENCIAL DE SALUD DEL ESTUDIANTE

PADRE/TUTOR: Complete este formulario al comienzo de cada año escolar.

Nombre _____ ☐M ☐F Fecha de nacimiento : _____ Escuela _____ Grado _____

Madre / Tutora _____ # del trabajo _____ # de casa _____ # celular _____

Padre / Tutor _____ # del trabajo _____ # de casa _____ # celular _____

Médico _____ # de teléfono _____ Año escolar _____

Complete la siguiente lista de verificación indicando cualquiera de las siguientes condiciones del estudiante, pasadas o presentes.

	SÍ*	FECHA
TDAH (Trastorno de déficit de atención con hiperactividad)	☐	
Alergias / Ambiental	☐	
Alergias / Alimentos	☐	
Alergias / Picaduras de Insectos o Abejas	☐	
Alergias / Látex	☐	
Alergias / Medicamentos	☐	
Ansiedad	☐	
Asma / Problema respiratorio	☐	
Autismo	☐	
Preocupaciones de comportamiento	☐	
Trastorno de vejiga / riñón	☐	
Trastorno de sangrado / coagulación	☐	
Trastorno óseo / articular / muscular	☐	
Cáncer	☐	
Convulsiones / Epilepsia / ataques	☐	
COVID-19	☐	
Depresión	☐	
Problema dental	☐	
Problema de desarrollo	☐	
Mareos o desmayos	☐	
Diabetes	☐	
Restricción dietética	☐	
Problema digestivo / intestino	☐	
Desorden alimenticio	☐	
Desorden endocrino	☐	
Lesión en la cabeza o la columna	☐	

	SÍ*	FECHA
Dolores de cabeza / migrañas	☐	
Problema de audición	☐	
Defecto o enfermedad cardíaca	☐	
Hepatitis o problema hepático	☐	
Hernia	☐	
Hipertensión	☐	
Trastorno del sistema inmunológico	☐	
Enfermedad infecciosa, actual	☐	
Enfermedad infecciosa, inactiva	☐	
Envenenamiento por plomo	☐	
Problema menstrual	☐	
Diagnóstico de salud mental	☐	
Limitación de movilidad	☐	
Mononucleosis	☐	
Tratamiento de ortodoncia	☐	
Restricción de educación física	☐	
Problema psicológico / emocional	☐	
Escoliosis	☐	
Condición de piel	☐	
Derrame fecal / Incontinencia	☐	
Desorden del habla	☐	
Cirugía u Hospitalización	☐	
Tuberculosis	☐	
Trastorno de la visión o de los ojos	☐	
Preocupación por el peso (bajo / sobrepeso)	☐	
Otro: (explique a continuación)	☐	

*Proporcione detalles de todos los elementos marcados arriba ***SÍ*** : _____

¿La condición de salud del estudiante requiere medicamentos médicamente necesarios o tratamientos de atención médica especializados en la escuela? ☐ SÍ ☐ NO

Explique _____

¿El estudiante toma algún medicamento, suplemento homeopático o suplemento nutricional y de rendimiento?

☐ SÍ

☐ NO Explique _____

Específicamente ***durante o después del ejercicio,*** ¿El estudiante ha experimentado alguno de los siguientes? Marque todo los que corresponda:

☐ Desmayo / Pérdida del conocimiento ☐ Apoplejía por calor ☐ Aturdimiento *severo* / Mareos ☐ Tos / Sibilancias ☐ Moretones excesivos

☐ Falta de aliento *extremo* ☐ Dolor en el pecho ☐ Entumecimiento / Hormigueo en _____ ☐ NINGUNO APLICA

¿Se realizó una Evaluación Médica como resultado de alguno de los síntomas anteriores durante el ejercicio? ☐ SÍ ☐ NO Resultado: _____

Yo,_____ (nombre del padre/tutor), doy permiso para que el personal escolar identificado proporcione atención médica de rutina y primeros auxilios a mi hijo según sea necesario durante las actividades escolares y extra escolares. Asumo toda la responsabilidad de proporcionar a la escuela todos los medicamentos recetados o de venta libre necesarios para el estudiante, así como los suministros y autorizaciones de tratamiento médico necesarios, si es necesario durante la jornada escolar. La enfermera de la escuela y/o asistente de salud tienen mi permiso para compartir la información confidencial de salud de mi hijo, según sea necesario, con los miembros adecuados del personal educativo (por ejemplo, maestros, consejeros, entrenadores deportivos, personal de jornada extendida), y equipo de atención médica, para su uso en la satisfacción de las necesidades educativas y de salud de mi estudiante.

Al firmar este documento, acepto, reconozco y pretendo que mi consentimiento sea válido en la fecha de la firma hasta el año escolar identificado.

Firma del padre/tutor_____Fecha_____

Office of Catholic Schools
excellence by design

Phụ lục F-1A

VĂN PHÒNG CÁC TRƯỜNG CÔNG GIÁO, GIÁO PHẬN ARLINGTON
CẬP NHẬT LỊCH SỬ SỨC KHỎE CỦA HỌC SINH BẢO MẬT

PHỤ HUYNH/NGƯỜI GIÁM HỘ: Vui lòng hoàn thành mẫu đơn này vào đầu mỗi năm học.

Tên _____ ☐Nam ☐ Nữ Ngày sinh: _____ Trường _____ Lớp _____

Mẹ / Người giám hộ _____ SĐT Nơi làm việc _____ SĐT Nhà riêng _____ SĐT Di động _____

Cha / Người giám hộ _____ SĐT Nơi làm việc _____ SĐT Nhà riêng _____ SĐT Di động _____

Bác sĩ _____ SĐT _____ Năm học _____

Hoàn thành danh sách kiểm tra sau đây bằng cách chỉ ra bất kỳ tình trạng nào dưới đây của học sinh, trong quá khứ hoặc hiện tại.

	CÓ*	NGÀY
Rối loạn tăng động giảm chú ý	☐	
Dị ứng / Môi trường	☐	
Dị ứng / Thực phẩm	☐	
Dị ứng / Côn trùng đốt hoặc Ong	☐	
Dị ứng / Cao su	☐	
Dị ứng / Thuốc	☐	
Lo âu	☐	
Hen suyễn / Vấn đề về hô hấp	☐	
Tự kỷ	☐	
Mối quan ngại về hành vi	☐	
Rối loạn bàng quang / thận	☐	
Chảy máu / Rối loạn đông máu	☐	
Rối loạn xương / khớp / cơ	☐	
Ung thư	☐	
Co giật / Động kinh / Lên cơn	☐	
COVID-19	☐	
Trầm cảm	☐	
Vấn đề nha khoa	☐	
Vấn đề về phát triển	☐	
Chóng mặt hoặc ngất xỉu	☐	
Tiểu đường	☐	
Hạn chế trong chế độ ăn uống	☐	
Vấn đề về ruột / tiêu hóa	☐	
Rối loạn ăn uống	☐	
Rối loạn nội tiết	☐	
Chấn thương đầu hoặc cột sống	☐	

	CÓ*	NGÀY
Nhức đầu / Đau nửa đầu	☐	
Vấn đề về thính giác:	☐	
Khiếm khuyết hoặc bệnh về tim	☐	
Viêm gan hoặc Vấn đề về gan	☐	
Thoát vị	☐	
Tăng huyết áp	☐	
Rối loạn hệ thống miễn dịch	☐	
Bệnh truyền nhiễm, Hiện tại	☐	
Bệnh truyền nhiễm, không hiện hoạt	☐	
Ngộ độc chì	☐	
Vấn đề về kinh nguyệt	☐	
Chẩn đoán sức khỏe tâm thần	☐	
Hạn chế di chuyển	☐	
Tăng bạch cầu đơn nhân nhiễm khuẩn	☐	
Điều trị chỉnh nha	☐	
Hạn chế giáo dục thể chất	☐	
Vấn đề tâm lý / cảm xúc	☐	
Vẹo cột sống	☐	
Bệnh về da	☐	
Són / Tiểu không tự chủ	☐	
Rối loạn ngôn ngữ	☐	
Phẫu thuật hoặc Nhập viện	☐	
Bệnh lao	☐	
Rối loạn thị giác hoặc mắt	☐	
Mối quan tâm về cân nặng (Thiếu cân/Thừa cân)	☐	
Khác: (giải thích bên dưới)	☐	

*Cung cấp thông tin chi tiết cho tất cả các mục được đánh dấu ở trên ***CÓ*** : _____

_____

Tình trạng sức khỏe của học sinh có cần dùng thuốc cần thiết về mặt y tế hoặc phương pháp điều trị chăm sóc sức khỏe chuyên biệt ở trường không? ☐ CÓ ☐ KHÔNG

Giải thích _____

Học sinh có dùng bất kỳ loại thuốc, chất bổ sung vi lượng đồng căn hoặc chất bổ sung dinh dưỡng & hiệu suất nào không

☐ CÓ

☐ KHÔNG Giải thích _____

Cụ thể ***trong hoặc sau khi tập thể dục,*** học sinh có trải qua bất kỳ tình trạng nào sau đây không? Đánh dấu tất cả các mục phù hợp:

☐ Ngất / Bất tỉnh ☐ Đột quỵ ☐ *Chóng mặt / Hoa mắt* nghiêm trọng ☐ Ho / Khò khè ☐ Bầm tím quá mức

☐ *Khó thở* cực độ ☐ Đau ngực ☐ Tê / Ngứa ran _____ ☐ KHÔNG CÓ TÌNH TRẠNG NÀO

Đánh giá Y tế có được thực hiện cho học sinh do bất kỳ triệu chứng nào nêu trên trong quá trình tập luyện không? ☐ CÓ ☐ KHÔNG Kết quả: _____

Tôi,_____ (tên phụ huynh/người giám hộ), cho phép nhân viên nhà trường được xác định cung cấp dịch vụ chăm sóc sức khỏe định kỳ và sơ cứu cho con tôi khi cần thiết trong các hoạt động ở trường và sau giờ học. Tôi chịu hoàn toàn trách nhiệm cung cấp cho nhà trường tất cả các loại thuốc không kê đơn hoặc thuốc theo toa cần thiết cho học sinh cũng như các nguồn vật tư và giấy phép điều trị y tế cần thiết, nếu cần trong ngày học. Y tá của trường và/hoặc nhân viên hỗ trợ y tế được tôi cho phép chia sẻ thông tin sức khỏe bí mật của con tôi, trên cơ sở cần biết, với các thành viên thích hợp của đội ngũ nhân viên giáo dục (ví dụ: giáo viên, cố vấn, huấn luyện viên thể thao, nhân viên làm thêm ngày), và đội ngũ chăm sóc sức khỏe, để sử dụng nhằm đáp ứng nhu cầu giáo dục và sức khỏe của con tôi.
Bằng việc ký vào tài liệu này, tôi đồng ý, thừa nhận và có ý định rằng sự đồng ý của tôi có hiệu lực vào ngày được ký trong suốt năm học được xác định.

Chữ ký của Phụ huynh / Người giám hộ_____Ngày_____

Sửa đổi năm 2024

COMMONWEALTH OF VIRGINIA
SCHOOL ENTRANCE HEALTH FORM
Health Information Form/Comprehensive Physical Examination Report/Certification of Immunization

Part I – HEALTH INFORMATION FORM

State law (Ref. Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school. **The parent or guardian completes this page (Part I) of the form.** The Medical Provider completes Part II and Part III of the form. This form must be completed no earlier than one year before your child's entry into school.

Name of School: _____ Current Grade: _____

Student's Name: _____
Last First Middle

Student's Date of Birth: _____/____/_____ Sex: _____ State or Country of Birth:_____Main Language Spoken: _____

Student's Address_____ City_____ State_____ Zip Code_____

Name of Parent or Legal Guardian 1:_____Phone:_____-_____-_____Work or Cell: _____ - _____-_____

Name of Parent or Legal Guardian 2:_____Phone:_____-_____-_____Work or Cell: _____-_____-_____

Emergency Contact:_____Phone:_____-_____-_____Work or Cell: _____-_____-_____

Hospital Preference: _____

Child's Health Insurance: None☐ FAMIS Plus (Medicaid) ☐ FAMIS ☐ Private/Commercial/ Employer Sponsored☐ _____

Box 1. Pre-Existing Conditions

Condition	Yes	Comments	Condition	Yes	Comments
Allergies (food, insects, drugs, latex)			Diabetes: Type 1		
Please list **Life Threatening Allergies**:			Diabetes: Type 2		
			Insulin pump		
Allergies (seasonal)			Head injury, concussion		
Asthma or breathing conditions			Hearing conditions or deafness		
Attention-Deficit/Hyperactivity Disorder			Heart conditions		
Behavioral/Psych/ Social conditions			Lead poisoning		
Developmental conditions			Muscle conditions		
Bladder conditions			Seizures		
Bleeding conditions			Sickle Cell Disease (not trait)		
Bowel conditions			Speech conditions		
Cerebral Palsy			Spinal injury		
Cystic fibrosis			Surgery		
Dental Health conditions			Vision conditions		

Describe any other important health-related information about your child (☐ Feeding tube , ☐ Trach , ☐ Oxygen support, ☐ Hearing aids, ☐ Dental appliance, ☐ Wheelchair, Hospitalizations, etc.):

Box 2. Medications

List all prescription, emergency, over-the-counter, and herbal medications your child takes regularly (Home/ School):

Medication Name	Dosage	Time Administered (Home/School)	Notes
1.			
2.			
3.			
4.			

Additional Medications (Name, Dose, Time Administered, Notes)

Check here if you want to discuss confidential information with the school nurse or other school authority. ☐ Yes ☐ No Please provide the following information:

	Name	Phone	Date of Last Appointment
Pediatrician/primary care provider			
Specialist			
Dentist			
Case Worker (if applicable)			

I_____(do) (do not) authorize my child's health care provider and designated provider of health care in the school setting to discuss my child's health concerns and/or exchange information pertaining to this form. This authorization will be in place until or unless you withdraw it. You may withdraw your authorization at any time by contacting your child's school. When information is released from your child's record, documentation of the disclosure is maintained in your child's health or scholastic record.

Signature of Parent or Legal Guardian:_____Date:_____/_____/_____

Signature of Interpreter: _____Date_____/_____/_____

MCH 213G School Health Entrance Form Instructions

Part I-Health Information Form

Part I is to be completed by the parent or guardian and reviewed for accuracy by the health care provider conducting the comprehensive physical examination.

1. Signature of the legal guardian or parent – may or may not provide written authorization for the child's health care provider and the designated provider of health care in the school setting to discuss the child's health concerns and/or exchange information pertaining to this form.

2. Signature of the Interpreter-needed only if the form was completed with the assistance of an interpreter.

Part II-Certification of Immunization

Instructions for completing *Part II, Sections I and/or II*, are located under each section respectively. Race and Ethnicity are optional questions to answer.

- For current immunization requirements, consult the Division of Immunization web site at

  http://www.vdh.virginia.gov/epidemiology/immunization.

Part III-Comprehensive Physical Examination Report

Complete the child's name, date of birth, and check the appropriate box indicating child's sex.

The Code of Virginia requires documentation of a comprehensive physical examination upon entry to public kindergarten or elementary school. The physical examination must be completed by a qualified licensed physician, nurse practitioner, or physician assistant, and must be completed within 12 months prior to the date such child first enters public kindergarten or elementary school. The physical examination is required to protect the public from communicable disease, and to identify physical, social-emotional, or developmental needs the child has so that the school can:

- Prepare to assist with meeting their needs
- Initiate necessary interventions to maximize the child's school readiness.
- Public school divisions may require additional components.

The school entrance health form is also widely used by providers of child care, Head Start, Virginia Preschool Initiative (VPI), and the Infant and Toddler Connection (Part C Early Intervention) services.

The content of the comprehensive physical examination is based on *Bright Futures Guidelines for Health Supervision of Infants, Children, and Adolescents, Third Edition (revised 2008)*. Wherever possible, documentation meets expectations for Early Periodic Screening, Diagnosis, and Treatment (EPSDT) requirements.

Health Assessment

Complete the Health Assessment section as appropriate. Check the boxes for "age/gender appropriate history completed" and "anticipatory guidance provided" to indicate that you have completed these tasks.

TB Screening

- All children should be screened for risk factors for tuberculosis (TB) prior to school entry. Some school systems have specific requirements for screening certain populations, and providers should be knowledgeable of the requirements for their localities.
- All children should be screened for symptoms of active TB disease. Older children can present with classic TB symptoms to include productive cough, fever, night sweats, weight loss, poor appetite and fatigue. Younger children may present with non-specific symptoms such as failure to gain weight, poor appetite and fatigue instead of the classic TB symptoms. All children with symptoms should receive further evaluation with a chest x-ray, and/or other examinations as appropriate to rule out active disease.
- Children should then be screened for potential risks for acquiring TB infection. Those with a risk factor should receive a test for TB infection, either a tuberculin skin test or an interferon gamma release assay (IGRA). Children testing positive for TB infection should have a chest x-ray and any additional follow-up needed, based on the results of the x-ray and clinical evaluation. Risks for acquiring TB infection include: close contact with a household member or other individual with active TB disease, birth or residence in a TB endemic country, and travel to or visitors from TB endemic countries. Please refer to the High-Burden-TB-Countries List and Resistant TB High Burden. Persons from these countries should be screened for TB and TB infection. Persons from countries not found on this list should only be tested if symptomatic or if they have risk factors.
- A sample TB risk assessment form and instructions is available at:
  TB Risk Assessment Form and TB Risk Assessment Form Instructions
- If a child has no risk factor for acquiring TB infection, and no symptoms compatible with active TB disease, check the appropriate box, "no risk for TB infection identified" or "no symptoms compatible with active TB disease". All others will require further evaluation prior to school entry.
- Information on diagnosing active TB disease and TB infection in children and adolescents is located in the American Academy of Pediatrics *Redbook: 2012 Report of the Committee on Infectious Diseases.*
- For additional questions regarding Tuberculosis screening, contact the Virginia Department of Health TB Control and Prevention Program by telephone at 804.864.7906.

Note: *Some localities **may require** TB tests on all children for school or other program entry.*

Physical Examination

Check the appropriate box for each body system examined using the following guide:
1= Within normal limits
2= Abnormal finding
3= Referred for evaluation or treatment (Indicates that the provider has made a direct referral to another provider, or advised the parent/guardian to follow up with another provider)

Early Periodic Screening, Diagnosis, & Treatment (EPSDT) Screens Required for Head Start

EPSDT screening and diagnostic tests are required for students entering Head Start programs. For other children, lead or anemia screen test results may be noted in this section as information for the personnel reviewing the form.

- EPSDT screening includes:
    - Blood lead (test at age 1 and 2, or age 3 if not previously done)
    - Anemia (hemoglobin or hematocrit annually at ages 2 - 5)

Document the specific results and the date of each in the spaces provided

Developmental Screen

Screening for age appropriate development is a critical component of well child care and is integral to identifying children who may need assistance in the school or other structured environment. The established standard of well child care recognizes the use of a standardized tool for assessing development. Examples of tools that have been validated and found to be efficient for use in provider offices include: Parent's Evaluation of Developmental Skills (PEDS) and Ages and Stages Questionnaires (ASQ). *Bright Futures* milestones are also used in such screening.

Assessment Method: Indicate the tool or method used to evaluate the child. Note the results:

- Check in the column if findings are within the normal range
- Specify any/all concerns identified in the appropriate row/column
- Check if you referred the child for further evaluation (either made a direct referral to another provider, or advised the parent to follow up)

Hearing Screen

Check the box for the screening method used and indicate the results for each method.
Pure tone audiometer should be screened at 20 dB HL in each ear.
Check the boxes as applicable:
 Referred to audiologist/ENT (if child does not pass at the 20 dB level)
 Permanent hearing loss previously identified: ____Left ___Right
 Hearing aid or other assistive device (such as cochlear implant)
 If you are unable to complete a hearing screen, check the box "unable to test – needs rescreen" and this will alert school personnel to conduct a hearing screen.

Vision Screen

Check the box indicated if the test was performed with the child wearing corrective lenses.
Indicate the results of a stereopsis screen, if conducted (up to age 9); check the appropriate box if not.
Indicate the results of the distance acuity screen and note the test used; examples include Snellen letters, Snellen numbers, tumbling E chart, Picture tests, Allen figures. Distance testing at 10 feet is recommended.

Check the boxes as applicable:

- ☐ Pass
- ☐ Referred to eye doctor (results greater than 20/40 with either eye if child is 3 – 5 years old, or 20/30 if 6 years or older, or if there is a two-line difference between the eyes even in the passing range)
- ☐ If you are unable to complete a vision screen, check the box "unable to test – needs rescreen" and this will alert school personnel to conduct a vision screen.

Dental Screen

Dental caries (tooth decay) is the most common chronic disease in children. At the time of school entry, all children should be receiving routine preventive care in a dental office (dental home). "The American Academy of Pediatric Dentistry (AAPD) supports the concept of a dental home for all infants, children, adolescents, and persons with special health care needs. The dental home is inclusive of all aspects of oral health that result from the interaction of the patient, parents, dentists, dental professionals, and non-dental professionals. Children who have a dental home are more likely to receive appropriate preventive and routine oral health care. Referral by the primary care physician or health provider has been recommended, based on risk assessment, as early as six months of age, six months after the first tooth erupts, and no later than 12 months of age. The AAPD encourages parents and other health care providers to help every child establish a dental home by 12 months of age" (American Academy of Pediatric Dentistry, 2012).
Perform a visual examination of the teeth and mouth, lifting the lip to observe the condition of the gums. Based on your exam findings, check the appropriate box:

- ☐ Problem Identified: Referred for treatment (there are signs of caries, periodontal disease, soft tissue pathology, or a significant abnormal orthodontic condition requiring additional evaluation or corrective intervention in a dental office), www.vdh.virginia.gov/ofhs/childandfamily/dental/
- ☐ No Problem: Referred for prevention (there is no evidence of pathology and the mouth appears normal, but the child is not currently receiving routine preventive dental care) to include dental sealants and fluoride varnish applications
- ☐ No Referral: Already receiving care in a dental home (the mouth appears normal, and the child receives regular dental care, including preventive dental services; sealants and fluoride varnish applications, as reported by the parent). ***Note:*** the child may have had a single or recent dental visit for an acute problem such as a broken tooth. This alone does not constitute a dental home.

Use the *Recommendations to (Pre) School, Child Care, or Early Intervention Personnel* section to summarize any diagnoses, abnormal findings, or concerns from the physical examination that are of significance.

Recommendations to (Pre) School, Child Care, or Early Intervention Personnel

This box communicates specific information about the child to the school or other program he/she will be entering. It is your opportunity to inform the school/program about this child's health status, special needs or considerations, and communicate any concerns that may help the school/program prepare for the child. ***This box must be completed in order for the form to be accepted by (pre)school personnel.***

Summary of Findings:

 Check the box for **Well Child** – if no conditions are identified of concern to school program activities" if the findings from your examination and screening are all within normal range, or not significant to the child's school entry, e.g., an acute upper respiratory infection.
 Check the box for **Conditions identified** – if conditions are identified and are important to schooling or physical activity" if there were any diagnoses or substantive abnormal findings on your examination or screening that should be flagged for school personnel, e.g., asthma, eczema, heart murmur.
Use the space provided to summarize such findings from your exam or screenings.

 Allergy: Check the type of allergy, specify the allergen, the type of reaction, and the response required.
 Individualized Health Care Plan (IHP) Needed: Note if an individualized care plan (IHP) is needed for any identified health condition such as asthma, diabetes, seizure disorder, severe allergy, etc. The parent will need to collaborate with the child's health care provider and provide required physician orders for school personnel. The care plan will be initiated by the school nurse and does not need to accompany this form at the time of enrollment.
 Restricted Activity: Indicate any restrictions to physical activity, required assistive devices, or any limitations the child has which needs to be communicated to school personnel.
 Developmental Evaluation: Note if the child already has a current individualized education plan (IEP), or specify any further evaluation needs.
 Medication: Note if the child routinely takes medication, and further document if medication must be administered while student is at school. If this is the case, parents will need to provide the school with physician orders, parental authorization, and medication/supplies to administer medication. The parent should check with the school for the appropriate form and documentation needed. Parental authorization does not need to accompany this form at the time of enrollment.
 Special Diet: Document special dietary needs that have medical implications, e.g., metabolic restrictions, tube feedings. The parent will need to communicate any special dietary requests to school nutrition services and/or the school nurse. Parents will need to provide physician orders, parental authorization, and supplies to school personnel.
 Special Needs: Summarize any special health care needs (not otherwise addressed here) of which school personnel should be aware, i.e., oxygen, treatments, etc.
 Other Comments: Document any other findings or recommendations that will help school or other program personnel prepare for the child, or assist the child's family.

Health Care Professional's Certification:
Provide the requested information about the provider who completed the exam and practice location contact information. ***The signature line must be completed***. An electronic signature as well as a signature stamp is acceptable.

References-

American Academy of Pediatrics. [Summaries of Infectious Diseases]. In: Pickering LK, Baker CJ, Kimberlin, DW, Long SS, eds. *Red Book: 2012 Report of the Committee on Infectious Diseases.* Elk Grove Village, IL: American Academy of Pediatrics; 2012:736-759
American Academy of Pediatric Dentistry [AAPD]. (2012). *Policy on the dental home.* Retrieved March 28, 2014, from http://www.aapd.org/media/Policies_Guidelines/P_DentalHome.pdf
Hagan JF, Shaw JS, Duncan PM, eds. 2008. *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents,* Third Edition. Elk Grove Village, IL: American Academy of Pediatrics.

Reference website resources-

Healthy Futures Virginia (Bright Futures)-www.healthyfuturesva.com
Virginia Child Day Center Regulations-
http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/
Virginia Department of Education School Health Specialist-
http://www.doe.virginia.gov/support/health_medical/index.shtml
http://www.vdh.virginia.gov/epidemiology/Immunization/requirements.htm-VDH immunization schedule/requirements
Virginia Department of Health Division of Child and Family Health-
http://www.vdh.virginia.gov/ofhs/childandfamily/
Virginia Head Start Association- http://www.headstartva.org/index.php-
Virginia Department of Health School Age Health Specialist-
http://www.vdh.virginia.gov/ofhs/childandfamily/childhealth/schoolhealth/

COMMONWEALTH OF VIRGINIA
SCHOOL ENTRANCE HEALTH FORM
Part II - Certification of Immunization

Check if the student's Immunization Records are attached using a separate form signed by HCP ☐

Section I

See Section II for conditional enrollment and exemptions.

A copy of the immunization record signed or stamped by a physician or designee, registered nurse, or health department official indicating the dates of administration including month, day, and year of the required vaccines shall be acceptable in lieu of recording these dates on this form as long as the record is attached to this form. Form must be signed and dated by the Medical Provider or Health Department Official in the appropriate box. Please contact your local health department for assistance with foreign vaccine records.

Student Name: **Date of Birth :** / / **Sex:**

Race (Optional): **Ethnicity:** **Hispanic** **Non-Hispanic**

IMMUNIZATION	**RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES GIVEN**				
Diphtheria, Tetanus, Pertussis Vaccine (DTP, DTaP)	**1**	**2**	**3**	**4**	**5**
Diphtheria, Tetanus (DT) or Tdap or Td Vaccine (given after 7 years of age)	**1**	**2**	**3**	**4**	**5**
Tdap Vaccine booster	**1**				
Poliomyelitis Vaccine (IPV, OPV)	**1**	**2**	**3**	**4**	**5**
Haemophilus influenzae Type b Vaccine (Hib conjugate) only for children <60 months of age	**1**	**2**	**3**	**4**	
Rotavirus Vaccine (RV) only for children < 8 months of age	**1**	**2**	**3**		
Pneumococcal Vaccine (PCV conjugate) only for children <60 months of age	**1**	**2**	**3**	**4**	
Varicella Vaccine	**1**	**2**	Date of Varicella Disease OR Serological Confirmation of Varicella Immunity:		
Measles, Mumps, Rubella Vaccine (MMR vaccine)	**1**	**2**			
Measles Vaccine (Rubeola)	**1**	**2**	Serological Confirmation of Measles Immunity:		
Rubella Vaccine	**1**	**2**	Serological Confirmation of Rubella Immunity:		
Mumps Vaccine	**1**	**2**	Serological Confirmation of Mumps Immunity:		
Hepatitis **B** Vaccine (HBV) ☐ Merck adult formulation used	**1**	**2**	**3**	**4**	
Hepatitis **A** Vaccine	**1**	**2**			
Meningococcal **ACWY** Vaccine	**1**	**2**			
Meningococcal **B** Vaccine	**1**	**2**	**3**		
Human Papillomavirus Vaccine (HPV)	**1**	**2**	**3**		
Influenza (Yearly)	**1**	**2**	**3**	**4**	**5**
Other	**1**	**2**	**3**	**4**	**5**
Other	**1**	**2**	**3**	**4**	**5**

Certification of Immunization

I certify that this child is **ADEQUATELY OR AGE APPROPRIATELY IMMUNIZED** in accordance with the MINIMUM requirements for attending school, child care or preschool prescribed by the State Board of Health's *Regulations for the Immunization of School Children* (Reference Section III).

Signature of Medical Provider or Health Department Official:_____**Date (*Mo., Day, Yr.*):** ___/___/____

Section II
Conditional Enrollment and Exemptions

Complete the medical exemption or conditional enrollment section as appropriate to include signature and date. This section must be attached to Part I Health Information (to be filled out and signed by parent).

Student's Name: _____ Date of Birth: |____|____|_____|
Parent or Legal Guardian Name: _____
Parent or Legal Guardian Name: _____
Phone Number: _____

MEDICAL EXEMPTION: As specified in the *Code of Virginia* § 22.1-271.2, C (ii), I certify that administration of the vaccine(s) designated below would be detrimental to this student's health. The vaccine(s) is (are) specifically contraindicated because (please specify):

_____

_____

_____

DTP/DTaP/Tdap :[____]; DT/Td:[____]; OPV/IPV:[____]; Hib:[____]; PCV:[_____]; RV:[____]; Measles :[_____];

Mumps:[____]; Rubella :[____]; VAR:[_____]; Men ACWY:[____]; Men B:[____]; Hep A:[_____]; HBV:[____]

This contraindication is permanent: [ ], or temporary [ ] and expected to preclude immunizations until: Date (*Mo., Day, Yr.*): |_____|_____|_____|.

Signature of Medical Provider or Health Department Official:_____Date (*Mo., Day, Yr.*):___/___/___

RELIGIOUS EXEMPTION: The *Code of Virginia* allows a child an exemption from receiving immunizations required for school attendance if the student or the student's parent/guardian submits an affidavit to the school's admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices. Any student entering school must submit this affidavit on a CERTIFICATE OF RELIGIOUS EXEMPTION (Form CRE-1), which may be obtained at any local health department, school division superintendent's office or local department of social services. Ref. *Code of Virginia* § 22.1-271.2, C (i).

CONDITIONAL ENROLLMENT: As specified in the *Code of Virginia* § 22.1-271.2, B, I certify that this child has received at least one dose of each of the vaccines required by the State Board of Health for attending school and that this child has a plan for the completion of his/her requirements within the next 90 calendar days. Next immunization due on_____.

Signature of Medical Provider or Health Department Official:_____Date (*Mo., Day, Yr.*):|___|___|___|

Section III Requirements

For Minimum Immunization Requirements for Entry into School and Day Care, consult the Division of Immunization web site at http://www.vdh.virginia.gov/epidemiology/immunization

Children shall be immunized in accordance with the Immunization Schedule developed and published by the Centers for Disease Control (CDC), Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP), otherwise known as ACIP recommendations (Ref. *Code of Virginia* § 32.1-46(a)).
(Requirements are subject to change.)

Part III -- COMPREHENSIVE PHYSICAL EXAMINATION REPORT

A qualified licensed physician, nurse practitioner, or physician assistant must complete Part III. The exam must be done no longer than one year before entry into kindergarten or elementary school (Ref. Code of Virginia § 22.1-270). Instructions for completing this form can be found at www.vahealth.org/schoolhealth.

Student's Name: _____ Date of Birth:_____/_____/_____Sex: ☐ M ☐ F

Health Assessment

Date of Assessment: ____/____/_____

Weight:_____lbs. Height:_____ft._____in.

Body Mass Index (BMI):_____BP_____

- ❑ Age / gender appropriate history completed
- ❑ Anticipatory guidance provided

Physical Examination

1 = Within normal 2 = Abnormal finding 3 = Referred for evaluation or treatment

	1	2	3		1	2	3		1	2	3	
HEENT				Neurological				Skin				
Lungs				Abdomen				Genital				
Heart				Extremities				Urinary				

Tuberculosis Screening

Check the box that applies:

☐ No risk for TB infection identified	☐ No symptoms compatible with active TB disease	☐ Risk for TB infection or symptoms identified

Test for TB Infection: TST IGRA Date:_____ TST Reading____ mm TST/IGRA Result: □ Negative □ Positive

CXR required if positive test for TB infection or TB symptoms. CXR Date:_____ □ Normal □ Abnormal

EPSDT Screens Required for Head Start – include specific results and date:

Blood Lead:_____ Hct/Hgb _____

Developmental Screen

Assessed for:	*Assessment Method:*	*Within normal*	*Concern identified:*	*Referred for Evaluation*
Emotional/Social				
Problem Solving				
Language/Communication				
Fine Motor Skills				
Gross Motor Skills				

Hearing Screen

❑ Screened at 20dB: Indicate Pass (P) or Refer (R) in each box.

❑ Screened by OAE (Otoacoustic Emissions): □ Pass □ Referred

	1000	2000	4000
R			
L			

□ Referred to Audiologist/ENT □ **Unable to test – needs rescreen**

□ Permanent Hearing Loss Previously identified: □ Left □ Right

□ Hearing aid or another assistive device

Vision Screen

□ With Corrective Lenses (Check if yes)

Stereopsis □ Pass □ Fail				□ Not tested
Distance	Both	R	L	Test used:
	20/	20/	20/	

□ Pass ☐ Referred to eye doctor ☐ **Unable to test-needs rescreen**

Dental Screen

□ Problems Identified: Referred for Treatment

□ No Problem: Referred for prevention

□ No Referral: Already receiving dental care

☐ **Unable to perform**

Recommendations to (Pre) School , Child Care, or Early Intervention Personnel

Summary of Findings (check one):

□ Well child; no conditions identified of concern to school program activities

□ Conditions identified that are important to schooling or physical activity (complete sections below and/or explain here):

_____

____**Allergy:** □ food:_____□ insect:_____ □ medicine:_____ □ other:_____

Type of allergic reaction: □ *anaphylaxis* □ *local reaction Response required:* □ *none* □ *epinephrine auto-injector* □ other::_____

____In**dividualized Health Care Plan needed** (e.g., asthma, diabetes, seizure disorder, severe allergy, etc)

____**Restricted Activity Specify:** :_____

____**Developmental Evaluation** □ Has IEP □ Further evaluation needed for: _____

____**Medication.** Child takes medicine for specific health condition(s). □ Medication must be given and/or available at school.

____**Special Diet Specify:** _____

____**Special Needs Specify:**_____

Other Comments:_____

Health Care Professional's Certification (Write legibly or stamp) ☐ **By checking this box, I certify with an electronic signature that all of the information entered above is accurate (enter name and date on signature and date lines below).**

Name:_____ **Signature:**_____

Practice/Clinic Name: _____ **Address:**_____

Phone:_____-_____-_____ **Fax:** _____-_____-_____ **Email:**_____



CATHOLIC DIOCESE OF ARLINGTON

POLICY ON THE PROTECTION OF CHILDREN/YOUNG PEOPLE AND PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

(associated with schools policy 415)

January 1, 2020

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THE CATHOLIC DIOCESE OF ARLINGTON
POLICY ON THE PROTECTION OF CHILDREN/YOUNG PEOPLE AND PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

INTRODUCTION

This Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse (hereinafter referred to as "the Policy") of the Catholic Diocese of Arlington (hereinafter, "the Diocese") is intended:

(a) to summarize the Diocese's current policy that:

(1) children have the right to be safe and protected from harm in any and all environments; and
(2) sexual misconduct and/or child abuse by any Diocesan personnel while performing the work of, or any activities under the auspices of, the Diocese is outside any scope of any authority, duties and/or employment of such personnel; and

(b) to augment and/or clarify that current policy.

The Diocese embraces the rights of children and adults to be safe from sexual misconduct and/or abuse. The Diocese is dedicated to the protection of all children and will strive to maintain a safe environment for children and young people, to prevent their physical abuse, sexual abuse and neglect, and to bring the healing ministry of the Diocese to bear wherever possible. This Policy builds on a policy issued by the Diocese in 1991 which has been updated from time to time. It is responsive to our concerns for children/young people and to the provisions of the Charter for the Protection of Children and Young People as initially approved by the United States Conference of Catholic Bishops at its June 2005 General Meeting and revised thereafter, the revised Essential Norms for Diocesan/Eparchial Policies Dealing With Allegations of Sexual Abuse of Minors by Priests or Deacons as approved at the June 2005 General Meeting, given the recognitio by the Apostolic See on January 1, 2006, and promulgated on May 5, 2006, the Circular Letter to Assist Episcopal Conferences in Developing Guidelines for Dealing With Cases of Sexual Abuse of Minors Perpetrated by Clerics issued by the Congregation for the Doctrine of the Faith on May 3, 2011, the apostolic letter As a Loving Mother, issued motu proprio by Pope Francis on June 4, 2016, the apostolic letter Vos estis lux mundi, issued motu proprio by Pope Francis on May 7, 2019, and other relevant Church documents.

SECTION 1. POLICY

It is the policy of the Diocese that sexual misconduct and/or child abuse by Diocesan personnel, while

(i) performing the work of the Diocese; or
(ii) performing any activities under the auspices of the Diocese,

is contrary to Christian principles and is outside the scope of any authority, duties and/or employment of Diocesan personnel. In addition, all Diocesan personnel must and shall comply with applicable state and local laws with regard to reporting incidents of actual or suspected sexual misconduct and/or child abuse, and with the requirements of this Policy.

This Policy does not address sexual misconduct, child neglect, and/or child abuse in general, but only in the specific circumstances described herein. It is intended to establish requirements and procedures in an effort to prevent possible sexual misconduct and/or child abuse by personnel and volunteers of the Diocese and the resulting harm to others while the work of the Diocese is being performed, and to provide guidance to Diocesan personnel on how to respond to actual and/or suspected incidents of sexual misconduct and/or child abuse by personnel or volunteers of

the Diocese. Allegations of inappropriate conduct not falling within the scope of this Policy shall be addressed pursuant to other applicable policies or norms of the Diocese.

Allegations of inappropriate conduct by a bishop that fall within the scope of the apostolic letter Vos estis lux mundi shall be addressed in accordance with the norms set forth in that letter and in the Directives for the Implementation of the Provisions of Vos estis lux mundi Concerning Bishops and their Equivalents adopted by the United States Conference of Catholic Bishops on June 13, 2019. This Policy shall not be applicable to such allegations, except that the provisions regarding the reporting of allegations to civil authorities and cooperation with civil authorities shall apply.

Allegations of inappropriate conduct by one child toward another (including but not limited to fighting, bullying and sexual misconduct) shall be addressed pursuant to the relevant policies of the Office of Catholic Schools, the school handbooks of the individual schools, or other applicable policies or norms.

Suspected incidents of child abuse or neglect by adults other than Diocesan personnel shall be addressed pursuant to Section 63.2-1509 et seq. of the Code of Virginia (1950) as amended (see Attachment A) and the additional reporting requirements set forth below.

With renewed faith, we recommit ourselves to the original goals of this Policy:

a. to reiterate and strengthen educational programs and screening procedures with the goal of preventing sexual misconduct and/or child abuse by Diocesan personnel and volunteers;
b. to identify and follow reporting requirements to civil and Diocesan authorities;
c. to address the spiritual, physical and emotional care of the abused child and the family as well as the affected Catholic community;
d. to address the spiritual, physical and emotional care of the individual against whom the charge was made; and
e. to address other actions to be taken when sexual misconduct with a child and/or child abuse is alleged.

The Diocese reaffirms its commitment to report an allegation of sexual abuse of a person who is a minor to the civil authorities, including complying with all applicable civil laws with respect to reporting of such allegations, cooperating in their investigation in accord with the law of the jurisdiction in question, and advising victims of their right to make a report to civil authorities. A copy of this Policy, and any eventual revisions hereof, will be filed with the United States Conference of Catholic Bishops. Any priest or deacon who is determined to have committed even one act of sexual abuse of a minor as described herein shall not continue in active ministry nor be transferred for ministerial assignment to another diocese/eparchy or religious province. Care will be taken to protect the rights of all parties involved in allegations of sexual misconduct and/or child abuse, particularly those of the person claiming to have been sexually abused and of the person against whom the charge has been made. When a charge has been determined to be unfounded, reasonable steps will be taken to restore the good name of the person falsely accused.

SECTION 2. DEFINITIONS

For the purposes of this Policy only, the following terms shall be defined as set forth herein:

Section 2.1 "Accused" means a person alleged to have committed an act of abuse, a serious violation of this Policy, or a crime involving the abuse or neglect of a child.

Section 2.2 "Administrative leave" means relieving the accused of assigned duties pending further notice from the Vicar General.

Section 2.3 "The Bishop" means the Diocesan Bishop of the Catholic Diocese of Arlington. If the office of Bishop is vacant or impeded as defined by the Code of Canon Law of the Roman Catholic Church, then "the Bishop" shall

refer to the apostolic administrator or the diocesan administrator appointed for the Catholic Diocese of Arlington until a successor Diocesan Bishop is installed.

Section 2.4 "Child" or "children" means any natural person(s) less than eighteen (18) years of age.

Section 2.5 "Child abuse" means conduct toward or action to a child which consists of any of the following:

1. Any act or interaction, whether it involves genital or physical contact, with or without consent, even if initiated by the child, which involves sexual contact, molestation or sexual exploitation of a child, whether physical injuries are sustained or not, including:

    a. The intentional touching of the genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks of a child or of a perpetrator by a child for purposes of sexual arousal or gratification.
    b. Rape, sexual intercourse (vaginal or anal), oral/genital, or oral/anal contact.
    c. The intentional touching and/or displaying of one's own genitals or intimate parts including the female breast, the genital area, groin, inner thigh and buttocks in the presence and view of a child for purposes of sexual arousal or gratification.
    d. Permitting, causing, encouraging or assisting in the depiction of or posing for viewing by any person, either in person or by way of graphic means including digital or photographic image of the partially or fully unclothed body of a child, displaying intimate parts, in motion or not in motion, alone or with other persons, or the depiction of a child in apparent observation of sex acts by others in the child's presence.
    e. Knowingly acquiring, possessing, or distributing such a depiction by way of graphic means including digital or photographic image.
    f. Displaying or distributing to a child any picture, photograph, book, pamphlet, digital image, movie or magazine the cover or content of which is principally made of descriptions or depictions of sexual acts or contact, or which consists of pictures of nude or partially denuded figures posed or presented in a manner which the average person applying contemporary community standards would find, taken as a whole, appeals to the prurient interest.[1]

2. Physical abuse, including any act which:

    a. Willfully causes or inflicts physical injury to a child, or
    b. Willfully causes mental injury or psychological injury to a child by intentionally engendering fear of physical injury to that child.

    Note: It is the policy of the Diocese that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese. However, this prohibition of corporal punishment shall not be deemed to prohibit, and the definition of "child abuse" for purposes of this Policy shall not be deemed to include,

        (i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;
        (ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property;
        (iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself;
        (iv) the use of reasonable and necessary force for self-defense or the defense of others; or

[1] See also Charter for the Protection of Children and Young People, note 5.

(v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are upon the person of the student or within his control. In addition, the definition of "child abuse" shall not be deemed to include any physical or mental pain, injury or discomfort caused by the foregoing, or which may result from participation in practice or competition in an interscholastic or intramural sport, physical education, or an extracurricular activity.

3. Neglect, including:

   a. Abandonment of a child by a parent, custodian or guardian.
   b. Lack of care by not providing appropriate and necessary food, shelter, clothing and education.
   c. Not providing care or control in respect to physical or emotional health; the refusal or inability to discharge parental or custodial obligations; and expressions of intention by parent, guardian or institution to discontinue care.

Section 2.6 "Credible accusation" means an allegation about which, based upon the information known at the time of determination, a prudent person would conclude that the incident is more likely than not to have occurred as alleged, or which has been acknowledged/admitted to by the accused. In making this determination, consideration should be given to the trustworthiness of the various sources of the available information.

Note: The role of the Diocesan Review Board process is to assist and advise the Bishop in his assessment of allegations and his determination of the suitability for ministry of an accused priest or deacon. A determination by the Diocesan Review Board that an allegation is "credible" is not a final determination or admission that an incident did or did not occur as alleged, but is instead an ecclesiastical determination of whether the definition of "credible accusation" in this Policy has been met for purposes of further canonical, pastoral or other action, if any, by the Bishop. The Diocesan Review Board does not have access to the investigative tools and resources available to civil authorities and does not follow civil law procedural or evidentiary rules. Its determinations are not the equivalent of a civil or criminal court finding of innocence or guilt.

Section 2.7 "Diocesan personnel" and "personnel of the Diocese" mean:

(a) all clerics, whether Diocesan or members of religious communities, who are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter sometimes referred to as "religious personnel");
(b) all natural persons directly employed by the Diocese, or by any parish, mission or other diocesan institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter referred to as "Diocesan employees");
(c) all natural persons who provide any volunteer services to/for the Diocese, or to/for any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese (hereinafter sometimes referred to as "Diocesan volunteers");
(d) contract workers who have substantial contact with children which are subject to oversight by the Diocese.

For purposes of this Section 2.7, the foregoing subparagraphs shall be read in the disjunctive and not in the conjunctive.

Section 2.8 "Sexual misconduct" means any sexual conduct which is unlawful, as defined by criminal statutes of the Commonwealth of Virginia for conduct inside the Commonwealth of Virginia, and by the analogous criminal statutes of the applicable jurisdiction for conduct outside the Commonwealth of Virginia, and/or by canons 277 and 1395 § 2 of the Code of Canon Law.

Section 2.9 "Substantial contact" means contact with children in which the duration or scope in either time or exposure to children is neither trivial nor limited and may occur on a routine and/or ongoing basis.

SECTION 3. DISTRIBUTION OF POLICY

Section 3.1 A copy of this Policy shall be distributed as soon as reasonably possible to the directors, superintendents, and agency heads of all Diocesan offices and/or organizations within the Chancery. The copies of this Policy so distributed shall become part of the permanent files for each office and/or organization.

Section 3.2 The Chancery for the Diocese of Arlington (hereinafter referred to as "the Chancery") shall cause copies of this Policy to be prepared for distribution to all religious personnel, all Diocesan employees, and those Diocesan volunteers whose duties for the Diocese include contact with minors, as soon as reasonably practical. Thereafter, a copy of this Policy shall be distributed to all such new Diocesan personnel prior to or concurrently with such new personnel assuming their positions and/or duties. A copy of this Policy shall also be posted on the diocesan website.

Section 3.3 In addition to the foregoing, the Vicar General shall have the authority, subject only to the review of the Bishop, to distribute informational copies of this Policy to other persons, clubs, organizations, or societies within the Diocese as he may deem appropriate.

Section 3.4 Any Diocesan personnel who know or who have reason to believe that a copy of this Policy has not been distributed in accordance with the above-referenced provisions shall immediately notify the Chancery Office and identify (either by name or by class of Diocesan personnel) those Diocesan personnel who have not received a copy of this Policy.

SECTION 4. STATE AND LOCAL LAWS

A summary of reporting requirements and related provisions of state laws of the Commonwealth of Virginia relating to incidents of sexual misconduct and child abuse, as set forth in the Code of Virginia (1950), as amended, together with a listing of state and local agency contact information, is attached as Attachment A. Local civil jurisdictions may have enacted ordinances which supplement state law; however, due to the number of local civil jurisdictions within the Diocese, no effort has been made to compile a summary of such ordinances. Although compliance with Virginia state law should be adequate to initiate required reporting of sexual misconduct and/or child abuse, recipients of this Policy are hereby put on notice of such possible supplemental local ordinances, and are encouraged to make appropriate inquiry on this subject.

SECTION 5. EDUCATION AND ADMINISTRATION

Section 5.1 The Chancery shall cause to be developed or implemented educational programs on methods of preventing, recognizing, and reporting child abuse and sexual misconduct involving children and others. These educational programs shall be held regularly during the course of every calendar year so as to provide reasonable opportunity for Diocesan personnel to attend. In addition, Diocesan personnel shall participate in ongoing safe environment programs to provide education on child abuse specifically designed to address areas of service, including students in parochial schools and religious education programs, religious personnel, school personnel, youth ministers and coaches, and Diocesan personnel providing child care services and/or charitable services.

Section 5.2 The following personnel of the Diocese must attend the educational program(s) referenced in Section 5.1 on methods of recognizing and preventing child abuse and sexual misconduct involving children and others:

(a) All religious personnel as defined in Section 2.7(a).
(b) All principals, assistant principals, teachers, guidance counselors, librarians, and staff of all Catholic elementary, middle, and high schools operated by the Diocese and/or any parish(es).
(c) All ministers, directors and/or coordinators of religious education, and all teachers of religious education.
(d) All Diocesan personnel providing child care services under the auspices of the Diocese, or any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.

(e) All youth ministers, directors/coaches of children's activities (e.g., athletics, choir, etc.), and similar Diocesan personnel having substantial contact with children, who provide such services under the auspices of the Diocese, or any parish, mission, or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.

Section 5.3 Any persons not currently Diocesan personnel as identified in Section 5.2 must attend the educational program(s) as soon as reasonably practical, but in no event later than forty-five (45) calendar days of their assuming any of the positions or duties referenced in Section 5.2.

Section 5.4 The Vicar General shall have the authority, subject only to the review of the Bishop, to designate additional personnel of the Diocese (other than those specified in Sections 5.2 and 5.3) who must attend the abovereferenced educational program(s). Other Diocesan personnel are encouraged to attend the educational programs.

Section 5.5 In order to assist its priests, who as pastoral ministers must help the Church and the people of God to identify and to care for victims of sexual misconduct and child abuse within the Church, the Diocese will provide regular opportunities for its priests to refresh their prior training and/or be advised of new developments in the fields of scientific knowledge, Church policy and canon law, moral theology, professional ethics, the theology of sexuality, and the pastoral care of victims.

Section 5.6 The Bishop shall designate a Diocesan Victim Assistance Coordinator and a Diocesan Director of Child Protection and Safety. These positions may, at the discretion of the Bishop, be held by the same individual.

Section 5.7 The Diocesan Victim Assistance Coordinator will receive notification from the Vicar General of all allegations of abuse, promptly inform the alleged victim of his/her rights and obligations and organize and direct timely and responsive pastoral care provided by the Diocese.[2] The Diocese recognizes the Church's pastoral responsibility to reach out to victims of sexual misconduct and/or child abuse, including every person who has been the victim of abuse as a minor by anyone acting in the name of the Church, whether the abuse was recent or occurred in the more distant past. In order to repair harm and promote healing, the Diocese will offer, through the Diocesan Victim Assistance Coordinator, compassionate and timely pastoral care to victims of sexual misconduct and/or child abuse, the victims' immediate families and any affected faith communities. Assistance and pastoral care may be provided prior to or apart from any determination regarding the credibility of a given allegation.

Section 5.8 To ensure a safe environment for children, the Diocesan Director of Child Protection and Safety will coordinate the safe environment education programs referenced in Section 5.1, to include;

(a) appropriate boundaries and established prohibitions in ministry;
(b) the dynamic of child abuse or neglect, including child sexual abuse;
(c) signs and symptoms of abuse in children and youth;
(d) laws, policies and procedures to report abuse allegations;
(e) policies and procedures to prevent child abuse by religious personnel or other Church personnel who come into contact with children or to prevent child abuse on Church-owned property or at Church-sponsored events and activities;
(f) types of disclosures and how to respond appropriately; and,
(g) as appropriate, ministering to victims and to adults and children about abuse and exploitation.

[2] In the event that an allegation initially is communicated to the Diocesan Victim Assistance Coordinator, the Diocesan Victim Assistance Coordinator shall promptly notify the Vicar General of the allegation.

SECTION 6. BACKGROUND AND REFERENCE CHECKS

Section 6.1 New personnel serving in the following roles in the Diocese shall complete and return to the Bishop's designee(s) within the Chancery Office as soon as reasonably practical an informational questionnaire provided by the Diocese:

(a) All religious personnel as defined in Section 2.7(a);
(b) All principals, assistant principals, teachers, guidance counselors, librarians, and staff of all Catholic elementary, middle, and high schools operated by the Diocese and/or any parish;
(c) All ministers, directors, and coordinators of religious education and teachers of religious education;
(d) All persons providing child care services under the auspices of the Diocese and/or any parish, mission, and/or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.
(e) All youth ministers, directors/coaches of children's activities (e.g., athletics, choir, etc.), and similar Diocesan personnel having substantial contact with children, who provide such services under the auspices of the Diocese, or any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese.
(f) All Diocesan employees (except those who have previously done so pursuant to other provisions of this Policy).
(g) All other Diocesan personnel whose duties for the Diocese include substantial contact with minors as defined in Section 2.9.

The above-referenced personnel may be required, as part of or supplemental to completing the informational questionnaire, to fully execute under oath a criminal history record request directing that a copy of their criminal history record from the applicable state central criminal record exchange(s) as permitted by Section 19.2-389, Code of Virginia (1950), as amended, or other applicable law, or from other information sources or services acceptable to the Diocese, shall be released directly to the Bishop's designee(s) within the Chancery for such matters. The Diocese may request updated criminal history record information on a periodic basis.

Section 6.2 The Diocesan Director of Child Protection and Safety shall have the authority, subject only to the review of the Bishop, to designate other Diocesan personnel who shall be required to complete and return the informational questionnaire and related documentation.

Section 6.3 Completed questionnaires shall be reviewed and, as appropriate, investigated by the Bishop's designee(s) within the Chancery for that purpose, and shall be appropriately maintained in secured and safeguarded files of the Diocese, with access limited to the Bishop, the Diocesan Director of Child Protection and Safety, and (with approval of the Bishop) Diocesan General Counsel (civil law) and such Chancery officials as may be required to implement the provisions of this Policy and/or applicable canon law.

Section 6.4 Diocesan personnel may be required to periodically complete and return to the Bishop's designee(s) within the Chancery a supplemental questionnaire notifying the Diocese of any information which would render inaccurate any previous questionnaire completed by such Diocesan personnel as required under this Policy.

Section 6.5 The foregoing provisions and/or practices shall be in addition to the application and screening practices of the parish, mission, or other Catholic institution and organization of the Diocese within which the prospective employee or volunteer is to serve.

SECTION 7. OBLIGATION TO REPORT

Section 7.1 Any personnel of the Diocese as defined in Section 2.7, above, including religious personnel, lay employees and lay volunteers, who have actual knowledge of, or who have reasonable cause to suspect that, an incident of child abuse or illegal sexual misconduct has been perpetrated by any personnel of the Diocese while performing the work of, or any activities under the auspices of, the Diocese shall comply with any applicable reporting or other requirements of state and local laws (See Section 4), unless to do so would violate the

priestpenitent relationship. Any individual who discloses abuse shall be advised to share the information with civil authorities and will be provided with the necessary support and assistance to do so.

Section 7.2 Besides any obligation of civil law to report an incident of child abuse or illegal sexual misconduct, a verbal report of the incident shall be made immediately to the Vicar General, or in his absence, to the Chancellor, or in his absence, to the Judicial Vicar for the Diocese (unless to do so would violate the priest-penitent relationship). A written report shall also be prepared and submitted directly to the Vicar General's Office within 48 hours of the oral report. [A sample reporting form is attached as Attachment B; additional forms may be obtained from the Vicar General's Office.] Any such reports are hereinafter referred to as "incident reports."

Section 7.3 In addition to reporting to civil and Diocesan officials as set forth in Sections 7.1 and 7.2 above, the reporting procedures specified below shall be followed regardless of the nature of the offense, the current age of the alleged victim, the position/role of the accused, when the offense allegedly occurred, or any other factors that may be deemed exceptions to these reporting requirements:

(a) In the case of any parochial/Diocesan school situations where abuse is suspected, any individual who suspects abuse shall immediately notify the Principal of the school in person or by telephone, or, when the accused individual is a Diocesan priest, deacon, employee or volunteer, the Vicar General or his designee at the Chancery (703-841-2500). The Principal shall immediately notify in person or by telephone the Superintendent of Schools, the Pastor or parochial administrator, and the Vicar General or his designee. In addition, the person who suspects abuse shall file a written incident report as required by Section 7.2, above.
(b) In cases other than Parochial/Diocesan school situations where abuse is suspected, any individual who suspects abuse shall immediately notify the Vicar General or his designee at the Chancery (703-841-2500) and shall file a written report as required by Section 7.2, above. The Vicar General will provide a report of the suspected child abuse to the provincial of a priest or deacon or to the bishop of a diocesan priest who is not a priest of the Diocese of Arlington. The Vicar General shall cause the allegation of suspected child abuse to be reported to civil authorities in each and every instance.

SECTION 8. INVESTIGATION OF ALLEGATIONS INVOLVING CLERICS (PRIESTS & DEACONS)

Section 8.1 When an allegation of sexual abuse of a minor by a priest or deacon is received, a preliminary investigation will be initiated and conducted promptly and objectively in accordance with canon 1717 of the Code of Canon Law. All appropriate steps shall be taken to protect the reputation of the accused during the preliminary investigation.

Note: Because of the serious consequences of false allegations, when the source of an allegation (or of information related to an allegation) cannot be identified or contacted, the claim will not be considered. Likewise, when the person making an allegation or offering information will not identify himself or herself to the Diocese, the allegation or the information will not be considered. Any exceptions for special circumstances are made only by the Bishop and to the extent he directs.

Section 8.2 A conference (either personal and/or telephonic) between the Bishop, the Vicar General, and such other Diocesan counselors as the Bishop may deem necessary shall be convened as soon as possible after an allegation is received to, inter alia, review the allegation and the results of the preliminary investigation and to determine whether the allegation is supported by sufficient evidence to merit further investigation. Diocesan legal counsel (civil law) shall be a party to the conference to provide civil legal advice. The inability to notify any of the above referenced parties after reasonable efforts to do so, or the inability of any of the above-referenced parties to participate in the conference, shall not be cause to delay the conference unduly. A finding of "sufficient evidence to merit further investigation" means that the evidence is sufficient to establish a prima facie showing to support an incident report and has not been rebutted by the preliminary report of the investigator(s).

Section 8.3 If the allegation is supported by sufficient evidence to merit further investigation, the Diocesan legal counsel will notify the civil authorities. At the discretion of the Bishop, the Diocesan legal counsel may also be directed to notify civil authorities even if an allegation has been determined not to be supported by sufficient evidence to merit further investigation.

Section 8.4 Civil authorities will be offered first contact with the accused except when such procedure would put the alleged victim and/or others at risk of harm.

Section 8.5 The Diocese will, after consultation with civil authorities, confront the priest or deacon unless the civil authorities recommend otherwise. The alleged perpetrator (priest or deacon) will be provided with an explanation of the overall investigative process and specific procedures for dealing with allegations of child abuse and will be advised to obtain a civil attorney and a canonical advocate to represent him. Pending the outcome of the investigative process, the Bishop shall apply the precautionary measures mentioned in canon 1722—i.e., remove the accused from the sacred ministry or from any ecclesiastical office or function, impose or prohibit residence in a given place or territory, and prohibit public participation in the Most Holy Eucharist. The accused also shall be encouraged to obtain an appropriate psychological evaluation and counseling at a facility acceptable to the Diocese of Arlington.

Section 8.6 The Bishop will convene the Diocesan Review Board after an allegation of sexual abuse of a minor by a priest or deacon of the Diocese of Arlington has been received and the preliminary investigation has been completed in accordance with canon 1717. The Diocesan Review Board will examine the allegation and may offer advice as to the conduct of the investigation.

Section 8.7 The Diocese will conduct its investigation in accordance with the provisions of the Code of Canon Law. The investigation shall be conducted by the Vicar General or by the Bishop's designee(s) within the Chancery with the advice of Diocesan (civil law) legal counsel. In the discretion of the Vicar General, subject only to the review of the Bishop, experienced professional investigators may also be employed to assist in an investigation. If the investigation is not completed within two months from the date of the initial meeting of the Diocesan Review Board in relation to the allegation, the Vicar General or other designee shall present the Bishop with a report on the progress of the investigation. Such reports shall be provided at intervals of approximately two months thereafter, if necessary.

Section 8.8 At the conclusion of the investigation, the Diocesan Review Board will receive from the Bishop or his designee a complete written record of the allegations made against a priest or deacon; a detailed description of the interviews of alleged victims and the response of the priest or deacon in question to the allegations made; and will review any information pertinent to the allegation from the priest's or deacon's personnel file. The priest or deacon and his advocate will be informed of the material that will be presented to the Review Board. The priest or deacon and/or the alleged victim(s) may choose to make a presentation in person or in writing to the Review Board. The Review Board may also permit presentations in person or in writing from such other witnesses that the Review Board deems helpful. The Diocesan Review Board is authorized to further investigate allegations and interview alleged victims or witnesses as it deems necessary and appropriate in each particular case.

Section 8.9 The Review Board will be required to assess the credibility of the allegations and whether the allegations conform to the definition of sexual abuse of a minor as outlined in the policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse adopted by the Diocese of Arlington. The Diocesan Review Board also may be asked to comment on the suitability of a priest or deacon for future ministry.

Section 8.10 The Vicar General of the Diocese of Arlington will present the determination and recommendations of the Diocesan Review Board to the Bishop. If an act of child abuse by a priest or a deacon is admitted or is established at the conclusion of this process, the Bishop will take the appropriate canonical action.

SECTION 9. INVESTIGATION OF ALLEGATIONS INVOLVING NON-CLERICS

Section 9.1 Each allegation of an actual or suspected incident of child abuse or sexual misconduct by a non-cleric that is reported to the Diocese will be immediately investigated, with care taken not to interfere with any criminal investigation, and with a high level of Christian care, concern, and confidentiality for the alleged victim, the family of the alleged victim, the person reporting the incident, and the alleged perpetrator.

Note: Because of the serious consequences of false allegations, when the source of an allegation (or of information related to an allegation) cannot be identified or contacted, the claim will not be considered. Likewise, when the person making an allegation or offering information will not identify himself or herself to the Diocese, the allegation or the information will not be considered. Any exceptions for special circumstances are made only by the Bishop and to the extent he directs.

Section 9.2 The investigation shall be conducted by the Vicar General or by the Bishop's designee(s) within the Chancery (for this purpose, "the investigator(s)") with the advice of Diocesan (civil law) legal counsel. At the discretion of the Vicar General, subject only to the review of the Bishop, experienced professional investigators outside of the Chancery may also be employed to assist in an investigation. The investigator(s) should attempt to obtain a response from the alleged perpetrator only if this will not interfere with any criminal investigation or pose any risk of harm to the alleged victim, the family of the alleged victim, and/or the person making the report.

Section 9.3 If the allegation is supported by sufficient evidence to merit further investigation, the Diocesan legal counsel will notify the civil authorities if this has not previously been done. At the discretion of the Bishop, the Diocesan legal counsel may also be directed to notify civil authorities even if an allegation has been determined not to be supported by sufficient evidence to merit further investigation.

Section 9.4 If an allegation is found to be supported by sufficient evidence to merit further investigation, the alleged perpetrator will be immediately relieved of responsibilities to and/or within the Diocese and/or any parish, mission or other institutions which are subject under civil law to the administration, authority or governance of the Diocese, pending the outcome of the internal and any outside investigation. If the alleged perpetrator is a Diocesan employee, said employee shall be placed on administrative leave, and such leave may be with or without pay or benefits as the Bishop may decide. A finding of "sufficient evidence to merit further investigation " means that the evidence is sufficient to establish a prima facie showing to support an allegation and has not been rebutted either by the preliminary report of the investigator(s) or by clear evidence produced by the alleged perpetrator.

Section 9.5 If accusations are made of sexual misconduct or child abuse involving personnel of the Diocese, the Bishop (or, in his absence or inability to serve, the Vicar General) shall direct the Diocesan Victim Assistance Coordinator to initiate contact with the alleged victim and/or the alleged victim's family for the purpose of offering whatever concern or solace may be needed, with no comment as to the truth of any accusation or as to the circumstances surrounding the alleged incident. Medical, psychological, and spiritual assistance and, in appropriate instances, economic assistance may be offered in the spirit of Christian justice and charity.

Section 9.6 Appropriate records will be kept by the Chancery of each incident reported and of actions taken, including the investigation and the results thereof. Such records shall be marked confidential and be securely kept at the Chancery under lock, with access thereto limited to the Bishop and the Vicar General, and (with the approval of the Bishop) Diocesan General Counsel (civil law) and such Chancery officials as may be designated by the Bishop and/or required to implement this Policy and/or applicable canon law.

Section 9.7 Any media contact or inquiries regarding an alleged incident of sexual misconduct or child abuse by personnel of the Diocese must be directed to the Diocesan Director of Communications, or (in the absence of such person) to an appropriate spokesperson for the Diocese designated by the Bishop. The communications policy of the Diocese will reflect a commitment to transparency and openness. Within the confines of respect for the privacy and the reputation of the individual involved, the Diocese will deal as openly as possible with members of the community. The Diocese will not enter into confidentiality agreements except for grave and substantial reasons brought forward by the victim/survivor and noted in the text of an agreement subject to approval by the Bishop.

SECTION 10. ENFORCEMENT AND SANCTIONS

Section 10.1 Any one of the lay personnel of the Diocese who admits to, does not contest (after reasonable opportunity to do so), or is found guilty of an incident of illegal sexual misconduct or child abuse shall be immediately terminated from employment and/or any position of responsibility with the Diocese or any parish, mission, or other institutions and organizations which are subject under civil law to the administration, authority and/or governance of the Diocese. The offender remains liable to further actions, whether administrative, legal or penal, as judged appropriate by competent authority.

Section 10.2 Any cleric, diocesan or religious, who admits to, does not contest (after reasonable opportunity to do so), or is found guilty of an incident of child abuse or illegal sexual misconduct shall be required to relinquish diocesan faculties and forbidden to function as a cleric pending the outcome of any civil/criminal actions, if any. The offender remains liable to further canonical actions, whether administrative or judicial, as judged appropriate by the competent ecclesiastical authority. An offending priest or deacon will be offered professional assistance for his own healing and well-being, as well as for the purpose of prevention. For the sake of due process, the accused is to be encouraged to retain the assistance of civil and canonical counsel. When necessary, the Diocese will supply canonical counsel to a priest or deacon.

Section 10.3 In recognition of the significant trauma experienced by abuse victims as well as by those falsely accused, the Diocese will strive to minimize any personal or professional adverse consequences of unsupported allegations and to preserve future ministry opportunities of persons falsely accused of child abuse, in accord with canon law. The Diocese will provide necessary mental health services to assist individuals wrongfully accused and will work with such individuals to restore his or her good name and reputation.

Section 10.4 Diocesan personnel who fail to comply with the provisions of this Policy (e.g., failure to complete informational questionnaire, etc.) shall be subject to such appropriate civil disciplinary action(s) by the Diocese as may be deemed necessary and/or appropriate by the Diocese, up to and including their termination from any positions with the Diocese and/or with any parish, mission or other institutions and organizations which are subject under civil law to the administration, authority or governance of the Diocese. Applicants for any positions with the Diocese who similarly fail to comply with provisions of this Policy (as applicable) may be denied such positions. Any such disciplinary and/or enforcement actions will be implemented through normal procedures of review and decision. In implementing this section, the Diocese will consider, inter alia, the potential for harm to persons resulting from an act of sexual misconduct and/or child abuse, and adverse effects on the Diocese and its ability to maintain or foster relationships with the community of the faithful.

SECTION 11. MISCELLANEOUS PROVISIONS

Section 11.1 This Policy shall be construed and interpreted so as to be in addition to, and not in lieu of, any other policies of the Diocese and/or any agreement between the Diocese and any persons, except for prior versions of this Policy, which are hereby revoked and which this document expressly supersedes.

Section 11.2 The Bishop shall have the authority to exempt from Section 3 (Distribution of Policy), Section 5 (Education), and Section 6 (Background and Reference Checks) of this Policy any clerics and/or members of religious communities referenced in Section 2.7(a) who, by reason of physical or mental impairment, are deemed to pose minimal foreseeable risks of child abuse and/or illegal sexual misconduct. Any such exemptions shall be made on a case-by-case basis and subject to subsequent review and/or modification by the Bishop.

ATTACHMENT A

SUMMARY OF REPORTING REQUIREMENTS UNDER VIRGINIA STATE LAW, CODE OF VIRGINIA (1950) AS AMENDED THROUGH JULY 1, 2019, AND STATE AND LOCAL AGENCY CONTACT INFORMATION

The Virginia Department of Social Services toll-free child abuse and neglect hotline number is (800) 552-7096.

Section 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department [of social services] of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker or family-services specialist;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to [Virginia Code] § 8.01-576.8;
10. Any professional staff person, not previously enumerated, employed by a private or stateoperated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children;
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ 9.1-151 et seq.) of Chapter 1 of Title 9.1 [of the Code of Virginia];
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;
14. Any person employed by a local department [of social services] as defined in [Virginia Code] § 63.2-100 who determines eligibility for public assistance;
15. Any emergency medical services provider certified by the Board of Health pursuant to [Virginia Code] § 32.1-111.5, unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;
16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;
17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs;
18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to

information gained in the course of providing legal representation to a client; and

19. Any minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church, unless the information supporting the suspicion of child abuse or neglect (i) is required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) would be subject to [Virginia Code] § 8.01-400 or 19.2-271.3 if offered as evidence in court.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department [of social services] of the county or city where the abuse or neglect was discovered or to the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline.

If an employee of the local department [of social services] is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the [Virginia] Department [of Social Services] in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department [of social services] on a form prescribed by the [State] Board [of Social Services]. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by [Virginia Code] § 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall, due to the special medical needs of infants affected by substance exposure, include (i) a finding made by a health care provider within six weeks of the birth of a child that the child was born affected by substance abuse or experiencing withdrawal symptoms resulting from in utero drug exposure; (ii) a diagnosis made by a health care provider within four years following a child's birth that the child has an illness, disease or condition that, to a reasonable degree of medical certainty, is attributable to maternal abuse of a controlled substance during pregnancy; or (iii) a diagnosis made by a health care provider within four years following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report. Such reports shall not constitute a per se finding of child abuse or neglect. If a health care provider in a licensed hospital makes any finding or diagnosis set forth in clause (i), (ii), or (iii), the hospital shall require the development of a written discharge plan under

protocols established by the hospital pursuant to subdivision B 6 of [Virginia Code] 32.1-127.

C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.

D. Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than $500 for the first failure and for any subsequent failures not less than $1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 [of the Code of Virginia], a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.

E. No person shall be required to make a report pursuant to this section if the person has actual knowledge that the same matter has already been reported to the local department [of social services] or the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline.

Section 63.2-1510. Complaints by others of certain injuries to children.

Any person who suspects that a child is an abused or neglected child may make a complaint concerning such child, except as hereinafter provided, to the local department [of social services] of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the [Virginia] Department [of Social Services]'s toll-free child abuse and neglect hotline. If an employee of the local department is suspected of abusing or neglecting a child, the complaint shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment; or, if the judge believes that no local department in a reasonable geographic distance can be impartial in responding to the reported case, the judge shall assign the report to the court service unit of his court for evaluation. The judge may consult with the Department in selecting a local department to respond to the report or complaint. Such a complaint may be oral or in writing and shall disclose all information which is the basis for the suspicion of abuse or neglect of the child.

Section 63.2-1512. Immunity of person making report, etc., from liability.

Any person making a report pursuant to § 63.2-1509, a complaint pursuant to § 63.2-1510, or who takes a child into custody pursuant to § 63.2-1517, or who participates in a judicial proceeding resulting therefrom shall be immune from any civil or criminal liability in connection therewith, unless it is proven that such person acted in bad faith or with malicious intent.

Section 63.2-1513. Knowingly making false reports; penalties.

A. Any person fourteen years of age or older who makes or causes to be made a report of child abuse or neglect pursuant to this chapter that he knows to be false shall be guilty of a Class 1 misdemeanor. Any person fourteen years of age or older who has been previously convicted under this subsection and who is subsequently convicted under this subsection shall be guilty of a Class 6 felony.

B. The child-protective services records regarding the person who was alleged to have committed abuse or neglect that result from a report for which a conviction is obtained under this section shall be purged immediately by any custodian of such records upon presentation to the custodian of a certified copy of such conviction. After purging the records, the custodian shall notify the person in writing that such records have been purged.

Section 63.2-1518. Authority to talk to child or sibling.

Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian, or other person standing in loco parentis, or school personnel.

Section 63.2-1606. Protection of aged or incapacitated adults; mandated and voluntary reporting.

A. Matters giving reason to suspect the abuse, neglect or exploitation of adults shall be reported immediately upon the reporting person's determination that there is such reason to suspect. Medical facilities inspectors of the Department of Health are exempt from reporting suspected abuse immediately while conducting federal inspection surveys in accordance with § 1864 of Title XVIII and Title XIX of the Social Security Act, as amended, of certified nursing facilities as defined in § 32.1-123. Reports shall be made to the local department or the adult protective services hotline in accordance with requirements of this section by the following persons acting in their professional capacity:

1. Any person licensed, certified, or registered by health regulatory boards listed in [Virginia Code] § 54.1-2503, with the exception of persons licensed by the Board of Veterinary Medicine;
2. Any mental health services provider as defined in § 54.1-2400.1;
3. Any emergency medical services provider certified by the Board of Health pursuant to § 32.1-111.5, unless such provider immediately reports the suspected abuse, neglect or exploitation directly to the attending physician at the hospital to which the adult is transported, who shall make such report forthwith;
4. Any guardian or conservator of an adult;
5. Any person employed by or contracted with a public or private agency or facility and working with adults in an administrative, supportive or direct care capacity;
6. Any person providing full, intermittent or occasional care to an adult for compensation, including, but not limited to, companion, chore, homemaker, and personal care workers; and
7. Any law-enforcement officer.

B. The report shall be made in accordance with subsection A to the local department [of social services] of the county or city wherein the adult resides or wherein the adult abuse, neglect or exploitation is believed to have occurred or to the adult protective services hotline. Nothing in this section shall be construed to eliminate or supersede any other obligation to report as required by law. If a person required to report under this section receives information regarding abuse, neglect or exploitation while providing professional services in a hospital, nursing facility or similar institution, then he may, in lieu of reporting, notify the person in charge of the institution or his designee, who shall report such information, in accordance with the institution's policies and procedures for reporting such matters, immediately upon his determination that there is reason to suspect abuse, neglect or exploitation. Any person required to make the report or notification required by this subsection shall do so either orally or in writing and shall disclose all information that is the basis for the suspicion of adult abuse, neglect or exploitation. Upon request, any person required to make the report shall make available to the adult protective services worker and the local department investigating the reported case of adult abuse, neglect or exploitation any information, records or reports which document the basis for the report. All persons required to report suspected adult abuse, neglect or exploitation shall cooperate with the investigating adult protective services worker of a local department and shall make information, records and reports which are relevant to the investigation available to such worker to the extent permitted by state and federal law. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure; such reports may, however, be disclosed to the Adult Fatality Review Team as provided in § 32.1-283.5 or to a local or regional adult fatality review team as provided in § 32.1-283.6 and, if reviewed by the Team or a local or regional adult fatality review team, shall be subject to applicable confidentiality requirements of the Team or a local or regional adult fatality review team.

C. Any financial institution staff who suspects that an adult has been exploited financially may report such suspected financial exploitation and provide supporting information and records to the local department of the county or city wherein the adult resides or wherein the exploitation is believed to have occurred or to the adult protective services hotline.

For purposes of this section:

"Financial exploitation" means the illegal, unauthorized, improper, or fraudulent use of the funds, property, benefits, resources, or other assets of an adult, as defined in § 63.2-1603, for another's profit, benefit, or advantage, including a caregiver or person serving in a fiduciary capacity, or that deprives the adult of his rightful use of or access to

such funds, property, benefits, resources, or other assets. "Financial exploitation" includes (i) an intentional breach of a fiduciary obligation to an adult to his detriment or an intentional failure to use the financial resources of an adult in a manner that results in neglect of such adult; (ii) the acquisition, possession, or control of an adult's financial resources or property through the use of undue influence, coercion, or duress; and (iii) forcing or coercing an adult to pay for goods or services against his will for another's profit, benefit, or advantage if the adult did not agree, or was tricked, misled, or defrauded into agreeing, to pay for such goods or services.

"Financial institution staff" means any employee, agent, qualified individual, or representative of a bank, trust company, savings institution, loan association, consumer finance company, credit union, investment company, investment advisor, securities firm, accounting firm, or insurance company.

D. Any person other than those specified in subsection A who suspects that an adult is an abused, neglected or exploited adult may report the matter to the local department of the county or city wherein the adult resides or wherein the abuse, neglect or exploitation is believed to have occurred or to the adult protective services hotline.

E. Any person who makes a report or provides records or information pursuant to subsection A, C, or D, or who testifies in any judicial proceeding arising from such report, records or information, or who takes or causes to be taken with the adult's or the adult's legal representative's informed consent photographs, video recordings, or appropriate medical imaging of the adult who is subject of a report shall be immune from any civil or criminal liability on account of such report, records, information, photographs, video recordings, appropriate medical imaging or testimony, unless such person acted in bad faith or with a malicious purpose.

F. An employer of a mandated reporter shall not prohibit a mandated reporter from reporting directly to the local department or to the adult protective services hotline. Employers whose employees are mandated reporters shall notify employees upon hiring of the requirement to report.

G. Any person 14 years of age or older who makes or causes to be made a report of adult abuse, neglect, or exploitation that he knows to be false is guilty of a Class 4 misdemeanor. Any subsequent conviction of this provision is a Class 2 misdemeanor.

H. Any person who fails to make a required report or notification pursuant to subsection A shall be subject to a civil penalty of not more than $500 for the first failure and not less than $100 nor more than $1,000 for any subsequent failures. Civil penalties under subdivision A 7 shall be determined by a court of competent jurisdiction, in its discretion. All other civil penalties under this section shall be determined by the Commissioner for Aging and Rehabilitative Services or his designee. The Commissioner for Aging and Rehabilitative Services shall establish by regulation a process for imposing and collecting civil penalties, and a process for appeal of the imposition of such penalty pursuant to § 2.2-4026 of the Administrative Process Act.

I. Any mandated reporter who has reasonable cause to suspect that an adult died as a result of abuse or neglect shall immediately report such suspicion to the appropriate medical examiner and to the appropriate law-enforcement agency, notwithstanding the existence of a death certificate signed by a licensed physician. The medical examiner and the lawenforcement agency shall receive the report and determine if an investigation is warranted. The medical examiner may order an autopsy. If an autopsy is conducted, the medical examiner shall report the findings to law enforcement, as appropriate, and to the local department or to the adult protective services hotline.

J. No person or entity shall be obligated to report any matter if the person or entity has actual knowledge that the same matter has already been reported to the local department or to the adult protective services hotline.

K. All law-enforcement departments and other state and local departments, agencies, authorities and institutions shall cooperate with each adult protective services worker of a local department in the detection, investigation and prevention of adult abuse, neglect and exploitation.

L. Financial institution staff may refuse to execute a transaction, may delay a transaction, or

may refuse to disburse funds if the financial institution staff (i) believes in good faith that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult or (ii) makes, or has actual knowledge that another person has made, a report to the local department or adult protective services hotline stating a good faith belief that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult. The financial institution staff may continue to refuse to execute a transaction, delay a transaction, or refuse to disburse funds for a period no longer than 30 business days after the date upon which such transaction or disbursement was initially requested based on a good faith belief that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult, unless otherwise ordered by a court of competent jurisdiction. Upon request, and to the extent permitted by state and federal law, financial institution staff making a report to the local department of social services may report any information or records relevant to the report or investigation. Absent gross negligence or willful misconduct, the financial institution and its staff shall be immune from civil or criminal liability for refusing to execute a transaction, delaying a transaction, or refusing to disburse funds pursuant to this subsection. The authority of a financial institution staff to refuse to execute a transaction, to delay a transaction, or to refuse to disburse funds pursuant to this subsection shall not be contingent upon whether financial institution staff has reported suspected financial exploitation of the adult pursuant to subsection C.

ATTACHMENT B

REPORT OF SUSPECTED SEXUAL MISCONDUCT OR CHILD ABUSE BY DIOCESAN PERSONNEL WHILE PREFORMING THE WORK OF THE DIOCESE

TO: Vicar General

Diocese of Arlington

200 N. Glebe Road #914
Arlington, VA 22203-3728

CONFIDENTIAL

(FOR INTERNAL USE ONLY)

Mark envelope "CONFIDENTIAL"

NOTE: Please do not delay submitting this report even if you cannot fully answer all questions; additional information can be subsequently provided.

PLEASE PRINT (OR TYPE) AND, IF POSSIBLE, USE BLACK INK. THANK YOU.

Reported by: Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Telephone (day) _____ Telephone (eve.) _____

Date of Report:

Person suspected of misconduct

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Telephone (day) _____ Telephone (eve.) _____

Suspected victim(s) of misconduct

Name _____ Title _____

Address _____

City _____ State _____ Zip _____

Telephone (day) _____ Telephone (eve.) _____

If this report involves a minor has this been reported to DSS Child Protective Services? ( ) Yes ( ) No

If yes, please provide the following information:

Date of report: _____ Jurisdiction (City/County): _____

Name of CPS Rep. and/or Case No. _____

Any other person(s) involved: Name _____ Title _____

Age _____ Sex _____

Address _____

City _____ State _____ Zip _____

Telephone (day) _____ Telephone (eve.) _____

Describe incident of suspected misconduct, including date, time, and location:

_____

_____

_____

_____

_____

_____

_____

Identify eyewitnesses to the incident, including names, addresses, and telephone numbers, where available:

_____

_____

_____

_____

_____

_____

Other information which may be helpful to the investigation:

PLEASE DO NOT WRITE BELOW THIS LINE: FOR CDA OFFICE USE ONLY

FOR THE INVESTIGATOR

The foregoing report was investigated by _____

on _____ with the results in attached investigative report.

ATTACHMENT C

Guidelines for the Diocesan Review Board

The Diocesan Review Board is established in accordance with the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons as approved by the United States Conference of Catholic Bishops in November 2002 and given the recognitio by the Apostolic See on December 8, 2002. The applicable provisions are set forth in Norms 4, 5 and 6 in the official document. The following guidelines shall govern the work of the Diocesan Review Board:

1. To assist the Bishop, the Diocese of Arlington will have a Diocesan Review Board that will function as a confidential consultative body to the Bishop in discharging his responsibilities. The functions of this Review Board may include:

    a. Advising the Bishop in his assessment of allegations of sexual abuse of minors by priests or deacons of the Diocese of Arlington and in his determination of suitability for ministry,
    b. Offering advice on all aspects of the cases, whether retrospectively or prospectively, and
    c. Reviewing Diocesan policies and procedures on a recurrent basis, as well as any proposed changes to those policies and procedures, and make recommendations to the Bishop regarding ways in which they can be strengthened or improved.

2. The Diocesan Review Board will be composed of at least five persons of outstanding integrity and good judgment in full communion with the Church. The majority of the Review Board members will be lay persons who are not in the employ of the Diocese, but at least one member should be a priest who is an experienced and respected pastor of the Diocese, and at least one member should have particular expertise in the treatment of the sexual abuse of minors. Other members may include professionals with experience in education, law (canon and civil), medicine, psychology, and other fields. The members will be appointed for a term of five years, which can be renewed. It is desirable, but not required, that the Promoter of Justice participate in the meetings of the Diocesan Review Board.

3. All deliberations of the Diocesan Review Board will be strictly confidential, and no detailed minutes will be taken or maintained. Summary notes indicating the purpose of the meeting, the individuals in

attendance, the decisions made, and the next steps will be recorded and retained in the office of the Vicar General. All documents given to the Diocesan Review Board will be collected at the conclusion of each meeting and returned to the Vicar General.

ATTACHMENT D

ACKNOWLEDGEMENT OF RECEIPT

I hereby acknowledge that I received a copy of the Catholic Diocese of Arlington Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse and I agree to conduct myself in accordance with said Policy.

Please check one or both, if appropriate:

( ) I am a volunteer working with children or seeking to be a volunteer working with children.

( ) I am an employee or seeking employment.

Please indicate the PARISH, SCHOOL, or DIOCESAN ORGANIZATION for which you are:

a Volunteer/Seeking to Volunteer: _____

an Employee/Seeking Employment: _____

Last Name, First Name, MI: _____

Social Security No.: _____ – _____ – _____

_____ _____

Signature Date

If you are a Catholic priest or deacon, please indicate the following:

	Month	Day	Year	Country of birth (origin)
Date of birth:	_____	_____	_____	_____
Ordination:	_____	_____	_____	

If you are a member of a religious order, initials of the order: _____

Religious name if appropriate: _____

Code of Conduct for Personnel and Volunteers in the Diocese of Arlington

GUIDELINES FOR A SAFE ENVIRONMENT FOR ADULT INTERACTIONS WITH CHILDREN AND YOUNG PEOPLE

The Catholic Diocese of Arlington (CDA) is committed to providing a safe environment for children and young people within all diocesan activities and ministries. Children are a most precious gift, and all the faithful cooperate in taking every reasonable action to ensure their safety. An important tool in creating safe environments for children is a uniform Code of Conduct. The purpose of this Code of Conduct is to make clear to clergy, employees and volunteers that certain behaviors are unacceptable and to ensure proper monitoring of all youth.

These guidelines apply to all CDA diocesan, parish and Catholic school activities where youth are present.

All adults performing work, ministry or volunteer service within the Church in Arlington are expected to follow these guidelines. Violations of these guidelines are a serious matter and will be investigated and resolved in accordance with diocesan policy.

Those who work with children are serving as stewards of God's precious gift of young life. Keeping this principle in mind will reinforce the need to respect boundaries and to provide an example of a holy life.

DEFINITIONS

A. Adult Volunteer

1. Adult volunteers are defined as those 18 or older who are no longer in high school.

   1a. Students who are in high school and have not reached their 20th birthday are to be treated as minors when participating in parish or diocesan activities.

   1b. Adult volunteers may not volunteer in their parish's youth ministry program until they reach 21 years of age if they participated in its youth activities as minors.

2. Adult volunteers are not counselors. Their response to situations and conversations by minors may have potential legal implications, and they should, therefore, know their boundaries. The role of an adult volunteer is limited to compassionate listening.

3. For the purpose of this document, all instances denoting requirements and/or guidelines for "adult volunteer(s)" are also binding for all clergy and diocesan personnel.

4. 3a. All references to adults and/or adult volunteers assume that the individual is compliant with all diocesan child protection policies prior to ministry, employment and/or service.

B. Chaperone/Supervisor

A Chaperone/Supervisor is defined as an adult volunteer that has oversight or supervisory authority over youth during a diocesan, parish and/or school activity (either on or off campus) whether for occasional or regular activities. These individuals share in the responsibility and authority of the parish or diocesan staff person designated to have oversight of a particular youth event or activity and its leaders.

1a. All Chaperones/Supervisors must be at least 21 years of age.

1b. When determining the appropriate ratio of Chaperones/Supervisors to minors for activities, a husband and wife that have direct supervision over the same group of individuals only count as one Chaperone/Supervisor.

C. Child

1. For the purposes of this Code, "children," "child," "minor," "youth," or "young person" is defined to mean any person less than 18 years of age or habitually lacking the use of reason, or still in high school and having not reached his or her 20th birthday.

   1a. Those who have completed their senior year of high school and would like to participate in youth activities may do so providing:

      i. They do not participate in college activities prior to the first day of the Virginia state college schedule.

D. Social Media

1. Social Media is defined as any form of electronic communication through which a user creates, utilizes, accesses, retrieves and/or visits online communities or systems to share information, ideas, personal messages and other content.

2. For the purposes of this Code, Social Media is to encompass, but is not limited to, all of the following: email, texting, chat rooms, instant messaging, social networks, video messaging, conferencing applications, online message boards, gaming systems, landline and mobile telephones, online voice communications, etc.

   2a. In accordance with diocesan policy, as stated in 9.1 and 9.2 of the *Information Security Policy, version 16,*

      "9.1 All information and messages that are created, sent, received or stored using diocesan communication assets are the sole property of the Diocese, and no user has any ownership interest or expectation of privacy in such communications. The Diocese retains the right, in its sole discretion, to review all information or

communications sent, received, stored, or posted using Diocesan communication assets. The Diocese also retains the right to track internet usage and file downloads, for compliance with diocesan policies and for other business reasons.

IT staff will not review the content of an individual user's communications out of personal curiosity or at the request of individuals who have not gone through the proper approval process.

A Department Supervisor must file a request to the Director of Human Resources to have email messages or internet activity reviewed or monitored. The Director of Human Resources will authorize or deny monitoring. If authorized, the HR Director will contact the IT Director to initiate the review/monitoring. The results will be returned to the HR Director."

2b. The above stated IT policy is updated on a regular basis and the most recent policy edition will apply.

3. Clergy, employees and volunteers who use their own personal account(s) to communicate with minors or their parents/guardians for diocesan, parish and/or school activities subject themselves to the above diocesan policy.

FACILITIES

E. Guidelines for Rectories

1. Only clergy, seminarians, members of religious institutes or directly-related family members may be overnight guests in rectories.

   1a. Only clergy, seminarians, members of religious institutes or directly-related family members may be admitted to personal living spaces within rectories (e.g., priests' personal rooms or suites).

2. When seminarians and/or members of religious institutes stay overnight at the rectory while visiting clergy, the Office of the Episcopal Vicar for Clergy is to be notified when it is an extended stay (i.e., more than one week).

3. Exception: On rare occasions, permission may be granted to allow overnight accommodations to adult male friends, which may include their spouses. In these cases, formal written permission is to be sought, in advance, through the Office of the Episcopal Vicar for Clergy.

F. Guidelines for All Other Locations

1. Planned, ongoing meetings with a child may not take place without the knowledge of a parent or guardian and the parish/school administration.

   1a. If one-on-one pastoral care of a minor should be necessary, the adult must not meet with the child in isolated environments. The adult will schedule meetings at appropriate times and use public locations that create an environment of transparency and accountability. The adult will also limit both the length and the number of sessions and make appropriate referrals when necessary.

2. Unrelated young persons are not to be in any parish, school, and/or diocesan adult's home without the presence of other non-related responsible adults.

3. An employee/adult volunteer should avoid being alone with a child(ren) in a locker room, restroom, dressing facility or other closed room or isolated area that is inappropriate to a ministry relationship.

4. Normally, youth should not have keys to diocesan, parish and/or school facilities. If they need keys because of employment, they should be carefully interviewed and monitored by an adult supervisor.

5. Facilities must be monitored during all organized activities.

   5a. During all activities at which minors are present, adults compliant with the diocesan child protection policies are to be available in the building(s) or location where the activities are taking place and in sufficient proximity to allow monitoring.

GENERAL GUIDELINES

G. Behavior of All Adults

1. Any involvement with minors is to be approached from the premise that minors are restricted individuals. They are NOT independent. Hence, all activities involving minors may only occur with the explicit knowledge and consent of a diocesan representative and the child(ren)'s parents and/or guardians. They are subject to specific civil laws in the Commonwealth of Virginia, which may prohibit certain activities.

2. All adults are to abide by the local chain of command and by all custody, safety and emergency protocol and safe-environment procedures established by the sponsoring location, which are supplemental to the Diocesan Policy and Code of Conduct.

3. The possession, sale or use of illegal drugs and/or paraphernalia is strictly prohibited.

3a. A child may never be offered an alcoholic beverage, tobacco, vapes, marijuana, drugs or anything else that is prohibited by law.

3b. A child may not distribute, consume or partake of an alcoholic beverage, tobacco, vaping, marijuana, drugs or anything else that is prohibited by law in the presence of an adult on church/school property or at any affiliated event.

4. Adult volunteers may not give significant gifts or grant special privileges or opportunities to a specific child. Even small gifts are not to be given to children without the permission or knowledge of a parent or guardian.

5. Adults may not engage in inappropriate conversations or use inappropriate humor, vocabulary, recordings, films, printed/digital materials or games with minors, particularly if the content is of a sexual nature or is otherwise age and/or developmentally inappropriate.

   5a. Showing sexually explicit or pornographic material of any nature to a child is illegal.

   5b. Acquisition, possession and/or distribution of child pornography is illegal.

6. Physical contact with another person should be age-appropriate, show respect and kindness, be public and be non-sexual in nature.

   6a. Wrestling, tickling and other acts of "horse-play" with a child must always be avoided.

   6b. Physical contact when alone with a child should be avoided. Hugging can be an expression of love and respect. However, hugging should always be done in the presence of others and never while alone in a room or behind closed doors.

   6c. If a child initiates physical contact, an appropriate, limited response is proper. In all cases it must be respectful and non-sexual.

7. If an adult becomes aware of an inappropriate emotional or personal bond, or a physical attraction between that adult and a young person, the adult should maintain clear professional boundaries between himself/herself and the young person, in addition to consulting with a supervisor.

8. Under no circumstance may an adult engage in the physical discipline of a minor.

   8a. It is the policy of the Diocese that corporal punishment of a child is prohibited in all entities under the auspices of the Diocese. However, this prohibition of corporal

punishment shall not be deemed to prohibit, and the definition of "child abuse" for purposes of this Code of Conduct shall not be deemed to include,

(i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;

(ii) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance that threatens physical injury to persons or damage to property;

(iii) the use of reasonable and necessary force to prevent a student from inflicting physical harm on himself;

(iv) the use of reasonable and necessary force for self-defense or the defense of others; or

(v) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia that are upon the person of the student or within his control. In addition, the definition of "child abuse" shall not be deemed to include any physical or mental pain, injury or discomfort caused by the foregoing, or which may result from participation in practice or competition in an interscholastic or intramural sport, physical education or an extracurricular activity.

9. If any youth reports feeling uncomfortable with the actions or apparent intentions of an adult volunteer at an activity, this information should be reported to a supervisor immediately.

9a. The supervisor must take immediate and appropriate action to ensure the safety of the minor.

9b. Any adult volunteer who receives a report involving child abuse or neglect should work with their supervisor to ensure that it is promptly reported to Child Protective Services (CPS) or local law enforcement. Once a report has been made to CPS, the adult volunteer is then to report the incident in writing to diocesan authorities, who may then direct the volunteer or a delegate to report to law enforcement.

10. The supervisor should ensure the adult volunteer has been adequately instructed regarding the expectations for the event. If the adult volunteer is unable or unwilling to meet these expectations, the adult volunteer should be removed.

11. If any adult finds the behavior of any fellow adult or child to be concerning or suspicious, that adult should immediately report the information to a supervisor.

12. Adult volunteers shall refrain from drinking alcoholic beverages or using marijuana for four hours in advance of a youth event.

13. Adult volunteers shall refrain from using tobacco, vapes, marijuana or consuming alcohol in the presence of children at any in-person or virtual event or activity.

14. Items designed as weapons or that have the appearance of weapons are strictly prohibited.

    14a. Some recreational activities or events utilize tools that have the appearance of weapons or may be used as such. Within the context of a particular event, these tools are permitted so long as the youth are appropriately monitored. These tools may include: paintball guns, squirt guns, *Nerf* guns, camping tools (e.g., pocketknife, axe, saw), etc.

SPECIFIC GUIDELINES

H. Guidelines for Chaperones/Supervisors of Children at Group Activities

1. Chaperones/Supervisors are responsible for reviewing the Diocese of Arlington Code of Conduct and all related guidelines with their supervisor.

2. Two or more adult volunteers compliant with the Diocesan child protection policy must be present for events involving children whether in-person or virtual.

    2a. Where feasible, virtual events should be recorded.

    2b. In the event that a sufficient number of Chaperones/Supervisors is not available, the event must be cancelled.

    2c. The required minimum ratio for Chaperones/Supervisors to children for a day trip:
    - Preschool 1:4
    - Grades K–5 1:6
    - Grades 6–8 1:8
    - Grades 9–12 1:10

    2d. The required minimum ratio for Chaperones/Supervisors to children for events lasting more than 12 hours is 1:7.

3. If there is only one adult volunteer driver to transport youth, at least two youth must always be present.

    3a. The transport of one minor should only take place if there are two non-related adults in the vehicle.

3b. When possible, drivers should only drop off and pick up youth from a predetermined location that is not at the youth's house.

4. Proper attire: Clothing must always be in keeping with modesty and Christian values. The following guidelines are to be observed:

4a. Underwear is meant to be kept under clothes and generally not to be seen.

4b. Breasts, bellies, and bottoms must remain covered at all times. Swimwear should be modest, e.g., a one-piece or tankini for girls, trunks or jammers for boys.

4c. Shorts and skirts must be no more than 3" above the knee.

4d. Tank tops and skin-tight clothing are not allowed.

4e. Clothing free from inappropriate language or designs including that which is profane; images that depict, advertise or advocate illegal, violent or lewd conduct; or the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances; or is discriminatory or derogatory about the body.

4f. Clothing and/or head coverings free from gang-related or associated symbols, or other words or drawings that could pose a reasonable threat to the health of safety of others are not allowed.

I. Off-site Events and Activities

1. Parental permission, including a signed medical treatment form, must be obtained before taking children to any activities off the parish/school property or event location, even when students are delivered directly to the location.

1a. Employees/Adult Volunteers may not administer medication of any kind without specific, written parent/guardian permission.

1b. A copy of the parental permission and medical form for each young person is to be "in hand" by a Chaperone/Supervisor for all off-site events. An additional copy is to remain at the parish along with a list of all participants at the event.

1c. A good faith effort should be made to provide the appropriate care or assistance to any ill or injured young person in a life-threatening emergency situation Va. Code § 8.01-225(A)(1)).

2. Young people will be assigned to a specific Chaperone/Supervisor who will monitor and supervise their behavior throughout the event or trip.

   2a. Both adults and youth are expected to attend activities with the entire group or assigned small groups.

   2b. Adults participating in an event are expected to remain at the event until its conclusion.

   2c. Where feasible, separate adult restrooms should be utilized.

3. When sponsored programs occur off-campus, Chaperones/Supervisors will be provided information to review with all youth participants to help familiarize them with the program schedule and facility layout where event activities will take place.

   3a. All adults should ensure that the young people understand important safety information.

   3b. A specific location must be designated where minors will be able to locate their chaperone or supervisor or where the group will meet at an agreed-upon time.

4. Unrelated adults should not be alone with a child in a sleeping facility, restroom, dressing facility or other closed room or isolated area.

5. During overnight events, special care must be taken to ensure the safety of young people:

   5a. If any adult volunteer must enter a sleeping area with young people, a second adult volunteer must be present.

   5b. Any interaction with the youth may not be held within the sleeping quarters unless it is a group activity and outside of normal sleeping time, and the location is converted to accommodate the activity.

   5c. Under no circumstances shall an unrelated adult share a bed with a child. If an adult must stay in a hotel or other sleeping room with children, the adult must sleep in his or her own bed, using a rollaway, cot or other bedding materials if necessary.

   5d. During overnight activities, Chaperones/Supervisors are responsible for establishing and enforcing a curfew. Youth should be afforded the opportunity for at least eight hours of sleep.

   5e. Chaperones/Supervisors must check rooms on a regular basis after curfew to ensure that young people are located within and remain in their rooms.

5f. A Chaperone must be available in a designated location throughout the night. An adult must also be on watch and is responsible for actively monitoring sleeping arrangements throughout the night.

J. Photography

1. Photographs and/or videos of single or specific children may not be taken without the knowledge and permission of a parent or guardian.

   1a. Parental permission granted for the photographs or videos of minors must be done in writing utilizing the diocesan forms provided by the Office of Risk Management. This may be done prior to an individual event or annually with renewal each year for an ongoing program.

   1b. Adults may never take photographs or videos of children while they are unclothed or dressing.

   1c. Showing/sharing pornography and/or explicit or harmful content to/with minors is forbidden.

2. Parental permission must be granted for the publishing of a minor's name and done so in writing prior to publication.

3. Copies of photographs must be available to parents/guardians upon request. Photographs and videos (and any copies) must be deleted upon request of the parent/guardian.

SOCIAL MEDIA, COMMUNICATION AND TECHNOLOGY

K. General Guidelines for Social Media

1. All ministry social networks and communication should be open and transparent.

   1a. All ministry social media sites are to be owned or hosted by the diocesan, parish and/or school sponsoring entity. All passwords should be known by the parish and/or school administration and should not be changed without their permission.

2. All clergy must always identify as clergy with the appropriate title in their username and/or profile.

3. Clergy social media accounts are always to be presumed to be ministry accounts and thus to be open and transparent.

4. Personal social media accounts may not be used for ministry communication with minors.

5. Each ministry that communicates with minors should establish a dedicated account that is used exclusively for ministerial purposes and that may be accessed, monitored and used by more than one unrelated adult volunteer.

6. Use of social media communication for private, one-on-one contact with minors is not permitted.

   6a. Applications (e.g., Flocknote, Constant Contact, Mailchimp, Survey Monkey, etc.) utilizing unilateral communication (texting and emailing) from an official account of the organization for announcements and promotions is permitted.

   6b. One-on-one or group texting or instant/direct messaging without utilizing an official diocesan, parish or school application is not permitted.

7. All text-based communications sent to or received from young people must be copied to their parent(s)/guardian or an additional adult volunteer/employee. These communications must be kept permanently on file and at the organization location in an easily accessible format.

8. Communication with minors via electronic means is to be restricted to the hours that are appropriate for a phone call to the residence, except in the event of an emergency or to communicate time-sensitive information.

9. Use of cell phones is not permitted during youth events.

   9a. Schools may allow the use of cell phones for educational and emergency purposes only.

10. The “tagging” of a minor in a picture or video is prohibited.

    10a. If an electronic photograph or video is posted on any ministry site, all names related to minors must be removed unless a release is signed by the parents/guardians.

11. Further advancements in technology may require periodic updates and addenda to this section of the Code of Conduct. The universal principles provided above are to be applied prudently and judiciously in the event an update has not occurred.

Code of Conduct for Personnel and Volunteers in the Diocese of Arlington

The following is the official receipt denoting that the individual whose signature appears below has received and understands the guidelines contained in the attached document. This sheet will be kept on file at the Office of Child Protection and Safety indefinitely.

Please complete and return to your parish/school location.

I have read and understand the guidelines contained in the Code of Conduct for the Diocese of Arlington. I intend to follow these guidelines and to monitor and protect children and young people in my service to the Church.

Full Legal Name (Please Print)

Signature

Date

Position/Ministry

Parish/School/Organization

Email or Phone Number

Código de Conducta para el Personal y Voluntarios en la Diócesis de Arlington

DIRECTRICES PARA UN ENTORNO SEGURO PARA LAS INTERACCIONES DE ADULTOS CON NIÑOS Y JÓVENES

La Diócesis Católica de Arlington (CDA) está comprometida a brindar un entorno seguro para niños y jóvenes dentro de todas las actividades y ministerios diocesanos. Los niños son un regalo muy preciado y todos los fieles cooperan tomando todas las medidas razonables para garantizar su seguridad. Una herramienta importante para crear entornos seguros para los niños es un Código de conducta uniforme. El propósito de este Código de Conducta es dejar en claro a los clérigos, empleados y voluntarios que ciertos comportamientos son inaceptables y garantizar el control adecuado de todos los jóvenes.

Estas pautas se aplican a todas las actividades de las escuelas católicas, parroquiales y diocesanas de CDA donde hay jóvenes presentes.

Se espera que todos los adultos que realicen trabajo, ministerio o servicio voluntario dentro de la Iglesia en Arlington sigan estas pautas. Las violaciones de estas pautas son un asunto serio y serán investigadas y resueltas de acuerdo con la política diocesana.
Aquellos que trabajan con niños están sirviendo como mayordomos del precioso regalo de Dios de la vida joven. Tener presente este principio reforzará la necesidad de respetar los límites y dar un ejemplo de una vida santa.

DEFINICIONES

A. Adulto Voluntario

1. Los voluntarios adultos se definen como aquellos mayores de 18 años que ya no están en la escuela secundaria.

1a. Los estudiantes que están en la escuela secundaria y no han cumplido los 20 años deben ser tratados como menores cuando participen en actividades parroquiales o diocesanas.

1b. Los voluntarios adultos no pueden ser voluntarios en el programa de ministerio juvenil de su parroquia hasta que cumplan 21 años de edad si participaron en sus actividades juveniles cuando eran menores de edad.

2. Los voluntarios adultos no son consejeros. Su respuesta a situaciones y conversaciones de menores puede tener implicaciones legales potenciales y, por lo tanto, deben conocer sus límites. El papel de un adulto voluntario se limita a escuchar con compasión.

3. A los efectos de este documento, todas las instancias que indican requisitos y/o pautas para “voluntarios adultos” también son vinculantes para todo el personal diocesano y del clero.

4. 3a. Todas las referencias a adultos y/o adultos voluntarios asumen que el individuo cumple con todas las políticas diocesanas de protección infantil antes del ministerio, empleo y/o servicio.

B. Acompañante/Supervisor

Un Acompañante/Supervisor se define como un adulto voluntario que supervisa o vigila a los jóvenes durante una actividad diocesana, parroquial y/o escolar (ya sea dentro o fuera del campus), ya sea para actividades ocasionales o regulares. Estos individuos comparten la responsabilidad y autoridad del miembro del personal parroquial o diocesano designado para supervisar un evento o actividad juvenil en particular y sus líderes.

1a. Todos los acompañantes/supervisores deben tener al menos 21 años de edad.

1b. Al determinar la proporción apropiada de Acompañantes/Supervisores a menores para actividades, un esposo y una esposa que tengan supervisión directa sobre el mismo grupo de personas solo cuentan como un Acompañante/Supervisor.

C. Niño

1. A los efectos de este Código, se entiende por "hijo", "niño", "menor", "joven" o "joven" toda persona menor de 18 años o que carezca habitualmente de uso de razón, o todavía en la escuela secundaria y no haber cumplido los 20 años.

1a. Aquellos que hayan completado su último año de escuela secundaria y deseen participar en actividades juveniles pueden hacerlo siempre que:

i. No participan en actividades universitarias antes del primer día del horario de la universidad estatal de Virginia.

D. Redes Sociales

1. Las redes sociales se definen como cualquier forma de comunicación electrónica a través de la cual un usuario crea, utiliza, accede, recupera y/o visita comunidades o sistemas en línea para compartir información, ideas, mensajes personales y otro contenido.
2. A los efectos de este Código, las redes sociales abarcan, entre otros, todo lo siguiente: correo electrónico, mensajes de texto, salas de chat, mensajería instantánea, redes sociales, mensajes de video, aplicaciones de conferencias, tableros de mensajes en línea, sistemas de juego, telefonía fija y móvil, comunicaciones de voz on-line, etc.

2a. De acuerdo con la política diocesana, como se establece en 9.1 y 9.2 de la Política de seguridad de la información, versión 16,

"9.1 Toda la información y los mensajes que se crean, envían, reciben o almacenan utilizando los recursos de comunicación diocesanos son propiedad exclusiva de la Diócesis, y ningún usuario tiene ningún interés de propiedad o expectativa de privacidad en dichas comunicaciones. La Diócesis se reserva el derecho, a su sola discreción, de revisar toda la información o

comunicaciones enviadas, recibidas, almacenadas o publicadas usando recursos de comunicación diocesanos. La Diócesis también se reserva el derecho de rastrear el uso de Internet y las descargas de archivos, para cumplir con las políticas diocesanas y por otras razones comerciales.
El personal de Tecnología Informática no revisará el contenido de las comunicaciones de un usuario individual por curiosidad personal o a pedido de personas que no hayan pasado por el proceso de aprobación adecuado.
Un Supervisor de Departamento debe presentar una solicitud al director de Recursos Humanos para que se revisen o controlen los mensajes de correo electrónico o la actividad de Internet. El director de Recursos Humanos autorizará o denegará el seguimiento. Si está autorizado, el director de Recursos Humanos se comunicará con el director de Tecnología Informática para iniciar la revisión/supervisión. Los resultados serán devueltos al director de Recursos Humanos".

2b. La política de Tecnología Informática mencionada anteriormente se actualiza periódicamente y se aplicará la edición de política más reciente.

3. El clero, los empleados y los voluntarios que usan su(s) cuenta(s) personal(es) para comunicarse con menores o sus padres/tutores para actividades diocesanas, parroquiales y/o escolares se sujetan a la política diocesana anterior.

INSTALACIONES

E. Pautas para las rectorías

1. Solo los clérigos, seminaristas, miembros de institutos religiosos o familiares directamente relacionados pueden pernoctar en las rectorías.

1a. Solo el clero, los seminaristas, los miembros de institutos religiosos o los familiares directamente relacionados pueden ser admitidos en los espacios de vida personal dentro de las rectorías (por ejemplo, las habitaciones o suites personales de los sacerdotes).

2. Cuando los seminaristas y/o miembros de institutos religiosos pasen la noche en la rectoría mientras visitan al clero, se notificará a la Oficina del Vicario Episcopal para el Clero cuando se trate de una estadía prolongada (es decir, más de una semana).

3**. Excepción**: en raras ocasiones, se puede otorgar permiso para permitir el alojamiento durante la noche a amigos varones adultos, que pueden incluir a sus cónyuges. En estos casos, se debe solicitar el permiso formal por escrito, con anticipación, a través de la Oficina del Vicario Episcopal para el Clero.

F. Pautas para todas las demás ubicaciones

1. Las reuniones planificadas y en curso con un niño no pueden llevarse a cabo sin el conocimiento de un padre o tutor y la administración de la escuela/parroquia.

1a. Si fuera necesario el cuidado pastoral individual de un menor, el adulto no debe encontrarse con el niño en ambientes aislados. El adulto programará reuniones en los momentos apropiados y utilizará lugares públicos que creen un entorno de transparencia y responsabilidad. El adulto también limitará tanto la duración como el número de sesiones y hará las referencias apropiadas cuando sea necesario.

2. Los jóvenes no emparentados no deben estar en ninguna parroquia, escuela y/o hogar diocesano de adultos sin la presencia de otros adultos responsables no emparentados.

3. Un empleado/voluntario adulto debe evitar estar a solas con un niño(s) en un vestuario, baño, vestidor u otra habitación cerrada o área aislada que sea inapropiada para una relación ministerial.

4. Normalmente, los jóvenes no deben tener llaves de las instalaciones diocesanas, parroquiales y/o escolares. Si necesitan llaves debido al empleo, deben ser entrevistados y supervisados cuidadosamente por un supervisor adulto.

5. Las instalaciones deben ser monitoreadas durante todas las actividades organizadas.

5a. Durante todas las actividades en las que estén presentes menores, los adultos que cumplan con las políticas diocesanas de protección infantil deben estar disponibles en los edificios o lugares donde se lleven a cabo las actividades y en una proximidad suficiente para permitir el monitoreo.

REGLAS GENERALES

G. Comportamiento de todos los adultos

1. Cualquier involucramiento con menores debe abordarse desde la premisa de que los menores son individuos restringidos. NO son independientes. Por lo tanto, todas las actividades que involucren a menores solo pueden ocurrir con el conocimiento y consentimiento explícito de un representante diocesano y los padres y/o tutores del niño(s). Están sujetos a leyes civiles específicas en el Estado de Virginia, que pueden prohibir ciertas actividades.

2. Todos los adultos deben cumplir con la cadena de mando local y con todos los protocolos de custodia, seguridad y emergencia y procedimientos de ambiente seguro establecidos por la ubicación patrocinadora, que son complementarios a la Política Diocesana y al Código de Conducta.

3. La posesión, venta o uso de drogas ilegales y/o parafernalia está estrictamente prohibida.

3a. A un niño nunca se le puede ofrecer una bebida alcohólica, tabaco, cigarrillos electrónicos, marihuana, drogas o cualquier otra cosa que esté prohibida por la ley

3b. Un niño no puede distribuir, consumir o participar de una bebida alcohólica, tabaco, vaporizadores, marihuana, drogas o cualquier otra cosa que esté prohibida por la ley en presencia de un adulto en la propiedad de la iglesia/escuela o en cualquier evento afiliado.

4. Los voluntarios adultos no pueden dar obsequios significativos ni otorgar privilegios u oportunidades especiales a un niño específico. Incluso los obsequios pequeños no se deben dar a los niños sin el permiso o el conocimiento de un padre o tutor.

5. Los adultos no pueden participar en conversaciones inapropiadas o usar humor, vocabulario, grabaciones, películas, materiales impresos/digitales o juegos inapropiados con menores, particularmente si el contenido es de naturaleza sexual o es inapropiado para la edad y/o el desarrollo.

5a. Mostrar material sexualmente explícito o pornográfico de cualquier naturaleza a un niño es ilegal.

5b. La adquisición, posesión y/o distribución de pornografía infantil es ilegal.

6. El contacto físico con otra persona debe ser apropiado para la edad, mostrar respeto y amabilidad, ser público y no ser de naturaleza sexual.

6a. Siempre se deben evitar las luchas, las cosquillas y otros actos de “juego brusco” con un niño.

6b. Debe evitarse el contacto físico a solas con un niño. Abrazar puede ser una expresión de amor y respeto. Sin embargo, los abrazos siempre deben hacerse en presencia de otras personas y nunca mientras están solos en una habitación o detrás de puertas cerradas.

6c. Si un niño inicia el contacto físico, una respuesta apropiada y limitada es apropiada. En todos los casos debe ser respetuosa y no sexual.

7. Si un adulto se da cuenta de un vínculo emocional o personal inapropiado, o de una atracción física entre ese adulto y un joven, el adulto debe mantener límites profesionales claros entre él y el joven, además de consultar con un supervisor.

8. En ninguna circunstancia podrá un adulto participar en la disciplina física de un menor.

8a. Es política de la Diócesis que el castigo corporal de un niño está prohibido en todas las entidades bajo los auspicios de la Diócesis. Sin embargo, esta prohibición del castigo corporal prohíbe, y no se considerará que la definición de “abuso infantil”

a los fines de este Código de conducta incluye,

(i) el uso de contacto físico incidental, menor o razonable u otras acciones diseñadas para mantener el orden y el control;

(ii) el uso de la fuerza razonable y necesaria para sofocar un disturbio o sacar a un estudiante de la escena de un disturbio que amenaza con lesiones físicas a personas o daños a la propiedad;

(iii) el uso de fuerza razonable y necesaria para evitar que un estudiante se inflija daño físico a sí mismo;

(iv) el uso de fuerza razonable y necesaria para la defensa propia o la defensa de otros; o

(v) el uso de fuerza razonable y necesaria para obtener la posesión de armas u otros objetos peligrosos o sustancias controladas o parafernalia que están sobre la persona del estudiante o bajo su control. Además, no se considerará que la definición de "abuso infantil" incluye ningún dolor, lesión o malestar físico o mental causado por lo anterior, o que pueda resultar de la participación en la práctica o competencia en un deporte Interescolar o intramuros, educación física o una actividad extraescolar.

9. Si algún joven informa sentirse incómodo con las acciones o aparentes intenciones de un voluntario adulto en una actividad, esta información debe informarse a un supervisor de inmediato.

9a. El supervisor debe tomar acción inmediata y apropiada para garantizar la seguridad del menor.

9b. Cualquier voluntario adulto que reciba un informe que involucre abuso o negligencia infantil debe trabajar con su supervisor para asegurarse de que se informe de inmediato a los Servicios de Protección Infantil (CPS) o a la policía local. Una vez que se ha hecho un informe a CPS, el voluntario adulto debe informar el incidente por escrito a las autoridades diocesanas, quienes luego pueden indicarle al voluntario o a un delegado que informe a la policía.

10. El supervisor debe asegurarse de que el voluntario adulto haya recibido las instrucciones adecuadas sobre las expectativas del evento. Si el voluntario adulto no puede o no quiere cumplir con estas expectativas, el voluntario adulto debe ser eliminado.

11. Si algún adulto encuentra que el comportamiento de otro adulto o niño es preocupante o sospechoso, ese adulto debe informar inmediatamente la información a un supervisor.

12. Los voluntarios adultos se abstendrán de tomar bebidas alcohólicas o usar marihuana durante cuatro horas antes de un evento juvenil.

13. Los voluntarios adultos se abstendrán de usar tabaco, vaporizadores, marihuana o consumir alcohol en presencia de niños en cualquier evento o actividad presencial o virtual.

14. Los artículos diseñados como armas o que tengan la apariencia de armas están estrictamente prohibidos.

14a. Algunas actividades o eventos recreativos utilizan herramientas que tienen la apariencia de armas o pueden usarse como tales. Dentro del contexto de un evento en particular, estas herramientas están permitidas siempre que los jóvenes sean monitoreados apropiadamente. Estas herramientas pueden incluir:
pistolas de paintball, pistolas de agua, pistolas Nerf, herramientas para acampar (por ejemplo, navajas, hachas, sierras), etc.

DIRECTRICES ESPECÍFICAS
H. Directrices para chaperones/supervisores de niños en actividades grupales

1. Los chaperones/supervisores son responsables de revisar el Código de conducta de la Diócesis de Arlington y todas las pautas relacionadas con su supervisor.

2. Dos o más voluntarios adultos que cumplan con la política diocesana de protección infantil deben estar presentes para eventos que involucren a niños, ya sea en persona o virtual.

2a. Cuando sea factible, los eventos virtuales deben registrarse.

2b. En caso de que no se disponga de un número suficiente de Acompañantes/Supervisores, el evento deberá cancelarse.

2c. La proporción mínima requerida de acompañantes/supervisores a niños para un viaje de un día:

- Preescolar 1:4
- Grados K–5 1:6
- Grados –8 1:8
- Grados 9–12 1:10

2d. La proporción mínima requerida de chaperones/supervisores a niños para eventos que duran más de 12 horas es de 1:7.

3. Si solo hay un conductor voluntario adulto para transportar a los jóvenes, siempre deben estar presentes al menos dos jóvenes.

3a. El transporte de un menor solo debe realizarse si hay dos adultos no emparentados en el vehículo.

3b. Cuando sea posible, los conductores solo deben dejar y recoger a los jóvenes en un lugar predeterminado que no sea la casa del joven.

4. Vestimenta adecuada: La vestimenta debe ser siempre acorde con la modestia y los valores cristianos. Se deben observar las siguientes pautas:

   4a. La ropa interior debe guardarse debajo de la ropa y, en general, no debe verse.

   4b. Los senos, el vientre y las nalgas deben permanecer cubiertos en todo momento. El traje de baño debe ser modesto, por ejemplo, una pieza o tankini para las niñas, calzoncillos o pantalones cortos para los niños.

   4c. Los pantalones cortos y las faldas no deben estar a más de 3" por encima de la rodilla.

   4d. No se permiten camisetas sin mangas ni ropa ceñida.

   4e. Ropa libre de lenguaje o diseños inapropiados, incluidos los que son profanos; imágenes que representen, anuncien o defiendan conductas ilegales, violentas o lascivas; o la posesión o uso ilegal de armas, drogas, parafernalia de drogas, alcohol, tabaco, marihuana u otras sustancias controladas; o es discriminatorio o despectivo sobre el cuerpo.

   4f. No se permite la ropa ni los artículos para cubrir la cabeza que no tengan símbolos asociados o relacionados con pandillas, u otras palabras o dibujos que puedan representar una amenaza razonable para la salud o la seguridad de los demás.

I. Eventos y actividades fuera del sitio

1. Se debe obtener el permiso de los padres, incluido un formulario de tratamiento médico firmado, antes de llevar a los niños a cualquier actividad fuera de la propiedad de la parroquia/escuela o del lugar del evento, incluso cuando los estudiantes sean llevados directamente al lugar.

   1a. Los empleados/voluntarios adultos no pueden administrar medicamentos de ningún tipo sin el permiso específico por escrito de los padres/tutores.

   1b. Una copia del permiso de los padres y el formulario médico para cada joven debe estar "a la mano" por un acompañante/supervisor para todos los eventos fuera del sitio. Una copia adicional debe permanecer en la parroquia junto con una lista de todos los participantes en el evento.

   1c. Se debe hacer un esfuerzo de buena fe para brindar la atención o asistencia adecuada a cualquier joven enfermo o lesionado en una situación de emergencia que ponga en peligro su vida. Código de Virginia § 8.01-225(A)(1)).

2. Los jóvenes serán asignados a un Acompañante/Supervisor específico que monitoreará y supervisará su comportamiento durante todo el evento o viaje.

   2a. Se espera que tanto los adultos como los jóvenes asistan a las actividades con todo el grupo o con grupos pequeños asignados.

   2b. Se espera que los adultos que participen en un evento permanezcan en el evento hasta su conclusión.

   2c. Cuando sea factible, se deben utilizar baños separados para adultos.

3. Cuando los programas patrocinados se lleven a cabo fuera del campus, se proporcionará información a los chaperones/supervisores para que la revisen con todos los participantes jóvenes para ayudarlos a familiarizarse con el horario del programa y el diseño de las instalaciones donde se llevarán a cabo las actividades del evento.

   3a. Todos los adultos deben asegurarse de que los jóvenes entiendan la información de seguridad importante.

   3b. Se debe designar un lugar específico donde los menores podrán ubicar a su acompañante o supervisor o donde el grupo se reunirá en un horario acordado.

4. Los adultos no emparentados no deben estar solos con un niño en un dormitorio, baño, vestidor u otra habitación cerrada o área aislada.

5. Durante los eventos nocturnos, se debe tener especial cuidado para garantizar la seguridad de los jóvenes:

   5a. Si algún voluntario adulto debe ingresar a un área para dormir con jóvenes, debe estar presente un segundo voluntario adulto.

   5b. Cualquier interacción con los jóvenes no puede llevarse a cabo dentro de los dormitorios a menos que sea una actividad grupal y fuera del horario normal de sueño, y la ubicación se convierta para acomodar la actividad.

   5c. En ninguna circunstancia un adulto no relacionado compartirá una cama con un niño. Si un adulto debe permanecer en un hotel u otro dormitorio con niños, el adulto debe dormir en su propia cama, usando una cama plegable, catre u otros materiales de cama si es necesario.

   5d. Durante las actividades nocturnas, los acompañantes/supervisores son responsables de establecer y hacer cumplir un toque de queda. Los jóvenes deben tener la oportunidad de dormir al menos ocho horas.

   5e. Los chaperones/supervisores deben revisar las habitaciones regularmente después del toque de queda para asegurarse de que los jóvenes estén ubicados y permanezcan en sus habitaciones.

5f. Un acompañante debe estar disponible en un lugar designado durante toda la noche. Un adulto también debe estar de guardia y es responsable de monitorear activamente los arreglos para dormir durante la noche.

J. Fotografía

1. No se pueden tomar fotografías y/o videos de niños individuales o específicos sin el conocimiento y permiso de un padre o tutor.

   1a. El permiso de los padres otorgado para las fotografías o videos de menores debe hacerse por escrito utilizando los formularios diocesanos proporcionados por la Oficina de Gestión de Riesgos. Esto se puede hacer antes de un evento individual o anualmente con la renovación cada año para un programa en curso.

   1b. Los adultos nunca pueden tomar fotografías o videos de niños mientras están desnudos o vistiéndose.

   1c. Está prohibido mostrar/compartir pornografía y/o contenido explícito o nocivo a/con menores de edad.

2. Se debe otorgar el permiso de los padres para la publicación del nombre de un menor y hacerlo por escrito antes de la publicación.

3. Las copias de las fotografías deben estar disponibles para los padres/tutores que las soliciten. Las fotografías y videos (y cualquier copia) deben eliminarse a pedido del padre/tutor.

REDES SOCIALES, COMUNICACIÓN Y TECNOLOGÍA
K. Pautas generales para las redes sociales

1. Todas las redes sociales y la comunicación del ministerio deben ser abiertas y transparentes
.

   1a. Todos los sitios de medios sociales del ministerio deben ser propiedad de la entidad patrocinadora diocesana, parroquial y/o escolar o ser alojados por ella. Todas las contraseñas deben ser conocidas por la administración parroquial y/o escolar y no deben cambiarse sin su permiso.

2. Todos los clérigos siempre deben identificarse como clérigos con el título apropiado en su nombre de usuario y/o perfil.

3. Siempre se debe suponer que las cuentas de redes sociales del clero son cuentas ministeriales y, por lo tanto, deben ser abiertas y transparentes.

   4. Las cuentas personales de las redes sociales no se pueden usar para la comunicación ministerial con menores.

5. Cada ministerio que se comunica con menores debe establecer una cuenta dedicada que se use exclusivamente para fines ministeriales y que pueda ser accedida, monitoreada y utilizada por más de un adulto voluntario no relacionado.

6. No se permite el uso de la comunicación en las redes sociales para el contacto privado uno a uno con menores.

> 6a. Se permiten las aplicaciones (p. ej., Flocknote, Constant Contact, Mailchimp, Survey Monkey, etc.) que utilicen comunicación unilateral (mensajes de texto y correo electrónico) desde una cuenta oficial de la organización para anuncios y promociones.
>
> 6b. No se permiten los mensajes de texto individuales o grupales ni los mensajes instantáneos/directos sin utilizar una aplicación oficial diocesana, parroquial o escolar.

7. Todas las comunicaciones basadas en texto enviadas o recibidas de los jóvenes deben enviarse con copia a sus padres/tutores o a un voluntario/empleado adulto adicional. Estas comunicaciones deben mantenerse permanentemente en el archivo y en la ubicación de la organización en un formato de fácil acceso.

8. La comunicación con los menores a través de medios electrónicos se restringirá a las horas apropiadas para una llamada telefónica a la residencia, excepto en caso de emergencia o para comunicar información sensible al tiempo.

9. No se permite el uso de teléfonos celulares durante los eventos juveniles.

> 9a. Las escuelas pueden permitir el uso de teléfonos celulares solo con fines educativos y de emergencia.

10. Está prohibido “etiquetar” a un menor en una foto o video.

> 10 a. Si se publica una fotografía o video electrónico en cualquier sitio del ministerio, todos los nombres relacionados con menores deben eliminarse a menos que los padres o tutores firmen una autorización.

11. Es posible que los avances tecnológicos adicionales requieran actualizaciones periódicas y adiciones a esta sección del Código de conducta. Los principios universales proporcionados anteriormente deben aplicarse con prudencia y juicio en caso de que no se haya producido una actualización.

Código de Conducta para el Personal y Voluntarios en la Diócesis de Arlington

El siguiente es el recibo oficial que indica que la persona cuya firma aparece a continuación ha recibido y comprende las pautas contenidas en el documento adjunto. Esta hoja se mantendrá archivada en la Oficina de Protección y Seguridad Infantil por tiempo indefinido.

Complételo y devuélvalo a la ubicación de su parroquia/escuela.

He leído y entiendo las pautas contenidas en el Código de Conducta de la Diócesis de Arlington. Tengo la intención de seguir estas pautas y monitorear y proteger a los niños y jóvenes en mi servicio a la Iglesia.

_____

Nombre legal completo (letra de imprenta)

_____ _____

Firma Fecha

_____

Cargo/Ministerio

_____

Parroquia/Escuela/Organización

_____

Correo electrónico o número de teléfono

Office of Catholic Schools excellence by design

Appendix N
Policy 802

PHOTO, PRESS, AUDIO, AND ELECTRONIC MEDIA RELEASE FOR MINORS

Student Name: _____

The **Diocese of Arlington** and any of its schools and/or the **Arlington Catholic Herald** may produce or participate in video tape, audio recording, website or still photographic productions that may involve the use of students' names, likenesses, or voices. Such productions may be used for educational and/or official school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Keep in mind that this also includes photographs, video, or audio, such as those taken on field trips and during typical school activities, and that, if you provide your permission, these may be used for school/diocese marketing materials as well as end of the year video montages and other school-based production. Some of these productions are illustrated in the attachment. (*see attachment*)

You have the right to prohibit the use of your child's name, while still giving permission for the use of their picture and/ or voice in these productions. Please read the options below carefully as you consider your decision and sign and return this form to the school office. **This agreement is binding for the period in which the student is enrolled. No adaptations, changes or alterations may be made for the current academic year.**

Image and Audio: I DO authorize the **Catholic Diocese of Arlington**, its parishes, its schools and/or the **Arlington Catholic Herald** to use and publish my child's photograph, video and/or audio recording for educational, news stories, illustration and/or marketing purposes.

Signature of parent/guardian _____ Date___

Identity: I DO authorize the **Catholic Diocese of Arlington**, its parishes, its schools and/or the **Arlington Catholic Herald** to use **MY Child's Name** identifying them in photographs, videos and/or audio recordings for educational, news stories, illustration and/or marketing purposes.

Signature of parent/guardian _____ Date___

OR

I DO NOT authorize the **Catholic Diocese of Arlington**, its parishes, its schools and/or the **Arlington Catholic Herald** to use and publish my child's photograph, video and/or audio recording for educational, news stories, illustration and/or marketing purposes EXCEPT for the school yearbook.

Signature of parent/guardian _____ Date___

I DO NOT authorize the **Catholic Diocese of Arlington**, its parishes, its schools and/or the **Arlington Catholic Herald** to use and publish my child's photograph, video and/or audio recording for educational, news stories, illustration and/or marketing purposes.

Signature of parent/guardian _____ Date___

Revised 2022

CATHOLIC DIOCESE OF ARLINGTON

Office of Communications
200 North Glebe Road, Suite 914 • Arlington, VA 22203
Office (703) 841-2505 • Fax (703) 524-5028
communications@arlingtondiocese.org

Website and Social Media Policy
for the
Catholic Diocese of Arlington

For All Personnel and Volunteers

Released June 25, 2018
(Takes effect in all diocesan entities September 3, 2018)

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NOTE: Some words and phrases used throughout the Guidelines correlate with definitions listed on the last page.

I. Purpose and Application

This policy is designed to aid all Diocesan Entities in implementing specific standards and ensuring that personnel adhere to appropriate usage, boundaries, and best practices related to websites and social media.

All employees and volunteers of the Diocese must 1) review this policy 2) return the "Official Receipt" to his or her respective pastor/administrator, school principal, or the Diocesan HR Director.

II. Official Diocesan Websites and Social Media Accounts

A. Establishing a Diocesan Entity Website or Social Media Account

A website or social media account officially associated with any Diocesan Entity, or that will be published on behalf of any Diocesan Entity, shall not be established without the written approval of the entity's pastor/administrator or director.

An account's location (i.e. URL), name or handle may not be changed without the express approval of the pastor or director.

Personal email addresses must not be used in the creation of any Diocesan Entity website or social media account. Any email address used as a login credential to obtain administrative access to a Diocesan Entity website or social media account should be generated through a corporately-owned domain that is controlled by the Diocese or the respective Diocesan Entity. All accounts must be created and maintained with diocesan email addresses, preferably the office or ministry's main email address. This protects the sensitive information that may be received and affords the Diocesan Entity transparent access to the account.

B. Diocesan Entity Account Management

A Diocesan Entity must ensure that it establishes and maintains control over any website or social media account it creates or manages. The Diocese of Arlington or an appropriate entity controlled by the Diocese of Arlington must, whenever possible, be the registered owner of the domain. *Note:* In some cases, it may not be possible to obtain ownership over a website, such as a Diocesan Entity's Facebook page, because some social media organizations will insist on retaining ownership rights.

Only Diocesan Entity pastors/administrators and directors, appropriate information technology personnel, and account managers may have administrative access to a Diocesan Entity website or social media account or access to administrative login credentials. Diocesan Entity pastors/administrators and directors must retain administrative access to their respective Diocesan Entity's website(s) and social media account(s). In the event that a Diocesan Entity does not have adequate staff to meet its social media needs, a volunteer cleared through the Safe Environment Program may operate under the same conditions and responsibilities within this Policy as those of an employee.

Diocesan Entity pastors/administrators and directors must ensure that, acting alone or through information technology personnel, they can terminate the administrative access of any designated account manager. Diocesan Entity heads, information technology personnel, and account managers must ensure that login credentials are secured against unauthorized access, such as by storing them in an encrypted file. In the event that an account administrator ends employment with the Diocese, administrative access must be ensured by the respective Diocesan Entity and account passwords should change.

Any email address used as a login credential to obtain Administrative Access to a Diocesan Entity website or social media account should be generated through a corporately-owned domain that is controlled by the Diocese or the applicable Diocesan Entity. For instance, the email address should not be a Gmail or Yahoo email address—rather, it should be through @arlingtondiocese.org or @[parishname].org. Exceptions can be made for social media platforms that require a non-diocesan email address. For instance, YouTube requires a Gmail email address for the primary login to a YouTube account. However, the verification email address used in the creation of the account should be a Diocesan Entity email address.

Social media activity conducted on behalf of a Diocesan Entity in an official capacity should emanate from accounts issued and branded by the Diocese or a Diocesan Entity. For example, if Amy Smith works in the Diocesan Office of Youth, Campus, and Young Adult Ministries, she should use a Twitter handle similar to "@YouthDirectorCDA." This affords the Diocese ownership over the account and its content, and the account can be passed on to successive employees who serve in the role.

C. Standards for Diocesan Websites and Social Media Accounts

The *Code of Conduct for Church Personnel of the Diocese of Arlington* applies to activity on social media and Diocesan Entity websites. All content published on behalf of a Diocesan Entity must be consistent with the teachings and tenets of the Roman Catholic Church, for which the Bishop of the Diocese of Arlington has responsibility and authority, and must not otherwise be inappropriate, create a risk of reputational harm to the Diocese or any Diocesan Entity, or compromise the Diocese or any Diocesan Entity legally or morally. Examples of Diocesan Entity-published content this standard prohibits include, but are not limited to, content that would reasonably be considered dishonest, derogatory, sexually suggestive, sexually explicit, defamatory, fraudulent, degrading, malicious, disrespectful, or threatening. Personnel must maintain an appropriate, professional demeanor when communicating on or through a Diocesan Entity website or social media account.

Social media content should be monitored frequently. The Diocesan Office of Communications recommends monitoring website and social media accounts periodically over weekends and holidays to ensure immediate response to any inappropriate content. When the primary administrator of the social media account is absent, either a supervisor or another administrator of the account must monitor the account. Individual site administrators are responsible for adequate monitoring and responding to content on their sites. Conflicts over posted content that are not resolved at the local ministry site are to be referred to the Diocesan Office of Communications for resolution.

D. Commenting Policy and Disclaimer for Diocesan Websites and Social Media Accounts

Every Diocesan Entity website or social media account that offers the ability to "comment" should be frequently checked to ensure that all comments are appropriate and in keeping with the standards for Diocesan websites and social media accounts set forth in this policy. Comments may be subject to deletion at the discretion of the Diocese or its entities.

Additionally, whenever commenting is available, a clearly visible "Commenting Policy" should be displayed if possible.

Note: Displaying the policy, or the full policy, may not always be possible. In cases where it is possible to post a Commenting Policy, here is a sample text that could be used:

> Readers and patrons of this site are welcome to comment. Discussion is encouraged, but proper etiquette must be followed. Obscenities, spam, bashing, bullying, verbal abuse, insults, link solicitations, repetitive or fraudulent comments, and off-topic comments will be removed. It may be decided that comments will require approval prior to publication. We reserve the right to block a user at any time.

Diocesan Entity websites should clearly display a disclaimer that communicates, "Users of this website should have no expectation of privacy."

Diocesan Entity publications, social media sites, and similar websites or platforms that promote interactive dialogue should clarify that the conversation is not *intended* to represent the views of the Diocese or any Diocesan Entity. An example of such a disclaim could be, "The opinions expressed are those of the author/commenter and do not necessarily reflect the views of the Catholic Diocese of Arlington or its entities."

It is the responsibility of the administrator of the Diocesan Entity account and his or her supervisor to block and remove obscene, indecent or off-topic/irrelevant content as soon as possible. Content is considered indecent if it attacks a specific person or group of persons, uses expletives, or could be interpreted as insulting or inappropriate. When disputed, final determination of whether content should be removed is up to the Diocesan Entity supervisor or the Diocesan Chief Communications Officer.

E. Transparency of Diocesan Websites and Social Media Accounts

Websites and social media accounts should clearly display the contact information of the account manager and declare that they are an "Official" website or account of the Diocesan Entity whenever reasonable.

Any website or social media account operating under the guise of the Diocese of Arlington or of one of its entities, without proper approval and refusing to remove the page/account, should be reported to the Diocesan Chief Communications Officer immediately.

III. Guidelines for Personal Websites and Social Media Accounts

These guidelines (Section III) apply to personal websites, social media accounts, and online content (i.e., websites, social media accounts, and content owned, managed, and/or created by Diocesan Entity personnel and volunteers other than on behalf of a Diocesan Entity). Personnel and volunteers are solely responsible for content they make available online, including, but not limited to, posts, comments, tweets, and "likes" (which may suggest approval of a post or other related content). Before creating online content, Diocesan Entity personnel and volunteers should consider the risks and rewards that are involved. They should keep in mind that any conduct, including failure to adhere to these guidelines, that adversely affects their job performance, the job performance of other personnel or volunteers, or that otherwise adversely affects other persons, the legitimate interests of the Diocese of Arlington or any Diocesan Entity, or that is inconsistent with the moral and ethical teaching of the Roman Catholic Church, may result in disciplinary action up to and including termination of employment and/or his or her ability to serve as a volunteer.

Members of the clergy and/or consecrated men and women serving in any Diocesan Entity must consider that their social media and website activity is often viewed as representing the Diocese and the Office of the Bishop in an official and direct manner. As such, the utmost caution should be taken to avoid even the appearance of scandal, disunity, immorality, partisanship, imprudence, or the taking of a position contrary to the teachings of the Catholic Church. This protects one's sacred ministry and credibility as a representative of a Diocesan Entity, as well as the reputation of all Diocesan Entities.

Despite privacy setting options, all content posted or communicated via any website or social media account will be treated as though it is universally or publicly available. At no time should Diocesan Entity personnel or volunteers publicly stand in opposition to the teachings of the Catholic Church, over which the Bishop of Arlington has responsibility and authority. Such a public stance could impact the ability of that person to continue in their role.

All personnel represent the Diocese, even in personal use of social media. Personal online postings should be in line with Catholic values, should not offend or contradict the faith, morals, and teachings of the Catholic Church, and should not be otherwise inappropriate. Efforts to adhere to this standard should include the following:

- Personnel and volunteers should not post discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

- Personnel and volunteers should always be fair and courteous to others, whether or not they are personally Catholic.

- Personnel should keep in mind that work-related complaints are best resolved by speaking directly with their co-workers or through their supervisor, rather than by posting complaints online.

- If personnel decide to post online content, they should avoid posting anything that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or

that disparages clergy, personnel, volunteers, parishioners, or other persons associated with the Catholic Church.

- Personnel and volunteers should not post sensitive or confidential information obtained in connection with their employment or volunteer status.
- Personnel and volunteers should be honest and accurate when posting content online.
- Personnel and volunteers should never represent themselves as a spokespeople for the Diocese or a Diocesan Entity. If they post content related to their position with a Diocesan Entity, they should make clear that their views do not represent those of the Diocese or any Diocesan Entity, such as by including a disclaimer such as "Posts are my own and do not necessarily reflect the views of the Diocese of Arlington or [the relevant Diocese Entity, such as a school, if appropriate]." Such a disclaimer does not exempt personnel and volunteers from accountability and responsibility for what they communicate.

Personal websites should not be used to conduct business for any Diocesan Entity, nor should it appear as though diocesan business is conducted through that website. All materials, resources, and electronic media created on behalf of a Diocesan Entity that are intended for public consumption should be made available on diocesan websites and not solely on a personal website. If the domain of a website is owned by the Diocesan Entity, it is a diocesan website and should be consistent with the rest of this policy. If the domain of a website is owned by the personnel, it is a personal website. For example, if www.mylocalparish.com is registered to "St. Ignatius Catholic Church," it is a Diocesan Entity website and should be consistent with the rest of this policy. If the website is registered in the name of the Director of Religious Education, regardless of who manages it and how it is used, it is a personal website.

There should be no linking from Diocesan Entity content or websites to personal social media accounts or websites. This would create confusion for some as to which account is the official account of the Diocesan Entity. Personnel are welcome to post or repost diocesan content on their personal social media accounts.

IV. Other Policies of the Catholic Diocese of Arlington

All Diocesan Entity websites and social media, as well as personal websites, must be in accord with all Diocese of Arlington policies. This document in no way contradicts what is stated in other CDA Policies, including, but not limited to, those listed below. *Please note: some policies require being logged in to the Diocesan Intranet for access.*

The *Code of Conduct for Clergy in the Diocese of Arlington* is published here: arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-clergy.pdf

The *Code of Conduct for Volunteers in the Diocese of Arlington* is published here: arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-laity.pdf

The Office of Child Protection's *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* is published here: arlingtondiocese.org/Child-Protection/policy-child-protection-smca.pdf

The Office of Human Resources' *Employee Policy Manual* is published here: arlingtondiocese.org/employeepolicy/

V. Definitions

The term "**administrative access**" shall mean access to website management tools or a social media account/profile that allows a person to modify, create, delete, or publish content.

The term "**content**" shall mean any digital information that communicates a message, including, but not limited to, text, photos, audio files, and video files.

The term "**diocesan entity**" or **"Diocese"** shall mean any organization, department, office, ministry, outreach, parish, school, agency, committee, task force, advisory board, or institution by, or with the supervision of, the Diocese of Arlington. This shall include Catholic Charities of the Diocese of Arlington and the Arlington Catholic Herald and their respective entities as well.

The terms "**Diocese Entity Website**," "**Diocese Entity Social Media Account**," and "**Diocese Entity Website [and/or] Social Media Account**" shall mean a website and/or social media account that is owned or managed by or on behalf of the Diocese or a Diocese Entity. This term does not include personal websites or social media accounts.

The term "**personnel**" or "**employee**" shall mean the bishop, priests, deacons, seminarians, non-ordained consecrated men and women, lay employees, and lay volunteers who are involved in work for the Diocese of Arlington, its parishes and agencies and who represent the Church by virtue of office, designated position, employment or contract.

The term "**personal**" shall refer to any website, social media account, or online content, the website, social media account, or content of an individual or external group that is not owned, managed, or published by or on behalf of the Diocese of Arlington or a Diocese Entity. This term does not include Diocese Entity websites or social media accounts.

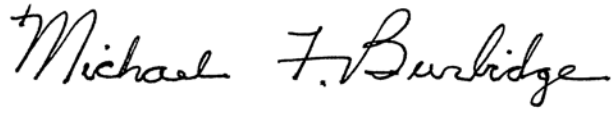
The term "**social media**" shall mean an account associated with a social media service including, but not limited to, Facebook, Twitter, YouTube, Instagram, Pinterest, Google +, LinkedIn, Snapchat, Reddit, etc.

The term "**website**" shall mean any web presence, including any website that displays social media content or features

VI. Addendum for Additional Policies

Parish pastors/administrators, school principals, regional directors, and similar management personnel may develop written directives particular to their Diocesan Entity's mission and operation that provide additional guidance to personnel in the use and management of websites and social media. No such directive should contradict the contents of this policy. If such an addendum is created, it should be included with this policy when presented to the personnel so that they understand their full responsibilities and accountability when they sign the "Official Receipt" below.

Approved by the Office of the Bishop of the Diocese of Arlington on June 22, 2018



Most Reverend Michael F. Burbidge

Bishop of the Diocese of Arlington

VII. OFFICIAL RECEIPT

The following is the official receipt denoting that the individual whose signature appears below has read and understands the guidelines contained in the attached document. This sheet will be kept in your personnel file.

While updated versions of this policy will be shared with personnel and Diocesan Entities, it is the responsibility of the personnel to ensure they are aware of the most recent version and adhere to it.

Please complete and return this sheet to your parish/school/office location.

I have read and understand the guidelines contained in the Policy for the Diocese of Arlington as well as any Addendums provided by my respective Diocesan Entity. I promise to follow these guidelines in my service to the Church.

Full Legal Name (Please Print)

Signature Date

Position/Title

Parish/School/Ministry/Organization

Email Phone Number

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PARENT PERMISSION FOR SCHOOL-SPONSORED TRIP PARTICIPATION

Appendix R – Policy 609A and 609B

Dear Parent or Legal Guardian of _____ grade student:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from

_____School. A brief description of the activity follows:

Curriculum Goal: _____

Destination:_____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____ Student Cost: _____

If you would like your child to participate in this event, please complete and sign the statement of consent below and return the form to school. As parent or legal guardian, you remain fully accountable for any legal responsibility which may result from any personal actions taken by the named student. Please be advised that parents retain the right to opt-out of any field trip planned for their children. It should also be understood, in light of world conditions, in particular threats of terrorism to Americans, it may be necessary to cancel any school-sponsored trip due to world and national developments. If restrictions are imposed, the school/Diocese will not be responsible for the loss of any monies advanced for the planned trip.

STATEMENT OF CONSENT

I hereby request that my child, _____, be allowed to participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation. If I cannot be contacted in an emergency, the school has my permission to take my child to the emergency room of the nearest hospital and I hereby authorize its medical staff to provide treatment which a physician deems necessary for the well-being of my child. I understand it may be necessary to cancel any school-sponsored trip due to world and national developments and the school/Diocese will not be responsible for the loss of any monies advanced for these planned trips.

_____ _____ _____
Parent's Name (Please Print) *Home Phone #* *Work Phone #*

_____ _____
Parent's Signature *Cell Phone #*

I accept responsibility for my behavior: _____
Signature of Student (Grade 3-12)

Emergency Contact (Print): _____Emergency Phone: _____

MEDICAL INFORMATION

Student's Current Medical Conditions: _____

Allergies (Including to medications): _____

Does your child require medications, that are regularly administered or kept for emergency use, at school, to be taken on this trip? ☐ Yes ☐ No

Please indicate the regular medication or emergency medication, from school, to be taken on the trip:

_____

If needed, do you request the designated supervisor of activity to administer the above medication on this field trip. ☐ Yes ☐ No

Chaperones will take a copy of this form on the school-sponsored trip. *Revised 2024*

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PERMISO DE LOS PADRES PARA EXCURSIONES PATROCINADOS POR LA ESCUELA

Appendix R-A- Policy 609A and 609B

Estimado Padre o tutor legal:

Su hijo/hija es elegible para participar en una actividad patrocinada por la escuela que requiere transporte a un lugar fuera del edificio de la escuela. Esta actividad se llevará a cabo bajo la dirección y supervisión de empleados de _____ .

La meta curricular_____
El destino_____
Supervisor de la actividad_____
Fecha y hora de salida_____
Hora de regresso_____
Método de transporte_____Costo_____

Si desea que su hijo participe en este evento, complete y firme la declaración y devuelvalo a la escuela. Como padre o tutor legal, usted sigue siendo totalmente responsable de cualquier responsabilidad legal que pueda resultar de cualquier acción personal realizada por el estudiante mencionado. Tenga en cuenta que los padres conservan el derecho de optar por no participar en cualquier excursión planeada para sus hijos. También debe entenderse que las eventualidades ajenas majores, en particular las amenazas de terrorismo a los estadounidenses, puede ser necesario la cancelacion de cualquier viaje patrocinado por la escuela. Si se imponen restricciones, la escuela/Diócesis no será responsable por la pérdida de dinero de dicha excursion.

DECLARACIÓN DE CONSENTIMIENTO

Mi hijo tiene permiso para participar en el evento descrito anteriormente. Entiendo que este evento ocurre afuera de la escuela y que mi hijo estará bajo la supervisión del empleado escolar designado en las fechas indicadas. Además, doy mi consentimiento a las condiciones establecidas anteriormente sobre la participación de mi hojo/hija en este evento, incluido el método de transporte. Si no me pueden contactar en caso de una emergencia, la escuela tiene mi permiso para llevar a mi hijo(a) a la sala de emergencias del hospital más cercano y esta autorizo a recibir asistencia mediaca que se considere necesario para el bienestar de mi hijo(a). Entiendo que excursiones escolaresm pueden ser cancelares por eventualidades ajenas al control de las escuela/Dioceses no será responsable de la pérdida de dinero adelantado para dichas excursiones.

_____ _____ _____
Nombre de padre(s) (*manuscrita)* *número de teléfono celular* *número de teléfono de trabajo*

_____ _____
Nombre de padre(s) (firmada*)* n*úmero de teléfono en casa*

Accepto responsabilidad por mis acciones _____
Firma del estudiante (grado 3-12)

En caso de emergencia puedes contactar _____
(*manuscrita)* *número de teléfono celular*

INFORMACÍON MÉDICO

Condiciones medicas del estudiante_____
Alergias_____alergias a medicina _____
Su hijo/hija necesita medicina que recibe regularmente o guardara en la escuela para usar en una emergencia, que tomará durante de esta excursión? Si_____ No____
Que son las medicinas que toma su hijo/hija regularmente o en caso de emergencia durante la excusion?
_____
Das permiso al supervisor designado en este excusion a administrar las medicinas a su hijo/hija? Si_____ No____

Los chaperones llevarán una copia de este formulario en la excursion escolar. *Revisado 2022*

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CATHOLIC DIOCESE OF ARLINGTON

Appendix R-1
Policy 609A

USE OF PERSONAL VEHICLE

Individuals who operate a personal vehicle for transporting passengers to or from a parish or school must:

1) Possess a valid US driver's license
2) Must be in compliance with all driving and motor vehicle laws
3) Maintain current automobile insurance as required by the Commonwealth of Virginia

I understand and acknowledge that my personal automobile insurance is the primary coverage for both liability and physical damage to my vehicle. In the event of an automobile accident, I agree to indemnify the Parish, Youth Ministers, Volunteers, and the Diocese of Arlington for any costs or expenses arising out of the accident, including the cost of any medical care or lost-time wages or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by my driving in the course of using my personal vehicle.

_____
Name of Driver (please print)

_____ _____ _____ _____
Address City State ZIP

_____ _____ _____
Home Phone Work Phone Cell Phone

_____ _____
Insurance Carrier Policy Number

_____ _____
Signature of Driver Date

Revised 2022

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

SAMPLE

_____
(Parent's Signature)

_____
(Printed Name)

_____
(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

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

_____	_____
(Student's Signature)	(Second Student's Signature)
_____	_____
(Printed Name)	(Printed Name)
_____	_____
(Date)	(Date)