OUR LADY of GOOD COUNSEL
CATHOLIC SCHOOL

K-8 Parent/Student Handbook

2026-2027

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Learn. Live. Love. Serve.

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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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY ON 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

Mission

Our Lady of Good Counsel Catholic school community unites to learn, live, love and serve in the Salesian spirit. We inspire lifelong learners to thrive in a global community, recognize and love God's presence in all, serve others with humility, and live Jesus.

OLGC Philosophy of Learning

Learning develops the spiritual, academic, emotional, mental, and physical aspects of the whole child. Learning is a partnership among students, parents, teachers, priests, and other parish leaders to encourage a lifelong love of learning. Learning takes place through a dynamic framework which promotes understanding, critical thinking and ownership of new knowledge and skills. Learning transpires through active exploration, creation, communication, and collaboration to inspire stewards who contribute to our ever-changing global society. Learning magnifies our unique God-given talents and empowers us to reach our full potential.

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 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 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.

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

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.

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

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, and provide equal opportunity to all qualified employees and applications for employment, as may be required of and 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:

1. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
2. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
3. 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.
4. 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 all of the sequentially ordered learning experiences which the school provides for its students, virtually or in person. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the students' spiritual, moral, intellectual, social, and physical development.

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

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

Grades FIVE TO SIX

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

For placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 93 or above on the spring exam.
2. Class grade in 5th grade math: 93 or above.
3. End of year diocesan comprehensive grade-level test: 93 or above. (Recommended time of testing – May of 5th grade year.)
4. Favorable teacher and principal recommendations.

Grades SIX TO SEVEN

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

For placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 93 or above on the spring exam.
2. Class grade in Pre-Algebra: 93 or above.

3. Iowa Algebra Aptitude Test results: 85 or above. (Recommended time of testing – May of 6th grade year.)
4. Favorable teacher and principal recommendations.

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

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

For placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 90 or above on the spring exam.
2. Class grade in Algebra I: 93 or above.
3. Scoring 77 or above on the Diocesan Algebra I exemption exam.
4. Favorable teacher and principal recommendations.

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

Grades SIX TO SEVEN

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

For placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 90 or above on the spring exam.
2. Class grade in sixth grade math: 93 or above.
3. End of year diocesan comprehensive grade-level test: 93 or above. (Recommended time of testing – May of 6th grade year.)
4. Favorable teacher and principal recommendations.

Grades SEVEN TO EIGHT

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

For placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 90 or above on the spring exam.
2. Class grade in 7th grade math: 93 or above.
3. Iowa Algebra Aptitude Test results: 80 or above. (Recommended time of testing – May of 7th grade year.)
4. Favorable teacher and principal recommendations.

Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I. Eighth grade students must satisfy the following criteria to receive placement in the next level of high school math instruction:

1. Pass the Algebra I and/or Geometry course.
2. Score 77 or higher on the diocesan Algebra I and/or Geometry exam.
3. 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 teacher may still advocate on behalf of the student through the use of the Teacher Recommendation Form (*Appendix X*). 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.

TEXTBOOK SELECTION

All supplies used in school are provided to the students by the school for a required annual fee. The required assignment book for grades 1-5 will be given to students on the first day of school. Middle School students (grades 6-8) are given a Chromebook and charging cords at the start of the school year. The device is loaded with required software, e-textbooks and apps. Middle School parents pay a fee of $440 per year for the device. At the end of 8th grade, the device goes with the graduating students. Parents are expected to pay for lost or damaged textbooks and supplemental books at their replacement cost.

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

The MAP Growth standardized test is given to students in grades K-7 three times per year and the ARK Religion assessment is given to students in grades 5 and 8 in the spring.

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. 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.
3. Teachers must include a balance of synchronous and other offline opportunities for learning and feedback.

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 challenge to provide assistance and programs to serve students with special needs according to the resources available to the school.

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 resource manual entitled Guidelines and Resources for Working with Students with Disabilities.

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

Our Lady of Good Counsel Catholic Schools strives for inclusivity. We will do our best to ensure academic support for the students with Student Assistance Plans and we will utilize our resource teachers to the best of our ability. A partnership between the school and the student's parents is imperative to promote the academic growth of the child.

If a parent requests a teacher, administration, or other staff member to complete paperwork regarding their student for a doctor's office, therapist, or similar entity, the completed paperwork will be sent directly to the office and not the parent(s).

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.

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.

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.
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. 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 goodwill 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.

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.

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 homework. 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

It is the parents' responsibility to ENCOURAGE:
- A home study period daily
- Finishing long-term assignments early
- Learning to manage time

Students in grades 1-5 are given an assignment book on the first day of school. Each student is required daily to record assignments and other requirements in their assignment book. Grades 6-8 homework is posted on Schoology, but students are still encouraged to use their school-provided assignment book to foster good organizational and time-management habits.

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.

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 the event a parent desires to discuss a problem with his/her child's teacher, the parents 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

SCHEDULING AND OTHER CONFERENCE INFORMATION

In order to be prepared for a conference and in order to provide a private space in which to meet, parents are asked to contact the teacher ahead of time for a conference. When arriving for your scheduled conference, please check in with the school receptionist and she will notify the teacher of your arrival. Drop-in meetings are strongly discouraged.

Parent-Teacher Conferences are held on **October 8th and 9th, 2026**. Conference schedules are arranged so that each parent is able to meet with their respective teachers. Conferences are fifteen minutes long. Additional time may be arranged with the individual teachers.

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

GRADING SYSTEM

Grades 1-2

M Meets Grade Level Standards – Child consistently meets skills

P Progressing Towards Grade Level Standards – Child is in process of developing skill
NI Needs Improvement – Child is not demonstrating skill

Academic Progress Scale

The letter M, P or NI is indicated in the appropriate box for each subject area. * (asterisk) indicates modified curriculum

Grades 3-8 use numeric (percentage) grades. Below 60 is designated by an F.

Indicators of 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*.

Report cards are sent home three times a year, after each trimester.

INTERIM ACADEMIC REPORTS

Parents receive communication at the halfway point of each trimester if their child is at risk of failing.

MIDDLE SCHOOL HONOR ROLL

Students in Grades 6-8 are eligible to achieve honor roll by meeting the following requirements:

Principal's Honor Roll

- Grade of 97 or above in every class for the trimester
- Grade of 2 or higher in every specials course, effort grade, study habit, and personal development.

1st Honors

- Grade of 95 or above in every class for the trimester
- Grade of 2 or higher in every specials course, effort grade, study habit, and personal development.

2nd Honors

- Grade of 90 or above in every class for the trimester

- Grade of 2 or higher in every specials course, effort grade, study habit, and personal development.

Any instance of academic dishonesty would result in the student being ineligible for honor roll in the trimester of the infraction.

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.

SCHOOL COUNSELORS

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

OLGC's School Counselor meets with students and parents when requested. A student in need of speaking with the School Counselor should notify a teacher. Middle school students may also send a message directly to the counselor via Schoology.

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

1. Children from the parish
2. Children from parishes without schools
3. Children from parishes with schools (for sufficient reason)
4. Children from non-Catholic families

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL-GRADE 5

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of custody where applicable
4. Current report card and previous academic years' report card as applicable
5. Current standardized test scores and previous years, if applicable
6. Completed Diocesan Application Form (*Appendix J*)
7. A non-refundable application fee

8. 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:
    a. 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.
    b. 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 preschool physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – *e.g.*, hearing and vision screening.)
9. Proof of satisfying tuition requirements at any former diocesan school if previously enrolled in a diocesan school.

REQUIREMENTS FOR ADMISSION TO GRADES 6-8

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of exact dates of immunization with signature of licensed healthcare provider
4. 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.
5. Records from previous school, including standardized test scores
6. Proof of custody where applicable
7. Completed Diocesan Application Form (*Appendix J*)
8. Signed Waiver Information-Photo Release (*Appendix N*)
9. A non-refundable application fee
10. If previously enrolled in a diocesan school, proof of satisfying tuition requirements at that former diocesan school. The receiving school is responsible for verifying tuition payments have been satisfied.

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 (Non-immigrant) 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 other U.S. state 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. Immunization records are required to be signed and verified by a 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 preschool physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – *e.g.*, hearing and vision screening.)
        ii. F-1 (Non-immigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.
    b. Currently holds or is in the process of obtaining an F-1 (Non-immigrant) student visa;
    c. Resides at the same U.S. address as the guardian, 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. 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 principal or admissions director.
3. When a student is transferring *from* another school outside the diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
    a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
    b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
    c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Non-immigrant) 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 (Non-immigrant) 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 (Non-immigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Non-immigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;
    b. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Non-immigrant) Students Form if an F-1 (Non-immigrant) 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 (Non-immigrant) Students Form within 15 days when an F-1 (Non-immigrant) student transfers to another school or departs the United States;
    d. Report via the Semester Report on Status of F-1 (Non-immigrant) Students Form any legal change in the name, address, or guardianship of an F-1 (Non-immigrant) 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 (Non-immigrant) 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.
    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 non-immigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

If parents of current or future students have a specific request for class placement, they should email the principal stating the reason for the request. Parents are asked to describe their child's personality, needs, and learning style as well as what type of teacher and classroom structure would suit him/her well. **Parents should refrain from using specific names of teachers when requesting a classroom setting or mentioning other students' names.**

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

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

If efforts to work with a family to improve a student's attendance are unsuccessful, a school should not keep an absentee student enrolled. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

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:

1. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.
2. 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.
3. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

Absences and tardies must be reported by 8:30 a.m. on the day of occurrence. Parents should email

attendance@olgcschool.org to report absences and tardies. Students who arrive late must enter the building through the front doors and check in with the receptionist. Parents must walk their child to the front door and sign them in. The receptionist will record the student's name and give the student a tardy slip. The student will not be admitted into class without the tardy slip. For absences and tardies not reported by 8:30 a.m., the parent/guardian will be called by the receptionist to confirm the absence or tardy. If the parent or guardian cannot be reached, a voicemail message will be left on the number called. If a parent or guardian cannot account for a student's absence, the Police Department will be contacted to verify the safety of the child.

Upon return to school after an illness, the parent must send a written explanation of their child's absence. The excuse should be sent to the homeroom teacher. The note will be forwarded to the school nurse for her records. Unexcused absences are considered truancy. Students who are truant are not permitted to receive credit for lessons missed. Students who are absent due to illness will be given makeup work and homework assignments. Absences and tardiness are recorded each trimester on the grade card and yearly on the permanent record card. In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. It is imperative that parents who transport students to school allow sufficient time to insure prompt arrival.

MISSED ASSIGNMENTS

It is the responsibility of the student who is absent from school to ask his/her teacher(s) for missed assignments upon return to school. **TEACHERS WILL NOT GIVE OUT ASSIGNMENTS PRIOR TO THE ABSENCE**. Students are responsible for turning in completed assignments on the date arranged with the teacher. The assignments will be due no later than five (5) school days past the student's return to school. Partial credit may be given at the discretion of the teacher.

MEDICAL EXCUSES

A written explanation from a physician must be provided to the homeroom teacher for medical conditions which prohibit the student from participating in routine school activities. The note will be forwarded to the school nurse for her records.

ANTICIPATED ABSENCE

When the parents wish to take their student out of school for several days for personal and/or medical reasons, the teacher will discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's school work. The final decision, however, is the responsibility of the parents. The school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The Principal in his or her sole discretion may determine the conditions and terms governing such absences.

RELEASE OF STUDENTS

Written parental permission should be sent to the teacher stating the requested time of release. The parent (or other adult named in the note) will sign out the child(ren) at the reception desk. Children will remain in the classroom until released by the teacher at the time specified in the note. Children may not leave the building during the day unless accompanied by an adult. If any person other than

the parent or guardian is to pick up the child, the school must have a written statement from the parent giving permission for that person to pick up the child.

If a child needs to be sent home from school due to illness or an accident, parents will be notified as soon as possible and should come to school to take the child immediately. If the parent cannot come, a representative designated by the parent may come to pick up the child. The parent or adult should sign the child out in the register located at the reception desk.

The Permission for Emergency Care Form, **due by the first day of school,** must indicate the names of persons to contact should it be impossible for the school to reach the parents. Parents are responsible for updating and correcting all information on the Emergency Care Form and providing updates as information changes. Any change in this information must be sent to the school office for updating school files immediately.

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.

Students transferred due to a move from the area will be considered for readmission upon their relocation to the area, space available.

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, and upon designation by, the school principal. Within the scope of this designation, the students shall work under the supervision of, and in cooperation with, the school principal and the local police liaison for safety issues.

SCHOOL HOURS

Regular school hours are from 8:00 am to 3:00 pm. Students line up with their class outside and walk into the building at 7:55am. All classes proceed to their classrooms for prayer and pledge. Students who are not in the building at 8:00 am are considered tardy. (In the event of rain or snow, students will proceed directly to their homerooms.)

OLGC School makes every effort to ensure the safety of your children upon arrival and dismissal and at recess during the school day. In the interest of the safety of our students, the following rules

will be enforced:

• Students may not be dropped off or picked up in the lower parking lot, the parish center parking lot, the bell tower, nor the rear of the school.

• Students are not permitted to walk across any parking lot to meet their ride.

• No students will be dismissed between 2:30 – 3:00 pm.

• All students are to be dropped off at the Counsel Room end of the school building. If parents wish to walk their student to their class's line outside, they should park in the upper lot and walk their students to their class in front of the school. Vehicles enter via Wolftrap Road. Vehicles do not enter the school area via Niblick Drive.

• Students should be in the building at 8:00 am

• No student may be dropped off before 7:30 am in the morning.

• If a student is tardy, the parent must bring the student into the building via the front door and sign them in at the reception desk with their **driver's license**. The student will receive a tardy slip which admits the student into class.

PM PICKUP REGULATIONS

• Please be in line as directed, by 2:55 pm (Enter via the Wolftrap Road rear entrance). Cars will be lined up according to the time they arrive.

• Students may not be picked up from the Parish Center or upper parking lot (unless specific written permission has been given by the Principal or Administrative Team).

• Be alert. Follow safety patrol instructions.

• If you leave your vehicle, turn your engine off. Cars should not be left running unattended.

• For the health of our students and environment, please consider turning off your car and not letting it idle. https://www.epa.gov/schools/idle-free-schools-toolkit-healthy-school-environment

• If your child/children are not in the vehicle by the time the line is ready to move, you will be directed to a parking space.

• No child may remain outside after the vehicle dismissal in the afternoon. Students not picked up by 3:20 pm will be taken to the school office to wait for their ride.

• Students who are consistently picked up after 3:20pm, and do not attend an after-school club or ECAP, will remain in the office with administration. Parents will incur a late pick-up fee:

- 1-15 minutes late: $14.00
- 16-30 minutes late: $28.00

WALKERS

Walkers will leave immediately after carpool. They should follow the directions of the faculty members on duty. Parents must file a Walker/Bike Permission Form, which can be found on the Parent page of the school website.

BICYCLE/SCOOTER RIDERS

The school should be informed of any bike/scooter riders. The school is not responsible for damages or theft. **Students who ride their bicycles/scooters to school must dismount when they reach the parish property** and push their bicycles/scooters to the bicycle stand outside the main school entrance. All bicycles/scooters must be stored in the bicycle stand. Parents must file a Walker/Bike Permission Form, which can be found on the Parent page of the school website.
When leaving school, students who ride their bicycles/scooters will walk their bicycles/scooters off the parish property before beginning to ride their bicycle/scooters.
Any student found riding their bicycle/scooter on parish property while arriving to/leaving school will receive one warning, and if they continue to ride their bicycle/scooter on parish property when arriving to/leaving school, the student will no longer be able to ride their bicycle/scooter to school for the remainder of the school year.

Virginia law requires individuals under age 14 who use motorized bicycles and scooters to be supervised by someone over the age of 18 while operating the bicycle/scooter. Due to this law, **students under the age of 14 will not be allowed to utilize a motorized bicycle/scooter to travel to or from school**, nor may they bring motorized bicycles or scooters onto campus. Exceptions will be made for students aged 14 or older, and students who operate motorized bicycles/scooters with an adult who will supervise them throughout. (https://law.lis.virginia.gov/vacode/title46.2/chapter8/section46.2-908.1/

EXTRA-CURRICULAR ACTIVITY PROGRAM (ECAP)

The ECAP after school program begins at 3:00 pm and ends at 6:00 pm. There is an additional fee for this program. Pre-registration for ECAP is required and is billed at the time of registration via our Faith Direct payment system.

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:

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

ACCESS TO RECORDS

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

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

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

The school administration may elect to provide, at cost, photocopies of a student's educational records to parents, but the documentation is to be stamped "unofficial."
In the event the records of a particular student are subpoenaed, the school administration shall immediately contact and forward a copy of the subpoena to 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.

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 when 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 <u>copies</u> of student's permanent record file may be released. Original health records and MCH-213 transfer with the student.

Parents/guardians may not hand-carry records to another school, except under extraordinary circumstances. The documents must be placed in a securely sealed envelope, which cannot be opened without obvious evidence, and the envelope must also be similarly marked "hand carried."

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

Permanent Record Card (to include transcripts, attendance record, and standardized test results) is to be retained indefinitely.

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

1. Application
2. Counselor Notes
3. Discipline Notes
4. Court Documents
5. Psychological Reports

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

1. IEP/ISP or 504 Plan
2. Student Assistance Plans
3. Eligibility Minutes
4. Student Support Team Minutes

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.

Please make sure to have your driver's license readily available for Lobby Guard when coming into the school building.

Teachers are typically not available for parent visits during the school day. Parents must call or email teachers to make an appointment. To minimize interruptions and the loss of instructional time, parents may not deliver homework, books and other schoolwork, lunches, clothing and other items directly to the classroom. All items must be left with the receptionist for delivery to the student. Parents should remind their students to check with the receptionist during the day to pick up needed items.

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.

PRINCIPAL'S COMMUNICATION

OLGC recognizes the importance of timely and effective communication between school and home. A weekly newsletter called The Wildcat Weekly is emailed each Thursday to all email addresses provided by the parent. The school calendar is found on the school website and is updated as needed. Additional emails may go out depending upon the urgency of the matter. Occasionally hard copies of flyers and other notices may be sent home with the students. Telephone calls and scheduled appointments are made when needed.

TAKE-HOME COMMUNICATION

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

Most OLGC School materials are sent home via email and/or posted on the school website. All materials, including newsletters, flyers, announcements, and postings to the school website including the PTO Weekly Chatter, must be approved by the Principal or his/her designee prior to emailing or posting.

TELEPHONE USE/MESSAGES FOR STUDENTS

Students are allowed to use the telephone only with teacher permission. Messages of a critical nature are delivered to students during the school day. Changes in after school arrangements must be provided to the school office in writing. Forgotten lunches, assignments, band instruments, etc. should be labeled with the child's name and room number and left with the receptionist. Students may check at the reception desk on their way to lunch or band for these items. Students will not be called out of class to pick up these items.

Students may call home for their forgotten homework and Chromebook at the discretion of the teacher.

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 be counted as instructional days.

EMERGENCY CLOSING of school will be determined by Fairfax County and the Principal. In the event of inclement weather, please listen to the radio or television for announcements. Announcements will also be posted on the OLGC School website, www.olgcschool.org.

If school is in session and Fairfax County dismisses early, OLGC WILL DISMISS EARLY ALSO. Parents will be notified of the early dismissal through our emergency notification system (via email and/or phone) and radio and television announcements. Parents can also sign up for emergency message notification by email from Fairfax County Public Schools. Sign up for this service at www.fcps.edu.

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. To exercise this right, the parent must complete 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.

OLGC School maintains an official Facebook page and an Instagram account. All photos containing images of OLGC students are vetted prior to their posting in accordance with the Release Form completed by the parent at the start of the school year. OLGC School does not sanction the posting of photographs on Shutterfly or similar sites. Accounts on these sites may not be established in the name of the school.

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 multi-media materials 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).

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/guardians, or other authorized adults of at least 21 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 Claims Risk Manager. Evidence to this effect must be presented to the principal for review and approval prior to the use of such vehicles. *Appendix R-1*, available in PowerSchool, must be used for this purpose. The principal 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/experience.

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

OVERNIGHT TRIPS

Overnight trips, including eighth grade graduation trips, are not permitted for elementary students.

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.

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

PARENT ORGANIZATIONS

Parent-Teacher Organizations (and like-named entities) support the critical relationship between schools and parents, the primary educators of their children. These organizations 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 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 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.

FUNDRAISING

Any program of generating additional revenue must 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.

In accordance with the Diocesan recommendation, Our Lady of Good Counsel Parish has an Advancement Team that coordinates all fundraising activities, designs, develops, and directs comprehensive funding programs for the parish and school. Our Advancement Team may be reached at 703-938-2828.

TRANSPORTATION/PARKING

Visitors should park in the upper lot in front of the rectory. The main parking lot is closed during the day for the safety of our students.

CHANGE IN TRANSPORTATION ARRANGEMENTS

When a student's normal mode of transportation is changed, the school office must be notified (preferably by email or written note), stating the change in plans.

Students requesting to ride or walk home with a friend after school must have signed notes or emails from **BOTH** parents to the office no later than 8:00 am of the day permission is requested. Emails should be sent to OLGC attendance as well as the classroom teachers. After school plans must be arranged prior to arrival at school.

For details about our morning arrival and afternoon dismissal procedures, see Chapter III, Arrival and Dismissal section of this handbook.

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:

1. Student is a baptized Catholic or convert officially received into the Church.
2. Family resides within the boundaries of the Diocese of Arlington.
3. Family is registered and an active member of the parish.
4. Student attends, or is accepted by, a Catholic school in the Diocese of Arlington.

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

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

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

SCHOOL TUITION POLICIES

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

New students pay a $500 tuition deposit per child when the application for admission is submitted. All tuition deposits are posted to the last month's tuition for the upcoming school year. Once the application paperwork and entrance testing is complete, you will be notified of acceptance by either email or a letter will be mailed to you. Your deposit is not refundable as of the date shown in your notification. Students re-enrolling must make a $500 tuition deposit per child to reserve a space for your student(s) for the upcoming school year. All tuition deposits are posted to the last month's tuition for the upcoming school year.

Our Lady of Good Counsel utilizes Blackbaud Tuition Management to manage our entire tuition processing. Parents complete a simple one-page Family Enrollment form to choose their payment method and payment plan. (See the Payment Methods and Plans below.) Parents have available to them (24/7) three ways to obtain information about their account: 1) by talking to a person at Blackbaud Tuition Management by phone, 2) by using an automated phone help system, or 3) by accessing a secure website (https://enroll.blackbaud.school/#/findschool). Parents are able to make payments, change bank account information, obtain balances due and paid, obtain statements, and find answers to questions. Email reminders will notify parents in advance when automatic withdrawals will be made or credit cards accessed for payments. Additionally, those paying by check will receive monthly invoices.

If you have any questions about your tuition rate, or if you wish to change your payment plan or method please call the Parish Administration Office at 703-896-7402. Tuition Assistance is available for families in need through the Diocesan Tuition Aid Program administered by FACTS, Grant & Aid Assessment. All applicants for aid must first apply in February using the Diocesan program. Based on the results of this program, additional assistance may be available from Our Lady of Good Counsel Parish. For information call 703-896-7402. No tuition assistance is available for Preschool.

TUITION AND OTHER FEE SCHEDULES

REGISTERED OLGC PARISHIONERS		**NON-REGISTERED FAMILIES**	
1st Child	$11,140	1st Child	$15,290
2nd Child	$10,480	2nd Child	$14,380
All Others	$10,150	All Others	$13,930

PRESCHOOL TUITION (INCLUDES LUNCH & SNACKS)
(There is no difference in pricing for Catholic and Non-Catholic students.)

Program	**Annual Tuition**
3 year old full day	$12,500
4 year old full day	$12,500

Fees

Sacramental Fees (required 2nd & 8th grades)	$105 per student
Preschool-8th grade Supply Fee (required)	$105 per student / school year
Technology Instrument Fee	$500 per student / year
Yearbook Fee (Optional)	$42 / book (subject to change)
Hot Lunch Program (Thursdays)	Optional; price varies based on meal selections
ECAP (K-8) Fees	3-6 p.m. 3 hours $26 per day 3-5 p.m. 2 hours $20 per day 3-4 p.m. 1 hour $14 per day

TUITION PAYMENT PLANS & OPTIONS

One (1) Time Pay:
Payment due September 1st. Administrative fee waived.

Two (2) Payments:
Payments due September 1st and January 1st. $20.00 enrollment fee added to 1st tuition payment.

Four (4) Payments:
Payments due September 1st, November 1st, January 1st and March 1st. $40.00 enrollment fee added to 1st tuition payment.

Ten (10) Payments:
Payments due August 1st through May 1st. $40.00 enrollment fee added to 1st tuition payment.

Eleven (11) Payments:
Payments due every month July 1st through May 1st. $40.00 enrollment fee added to 1st tuition payment.

Non-payment of tuition and fees is a breach of a material condition of the contract. The School has the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties or to issue a Certificate of Diploma if tuition and fees are not paid.

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 extracurricular 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 extracurricular 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.

Students who are absent from school or leave school early due to an illness may not return to school or participate in extracurricular activities for that day.

ALTAR SERVERS

All students in grades 3-8, who are members of the OLGC Parish, are eligible to be altar servers. The Parish Director of Liturgy should be contacted for more information.

BAND

OLGC participates in the Diocesan Band Program. Band is available to students in grades 3-8. Lessons are given on a rotating basis during school hours. There is a separate fee charged for this program since it is independently managed by the instructor.

CLUBS

Various clubs meet throughout the year. Information pertaining to participation is conveyed through the Principal's newsletter The Wildcat Weekly. Some after-school classes are offered by vendors. Information about those classes, the cost and how to register is sent through our newsletters and is posted on our website. The fee for vendor-sponsored classes is determined by the vendor.

SPORTS

OLGC participates in the Northern Virginia CYO League. CYO sports include boys' and girls' basketball (grades 6-8), track and field (fall-grades 5-8, spring-grades 3-8), volleyball (grades 5-8) and tennis (grades 4-8). Our parish house basketball league includes boys' and girls' basketball for grades 4-5. Volleyball house league includes girls and boys in grades 3 and 4. All coaches in all sports are volunteers.

STUDENT COUNCIL

Student council is being replaced for the 2026-2027 school year with House prefects. Two house prefects (one boy, one girl) will be elected during the first trimester. Prefects will help with event planning and work with school administration.

YEARBOOK STAFF

Students participate in the production of the school yearbook, which is published at the end of each school year. Faculty and staff advisors direct the production of the yearbook.

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 written permission from their parent/guardian.

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, and students work together to create a Catholic school environment. These basic components include:

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

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

1. will be honest and committed to integrity.
2. will be respectful and courteous toward all teachers and adults.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will speak respectfully to and about others.
6. will complete all assignments and participate fully in class.
7. will respect all school and personal property (see *Care of School Property*).
8. will refrain from any deliberate disruption in the school.
9. will adhere to the school's cell phone policy.
10. will comply with the Responsible Use Policy for Technology and Artificial Intelligence.
11. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extracurricular activities.
12. will be present for all required activities unless officially excused by the administration.
13. will adhere to the dress code (see *Dress Code*).
14. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
15. will not leave school grounds during the school day for any reason without permission from the principal/administration.
16. 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*).
17. will maintain, and support others who maintain, a safe and drug-free environment at school with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous is forbidden (*e.g.*, vaping devices and e-cigarettes) will result in suspension or expulsion from school.
18. 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.
19. 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.

Students at Our Lady of Good Counsel Catholic School will strive to follow our Kindness Pledge to the best of their ability.

Kindness Pledge
I am a Wildcat,
and I choose to live like Jesus.
I will be kind in my words and actions.
I will treat others with respect and care.
I will help those in need and include everyone.
I will work hard, tell the truth, and do what is right,
even when it is not easy.
Today and every day,
I will let my light shine,
so others can see God's love through me.

In addition to our Code of Conduct, OLGC will <u>not tolerate</u> the following behaviors:

1. Bullying (see pg. 60)
2. Physicality—hitting, kicking, pushing, punching, or any form of touching that is aggressive toward another student or faculty member
3. Disrespect toward staff members and/or peers
4. Threats (see pg. 40-41)

Students engaging in the above behaviors will be subject to disciplinary action and immediate consequences, including in-school or out-of-school suspension or expulsion.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the use of illegal substances or abusing controlled 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 public property or any property open to public use within 1,000 feet of the school (or of 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 an individual who is not enrolled as a student is suspected or discovered to be in violation of the foregoing provision, the principal or designee must be immediately notified, and the appropriate law enforcement agency also 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, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property 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 such as nunchucks or fighting chains, sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents/guardians 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 (*Appendix O-1*). 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.

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:

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

ACADEMIC DISHONESTY

If a student is caught cheating or plagiarizing (including unauthorized use of AI), the student will receive a zero for the assignment. If they are in middle school, they will not be eligible for honor roll

for the trimester of the infraction.

Academic dishonesty includes using the internet or other resources on classroom assessments or assignments without explicit teacher permission.

CELL PHONE USE

Students are not allowed to use personal cell phones or smart watches during the school day. If a parent has given student permission to bring his/her cell phone to school, it must remain powered off and in the student's backpack and locker. If a teacher finds a student in possession of his/her cell phone during the school day, the cell phone will be given to administration. Administration will notify the parents, and the parents must come to school to retrieve the device. Repeated infractions will result in greater disciplinary action.

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.

Repeated suspensions may result in expulsion.

The Pastor will be notified in the event of a suspension.

EXPULSION

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

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. 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;
4. 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/guardians 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 student is expelled may appeal this decision in writing to the Superintendent of Schools within 5 working days from the time of written notification.

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

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

STUDENT REGULATIONS AND PROCEDURES

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

SEARCHES OF STUDENTS AND STUDENT PROPERTY

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 (*e.g.*, automobiles, etc.) on school property or at school activities may be conducted by the school principal/administration or other designated officials. It is necessary that a search be reasonable and related to the school rights in this regard. 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 the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities or threatened illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview students.

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:

1. The principal, the assistant principal, or the principal's designee shall be alerted.
2. The police officers shall report to the principal's office.
3. 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.
4. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to any questioning.
5. The principal or a school representative shall be present.

6. 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.

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.

Each student in grades 6, 7 and 8 is assigned a locker. The specific locker assigned is for the individual student's use only and no other student is to use or open it at any time. Using a locker to store books and school materials is a privilege. Like any privilege, there are rules and procedures for safety and to ensure that school equipment is respected.

a. Lockers are the property of the school and may be inspected by school personnel at any time without prior notice.
b. The locker combination must not be shared with anyone for any reason.
c. Only school-related items may be kept in the locker.
d. Students may go to their lockers only at times allowed by their teachers.
e. Locker doors must be closed quietly so that other students and teachers in their classrooms are not disturbed.
f. Students may not use anything that has the potential to make marks (paint; draw; scratch; adhesive labels, stickers or tape) on the inside or outside of the locker. Appropriate magnets are allowed. Appropriate photographs of the student's family, friends and pets are allowed. Teacher permission is required for items not specified in this handbook.
g. Food or drink may not be left in the locker overnight.
h. The locker must be locked at any time that it is not in use.
i. Lockers must be closed and locked after each use and should not have items (backpack strings, papers, etc.) hanging out of them.
j. All locker vandalism, thefts, broken locks or other locker problems should be reported to the homeroom teacher immediately.
k. Misuse of or tampering with any locker or failure to comply with locker regulations may result in the loss of locker privileges.
l. At the end of every trimester and at the end of the school year students will clean their lockers.

The final report card may be held until the locker has been cleaned.

If a locker is damaged, the student(s) responsible for the damage will pay for the full cost of the repairs and may also lose the right to use a locker.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

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

If a child does not wear the correct uniform items or the uniform does not follow our requirements, the parent may be contacted to pick the child up from school. The child may return once the correct uniform is worn.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Uniform requirements for OLGC students can be found on the school website. Uniforms are purchased at Flynn O'Hara, Tommy Hilfiger, Lands' End, or at an OLGC used uniform sale. It is the parent's responsibility to ensure the proper fit of the uniform when purchasing so that the uniform pieces follow our school's standards of length, fit, etc. Uniform items purchased at other retailers may not meet OLGC's uniform requirements and could require parents to purchase another uniform item.

Carefully read the uniform enforcement standards below. Teachers and administrators have the right to communicate with parents if a student's uniform does not fit according to OLGC's guidelines, and parents will be required to purchase a new uniform.

Rolling backpacks or backpacks with wheels are not permitted in any grade. If a student is consistently out of uniform, it will be brought to the attention of the parent via a discipline report. If a student will be out of uniform for a day because of special circumstances, a note must be sent from the parent stating the reason for not wearing the required uniform.

UNIFORM ENFORCEMENT STANDARDS

• Summer uniform is permitted from the first day of school through October 31st. Winter uniform is required from November 3rd through April 1st. Students may wear summer uniforms from April 13th to the end of the school year.

• The wrap-around kilt from Flynn O'Hara (or the used uniform sale) is the only Middle School skirt option. **The kilt length must meet the knee.** Fingertip length is not used as the unit of measure for skirt length. Students not adhering to the appropriate skirt length will be required to purchase a new skirt or wear OLGC uniform pants.

• Kilts should sit at the natural waist and may not be rolled.

• All uniform items must be neat, clean, fit properly, and not frayed or torn.

• Pant legs are to be hemmed, not rolled up.

• Shorts, pants, and gym shorts may not be rolled.

• No boots, boot-type shoes, mountain or camping style shoes, heelies, skater shoes, heels or platform heels.

•OLGC fleeces must be worn properly and may not be worn tied around the shoulders or hips.

• Sleeves on shirts should not be rolled.

• Shoelaces should be tied at all times.

• Socks must cover the ankles. **Socks must be all navy, all black, or all white**. **Socks may not have logos or designs**. Sock rules apply to both regular and PE uniforms.

• Shirts should be tucked in at all times.

• Underwear should never be visible, including undershirts.

• The backs of shoes should be worn properly - not stomped down.

• The maximum number of buttons on a student's shirt that may be unbuttoned are the top two.

• Hats/caps are not permitted inside the building.

• Only solid white tee shirts may be worn under shirts and blouses.

• Proper uniform is expected at all times while on school property and on school-sponsored activities, such as field trips.

• Facial makeup is not permitted. Only clear nail polish may be worn by girls.

• Students are expected to be well groomed. Boys are expected to keep their hair trimmed above the collar, above the eyebrows and no longer than mid-ear. Boys must be clean shaven. Extreme hairstyles, including dyeing hair and shaving initials, numbers or patterns in the hair are not permitted.

• Girls may wear a simple headband or a single bow in their hair.

• Girls may wear only one pair of stud type earrings in their ears. Dangling earrings are not permitted. Boys may not wear earrings.

• Only one necklace (religious medal or cross) may be worn, and this should be worn under the shirt. "Choker" style necklaces are not permitted.

• Students are not permitted to wear rings.

• Excessive jewelry is not permitted. Only one bracelet may be worn at a time.

• No Fitbits, Apple watches, or similar electronic devices may be worn as these provide unnecessary distractions.

DRESS CODE FOR OUT OF UNIFORM DAYS

On occasion the entire school or a specific class will participate in an out of uniform day. Uniform requirements are suspended, but students are expected to comply with school clothing guidelines. Failure to comply will result in disciplinary action.

• Students are not allowed to wear sundresses or tank tops.

• Shorts must reflect our Catholic values and should be modest in length, fit, and style. Tight-fitting shorts may not be worn.

• "Sagging" pants are not permitted.

• Skirts length should be no shorter than two inches above the center of the knee. Fingertip length is not used as the unit of measure for skirt length.

• T-shirts with reference to inappropriate slogans, references, and pictures may not be worn.

• Nice jeans are permitted but they must not be patched, torn, or ripped.

• No Crocs, flip flops, slides, or heelies may be worn. Sneakers must be worn by students having PE on out of uniform days.

• Shirts must meet pants and stomachs must be covered. No exposed midriffs.

DRESS CODE FOR SPIRIT DAYS

Wildcat Spirit Days will be held throughout the school year. During the summer uniform season students may wear their OLGC logo PE uniform (shorts and t-shirt) or OLGC logo spirit wear. During the winter uniform season students may wear their OLGC logo PE sweatpants or OLGC logo spirit long pants with either the OLGC logo sweatshirt or OLGC logo PE t-shirt or OLGC spirit wear (no shorts are permitted). No Crocs may be worn.

A student coming to school dressed inappropriately on an out-of-out uniform day will be required to call his/her parents for a suitable change of clothes and will not be allowed to return to class until the proper clothing is worn. The decision of the administration as to what is appropriate will be final.

OUT OF UNIFORM DAY FOR BIRTHDAYS

Students may dress out of uniform on their birthday. Students whose birthdays occur during the summer months will be given a day in May to dress out of uniform. The date will be announced on our calendar. Students whose birthday occurs on a Mass day should dress out of uniform the day before or after their actual birthday. If a student dresses out of uniform for their birthday, they must do so the closest day to their birthday as possible.

Failure to comply with the dress code could result in disciplinary action.

INAPPROPRIATE MATERIALS

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

• Real or toy guns
• Real or toy knives
•Vapes or other smoking paraphernalia
• Laser pointer devices
• shock pens
• Sharp objects
• Skateboards, roller skates, rollerblades
• Matches, lighters iPods, MP-3/CD players, radios, tape recorders or other recording devices
• Fireworks
• Remote control devices, video games
• Devices that cause explosion
• Beepers, pagers, cell phones, walkie-talkies
• Fitbits and Apple watches
• Any other items deemed disruptive by the school administrationPlayground Regulations

Students are expected to do the following:

• Stay inside the gates and cones at all times. (Permission is needed to retrieve balls.)

•Students should not play on the sidewalk or under the classroom windows.
• Remember to include other students in your activities.
• Be aware that you are the hands and voice of Christ.
• Don't push, shove, punch, pull or hit others.
• Name calling, insults and profanity should not occur.
• Always respect the authority of the playground volunteers.
• Any playground equipment should be used only for the purposes for which they were designed.
• Only soft balls are permitted on the playground during recess.
• Contact sports and tackling are not permitted.
• Do not climb trees.
• Students may sit on benches but may not stand on or play games around them.
• No running on the sidewalk and under the classroom windows.
• No sitting on the brick wall.
• If a classroom teacher grants permission for students to bring toys or games from home to be used at recess, the school is not responsible if the items get lost, damaged, or misplaced.

LUNCHROOM REGULATIONS

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

Students are to remain seated, be courteous, and display proper table manners during the lunch period. Students should conduct themselves as they would in their own dining room at home. Students are expected to clean up their place at the table. Students who consistently misbehave in the lunchroom may be required to forfeit their outside recess and remain inside, or another suitable alternative.

If a student forgets his/her lunch and his/her parent drops off lunch from an outside restaurant, the student must consume the lunch in the front office.

Our Lady of Good Counsel Catholic School is not a nut-free school. A nut-free table is available in the cafeteria. Students may sit at the nut-free table and a class friend may accompany them. Our teachers are made aware of the students in their class who are affected by allergies of all kinds and the teacher in turn instructs their students on the precautions that must be taken.

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 (CPS) and to the school principal (who in turn will call the Vicar General). The school principal should complete the approved Diocesan Incident 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.

In accordance with Virginia Code 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.

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*.

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 it is determined that a child needs 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 a 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.

MEDICATION ADMINISTRATION OVERVIEW

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

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

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
2. After the first dose of any medication has been given at home;
3. 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 member of the school administration;
4. 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;
5. 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 (LHCP). 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;
6. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian, and accompanies the medication;
7. 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;
8. 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*);
9. 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;
10. 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 and should not be done at school.

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

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

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. 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, EpiPen).

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.

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 POLICY

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 for school faculty and staff. 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.

Parents/guardians of students with a life-threatening allergy must inform the principal and school health personnel of any allergies and provide schools with the appropriate and 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 employees, bus drivers, and janitorial staff.

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.

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/guardian 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 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 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 healthcare provider order and/or statement, the parent will be called to take the student home.

Students with crutches should only wear sneakers or uniform school shoes for safety reasons. Crocs, slippers, slides, flip-flops, etc. are not permitted. Orthopedic shoes and orthopedic boots ordered by a medical professional are permitted footwear.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

1. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with the Virginia Department of Health's school entry requirements (or modified schedule as approved by a licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
    a. 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.
    b. 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.
2. 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.

3. 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.)
4. 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.
5. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics due to the liability associated with the vaccination of children. The Diocese of Arlington does not promote school-based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the signing of any contract for services.
6. 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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

BLOODBORNE DISEASE

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

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 the prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

A Crisis Management/Emergency Preparedness Plan has been developed and approved and is updated annually. All employees have been trained accordingly. Two fire drills are conducted in the first 20 days of school and two (2) more during the school year. Severe weather drills (shelter in place) are conducted during the year. An earthquake drill is conducted in October and a tornado drill in March. Two simulated lockdown drills are conducted in the first 20 days of school and two (2) more during the school year.

HARASSMENT

"Harassment" 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 will be taken to maintain a safe and respectful work and academic environment.

As the primary educators of their children, parents have the responsibility to handle harassment issues not involving the school that occur 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 to a 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 school employee. If a student makes a report, the school 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 school 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 any such scenario will result in dismissal of the adult involved. This policy also prohibits "sexting" between students and employees or employees of contracted service providers as well as 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 prevent/address sexual harassment/abuse, students in grades 6 to 12 must annually receive appropriate age level instruction pertaining to harassment by September 30th 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 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 another person; involves a real or perceived power imbalance between aggressor or aggressors and the target; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary/developmental teasing, horseplay, argument, or peer conflict.

Examples include, but are not limited to:

1. Physical intimidation or assault
2. Extortion or blackmail
3. Oral or written threats, including text messaging
4. Malicious teasing
5. Body shaming (verbal remarks, gestures, or online posts that mock or criticize a person's body, weight, height, or appearance
6. Putdowns
7. Name calling
8. Threatening looks
9. Gestures or acts of aggression (overt and covert)
10. Cruel rumors & false accusations
11. Social isolation
12. Cyber bullying

School personnel will not tolerate any bullying on diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, students and parents/guardians who become aware of an act of bullying are expected to report it to appropriate school personnel (*e.g.*, head of school/principal, teacher, school counselor). Staff members who become aware of an incident of bullying or cyberbullying are expected 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 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/guardian 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):

1. School counseling; outside professional counseling, or both
2. Parent/guardian conference
3. Detention
4. Suspension and/or Expulsion

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

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 or in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, students and parents/guardians who become aware of an act of hazing are expected to report it to appropriate school personnel (*e.g.*, principal, teacher, school counselor). Staff members who become aware of an incidence of hazing are expected 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 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/guardian and family issues. Any student who retaliates against another for reporting hazing will 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):

1. School counseling; outside professional counseling, or both
2. Parent/guardian conference
3. Detention
4. 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:

1. Discrimination
2. Victimization
3. Oral or written threats, including text messaging
4. Malicious teasing
5. Body shaming (verbal remarks, gestures, or online posts that mock or criticize a person's body, weight, height, or appearance
6. Putdowns
7. Name calling
8. Threatening looks
9. Gestures or acts of aggression (overt and covert)
10. Cruel rumors and false accusations
11. Social isolation
12. 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/guardians who become aware of any 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 a 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:

1. Counseling
2. Parent/guardian conference
3. Detention
4. 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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos-containing building materials.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

Please find our yearly asbestos letter below (*Appendix C-1*).

VIDEO SURVEILLANCE CAMERAS

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

1. Video surveillance cameras must be placed in public locations deemed appropriate per diocesan policy. Such locations must include, without limitation, school entrances/exits, lobby areas, hallways, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
2. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
3. 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.

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

IX. EXTENDED DAY PROGRAM

EXTENDED DAY PROGRAM

Our Lady of Good Counsel Catholic School does not have an Extended Day program. Students in grades K-8 may participate in our ECAP (Extra-Curricular Activities Program). Please see the Arrival and Departure of Students section of the handbook for more details.

X. APPENDICES

OLGC School Forms:

A-1 Absence Letter

A-2 Tardy Letter

B-1: Dress Code Violation Form 2026

B-2: Handbook Agreement Form

C-1: Asbestos Information Letter

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*)
Asthma Action Plan with Indemnification (*Appendix F-3*)

Anaphylaxis Action Plan with Indemnification (*Appendix F-4)*
Diabetes Quick Reference and Indemnification (*Appendix F-5*)
Virginia Diabetes Medical Management Plan (*Appendix F-5A*)
Diocese Medication Authorization Form (*Appendix F-6*)
Wind Chill Factors/Heat Stress Index (*Appendix F-15*)
Certificate of Religious Exemption CRE-1 (*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/Guardian Permission Form for School Sponsored Trip Participation (*Appendix R*)
Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (*Appendix R-A*)
Use of Personal Vehicle (*Appendix R-1*)
Elementary-MS Parent Handbook Agreement Letter (*Appendix AG-1*)

APPENDIX A-1 ABSENCE LETTER



Be Who You Are and Be That Well

8601 Wolftrap Road, Vienna, VA 22182-5026
Phone: (703) 938-3600 • Fax: (703) 938-2933

www.olgcschool.org

September 1st, 2025

Dear Parent,

According to our records, _____ has been absent from school _____ times since the start of the 2025-2026 school year. Regular attendance and habits of punctuality are essential to ensure continuous progress in school.

Per the OLGC handbook (pg. 20), Students in grades kindergarten through grade eight who miss ten or more days of the school year 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 the required work is still necessary.

We understand illness and unexpected circumstances can lead to students' absences, and we appreciate you making every effort to have your child attend school regularly.

We thank you for your cooperation and look forward to improvement in this area.

Sincerely,

Robin Williams
Principal

APPENDIX A-2 TARDY LETTER



Be Who You Are and Be That Well

8601 Wolftrap Road, Vienna, VA 22182-5026
Phone: (703) 938-3600 • Fax: (703) 938-2933

www.olgcschool.org

September 1st, 2025

Dear Mr. and Mrs. _____,

According to our records, _____ has been tardy to school 10 times since the start of the 2025-2026 school year. Regular attendance and habits of punctuality are essential to ensure continuous progress in school.

Per the OLGC handbook (pg. 21), persistent tardiness may cause academic problems and disrupt the learning environment.

If a student arrives after 8:00am they are considered tardy. As you know, you may drop your student off at school as early as 7:30am.

Please make every effort possible to get your child(ren) to school on time. If you have any questions or if there is anything we can do to help, please do not hesitate to reach out.

We thank you for your cooperation and look forward to improvement in this area.

Sincerely,

Robin Williams
Principal

Appendix B-2 Dress Code Violation Notice

DRESS CODE VIOLATION NOTICE

Our Lady of Good Counsel Catholic School

Student:	Date:	
Teacher:	Homeroom:	
☐ 1st Notice ☐ 2nd Notice ☐ 3rd Notice	Grade:	Trimester:

Today your child was found to be in violation of the OLGC School dress code. Please see that he/she is dressed in proper attire tomorrow. Continued violation of the dress code will result in further disciplinary action. Thank you!

REASON FOR NOTICE:

☐ Fleece ☐ Shirt ☐ Pants ☐ Skirt ☐ Shorts ☐ Sweatpants ☐ Shoes
☐ Hair ☐ Belt ☐ Socks ☐ Jacket ☐ Jewelry ☐ Nails ☐ Makeup
☐ Hair Accessories ☐ Fitbit / Smartwatch ☐ Other: _____

COMMENTS: _____

_____

CONSEQUENCE: _____

Parent Signature: _____

Please sign & return to the office the next school day.

OFFICE COPY—WHITE TEACHER COPY—YELLOW PARENT COPY—PINK

Appendix C-1 Asbestos Information Letter

OUR LADY of GOOD COUNSEL
CATHOLIC SCHOOL

Be Who You Are and Be That Well

8601 Wolftrap Road, Vienna, VA 22182-5026
Phone: (703) 938-3600 • Fax: (703) 938-2933

www.olgcschool.org

Dear Parents, Teachers, Building Occupants,

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

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA), which requires schools to be inspected to identify any asbestos-containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed), and rated according to condition and potential hazard. Every three years, Our Lady of Good Counsel Catholic School has conducted an inspection to determine whether the condition of the known or assumed asbestos-containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection conducted on July 31st, 2026, 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 by July 1989. Our Lady of Good Counsel Catholic School's Asbestos Management Plan has several on-going requirements: publicize notification on the management plan availability and the status of asbestos activities; educate and train our employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the ACBM; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of ACBM; and survey the condition of these materials every six months to assure that they remain in good condition.

It is the intention of Our Lady of Good Counsel Catholic School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a 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. Andrew Holloman is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to Andrew Holloman at aholloman@olgcva.org

Sincerely,

Robin J. Williams
Principal

OUR LADY of GOOD COUNSEL
CATHOLIC SCHOOL

PARENT/STUDENT HANDBOOK AGREEMENT FORM
2026-2027

Parents of students in all grades must sign as indicated below.
All Middle School Students (grades 6th-8th) must also sign in the designated box below.

Student 1 First/Last Name_____Grade_____

Student 2 First/Last Name_____Grade_____

Student 3 First/Last Name_____Grade_____

Student 4 First/Last Name_____Grade_____

Parent/Guardian

I understand that the Parent/Student Handbook is available to me on the Our Lady of Good Counsel Catholic School's website. I have explained the content of this document to my child. I acknowledge and agree to the policies contained therein and will require my child to comply with the policies which apply to students.

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

Parent/Guardian Signature: _____

Print Parent/Guardian Name: _____

For Middle School Students (Grades 6th-8th)

I understand that the Parent/Student Handbook is available to me on the Our Lady of Good Counsel Catholic School website. I agree to observe all school regulations contained therein.

Middle School Student Signature:_____Date:_____

Middle School Student Signature:_____Date:_____

Middle School Student Signature:_____Date:_____