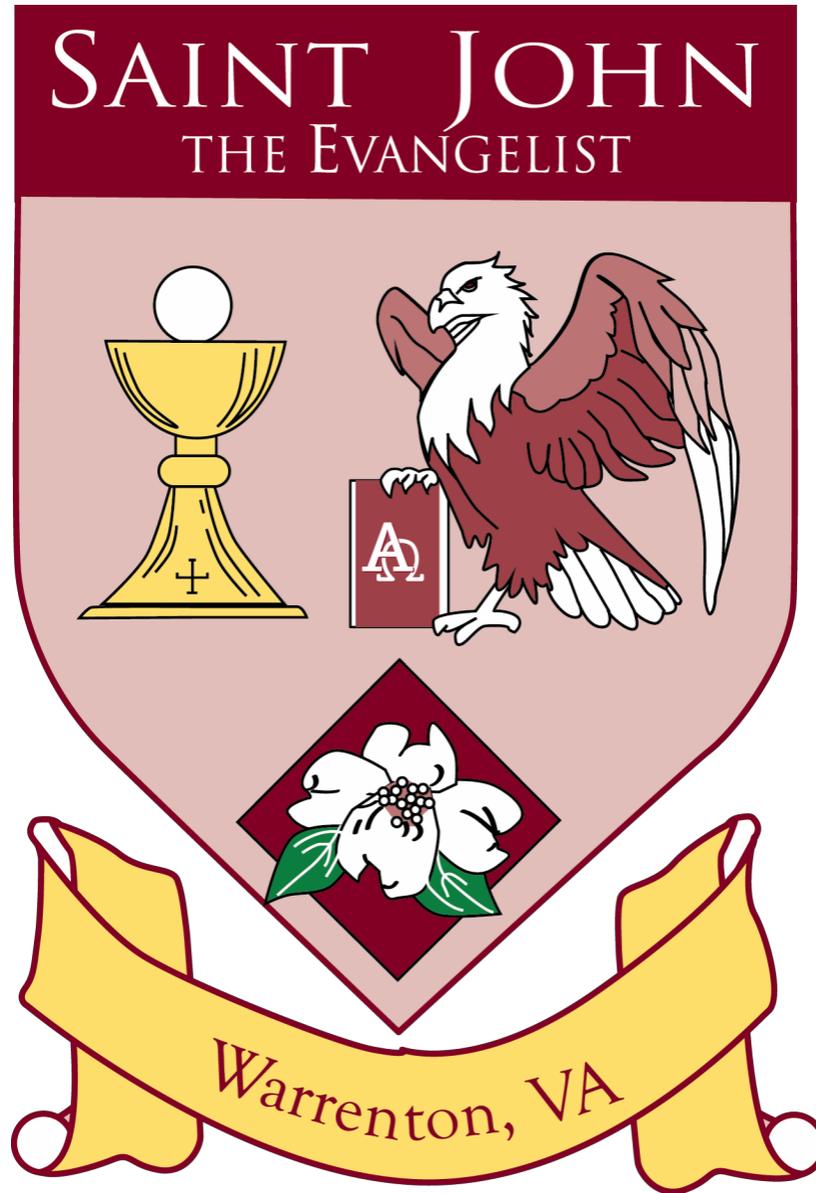


Elementary School Parent/Student Handbook



2020-2021



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.

***The 2020-2021 Elementary School Parent/Student Handbook contains information that is temporarily struck through as a result of current health and safety precautions and procedures that have been put in place to minimize the spread of COVID-19. When restrictions are lifted this information will be reinstated.**

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SAINT JOHN the EVANGELIST CATHOLIC SCHOOL

111 JOHN E. MANN STREET, WARRENTON, VA 20186

Dear Saint John the Evangelist Catholic School Parents,

We are delighted to partner with you this academic school year. The school was founded in 1960 at the present site in Warrenton, Virginia. The spirit of Jesus Christ permeates our tradition of developing the whole child: spiritually, academically, and emotionally.

Our school, situated in historic Warrenton, Virginia, is located on a multiple acre, manicured campus. The safety of the students, staff, and parents is very important to us. We practice intruder and fire drills regularly.

Saint John the Evangelist Catholic School takes pride in our students and in preparing them for success. Their achievements are attributed to the hard work and strength of character they have cultivated in meeting the demands of a challenging curriculum. These successes, along with our exceptional faculty and supportive parent community, lay the foundation of Catholic leaders of tomorrow.

Our faculty and staff are composed of highly dedicated, professional men and women who love children. They employ technology, differentiated instruction, and nurture students to bring out the best in them.

Please review the Parent/Student Handbook with your child and sign the acknowledgement form at the end of the document.

If you have not already, I am sure you will discover there is much to love about St. John School and together, we can make a difference in your child's life. May we continue to grow in God's grace and wisdom.

God Bless,

A handwritten signature in black ink that reads "Temple W. Macdonald".

Temple W. Macdonald
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

MISSION STATEMENT

Saint John the Evangelist Catholic School provides a Christ-centered atmosphere that recognizes the God-given gifts inherent within each child on the journey toward spiritual and academic excellence.

PHILOSOPHY

Saint John the Evangelist School integrates Catholic teachings and virtues throughout our school culture. We foster a challenging and inclusive academic program addressing the diverse needs of students. In partnership with families and the parish community, we encourage students to serve others while growing in the image of Christ.

STUDENT/PARENT HANDBOOK

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

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

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

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

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

PARENTAL/GUARDIAN ROLE

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

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

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

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

policies, and regulations.

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious

formation as an integral component of the educational program in the school. As such:

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

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

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

II. ACADEMICS

CURRICULUM

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

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

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

eighth grade.

GRADES FIVE TO SIX

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

GRADES SIX TO SEVEN

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

GRADES SEVEN TO EIGHT

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Algebra I: 93 or above.
- c. Scoring 80% on the Diocesan Algebra I exemption exam.
- d. Favorable teacher and principal recommendation.

The following path would be followed by those students identified as capable of completing High

School Algebra in the 8th grade.

GRADES SIX TO SEVEN

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

GRADES SEVEN TO EIGHT

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADE EIGHT TO HIGHSCHOOL

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

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

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

HONORS PROGRAM

WHAT ARE HONORS CLASSES?

Honors classes are designed to differentiate students that have demonstrated academic success by assessment data and are academically ready for a more rigorous curriculum compared to other regular education classes.

The SJES Honors Program has been designed to provide an opportunity for our most highly competent and academically able students to demonstrate their excellence.

Entrance into the SJES Honors Program is a rigorous endeavor most appropriate for highly motivated students whose academic abilities and talents are apparent in reading and math.

The goal of this program is to provide students who have advanced intellectual, academic, and/or creative capabilities the opportunity to exceed the standards of learning for their normal grade level. In addition, students will work with peers of similar aptitude within a rigorous learning environment in order to reach their highest level of learning and accomplishment. The structure of this program should ultimately prepare middle school students to easily transition into Honors High School courses.

PROGRAM ENTRANCE CRITERIA

The identification process to determine eligibility for the SJES Honors Program (grades 5-8) relies on standardized test scores from the previous year, grade point average in the reading and/or math discipline, teacher recommendations, and if necessary, placement test results.

READING AND MATH

Students who obtain an overall 'SUPERIOR', or 'ABOVE EXPECTATIONS' with a score of 93 or higher on the final Scantron test score, a 93 or higher for the average reading grade at the end of the third trimester, and a National Percentile Rating of 93 or higher are automatically invited to join the program. Students who meet two of the three requirements may still be invited to the program if they receive a teacher recommendation and perform well on an additional placement test.

Candidates must be a SJES enrolled student from the previous year or until standardized testing and a local assessment has been administered. Students will need to be reevaluated each year for participation for the upcoming year.

PROGRAM EXPECTATIONS

It is the expectation that the SJES Honors Program will benefit the students within the program as well as the school. The program is designed around these expected outcomes—

- Higher academic gains on standardized testing measures;
- Accelerated, extended curriculum;
- High School preparation;

- Differentiated process, product, and learning environment;
- Higher levels of self-confidence and self-reliance among students;
- Increased teacher expectations of students

*This program does not offer enhanced GPA for students, but early preparation for high school coursework. Report card grades will reflect participation in the HONORS discipline.

Excellent attendance is mandatory for success in SJES Honors program. It is recommended that students be in attendance at least 95% of the time to be successful. Inability to meet attendance criteria could result in dismissal from the program.

Students are expected to complete all assignments, and maintain an “85” in every Honors Class. Any score below this level at trimesters end will signal a review process which will include an immediate 4-week probationary status in the program. If necessary, intervention strategies will be implemented, documented, and accessed to maximize the opportunity for success for the student. If the student cannot maintain the minimum score, then the transition will begin to move him/her to the regular classroom. Students who have transitioned to their core class will not be eligible for Honor’s classes again.

Behavior must be appropriate to the situation and setting. Students in this program are responsible for personal and interactive behavior. They will be expected to display appropriate learning behaviors in any situation and not interfere with the learning of others.

All SJES middle school students will be evaluated initially through their Scantron Test Scores and year-end overall grade in the appropriate discipline. Those eligible will require a core teacher evaluation to supplement their file. Parents/Guardians will be notified by letter whether their child has been accepted into the Honors Program at the end of the school year. Questions regarding the Honors Program can be referred to the Honor’s Instructor or the school’s administration.

RESOURCE CENTER

For Elementary students, grades K-5, who receive additional assistance through the Resource Center, we will be using The Orton-Gillingham based program *Sounds in Syllables* which was developed by Sandra Dillon. While the program has a great success rate, there are costs associated with its use. In order to cover the cost of the consumable materials that will be used by those children in the program, a \$100 material fee will be collected.

Additional fees for Middle School students may be necessary to cover materials used for those students.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in

sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

The curriculum coordinators and members of the school faculty in collaboration with the administration select textbooks and supplemental materials.

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

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

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

Middle school students arriving with personal mobile and/or smart devices shall ensure devices are turned off and placed in their backpacks for the entire school day. The first violation of this policy will result in a warning and the device will be turned over to the school Principal, who will return the device to the student's parent upon dismissal. A second violation will result in a discipline referral.

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators

- of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
 - e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
 - f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive.
 - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
 - g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 - h. Examples of Unacceptable Uses – Users are not permitted to:
 - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
-

- ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
 - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
 - k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
 - l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

TESTING

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

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

The students in grades 3-7 take the Scantron Performance Series three times a year. A baseline assessment is completed in September, a progressional assessment is offered in January, and the cumulative piece takes place in May. The test results are used as a diagnostic tool to alert teachers

to the students' strengths and weaknesses. Results will determine student placement in our Honors Math and Literature program.

HOMework

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

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

SUGGESTED TIME ALLOTMENTS

- Grades 1-3: 10 to 30 minutes daily
- Grades 4-5: 30 to 60 minutes daily
- Grades 6-8: 60 minutes to 2 hours daily

Parents help their children with homework by acknowledging its importance and providing space and time for the assignments to be accomplished. The students are responsible for copying the assignments, bringing home the necessary supplies and completing the assignments in a timely manner.

Homework will be posted on Google Classroom and in student agendas.

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.

SCHEDULING AND OTHER CONFERENCE INFORMATION

The first parent-teacher conference in November is strongly recommended and scheduled by the administration. Every effort is made to accommodate both parent and teacher schedules. Requests for additional conferences throughout the year should be made in writing to the teacher who will arrange the specific date and time.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades K-2

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

ACADEMIC PROGRESS SCALE

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

* (asterisk) indicates modified curriculum

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT

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

Student grades are posted on the Parent Portal for students in grades 3-8. Parents should login to the Parent Portal periodically during the trimester to review these grades and address any concerns to the teacher by written message and a conference, if necessary. Parent Portal login information can be obtained by contacting the Technology Coordinator here at Saint John's School.

Report cards are distributed each trimester. They reflect the level of achievement in academics and conduct that a child has merited over a twelve-week period. Dates for distribution are on the school calendar. **Report card envelopes must be signed by the parent and returned to the classroom teacher within two days of issuance.**

Scholastic honors are distributed each trimester with the report cards for grades 5-8.

High Honors (Principal's List)

- 93 or above in every subject
- 2 or above in effort
- 2 or above in all areas on the right side of the report card

First Honors

90 or above in every subject

2 or above in effort

2 or above in all areas on the right side of the report card

Second Honors

85 or above in every subject

2 or above in effort

2 or above in all areas on the right side of the report card

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

SCHOOL COUNSELORS

Diocesan 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.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS**DIOCESAN INITIAL ADMISSION REQUIREMENTS**

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable
- f. Completed Diocesan Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form (*Appendix F-2*) or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of immunization as required by the Code of Virginia
 - ii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

- ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
- 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 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
 - a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
 - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student

Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;

- c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.
 - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

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

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.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

- a. Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor

any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

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

ABSENCE/TARDINESS/LEAVING SCHOOL

ABSENCE

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

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

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

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

At the end of each trimester, any student (3-8 grades) who has 8 tardies will serve 1 lunch detention with school administration. If a student has between 9-18 tardies, they will serve 2 lunch detentions. Additional tardies may result in more consequences and parent/guardian contact.

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Regular attendance at school contributes to a student's success. When students are absent parents must notify the school office by 8:30 am. A written note from the parent/guardian or a doctor's certificate must be brought to the teacher when the student returns to school. A doctor's note is required, for re-admittance to classes, if a student misses five consecutive days due to medical absence. The school must be notified in writing of family vacations or trips.

The make-up work is the responsibility of the parents/guardians and students. **Assignments can be found on Google Classroom.**

TARDINESS

Habitual tardiness is a source of embarrassment to a child and will impede academic progress. All Middle School students must be in their classroom ready to begin at 8:00 a.m., all Elementary School students must be in their classroom ready to begin at 8:00 a.m. In order to enter the classroom after this time, students must be signed in by their parent/guardian through the school office.

MEDICAL EXCUSES

Dental and doctor appointments for students should be scheduled outside of school hours when possible. Appointments during school hours require a written note to the classroom teacher and an authorized adult to sign the child out at the school office.

ANTICIPATED ABSENCE

When an absence is anticipated, the parents must submit a written note to the classroom teacher with an explanation and dates of absence. If possible the teacher may have work for the student to complete during the period of absence; otherwise, the student is responsible to request make-up work upon returning. The student is required to have completed all missed assignments and tests within one week of returning from an extended absence unless otherwise specified by the classroom teacher.

Parents are strongly urged to plan family trips and vacations during the scheduled school holidays and summer vacation. Please consult with the school calendar to determine these dates.

RELEASE OF STUDENTS

All requests for early release of students for whatever reason must be made in writing to the classroom teacher and the school office.

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM

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

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

Saint John the Evangelist Catholic School offers our lunch service through “Campus Cuisine”. Campus Cuisine provides specialties from local restaurants, including natural and allergy free options, when possible. Students are able to choose from dozens of entrees and sides, which vary in portion size and price, so you can assemble lunches fitting your student’s appetite and your budget.

Campus Cuisine’s online ordering and payment process is extremely flexible. Orders may be placed up until noon ET the day before, and pre-ordered weekly, monthly or by trimester. Changes and cancellations may also be made online.

Please visit their website at www.campuscuisine.net for more information. If you need further assistance, email Kathryn Kreimer at kathryn@campuscuisine.net or call 404-406-4017. Registration information is available from the school office.

MILK/WATER

Milk and water are available to pre-purchase each trimester through the cafeteria.

ICE CREAM

Assorted ice cream items are available for purchase and range in price from \$0.50 – \$1.50. Ice Cream is cash only. **During COVID restrictions students are asked to arrive with ice cream money labeled with the student’s name, grade, and ice cream selection for the day.**

PEANUT AND FOOD ALLERGIES

It is the parents’ responsibility to decide whether their child should take the risk of eating hot lunch

meals if the child has a peanut or food allergy of any kind.

LUNCH SCHEDULE

Grades K - 2 – Attend lunch from 11:35 a.m. - 11:55 a.m.

Grades 3 - 5 – Attend lunch from 11:10 a.m. - 11:30 a.m.

Grades 6 - 8 – Attend lunch from 11:55 a.m. - 12:15 p.m.

ARRIVAL AND DISMISSAL

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

MORNING

~~6:30 a.m. – 7:30 a.m.~~

7:00a.m. – 7:30a.m.

Morning Extended Day Care (families will be billed for this service)

7:30 a.m. - 7:45 a.m.

Morning drop off

7:45 a.m.

Students report to classroom

8:00 a.m.

School begins

DISMISSAL

3:00 p.m.

Dismissal

3:15 p.m. - 6:00 p.m.

Extended Day Care (families will be billed for this service)

EARLY DISMISSAL

11:25 am

End of classes

11:30 am

Dismissal

The Elementary school day is from 7:45 a.m. to 3:00 p.m. Students arriving after 8:00 a.m. are considered tardy and must be signed in through the school office before reporting to their homeroom. Students will be supervised outside until 3:15 p.m. Students who have not been picked up by 3:15 p.m. will be sent to Extended Day and will be charged according to the fee schedule.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

At the time of school entry or at any other time where a change in custody status/arrangements occurs,

it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

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

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

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

infractions against the school's code of conduct).

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

The Administration strives to be available for parents/guardians who may have questions or concerns. Those parents/guardians who wish to schedule an appointment may do so during the

school office hours. The Principal will meet only with the parent or legal guardian regarding questions or concerns.

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.

School bulletin notices will be emailed to parents/guardians every other Friday.

TELEPHONE USE/MESSAGES FOR STUDENTS

At times there are appropriate reasons for students to use the school telephone. Students must seek permission from his/her teacher and from the administrative office and state the reason prior to using the telephone. **STUDENTS MAY NOT CALL HOME FOR MISSING ASSIGNMENTS.**

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

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

~~Saint John the Evangelist Elementary School will follow Fauquier County Public Schools for the first three consecutive school days of inclement weather.~~

~~In the event FCPS closes due to extreme temperature, a decision will be made by SJES Administration. All school families will be contacted via the School Messenger System about this decision on the day affected.~~

At this time Saint John's School will contact all families using the School Messenger System for any school closing or delays.

School may be delayed for two hours while road conditions improve. The school will operate on a shortened period day to enable all classes to meet during a delayed opening. The school will contact all families using the School Messenger System if school is to be delayed.

MODIFIED SCHEDULE FOR TWO-HOUR DELAY

10:10 – 10:40	PERIOD 1
10:40 – 11:10	PERIOD 2
11:10 – 11:40	PERIOD 3
11:40 – 12:10	PERIOD 4
12:10 – 12:45 DISCRETION)	PERIOD 5 (LUNCH FOR K-3, RECESS AT TEACHER
12:45 – 1:20	PERIOD 6 (LUNCH AND RECESS FOR 4-8)
1:20 – 1:50	PERIOD 7
1:50 – 2:20	PERIOD 8
2:20 – 2:55	PERIOD 9

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

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

FIELD TRIPS

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

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

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

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

right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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 characterized by dignity and due consideration for practical and economic realities.

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

PARENT ORGANIZATIONS

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

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

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

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

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

The parent organization should strive:

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

- rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

PTO Meetings will be for PTO Board members only.

FUNDRAISING

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

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

TRANSPORTATION/PARKING

St. John the Evangelist Catholic School does not have a bus service available. Student transportation is by car, carpool or other arrangements made by parents.

Morning Drop Off:

1. Enter the school grounds from John E. Mann Street.
2. Pull up in front of the school building.
3. Children should only exit the side of the car closest to the school building.
4. Proceed cautiously up the hill and exit onto Winchester Street.
5. Driving through the lower parking lot is prohibited and dangerous.

Afternoon Dismissal:

1. Enter the school grounds from Winchester Street.
2. Proceed down the hill forming two lines and wait facing John E. Mann Street.
3. Please keep in mind which direction you will turn onto John E. Mann Street when choosing a lane.
4. If planning to turn left onto John E. Mann Street, the traffic pattern at the top of the hill is as follows, proceed cautiously down the back aisle in the church parking lot around the loop in front of the Preschool and back to the hill to proceed down.
5. If planning to turn right onto John E. Mann Street, the traffic pattern is as follows, proceed cautiously down the front aisle of the church parking lot and turn down the hill.

- <https://www.sjesva.org/parents/carpool-instructions/>

The school issues each new family two name placards and each returning family one additional

placard (in addition to the two issued in previous years), the name placard should be visible in your windshield for pickup. If the name placard is not available, you will be asked to provide your name, picture ID and to sign the child out.

At both arrival and dismissal times, anyone who is picking up students is asked to refrain from using cell phones in the car pool line. Also, please remain in your vehicle while waiting for your child to exit the school building. This policy is for the safety of each child. It is important that it is followed.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

SCHOOL TUITION POLICIES

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

Each year the parish Finance Committee sets the tuition for the following school year. FACTS Tuition Management Program collects tuition for the school. You will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website you will need to access your tuition payment plan. Several payments plans are available. Please check your FACTS information for accuracy, and contact Greg Mott, the parish business manager, with any discrepancies. He can be reached at gmott@sjesva.org.

TUITION AND OTHER FEE SCHEDULES

ELEMENTARY SCHOOL TUITION FOR GRADES K-8 FOR THE 2020-2021 SCHOOL YEAR IS AS FOLLOWS:

CATEGORY I - Registered and contributing parishioners (must provide proof of envelope usage)

\$ 6,700 for one child

\$ 12,000 for two children

\$ 16,300 for three

\$ 18,000 for four or more children

CATEGORY II - Non- Catholic

\$ 8,200 for one child

\$ 16,400 for two children

\$ 24,600 for three children

\$ 32,800 for four or more children

Application Fee - \$150.00 per child (non- refundable), for new applicants only, please note this is NOT a yearly fee.

MATERIALS FEE FOR SAINT JOHN THE EVANGELIST SCHOOL

A \$ 250.00 Materials fee (non- refundable), per student, is required for all students to complete registration every school year.

The materials fee is due with re-registration by February 1st for returning families and May 15th for newly enrolled families. For returning families that have not returned their re-registration form with payment, the Materials Fee will be charged to your FACTS account in the middle of February. If a newly enrolled family has not paid the materials fee by the May 15th deadline, it will be charged to their FACTS account the last Friday in May. New SJES families who register over the summer months will also have the materials fee charged to their FACTS account before the start of the school year. If a newly enrolled family does not want to register online, they have the option of paying tuition (in full) before the school year begins.

TUITION REFUND POLICY

Tuition is an annual commitment. Prior to enrollment, a decision must be made to pay all tuition in full or determine a payment plan through the FACTS Management Program.

If a family has committed to attend SJES and then withdraws within 30 days prior to the start of the school year, the family will be responsible for the first trimester's tuition.

In addition, if a family withdraws mid trimester, the family will be responsible for payment of that full trimester's tuition.

In each of these cases, the balance will be due at the time of withdrawal unless payment plans are arranged with the finance manager.

ELEMENTARY EXTENDED DAY PROGRAM

MORNING CARE PROGRAM

Monday-Friday

7:00-7:40am

AFTERNOON CARE PROGRAM

Monday

3:20-4:45pm

Tuesday - Friday

3:20-6:00pm

HALF DAYS (WHEN EXTENDED IS OFFERED)

Half Day Program Hours

11:45am-6:00pm

Any students not picked up for the school day by 3:20pm will be supervised by Extended Day staff. Families will be billed a \$5.00 fee if student(s) are picked up between 3:20pm-3:30pm. Student(s) will be required to be signed out from the Afternoon Care program. If student(s) are picked up after 3:30pm families will be charged for the entire day's Afternoon Care fee.

Students not picked up from Afternoon Care by the program closing time (Mondays by 4:45pm and Tuesday-Thursday by 6:00 p.m.) will be billed an additional \$2.50/student for every 5-minute increment they remain present in the program after the program closing time.

Reservations for Extended Day can be accessed by visiting our school website at sjesva.org, scroll over the Student Life tab, click Extended Day in the drop-down tab, scroll to the bottom to the Reservation button and select it; this will allow you to make the most current reservation. Emailed Reservation links can be sent weekly to families who mark on the Extended Day Family Data Information Sheet a request to be part of the group email.

Bills for use of the Extended Day program will be applied to the family's FACTS account. For questions regarding billing please contact the Finance Manager at 540-347-2922.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right 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/aftercare 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:

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

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

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

facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).

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

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.

SUBSTANCE ABUSE/WEAPONS

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

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

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

be contacted (see also Policy 615).

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 at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). Any student who violates this provision will be subject to disciplinary action up to and including, expulsion.

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

DETENTION

Time spent after school by students with a designated faculty member or administrator. Parents will receive at least twenty-four hours' notice before the detention. The moderator will determine the activity for the detention.

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.

DISMISSAL

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

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

EXPULSION

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

- a. a serious infraction of school rules occurs;
- b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the student's continued presence in the school is considered by school officials to be a

serious hindrance to the safety or welfare of the school community;

- d. a parent/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or diocesan staff.

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

~~The school lockers are new and should be treated as such. No stickers should be placed on them or in them. Each student is responsible for the condition of their assigned locker(s). Locks are assigned to each student and should be returned in original condition at the end of the school year. Any lock not returned at the end of the school year will result in a \$5 fee charged to the student.~~

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the principal/administration.

Uniform Requirements:

School uniforms are to be worn with pride and according to school regulations. St. John students are expected to follow rules of good grooming and modesty. Uniforms are to be clean and in good repair. By complying with school rules regarding the wear of the proper school uniform, children are learning about responsibility and individual pride. All uniforms must be purchased from the designated uniform companies.

A uniform non-compliance form will be issued for lack of uniform compliance which must be signed by the parents and returned to school the following day. The second noncompliance will result in calling the parent to pick the student up from school and obtain the correct uniform component out of compliance. The third violation will result in a disciplinary referral signed by the principal and filed in the permanent record.

Uniform Guidelines:

- Shirts must remain neatly tucked in and belts must be worn when wearing pants or shorts.
- Ties are expected to be pulled up and top shirt buttons buttoned.
- Girls' jumpers and skirts may not be more than two inches above the knee.
- Tattoos and transfers are not permitted.
- Students are to maintain neat hairstyles. Hair fads or unusual styles are not permitted. Streaking or any hair color is not permitted. Hair must not go below the brow and must remain out of the face. Boys hair should be neatly trimmed and above the collar.
- Boys' facial hair should be kept shaved.
- Girls with pierced ears may wear one pair of small post or stud earrings in the lower lobe. Hoops and dangling earrings may not be worn. Boys are not permitted to wear earrings of any kind.
- Bracelets may not be worn.
- A religious medal or cross, one simple ring and a watch may be worn. No other jewelry of any kind is permitted.
- No make-up of any kind is permitted nor is nail polish permitted.
- Hair accessories (barrettes, headbands, etc.) must be school colors (burgundy, white or gray) or neutral in color. Black, navy, gold, and silver are acceptable.
- All students in grades K-8 will wear the gym uniform to school on the assigned PE days and remain in the uniform all day. During winter uniform season the sweatpants are required. Shorts may be worn under the sweatpants and may be removed for PE class only. The optional grey sweatshirt or maroon fleece from the designated uniform companies may be worn in the classroom on the assigned PE days.
- Students may wear uniform sweaters or vests in the classroom. Optional fleece from Flynn and O'Hara may be worn, as well, all days including with the PE uniform. Non-uniform jackets and sweaters are not permitted in any classroom.

Uniform Dress Code

Purchased from Flynn & O'Hara

GIRLS' UNIFORMS, GRADES K-4

1. Maroon and grey uniform jumper
2. White peter pan collar blouse
3. White knee socks (no low cut socks or socks with logos or writing)
4. Black skid resistant/non-marking sturdy mary-janes, saddle or dress shoes. No ballet slippers, heels, crocs, sandals, open toe, boots, booties, clogs (without backs) or wheelies.
5. Maroon crew neck cardigan sweater with school shield (optional)
6. Maroon fleece with school shield (optional, may be worn with PE and school uniform in the classroom)
7. White tights (optional with winter uniform)

BOYS' UNIFORMS, GRADES K-4

1. Grey uniform slacks
2. White three button knit polo with school shield
3. Black belt
4. Black crew socks (no low cut socks or socks with logos or writing)
5. Solid black skid resistant/non-marking sturdy dress or tie shoes with matching laces. No crocs or wheelies.
6. Maroon sweater vest with school logo (optional with winter uniform)
7. Maroon fleece with school shield (optional, may be worn with PE and school uniform in the classroom)
8. Grey uniform walking shorts (optional with fall and spring uniform)

GIRLS' UNIFORM, GRADES 5-8

1. Maroon and grey uniform skirt
2. White three button banded bottom polo shirt with school shield (fall and spring uniform)
3. White $\frac{3}{4}$ sleeve blouse (winter uniform)
4. Maroon v-neck sweater vest with school logo (winter uniform)
5. White knee socks (no low cut socks or socks with logos or writing)
6. Black skid resistant/non-marking sturdy mary-janes, saddle or dress shoes. No ballet slippers, heels, crocs, sandals, open toe, boots, booties, clogs (without backs) or wheelies.
7. Maroon fleece with school shield (optional, may be worn with PE and school uniform in the classroom)
8. White tights (optional with winter uniform)

BOYS' UNIFORM, GRADES 5-8

1. Grey uniform slacks
2. White three button polo shirt with school shield (fall and spring uniform)
3. White oxford button down collar shirt (winter uniform)
4. Maroon v-neck sweater vest with school shield (winter uniform)
5. Navy, maroon and white stripped uniform tie (winter uniform)

6. Black belt
7. Black crew socks (no low cut socks or socks with logos or writing)
8. Black **skid resistant/non-marking** sturdy dress or tie shoes with matching laces. No crocs or wheelies.
9. Maroon fleece with school shield (optional, may be worn with PE and school uniform in the classroom)
10. Grey uniform walking shorts (optional with fall and spring uniform)

PE UNIFORM DRESS CODE

Purchased from Lands' End

GIRLS' AND BOYS' PE UNIFORM, GRADES K-8

1. Short sleeve grey t-shirt with school logo
2. Black mesh shorts
3. Black sweatpants (winter uniform)
4. Black or White ankle sport socks
5. Skid resistant/non-marking athletic shoes
6. Grey sweatshirt with school shield (optional)
7. Maroon fleece with school shield (optional, may be worn with PE and school uniform in the classroom, purchased from Flynn & O'Hara)

All students in grades K-8 will wear the gym uniform to school on the assigned PE days and remain in the uniform all day. During winter uniform season the sweatpants are required.

Shorts may be worn under the sweatpants and may be removed for PE class only. The optional grey sweatshirt or maroon fleece from the designated uniform companies may be worn in the classroom on the assigned PE days.

DRESS CODE RULES FOR DRESS DOWN DAYS:

- Out of uniform days are allowed on the student's birthday (if the student's birthday falls on Friday, the student should choose the Thursday before or the following Monday to dress down due to Mass) for school approved incentives and designated school Dress Down Days. Student's with summer birthdays can dress down on their 1/2 birthday.
- All dress down day clothing should be modest. Each article of clothing may be subject to the review and approval of the faculty and/or administration.
- Clothing should not be excessively tight or revealing
- Students must exercise good judgment in wearing shirts, blouses, or other clothing displaying messages or graphics.
- Spaghetti straps and tops which show the midriff may not be worn.
- Low cut shirts and blouses should not be worn.

- Students may not wear ballet slippers, heels, crocs, sandals, open toe, flip flops, clogs (without backs) or wheelies.
- Slacks/trousers must be worn at the waist.
- Leggings are not permitted to be worn as pants. They may be worn under skirts and dresses that are appropriate length.
- Baggy clothing, clothing with rips or tears, or clothing touching the floor may not be worn.
- Girls' shorts, skirts and dresses must not exceed two inches above the knee.
- Shorts may be worn only during the Fall and Spring uniform season (short shorts are not permitted).
- Jeans without holes are acceptable.
- During the winter months, shorts may not be worn to school.
- At no time may students spray paint their hair or face.
- No make-up of any kind is permitted nor is nail polish permitted.
- Tattoos and transfers are not permitted.
- Students are to maintain neat hairstyles. Hair fads or unusual styles are not permitted. Streaking or any hair color is not permitted. Hair must not go below the brow and must remain out of the face. Boys hair should be neatly trimmed and above the collar.
- Boys' facial hair should be kept shaved.
- Girls with pierced ears may wear one pair of small post or stud earrings in the lower lobe. Hoops and dangling earrings may not be worn. Boys are not permitted to wear earrings of any kind.

When Dress Down Days are announced, students must comply with dress code guidelines specified above. If clothing is unacceptable, the student will be issued a uniform violation form and, if necessary, parents will be called to bring appropriate attire to the school office. Those who do not dress appropriately may lose dress-down privileges.

INAPPROPRIATE MATERIALS

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

- Unlawful substances (see substance abuse/weapons)
- Laser Pointers
- Trading Figurines
- Any materials or substances deemed inappropriate by the pastor, principal or administration.

PLAYGROUND REGULATIONS

***DUE TO CURRENT SAFETY PRECAUTIONS AND PROCEDURES RELATED TO COVID-19 SAINT JOHN'S SCHOOL PLAYGROUND EQUIPMENT IS NOT BEING UTILIZED.**

To ensure the safety of all, please follow the directions given.

Recess Monitors will supervise all students during recess. Monitors will position themselves in areas utilized for recess to maximize their effectiveness. Students who are unsafe during recess may lose the privilege of recess.

- Only grades PS-5 are allowed on the playground equipment.
- Students must obtain strength and height to use equipment on their own without help. No pushing/holding each other.
- Only sit on bottom when using the swings. Swing straight, not side-to-side and no spinning. No jumping off of the swings. No child is to push another child.
- One child at a time on the slide, sitting on bottom with feet first. No going up the slide.
- No playing tag on the equipment.
- No climbing on the fence.
- Do not stand on the parallel bars. Students must hold on with at least one hand when hanging upside down.
- No-one on top of the monkey bars. No hanging upside down from the monkey bars, no hanging upside down on the single bars.
- Only one person on the chain ladder at a time.
- Older Grades-Two hand touch football only. **NO TACKLE.**
- Stay in assigned area. (Playground, black top, or the open field.) No-one behind the Pavilion.
- When using the Pavilion, do not run through or jump over the flowers/bushes.
- Playground equipment is to be picked up and put in its proper place before going inside.
- Trash is to be placed in the trashcan.

EXTREME WEATHER CONDITIONS

Extreme Weather Conditions affecting Recess and After School use of the Playground involving Wind Chill Factors and Heat Stress are addressed on the following:

Wind Chill Factors/Heat Stress Index

Part I

WIND CHILL DETERMINATION CHART

Temperature	Winds calm	5 mph	10 mph	15 mph	20 mph	25 mph	30 mph	35 mph
50°								
40°				32	30	29	28	28
30°	30	25	21	19	17	16	15	14
20°	20	13	9	6	4	3	1	0
10°	10	1	-4	-7	-9	-11	-12	-14
0°	0	-11	-16	-19	-22	-24	-26	-27

National Weather Service

How cold is too cold to allow outdoor play?

Factors such as; temperature, wind chill, frozen ground, and sunshine all need to be taken into account when considering outdoor activities.

- f* Wind chills of 15° to 30° are **cold**; no students should be permitted outside in these conditions without appropriate clothing (coats, hats, mittens).
- f* Wind chills of 0° to 15° are **very cold**, older students may play outside for short periods of time **only with appropriate clothing**.
- f* Wind chills between -20° and 0° are **bitter cold** with a significant risk of frostbite; students **should not go outside** for play.
- f* Wind chills less than -20° are **extreme** and frostbite is likely. Students **should not be outside for play or dismissal**.

HEAT STRESS INDEX

RELATIVE HUMIDITY (%)													
T	40	45	50	55	60	65	70	75	80	85	90	95	100
110	136												
108	130	137											
106	124	130	137										
104	119	124	131	137									
102	114	119	124	130	137								
100	109	114	119	124	130	137							
98	105	109	113	117	123	128	134						
96	101	104	108	112	116	121	126	132					
94	97	100	103	106	110	114	119	124	129	135			
92	94	96	99	101	105	108	112	116	121	126	131		
90	91	93	95	97	100	103	106	109	113	117	122	127	132
88	88	89	91	93	95	98	100	103	106	110	113	117	121
86	85	87	88	89	91	93	95	97	100	102	105	108	112
84	83	84	85	86	88	89	90	92	94	96	98	100	103
82	81	82	83	84	84	85	86	88	89	90	91	93	95
80	80	81	81	82	82	82	83	83	84	85	86	86	87

How hot is too hot to allow outdoor activities?

- f Heat index of **130 or higher** is *extremely dangerous*. Heat stroke is highly likely with continued exposure.
- f Heat index of **105-129** is *dangerous*. Heat stroke, heat cramps or heat exhaustion is likely; heat stroke is possible with prolonged exposure and/ or physical activity.
- f Heat index of **90 – 104** *requires extreme caution*. Heat stroke, heat cramps and heat exhaustion are possible with prolonged exposure and/ or physical activity.
- f Heat index of **80 – 89** *requires caution*. Fatigue is possible with prolonged exposure and or physical activity.

Heat Cramps - may occur after prolonged exposure to heat. They are the painful intermittent spasms of the abdomen and other voluntary muscles.

Heat Exhaustion - may result from physical exertion in hot environments. Symptoms may include profuse sweating, weakness, pale skin, rapid pulse, dizziness, nausea, headache, vomiting, and unconsciousness. The skin is cool and clammy with sweat. Body temperature may be normal or subnormal.

Heat Stroke - is a serious medical condition that urgently requires medical attention. Sweating is diminished or absent, which makes the skin hot and dry. Body temperature is very high (106 degrees F. and rising), and if uncontrolled, may lead to delirium, convulsions, coma, and even death.

LUNCHROOM REGULATIONS

***DUE TO CURRENT SAFETY PRECAUTIONS AND PROCEDURES RELATED TO COVID-19 SJES LUNCHROOM IS NOT BEING UTILIZED. LUNCH IS BEING HELD IN STUDENT CLASSROOMS.**

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

Students are under the supervision of teachers, teacher assistants and volunteers. Students are expected to talk quietly, using proper manners and remain seated at their assigned table. No running is permitted. Students are expected to clean up their own area. During lunch, cooperation is required by the students to maintain order and to keep the area clean for others.

- Always enter and exit quietly.
- Collect lunch box, napkins and materials before being seated.
- Once seated students must remain in their seats.
- NO SAVING SEATS for others or moving others' lunch boxes.
- For safety reasons, please do not share or trade food.
- If you have a question or need help you must raise your hand.
- Raise your hand and ask to use the restroom.
- Always use indoor voices. No shouting.
- Primary grades will recite **Grace After Meals** before dismissal.
- Wait to dispose of trash and to put away lunch boxes until your table is dismissed.
- Make sure that your table and floor areas are clean. Those areas may need to be wiped to make it clean.
- Students who have duty should do so promptly without reminders.
- Once in line, stay in your spot with eyes forward and use indoor voices.
When your teacher arrives all voices turn off. Walk quietly through the halls with hands at your side.

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.

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

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

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or

creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

ILLNESS

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

Children with fevers, contagious, or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool, and extracurricular activities.

- i. Saint John the Evangelist School [Sick Day Guidelines & Policies](#)

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.

It will be at the discretion of the school Health Coordinator and/or Administration if a student will be picked up or excluded from our school environment due to illness.

MEDICATION ADMINISTRATION OVERVIEW

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;

- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

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

- a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;
- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (*Appendix F-6*).

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

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

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

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

USE OF CRUTCHES

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

USE OF MICROWAVE OVEN

Given the risk of potential harm, students' access and use of microwave ovens is prohibited for preschool through grade 5.

For middle school students, the school administration can determine if middle school students may use a microwave oven.

LIFE THREATENING ALLERGY

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools*

and Early Care and Education Programs to develop allergen management communications for student handbooks, classrooms, and parental publications.

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

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

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

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

FACE COVERINGS

Face coverings must remain appropriate and not contain any offensive messages, fabrics, or be distracting to the learning environment.

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or

more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
 - ii. Saint John the Evangelist School Health Mitigation Plan:
<https://www.sjesva.org/wp-content/uploads/SJES-Health-Mitigation-Plan-MASTER-7.14.2020-Revised-9.16-1.doc>
 - iii. Saint John the Evangelist School Health Plan Overview:
<https://www.sjesva.org/wp-content/uploads/SJES-and-SJPS-Health-Plan-Overview.pdf>
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.
- e. Employees responsible for

LICE

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

When it is reported that a child is infected with lice the administration notifies the parents of the children in that grade via a letter that day. Parents must certify their child is nit free before the child may return to school.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected

with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

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

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

FIRE/EMERGENCY DRILLS

Fire drills are conducted regularly by the school administration. Each room in the school has a visible evacuation chart with the route to be taken clearly indicated. A written record of each drill is maintained in the school office.

Earthquake drills are done at least once a year

Tornado drills are done at least once a year.

Intruder Alert drills are done at least twice a year.

SEXUAL HARASSMENT – STUDENTS

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

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

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of

unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

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

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

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

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

HAZING

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

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

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

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

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal

may also report incidents of hazing to law enforcement if appropriate.

BULLYING

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

Examples include, but are not limited to:

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

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

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every 3 years, Saint John the Evangelist Catholic School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

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

It is the intention of Saint John the Evangelist Catholic School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management

plan at the school during regular business hours. Bill Helsel, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at bhelsel@sjesva.org.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

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

IX. STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

Saint John the Evangelist School Resource Program provides the support skills some students need to achieve their potential at each level of development. Our philosophy is to keep the student in the regular classroom as much as possible. Our resource program is an effective way to mainstream a student with learning style differences into a regular classroom. Our Math and Reading resource staff meets with students two to four times weekly for individual/group remediation or acceleration. The teacher/student ratio is small in order to provide an individualized educational program.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

PUBLIC DISCLOSURE STATEMENT

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

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

QUALIFICATIONS OF PERSONNEL

A staff member trained and certified in first aid (FA); cardiopulmonary resuscitation (CPR); and Medication Administration Training (MAT) will be present at the child day center whenever children are present or at any other location in which children attending the child day center are present.

 X Attached are position descriptions of staff presently employed with the Center.

 Staff position descriptions are posted for your review.

DESCRIPTION OF FACILITIES

The Center is located at 111 John E. Mann Street, Warrenton, VA 20186.

The size of the building is 25, 473 Square Feet.

The number of rooms used for the Center is 4.

The kitchen facilities are available for use by the Center.

Play equipment consist(s) of access to all Physical Education supplies (such as, jump ropes, balls, etc); outdoor playground equipment; indoor and outdoor basketball hoops; outdoor soccer goals; outdoor Gaga Pit; board games; crafting supplies; and library computers.

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE: Snack time

will occur outside under the Pavilion on days with suitable weather conditions. Otherwise, snack will occur inside Trinity Hall (the school Cafeteria/Gymnasium location).

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is 70. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 270.

FOOD SERVICE (Check appropriate response)

The Center intends/does not intend to provide food service. The description of the service consist(s) of the following:

hot breakfast

cold breakfast

combination (hot/cold) breakfast

mid-morning snack

hot lunch

cold lunch (Students are required to bring a lunch from home that is labeled with the child's name and date on early school dismissal days. A limited choice selection cold lunch will be provided only in the event of a forgotten lunch on early dismissal days from school. A forgotten lunch fee will be applied).

afternoon snack (will be provided daily as part of the original fee for use of the program).

HEALTH REQUIREMENTS FOR STAFF

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

PUBLIC LIABILITY INSURANCE

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

032-05-0978-00-eng

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents/guardians that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems, and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed. (In compliance with the Code of Virginia, Section 63.2-1716, Saint John the Evangelist Catholic School Extended Day Program is religiously exempt from licensure and is classified as a "religiously exempt child day center.")

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are

also required. Standards require the facility to meet applicable fire, health, and building codes.

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

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

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

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

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

Northern Virginia Regional Office
410 Rosedale Court, Suite #270
Warrenton, VA 20186
(540) 347-6345

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL/GUARDIAN INVOLVEMENT

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

IT IS UNREALISTIC TO LIST EVERY POSSIBLE SCENARIO THAT MIGHT OCCUR THEREFORE THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THIS HANDBOOK IF NEEDED.

**DIOCESE OF ARLINGTON
JOB DESCRIPTION
CHILD CARE SUPERVISOR**

I. CHRISTIAN FORMATION STANDARDS

1. Demonstrates Christian caring in relationships with children and families
2. Is comfortable speaking openly and freely about the Catholic faith
3. Takes part in Religion activities and enthusiastically leads children in their parts
4. Frequently talks about God's love for all children

II. PROFESSIONAL AND ADMINISTRATIVE STANDARDS

1. Complies with Diocesan and Local Program Policies
2. Arrives on time and assists in preparation for children's arrival
3. Discusses the monthly planning, and role in the implementation of the curriculum with the director
4. Attends and participates in all required meetings
5. Attends appropriate continuing education seminars and workshops annually
6. Keeps director informed of concerns
7. Maintains a cooperative and friendly attitude with co-workers, promoting a positive work atmosphere
8. Uses leave time wisely, if applicable
9. Promotes activities to parents and participates in events sponsored by the program
10. Presents professional demeanor in dress and manners
11. Assumes additional responsibilities when the need arises
12. Is aware of and implements regulations applicable to the program, including fire, health & emergency

III. PHYSICAL SPACE STANDARDS

1. Maintains a safe, clean, and healthy environment
2. Is knowledgeable of and utilizes universal precautions
3. Understands prescriptions on a prescription bottle
4. Assists in providing an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
5. Keeps storage areas neat and orderly
6. Maintains a clean and orderly area
7. Reports any damage or misuse of equipment and facility to director immediately
8. Performs rotated duties with thoroughness and in a timely manner
9. Provides close supervision of children in active play through appropriate positioning and monitoring of designated area
10. Uses playground as an extension of the indoor facility

IV. CURRICULUM AND DAILY STRUCTURE STANDARDS

1. Assists in implementing a program which promotes the philosophy and objectives
2. Adheres to a daily schedule that balances active and quiet times, free and structured times, indoor and outdoor activities
3. Assists in conducting smooth transitions between activities, using creative methods
4. Demonstrates flexibility, and is understanding of schedules that change

V. INTERACTION WITH STUDENTS STANDARDS

1. Provides warm and individual greeting to each child
2. Maintains an organized daily departure and is aware of each child's list of approved persons for pick-up
3. Expresses respect for all children
4. Smiles and laughs with the children
5. Discusses any discipline measures with the director, and uses them with kindness and consistency
6. Encourages children to verbalize, and listens to them

7. Praises children liberally to raise self-esteem
8. Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
9. Maintains a calm and assured manner, even in crisis
10. Uses a moderate tone of voice in all circumstances
11. Discusses suspected learning problems with the teacher on a timely basis, and allow the teacher to handle as necessary
12. Recognizes that only the director should discuss student problems with parents
13. Provides clear directions and descriptions
14. Encourages expressive language by asking open-ended questions
15. Allows child to choose activities, but encourages new experiences occasionally
16. Encourages cooperation, sharing, and mutual respect
17. Works towards developing a positive self-image in each child

VI. INTERACTION WITH PARENTS STANDARDS

1. Maintains a friendly attitude toward all parents
2. Helps maintain program when a parent visits
3. Discusses problems with particular children with the director, and allows her/him to handle the situation as she/he feels is appropriate
4. Informs parents about day-to-day happenings in the program
5. Respects the confidentiality of all information discussed concerning the child and the family

VII. FIELD TRIP STANDARDS

1. Assists director in planning, implementing and supervising field trips
2. Helps to arrange transportation
3. Educates the children about the field trip and implements follow-up activities
4. Prepares and supervises all chaperones on the field trip
5. Is responsible for all children in assigned group

**DIOCESE OF ARLINGTON
EXTENDED DAY PERSONNEL
JOB DESCRIPTION**

I. CHRISTIAN FORMATION STANDARDS

5. Demonstrates Christian caring in relationships with children and families
6. Is comfortable speaking openly and freely about the Catholic faith
7. Takes part in Religion activities and enthusiastically leads children in their parts
8. Frequently talks about God's love for all children

II. PROFESSIONAL AND ADMINISTRATIVE STANDARDS

13. Complies with Diocesan and Local Program Policies
14. Arrives on time and assists in preparation for children's arrival
15. Discusses the monthly planning, and role in the implementation of the curriculum with the director
16. Attends and participates in all required meetings
17. Attends appropriate continuing education seminars and workshops annually
18. Keeps director informed of concerns
19. Maintains a cooperative and friendly attitude with co-workers, promoting a positive work atmosphere
20. Uses leave time wisely, if applicable
21. Promotes activities to parents and participates in events sponsored by the program
22. Presents professional demeanor in dress and manners
23. Assumes additional responsibilities when the need arises

24. Is aware of and implements regulations applicable to the program, including fire, health & emergency

III. PHYSICAL SPACE STANDARDS

11. Maintains a safe, clean, and healthy environment
12. Is knowledgeable of and utilizes universal precautions
13. Understands prescriptions on a prescription bottle
14. Assists in providing an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
15. Keeps storage areas neat and orderly
16. Maintains a clean and orderly area
17. Reports any damage or misuse of equipment and facility to director immediately
18. Performs rotated duties with thoroughness and in a timely manner
19. Provides close supervision of children in active play through appropriate positioning and monitoring of designated areas
20. Uses playground as an extension of the indoor facility

IV. CURRICULUM AND DAILY STRUCTURE STANDARDS

5. Assists in implementing a program which promotes the philosophy and objectives
6. Adheres to a daily schedule that balances active and quiet times, free and structured times, indoor and outdoor activities
7. Assists in conducting smooth transitions between activities, using creative methods
8. Demonstrates flexibility, and is understanding of schedules that change

V. INTERACTION WITH STUDENTS STANDARDS

18. Provides warm and individual greeting to each child
19. Maintains an organized daily departure and is aware of each child's list of approved persons for pick-up
20. Expresses respect for all children
21. Smiles and laughs with the children
22. Discusses any discipline measures with the director, and uses them with kindness and consistency
23. Encourages children to verbalize, and listens to them
24. Praises children liberally to raise self-esteem
25. Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
26. Maintains a calm and assured manner, even in crisis
27. Uses a moderate tone of voice in all circumstances
28. Discusses suspected learning problems with the teacher on a timely basis, and allow the teacher to handle as necessary
29. Recognizes that only the director should discuss student problems with parents
30. Provides clear directions and descriptions
31. Encourages expressive language by asking open-ended questions
32. Allows child to choose activities, but encourages new experiences occasionally
33. Encourages cooperation, sharing, and mutual respect
34. Works towards developing a positive self-image in each child

VI. INTERACTION WITH PARENTS STANDARDS

6. Maintains a friendly attitude toward all parents
7. Helps maintain program when a parent visits
8. Discusses problems with particular children with the director, and allows her/him to handle the situation as she/he feels is appropriate
9. Informs parents about day-to-day happenings in the program
10. Respects the confidentiality of all information discussed concerning the child and the family

APPENDICES

Diocesan Forms:

- [Permission for Emergency Care Form](#) (Appendix F-1)
- [Confidential Health History Update](#) (Appendix F-1A)
- [Virginia School Entrance Health Form](#) (Appendix F-2)
- [Virginia School Entrance Health Form Instructions](#) (Appendix F-2A)
- [Inhaler Authorization Form](#) (Appendix F-3)
- [Asthma Action Plan Forms](#) (Appendix F-3A)
- [EpiPen/Twinject Authorization Form](#) (Appendix F-4)
- [Allergy Action Plan and Treatment Authorization Form](#) (Appendix F-4A)
- [Diabetes Emergency Reference Plan for Hypoglycemia and Hyperglycemia](#) (Parts A & B) (Appendix F-5)
- [Diabetes Medical Management Plan](#) (Appendix F-5A)
- [Medication Authorization Form](#) (Appendix F-6)
- [Diocesan Student Accident Report](#) (Appendix F-7)
- [Letter to Parents Regarding Possible Reimbursement of Medical Cost](#) (Appendix F-7A)
- [Insurance Billing Form](#) (Appendix F-7B)
- [Certification of Religious Exemption CRE-1](#) (Appendix F-18)
- [Seizure Action Plan](#) (Appendix F-20)
- [Wellness Policy](#) (Appendix F-23)
- [Pandemic Response Plan](#) (Appendix F-24)
- [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)
- [Use of Personal Vehicle](#) (Appendix R-1)
- [Elementary/Middle School Handbook Agreement Form](#) (Appendix AG-1)



SAINT JOHN THE EVANGELIST CATHOLIC SCHOOL

111 JOHN E MANN STREET, WARRENTON, VA

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

(Parent's Signature)

(Printed Name)

(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

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

(Student's Signature)

(Second Student's Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)