Elementary School Parent/Student Handbook

Saint John the Evangelist Catholic School
2026-2027

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

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August 2026

Dear SJES Families,

Welcome to the 2026-2027 school year! It is with great enthusiasm that we can continue to share our accomplishments within the framework of Catholic education at Saint John. While honoring the rich history of the Catholic faith and our long-standing traditions, we remain committed to making Saint John the Evangelist School great, in years to come. We are thrilled to share that Saint John was recently voted the: Best School for Fauquier County. Thank you for your continued support!

If a single virtue characterized the life of Saint John the Evangelist School, it would be the guardian of all virtues: Humility. It has been my observation that our faculty and staff are often humble regarding the impact and joy they bring to countless lives. As you meet them, we hope you will see how fortunate our school community remains to have such a dedicated and talented group assembled within one learning environment. Enrollment stability over the past several years has been related to their tireless efforts before school, after school, in the evenings, and on the weekends.

Our school has been blessed to have the spiritual guidance and continued support of our pastor, Father Smith, parochial vicars Father Andrew and Father Aaron, and Deacon Don Libera. Trimester Confessions, Weekly Stations of the Cross during Lent, and many faith traditions are brought to life by all of these faith-filled individuals. We are also grateful to countless others for helping us maintain our Catholic Identity since 1960.

We extend great appreciation (in advance) to all members of our school community that will sacrifice time and talent yet again this year to improve our school for our greatest treasure- our students. A special note of appreciation is extended to our PTO Board:
President: Mrs. Desch, Vice-President: Mrs. Parriott, Treasurer- Mrs. Ragland, and Co-Secretaries- Mrs. Hadro and Mrs. Iacopelli. They will remind us many times this year that it is truly better to give than to receive. Let us continue to pray, learn, and serve... the vulnerable and less fortunate.

Sincerely,

Temple W. Macdonald
SJES Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY ON CATHOLIC EDUCATION

> *Go, therefore, and make disciples of all nations…*
> *Teaching them to carry out everything I have commanded you.*
>
> *Matthew 28:19-20*

These words of Christ, addressed to the apostles at the Ascension, bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.[1] Catholic education in the United States has long been a priority of clergy and faithful alike. The American bishops in their pastoral letter on education in 1972 stated that Catholic schools are the most effective means available to the Church for the education of children and young people.[2]

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

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

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

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

MISSION 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 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/guardians. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (*Appendix AG-1 and AG-3*). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by the first Friday that school is in session. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent a student from enrolling or continuing to be enrolled at the school.

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

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

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

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies,

guidelines, or regulations of the Office of Catholic Schools, the Office of Catholic Schools' policies, guidelines, or regulations shall be of controlling force and effect.

PARENTAL/GUARDIAN ROLE

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

Since parents/guardians have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children. Since the school is a continuation of the education children are receiving at home, diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

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

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

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

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

1. will be honest and committed to integrity.
2. will be respectful and courteous.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will not threaten or bully.
6. will speak respectfully to and about others.
7. will respect all school property.
8. will demonstrate good sportsmanship when attending school-sponsored co- and extracurricular activities.

9. will not bring to school or school-sponsored functions/activities any weapon.
10. will not bring alcohol or illegal drugs (including marijuana) to the school or any school-sponsored function/activity, with the exception of alcohol for adult social events where alcohol is served as part of the event.
11. will not overtake the role of the school in resolving school related incidents by, for example, directly contacting another student regarding a behavioral issue involving that student and the parent's child.
12. will not involve parties external to the school on a school issue, with the exception of the exercise of legal rights.

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

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

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

SEXUAL IDENTITY POLICY

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

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

is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

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

II. ACADEMICS

CURRICULUM

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

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

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

Grades FIVE TO SIX

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

For placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

Grades SIX TO SEVEN

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

For placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

1. Math Composite standardized test score National Percentile: 93 or above on the spring exam.

2. Class grade in Pre-Algebra: 93 or above.
3. Iowa Algebra Aptitude Test results: 85 or above. (Recommended time of testing – May of 6th grade year.)
4. Favorable teacher and principal recommendations.

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

Grades SEVEN TO EIGHT

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

For placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

Grades SIX TO SEVEN

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

For placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

Grades SEVEN TO EIGHT

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

For placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

1. Pass the Algebra I and/or Geometry course.
2. Score 77 or higher on the diocesan Algebra I and/or Geometry exam.
3. Receive teacher recommendation for placement in the next level of high school math instruction.

If a student does not score 77 or above on the exam, a teacher may still advocate on behalf of the student through the use of the Teacher Recommendation Form (*Appendix X*). The decision of the high school, however, will be final.

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

HONORS PROGRAM

Honors classes are designed to differentiate instruction for students that consistently demonstrate academic success by assessment data and are academically ready for an increasingly rigorous curriculum.

The Saint John the Evangelist School Honors Program has been designed to provide an opportunity for our most highly competent and academically abled students to demonstrate their excellence. Currently the Honors Program serves eligible students in grades 5-8. Accelerated math is offered for qualifying fifth grade students. Math Honors classes are offered for qualifying sixth, seventh and eighth graders.

Entrance into the Saint John the Evangelist Honors Program is a rigorous endeavor most appropriate for highly motivated students whose academic abilities and talents are apparent in 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 with similar aptitudes within a rigorous learning environment 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.

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

Math

Students who obtain an overall NPR (National Percentile Ranking) Score of 90+on the final Scantron test score, a minimum of 90%, a minimum 90% on the math placement test, and/or 90% for the average math grade at the end of the third trimester, are automatically flagged for evaluation into the program.

- Diocesan identified standardized test scores
- Final GPA in the appropriate discipline
- Placement Test *(appropriate scoring may vary by course and grade level)*

Students who meet two of the three requirements may still be invited to the program if they receive an Honors' Committee recommendation with input from a teacher. Candidates must fulfill three of the four final requirements to be included in the Honors Program.

Candidates must be enrolled in Saint John the Evangelist School student from the previous year. Students new to Saint John School may be considered for preliminary, probationary placement based upon qualifying academic report cards from previous school and qualifying placement test scores.

It is expected that the Saint John the Evangelist School 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
- Increase teacher expectations of students.

Placement in the Honors Program is a privilege with associated responsibilities. This is a year-long commitment. The expectations below outline those responsibilities.

* 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 in grades 6-8. Grade 5 receives an Accelerated Math notation.

Excellent attendance is strongly suggested for success in the SJES Honors program. It is recommended that students be in attendance at least 90% of the time (this equates to missing less than 6 school days per trimester) to be successful. Inability to meet attendance criteria could result in dismissal from the program.

Honors students are expected to complete all assignments and maintain an "80" in Honors classes. At the end of the first interim, teachers will recommend students to continue or return to regular math enrollment. At that time parents of students with grades below 80% may opt-out of accelerated/honors math and return to regular math. Thereafter, any interim grade below this level will signal a review process which will include probationary status in the program. During this time, the student will be encouraged to re-evaluate study strategies and to prioritize goals. At the end of the trimester, students on probationary status will work with the parents, honors teachers, and administration to develop study plans with the aim of improving grades. Students not compliant with the study plan, or who still have probationary status at the end of the academic year may be released from the Honors Program. Students released from the program will not be eligible to rejoin the Honors Program for one calendar year. For Accelerated Math, all fifth-grade candidates will be re-evaluated at the first interim for correct placement.

Behavior must be appropriate to the situation and setting. Students in this program are responsible for personal and classroom behavior. They will be expected to display appropriate learning behaviors in any situation and not to interfere with the learning of others. All behavior should be in line with the Saint John the Evangelist School Student Code of Conduct and in keeping with the Catholic faith.

Parents/Guardians will be notified by letter or email whether their child has been accepted into next year's Honors Program by July 1st of the current year. New Honors Program candidates will receive a letter informing them of their math placement. Accepted candidates will also receive Honors Program information and an Intent to Participate Form. Students and parents must sign and return the form. It must be returned to Saint John School on or before **July 7, 2026**. This enables the school to build appropriate schedules for students. Intent to participate forms will be kept on file in the school. Students who fail to return their forms will be placed at the **discretion of the**

Honors Committee. Questions regarding the Honors Program can be referred to the student's instructor or the school's administration.

TEXTBOOK SELECTION

The faculty and staff in collaboration with the administration and curriculum coordinators select the textbooks and supplemental materials.

Non-consumable textbooks are issued to students yearly. The students should treat the books respectfully and return them in good condition. Parents are responsible for the cost of replacing lost or damaged books.

VIRTUAL INSTRUCTION

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

1. Maintain effective communication between teachers, students and families about the virtual learning plan.
2. Feedback is paramount and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.
3. Teachers must include a balance of synchronous and other offline opportunities for learning and feedback.

ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

The school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available to the school.

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

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

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

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

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

RESPONSIBLE USE POLICY FOR TECHNOLOGY AND ARTIFICIAL INTELLIGENCE (AI)

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

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

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

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

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

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

1. When using networks or computing resources of other organizations, faculty and students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s) and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that e-mail is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of, illegal activities may be reported to the authorities.
4. Faculty and students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the internet exists.
5. Any attempt to log onto the internet or the school's network/system as a systems administrator by someone other than the systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks and/or systems.
6. Users of artificial intelligence (AI) shall generally abide by:
    a. Teachers and administrators are responsible for supervising students using AI technologies to ensure compliance with this Responsible Use Policy (RUP).
    b. Users are accountable for their actions when using AI technologies. Any misuse or violation of this RUP may result in disciplinary action.
    c. Students must use AI technologies in a respectful and responsible manner, treating others with courtesy and consideration in both virtual and physical interactions.
    d. Students are expected to create and consume content that is appropriate for an educational setting. Content that is offensive, discriminatory, or violates school policies is strictly prohibited.
    e. Users should create and access AI content appropriate for an educational environment. Permission and supervision by a teacher or school administrator are mandatory for students to use AI tools at school. Please note that many AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy.
7. Users shall abide by generally accepted rules of network etiquette, which includes, but is not limited to:

a. Messages to others shall be polite and shall not be abusive.

b. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.

c. Use of the network shall not disrupt use of the network by others.

8. The diocese/school makes no warranty of any kind, whether expressed or implied, for internet service. The diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through internet sources.

9. Examples of unacceptable uses – users are not permitted to:

a. Use technology in cyber sexting or bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

b. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually-oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.

c. Use a photograph, image, video, or likeness of any student or school employee without express permission of the individual, the individual's parent/guardian, and the principal.

d. Create any site, post any photo, image, or video of another except with express permission of the individual, the individual's parent/guardian, and the principal.

e. Attempt to circumvent system security.

f. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

g. Violate license agreements, or copy other protected media.

h. Use technology for any illegal activity.

i. Use of the internet for commercial gains or profits is not allowed from a school or on school-issued devices.

j. Breach confidentiality obligations of school or school employees.

k. Harm the good will and reputation of the school or school employees.

l. Transmit any material in violation of any local, state, or federal law. This includes but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage of school equipment to the appropriate school officials. The school has the right to monitor student use of school computers, computer-accessed content, AI, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools.

Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:

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

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

LEGAL COMPLIANCE STATEMENT- TECHNOLOGY

At Saint John the Evangelist School, we are committed to maintaining a safe and secure online environment for our students, staff, and community. Our Responsible Use Policy ensures compliance with key regulations including the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

CIPA Compliance: We adhere to CIPA guidelines, implementing internet filters to prevent access to inappropriate or harmful content. This helps create a safe online space for learning and exploration.

COPPA Compliance: Our digital platforms and services are designed with COPPA compliance in mind. The Catholic Diocese of Arlington and Saint John the Evangelist School contracts with third-party website operators to offer online programs solely for the benefit of the students and for the school system – for example, homework help tools, individualized education modules, online research and organizational tools, or web-based testing services. In these cases, the district or school may act as the parent's agent and can consent under COPPA to the collection of kids' information on the parent's behalf. Only information that is reasonably necessary to participate is collected. Parents have the right to access the information and may request to revoke the access.

By utilizing Saint John, the Evangelist's technology resources and digital platforms, users acknowledge their commitment to these compliance measures, fostering a secure and enriching online experience for everyone in our school community. For further information or questions, please contact our administration or technology department.

1:1 CHROMEBOOK DEVICE PROGRAM

Saint John the Evangelist Catholic School implements a 1:1 Chromebook program for students in grades 3 to 8. Each student will be assigned a Chromebook for their individual use throughout the

school year to support learning across all subject areas. This program reflects our commitment to integrating technology throughout the curriculum and preparing students for success in an increasingly digital world. The 1:1 Chromebook Program is designed to help students become responsible digital citizens while fostering real-world problem-solving, critical thinking, and collaborative learning—skills essential for high school, college, and future careers.

SJES authorizes Chromebooks' use in a manner consistent with the school's mission, handbook, and additional applicable school policies. Rules, regulations, and policies specific to the use of Chromebooks are enumerated in this document. The school administration reserves the right to make changes to the Chromebook policies and procedures as deemed necessary. Teachers may set additional requirements for computer use in their classrooms.

Device Fees

Chromebooks will be distributed at the beginning of the school year to all students in grades 3 through 8. A one-time fee of **$450** for the device will be charged to your FACTS Management account when a student initially joins the program, usually in 3rd grade or when enrolling in grades 3–8 as a new student. This fee will be divided across the first three tuition payments, depending on the payment plan selected through FACTS. The device fee covers: the Chromebook device, software licenses, a protective carrying case, an accidental damage protection plan, and ongoing technical support.

If students find themselves unprepared for class and in need of a computer, they can check one out from the office. There is a small fee of **$5.00 for each device checked out**. Please remember that these loaner devices are intended for daily use only and should not be taken home. If the device is not returned by the end of the school day, a fee for an additional day will be charged. All charges will be added to FACTS. Loaner devices are available exclusively in the office, and we're happy to help you get the technology support you need.

Chromebook Assignment

Each student will be assigned a Chromebook with a power adapter and protective case at the start of the school year. Devices are intended for individual use to complete schoolwork, assignments, and projects both in school and at home, and should not be shared with other students. Personal Chromebooks or accessories are not permitted to ensure all devices are secure, supported, and compatible with school systems. Devices from graduated students will not be reassigned, as SJES maintains an updated inventory. Chromebooks remain the property of SJES until graduation or student disenrollment, at which point ownership transfers to the family if all fees have been paid; school software and Google Workspace accounts will be removed at that time.

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number and SJES Asset Tag
- Individual's Google Account username.
- Under no circumstances are students to modify, remove, or destroy identification labels.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the Technology Coordinator. If a loaner Chromebook is needed and available, one will be issued to the student free of charge until their Chromebook can be repaired or replaced. Loaners are not guaranteed to be available. Loaner Chromebooks are not to be taken home.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop (Remember to bring it to room temperature before turning it on.)

Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, or tape. Spot checks for compliance will be done by teachers at any time.

Carrying the Chromebook: The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable, provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside.

Screen Care: The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Storing Your Chromebook: When not in use, Chromebooks should be stored securely in an appropriate location such as a charging cart, locker, bookbag, or approved laptop bag. Nothing should be placed on top of the Chromebook while it is stored. At home, Chromebooks should be kept in a safe, dry place away from food, drinks, and pets—such as a desk, designated charging station, or shelf. For safety and security, Chromebooks should never be stored in a vehicle.

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, and unlocked classrooms, library, hallways, bathrooms, in a car, or any other entity that is not securely locked or in which there is no adult supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Technology Coordinator or Office.

Repairing or Replacing Your Chromebook

Inspection: Students may be randomly selected to have their Chromebook inspected to ensure it is being properly cared for and does not contain any inappropriate material brought into the school.

Troubleshooting the Chrome OS: If technical issues arise, the school's tech support team follows a "5-minute rule." If the problem cannot be resolved within five minutes, the Chromebook will be reset to factory settings (also known as a Powerwash). In a 1:1 environment, this approach ensures timely support for all students by preventing excessive time spent on individual device troubleshooting.

Resetting the Chrome OS returns the device to its original setup. Files stored in cloud accounts like Google Drive or OneDrive will remain intact. However, any files saved locally on the Chromebook's internal storage (such as in the Downloads folder) will be erased unless they have been manually backed up or synced to the cloud.

Chromebooks Undergoing Repair: Please report all issues or damage to the Technology Coordinator as soon as possible.

- Loaner Chromebooks may be issued to students while their device is being repaired. However, loaners may not be provided in cases of intentional damage or repeated negligence.
- SJES has purchased an Accidental Damage Protection Plan for each Chromebook, valid for up to three years. This plan covers common accidents such as drops, falls, cracked screens, and liquid damage.
- The Chromebook fee includes coverage for accidental damage, but does not cover loss, theft, or damage caused by intentional misuse or abuse.
- If a Chromebook is lost, stolen, or if damage is determined to be due to intentional or abusive handling, families will be charged the full replacement cost of the device.
- Students and families are responsible for the care of all Chromebook equipment. If accessories (such as chargers or cases) are lost or damaged, they must be replaced at the family's expense. Students will not be issued a replacement device or accessory until the cost has been paid.

- Repaired devices will be reset to factory settings. Students must keep all schoolwork and important files synced to cloud storage (e.g., Google Drive or OneDrive), as files stored locally (such as in the Downloads folder) will be erased during the repair process.

Software on Chromebooks

Installed Software: Chromebooks are managed by SJES and come preloaded with applications and extensions selected to support the educational program. Students will not be able to install their own apps. Most tools used on Chromebooks are web-based and do not require installation or use of hard drive space. Some, like Google Drive, offer limited offline functionality.

All Chromebooks are supplied with the latest version of the Chrome Operating System (Chrome OS). The OS updates automatically when the device is shut down and restarted. From time to time, the school may add or remove apps remotely to support specific classroom needs. These changes will happen automatically with no action required by students. Students are not allowed to install additional software on their Chromebook other than what has been approved by SJES.

Virus Protection: Chromebooks do not require antivirus software due to the secure and cloud-based nature of Chrome OS.

Filtering Software: All student Chromebooks are protected by GoGuardian, a content-filtering and classroom management tool that works both at school and at home. It blocks inappropriate content, allows teachers to monitor student screens, and supports a focused learning environment. All websites are blocked except those approved by the diocese and the school for educational purposes.

In addition to GoGuardian, all internet traffic on campus is filtered through the school's network, providing an added layer of protection while students are on school grounds. Teachers use GoGuardian during school hours to manage device use and keep students on task.

Training

Students will be trained in how to use the Chromebook during their Computer class and by their classroom teachers. Training documents and videos will be available on the student portal. For extra help, students can visit the Google Chromebook Help Center or contact the Technology Coordinator for support with Chromebook use, troubleshooting, or technical issues.

At School

Technology in classrooms allows for differentiated, adaptive, personalized learning. The Chromebook is intended for use at school each day. Students are responsible for bringing their Chromebook to all classes, unless expressly advised not to do so by their teacher.

At Home

All students in grades 5–8 are required to take their Chromebook home each night during the school year. Students in grades 3 and 4 may choose to leave their devices at school, depending on classroom needs and teacher discretion. Chromebooks should be used exclusively for educational purposes, such as completing homework and supporting ongoing learning goals. **Personal use—such as gaming, shopping, or browsing unrelated content— is not permitted**. While the school has content filters in place to block inappropriate or noneducational websites, it is not possible to block everything.

Students are expected to use their devices responsibly and in accordance with the technology use policy and handbook, both at school and at home. Students are expected to charge their Chromebooks at home each evening, so they are ready for use during the school day. **AC adapters (chargers) should not be brought to school**, as a fully charged device will last the entire day. The school is not responsible for lost or misplaced chargers.

HOMEWORK

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

SUGGESTED TIME ALLOTMENTS

Below are the Office of Catholic Schools' guidelines for homework. Homework does not have to be assigned every day, but should generally fall within these ranges:

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

Saint John the Evangelist School supports the Diocesan homework guidelines.

Grades K-3:	10 to 30 minutes daily
Grades 4-5:	30 to 60 minutes daily
Grades 6-8:	60 to 120 minutes 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 for students on the Schoology for all students. Parents with primary students (K-2) should first check their child's agenda for assignments. Students in grades 3-5 are expected to capture all assignments in their agendas. Middle school students are strongly encouraged to use their agendas to capture and organize all their assignments.

Parents should use the Powerschool platform to login and monitor student academic performance throughout the semester. Parents who have questions about their child's progress should contact the appropriate teacher for more information.

TESTING

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

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth-grade students will take the high school placement test used in determining placement in diocesan high schools. Teachers are encouraged to review the format, and style of the High School Placement Test as well as test taking strategies with their students. Extensive class time to prep students for this test is not encouraged.

PARENT/TEACHER COMMUNICATION

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

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parent Teacher Conferences are scheduled in November. Student release time is provided to accommodate both parent and teacher schedules. Parents are strongly recommended to participate in these conferences. Parents will be notified of the sign-up process by email. Requests for additional conferences throughout the year should be made in writing to the teacher to arrange for a specific date and time.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

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

Academic Progress Scale

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

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

Indicators of Effort, Specials, and Personal Development:

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

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

In order to ensure that no single trimester grade predetermines a student's failure in a class, the lowest numerical score that may be recorded in the grade book at the end of each trimester is a 50%. This does not prohibit a teacher from recording a lower score in the gradebook for a single assignment/assessment during the marking period. If a student averages below 60% for the trimester, the grade must be designated as an F on the report card (in lieu of the numerical value of the grade earned).

Student grades are posted on the Parent Portal of Powerschool for students in grades 3-8. Parents should log in 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 is shared with parents at the start of the year. Questions about the login can be addressed to the Director of Communications and Technology.

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 report cards for grades 5-8. Honors designations are based on the numeric grade value as Saint John the Evangelist School does not follow a letter grading system.

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

INTERIM ACADEMIC REPORTS

Student grades are maintained on the Powerschool platform. Parents are able to check grades daily using the parent portal. At the interim, parents will be reminded to login to the Powerschool platform to monitor student progress. The school does not send home formal interim reports.

PROMOTION/RETENTION/PLACEMENT POLICY

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

The final decision to promote or retain a student is made by the principal based on the student's academic performance and best interests.

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

Elementary students failing one or two academic areas must successfully complete a remediation program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.

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

SCHOOL COUNSELORS

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

In the event that a counselor is unavailable, the administration will meet with students as necessary.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

1. Children from the parish
2. Children from parishes without schools
3. Children from parishes with schools (for sufficient reason)

4. Children from non-Catholic families

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of custody where applicable
4. Current report card and previous academic years' report card as applicable
5. Current standardized test scores and previous years, if applicable
6. Completed Diocesan Application Form (*Appendix J*)
7. A non-refundable application fee
8. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
    a. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
    b. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – *e.g.*, hearing and vision screening.)
9. Proof of satisfying tuition requirements at any former diocesan school if previously enrolled in a diocesan school.

REQUIREMENTS FOR ADMISSION TO GRADES 6-8

1. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
2. Baptismal certificate for Catholic students
3. Proof of exact dates of immunization with signature of licensed healthcare provider
4. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school. Equivalent school entrance physical forms from another state may be acceptable. A Virginia High School League (VHSL) sports physical is also acceptable in lieu of a MCH 213G and is also required if a student will be participating in athletics.
5. Records from previous school, including standardized test scores
6. Proof of custody where applicable
7. Completed Diocesan Application Form (*Appendix J*)
8. Signed Waiver Information-Photo Release (*Appendix N*)
9. A non-refundable application fee
10. If previously enrolled in a diocesan school, proof of satisfying tuition requirements at that former diocesan school. The receiving school is responsible for verifying tuition payments have been satisfied.

GENERAL CONDITIONS OF ADMISSION

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

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

F-1 (NON-IMMIGRANT)

1. F-1 (Non-immigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
    a. Meets diocesan admission requirements:
        i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:

1. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical even if it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – *e.g.*, hearing and vision screening.)

ii. F-1 (Non-immigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.

b. Currently holds or is in the process of obtaining an F-1 (Non-immigrant) student visa;

c. Resides at the same U.S. address as the guardian, who is identified as such on the I-20 application and recorded in SEVIS;

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

ii. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.

d. Pays tuition in full upon school admission;

i. There is no refund given for registration, tuition or other related fees.

e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;

i. The Diocese of Arlington does not provide healthcare insurance for international students.

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

2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington I-20 Application Form and return the form to the school the student will be attending. The school must forward the Diocese of Arlington I-20

Application Form to the Office of Catholic Schools with the original signature of principal or admissions director.

3. When a student is transferring *from* another school outside the diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
    a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
    b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
    c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Non-immigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Non-immigrant) students is reported correctly. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
    a. Create and update elementary F-1 (Non-immigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Non-immigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;
    b. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Non-immigrant) Students Form if an F-1 (Non-immigrant) student has been accepted by that school and fails to report to the school within 30 days of their program start date;
    c. Notify the Office of Catholic Schools via the Semester Report on Status of F-1 (Non-immigrant) Students Form within 15 days when an F-1 (Non-immigrant) student transfers to another school or departs the United States;
    d. Report via the Semester Report on Status of F-1 (Non-immigrant) Students Form any legal change in the name, address, or guardianship of an F-1 (Non-immigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Visa Types (*Appendix AJ*);
    a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Non-immigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.

b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis.

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

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

CLASS PLACEMENT

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

The school (K-8) is normally in session no fewer than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

TARDINESS

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

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 at least one week in advance of the planned absence, in writing of family vacations or trips.

The make-up work is the responsibility of each student and their parents/guardians. Assignments can be found on Schoology.

TARDINESS

Habitual tardiness is a source of embarrassment to a child and will impede academic progress. Classrooms open at 7:45 a.m. All 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

Medical and dental 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. A doctor's note is required for a student who misses five consecutive days for medical reasons.

ANTICIPATED ABSENCE

In the event of a personally planned family trip, the school will **not** provide work in advance of a planned absence. Students should plan to bring all learning materials with them. Parents are encouraged to check Schoology for daily work and assignments. All work is due upon the student's return to school. Extended time to complete assignments will not be given. Tests will be taken as scheduled by the teacher. Make-up tests/assessments should be completed within one week of the return.

RELEASE OF STUDENTS

All requests for release of students for whatever reason must be made in writing to the classroom teacher ***and*** the school office. To prioritize student learning, parents who have requested early dismissal must be physically present in the office to sign the student out before that student is called for dismissal. Please plan accordingly and allow the time needed for the student to pack their belongings.

MANDATORY Daily student attendance is an expectation at Saint John the Evangelist School; this includes early dismissal days and religious events such as weekly Mass and liturgical holiday celebrations. Disciplinary measures may be applied to students who routinely miss school for early dismissal or religious assemblies.

TRANSFERRING TO ANOTHER SCHOOL

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

ARRIVAL AND DISMISSAL

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents/guardians.

Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of, and upon designation by the school principal. Within the scope of this designation, the students shall work under the supervision of, and in cooperation with, the school principal and the local police liaison for safety issues.

MORNING **Review for accurate details**

7:00-7:45 a.m.	Morning Care (families will be billed for this service) Students should not be dropped off before 7:00 a.m. Morning Care start time. The school is not responsible for students who are dropped off before Extended Day supervision is available.
7:45 a.m. 7:59 a.m.	Morning drop-off.
7:45 a.m.	Students report to classroom.
8:00 a.m.	School begins.

DISMISSAL

3:00 p.m.-3:15 pm	Dismissal
3:15 p.m. – 5:00 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. In the afternoon, 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.

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.

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 the school website at https://www.sjesva.org/student-life/cafeteria/ more information. If you need further assistance, email Kathryn Kreimer at kathryn@campuscuisine.net or call 404-4064017.

MILK/JUICE/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. Students are encouraged 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.

Students are asked to please not share food with their peers for the safety of all children.

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.

ADDITIONAL LUNCHROOM POLICIES:

- We ask that families refrain from sending soda and sugary drinks with their children.
- Please avoid sending sugary birthday class treats consult the teacher about alternative treats for birthdays.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

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

TRANSFER OF RECORDS

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

Only copies of student's permanent record file may be released. Original health records and MCH-213 transfer with the student.

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

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties

such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (*i.e.*, failure to meet financial obligations, infractions against the school's code of conduct).

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

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

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

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

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

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

SCHOOL VISITORS

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

Parents are welcome to visit their children during lunch. Virtus trained parents may volunteer as needed. Volunteer duties and schedules should be coordinated by the teacher. All other visits to the classrooms must be approved by the administration.

SCHOOL COMMUNICATIONS

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

PRINCIPAL'S COMMUNICATION

The Principal shares school information via weekly school bulletins which are distributed electronically. Parents are strongly encouraged to review the weekly messages for details on upcoming events and activities.

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/Assistant 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 week.

ROOM PARENT COMMUNICATION

Parent contact email information will be shared directly with room parents. Room parents are asked to maintain confidentiality with email contact information. This is done so that room parents can easily communicate with all families in their respective grade levels. If you do ***not*** wish to have your email information shared with room parents, please contact the administration.

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.**

Students may not have cell phones in class during the day. It is recommended that phones stay home. If students have them in school, they should be powered off and kept in the backpack. The school is not responsible for lost or damaged phone devices belonging to the students. Phones that are used in school will be confiscated by teachers/staff. They will be returned to the parents/guardian at the end of the school day. Continual misuse of cell phone policy will lead to increased consequences.

INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather-related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for the summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1,038 hours of instructional time (as defined by the Commonwealth of Virginia).

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

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather, public health, or community concern, the school may transition into virtual instruction for the required duration. These will be counted as instructional days.

Saint John the Evangelist Elementary School will follow Fauquier County Public Schools (FCPS) for the first two consecutive school days of inclement weather.

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

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
This schedule is used on late start days Monday-Thursday. If there should be a late start on Friday, we will follow the regular schedule starting at 10:10 a.m. following homeroom.

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 – 1:00 PERIOD 5 (Extended period)
12:10-12:35 Lunch for grade 3-5 Recess in Room for K-2
12:35-1:00 Lunch for grades K-2 Recess in Room for 3-5
1:00 – 1:25 PERIOD 6 (LUNCH AND RECESS FOR 6th-8th grade students)
1:25 – 1:55 PERIOD 7
1:55 – 2:25 PERIOD 8
2:25 – 2:55 PERIOD 9

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

PHOTOS AND OTHER MEDIA

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

MEDIA CENTER

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

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

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration in order to achieve educational objectives. Financial considerations may bear on the feasibility and frequency of field trips.

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

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

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

1. A chaperone is defined as an adult volunteer (at least 21 years of age) that has been delegated by the appropriate staff person and has oversight or supervisory authority over youth during the school activity (either on or off campus) whether for occasional or regular activities. These individuals share in the responsibility and authority of the diocesan staff person designated to have oversight of a particular event or activity and its leaders.
2. All chaperones must be rated compliant by successfully completing the paperwork, background check, and safe environment training (currently known as VIRTUS) through the Diocese of Arlington.
3. Chaperones with CPR and First Aid training and those with MAT (medication administration training) certification must be identified and known to all other chaperones.
4. All chaperones will be given a copy and comply with the Code of Conduct for Personnel and Volunteers in the Diocese of Arlington. (See Appendix G-1).

In the event private automobiles/vehicles of students, parents/guardians, or other authorized adults of at least 21 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Claims Risk Manager. Evidence to this effect must be presented to the principal for review and approval prior to the use of such vehicles. Appendix R-1, available in PowerSchool, must be used for this purpose. The principal shall have the right to prohibit, for any reason, a proposed driver from transporting student(s) on a field trip.

1. Youth weighing less than 100 pounds may not be seated in the front seat.
2. Phone calls and texting are not permitted while driving.
3. Parents/guardians are to be furnished with detailed written information about the field trip and must be given the opportunity to "opt out" their children from the field trip.
4. Teachers and other school employees should not drive students in their personal vehicles.
5. It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.
6. School-sponsored ski trips are not permitted.
7. All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as a school nurse, parent/guardian, or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.
8. Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a field trip/experience.

Saint John the Evangelist School encourages up to two field trips per school year; ideally one in the fall and one in the spring. Each class will have a minimum of one field trip per year, organized by the homeroom teacher.

OVERNIGHT TRIPS

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

MARCH FOR LIFE POLICY

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

Principals may permit students in grades 7 and 8, with permission of their parent/guardian, to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

Graduation ceremonies should be simple and dignified.

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

The 8th grade graduation will take place during school hours. The graduation ceremony will begin with a school-wide liturgy starting at 1:00 p.m. The Graduation date will be determined annually by the administration. The school reserves the right to adjust the date to accommodate for calendar

changes caused by inclement weather. The school will provide timely communication to parents regarding graduation scheduling via the Schoology calendar.

PARENT ORGANIZATIONS

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

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

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

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

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

FUNDRAISING

Any program of generating additional revenue must have the approval of school leadership (pastor, principal). These activities should be organized and executed so that the school program is not interrupted. Students may participate in, and cooperate with, worthy collections and fundraising projects conducted by the school or their parish.

TRANSPORTATION/PARKING

Saint 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. It is highly recommended that families enter from the lower part of John E. Mann Street allowing for right-handed turns. Left-handed turns may be restricted during morning drop-off times.
2. Pull up in front of the school building proceeding up to top of the drive. Please wait to drop-

off students until you have passed the access drive. Students should only be released at the sidewalk.
3. Children should only exit the side of the car closest to the school building.
4. Proceed cautiously 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. Parents must be in line by **3:10 p.m.**
2. Proceed down the hill forming four 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. Please follow all the directions of the staff stationed outside who assist with carpool.
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. Form two lanes using the fire lane and the left-center lane.
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. Form two lanes using the fire lane inside the lower parking lot and the right center lane.
6. Carpool ends at 3:15 on regular school days and at 11:45 on early dismissal days.
7. Please note, once students have exited the building at dismissal, they will not be permitted to return to the building. If a child needs to return to the building, parents must park their car out of the carpool lanes and escort their child back to pick up those items.

The school issues each new family two name/number placards. Only the new name/number placards will be honored at the carpool lanes. Name/number placards 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 carpool line. **Also, to expedite the pick-up, parents driving their children are asked to remain in their vehicles. Parents picking up by foot are asked to wait under the overhang with their name/number placard.** 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:

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

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

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

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

SCHOOL TUITION POLICIES

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

Saint John the Evangelist School operates using a continuous enrollment policy. The Continuous Enrollment begins with the signed Tuition and Continuous Enrollment Agreement and thereafter continues automatically through the completion of the eighth grade or, if necessary, until official opt-out/withdrawal procedures are completed. Parents have until the end of January to notify the Admissions Office, in writing, of any changes in enrollment plans for their children by completing and submitting an Opt-Out/Withdrawal Form. Once notice is given for withdrawal, families choosing to return to the school must go through the formal application and enrollment process.

TUITION AND OTHER FEE SCHEDULES

CATEGORY I - Registered and contributing parishioners (must provide proof of envelope usage)
$ 9,500 for one child
$ 17,800 for two children
$ 25,000 for three
$ 29,000 for four or more children

CATEGORY II - Non-Catholic
$ 10,400 for one child
$ 20,800 for two children

$ 31,200 for three children
$ 41,600 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

All upcoming 3rd-5th graders, and any new middle school students, will have a separate one-time Chromebook Fee of $450. This will be charged through FACTS.

The fees listed below have been rolled into the tuition for the 2026-2027 School Year

- Materials (consumable materials and texts)
- Technology (program licensing and computer services)
- School-Provided Classroom Supplies
- Class T-Shirt
- Learning Program Fees

ELEMENTARY EXTENDED DAY PROGRAM (2026-2027)

MORNING CARE PROGRAM
Monday-Friday
7:00- 7:45 a.m. (Please drop off between 7:00-7:15 a.m.).

AFTERNOON CARE PROGRAM
Monday - Friday 3:20-5:00 p.m.

HALF DAYS (WHEN EXTENDED CARE IS OFFERED)
Half Day Program Hours 11:50 a.m.-5:00 p.m.

Any student not picked up for the school day by 3:20 p.m. will be supervised by Extended Day staff. Families will be billed an hourly rate of $**16.00.** Students will be required to be signed out by parents or authorized designee from the Afternoon Care Program.

Payment Information 2026-2027 School Year:

Extended Day fees must be **paid through the FACTS Tuition Management System**, alongside regular tuition payments. Extended Day Staff will not handle any payments.

Rates: $16 an hour. If picked up at 4:15 or later, an additional $16 will be charged.

Payment Plans: If you plan to use Extended Day regularly, you may contact the Finance Office for a 5% discount on a monthly plan. If a monthly plan is chosen, the cost will be set based on the number of days per month. Additionally, monthly packages do not cover half days; these will be charged separately. No discounts will be given for weather, sickness, or other unexpected circumstances.

Late Fees: We understand that emergencies do happen, but if you are repeatedly late, additional fees will be assessed as follows:

- The first time you are late, your late arrival will be excused.
- The second time you are late, your late arrival will be a warning.
- The third time you are late, fees will be assessed.
    - $5 for the first 5 minutes or any part thereof
    - $10 for the next 5 minutes late ($15 total)
    - $20 for the next 5 minutes ($35 total)
    - Fees will continue to double for each additional 5 minutes of lateness from there.
- Continued late arrivals after the 3rd time charged may result in dismissal from the program.

Half Day Billing: When our school has a half-day and aftercare is available, afternoon care will be provided until **5 pm**. Rates for half a day will be $16 dollars an hour.

Information about the Extended Day program will be shared with families at the beginning of the year and available on our website. All families are asked to complete the Extended Day Family data sheet to have on hand in case utilization of the program becomes necessary.

For questions regarding billing, please contact the Finance Manager at 540-347-2922.

VI. CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

and/or wrestling activities. Male wrestlers may not compete with female wrestlers from other schools at any time.

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

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to travel to and from practice and games in a privately-owned vehicle must have written permission from their parent/guardian.

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

CYO coaches are responsible for ensuring the safety of the students during practice sessions. Head coaches will be issued a FOB that will allow them access to the gym for scheduled practices. Coaches should ensure all students are picked up by authorized adults. Students should be in gym and main hallway for practices only. The classrooms are not open during practices. Coaches are asked to walk through the building to check for materials and/or facility issues or repairs that might be needed. All information regarding facilities should be communicated to the CYO coordinator and the administration. Coaches must double-check to make sure that the doors are secure before leaving the building. Upon the completion of the season, fobs must be returned to the school office receptionist within one week.

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

1. Teachers have a right to teach. No student will stop the teacher from teaching.

2. Students have a right to learn. No student will stop another student from learning.

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

1. will be honest and committed to integrity.
2. will be respectful and courteous toward all teachers and adults.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will speak respectfully to and about others.
6. will complete all assignments and participate fully in class.
7. will respect all school and personal property (see *Care of School Property*).
8. will refrain from any deliberate disruption in the school.
9. will adhere to the school's cell phone policy.
10. will comply with the Responsible Use Policy for Technology and Artificial Intelligence.
11. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extracurricular activities.
12. will be present for all required activities unless officially excused by the administration.
13. will adhere to the dress code (see *Dress Code*).
14. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
15. will not leave school grounds during the school day for any reason without permission from the principal/administration.
16. will not bring to school or school-sponsored functions/activities, nor possess at school or school-sponsored functions/activities, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
17. will maintain, and support others who maintain, a safe and drug-free environment at school with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous is forbidden (*e.g.*, vaping devices and e-cigarettes) will result in suspension or expulsion from school.
18. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations apply to verbal, written, and electronic communications and student use of the internet.

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

RESTROOM USE AND CARE

Restrooms are designated for students or staff. Boy students should use the designated boys' restrooms located in the main hallway and in Trinity Hall. Girls should use the designated girls' restrooms in the main hallway and in Trinity Hall. Adult visitors should use the bathroom in the office complex. Staff members may use the restrooms in the office complex or the teachers' workroom.

Bathrooms should be treated with respect. Every effort should be made to keep the restrooms clean. Used paper towels should be properly disposed of in the trash receptacles. Writing on the walls or stalls is prohibited. Students should not bring writing utensils into the restrooms. Cell phones should not be used in the restrooms at any time.

SUBSTANCE ABUSE/WEAPONS

The school makes every effort to make students aware of the dangers and consequences of the use of illegal substances or abusing controlled substances.

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon public property or any property open to public use within 1,000 feet of the school (or of any school bus stop when students are waiting to be picked up and transported to, or are being dropped off from, school or a school-sponsored activity). If an individual who is not enrolled as a student is suspected or discovered to be in violation of the foregoing provision, the principal or designee must be immediately notified, and the appropriate law enforcement agency also contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol, tobacco, or e-liquids while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1,000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents/guardians will be notified, and the student will be removed from class. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If a violation of the law has occurred, the proper law enforcement agency will be contacted.

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored

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

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

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to another student or adult that he/she wants to harm or kill another individual, do harm to the school, mentions weapons, etc., it is the responsibility of the school leadership to investigate this further. A behavioral threat assessment will be conducted (*Appendix O-1*). In consultation with the Diocese, it will normally be the case that the non-emergency police line in the school's jurisdiction will be notified when threats are made.

DISCIPLINE

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

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

When necessary, teachers have the ability to issue referrals for inappropriate behavior. Teachers have the option to discuss the behavior privately or, if warranted, refer the student to office immediately. Referrals sent home must be acknowledged by the parent/guardian with a signature and returned to the main office the following school day.

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.

The administration will use suspension as a disciplinary measure for students involved in physical altercations.

DETENTION

Saint John the Evangelist School encourages positive behavior and responsibility both socially and academically. When a student is unable to fulfill these expectations, as a consequence, lunch detention may be issued. Students with behavior referrals and/or missing work habitually may be assigned detention for the following school day. Parents/Guardians will be notified by the teacher assigning the detention. Detention includes eating a silent lunch. When lunch is finished, they will have the opportunity to complete schoolwork or reflect on the Code of Conduct in light of their choices for which they received this consequence. Detention ends at the conclusion of recess. Detention is not optional, students who have not been given assigned detention may not hang-out in the room. This time may be used to conference with students regarding their behavior. It is the student's responsibility to report to assigned detention in a timely manner. Failure by a student to report may result in additional disciplinary consequences.

EXPULSION

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

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

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

SEARCHES OF STUDENTS AND STUDENT PROPERTY

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

INTERROGATION OF STUDENTS BY LAW ENFORCEMENT

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

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

1. The principal, the assistant principal, or the principal's designee shall be alerted.
2. The police officers shall report to the principal's office.
3. The head of school, principal, the assistant principal or the principal's designee will learn the purpose of questioning. In the rare instance when CPS is involved, contact Office of Catholic Schools and/or General Counsel for guidance.
4. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to any questioning.
5. The principal or a school representative shall be present.
6. The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers may take legal actions that they deem necessary.

STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property

or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS AND DESKS

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has, vís-a-vís other students, exclusive use of the locker or desk but has no proprietary rights versus the school. The school will cooperate with any police request to search lockers or desks.

The school lockers should be treated with respect as if they are new. 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 $10 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 and dress code rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Uniform Requirements:
School uniforms are to be worn with pride and according to school regulations. Saint John the Evangelist School 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. Repeated non-compliance notices will lead to additional disciplinary action, including, but not limited to calling the parent to correct the violation and/or disciplinary referral.

ST. JOHN THE EVANGELIST CATHOLIC SCHOOL 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:
School uniforms are to be worn with pride and according to school regulations. Saint 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. Additionally, three uniform violations in a trimester could result in disciplinary consequences including loss of dress down day privileges.

Uniform Guidelines:

- Boys' shirts must remain neatly tucked in and belts must be worn when wearing pants or shorts.
- Girls' jumpers and skirts may not be more than three 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. Fairy hair, hair extensions or other decorative hair pieces are 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.
- Writing on skin is not permitted.
- Hair accessories (barrettes, headbands, etc.) must be school colors (maroon, white, gray or navy) or neutral in color. Black, brown, 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. In cold weather, sweatpants are required. Shorts may be worn under the sweatpants and may be removed for PE class only. The grey sweatshirt is to be worn on PE days ONLY.
- Non-uniform jackets and sweaters are not permitted in any classroom.
- The Middle School Regular Uniform (grades 5-8) is worn on all Non-Mass Days throughout the school year.
- The Middle School Formal Uniform (grades 5-8) is worn on Mass Days and Special

Occasions throughout the school year. If Mass is held on another day, students should wear their regularly assigned uniform. If they have a Mass part, they should wear their dress uniform and change after Mass.

St. John the Evangelist Catholic School
Uniform Dress Code
Purchased from Flynn O'Hara
(except boys' pants and shorts which are purchased from Lands' End)

GIRLS' UNIFORMS, GRADES K-4

- Maroon plaid drop waist jumper (No shorter than 3 inches above the knee)
- White peter pan collar blouse from Flynn and O'Hara
- White knee socks (no low-cut socks or socks with logos or writing)
- Black sturdy Mary-Janes, oxford or dress shoes. Shoes should be secured with a tie or buckle. No ballet slippers, heels, crocs, sandals, open toe, boots, booties, clogs (without backs) or wheelies.
- Maroon crew neck cardigan sweater with school shield (optional)
- Maroon fleece with school shield (may be worn with PE and school uniform in the classroom)
- White tights (optional)

BOYS' UNIFORMS, GRADES K-4

- Grey slacks (properly fitting and purchased from Lands' End only)
- Maroon short sleeve polo shirt with school shield
- Black belt
- Black crew socks (no low cut socks or socks with logos or writing)
- Solid black sturdy dress or tie shoes with matching laces. Shoes should be secured with a tie. No crocs or wheelies.
- Maroon fleece with school shield (may be worn with PE and school uniform in the classroom)
- Grey shorts (optional in warm weather purchased from Lans' End only)

GIRLS' UNIFORM, GRADES 5-8

- Maroon plaid pleated skirt (no shorter than 3 inches above the knee)
- Navy short sleeve banded bottom polo shirt with school shield
- Navy ¼ zip sweatshirt with school logo (required in cold weather)
- White short sleeve oxford blouse with school logo (formal uniform)
- Navy Girls' Blazer with school logo (formal uniform)
- White **knee socks** (no low-cut socks or socks with logos or writing)
- White tights (optional)
- Black sturdy Mary-Janes, oxford or dress shoes. Shoes should be secured with a tie or buckle. No ballet slippers, heels, crocs, sandals, open toe, boots, booties, clogs (without backs) or wheelies.

BOYS' UNIFORM, GRADES 5-8

- Grey uniform slacks (properly fitting and purchased from Lans' End only)
- Navy short sleeve polo shirt with school shield
- Navy ¼ zip sweatshirt with school logo (required in cold weather- not worn for P.E.)
- White short sleeve oxford shirt with school logo (formal uniform)
- Navy Blazer with school logo (formal uniform)
- Black belt
- Black crew socks (no low cut socks or socks with logos or writing)
- Black sturdy dress or tie shoes with matching laces. Shoes should be secured with a tie. No crocs or wheelies.
- Grey shorts (optional in warm weather purchased from Lans' End only)

PE Uniform Dress Code
Uniform Dress Code
Purchased from Lands End

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

All items other than shoes and socks are required to be purchased from Lands' End to be the proper uniform garments.

- Short sleeve grey t-shirt with school logo
- Black mesh shorts
- Black sweatpants (required in cold weather)
- Black or White ankle sport socks
- Non-marking athletic shoes
- Grey sweatshirt with school shield (required in cold weather)

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 cold weather, sweatpants are required. Shorts may be worn under 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. The blue quarter zip sweater for middle school is not part of the PE uniform.

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. Students 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/rope style straps (Must have a minimum of 3 inches of fabric at the shoulder) and tops which show the midriff may not be worn.
- Low cut dresses, 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 lengths.
- Pajamas/pajama like pants should not be worn for dress down days or birthday dress-down days.
- Baggy clothing, clothing with rips or tears, or clothing touching the floor may not be worn.
- Girls' skirts and dresses must not exceed three inches above the knee. Shorts must be below the fingertips when arms are straight at the side. Waistbands of skirts and shorts should fit normally. Rolling of the waistband is not permitted.
- Shorts may be worn only during the Fall and Spring uniform season (short shorts are not permitted). Shorts must be longer than the fingertips with arms hanging naturally.
- Jeans **without holes** are acceptable.
- During the (cold uniform designated time (winter months), shorts may not be worn to school. Assigned uniform (cold and warm) are determined by the office and will be communicated on the Schoology calendar and in the newsletter.
- At no time may students spray paint or use other coloring on their hair or face.
- No make-up of any kind is permitted. Nail polish and artificial nails are not 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 clean shaven.
- 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.
- Facial piercings are not permitted at any time.
- No fairy hair or clip in extensions.
- No clothing that depicts weapons, alcohol, politics, or is suggestive in any manner. Any clothing worn on dress down days should be representative of Catholic values.

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.

Spirit wear is designed to encourage enthusiasm and support for the school. It is not part of the official uniform. Spirit wear may be worn on specially designated and published Spirit Days. On a Spirit Day- students may wear official spirit wear tops and PE bottoms appropriate to the season. Spirit wear should be in good condition without holes. Spirit wear head gear is not to be worn in

the building. Students may only wear spirit wear on designated spirit wear days. Please check the Schoology calendar for those days.

Dress down guidelines apply to all middle school dances, unless otherwise specified. Students who attend and do not comply with the guidelines will not be permitted to the dance. They will be asked to call home for appropriate attire or leave the dance.

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
- Toys, candy, or gum
- Aerosol cans, personal i-Pads, i-Pods, personal digital devices (smart watches), cameras, and other electronics
- any style, etc. or any materials or substances deemed inappropriate by the pastor, principal, or administration.

All such items will be confiscated. The possession of a laser pointer is strictly prohibited on school property. Any above item that is confiscated will be returned to the parent only. The parent must pick it up from the administration.

Cell Phones: Cell phones must remain in backpacks in the off position during the school day. Cell phones will not be used during the school day or during after school activities. Cell phones that are out and/or turned on will be confiscated. Cell phones will be brought to the administration and can only be picked up by the parent.

PLAYGROUND REGULATIONS

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 climbing or running up the slide.
- The fences are off limits, they may not be touched or climbed upon.

- Do not stand on the parallel bars. Students must hold on with at least one hand when hanging upside down.
- No one may be on top of the monkey bars. No hanging upside down from the monkey bars, no hanging upside down on the single bars.
- Only two people on the chain ladder at a time.
- Older Grades may play Two hand touch football only. NO TACKLE.
- Stay in assigned area. (Playground, black top, or the open field.) No-one should be behind the Pavilion. Students must remain in visual contact of adults on duty.
- When using the Pavilion, be respectful of the surroundings. Please 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.
- Students should immediately follow all instructions of monitors when outside.

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

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*
- Factors such as; temperature, wind chill, frozen ground, and sunshine all need to be taken into account when considering outdoor activities.
  - Wind chills of 15° to 30° are ***cold***; no students should be permitted outside in these conditions without appropriate clothing (coats, hats, mittens).
  - Wind chills of 0°to 15° are ***very cold***, older students may play outside for short periods of time **only with appropriate clothing.**
  - Wind chills between –20° and 0 °are ***bitter cold*** with a significant risk of frostbite; students **should not go outside** for play.
  - 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

- **<u>How hot is too hot to allow outdoor activities?</u>**
  - Heat index of **130 or higher is *extremely dangerous***. Heat stroke is highly likely with continued exposure.
  - 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.
  - Heat index of **90 – 104 requires *extreme caution***. Heat stroke, heat cramps and heat exhaustion are possible with prolonged exposure and/or physical activity.
  - 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

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

The school administration can determine if middle school students may use a microwave oven.

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.
- Students may not save seats for others or move 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.
- Students will recite **Grace After Meals** before dismissal from lunchroom.
- Wait to dispose of trash and to put away lunch boxes until your table is dismissed.
- Students are responsible for their table areas. They should make sure that the table and floor areas are clean and free of trash or debris. Students will wipe tables as assigned.
- 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 the teacher(s) arrive, all voices are quiet. Walk quietly through the halls with hands at your side.
- Please refrain from touching the walls inside the building.

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

WELLNESS POLICY

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

STUDENTS WITH SUICIDAL IDEATION

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically, and spiritually, consistent with Catholic teachings and principles. When a student has expressed to any adult that he/she wants to harm or kill him/herself, it is the responsibility of any adult employee in the school to act immediately in the interest of the safety of the student by alerting an administrator.

The school may require documentation and information from the parents regarding the threat of self-harm to evaluate whether accommodations exist that would permit the student to safely remain in school, or if the student should be removed from school until his/her health has improved. The school will require a letter from a licensed health care professional stating that the student is permitted to return to school. In addition, a documented return-to-school plan, coordinated between the school, the mental health professional, and the parents, may be required.

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including, but not limited to, the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents/guardians.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

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

GENERAL ILLNESS PROCEDURES

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

Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once a child is determined to need to go home, a parent or guardian must pick up their child from school within a reasonable amount of time to control the spread of illness. If a parent or guardian is not available, the emergency contact will be called. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school. This policy also applies to resuming after-school and extracurricular activities.

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

School Sick Day Policies & Guidelines

2025-2026

The most important way to help stop the spread of infectious illness is to stay home when sick.

According to school policy, a person should stay home when:

- A temperature of 100.4 or higher is present
- Vomiting and/or diarrhea has occurred in a 24-hour period
- The occurrence of excessive and constant coughing or sneezing and/or nasal congestion as often this spreads sickness to others.
- A child has symptoms that will keep them from participating in learning, such as:
  - Very tired
  - Lack of appetite
  - Uncontrollable cough
  - Frequent Sneezing
  - Headaches
  - Body aches
  - Earaches
  - Severe/Bad sore throat - should be assessed for strep throat.
- A doctor's note is required for a student who misses five consecutive days for medical reasons.

24 Hour Rule

- Fever - attendance at school is not permitted until a symptomatic person has been without fever for 24 hours without medications to lower fever, such as ibuprofen or acetaminophen.
- Vomiting/Diarrhea – attendance at school is not permitted until a person has been without vomiting (at least 3 times in 24-hour period defines vomiting) or diarrhea for 24 hours without medications such as Imodium.
- Antibiotics – attendance at school is not permitted when being treated with an antibiotic until at least 24 hours of the medication has been received.

Influenza and Covid Illnesses

Individuals with suspected or confirmed flu and/or Covid, including those who do not have a fever, should stay home at least 4-5 days after the onset of symptoms. Persons with the flu are most contagious during the first three days of illness. (CDC Influenza guidelines, 8/2020). Please refer to the CDC for more information.

PLEASE NOTE: NO MATTER THE SEVERITY OF SYMPTOMS, IT IS AT THE DISCRETION OF THE SCHOOL NURSE AND/OR ADMINISTRATION IF A STUDENT WILL NEED TO BE SENT HOME OR EXCLUDED FROM THE SCHOOL ENVIRONMENT DUE TO ILLNESS.

MEDICATION ADMINISTRATION OVERVIEW

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

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

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
2. After the first dose of any medication has been given at home;
3. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a member of the school administration;
4. When there is a licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage, and method of administration prescribed by a licensed health-care provider (LHCP). It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian, and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage;
8. Herbal and homeopathic medications/supplements will not be given in diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein and/or other OTC supplements will not be administered unless directly requested by a physician with a health treatment plan (*Appendix F-6*);
9. Students should not attend school while taking prescribed Schedule II narcotics (*e.g.*, Percocet, oxycodone, hydromorphone) for any legitimate reason. If a student needs a Schedule II narcotic analgesic they shall remain home until they are able to control pain with OTC medications;
10. Benzodiazepines (*e.g.*, klonopin, Ativan, diazepam) prescribed as needed (prn), should not be administered in any school setting. This does not apply to students diagnosed with a seizure disorder.

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

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

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

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

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

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

All diocesan schools will maintain non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriately educated on its use.

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

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

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

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

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

LIFE THREATENING ALLERGY POLICY

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

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

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

CONCUSSION AND HEAD INJURY POLICY

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

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

Students recovering from a concussion may need a gradual **"return to learn"** (academic activities) and **"return to play"** (physical activity and sports). Adjustments may include changes to workload, rest breaks, reduced screen time, or temporary limits on physical activity.

In most cases, additional medical documentation may be required to confirm that a student is cleared to return to full academic and physical activities without accommodations.

TELEHEALTH

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

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

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

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

The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

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

USE OF CRUTCHES AND OTHER ORTHOPEDIC/ASSISTIVE DEVICES

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

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

1. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with the Virginia Department of Health's school entry requirements (or modified schedule as approved by a licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
    a. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or osteopathy, licensed nurse practitioner, or the local health department, that one or more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made.
    b. On a basic level, for the good of society, the Catholic Church generally encourages the use of immunizations. The Church teaches that questions of immunization are "left to a matter of conscience" and parents have the right to decide about the health of their children in this matter. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption Form (*Appendix F-18*), which will be retained in the student health record. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease, will be excluded from school for an undetermined period of time as per the instructions of the State Health Commissioner and the public health department.
2. Students who have traveled or resided in a foreign country for three months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.

3. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. (See General Illness Procedures.)
4. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
5. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics due to the liability associated with the vaccination of children. The Diocese of Arlington does not promote school-based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the signing of any contract for services.
6. Parents and guardians of students learning in a virtual environment must make the school aware of the student's illness as it may impact the student's ability to learn.

LICE

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

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 Human Immunodeficiency Virus (HIV) and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, HIV, or HIV-related conditions must be provided the opportunity to receive a Catholic school education.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and

Prevention (CDC) and the Virginia Department of Health which state that most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

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

FIRE/EMERGENCY DRILLS

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 four times a year.

Students must participate in all emergency drills. They are expected to walk quietly and expediently to their assigned spaces and wait there without talking for further instructions. Following the drill, they are to return to their rooms silently.

HARASSMENT

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

- Has the purpose or effect of creating an intimidating, demeaning, humiliating, hostile, or offensive environment;

- Has the purpose or effect of unreasonably interfering with an individual's performance.

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

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats, and/or other overnight trips, sporting events and practices, to all forms of

transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the school community who engage in harassment of other school community members at any location, including online environments, and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if the school learns of harassment outside of school and is able to verify the harassment has occurred, appropriate action will be taken to maintain a safe and respectful work and academic environment.

As the primary educators of their children, parents have the responsibility to handle harassment issues not involving the school that occur outside of school.

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

Students Reporting a Concern

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

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

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

Parents/Guardians: Reporting a Concern

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

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

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

"Sexual harassment" is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal

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

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

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

1. Sexual or intimate body parts include, but are not limited to: breasts, buttocks, genitals, the groin area and upper thighs.
2. Lack of Consent: occurs when one is physically forced or verbally intimidated into doing something sexual, or submitting to a sexual act, or when one has explicitly indicated a lack of consent or when the circumstances make it obvious that consent has not been given.
3. Circumstances that make it obvious that consent has not been given include, but are not limited to: (1) being too intoxicated to say "no" or resist, (2) being asleep and therefore unable to consent, or (3) situations in which someone is deemed to be physically or mentally incapable of giving valid consent, whether due to the use of intoxicants or any other reason.

Behaviors which can be considered to be sexual harassment:

1. Unwelcome verbal harassment of sexual nature.
2. Unwelcome pressure to engage in sexual activity.
3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact.
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status.
5. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender.
6. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.
7. The use of photos taken with or without the person's knowledge and distributing them on social media with or without crude or sexual comments.
8. Sexting, defined as sending or receiving or forwarding sexually explicit or suggestive messages, images or videos, real or digitally generated, via cell phone, social media or other digital platforms. This behavior will result in disciplinary action up to and including expulsion and notification of law enforcement.

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly, and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities or CPS, if applicable Schools will cooperate with law enforcement if they have been notified of any illegal or potentially illegal conduct. During the investigation of an alleged crime, the suspected student perpetrator may be asked to remain off campus or be restricted in his/her movements at school.

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

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

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

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

In an effort to prevent/address sexual harassment/abuse, students in grades 6 to 12 must annually receive appropriate age level instruction pertaining to harassment by September 30th of each school year. Schools are encouraged to use the education modules provided by the Office of Catholic Schools.

BULLYING

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

"Rude" is inadvertently saying or doing something that hurts someone else. In children this takes the form of social errors. Incidents of rudeness are usually spontaneous, unplanned

inconsideration, based on thoughtlessness, poor manners or narcissism, but not meant to actually hurt someone.

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

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

Examples include, but are not limited to:

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

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

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

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

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

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

HAZING

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

Hazing is prohibited. School personnel will not tolerate any hazing on diocesan school grounds or in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, students and parents/guardians who become aware of an act of hazing are expected to report it to appropriate school personnel (*e.g.*, principal, teacher, school counselor). Staff members who become aware of an incidence of hazing are expected to report the hazing to school administration for further investigation.

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

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

1. School counseling; outside professional counseling, or both
2. Parent/guardian conference

3. Detention
4. Suspension and/or Expulsion

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

RACISM

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

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

Examples include, but are not limited to:

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

Racism is prohibited. School personnel will not tolerate any racism on diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents/guardians who become aware of any act of racism to report it to appropriate school personnel (*e.g.*, principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of a racism incident to take appropriate

steps to intervene unless intervention would be a threat to staff members' safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

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

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

1. Counseling
2. Parent/guardian conference
3. Detention
4. Suspension and/or Expulsion

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

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

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

VIDEO SURVEILLANCE CAMERAS

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

1. Video surveillance cameras must be placed in public locations deemed appropriate per diocesan policy. Such locations must include, without limitation, school

entrances/exits, lobby areas, hallways, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

2. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
3. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

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

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

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

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

IX. EXTENDED DAY PROGRAM

EXTENDED DAY PROGRAM

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

Morning Care (available to grades K-8th)

Before School, children will gather with their classmates in Trinity Hall(gym/cafeteria), then depending upon the weather, students may go outside where they are free to talk, read and or play games.

Afternoon Program (Preschool Families)
We offer an Extended Day option from 12-5 pm. Parents are responsible for providing a packed lunch (labeled with date and name, as well a water bottle) and afternoon snack (if staying after the 3 p.m. hour). Our Preschoolers will have a supervised lunch, rest time, craft, and outdoor play. Pickup will occur behind the Preschool at 3 pm or your child/ren may continue their afternoon with us at the Elementary/Middle School. Please note that after 3:15, your child/ren will begin their next hour of paid care and must be picked up at the Elementary/Middle School.

Afternoon Program (Preschool through 8th grade)
Once the Elementary and Middle School Day is complete, the Extended Day programs will be combined. **All Extended Day students who are staying into the 3 o'clock hour should pack a labeled snack and water.** Outdoor play will follow weather permitting; on days when it does not, students may participate in indoor games and physical activities. From 4:10 to 4:30, students are expected to work on homework or read quietly (students may continue to work on schoolwork after this time if needed). After homework/quiet read time, children may choose from a variety of activities, including crafts, board games, and individual play.

Important Note:
***Computer Use**: There will be no computer or other handheld devices used during the extended day program, unless checking homework assignments.

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents/guardians that child day programs that assume responsibility for the supervision, protection, and well-being of a child for any part of a 24-hour day are safe. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

RELIGIOUS EXEMPTION

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

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

1. Written parent authorization noting any known adverse reactions shall be obtained;
2. Shall be in the original container labeled with the child's name;
3. Does not need to be kept locked but shall be inaccessible to children under five years of age;
4. Any center-kept sunscreen shall be hypoallergenic and have a minimum SPF of 15;
5. Children nine years of age and older may administer their own sunscreen if supervised.

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL/GUARDIAN INVOLVEMENT

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

The Extended Day morning care will begin at 7:00 a.m. and end at 7:45 a.m.

The Afternoon Extended Day will run from 3:20 through 5:00 p.m.

Extended Day does not provide afternoon snacks. Parents are required to provide a small nutritious snack and a water bottle for each child who plans to attend extended day. Please be sure to label snacks and water bottles with the child's name.

PROCEDURES

While waiting to be signed in by staff, all students will enter Trinity Hall (either in the morning or afternoon). Each student is expected to comply with requests from the Extended Day staff regarding sign-in procedures and instructions.

Any child/ren in the building, not in a club or CYO, will be signed into extended day, where charges will be as applicable. **There will be no office pick-up**. All CYO and club students, if not picked up at the conclusion of their activity, will be signed into the Extended Day Program. These students will be charged $16 per hour for as long as they are signed into the program.
All weather-related closures will be sent via School Messenger.

During the School Year, the following dates Extended Day afternoon care will <u>NOT</u> be offered. School dismissal will be at 11:30 am for the Elementary/Middle School and 12 noon for the Preschool.

Wednesday, August 19th, 2026 (First Day of school)
Friday, September 4th, 2026 (Friday before Labor Day)
Friday, September 11, 2026 (Preschool Students only)
Friday, September 18, 2026 (Preschool Students only)
Friday, November 13, 2026 (Preschool Students only)
Monday, November 23rd, 2026 (Preschool Students only)
Tuesday, November 24th, 2026 (Tuesday before Thanksgiving)
Thursday, December 17th, 2026 (Preschool Students only)
Friday, December 18th, 2026 (Friday before Christmas)
Friday, January 15th, 2027 (Preschool Students only)
Friday, February 5th, 2027 (Preschool Students only)
Friday, February 12th, 2027 (Preschool Students only)
Friday, March 5th, 2027 (Preschool Students only)
Thursday, March 24th, 2027 (Preschool Students only)
Friday, March 25th, 2027 (Holy Thursday)
Friday, April 30th, 2027 (Preschool Students only)
Friday, May 14th, 2027 (Preschool Students only)
Thursday, May 20th, 2027 (Preschool Students only)
Friday, May 28th, 2027 (Friday before Memorial Day)
Thursday, June 10th, 2027 (Last day of school)

Half Days Schedule: There are several half days throughout the school year in which the Extended Day Program will be offered until 5pm. Parents are reminded to send in a lunch and snack with your child/ren's name(s) and date if you intend to have them attend Extended Day.

Snack will be between 2:45-3:15pm. (The Staff is required to provide a forgotten lunch to any student who does not have a lunch; the family will then be billed for that forgotten lunch).

Extended Day will be offered on the following half days:
Friday, August 28th, 2026
Friday, September 11th, 2026 (PTO Welcome Back to School Picnic, regular dismissal)
Friday, September 18th (PTO Welcome Back to School Picnic, regular dismissal)
Friday, January 15th, 2027 (Friday before Martin Luther King Day)
Friday, February 12th, 2027 (Friday before President's Day)
Friday, March 5th, 2027
Friday, April 30th, 2027
Friday, May 14th, 2027

Authorized Pickups

Parents or authorized adults from 3:15-4:10 pm will wait outside for their child/ren, call the extended day cell phone, and staff will bring their child/ren out to them. If after 4:10 pm, please ring into the front office with the bell system, and an extended day staff member will escort your child/ren to you.

Late Pickup Procedures

We understand emergencies do happen, but if repeatedly late, additional fees will be assessed as follows. First time, your late arrival will be excused. Second time late, your late arrival will be a warning. And if there is a third time late, fees will be assessed. The fee schedule will be: $5 for the first 5 minutes or any part thereof, $10 for the next 5 minutes late ($15 total), $20 for the next 5 minutes ($35 total), and will continue to double for every 5 minutes late from there. Continued late arrivals after the 3rd time will be charged and may result in dismissal from the program.

Transportation Safety

Students must be checked in by name with an Extended Day Staff member to morning care. Adults should park their cars and walk to the building to sign out their students. Students must be signed out of Extended Day by an authorized adult. Adults may be asked to produce identification prior to the release of the students. The Extended Day Director will communicate any changes in procedures to the families.

X. APPENDICES

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Student Health History Update (*Appendix F-1A*)
- Confidential Student Health History Update (Spanish) (*Appendix F-1B*)
- Confidential Student Health History Update (Vietnamese) (*Appendix F-1C*)
- Virginia School Entrance Health Form (*Appendix F-2*)

Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
Asthma Action Plan with Indemnification (*Appendix F-3*)
Anaphylaxis Action Plan with Indemnification (*Appendix F-4)*
Diabetes Quick Reference and Indemnification (*Appendix F-5*)
Virginia Diabetes Medical Management Plan (*Appendix F-5A*)
Diocese Medication Authorization Form (*Appendix F-6*)
Wind Chill Factors/Heat Stress Index (*Appendix F-15*)
Certificate of Religious Exemption CRE-1 (*Appendix F-18*)
Seizure Action Plan (*Appendix F-20*)
Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse (*Appendix G*)
Code of Conduct for Personnel and Volunteers in the Diocese of Arlington.English (*Appendix G-1*)
Codigo de Conducta para el Personal y Voluntarios en la Diócesis de Arlington.Spanish (*Appendix G-2*)
Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
Website and Social Media Policy (*Appendix P-1*)
Parent/Guardian Permission Form for School Sponsored Trip Participation (*Appendix R*)
Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (*Appendix R-A*)
Use of Personal Vehicle (*Appendix R-1*)
Elementary-MS Parent Handbook Agreement Letter (*Appendix AG-1*)