

# SAINT JOHN ACADEMY



Nationally Recognized Blue Ribbon School of Excellence  
VCEA Accredited

## Elementary School Parent/Student Handbook

2016-2017



*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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A. Diocesan Forms:

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14. Waiver Information/Right to Object Form (*Appendix N*)
15. Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)

MANDATORY SIGNATURE REQUIRED:

Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)



*St. John Academy*  
*6422 Linway Terrace*  
*McLean, Virginia 22101*  
*Phone: 703-356-7554*  
<http://stjohnacademy.org>

Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”*  
*St. John Chrysostom*

Welcome to St. John Academy! In choosing St. John Academy, you have demonstrated a commitment to the values and philosophy of a Catholic education, rooted in Faith, Knowledge and true Christian Joy.

The Parent/Student Handbook reflects the policies of St. John Academy for the 2016-2017 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. John Academy during the 2016-2017 school year.

The faculty and staff of St. John Academy look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church and our fundamental virtues of Faith, Knowledge and Joy.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

*Michael Busekrus*  
Headmaster

# PHILOSOPHY OF EDUCATION/MISSION STATEMENT

## DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

*Go, therefore, and make disciples of all nations*

*Teaching them to carry out everything I have commanded you.*

*Matthew 28:19-20*

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

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

### DIOCESAN MISSION STATEMENT

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

## SCHOOL HISTORY, MISSION STATEMENT/PHILOSOPHY

### SCHOOL HISTORY

Sixty years ago St. John's opened its doors with tremendous joy for the first time! In September 1954, St. John's grade school (kindergarten through fourth grade) welcomed 150 students in a one-story building designed by Francis Koenig. The new Catholic school consisted of eight, large classrooms. The following year, the enrollment soared to 259 students. The religious of the Sacred Heart of Mary Sisters, commuting from their convent at Marymount College in Arlington, staffed the school on Linway Terrace, in McLean, Virginia.

In 1956 a new addition to the school helped ease the crowding and approximately 150 additional students enrolled. A new grade opened each year as the students entered their next year, with kindergarten through eighth grade in place in 1958. By 1965, an incredible 1200 students attended the school, making for crowded conditions. However, this did not deter the sisters who provided excellence in faith practices and a rigorous academic education, offered to all.

In 1967, the parish's second pastor, Father Henry E. Hammond, built a convent at 1600 Karlin Lane, for the sisters, within walking distance of the school. Since 1979, the convent has been home to the Youth Apostles Institute. In July 1973, the Sisters of Notre Dame took over the running of the school and remained at St. John's until their departure in June 1993.

In 1993, St. John's pastor, Father Ley, appointed Mrs. Christine Wells as the first lay principal. Today, the school-renamed St. John Academy in 2006 and awarded the Blue Ribbon

School of Excellence in 2008-offers classes from pre-kindergarten through eighth grade and a student body of 270 students.

The Academy, under the direction of its new headmaster, Mr. Michael Busekrus, provides a solid Catholic education rooted in a rich tradition of academic excellence and spiritual formation elected in the schools motto: *Faith, Knowledge, and Joy*.

## **MISSION STATEMENT**

Saint John Academy was founded in 1954 to offer quality Catholic education to parish children. Saint John Academy continues to provide children in pre-school through eighth grade with a Catholic education rooted in rich tradition of academic excellence and spiritual formation, captured by the school's motto, "*Fides, Scientia, et Gadium.*" By **Faith**, children are led beyond themselves to entrust their formation to God. By forming the entire child, we impart the **Knowledge** for both intellectual and spiritual growth. The Mission of Saint John Academy is manifested in genuine Christian **Joy** - rooted in the Sacraments, self-sacrifice, charity, and service to others.

## **STUDENT/PARENT HANDBOOK**

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

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

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

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

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

## PARENTAL ROLE

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

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

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

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the Headmaster may do so, but after an initial meeting with the classroom teacher.

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

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

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

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

## **NON-DISCRIMINATION CLAUSE**

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

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

## **NON-CATHOLIC STUDENTS**

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

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students cannot receive the Eucharist.
- Non-Catholic students must participate in liturgies, retreats, other religious functions and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- 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 must be aware that it is the Catholic position that will be taught.

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

## ACADEMICS

### CURRICULUM

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

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Library and World Languages. Please refer to the Parent Page of the Arlington Diocese website for a detailed list of curriculum guidelines at <http://www.arlingtondiocese.org/catholicschools/parents.aspx>

This path would be followed by those students capable of completing High School Algebra I in the eighth grade.

#### 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: 96 or above
2. Class grade in 6th 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 Headmaster recommendation

#### 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: 93 or above
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. End of year diocesan comprehensive grade level test 93 or above.
5. Favorable teacher and Headmaster recommendation

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

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

1. Passing the Algebra I course
2. Scoring 77% on the Diocesan Algebra I exam
3. Receiving teacher recommendation for placement in the next level of high school math instruction

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

## **8TH GRADE HONORS LITERATURE**

The Honors Literature Program is an intensive course that introduces students to the world of classical literature. Rather than utilizing a textbook, the students read, analyze, and discuss the material presented in a variety of novels, plays, short stories, essays, and poetry covering such topics as justice, faith, hope, war and peace, human relationships, and the human condition. The literary forms in which these topics are presented include allegory, irony, satire, parody, picaresque novels, comedy, narratives, suspense, tragedy, sonnets, odes, and Romantic and Elizabethan poetry.

In addition to their reading assignments, students hone their writing skills with a significant number of writing assignments.

Students entering the Honors Literature program for 7<sup>th</sup> and 8<sup>th</sup> grade will have mastered the Diocesan Literature Curriculum in the 6<sup>th</sup> and 7<sup>th</sup> grade correspondingly and satisfied the following criteria:

1. Class grade in 6<sup>th</sup> or 7<sup>th</sup> grade literature: 93 and above
2. Scores on the end of year diocesan grade level comprehensive reading and language tests in the top 20th percentile
3. Favorable teacher and Headmaster recommendations

## **IMPLEMENTATION OF FAMILY LIFE PROGRAM**

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

## **TEXTBOOKS/SUPPLEMENTAL MATERIALS**

Textbooks and supplemental materials are selected after a year of study by the faculty with the approval of the Headmaster. All textbooks and supplemental materials must have the approval of the Office of Catholic Schools.

## **TECHNOLOGY – ACCEPTABLE USE**

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

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

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

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

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

1. When using networks or computing resources of other organizations, 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 electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  4. 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 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 shall abide by generally accepted rules of network etiquette, which include but are not limited to:
    - a. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
  7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  8. Examples of Unacceptable Uses – Users are not permitted to:
    - a. Use technology in sexting or cyber 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 employee without express permission of the individual, individual's parent, and the Headmaster.
    - d. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the Headmaster.
    - 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, copy disks, CD-ROMs or other protected media.

- h. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - i. Breach confidentiality obligations of school or school employees.
  - j. Harm the good will and reputation of the school or school employees.
  - k. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
9. Users must immediately report damage or change to the school’s hardware and/or software.
10. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – 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.
11. 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:
- Loss of use of the school network, computers, and software including Internet access.
  - 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, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

## TESTING

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

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

## HOMEWORK

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies. All homework is posted daily on our website at <http://saintjohnacademy.org/homework/>

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

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Each teacher posts homework on the school website every afternoon. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. Additional independent reading is expected by all: teachers' discretion. Daily amount of homework is usually: *Grade K: 5-15 minutes; Grades 1-3, 20-30 minutes; Grades 4-6, 45-60 minutes; Grades 7 & 8, 60-90 minutes.* Homework is not assigned over the weekend in grades 1-5. However, students in grades 6-8 *do* receive weekend assignments. Parents should encourage their children to organize their time in long range assignments so they are not overwhelmed a day or two before the deadline date. ***Please check with the teacher if your child consistently claims not to have homework.***

If your child is absent and you wish to pick up assignments/books for that day, please call the school office in advance so the teacher can arrange to have your child's work ready. Assignments/books for the day are to be picked up at the end of the school day. If requested, the teacher will also send a child's work to a sibling's classroom or a child in the same carpool. Persons picking up homework **may not** go to the classroom during the instructional day as this interrupts the teacher and the class.

### MIDDLE SCHOOL HOMEWORK POLICY

Homework is due on the due date assigned. Late assignments will be accepted one day after the due date but full credit will not be assigned to late work. It is the student's responsibility to give any assignment to the teacher. Assignments may not be accepted more than one day late.

Students who are absent have one day for every day they are out to turn in homework and make up tests missed during their absence. It is the student's responsibility to obtain and complete missed assignments. Assignments are posted daily in the classroom.

## PARENT-TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents throughout the school year to keep the

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lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school Administration.

## **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Parents are encouraged to keep in close contact with teachers regarding student progress. Scheduled conferences are held at the end of the first and second quarter grading periods. First quarter conferences are mandatory. Teachers may be called at the school office and will return calls during free periods or after school or they may be contacted through the school e-mail. Teachers do not accept phone calls while they are teaching. However, they are most willing to meet with parents at an agreed upon time whenever the teacher or parent(s) feel this is necessary.

## **GRADING/REPORT CARDS**

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort and performance on teacher prepared tests (to include but not be limited to projects, portfolios and other tools of assessment). The purpose of report cards is to alert the parents and present to them an assessment of their child's achievement in his/her academic studies.

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is a failing grade will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade.

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

## **GRADING SYSTEM**

### **Grades 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

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

\* (asterisk) indicates modified curriculum

93-100	A
92-85	B
84-77	C
76-70	D
69 or below	F (Failing)

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

Indicators for Effort, Specials and Personal Development:

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

Report Cards are issued four times a year based on the nine-week periods. Weekly folders containing each student's work are sent home each Wednesday. There is a Parent Signature Sheet in each folder assuring the teacher the student's work has been examined by the parents. In addition, the primary grades (K-3) send home a weekly progress report; teachers in grades 4, 5, 6, 7 and 8 issue a mid-quarter evaluation for all students. Mid-quarter Progress Reports must be signed by parents and returned to the teachers within a week of distribution. 7<sup>th</sup> grade students must have an 85 overall average for the first three quarters and must have met all expectations in order to run for Student Council positions.

**HONOR ROLL**

Honor roll is based on the student's grades in conduct and effort as well as academics in grades 6-8. To be eligible for first honors a student must have all grades 93-100 with no "NI" in any category. To be eligible for second honors a student must have all grades between 85-100 with no "NI" in any category.

At the end of the year students in grades 6-8 who have been on the Honor Roll for all four quarters will receive a certificate.

**AWARDS**

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship.

**PROMOTION/RETENTION/PLACEMENT POLICY**

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

advantageous to the particular needs of the student.

- The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the Headmaster.
- Teachers will notify parents 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 summer school or another program approved by the Headmaster 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 summer school or another program approved by the Headmaster but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

## **SCHOOL COUNSELORS**

Saint John Academy does not have school counselors on site. With the approval of the Headmaster, a student may be recommended and/or required to seek outside counseling services.

# ADMINISTRATIVE PROCEDURES

## ADMISSIONS

### DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

### Age for Admission to Kindergarten

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

### Requirements for School Admission: Pre-school – 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-213 G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  1. Proof of exact dates of immunization as required by the Code of Virginia
  2. Current Certification of Immunization
  3. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
9. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

### **Requirements for Admission to Grades 6 – 12**

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
4. Records from previous school, including standardized test scores
5. Proof of custody where applicable
6. Completed Diocesan Elementary or High School Application Form (Appendix J)
7. A non-refundable application fee
8. If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

### **General Conditions of Admission**

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

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

### **International Students**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following

policies for enrolling non-U.S. persons:

A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

- a. Meets Diocesan admission requirements as stated in Policy 601.2;
  - 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;
    - i. Guardian cannot house more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;
  - e. Must take an English proficiency ESL test at their local public school. Result must show fluency in the English language for admission.
1. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
  2. For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-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 or guardian.

B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> or 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 Headmaster/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.

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<sup>1</sup> Appendix AJ for a listing of lawful non-immigrants who may attend school.

# **ATTENDANCE**

## **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

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

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

- Once a student is enrolled in the school, the Headmaster/Administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

## **ABSENCE/TARDINESS/LEAVING SCHOOL/REPORTING PROCEDURES**

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, must be presented upon a student's return to school.
2. Persistent unexcused absences (10 or more) 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 before a decision is made by the Administration. Persistent absences may also result in the student being subject to appropriate action.
3. Except in cases of emergency as determined by the Headmaster/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, or (b) leave the school grounds with the prior authorization from the Headmaster/Administration.

### **Tardiness**

Arrival at school after 8:10 a.m. is considered tardy.

The tardy student is responsible for class material covered prior to arrival at school.

The student will be marked tardy and a cumulative record is stored on the student's report card.

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Parents need to be aware that High Schools take note of the number of late arrivals during the admission process.

A student who is tardy, as determined by local policy, should report to 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 will be brought to the attention of the Headmaster so that the parent 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**

### **Absence**

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

1. A phone call or an email from a parent is required **each day(s)** of the absence(s) of the student to the attendance office: [attendance@stjohnacademy.org](mailto:attendance@stjohnacademy.org) . If the parent knows the length of the absences just one phone call or email is necessary. The attendance office will follow up with a phone call for any extended absence.
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 before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
3. Except in cases of emergency as determined by the Headmaster 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, or (b) leave the school grounds with the prior authorization from the Headmaster Administration.

### **Medical excuses**

If a child is well enough to come to school, the child is expected to participate in all activities including Physical Education and outdoor recess unless a not from a physician excusing them

from activities including Physical Education and outdoor recess is presented. Children with special medical needs must present a note signed by a physician stating the child's needs while in school. A doctor's note is required for any student absent for more than three consecutive days.

### **Anticipated absence**

Responsibility for taking a child out of school for non-illness related reasons rests with the parents who also assume full responsibility for the work missed and make-up work. When the student returns to school after the absence the student will be given the missed schoolwork that should be completed as directed by the teacher. Teachers are not required to give parents the work in advance of the anticipated absence.

### **Release of students**

When students leave school during the day due to illness, appointment or any other reason, they must be called for in the School Health Room or the school office. **Children may never wait outside the buildings to be picked up during school hours, nor may teachers release a child directly from the classroom.** A note, email, or phone call should be sent to school requesting early dismissal and stating the time and identifying the person who will pick-up the child. Persons picking up a child at a time other than dismissal should report to the school attendance office and sign the child out. The school staff will page the child in his/her classroom to come to the office to meet the person picking him/her up. **Students will not be called in advance to the nurse's office for an early release. Persons picking up a child may not go to the classroom.**

Students going home with anyone other than the parent or designated carpool must have a signed note, phone call, or email stating the date and identifying the person with whom the student has permission from the parent to be taken from the school. Upon arrival at school, the person must show a picture id to the attendance office. This procedure applies to extended-day as well.

## **TRANSFERRING TO ANOTHER SCHOOL**

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" with parental signature from the new school. **All fees and tuition MUST BE PAID prior to the release of the student's records. The school will not forward records for students who withdraw with an outstanding balance. The same policy applies for graduating students.**

Records from St. John Academy will be sent free of charge twice to other institutions. After that, a \$5.00 fee will be charged for each additional set of records sent. **All requests for transcripts must be made in writing to the office.**

## **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.

In the beginning of the school year parents will be offered the opportunity to purchase milk for the year. Milk will only be sold on a yearly basis. St. John Academy participates in the USDA Milk Program.

St. John Academy also participates in a hot lunch program. Sign up occurs once at the beginning of the school academic year or upon acceptance once the year has started.

## **ARRIVAL AND DISMISSAL**

Morning supervision begins at 7:40 AM. Front Doors are open at 8:00 a.m. Students will proceed to the cafeteria at 8:05 a.m. for a flag ceremony, prayers and announcements. Students who are dropped off between 8:05 and 8:10 a.m. are to go directly to the cafeteria and join their class for flag ceremony. Students entering the building at 8:10 or later will be considered tardy.

The school day will close at 3:00 p.m. (or 11:30 a.m. on an early dismissal day) with a prayer. Students are dismissed immediately following prayer.

The parking lot traffic plan for arrival and dismissal is as follows:

### ***AM CARPOOL***

ENTRY ON THE SCHOOL/CHURCH GROUNDS IN THE MORNING MUST BE VIA THE REAR ENTRANCE (BEHIND THE RECTORY AND OLD CHURCH). CAR POOLS MUST NEVER EXIT VIA THIS ENTRANCE. ONLY DURING ICY ROAD CONDITIONS SHOULD ENTRY BE VIA THE FRONT ENTRANCE. CARS FORM A SINGLE LINE BY THE CURB AND DROP OFF STUDENTS AT THE FRONT OF THE SCHOOL.

### ***PM CARPOOL***

Entry on the School/Church grounds in the afternoon MUST BE via the REAR ENTRANCE (behind the Rectory and old church). Car pools must NEVER exit via this entrance. ONLY during icy road conditions should entry be via the front entrance.

- Kindergarten through 8 -- ALL cars picking up these students are asked to be in the

proper lane as explained in Item 3 below.

- Lane 1 MUST EXIT LEFT on to LINWAY TERRACE. Lane 2 MUST EXIT STRAIGHT to BIRCH ROAD OR LEFT on to OLD DOMINION DRIVE. Lane 3 (lane closest to the school) MUST EXIT RIGHT on to LINWAY TERRACE. Lane 1 is the lane closest to the island, Lane 2 is the middle lane and Lane 3 is the lane closest to the school building.
- Once you are in the correct exit lane, please turn off your engine. Students will be dismissed promptly at 3:00 Mondays – Fridays. On early dismissal days students will leave school at 11:30. Once students begin walking outdoors, no additional cars will be permitted in the parking areas.
- Please do not start your engine until the signal has been given.
- **Students may NOT be picked up anywhere on school grounds other than the designated carpool pick-up zone.** Parents/drivers who have parked on the parking lot in a place that is not a part of the carpool lanes area are to meet their child(ren) in front of the school at carpool dismissal time and walk them to the car. Students may not walk to cars not in carpool lanes. The school does not recommend parents to park somewhere other than the carpool lanes, however, if they do so, parents are required to walk to the front of the school to meet their child(ren).

Students may not leave the building before carpool dismissal to meet a car pool. If the child needs to be picked up before carpool dismissal time, the parent or driver must sign the child out in the Health Room.

- Carpools are not allowed to park at the bottom of the school building on Linway Terrace. This area is reserved for faculty parking only.
- Any student who has not been picked up by the conclusion of afternoon carpool, generally by 3:15pm, will sign in to extended day.
- Student(s) may not be assigned as ‘walkers’ and then be picked up by parents on Linway Terrace, lower church lot, or faculty lot. This endangers the student as the teachers are not able to supervise the student(s) outside the designated student pick-up area.

# 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 Headmaster/Administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

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

### ACCESS TO RECORDS

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

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

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

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

### TRANSFER OF RECORDS

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent 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. academic, special education records, psychological reports, disciplinary records, anecdotal information or reports by the school counselor).

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

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

As a general rule, each school, at the discretion of its Headmaster, 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).

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

Confidential records for unenrolled students are merged with the students' cumulative files.

## **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

- IEP/ISP or 504 Plan
- Student Assistance Plan
- Eligibility Minutes
- Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- Application
- Counselor notes
- Discipline notes
- Court Documents
- Psychological reports

## **SCHOOL VISITORS**

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

### **No visitor may go directly to the classroom during school hours.**

No child may enter the classroom prior to the start of school or when the teacher or classroom aide is not present. Messages for the teacher may be left in the school office. All volunteers must sign in before going to the classroom and then sign out when leaving. Forgotten lunches, books, etc. are to be brought to the Office and the child will be notified. Classrooms may not be disturbed. **Any student(s) not enrolled in St. John Academy wishing to visit in a classroom must request permission from the Headmaster one week before the day of the visit. Any student(s) not enrolled in St. John Academy who wish to attend any school function/assembly during the school day must request permission from the Headmaster one week before the day of the function/assembly and must remain in the company of his/her parent(s) during the function/assembly. All visitors must check in at the office and receive a badge.**

## **SCHOOL COMMUNICATIONS**

### **Headmaster's Communication**

Each Wednesday a newsletter from the school is posted on the school website and emailed home to parents containing a letter from the Headmaster addressing current topics and informing them of activities and issues concerning the school. Parents who wish to speak to the Headmaster directly may e-mail or call the office to arrange either a meeting or a telephone conference.

### **Take-Home Communication**

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

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

Students may use a school telephone only in an emergency and with permission from the Headmaster. **Forgotten homework, books, supplies, etc. are not considered an emergency.** In case of an emergency, messages will be taken in the School Office and communicated to the child per a parent/guardian's request. Short of an emergency, after-school arrangements must be made before the child leaves for school that day.

## **CELL PHONES**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should give the cell phone to their homeroom teacher at the beginning of the day. At no time during the school day should a cell phone be in a student's locker or in his/her possession. Cell phones will be taken away from students if they are used during the school day. Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

**In addition to the traditional 180 school days, schools should add at least three extra days to the**

school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 990 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.

In general, St. John Academy follows the decision of the Fairfax County Public Schools regarding school closings. Announcement of emergency school closings, necessitated by weather conditions or, any other emergency will be carried by radio stations or TV Channels. For emergency release due to weather-related conditions, Fairfax County Public Schools make a decision by 10:30 AM and notify parents via radio or TV Channels. If no information is forthcoming, school will be in session as usual. Unexpected emergencies will be announced via School Messenger to all parents (email and phone).

If school is already in session and closes early due to bad weather, **Extended Day will close at 3:00 pm**. If parents cannot pick up their child by 3:00, they should make arrangements to have someone else pick up their child/ren. **There is a late fee of \$5.00 for every five minutes beyond 3:00 pm**. If school is closed for the day, the Extended Day program is also closed.

## **PHOTOS AND OTHER MEDIA**

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

## **LIBRARY**

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

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

## **FIELD TRIPS**

- Field trips are privileges planned by teachers and approved by the school Administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (Appendix R).
- In the event private automobiles/vehicles of students, parents or other authorized adults of at least 20 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the Headmaster/Administration for review and approval prior to the use of such vehicles. The Headmaster/Administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip.
- Youth weighing less than 100 pounds may not be seated near the front seat air bag.
- Cell calls and texting are not permitted while driving.
- Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.
- Only Parents/guardians who are OPCYP compliant may chaperone a field trip.
- Teachers and other school employees should not drive students in their personal vehicles.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
- School-sponsored ski trips are not permitted.
- All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

Good behavior is expected of all students on a field trip. The school reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or could jeopardize his/her own personal safety or that of another member of the group. Students whose classroom behavior raises serious concerns with his/her teacher(s) or the Headmaster can be refused permission to participate in a field trip.

## **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

## **MARCH FOR LIFE POLICY**

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

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

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

## **GRADUATION REQUIREMENTS/CEREMONIES**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, 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 Headmaster shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

A celebration of the Eucharist will be held for the graduates as part of the graduation activities. Athletic, Attendance etc. Awards are given to the 8<sup>th</sup> grade graduates during the 8<sup>th</sup> grade graduation luncheon and Academic Achievement awards are distributed at the graduation reception after the graduation Mass.

An end of year assembly will be held for grades 1-7 on the last day of school.

## **PARENT ORGANIZATIONS**

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

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

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

1. Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the head of school/Headmaster regarding advancement of the school's mission and legislative issues concerning the school as directed by school leadership.
2. Every school should have a representative on the Diocesan Council of PTOs.

The parent organization should strive:

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

## **FUNDRAISING**

Any program of fundraising at the school must have the approval of the pastor and the Headmaster/Administration. Fundraising 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 parish provided such activities have been approved by the Headmaster.

### **PTO Fair Share Hours Program:**

The St. John Academy PTO sponsors a mandatory volunteer program. Parents are asked to perform 12 hours (6 hours in single parent families) of volunteer service to the school and/or PTO during the school year. A family may also choose to pay \$25.00 per volunteer hour owed in lieu of working. All hours must be completed or payment made by the end of the school year in order for parents to receive the end of the year report card or for student transcripts to be sent to another school. A list of volunteer opportunities is sent home to each family before the beginning

of the school year. Families may sign up for activities in which they wish to participate. Parents may also contact the school or the individual classroom teachers for other volunteer opportunities.

## **TRANSPORTATION/PARKING**

Parents are asked to fill out a sheet at the beginning of the year as to the method in which their children will be arriving and departing school. Should the method of transportation change, parents are asked to notify the school office immediately.

Parents who have business in the school building are asked to park their cars under the trees on the island side of the parking lot or the upper Guardian Angel building lot. Cars should not be parked on the Guardian Angel side of the main lot or on the lower lot by Carlin Hall. No one is allowed to park in front of the church on the main lot.

**Parking at the end of the school building (faculty & staff parking lot) or lower school parking lot (bottom lot of Church) on Linway Terrace is not allowed during carpool hours. Children should never be discharged from or meet carpools in this area.**

## FINANCES

### DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

#### Application Process & Requirements

All school families participating in the program must submit the same application form along with a processing fee payable to a private vendor.

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

- A baptized Catholic or convert officially received into the Church
- Family resides within the boundaries of the Diocese of Arlington
- Family is registered and an active member of the parish
- 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

**Tuition Payments:** Tuition payments may be made in full and forwarded to St. John Academy. Tuition payments may also be made directly to our tuition coordinator, SMART Tuition, Inc. SMART tuition payments are made by using coupon booklets or automatic bank account deductions. Each family may select a convenient payment date on the 10<sup>th</sup>, 20<sup>th</sup> or 30<sup>th</sup> of each month. A late fee of \$60 will be charged if payments are not received within 10 days of the due date.

**Financial Aid:** Financial aid is available for families in need of assistance. Applications are available at [www.factstuitionaid.com](http://www.factstuitionaid.com) or St. John the Beloved parish office. Please contact the Facts Tuition parent hotline at 866-315-9262 for additional information. The deadlines for filing applications will be announced by the diocese in January.

## TUITION AND OTHER FEE SCHEDULES

### Pre-School & Pre-K Tuition

#### Monday – Friday 8:00 a.m. to 12 noon

- 5 day morning Preschool (3 year olds) \$5,550 per child
- 5 day morning Pre-K (4 year olds) \$5,550 per child

#### Monday – Friday noon to 3:00 p.m. Extended Care

- Full day option for both 3 year olds and 4 year olds \$2500 additional per child
- Extended Day option from 3:00 pm to 6:00 pm \$8 per hour per child

### Kindergarten through 8th Grade Tuition

#### Catholic Students (supplemented by parish subsidy)

- 1 child \$6,450 for 1st child
- 2 children \$4,700 for 2nd child (\$11,150 total)
- 3 children \$3,600 for 3rd child (\$14,750 total)
- 4 or more (\$17,300 total)

**Other Faiths** - \$12,400 per student

### Registration fees and payment schedule:

#### Non-Refundable Registration Fees:

Pre-School and Pre-K \$150 per student

Kindergarten – 8th Grade \$250 per student

**New families:** Registration fees are due in full upon acceptance.

**Returning families:** A deposit of \$125 is due at the time of registration. The balance of \$125 per student is due no later than March 27, 2015. The Pre-school and Pre-Kindergarten registration fees of \$150 per student are due at the time of registration.

**Financial Aid:** Assistance with tuition expenses is available for families in need of assistance. Please visit [FactsTuitionAid.com](http://FactsTuitionAid.com) to download an application. For additional information, please call the Facts Tuition Parent Hotline at (866) 315-9262.

**Tuition Payments:** SmartTuition is a 3rd party billing company that Saint John Academy utilizes to collect tuition payments. All families must register with SmartTuition in order to be considered registered for 2015-2016 academic year. If you are able to pay tuition in full by September 1st, your SmartTuition fees will be refunded. To register access the Smart Tuition website directly at [www.smarttuition.com](http://www.smarttuition.com), click on Login (even if you don't have a Login account) and the website will guide you through the creation/update of your account.

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

### **PARTICIPATION**

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

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

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

### **TRANSPORTATION OF ATHLETES**

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

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/Headmaster retains the right to 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.

Quality co-curricular activities are provided for the students. Co-curricular activities are activities that extend the school's curriculum into the after-school activities such as treble choir, yearbook, student council, It's Academic, Spelling Club, Battle of the Books, etc. They are purely optional. However, it is strongly suggested that parents encourage students to join at least one of these activities. Leadership, cooperation, and a sense of responsibility and belonging to the Parish and School are valuable for life.

Extra-curricular activities are activities not directly related to the curriculum. However, meetings, etc., are generally held on the Parish or School grounds and are recognized by the School as wholesome activities that extend beyond the School. Recognized organizations and activities include: Altar Servers, Middle School Activities and the Daughters of Mary. St. John's also participates in the Diocesan CYO Sports program that is administered by the Parish CYO Coordinator.

## 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 participating in a school-sponsored activity (such as athletics or theater).*

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

- Teachers have a right to teach. No student will stop the teacher from teaching.
- 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 (*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 Internet Acceptable Use Policy.
  11. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
  12. will be present for all required activities unless officially excused by the Administration.
  13. will adhere to the dress code (*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 Headmaster/Administration.
  16. will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (*Substance Abuse/Weapons and Inappropriate Materials*).
  17. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).

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.

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

## **SUBSTANCE ABUSE/WEAPONS**

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

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

2. 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 or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

3. A student shall not possess or use drug paraphernalia, including, but not limited to, 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 (Policy 615, paragraph 1) or on school property (e.g., lockers—Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

4. A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to

any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school Administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

## **DISCIPLINE**

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

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

### **USE OF DISCIPLINARY ACTION**

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

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

### **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

## **SPECIFIC DISCIPLINARY POLICIES**

### **Middle School Policy**

The Middle School Discipline Policy is being reviewed by a disciplinary committee and will be amended and distributed to Middle School Parents by September 30<sup>th</sup>, 2016.

### **SUSPENSION**

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

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

### **DISMISSAL**

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

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

### **EXPULSION**

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

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 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.

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

A parent whose child is expelled may appeal this decision in writing to the Superintendent of

Schools within 5 working days from the time of written notification.

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

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

## **STUDENT REGULATIONS AND PROCEDURES**

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

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

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

### **Interrogation of Students**

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

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

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

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

## Students and Student Property

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

### SCHOOL LOCKERS AND DESKS

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

Lunch containers (bag or lunch box), sweaters, books (workbooks, tablets, and folders), pencil cases, rulers, crayon boxes, school bags, boots, etc., are to be clearly marked with the child's name and grade. Items that are left after school or recess will be sent to the school's Lost and Found.

## 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 Headmaster/Administration.

Since textbooks are on a rental basis, they may not be written in or covered with contact paper. It is expected that students will take proper care of all school materials. Hardcover books are to be covered and carried in a school bag. A fee will be charged for any books that are lost or damaged.

Parents who wish to have a separate set of books for the child to use at home must purchase the books on their own. **The school will not provide a second set of books for any student.** The school will provide the ISBN numbers of any textbook as well as the phone numbers of the publishing houses. Parents can then order the books directly from the publisher.

## 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 Headmaster/Administration.

## Uniform Requirements & Other Pertinent Information

# Girls Uniform Policy - Grades K-5

### FALL/SPRING Uniform:

- **Jumper:** Flynn & O'Hara Green Plait Split Front Jumper hemmed at the knees (*can be worn year round*) ,mandatory for MASS & Winter Uniform. Must be worn with Peter Pan Collar blouse.
- **Blouse:** Flynn & O'Hara white short sleeve Peter Pan Collar blouse
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)  
Navy or white knee high socks
- **Shoes:** Black, brown or navy Mary Jane style or loafer style shoes (Sperry shoes must be black, brown or navy blue and are allowed at all grade levels)
- **\*OPTIONAL**
  - **Skort:** Flynn & O'Hara Navy blue skort (*fall and spring uniform only*)
  - **Polo Shirt:** Flynn & O'Hara white, short sleeve polo shirt with SJA logo *to be worn only with the Skort.*

### WINTER Uniform:

- **Jumper** - Flynn & O'Hara green plait split front jumper.
- **Blouse** – Flynn & O'Hara white Peter Pan long sleeve collar blouse
- **Sweater:** Flynn & O'Hara Crew Neck cardigan uniform sweater with SJA logo, *mandatory for winter uniform*
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)  
Navy or white knee high socks  
Navy or white tights
- **Shoes:** same as above

### MASS Uniform:

- **Jumper** - Flynn & O'Hara green plait split front jumper
- **Blouse** – Flynn & O'Hara white Peter Pan collar blouse, short sleeve in fall/spring and long sleeve in Winter
- **Sweater:** Flynn & O'Hara Crew Neck cardigan uniform sweater with SJA logo, *mandatory for winter uniform*
- **Socks or tights:** as described above depending on weather
- **Shoes:** same as above

A white T-Shirt may be worn under school blouses (or polo shirt) but may not be visible beyond the length of the sleeves.

No other items may be added or substituted on the school uniform.

# Girls Uniform Policy - Grades 6-8

## FALL/SPRING Uniform:

- **Skirt:** Flynn & O'Hara Green Plait Skirt hemmed at the knees .
- **Shirt:** Flynn & O'Hara navy blue or light blue short sleeve polo shirt with SJA logo.
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)  
Navy or white knee high socks
- **Shoes:** Black, brown or navy Mary Jane style or loafer style shoes (Sperry shoes must be black, brown or navy blue and are allowed at all grade levels)

## WINTER Uniform:

- **Skirt** - Flynn & O'Hara green plait skirt.
- **Blouse** – Flynn & O'Hara blue Oxford button down long sleeve blouse/shirt
- **Either VEST or SWEATER must be worn to school every day**
  - **Vest:** Flynn & O'Hara navy blue vest with SJA logo or
  - **Sweater:** Flynn & O'Hara navy blue sweater with SJA logo
- **Blazer: 8<sup>th</sup> Grade Only** - Flynn & O'Hara navy blue Polyester Blazer with SJA crest.
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)  
Navy or white knee high socks  
Navy or white tights
- **Shoes:** same as above

## MASS Uniform:

- **Skirt** - Flynn & O'Hara green plait skirt.
- **Blouse** – Flynn & O'Hara blue Oxford button down long blouse/shirt (short sleeve in Spring/Fall and long sleeve in winter)
- **In Winter : Either VEST or SWEATER must be worn to Mass**
  - **Vest:** Flynn & O'Hara navy blue vest with SJA logo or
  - **Sweater:** Flynn & O'Hara navy blue sweater with SJA logo
- **Blazer: 8<sup>th</sup> Grade Only** – Flynn & O'Hara navy blue Polyester Blazer with SJA crest.
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)  
Navy or white knee high socks  
Navy or white tights
- **Shoes:** same as above

A white T-Shirt may be worn under school blouses (or polo shirt) but may not be visible beyond the length of the sleeves.

No other items may be added or substituted on the school uniform.

## Boys Uniform Policy- Grades K-5

### FALL/SPRING Uniform:

- **Pants:** Flynn & O'Hara navy uniform trousers, or (*optional*) navy uniform shorts
- **Shirt:** *white short sleeve* Flynn & O'Hara polo with SJA logo
- **Belts:** Black or brown belt (*optional for Kindergarten*)
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)
- **Shoes:** Black, brown or navy dress or loafer style shoes (Sperry shoes must be leather black, brown or navy blue and are allowed at all grade levels)

### WINTER Uniform:

- **Pants:** Flynn & O'Hara navy uniform trousers
- **Shirt:** *white long sleeve* Flynn & O'Hara polo with SJA logo
- **Belts:** Black or brown belt (*optional for Kindergarten*)
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)
- **Shoes:** Black, brown or navy dress or loafer style shoes (Sperry shoes must be leather black, brown or navy blue and are allowed at all grade levels)
- **Either VEST or SWEATER must be worn to school every day**
  - **Vest:** Flynn & O'Hara navy blue vest with SJA logo or
  - **Sweater:** Flynn & O'Hara navy blue sweater with SJA logo

### MASS Uniform:

- **Pants:** Flynn & O'Hara navy uniform trousers
- **Shirt:** *white button down oxford* uniform shirt (long sleeve in winter, short sleeve in Fall and Spring)
- **Tie:** Flynn & O'Hara navy blue tie
- **Belts:** Black or brown belt (*optional for Kindergarten*)
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)
- **Shoes:** Black, brown or navy dress or loafer style shoes (Sperry shoes must be black, brown or navy blue and are allowed at all grade levels)
- **In Winter: Either VEST or SWEATER must be worn to Mass**
  - **Vest:** Flynn & O'Hara navy blue vest with SJA logo or
  - **Sweater:** Flynn & O'Hara navy blue sweater with SJA logo

A white T-Shirt may be worn under school shirts (or polo shirt) but may not be visible beyond the length of the sleeves.

No other items may be added or substituted on the school uniform.

# Boys Uniform Policy- Grades 6-8

## FALL/SPRING Uniform:

- **Pants:** Flynn & O'Hara khaki uniform trousers
- **Shirt:** *Light blue or navy blue short sleeve* Flynn & O'Hara polo with SJA logo
- **Belts:** Black or brown belt
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)
- **Shoes:** Black, brown or navy dress or loafer style shoes (Sperry shoes must be leather black, brown or navy blue and are allowed at all grade levels)

## WINTER Uniform:

- **Pants:** Flynn & O'Hara khaki uniform trousers
- **Shirt:** Long sleeve *Blue button down Oxford Shirt*
- **Tie 6<sup>th</sup> Grade:** Flynn and O'Hara navy blue tie
- **Tie 7<sup>th</sup> & 8<sup>th</sup>:** Any tie appropriate for school, no skulls, printed messages, inappropriate designs, etc. Headmaster and middle school teachers will use their discretion on ties.
- **Belts:** Black or brown belt
- **Either VEST or SWEATER must be worn to school every day**
  - **Vest:** Flynn & O'Hara navy blue vest with SJA logo or
  - **Sweater:** Flynn & O'Hara navy blue sweater with SJA logo
- **Blazer: 8<sup>th</sup> Grade Only** – Flynn & O'Hara navy blue Polyester Blazer with SJA crest.
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)
- **Shoes:** same as Fall/Spring uniform

## MASS Uniform:

- **Pants:** Flynn & O'Hara khaki uniform trousers
- **Shirt:** *Blue button down Oxford* uniform shirt (long sleeve in winter, short sleeve in Fall and Spring)
- **Tie:** see winter uniform above for tie policy
- **Belts:** Black or brown belt
- **In Winter: Either VEST or SWEATER must be worn to Mass**
  - **Vest:** Flynn & O'Hara navy blue vest with SJA logo or
  - **Sweater:** Flynn & O'Hara navy blue sweater with SJA logo
- **Blazer: 8<sup>th</sup> Grade Only** – Flynn & O'Hara navy blue Polyester Blazer with SJA crest.
- **Socks:** Navy or white crew length socks (*short ankle socks are not permitted*)
- **Shoes:** same as Fall/Spring uniform

A white T-Shirt may be worn under school shirts (or polo shirt) but may not be visible beyond the length of the sleeves.

No other items may be added or substituted in the school uniform.

## Saint John Academy P.E. Uniform

### FALL/SPRING Uniform:

- Gray t-shirt with navy school logo
- Navy blue mesh gym short with white school logo
- White crew socks (low athletic socks are not allowed)
- Gym sneakers

### WINTER Uniform:

- Gray t-shirt with navy school logo
- Navy blue mesh gym short with white school logo (*optional under sweatpants*)
- Gray sweatpants with blue school logo (*mandatory*)
- Gray hoodie sweatshirt with white school logo (*mandatory*)
- White crew socks (low athletic socks are not allowed)
- Gym sneakers

Athletic or sneaker shoes **with** non-skid and non-scuff soles must be worn. **Socks must come up above the ankle.** **Low athletic anklets are not allowed.** During the winter students may wear their P.E. shorts under their sweatpants. The sweatpants and sweatshirt must be worn at all times over the PE shorts and t-shirt in all classes but PE.

## INAPPROPRIATE MATERIALS

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

No music players, personal ipods or cell phones, cameras, hand games, or any kind of electronic equipment. Toys that simulate weapons are not allowed in school. Laser toys of any type are forbidden on school property. Possession of a laser toy on school grounds can result in suspension or expulsion. Live animals may be brought to school with the teacher's and Headmaster's permission only if the animal is caged and accompanied by an adult who will remain with the animal at all times. Unusual items may be brought to school only with written permission and with a specific purpose in the curriculum.

If these items are found they will be confiscated and given to the Headmaster. Parents will be required to pick up the items from the Headmaster's office.

## PLAYGROUND REGULATIONS

- Children remain at school for lunch. Children bring their lunch from home or purchase lunch on specialty days.
- No child is permitted to leave the grounds during school time (including noon hour and recess) without a parent's written note that has been submitted to the office.
- Children are to go directly from the cafeteria to the place assigned to play during the recess period. They use the side door of the cafeteria. Front doors are used for black top and gym recess only.
- **A note from a physician is necessary to excuse a child from going outdoors at recess.** If the child is excused from recess, he/she is to go directly to the health room. They are to take a book or work to the Health Room and should not return to the classroom.
- Students staying in with the teacher for remedial or other work must wait in the cafeteria until that teacher arrives to collect them. They may not return to the classroom until the teacher has arrived.
- Games are limited to those that ensure the safety of all.
- Children are not to play too close to the swings for safety reasons.
- Only kick balls, basketballs, footballs, and large balls are permitted. Only rubber balls or tennis balls are permitted for baseball playing. There may not be baseballs, hard or soft, used during the play periods.
- Children are not to pull or throw each other to the ground.
- There may never be any tackling.
- Offensive and/or abusive language is never allowed.
- Jackets, sweaters, coats, etc., when worn to recess, should not be taken off and thrown on the ground.

## LUNCHROOM REGULATIONS

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

A prayer is said in the individual classrooms before the students come to the cafeteria for lunch and the Angelus is said in the cafeteria at the end of each lunch period. Students are to enter the cafeteria through the kitchen if they are receiving milk or a hot lunch then proceed directly to their class tables. Students who are not receiving milk or lunch are to go directly to their tables. Each class is responsible for making sure their table is clean and trash picked up from the floor when lunch is over. Lunch boxes should be placed in the basket with the child's grade on it. If a student wishes to use the restroom, get a drink or report to the health room, they must notify the cafeteria supervisor they are leaving. No student is allowed to return to the classroom. When it is time for recess, students will be dismissed when their tables are clean at the end of the first lunch period. At the end of the second lunch period students are dismissed by class. All students are to walk to the exit to the playground. Pushing and shoving are not appropriate behavior. Students wipe down the tables and at the end of both lunch periods as a service project.

If a student is staying in to work with a teacher, he/she must wait in the cafeteria until the teacher comes to pick him/her up. ***No student may return to the classroom without a teacher.***

## **HEALTH, SAFETY & WELFARE**

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

Parents and 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 activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties and/or employment of any clergy, employee or volunteer.

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

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

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

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

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

#### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) 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.

In order to encourage and foster a safe and healthy environment via the elimination of foods of minimal nutritional value, our 2016-2017 policy for acceptable food for morning school snacks sent by parents for students is as follows:

Student snacks may ONLY include: fresh fruit, fresh vegetables, cheese, and/or yogurt.

## **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the school nurse or Headmaster/Administration or the Headmaster/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 Headmaster, 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 professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

## **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2<sup>nd</sup> edition*.

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

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

Any student who has had fever, vomiting or diarrhea must be temperature free and *free from* a vomiting or diarrhea episode *for 24 hours* before coming to school. *Students who come to school before the 24 hours have passed will be sent home.*

## MEDICATION ADMINISTRATION OVERVIEW

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

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

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

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 senior member of the school Administration;
4. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer 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 physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (Appendix F-6) has been completed, signed 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.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, Headmaster 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 indicates in writing that the student cannot do this.

All medications including Epi-Pens and inhalers must be given to the school nurse where they will be stored in a secure area.

Students are NOT permitted to self-medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self-administer emergency lifesaving medications (e.g. inhaler, Epi-pen). If a student is allowed to carry his/her own medication, an additional set must be given to the school nurse.

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **LIFE THREATENING ALLERGY**

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

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. SJA will train teams responsible for managing an allergic crisis.

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

### **INFECTIOUS/COMMUNICABLE DISEASES**

Parents 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 Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213 ).
  - a. Parents or guardians who object to the Administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
2. 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 Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
3. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2<sup>nd</sup> edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
4. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

#### **LICE**

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

If an incident of head lice occurs in school, the parents of students in the particular class affected will be given notice and the children's heads will be examined. Parents of an infected child will be notified and the child sent home. A child found with nits cannot return to school until properly treated as prescribed by the Health Department and is nit/lice free. Upon returning to school, a child being treated for head lice must report to the health room first and have his/her head checked before going to the classroom.

## **BLOODBORNE DISEASE**

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

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

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

## **FIRE/EMERGENCY DRILLS**

Fire drills are conducted on a regular basis. During a fire drill everyone including visitors and volunteers must vacate the building. Students are to go quickly and quietly to the assigned place outside the building where the teacher will take roll to ensure all of the students have safely evacuated the building. Students are expected to remain silent and to follow instructions promptly.

## **SEXUAL HARASSMENT--STUDENTS**

Sexuality affects all aspects of the person, including in a general way the aptitude for forming

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bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

1. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
2. 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, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."
3. Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school Headmaster/Administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school Headmaster/Administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official
4. No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.
5. In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

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

## **BULLYING**

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

Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns

- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

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

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

- a. Consequences for students who bully others shall depend on the results of the investigation and may include:
  - Counseling
  - Parent conference
  - Detention
  - Suspension and/or Expulsion
- b. Depending on the severity of the incident(s), the Headmaster may also report incidents of bullying to law enforcement if appropriate.

## **RESPECT FOR LIFE**

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

# ASBESTOS MANDATORY YEARLY NOTIFICATION

## Asbestos Notification

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

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

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

It is the intention of Saint John Academy to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Mr. John Balint, as Director of Maintenance, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at [jbaint@stjohncatholicmclean.org](mailto:jbaint@stjohncatholicmclean.org).

## ***VIDEO SURVEILLANCE CAMERAS***

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

- a. In the discretion of the principal/head of school or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.

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

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

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

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

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

## **STUDENTS WITH SPECIAL NEEDS**

The Catholic 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 within/to the school. Parents are considered an integral part of the process.

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

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

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

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

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

St. John Academy has a Resource Program to aid students with special needs. The classroom teacher recommends students for this program after consultation with the parents. Special needs students meet with the resource teacher during the week and are given a Student Assistance Plan outlining accommodations that are then implemented by the classroom teacher. Accommodations for students with an ISP from the public schools are discussed with the parents and implemented where possible. Arrangements may be made for specialized testing either privately or through the public school system. The parents, resource teacher and classroom teacher meet throughout the year to evaluate and discuss the student's progress.

## **EXTENDED DAY**

### **EXTENDED DAY PROGRAM**

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section V. General School Policies regarding fees to utilize this program. Parents 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.

### **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,

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

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

### **LICENSING INFORMATION**

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

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

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

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

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

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

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

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

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

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

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

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

## **INSURANCE**

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

## **TAX INFORMATION**

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

## **PARENTAL INVOLVEMENT**

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

## APPENDICES

### Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Waiver Information/Right to Object Form
- Objection-to-Content Form (*Appendix K*)
- Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Academic Intervention Plan (*Appendix AA*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*) – Agreement form is MANDATORY - MUST BE SIGNED by Parents and Middle School Students AND RETURNED TO SCHOOL BY Friday, September 4, 2015.