Family Handbook

2022-2023

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

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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

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

[1] Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

MISSION STATEMENT OF HOLY CROSS ACADEMY

Holy Cross Academy forms young men and women to be saints, scholars, and leaders in the image of our Lord Jesus Christ and our Blessed Mother.

HCA CORE BELIEFS

Holy Cross Academy forms saints by:

- instilling a love of the Church and her Sacraments so each student might take up their cross and follow Jesus.
- leading students in love to greater personal growth as a ministry of Saint Mary of the Immaculate Conception Parish under the direction of her pastor and priests.

Holy Cross Academy forms scholars by:

- developing the whole child: academically, emotionally, spiritually and physically.
- ensuring that parents, teachers, and students work together to see our students fully develop their unique, God-given gifts and talents.
- supporting children to learn their best in a safe, supportive environment, surrounded by caring adults using a variety of traditional and modern educational practices and social experiences.

Holy Cross Academy forms leaders by:

- igniting in our students a passion for supporting their community through acts of service.
- fostering in our students the virtues and character necessary to grow as disciples of Jesus Christ at the foot of His Holy Cross standing with the Blessed Mother.

PHILOSOPHY OF HOLY CROSS ACADEMY

Holy Cross Academy is a Catholic elementary school in the Diocese of Arlington, which serves the educational needs of children of varying intellectual abilities within the parish of Saint Mary, from preschool through the eighth grade.
The school cooperates with parents in the task of educating their children and assisting them to attain their fullest potential in preparation for entrance into high school and ultimately for life and life eternal. Holy Cross Academy is dedicated to the instruction of children in the message of Christ as taught by the Catholic Church and enriched by the spirituality of St. Francis de Sales. The school strives to instill the principles of scholarship and service into the minds and hearts of its students, as well as the knowledge and appreciation of the heritage of American democracy.

As they grow academically within the parish/school community, students see and experience the constant interaction of a living "community of faith" through the care, example, concern, and involvement of their parents, teachers, religious sisters, and priests. As a result, Christ and his message permeate all areas of the students' experience of learning and living, and they grow to acquire a sense of responsible freedom as Christians.

HCA PHILOSOPHY OF LEARNING

At Holy Cross Academy we celebrate the gifts of each child, recognizing that every individual is created in the image of God. Within a student-centered learning environment, children are challenged to achieve their potential and to recognize the gift of God in one another. Through the example of caring, committed adults formed in Catholic spirituality, each child grows and learns in a spirit of mutual respect, charity, gentleness and integrity. With our primary objective being the education of our students in the Catholic faith for now and for eternity, we emphasize religious instruction in the truths of our faith, character formation, and authentic experiences of prayer and worship.

Recognizing that parents and guardians are the first and best teachers of their children, we commit ourselves to establishing strong relationships of trust through frequent home-school communication so that an effective partnership supporting the needs of each learner is cultivated.

Drawing upon the diverse backgrounds of our students, teachers collaborate to create lessons that will teach and reinforce basic skills, as well as challenge students to attain higher levels of learning with a commitment to striving for excellence. In all areas of the school, students are taught to take particular pride in the final product of each assignment as an outward expression of themselves. Extra-curricular offerings help to meet the needs and interests of students beyond the classroom.

At Holy Cross Academy our children learn through active participation in their classes. This is achieved through creative lesson plans enhanced by interactive technology and multi-sensory experiences which draw upon their natural sense of wonder. Various teaching styles, including lecture, small group discussion, observation, hands-on experiments, group projects, dramatizations, and student presentations, help to meet the diversity of learning styles present among our students. Teachers incorporate higher level thinking skills into classes at all levels to help each learner attain his or her fullest potential.

Finally, as citizens of the world and learners in a Catholic School, our students participate in frequent service opportunities so that they form the habit of responding to the challenge of the Gospel of Christ throughout their lives and are inspired to take on leadership roles so that they may be a positive influence on society.

STUDENT/PARENT HANDBOOK

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

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

The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school's Parent/Teacher Conferences Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to 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 and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

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

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

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

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply

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

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

NON-CATHOLIC STUDENTS

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

a. Non-Catholic students are expected to participate in the religious formation and education programs of the school.

b. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.

c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.

d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

Religious education and character formation are of primary importance at Holy Cross Academy. The students have daily instruction in their faith, not only through their religion classes, but also through the witness of the parish/school community that surrounds them. Teachers base the content of their religion lessons on the diocesan curriculum guidelines.

Opportunities to worship and to express devotion are an integral part of the spiritual life of the school. These shall include classroom prayer, school Masses, the Living Rosary in October, the May Crowning, Stations of the Cross in Lent, Confessions, etc.

In order to instill in our students the basic principles of Catholic social teaching according to the Gospel, a component of community service, a Hope project, will be incorporated into the curriculum of each grade level. Students will be encouraged to work for the special needs of the community, such as the Advent Giving Tree and lunches for the homeless shelter twice a year.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is

expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

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

II. ACADEMICS

CURRICULUM

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

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

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

GRADES FIVE TO SIX

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

For Placement in Pre-Algebra in the sixth grade, students must satisfy the following criteria:

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

GRADES SIX TO SEVEN

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

For Placement in Algebra I in the seventh grade, students must satisfy the following criteria:

Math Composite standardized test score National Percentile: 96 or above on the spring exam.

a. Class grade in Pre-Algebra: 93 or above.

b. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year).

c. Favorable teacher and principal recommendation.

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

GRADES SEVEN TO EIGHT

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

For Placement in Geometry in the eighth grade, students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 96 or above on the spring exam.
b. Class grade in Algebra I: 93 or above.
c. Scoring 77% on the Diocesan Algebra I exemption exam.
d. Favorable teacher and principal recommendation.

The following path would be followed by those student identified as capable of completing High School Algebra in the 8th grade.

GRADES SIX TO SEVEN

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

b. Class grade in 6th grade math: 93 or above.

c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year).

d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

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:

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

b. Class grade in 7th grade math: 93 or above.

c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year).

d. Favorable teacher and principal recommendation.

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:

a. Pass the Algebra I course

b. Score 77% or above on the Diocesan Algebra I exam

c. Receive teacher recommendation for placement in the next level of high school math instruction

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

VIRTUAL INSTRUCTION

1. Maintain effective communication between teachers, students and families about the virtual learning plan.

2. Teachers should be available throughout the day for questions and feedback even if the day is fully asynchronous.

3. Feedback is paramount and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.

Students in kindergarten receive a complete readiness program.

Students are grouped heterogeneously within the class with the exception of Math, beginning in the 4th grade. Students in 4th to 6th grades can be placed in an Honors Math program going through Pre Algebra, then Algebra in 7th grade and Geometry in 8th. Admission to the Honors program depends upon standardized test scores, report card grades, and teacher recommendations. Students have the opportunity to take a diocesan test in order to gain high school credit for Algebra I and Geometry at the end of the school year in which they complete the course. Students may be divided into smaller flexible groups and given additional assistance to meet their individual needs and learning styles.

Spanish is taught in all grades. Students in 6th to 8th grades study Spanish for high school credit. Eighth graders have the opportunity to take Spanish I for high school credit by passing the diocesan test given at the end of the school year.

Holy Cross Academy requires summer work from all of its students entering 1st through 8th grade. Students are required to read three books, one of which is assigned for the entire grade, which will be part of an assignment at the beginning of the school year. Two other books may be chosen from an approved list and to complete the reading log. Students in grades 2 to 8 are assigned Math practice through IXL Math. Parents are expected to see that this work is done well and completed before the first day of school. Parents are also requested to review basic Math facts with their child during the summer months. All of this helps the students as they begin the next grade. Both the book log and the Math assignments count in the first trimester grade.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

Holy Cross Academy does not, at this time, have a Family Life Program.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Current textbooks and materials are used in all areas of the curriculum. Texts are selected by the principal and teachers from approved diocesan lists. All books and materials used at Holy Cross Academy will support the philosophy of the school and will contribute to the character formation of the students.

Students are responsible for taking care of their textbooks and all school materials. Damage to the books, other than the wear and tear that is to be expected, will necessitate a student paying to have the book repaired or replaced.

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

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

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

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

a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.

f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:

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

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

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

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

h. Examples of Unacceptable Uses – Users are not permitted to:

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

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

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

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

   v. Attempt to circumvent system security.

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

   vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.

   viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

   ix. Breach confidentiality obligations of school or school employees.

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

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

i. Users must immediately report damage to the appropriate school officials.

j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate

technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

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

   i. Loss of use of the school network, computers, and software including Internet access.

   ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

Students may only use the Internet when given specific permission from a teacher and as long as the teacher is present. If the teacher leaves the room, the student must disconnect from the Internet immediately. Unsupervised use is never permitted.

Students are to be reminded that their use of the media on school-related projects should reflect the mission of Holy Cross Academy. The goals and mission of the school must be foremost in all media presentations and communications.

Students are advised that any derogatory use of the name of the parish, school or any person associated with the school, including priests, religious, administrators, teachers, staff members, parents, students and volunteers, will be considered a very serious infraction of the school's rules. This includes both on-line use and printed or spoken comments. Students who maintain personal social-networking websites are reminded to pay very careful attention to this regulation. They will be held responsible for anything posted on their site or for a posting they make on any other site. Defamation of the Catholic Church or any church, the faith, the parish, the school or any of its employees, students or families will be cause for out-of-school suspension or expulsion without any prior disciplinary action.

At the beginning of each school year, Holy Cross Academy provides the option to parents to withhold their child's pictures from publication online, in newspapers, etc. We are extremely careful in this matter. For this reason, all parents are reminded that you cannot publish a child's picture online unless you have received that child's parent's permission or a teacher/staff member's permission for his/her picture. The school and its employees respectfully request that no pictures or videos by posted of teachers, staff or classroom events on social media. We appreciate your cooperation.

TESTING

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

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

The following tests are administered:

- School Readiness test – incoming kindergartners, administered in June at the Preschool
- PALS Testing – First Grade readiness test, administered throughout the year in kindergarten and first grade
- NWEA/MAP - Administered fall, winter, and spring to all students in grades 3 - 7
- High School Placement Test - Grade 8, administered in December
- Assessment of Catholic Religious Education (ACRE) - Grades 5 and 8, administered in the spring.

HOMEWORK

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

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

SUGGESTED TIME ALLOTMENTS

Homework is an extension of class work and is intended to reinforce learning, review skills, and provide an opportunity to use research skills. Students will be given written assignments, long and short-term projects and study assignments. Homework is assigned daily. In the elementary grades, it is not usually assigned on weekends or the night of a PTO meeting. General time allotments for both written and study assignments are given below. Since all students work at different speeds, these are intended as a guide:

Grades 1 and 2 = 20 - 30 minutes
Grades 3 and 4 = 30 - 40 minutes
Grades 5 and 6 = 40 - 60 minutes
Grades 7 and 8 = 60 - 90 minutes

All homework will be checked. Teachers will coordinate their schedules so that no more than two tests are given on any one day. Quizzes will not be given when students have two tests scheduled unless they are on one short section or concept. A chapter test can never be considered a quiz. Teachers of the same grade will make every effort to coordinate homework so that work is distributed evenly between the classes. In the beginning of each school year, each teacher will make known to the students and their parents the policy for late or incomplete assignments.

By faculty consensus, homework will not be given in any grade on the weekend that a first-reception of a sacrament is celebrated in Saint Mary Parish. This allows the family to celebrate together the great gift of this sacrament. Homework will also not be given to a class that must attend a parish-mandated meeting for sacramental preparation. This emphasizes the centrality of sacramental worship in our school.

Middle School teachers coordinate test schedules and projects so that these guidelines can be followed.

Student Responsibilities

- Beginning in the third grade, students are required to keep an agenda and to list assignments and tests daily.
- Students are required to neatly complete and hand in all assignments on time.
- Students are required to plan ahead for long-term assignments and tests.
- In the Middle School, it is the responsibility of the student to make sure that he/she understands the assignment before leaving class.
- It is the responsibility of the student to write all reports in his/her own words and to document all sources properly.
- Daily review of math skills and independent reading should be part of each student's homework.
- Students are responsible for taking home the necessary books and assignments each day.

Parent Responsibilities

- Parents need to provide a suitable environment for homework and study.
- Parents are encouraged to read and review math facts, as well as spelling and vocabulary words, with their children daily.
- In grades 3-8 where percentage grades are given, interim reports will be printed and sent home in the first two trimester periods. Parents are still encouraged to check Powerschool/Schoology every couple of weeks. Middle school parents should review and initial their child's weekly grade chart.
- Parental supervision and checking of homework depends upon the age of the child and the student's level of independence. In the younger grades, parents are encouraged to check their children's homework each evening and to help them form good habits of study and review. As the students progress through the school, parents are encouraged to allow them more independence while continuing to check on the quality of their work and to provide guidance in long-term assignments.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Holy Cross Academy 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, the school pledges itself to demonstrate respect and support for the parents in their important and challenging task and calls upon the parents to display an attitude of respect and support toward the school, the staff, and the educational process. This attitude of the parents is the most important requirement for the school to fulfill its mission. Parents are asked to attend particularly to the following:

- to support the school's mission and commitment to Christian principles
- to support the goals of the school's administration
- to support the school policies as outlined in this handbook and published by the school administration or the classroom teacher
- to discuss any disagreement with a teacher privately
- to take care that their children adhere to the dress code
- to ensure that their children's hair styles conform with school policy
- to maintain awareness of their children's assignments – insisting upon quality in all work
- to check their children's homework until the child achieves independence
- to ensure that their children arrive promptly at school
- to assist their children to maintain a good attendance record, except when the child is sick
- to read all school publications, especially the weekly Family Newsletter
- to volunteer to help out at the school as required by the school, and in other ways as possible
- to support the teachers in their role as instructor by requiring their children to be attentive in class, to refrain from speaking when the teacher or another student is speaking and to complete all assignments as directed

Because Holy Cross Academy is first and foremost a faith community, parents are invited to participate in all school liturgies. As a means of positive and ongoing communication between the home and the school, parents are strongly encouraged to attend PTO meetings and the Academic Fair.

Parents who wish to consult with a teacher are asked to send an email to the teacher or to leave a voice mail message requesting the conference. The teacher will respond to arrange the specific date and time.

Conferences are mandatory in November. These conferences will be scheduled on-line through Sign-Up Genius with the homeroom teacher. Information regarding sign up will come out in the family newsletter. Scheduled conferences are fifteen minutes in length. The purpose of these

conferences is to provide an evaluation of the child's progress and to allow the teacher and parents to discuss ways of working together for the good of the child. Longer appointments can be requested at any time during the year.

Parents are strongly counseled to avoid questioning other students about an incident in which their child may have been involved. If there is a disagreement with the teacher or a classmate, other students should never be involved. It is advised to request the assistance of the principal or assistant principal in settling any disagreement. A child who is questioned by the parent of a friend is put in a very difficult position. This practice is never condoned by the school.

Under no circumstances may a parent confront or admonish a student who has been involved in an incident with his/her child.

It is an expectation of the school that parents will attend a conference when requested by a teacher or an administrator.

Holy Cross Academy offers many opportunities for parents to be involved in the education of their children. All parents are encouraged to participate in school activities and to find some opportunity to be involved in the school. Together the home and the school can accomplish great things!

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.

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

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

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

Report cards are distributed each trimester. They are an important communication tool between the home and the school. Parents are asked to look over them carefully and to discuss them with their children, paying particular attention to the effort and the social and work characteristic grades. Signed report cards should be returned to the school within three days. Extra credit requested at the end of the trimester will not be given to students so that they can raise their grades. Trimester grades are to reflect the work of the entire trimester.

The grade distribution guidelines for students in 3rd to 8th grade are as follows:

Tests and projects:	50%
Quizzes:	20%
Classwork, including notebooks and participation:	10%
Homework:	20%

Any class that does not use all 4 of these categories will reassign the weight to one of the above categories. This weighting will not apply to all Specials.

Interim Progress Reports

Interim reports are sent home in the middle of the first and second trimesters. Parents are also encouraged to access to their child's grades through Schoology/Powerschool. Parents who are concerned about a grade are encouraged to contact their child's teacher. It is the school's expectation that parents will access the online grading program regularly.

Honor Roll

Because one of the core goals of Holy Cross Academy is to educate our students to strive for excellence at each level of instruction by developing the necessary skills and principles of scholarship, scholastic honors will be recognized each trimester with the distribution of report cards in grades 5 to 8. Eligibility for honors is as follows:

Principal's Honor Roll - 93 or above in all academic subjects, 2 or 3 in all specials
First Honors - at least four grades of 93% or higher, no grades lower than 85%, 2 or 3 in all specials

Second Honors - 85 or above in all academic subjects (students may not earn below a 2 in consecutive marking periods in a special area course *

*An exception will be made for handwriting if the student is showing effort in this area.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

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

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

d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

If a teacher believes that a student should be retained, a conference will be held with the parents no later than the end of the second trimester. Parents who question their child's readiness to move on are encouraged to approach the teachers at any time. A student who fails or does poorly in an individual subject will be required to be tutored or to attend summer school. Parents will be informed if a student must attend an approved summer school program. A written report of the tutoring given or summer school program attended must be sent to the school at least one week before the beginning of the new academic year.

SCHOOL COUNSELORS

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

Holy Cross Academy is privileged to have the services of a guidance counselor. When additional help is needed, the school will make every effort to assist the parents in obtaining the services of a mental health professional who will uphold our faith tradition. In ordinary circumstances the school counselor will not inform parents when she has spoken with their child. There is an expectation of confidentiality. When the counselor has concerns about the safety or welfare of the child, parents will be notified of these concerns.

ACADEMIC POLICY

The academic success of each child is of primary importance to our school. When a student does not meet the minimal standards established to pass a subject, the school must take the necessary action to remedy this situation. Involvement in extracurricular activities demands a tremendous time commitment. It is hoped that by relieving this demand on the student's time, he/she can devote sufficient time to homework and studying.

If a student's course grade drops below 70%, the student will be suspended from school-sponsored activities. The period of suspension will last until the teacher informs the athletic director that the student has shown notable effort to improve this grade. The student will be evaluated by the teacher within two weeks. At this time the student may be allowed to participate in the activity. Participation will remain dependent upon the student's continued effort and progress until a passing grade is obtained. At the end of the two-week period, the athletic director will confer with the assistant principal about the eligibility of players.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
    a. Meets Diocesan admission requirements as stated in Policy 601.2;
        i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
            1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.
            2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the

first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

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

c. Resides at the same U.S. address as the guardian;

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

d. Pays tuition in full upon school admission;

i. There is no refund given for registration, tuition or other related fees; The Diocese of Arlington does not provide healthcare insurance for international students.

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

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

2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.

3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in <u>active</u> status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent or guardian to contact the originating school within <u>15</u> days of leaving that school to have the I-20 transferred;

a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;

b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent or guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.

4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:

   a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 15 days of the beginning of every semester;

   b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;

   c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;

   d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;

   e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.

5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);

   a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

   b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

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

CLASS PLACEMENT

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to

appropriate administrative action.

c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

Students should arrive at school by 8:05, which is when the first bell rings. This allows the students to organize themselves for the day. A student is tardy if not present in the classroom by 8:10 A.M. A student who is tardy must report to the office for a late slip before going to his/her homeroom. Parents are reminded that they must give themselves extra time for bad weather or heavy traffic. If a student will be considerably late or absent, parents must call the school office before 8:20 A.M. Upon returning to school the student must have a note stating the reason for the absence.

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. A student who is tardy, as determined by local policy, should report to the office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

When students are consistently absent or tardy, the principal or assistant principal will contact the parents to request a meeting to find a solution.

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.

MEDICAL EXCUSES

In the case of a medical appointment, the student must provide the excuse card issued by the medical office. Arrangements must be made with the teacher for all missed assignments and tests. The principal or assistant principal must authorize early dismissals and late arrivals. Parents must sign students out for early dismissals.

Students who return to school after an absence of three or more days must provide the school with a note from the doctor saying that the student may return to class. A student who returns to school after a prolonged illness with a medical excuse which prohibits him/her from participating in physical education or outdoor recess must present a doctor's note stating the reason for these

restrictions. This note must be kept on file by the school nurse.

ANTICIPATED ABSENCE

When a family anticipates that a child will be absent for a period of days, the principal and the teacher should be notified so that appropriate make-up work can be assigned. Teachers may provide assignments in advance, if possible. All other work must be made up once the student has returned to school. Keeping track of make-up work is the responsibility of the student and the parents. The teacher is not responsible for missed tests and assignments. If the student does not make up the work within one week after returning to school, the student will receive a zero for that test or assignment. The school discourages families from such absences.
If a parent wishes to pick up a student's books and assignments, the teacher must be notified before noon. Parents can call the school office and ask that the office staff notify the teacher. The books and assignments will be sent to the school office by dismissal. Parents may not stop by the classroom for the books unless they have made previous arrangements with the teacher.

RELEASE OF STUDENTS

Except in cases of emergency as determined by the principal, a student may only be released from school with prior written authorization from a parent. Students may be picked up in the office where they must be signed out by a parent upon both leaving the building and returning to it. In order to optimize instructional time, students will not be called out of class until their parents actually come to the office to pick them up. Parents are asked to allow enough time for this so that their children are not sitting in the office waiting for them instead of being in class.

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM

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

Students may purchase milk through the USDA milk program along with the lunch program. Students will bring their lunch to school or purchase it through the lunch program. The lunch program is coordinated and staffed by a certified food handler, who is assisted by trained staff and parent volunteers. Students who forget their lunch will be provided with a lunch and the family will be charged. Families are encouraged to maintain a balance on their lunch accounts at all times. Students whose accounts are seriously in arrears will be served a simplified lunch until the account is refunded.

With appropriate medical documentation, ("Physician Statement of Medically Necessary Dietary Accommodations", or an Allergy Action Plan) reasonable efforts will be made to modify meals for students with food allergies or other special dietary needs. Parents will incur the additional costs that may result from such dietary requests. A Special Food Order form must be received no later than 4PM one full week before the meal is needed. Because our lunch program provides nutritionally balanced lunches approved by the USDA, birthday treats cannot be served in the lunchroom.

The school staff and our parent volunteers who run our lunch program perform a very valuable service for our school families. Everyone's cooperation in this program is greatly appreciated.

ARRIVAL AND DISMISSAL

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

BELL SCHEDULES

MONDAY/TUESDAY/THURSDAY SCHEDULE

7:00 Students begin to arrive in Immaculate Conception Hall
7:55 Students go to classrooms
8:05 First bell, students should be in their classrooms
8:10 Second bell, Morning Prayer and Pledge of Allegiance (***Students not in their classrooms are tardy.)***

8:17 First Period
9:07 Second Period
9:57 Third Period
10:47 Fourth Period
11:00 Recess for grades K, 1
11:20 Lunch for grades K, 1

WEDNESDAY SCHEDULE

7:00 Students begin to arrive in Immaculate Conception Hall
7:55 Student go to classrooms
8:05 First bell, students should be in their classrooms
8:10 Second bell, Morning Prayer ***and*** Pledge of Allegiance ***(Students not in their class are tardy)***
8:15 Mass
9:12 Advisory
9:30 First Period
10:11 Second Period
10:52 Third Period
11:38 Fourth Period
11:00 Recess for grades K, 1
11:20 Lunch for grades K, 1

FRIDAY SCHEDULE

7:00 Students begin to arrive in Immaculate Conception Hall
7:55 Student go to classrooms
8:05 First bell, students should be in their classrooms
8:10 Second bell, Morning Prayer ***and*** Pledge of Allegiance ***(Students not in their class are tardy)***

8:17 First Period
9:04 Second Period
9:51 Third Period
10:38 Fourth Period
11:00 Recess for grades K, 1
11:20 Lunch for grades K, 1

11:30	Recess for grades 2, 3	11:30	Recess for grades 2, 3	11:30	Recess for grades 2, 3
11:50	Lunch for grades 2, 3	11:50	Lunch for grades 2, 3	11:50	Lunch for grades 2,3
11:55	Recess for grades 4, 5	11:55	Recess for grades 4, 5	11:55	Recess for grades 4, 5
12:15	Lunch for grades 4, 5	12:15	Lunch for grades 4, 5	12:15	Lunch for grades 4, 5
11:47	Fifth Period	12:19	Fifth Period	11:36	Fifth Period
12:37	**Lunch for grades 6, 7, 8**	**12:57**	**Lunch for grades 6, 7, 8**	**12:23**	**Recess for grades 6, 7, 8**
12:57	**Recess for grades 6, 7, 8**	**1:17**	**Recess for grades 6, 7, 8**	**12:43**	**Lunch for grades 6, 7, 8**
1:20	Sixth period	1:38	Sixth period	1:05	Sixth Period
2:10	Seventh period	2:21	Seventh Period	1:52	Seventh period
2:58	Classes end	3:00	Classes end	2:40	Rosary
3:09	Closing Prayer	3:09	Closing Prayer	3:09	Closing Prayer
3:10	Dismissal begins	3:10	Dismissal begins	3:10	Dismissal begins
3:15	Aviat Care begins	3:15	Aviat begins	3:15	Aviat Care begins
(***All students remaining at the end of dismissal go to Aviat Care)***		(***All students remaining at end of dismissal go to Aviat Care)***		(***All students remaining at end of dismissal go to Aviat Care)***	
6:00	Aviat Care ends	6:00	Aviat Care ends	6:00	Aviat Care ends

***Classes for Middle School and Specials will be shortened on half-days to 20 minutes:**

1st period	8:18-8:38
2nd period	8:41-9:01
3rd period	9:04-9:24
4th period	9:27-9:47
5th period	9:50-10:10
6th period	10:13-10:33
7th period	10:36-10:56
advisory/rosary	11:00-11:20
prayer/dismissal	11:29

In the morning, students are to be dropped off in front or side of the school building. Drivers are asked to pull up as far as possible. **Drivers must not pass on the left since some students must exit their vehicles on the left side.** When the front car in the line moves, all cars that are unloaded should begin to exit very slowly. The next car that needs to unload should pull all the way up to the front of the line. Since students are getting out of their cars at all different times, extreme caution is urged on all drivers. All drivers are asked to look out for the safety of all children in the parking lot.

For dismissal, all cars must display their carpool number so that it can be read easily. Cars are to form a double line in front of the building beginning **no earlier than 2:30**. Parents volunteering in the school may form a single line beginning at 1:30. Once the front lot is filled, cars will begin to form a double line in the side lot. Students will be dismissed from the front lot first, then the side lot. Students dismissed from the front lot will exit the doors near the flagpoles. Student dismissed in the side lot will exit the parking lot doors. All other cars will from a single line in front of the pond. Once the side lot is emptied, these cars will form a double line in front of the school. These students will exit the main entrance. Once all these cars have been dismissed, the remaining students will be taken inside. Parents will need to park to come in to get them. The students will be signed in to Aviat Care and parents will be charged the late pick-up fee.

When the students begin to exit the building, drivers must go to the sidewalk to take them to the car. Handicapped drivers or those with small children who need assistance are asked to let one of the adults or student safeties know that they cannot leave the car to get their children. We will

gladly assist you. Cars will be allowed to exit when all parents and students are in the cars. All students should be seated and have their seat belts buckled before the driver begins to exit. We prefer to wait the extra minute to insure the safety of all the children.

Parents may not go to the classroom to get their children, pick up assignments, or speak to a teacher. We allow parents to wait in the front lobby and we trust them to respect this rule. Parents who abuse it will be asked to wait outside for their children. Students may not leave until their carpool number is posted. Parents who must occasionally leave before dismissal begins will give their carpool numbers to the Office. These numbers will be called at the beginning of the regular dismissal. These drivers are asked to park in such a way that they can leave without disrupting the carpool line. Drivers are reminded that parking in the circle is illegal.

When coaches take students to games, they must follow these carpool procedures. The Office will call the students to the front lobby once a coach or supervising parent is present. They may change for the game at that time. Drivers may park along Stafford Lakes Parkway. They may not park in the circle with the ***no parking*** signs.

Holy Cross Academy's Aviat Care Program is considered both a service to our school families and an extension of our school program. Students are provided the opportunity to begin their homework if they should wish to do so. The Aviat Care staff cannot provide individualized assistance with this or guarantee that it will be completed. Students are given a daily snack and opportunity to play and interact with one another within their age groups. Students should not bring expensive games or other items. The staff cannot be held responsible for these.

Parents are asked to pick their children up promptly. If a student has not been picked up by 7pm and no parent or emergency contact can be reached, the staff will call the police to ask for their assistance. Parents who consistently abuse the dismissal time of 6pm will be asked to make other arrangements for their children, as will parents who are not current with their payments.

Although a noncustodial parent is authorized to pick up his/her children as stipulated in the custody agreement, this parent may not designate a third party without the authorization of the custodial parent.

When the school closes for inclement weather, the Aviat Care program will close one hour after the announced school closing. Parents should listen to the radio when there is bad weather so that they will know when the school will close. Parents are encouraged strongly to have a local emergency contact so that someone is always available to pick up their child for early dismissals or emergencies.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

a. Custodial parents should identify, in writing, other adults who may have access to information regarding their child.

b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

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

213 transfer with the student.

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

Parents who must drop off lunch or other materials for their children are asked to leave those items in the school office since going directly to their child's classroom would interrupt instruction. Parents who need to speak with their children while they are in school may certainly do so, but the child must be contacted through the office. It is not possible for parents to come to eat lunch with their children since this creates confusion and overcrowding in the lunchroom.

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

A newsletter from the principal will be sent home electronically each week. The purpose of this newsletter is to keep families informed about what is taking place in school and to provide timely reminders of deadlines, etc. Regular communication between the home and the school is essential. Both the principal and the assistant principal will make themselves available for parents in a timely manner. Parents are encouraged to contact the teacher first if they have any concerns related to the classroom and to look upon the principal and assistant principal as resources to facilitate communication within our school community.

The school maintains an on-line calendar available on our website. Families are encouraged to refer frequently to this calendar, which is updated regularly.

TAKE-HOME COMMUNICATION

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

All items for the family newsletter must be emailed to the principal by the end of the school day on Thursday. Any flyer or information that a parish or school organization wishes to be sent to the school families must first be approved by the principal and must be sent by email. Wherever possible, families are encouraged to reply by email when appropriate and to send it directly to the person named, bypassing the front office. The office will continue to collect any payments or other correspondence when necessary.

Parents are strongly encouraged to contact their child's teacher with any concerns they might have by sending in a note, an email message or leaving a voice mail message and requesting an appointment or a phone call. All are asked to avoid participating in gossip since this is always damaging to the school environment and ultimately to their children. Because teachers and the principal and assistant principal are usually not free during the opening and closing minutes of the school day, parents are asked not to attempt to hold impromptu conferences at this time. The principal, assistant principal and teachers will willingly schedule a conference to discuss any concerns or suggestions a parent may have. It is important to keep open the avenues of communication and to clear up any misunderstandings before they become problems.

TELEPHONE USE/MESSAGES FOR STUDENTS

Students are not permitted to make or receive phone calls during the day except in case of emergency. In this case, the principal or teacher must authorize the call and it must be made in the front office. Students who forget their lunches are able to purchase lunch.

Students are not permitted to carry cell phones in school. Parents are reminded that cell phones in class are a distraction and take away from instruction. **Parents who give their child a cell phone to bring to school, must sign a Cell Phone Agreement and the phone must be handed in to the student's homeroom teacher or the front office upon coming to school. The student may retrieve it at the end of the day.** At any time that a parent wants to speak with his/her child or wants the child to call, the school will arrange for this to take place. Cell phones found with a student during the day will be confiscated and must be picked up by the parent in the office.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

When Holy Cross Academy must modify its schedule for bad weather, families will be notified as early as possible via School Messenger. The announcement is also available on www.fredericksburg.com.

Families should use their best judgment concerning weather. If their counties are closed, they will have to decide whether or not to bring their children or to allow them to be absent. If they keep the children home or will be delayed in bringing them to school, parents are requested to call the school office.

Families who have their children in Aviat Care are asked to make arrangements to pick them up within one hour of the school closing.

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

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

PHOTOS AND OTHER MEDIA

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

Students are reminded that their use of the media on school-related projects must reflect the mission of Holy Cross Academy. The goals and mission of the school must be foremost in all media presentations and communications.

LIBRARY

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

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

FIELD TRIPS (ON HOLD UNTIL FURTHER NOTICE DUE TO PANDEMIC RESTRICTIONS)

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration 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 permission form signed by a student's parent(s)/guardian (s) must be obtained prior to a student participating in each activity (Appendix R, available in PowerSchool).

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a Field Trip/Experience.
All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian, or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

In the case of allergies or asthma, the school nurse is willing to train a chaperone to use an epi-pen or assist a student with an inhaler whenever feasible.

The principal reserves the right to prohibit a student from attending a field trip if the student's conduct or demeanor would reflect adversely on the school. Students on field trips represent Holy Cross Academy and should communicate the Gospel values that the school teaches to all those they meet. Students will be in uniform for field trips unless the principal has given express permission. In that case, students are still obligated to abide by the school's dress code.

When using a bus or cars, boys will sit next to boys and girls will sit next to girls. Proper bus behavior will be explained to students and insisted upon at all times. Students are to make sure that the bus is clean before leaving it.

The school would prefer that students not carry cell phones on class trips. If a parent feels strongly that a student should, the parent is asked to send a note to the supervising teacher so that the teacher is aware that the student has the cell phone. Under no circumstances may the student use the phone to call anyone other than his/her parents. Improper use will necessitate the phone being confiscated for the remainder of the trip and given to the parents upon returning to school.

If parents decide that their children will not attend a field trip, the students are still required to

attend school. They will spend the day in another classroom. Students who do not attend school will be counted absent and cannot attend extracurricular events on that day. They will be given an academic assignment to take the place of the field trip experience.

No student should miss a field trip due to the expense. Any family that cannot afford to pay for the trip is asked to contact their child's teacher or the principal. The PTO maintains a Helping Hands fund that will cover the cost. This information will be totally confidential.

Special care must be taken of students with life-threatening food allergies on trips. All parents are asked to exercise caution and to be aware that nut allergies can be lethal. It is essential that those students have a nut-free space for eating and that all respect that space.

GUIDELINES FOR CHAPERONES

All chaperones on field trips must be Virtus certified in order to ride on the bus and/or chaperone a group of children. Parents who serve as chaperones are there to assist the teacher who is responsible for all the children. Field trips are an excellent learning experience and should be taken seriously by all. Chaperones who have any questions should contact the teacher before the trip. Our teachers greatly appreciate your help and support.

Chaperones are asked to observe the following:

- Always stay with the children assigned to you. Accompany them everywhere. If you are unable to do this, please let the teacher know immediately. Never let the children go anywhere, including the lavatory, by themselves.

- Please do not talk while the teacher or tour guide is speaking. You are sending the wrong message to the children and might miss important information. As always, we must respect one another.

- Please enforce all rules. If the children are permitted to break the rules you are undermining the teacher as well as the school and what we believe in. **Remember that the teacher is ultimately responsible for all the children and the adults on the trip.**

- Please remember that you have volunteered to attend the trip for your child. There might be times when the class has exceeded the number allowed on a certain part of the trip. Please bow out gracefully if asked. This makes the trip more enjoyable for all. Remember, you are there for your child and his/her class.

- At the end of the trip no child may leave without the teacher's knowledge. All children who attend the trip without their parents must be brought by their chaperone to the teacher. The teacher will make sure the children connect with their parents.

- If your arrangements for your child's ride home change, you may call the school during school hours and the school will contact the teacher. Please do not call a parent on the trip to make a change. That information must be given directly to the teacher.

- If parents drive the students they may NOT make any stops that are not on the field trip permission slip. If they do so, they will not be permitted to drive students on field trips in the future. This is a very serious breach of safety and puts both the school and the driver at risk.

- **As always we ask that all be done with kindness. This rule shall govern both our action and our words. Conversations about children, teachers or other parents would always be inappropriate. All forms of gossip are prohibited.**

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. Principals may permit students in grades 7 through 12 with permission of their parent/guardian to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" (Policy 609) must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

Graduation ceremonies should be simple and dignified. The Liturgy is highly recommended. Certificates signifying completion of studies may be given upon completion of 8th grade. Information about graduation will be sent to parents in a timely manner, including the graduation fee, which must be paid to cover graduation expenses, including flowers, class picture, the family reception, the class sweatshirt and diplomas. The Graduation fee will be due in May of the eighth grade year.

The dress code for graduation will be as follows:

- Boys: dress slacks (no shorts), jacket and tie, dress shoes (no sneakers)
- Girls: dress of appropriate length (no more than 2" above the knee), no spaghetti straps, halter tops, strapless, backless or tight dresses or dresses with cut-outs, reasonable shoes (no flip-flops, sneakers or heels over 2 inches).

PARENT ORGANIZATIONS

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

"...since parents have conferred life on their children they have a most solemn obligation to educate their offspring. Hence, most parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs..." (Declaration on Christian Education – Vatican Council II)

All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution. All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval

Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal. Every school should have an effective Parent-Teacher Organization. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

Family Service Program

The support of each family is critical to the success and continued growth of our school community. Each family with children in grades K-8 is required to contribute a minimum of eight (8) service hours per school year. Parents, guardians and other adult family members may contribute to their family's required service hours by volunteering to support events, activities and initiatives that strengthen the school community. The academic year for counting service hours is from July 1st – May 31st. **Family members must be background compliant before completing service hours. See the office staff, business manager or school website for information and instructions on this compliance.**

There are some opportunities that are more extensive and require more hours of service. These opportunities will completely fulfill the family's 8 hour requirement for the year. They are:

- PTO board positions
- Room parents
- Auction/event committee chair
- Extra-curricular club moderator
- Athletic coach or assistant coach

Other opportunities will be tracked by the hour and include:

- Lunch/recess monitoring
- Working a PTO or school event
- Assisting with a "specials" class (library, art, technology)

If you are unsure about qualifying hours that you have or plan to serve, please check with the office. Service hours must be completed by **May 31st each year.** Families who fall short of the service-hour obligation will be billed at a rate of $20 per unserved hour. This amount will be due before the last school day in June and must be paid in full before report cards or transcripts are released.

School Programs

Parents are invited to all programs which are given by the school. If for some reason, a parent cannot attend an evening performance, the parent is encouraged to request the information about a daytime performance given to the students. This may or may not be listed in the Family Newsletter but parents are always welcome to take seats behind the students as they do at Mass. During both daytime and evening performances, everyone is expected to remain seated, except for picture taking, and to be silent during the performance. Siblings who attend the performance in the evening are expected to sit with their families. **No one may reserve seats** except for the yearbook photographer and the family whose seats will be reserved by the PTO as part of the school Auction.

FUNDRAISING

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

For fundraising, please refer to our Wellness Policy on our website under Handbooks and Forms.

The PTO sponsors an annual candy sale. This is the only mandatory fundraiser in which all school families are required to participate. Families may opt to 'buy out' in advance. Parents are encouraged but not required to support other fundraising efforts by the PTO or other school groups. The only exception to this is fundraising conducted by the athletic association and band.

Families of students who participate in these activities are expected to support and help out with fundraisers since these programs must be self-sufficient and are not supported by the school's budget. Families who do not pay for the candy in a timely fashion will be required to 'buy-out' the following year.

TRANSPORTATION/PARKING

When remaining in the school building for any period of time or accompanying students on a trip, drivers are encouraged to park in front of the building since the side lot is used for recess. **Please make note of the restricted parking spaces, beginning at 1:30pm.**

It is anticipated that most students will arrive and depart from school by car. All drivers are asked to observe the arrival and dismissal procedures. Cars entering the property must be going **no more than 15 mph**. Parents are encouraged to arrange carpools. Parents may come to the school office to consult an address list. Faculty members and school safeties will assist with student dismissal. **The safety of all of our students must be given primary consideration.** Given our traffic pattern, it is not possible for parents to pick up their children in any way other than the carpool line. All families are asked to respect this necessity and to speak to the safeties and staff with respect. Students are not permitted to leave the school property and meet their drivers on Stafford Lakes Parkway, including the circle in front of our school sign.

Students who arrive or are dismissed by bus or van are required to follow the regulations of the driver, as well as those of the school. These students will be met by their driver at the school exit and will be directed to the van or bus by the driver or a teacher. No student may go directly to the van or bus without being escorted by the driver or a teacher. Although the buses and vans that provide transportation for our students are not owned or operated by Holy Cross Academy, the school discipline code remains in effect while students are on these vehicles. The school supports the regulations of the van and bus drivers and will willingly assist them in maintaining proper behavior of our students. We recognize the importance of these forms of transportation for many of our families and want to assist them in any way we can.

Only students participating in an approved after-school activity are permitted to remain on the school property after dismissal. Siblings and other carpool members may not remain with them since they cannot be supervised properly. They will be signed in to Aviat Care.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a

processing fee payable to the private vendor.

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

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

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

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

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

SCHOOL TUITION POLICIES

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

The school publishes tuition rates in a timely manner each year. At the time of registration every year, a $100 registration payment must be made for each child being registered. All families with children at Holy Cross Academy must understand that tuition is the primary source of the school's revenues. Prompt payment is essential for the smooth operation of the school.

Re-registration for students currently enrolled takes place in February. Only those students whose families' financial accounts are current will be allowed to re-register. Registration for the following year will not be considered final until all tuition and fees for the current year are paid. Report cards and transcripts will not be issued at the end of the academic year nor will a student be permitted to participate in graduation ceremonies if tuition is past due. Any family that cannot meet their financial obligations at any time during the year must contact either the principal or the pastor so that mutually agreed upon arrangements may be made.

Holy Cross Academy has a limited tuition assistance program that is administered through FACTS Aid. Requests for tuition assistance will not be considered unless an application is

completed through FACTS Grant & Aid. Tuition assistance will be decided based upon need and the amount of funds available. The person who will be paying the tuition must fill out the application form. FACTS Aid collects an application fee each year.

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

Holy Cross Academy employs the services of the FACTS Tuition Management Company. All families make their payments through FACTS and must register online. There is an annual fee for the FACTS program. All inquiries concerning tuition payments are to be made to the school Business Manager or the FACTS representative. Holy Cross Academy offers a one-payment or a ten-payment schedule. HCA Preschool offers a one payment or a ten-payment schedule.

The $100 yearly registration fee is non-refundable. Tuition is non-refundable for any trimester in which the student is registered in school even if the student does not complete the school trimester. If a family prepays tuition and leaves the school for any reason, the school will issue a refund for those trimesters for which the student was not registered. If a student is registered at the school on the first day of any given trimester, including August, the family is responsible for tuition for that trimester. Families who register after the beginning of the school year have their tuition payment schedule adjusted to meet the payment options offered through the FACTS program. Tuition is pro-rated by trimester.

TUITION AND OTHER FEE SCHEDULES

Kindergarten – Eighth Grade
Non-refundable registration fee - $100 per child per year, due upon acceptance and annually.

	Catholic In-Parish	Catholic Other Parish	Non-Catholic
One Child	$7,300	$7,700	$9,350
Two Children	$13,600	$14,400	$17,700
Three Children	$18,900	$20,100	$26,050
Four Children	$18,900	$20,100	$34,400

ADDITIONAL FEES/OBLIGATIONS:

- Participation required in annual PTO fundraiser – 2 cases of World's Finest Chocolate candy per family
- Participation required in recess duty; two days per child per year
- Homeless lunch program – lunch items as assigned by classroom; twice a year per child. A $5 fee will be charged for items not sent in as assigned.
- Graduation fee – 8th grade students - $65.00 collected in spring of graduating year
- Field trips, Aviat Care, lunch, milk and uniforms are purchased separately. All other fees are included.

Saint Mary Preschool
Non-refundable registration fee - $85 per child

	Annual Tuition	Monthly Payment (10)
3 yr old - Two days	$1,850	$185.00
3 yr old - Three days	$2,600	$260.00
4 yr old – Two ext. days	$2,600	$260.00
4 yr old – Three days	$2,600	$260.00
4 yr old – Three ext. days	$3,725	$372.50

Preschool families must enroll in the FACTS program. Tuition payments are made on a one-month or ten-month payment schedule.

Students pay a fee to participate in field trips. Students who wish to participate in special programs or extra-curricular activities will be expected to pay the designated fee.

Students who wish to purchase milk through the USDA program are charged a minimal fee. The school offers lunches five days a week. The cost and menu are published well in advance. It will be necessary for students enrolled in after-school sports or clubs to contribute to the cost of these activities. Students who enroll in the school band will have to pay for their lessons and to rent their instruments. Participation in all these programs is optional. They are offered by our school as a service to our families. Eighth grade students are charged a graduation fee.

Parents who do not fulfill their obligation to serve lunch/recess duty will be assessed a $50 fee for each duty missed.

All school tuition and fees, including the above, and all lunchroom, Aviat Care, band and athletic fees must be paid before the final report card will be issued or records sent to another school.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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/principal retains the right of possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

Instrumental Music

Holy Cross Academy participates in a Band and Keyboard Program. Students in grades 3 to 8 will receive all the necessary information at the beginning of the school year. Lessons are given during school hours on a rotating basis. Full band practice is usually held during lunch or after school. It is the responsibility of each band member to make up any class work that has been missed. If participation in band creates a conflict with a particular class, the student or parent is encouraged to contact the band instructor so that other arrangements can be made.

Chorus

Students in grades 5 to 8 are invited to join our school chorus, Youth of Note. The Chorus provides music for our school liturgies and performs concerts twice a year.

Safety Patrol

Eighth grade students provide a valuable service to the school by serving as safeties and assisting with the dismissal of younger students. Safeties are asked to take this commitment very

seriously and to arrive at their designated spots promptly. All students and drivers are asked to respect the directions of the safeties whose first concern will always be the welfare of the school children. Parents are strongly encouraged to speak respectfully to the safeties, even in moments of frustration, since the students learn a great deal from the example of adults.

Scout Programs
Holy Cross Academy sponsors scouting programs at different grade levels. Parents who are interested in starting a scout troop are encouraged to contact the office.

Altar Servers
Boys and girls in grades four to eight who wish to serve on the altar must sign up to do so in their own parishes. Those who serve in their parishes will be permitted to serve school Masses.

Athletics
Holy Cross Academy is not part of the CYO program. Athletic programs are offered by the school to Middle School students. Therefore all athletes are under the direct authority of the school at all times, whether on the school property or not.

Parents who are willing to coach teams are encouraged to contact the school's athletic director. The athletic director reserves the right to assign coaches to teams and to terminate the services of any coach who does not comply with the school's philosophy and goals. The athletic director is appointed by the principal.

Holy Cross Academy sponsors many other extracurricular programs each year, **including Battle of the Books, Math Olympiads, Chess Club, Yearbook Club and Science Squad**. Information about all these programs is given in the family newsletter.

Students who are still at school after dismissal is completed and who are not part of an activity will be signed into Aviat Care. Students who are not picked up when an activity ends will be signed in to Aviat Care as well.

SUPERVISION OF STUDENTS

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

All students who remain on school property must sign into Aviat Care unless they are in a designated activity. Students may not remain unsupervised at any time at Holy Cross Academy. Once the activity in which a student is participating ends, the coach or sponsoring adult (tutor or club moderator) must remain with the student until the parent comes or signs the student into Aviat Care.

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

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

a. will be honest and committed to integrity.

b. will be respectful and courteous toward all teachers and adults.

c. will refrain from harassment of any kind.

d. will use appropriate language.

e. will speak respectfully to and about others.

f. will complete all assignments and participate fully in class.

g. will respect all school and personal property (see *Care of School Property*).

h. will refrain from any deliberate disruption in the school.

i. will adhere to the school's cell phone policy.

j. will comply with the Internet Responsible Use Policy.

k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.

l. will be present for all required activities unless officially excused by the administration.

m. will adhere to the dress code (see *Dress Code).*

n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.

o. will not leave school grounds during the school day for any reason without permission from the principal/administration.

p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).

q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school *(*see also *Substance Abuse/Weapons).*

r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.

s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

Students must fold their hands when the class or school community is praying together. All students are expected to participate in the prayers before and after school and before classes.

They must participate in Mass and practicing Catholics will receive the Eucharist with great reverence. Students are reminded of the following:

- Students will be particularly careful that they are clean and neat and in full uniform, including the sweater with the winter uniform, on Mass days. At Mass, all students must participate in the prayers and the music. This is their foremost obligation and will be part of their Religion grade.
- Upon entering for Mass, and exiting, students must maintain a reverent silence and must genuflect while looking toward the tabernacle and making an act of adoration of the Blessed Sacrament.
- As the students go up for Communion, they must have their hands folded while holding them no lower than their waists. They are to bow in reverence to Jesus present in the Blessed Sacrament while the person before them is receiving Communion. They do not make the Sign of the Cross.
- Students are reminded to take very good care of the Mass songbooks. Since these are used at Mass, they must be cared for in a very particular way. When not at use during Mass, they should be placed gently on the chair or between the two chairs in front of the student.

Holy Cross Academy has high standards for the conduct of its students, expecting them to act as Jesus acted. Students are asked to observe the following at all times:

- Display the proper courtesy when addressing adults. The priests must always be addressed as Father, the religious as Sister, and all adults spoken to or about with their proper title of Dr., Mrs., Ms., or Mr. and their surname.
- Only use appropriate language, especially with regard to the use of God's name.

- Avoid noise in the corridors out of respect for those in class.
- No chewing gum.
- Treat school and library books, as well as all learning materials, with utmost respect as valuable resources.
- Accept responsibility for your own actions and decisions.
- Look for ways of giving service in your class and school.
- Students are discouraged from having a lot of money or any valuable items in school. Holy Cross Academy cannot accept responsibility for lost or missing personal items.
- In addition to the items listed above, students are not to bring to school cell phones, trading cards, toys, electronic or otherwise, iPods, MP3 players, headphones or electronic games. Unless identified as a specific accommodation, students are not allowed to listen to individual music since it would be challenging for the teachers to ensure that the music is appropriate.

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

a. Counseling and/or conference with the student and family
b. Assignment of special tasks
c. Denial of privileges

d. Detention
e. Probation
f. Suspension
g. Expulsion

SPECIFIC DISCIPLINARY POLICIES

Any behavior that does not conform to the above principles is considered inappropriate and will be handled with the following procedures.

DISCIPLINE PROCEDURES

Warnings and Misconduct Reporting

Discipline problems often consists of many small but recurring issues and can easily be dismissed by students and parents alike. As they accumulate, they reflect symptoms of a bigger problem: self-regulation, respect, self-control, lack of empathy, etc. This tool must be used consistently among all teachers, including specials, to make it effective.

Teachers will utilize the form to record these incidents. The assistant principal will keep track of the incidents and will contact the parents if any student accumulates several minor incident forms within a two-week period. At the end of the academic trimester, the homeroom teacher will use this information to complete the behavior section of the report card.

To address more serious incidents like swearing or fighting or a teacher attempting to redirect a student or address behavior multiple times during one period, students will be sent to the office. The teacher sending the student MUST notify the office to anticipate the students' arrival.

When these procedures do not bring about a change in behavior or when a more serious incident occurs, the following will take place.

DETENTION

Detention will be given immediately by the assistant principal for the following infractions:

- Defiance of school rules
- Leaving an assigned area without permission
- Disobedience or disrespect to authority
- Repeated inappropriate lunchroom behavior
- Use of foul language or disrespect to God's name
- Taking or damaging others' belongings
- More severe disruptive behavior: i.e., throwing objects
- Gossiping
- Copying homework. This will also result in both parties receiving a 0% for the assignment(s) assuming that the second student was aware of the copying.
- Hitting – minor incidents
- Bullying – minor incidents
- Repeat infractions of chewing gum

- Inappropriate touching. If this is sexual in nature, a Suspension will be given.
- Any inappropriate behavior which the principal or assistant principal considers serious enough to merit a detention.
- 30 minor incidents within an academic trimester

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/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.

IN-SCHOOL SUSPENSION

In-school Suspension will be given by the principal or assistant principal for the following infractions:

- Fighting, physical or verbal harm to another person
- Sexual harassment
- Damage of school or personal property
- Disregard for a teacher's personal property
- Obscene language or gestures
- Serious or repeated disrespect to authority
- Repeated incidents of bullying or one serious incident of bullying
- Cheating on a test
- Use of a cell phone at school, to include texting, posting on social media, taking photographs or videos of other students.
- Threatening another member of the school community, including electronically. Depending upon the severity, this could lead to an Out-of-school Suspension or Expulsion.
- Any inappropriate behavior which the principal or assistant principal considers serious enough to merit an in-school suspension.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension will be given immediately for the following infractions and can last from two to ten days. **An out of-school suspension can only be given by the principal.**

- Any physical or verbal harm to another person, including threats of harm
- Repeated incidents of fighting
- Sexually inappropriate behavior
- Texting, posting on social media, taking photographs or videos of faculty or staff.
- Inappropriate Internet use, including, but not limited to, misuse of the name of the parish or school or any of its employees and any show of a lack of respect to anything pertaining to our faith or any faith and anyone associated, however remotely, with Holy Cross Academy
- Repeated incidents of bullying

- Repeated infractions listed above
- Any seriously inappropriate behavior that the principal considers serious enough to merit an out-of-school suspension.

If a student receives either an In-school or an Out–of-school Suspension, the assistant principal will call home and a letter confirming the suspension will be sent home as well. Suspensions will be served the next school day. If a student receives a suspension, and is playing a sport, the student will be suspended from further participation in the sport until the incident is reviewed by the Athletic Director. Students are reminded that participating in school-sponsored activities is a privilege, and that teachers and the administration have the right to take such privileges from a student.

EXPULSION

Expulsions can only be given by the principal with the express permission of the pastor and the superintendent of schools. Expulsion may be resorted to when any of the following are present:

- Serious physical harm to another individual
- Possession of weapons
- Possession of drugs, including tobacco, e-cigarettes or vape products or paraphernalia.
- Violence
- A serious infraction of school rules
- the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual
- 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
- 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, school, parish, or diocesan staff.

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

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

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed at the discretion of the principal/administration.
Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

UNIFORM VIOLATION

Uniform violations will be noted by the homeroom teacher for the deliberate improper wearing of uniforms. At the end of each trimester those Middle School students who have adhered to the uniform policy will be rewarded with a "Casual Dress Day".

The principal and the assistant principal reserve the right to ban any hairstyle from school when they deem it inappropriate.

It is the responsibility of the student's homeroom teacher to issue uniform violations. If another teacher notices that a student repeatedly is out of uniform, he/she shall mention it to the student's homeroom teacher and leave it up to him/her.

GENERAL PRINCIPLES

In the case where a student threatens another member of the school community in any manner, including e-mail, it is within the rights of the school to suspend the student immediately if the school's administration considers this necessary. The student may subsequently be dismissed or required to undergo a psychiatric evaluation to determine whether or not the student can return to school. When a student threatens violence, the student will be removed from the class immediately and will remain in the principal's office until a parent is contacted and can pick up the student.

Any time that the students are on school property, even outside school hours, are present at a school-sponsored event, or are wearing the school uniform, this discipline code is in effect. Parents and students are reminded that the purpose of all discipline at Holy Cross Academy is the safety and welfare of our children. It is the sincere desire of the faculty and administration to work together with the parents, the primary educators of their children, to bring about the spiritual, emotional and intellectual growth of our students. Students who violate the code of conduct explained in this handbook or that given them by their teachers can expect a disciplinary consequence. The purpose of this is to modify and change the inappropriate behavior and to develop self-discipline in the student.

Students may not have any inappropriate material in school or keep such material in their lockers or desks. Classroom teachers will establish expectations with lockers and desks and appropriate expressions of creativity and self. Student lockers and desks are the property of the school and any personalization must reflect the philosophy and mission of Holy Cross Academy.

The principal and the assistant principal reserve the right to ban any item from school when they deem it inappropriate.

PARENTS' ROLE

Parents are reminded that it is their obligation to support the discipline policies of the school that exist for the good of our entire school community. It is extremely detrimental to their child, and all our children, when parents support their child's disregard for the school's regulations, i.e. hair color or style, uniform infractions, class or home assignments, bringing a cell phone or iPod to school, disrespect to a teacher, etc. Under no circumstances should a parent ever tell a child that he/she is not obligated to follow the school or classroom rules. By the same token, the school commits itself to supporting the role of the parents with their children.

Students at Holy Cross Academy are expected to show reverence for God at all times. This will be manifested in their manner of speech, attitude and actions. One of the primary duties of all students is to participate in prayer and, in a very particular way, in the liturgies. Students must show great respect for the things of God when they are discussed in Religion class and at other times.

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

Students may not have any inappropriate material in school or keep such material in their lockers or desks. Classroom teachers will establish guidelines with their classes. Student lockers and desks must reflect the philosophy and mission of Holy Cross Academy.

CARE OF SCHOOL PROPERTY

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

Holy Cross Academy is privileged to have a beautiful facility. It is the responsibility of each member of our school community to ensure that it is taken care of and kept in excellent condition. Such vigilant care of our facility is one way to show gratitude to God for his great goodness to us. It is also a way to show our appreciation to those who have made many sacrifices to provide us with this beautiful school. Any intentional damage of school property is considered a serious violation of the school's discipline code. Students are reminded to pay particular attention to the following:

- Marks should never be made deliberately on walls, floors, desks, furniture or any other surface. Marks made accidentally should be cleaned up promptly. If a student accidentally damages a piece of furniture or some part of the building, he/she must report the damage immediately to the office so that it can be repaired
- Spills must be cleaned up immediately so that they do not leave stains. Older students should always be willing to help the younger children with this
- Care must be exercised in playing ball so that no windows are broken. Ball playing is restricted to the assigned areas
- Care must be taken of trees and shrubs. Students should not hang or pull on them or put their jackets or sweaters on them
- Holy Cross Academy students must be willing to require other students who visit or use our school facility to take good care of it

- **Chewing gum is not permitted at Holy Cross Academy. This frequently leads to damage to the school building and furniture**
- **S**tudents are reminded to treat school and library books, as well as all learning materials, with utmost respect as valuable resources provided for us that we might learn. All hardcover books must be covered with a suitable cover that is to be kept clean and neat. The cover should be changed if it gets dirty, is written on, or tears. Consumable workbooks must be covered in clear contact at the beginning of the school year.
- Students who damage, intentionally or accidentally, school or personal property will be required to pay damages.
- **Damaged or lost library books or textbooks will be replaced at the expense of the student.**

DRESS CODE

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

UNIFORM REQUIREMENTS

All students' shoes must be black shoes that fasten and stay on the student's foot, even when running. Ballet flats and cloth shoes are not permitted. Parents are urged to purchase shoes that provide proper support for their child's growing feet.

Girls in Grades 1 to 5

maroon and grey jumper
grey dress slacks and black belt
white blouse with Peter Pan collar or turtleneck
maroon sweater with school logo (must be worn for school Masses & for pictures)
black shoes– must fasten, no ballet flats or cloth shoes
maroon crew socks/tights/knee socks

Girls in Grades 6 to 8

maroon and grey skirt
grey dress slacks and black belt
white blouse with oxford collar or turtleneck in winter
white golf shirt with school logo in summer
maroon sweater with school logo (must be worn for school Masses & for pictures)
maroon sweater vest with school logo (middle school only)
black shoes – must fasten, no ballet flats or cloth shoes
maroon crew socks/tights/knee socks

Boys in Grades 1 to 8

grey dress slacks and black belt
white shirt and uniform tie in winter; white golf shirt with school logo in summer
maroon sweater with school logo (must be worn for school Masses & for pictures)
maroon sweater vest with school logo (middle school only)

black shoes – must fasten
grey crew socks

Optional Summer Uniforms for all grades

grey uniform shorts (these must be purchased through the uniform company so that the students will maintain a uniform look; substitutions are not permitted)
white golf shirt with school logo
black dress shoes – must fasten

Physical Education uniforms for Grades 1 to 8

grey athletic shorts and grey or maroon t-shirt with school logo
grey or maroon sweat suit with school logo (no other sweat suit may be worn with the PE uniform)
black sneakers with black laces
grey crew socks for boys, maroon crew socks for girls

ACCESSORIES AND GROOMING

- Girls' jumpers and skirts may not be more than one to two inches above the knee. Parents are asked to exercise caution in hemming them at the beginning of the school year. Correct uniform length must be maintained through the end of the school year.
- No part of the uniform may be rolled.
- Girls' earrings must be small posts in earlobes only. Hoops and dangling earrings may not be worn. Boys may not wear earrings.
- Students may only wear religious medals and crosses; no other jewelry is permitted.
- No make-up may be worn other than clear nail polish.
- Hair spray, perfume and cologne are not to be brought to school.
- School shoes must be all black. Any type of boots, clogs (shoes without a back), shoes with an open toe, or shoes with heels above one inch are not permitted. Shoes must fasten and stay on the student's foot. Ballet flats and cloth shoes are not permitted. Shoes must be solid black with no other colored designs.
- Tattoos and tattoo transfers are not permitted.
- Students are expected to maintain neat hairstyles. Extreme hairstyles are not permitted, including hair height. Students are not to color their hair.
- Boys' hair may not touch the shirt collar and faces should be clean shaven.
- Students' hair may not be in their eyes. It must not go below their eyebrows. Girls with hair in their faces will be required to use a barrette or headband.
- Tee shirts worn under the uniform shirt must be solid white.
- Students may not wear sweatshirts or jackets in class or at assemblies except when they are in their phys ed uniforms. Students who are cold must wear the school sweater.
- While the students are in the winter uniform, they are required to wear the school sweater at Mass each week. If the room is warm or a student becomes overheated, they are encouraged to take off the sweater. Students are reminded to make special efforts to wear their uniforms properly and to be very clean and neat for Mass.
- Hats may not be worn indoors.
- The complete school uniform must be worn every day, although students are not obliged to wear the sweater except for Mass, school pictures and special events of which they will be

notified.

- On the day the students have phys ed they will be permitted to wear their phys ed uniform to school.
- Kindergarten students do not wear the school uniform. Kindergarten students are expected to wear nice play clothes. They are not to wear jeans but may wear sneakers to school. Kindergartners may not wear nail polish or nonreligious jewelry. Kindergarten students sit on the carpet frequently and take a daily rest time on mats. Parents will want to take this into consideration when planning their child's clothing. Kindergartners may wear the uniform or parts of it if they so wish.

Casual Dress/Dress Down Days

When students are permitted to dress out of uniform on a school day or at a school function, including Middle School dances, they must abide by the following dress code:

- Guidelines on grooming and appearance apply to dress down days just as traditional school days.
- Clothing should be neat and fit properly - neither too tight nor too loose.
- Clothing must not prevent students from participating in the day's activities (gym class and/or recess).
- Shirts for both boys and girls must reach past the waist and have a full back and shoulders.
- Students may either wear their Holy Cross Academy gym shorts or other shorts that are no shorter than two inches above the knee.
- Girls' skirts or dresses may not be more than two inches above the knee.
- Clothing with any inappropriate words or images are not permitted.
- Jeans, sweat pants, or slacks are acceptable but must be free of rips or tears.
- Students should not wear tights, leggings, jeggings, yoga pants, or other tight fitting pants.
- Students should not wear flip-flops, sandals, or heels taller than one inch.

Students who come to school or a school function with inappropriate clothing will wait in the office until their parents can pick them up. If a parent cannot pick up their child, the students will be lent a sweat suit from the Lost and Found to wear for the day.
Students who are out of dress code on a dress down day will be prohibited from participating in the next dress down day.

The principal and the assistant principal reserve the right to ban any hairstyle or clothing from school when they deem it inappropriate.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions: cell phones, smart watches, iPods, MP3 players, or any type of headphones, toys, electronic or otherwise, game boys, radios, remote control devices, video games, play guns or any sort of play weapon, pagers, magazines (other than for an assignment given by a teacher),

skateboards, or roller skates/roller blades. If a student has one of these in school, the student will be required to hand in the item to the school office where it must be retrieved by a parent.

If a parent believes it is necessary for the student to have a cell phone for carpool or a bus ride, the phone must be handed in to the teacher or front office when the student arrives at school. The student should retrieve it upon dismissing. If the cell phone remains in the student's possession, it will be confiscated and held for a parent.

It is much more serious for a student to have on the school grounds or at a school-related function any form of weapon: guns, knives, matches, lighters, or any device that causes an explosion including, but not limited to, devices requiring a fuse for ignition of any chemical.

Students are forbidden from bringing laser pointers into the school building or to any school function. This prohibition also precludes the purchase of a laser pointer on a school-sponsored trip. Since laser pointers are potentially harmful to other students, they will be treated like a weapon. Students may be suspended for any infraction in this matter.

All alcohol, tobacco, e-cigarettes, vape products and related paraphernalia are forbidden substances. Smoking, use of e-cigarettes or vape products is not permitted on school grounds.

The principal and the assistant principal reserve the right to ban any item from school when they deem it inappropriate.

PLAYGROUND REGULATIONS

- Students must remain in the assigned area at all times. Students may only go on the school's nature trail when accompanied by a teacher or designated supervisor. Students who go on the trail without an adult will serve an after-school detention.
- Supervising adults are to be shown the same respect as the classroom teacher.
- Foul or abusive language may never be used.
- All forms of fighting, shoving, pushing, tackling, tripping, or wrestling are not permitted.
- Any destruction of property is expressly forbidden.
- Students must share playground equipment.
- Rough playing and throwing rocks or other objects is not permitted.
- Students are not allowed to hang their jackets, etc. on the trees or shrubs.
- Food and drink are not permitted on the playground. When the younger students go out for their snack break they must finish their snack before going onto the playground. They must dispose properly of their trash. There must be NO litter around the school.
- When the bell rings, students must line up promptly in their designated spots.
- No children are allowed near dumpsters, the shed or walk-in refrigerator.

LUNCHROOM REGULATIONS

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

- Supervising adults are to be shown the same respect as the classroom teacher.
- Students must enter the lunchroom in an orderly fashion.
- Students must go to their assigned places, be seated, and remain there unless they have received permission to do otherwise.
- Students who have ordered the school lunch are to line up quietly in the cafeteria line.
- Students may talk quietly during lunch. Loud and boisterous behavior is never acceptable in the lunchroom. Any throwing of food is absolutely forbidden. Students who throw food will be required to clean the cafeteria for a designated period of time, ordinarily one week.
- Students are to display proper table manners at all times.
- Students are expected to clean up after themselves and to make sure that no trash is left on the floor or on the table.
- Students are not to waste food. Unopened food is to be returned to the kitchen or put back in the lunch bag and taken home.
- Lunch boxes must be placed neatly in the designated spot. It is never allowed to throw one's lunch box or that of another student.
- Students may not share food. Students who have any nut product in their lunches may not sit at the nut-free table. This regulation is in effect for field trips as well.

SUBSTANCE ABUSE/WEAPONS

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

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

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery services, e-cigarette accessories, vaping devices, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). Any student who violates this provision will be subject to disciplinary action up, to and including, expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school

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

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well. At that point, confidentiality must be respected.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.
School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

In Accordance with the Code of *Virginia*, (Section 63.2 – 118) “Any person required to make a

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

Parents are reminded that students who are sick run the risk of spreading the illness to other members of our school community. Under no circumstances should a child come to school who currently has a fever or has had one within the last 24 hours. The CDC considers a person to have a fever when he or she has a measured temperature of 100.4° F or greater. Parents are asked to exercise particular caution with regard to strep throat or other communicable diseases.

The School Nurse will coordinate the clinic. In the absence of the nurse, the office staff or a volunteer will care for sick or injured children. Calls to parents regarding accidents or sickness will be made from the nurse or, in her absence, the office staff.

The school nurse is responsible for maintaining all health records. Kindergarten students entering Holy Cross Academy must have a physical and the completed immunization record form

required by the state of Virginia. Students transferring from out-of-state must have a physical and the immunizations certified by a doctor in Virginia. The health records of students transferring within the state will be requested from their previous school.

Suitable notice will be given to parents if their child's health records are missing or incomplete after which the child will not be allowed to return to school without the proper forms.

Holy Cross Academy follows the Catholic Diocese of Arlington Policy, Practices and Procedures for concussions for Elementary and Middle School Student Athletes.

WELLNESS POLICY

Holy Cross Academy follows the Wellness Policy Guidelines for fundraising, school sponsored events, classroom snacks, celebrations, and any food brought into school. Students are not allowed to bring soda for lunch or snack.

Teachers are discouraged from giving silent recesses except for very serious matters. If possible, a teacher is encouraged to take away a few minutes of recess and then allow the student to play.

Holy Cross Academy's Wellness Plan has been updated and includes the Allergy Management Plan. All Allergy and Action Plans should be taken from our website.

Students are permitted to eat peanut butter in the lunchroom but not in the classrooms. This is part of our Allergy Plan. All classrooms are nut-product free at all times, including after school. Foods brought into the classroom for celebrations and projects must include a list of ingredients. Students are strictly forbidden to share food.

RISK REDUCTION FOR LIFE-THREATENING FOOD ALLERGIES:

Cafeteria – The kitchen is a completely nut free area, with no nut products used in any meals provided to students. Nut free tables are provided for students with allergies. Tables and seats are washed daily with soap and water before sanitizing. A list of students with food allergies is provided to the kitchen. No food sharing.

Classroom – Provide a list of allergies and action plans to teachers. Post an anonymous list of classroom allergies in each classroom and on school website along with snack suggestions. Peanut butter is not permitted in the classroom although it may be consumed in the lunchroom. Food brought into the classroom for treats or projects must include a list of ingredients.

Parents who wish to send in a treat for their child's birthday are asked to contact the teacher in advance. It is up to the teacher to decide when the treat will be given in class. Parents are asked to consider providing treats that are healthy and nutritious whenever possible. Birthday treats may not be served in the lunchroom.

Transportation – No eating policy on bus or in cars when used for field trip transportation.

ILLNESS

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

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

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

MEDICATION ADMINISTRATION OVERVIEW

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

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

a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);

b. After the first dose of any medication has been given at home;

c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;

d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;

e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;

f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed and accompanies the medication.

g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided,

the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.

h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.

i. Under no circumstances are medications to be shared with other students.

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

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

a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);

b. parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;

c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (*Appendix F-6*).

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff. Parents will always be contacted in incidents of soiling. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian. For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age appropriate protocols for the student population.

USE OF CRUTCHES

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

USE OF MICROWAVE OVEN

Given the risk of potential harm, students' access and use of microwave ovens is prohibited for preschool through grade 5. For middle school students, the school administration can determine if middle school students may use a microwave oven.

LIFE THREATENING ALLERGY

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

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

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

Parents and guardians of students with a life threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed Diocesan

documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to, teacher(s), food service, bus drivers, and janitorial staff.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

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

   i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (Appendix F-18), which will be retained in the student health record.

   ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.

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

c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

d. The Diocese of Arlington has comprehensive guidelines for school/parish based

influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

When a parent discovers that a child has lice, the parent is requested to notify the school nurse.

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

During the first week of school, students will be trained by their teachers to respond to the fire drill in an orderly manner. Fire drill routes are posted in each room. Fire and emergency drills, including Shelter-in-Place and Lockdown Drills, will be carried out regularly. The school will also conduct tornado and earthquake drills.

Holy Cross Academy has developed an emergency plan based upon the Diocesan Crisis Management Handbook, with recommendations by local emergency responders. This plan is available to all parents for review in the school office. In the event of an emergency requiring evacuation of the premises, the students will be taken to Rocky Run Elementary School. As soon as possible, phone calls will be made to parents so that they may pick up their children.

An important element in the school's safety procedures is the security of all entrances. To assist the school's administration in this matter, all doors to the building remain locked while students are present in the building. Parents and visitors are required to enter and exit the school building through the front door and to report immediately to the office to sign in. Visitors will be given a 'Visitor tag' to wear while they are in the school.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. Until sexuality can be expressed through the acts which are proper and exclusive to spouses, chastity is the successful integration of sexuality within the person. Chastity is expressed notably in friendship with one's neighbor when the equal personal dignity of man and woman is recognized. Offenses against chastity, which include lust and the more serious acts of pornography and immoral sexual conduct, are violations of our Catholic faith and morals.*

The Catholic Schools of the Diocese of Arlington will respond appropriately to allegations of sexual harassment or sexual abuse in its schools. See Part 3, Section 2, Chapter 2, Article 6 of the Catechism of the Catholic Church (¶¶ 2331-2400)

No student is to sexually harass or sexually abuse another member of the school community. All reports of harassment or abuse will be thoroughly and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities.

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

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

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

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

In adherence to the Charter for the Protection of Children and Young People, schools will offer each year a "safe environment program" endorsed by the Office of Catholic Schools.

In an effort to minimize/address sexual harassment/abuse, students in grades 6 to 12 must receive appropriate age level instruction pertaining to harassment by September 30th (Appendix AB). The Validation of Sexual Harassment Instruction must be completed and submitted to the Office of Catholic Schools by September 30th (Appendix H-1).

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation. Hazing is prohibited. School personnel will not tolerate any hazing on Diocesan school grounds, in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents wo become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor).

The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation. In cases of reported hazing, the principal or designee shall interview all students involved (i.e. the aggressor(s), and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reported hazing may be subject to appropriate consequences.

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

1. Counseling
2. A parent conference
3. Detention

4. Suspension and/or expulsion depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

BULLYING

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

Examples include, but are not limited to:

a. Physical intimidation or assault

b. Extortion

c. Oral or written threats, including text messaging

d. Malicious teasing

e. Putdowns

f. Name calling

g. Threatening looks

h. Gestures or acts of aggression (Overt and Covert)

i. Cruel rumors & false accusations

j. Social Isolation

k. Cyber bullying

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

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

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

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

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

It is the intention of Holy Cross 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. _____, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at _____.

Holy Cross Academy complies with all asbestos-related requirements; however, the building was constructed after asbestos was no longer allowed to be used in buildings. The building has always been asbestos-free.

VIDEO SURVEILLANCE CAMERAS

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

a. At the discretion of the principal/head of school or his/her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

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

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

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

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

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

referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

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

The monitor for all the video cameras at Holy Cross Academy is located in the front office. Cameras monitor live action of all the exterior doors and parking lots on campus. Parents are welcome to see this monitor so that they know the locations of all the cameras. All cameras are in plain sight both inside and outside the school.

IX. STUDENTS WITH DISABILITIES

The Office of Catholic Schools recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the opportunity to provide assistance and services for students with disabilities 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 interventions through a Student Assistance Plan written at the Catholic school. The plan must be endorsed by the principal and resource teacher. Records of testing and special services will be kept in a confidential file in the school office. Only authorized personnel will have access to this file. Parents are requested to provide the school with copies of any testing done outside the school and reports of any tutoring or special programs. It is essential that the school be in contact with any person or agency providing outside assistance to a student. The school is eager to work with other professionals for the good of its students.

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

The list of student accommodations will be signed by the student's parent, the classroom teacher, the principal and the resource teacher. Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

When the school believes that it cannot accommodate a student's needs, the school will inform the parents and will not register the child for the coming year or will recommend a different placement for the current school year. In all cases, the school will make every attempt to assist parents with placing their child in an appropriate educational setting.

All students who receive the services of the school's resource teacher or who have accommodated programs will be required to do summer work. The precise format will be agreed upon by the parent and the resource teacher or the principal. Students who receive poor or failing grades in any subjects are also required to receive tutoring or attend summer school. Reports must be sent to the school one week before the opening of the new school year. The school requires this summer work so that the student will continue to make progress according to his/her ability.

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

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

a. written parent authorization noting any known adverse reactions shall be obtained;

b. shall be in the original container labeled with the child's name;

c. does not need to be kept locked, but shall be inaccessible to children under five years of age;

d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;

e. children nine years of age and older may administer their own sunscreen, if supervised.

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

LICENSING INFORMATION

The Commonwealth of Virginia helps assure parents 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.

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

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

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

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

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/guardian shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

Our license and other relevant information are posted in Immaculate Conception Hall and the lobby.

APPENDICES

School Forms

All Diocesan forms and the attachment regarding concussions can be downloaded from our website under 'Current Families'.

Diocesan Forms:

Permission for Emergency Care Form (Appendix F-1)
Confidential Student Health History Update (Appendix F-1A)

Virginia School Entrance Health Form (Appendix F-2)
Virginia School Entrance Health Form Instructions (Appendix F-2A)
Inhaled Medication or Nebulizer Treatment Authorization Form (Appendix F-3)
Virginia Asthma Action Plan (Appendix F-3A)
Nebulizer Treatment Log and Procedure (Appendix F-3B)
Diocese Epinephrine Authorization Form (Appendix F-4)
Severe Allergy/Anaphylaxis Action Plan & Treatment Authorization (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)
Student Injury Accident Report (Appendix F-7)
Wind Chill Factors/Heat Stress Index (Appendix F-15)
Certificate of Religious Exemption (Appendix F-18)
Seizure Action Plan (Appendix F-20)
Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)
Parent Permission for School Sponsored Trip Participation.English (Appendix R)
Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (Appendix R-A)
Use of Personal Vehicle (Appendix R-1)
Elementary/Middle School Handbook Agreement Form (Appendix AG-1)

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

_____
(Parent's Signature)

_____
(Printed Name)

_____
(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY
I have read the Family Handbook and agree to observe all school regulations.

_____	_____
(Student's Signature)	(Second Student's Signature)
_____	_____
(Printed Name)	(Printed Name)
_____	_____
(Date)	(Date)