



St. William of York Catholic School

Parent / Student Handbook

2018-2019

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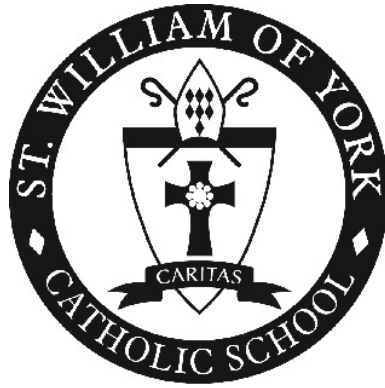
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Dear Parents and Students,

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

Welcome to St. William of York Catholic School! In choosing St. William of York Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. William of York Catholic School for the 2018-2019 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. William of York Catholic School during the 2018-2019 school year.

The faculty and staff of St. William of York Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

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

Yours in Christ

A handwritten signature in cursive script that reads "David A. Lima".

David A. Lima
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Mission Statement:

St. William of York Catholic School is a Christ centered academic community instilling Catholic beliefs and gospel values; nurturing students' gifts of faith and intellect by surrounding them with a family of faculty, staff, and volunteers whose vocation it is to serve.

Our Philosophy:

St. William of York Catholic School is a pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Arlington Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that the St. William of York Catholic School theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. William of York Catholic School, we are attempting to

"teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Virginia guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

St. William of York Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Arlington

- 1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.*
- 2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.*
- 3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.*
- 4. To aid students in evaluation of their own capabilities and vocational possibilities.*

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

STUDENT/PARENT HANDBOOK

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

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

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-1). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later

than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

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

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

PARENTAL ROLE

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

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

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

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

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

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

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

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

II. ACADEMICS

CURRICULUM

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

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

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

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 Scantron Performance Series Exam.
- b. Class grade in 7th grade math: 93 or above.
- c. 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.

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Textbooks are loaned to each student. Textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. Students will be held responsible for damage/loss incurred during the school year. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

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 or change to the school's hardware and/or software.
 - 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.

Blogs: Engagement in online blogs such as, but not limited to Instagram®, Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written

authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Instagram®, Facebook®, etc. pages may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

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.

SCANTRON tests are given in Grades 3 through 7. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8.

Middle School students (Grades 6 – 8) may be given a maximum of three quizzes or tests per day.

Middle school students will be involved in Midterms and Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Midterms and Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

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

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 –

30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Friday. We will make every effort to ensure no tests or quizzes are given on Mondays or the first day of school of the week.

Students enrolled in Algebra may expect weekend homework.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.

Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office after 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

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

Parent-teacher conferences are required at the end of the first trimester. Teachers are available to parents throughout the school year to keep the lines of communication open in the best interests of the students.

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 important tools for communication. Report Cards will be given three (3) times during the academic school year or every twelve (12) weeks.

Progress Reports will be given mid-way between each twelve-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, or After School Care Program fees are in arrears.

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.

Advancement to the next grade in St. William of York Catholic School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

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.

At St. William of York Catholic School, the School Counselor will act as the student's counselors in the event that the student needs assistance. If the School Counselor believes the student requires more services, they will contact the parents or guardian

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.

3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent or guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
 - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent 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 30 days of the beginning of every semester;
 - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.

5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
 - a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent 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.

Nondiscriminatory Policy

St. William of York Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. William of York Catholic School:

1. *Members of St. William of York Parish*
2. *Members of other parishes*
3. *Non-Catholic students*

Children entering Pre-K must be four (4) years of age by September 30th.

Children entering Kindergarten must be five (5) years of age by September 30th. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

At the time of registration, all new students seeking admission to St. William of York Catholic

School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship*
 - +Use of weekly envelopes or automatic deposit*
- *Health Records*
- *Immunization Records*
- *Birth Certificate (original)*
- *Baptismal Certificate (Catholic applicants only)*
- *Report Cards*
- *Standardized Test Results*
- *Record of IEP*

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. William of York Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process. This interview may or may not include the student's parent.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than 90 days in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. William Catholic School. The recommendation and decision of the school is final. St. William of York Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. William of York Catholic School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. William of York Catholic School. This decision will be made in order for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. William of York Catholic School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. William of York Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances.

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

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. William of York Catholic School students and is aligned with the state statutes of the Commonwealth of Virginia.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between after 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also Homework due to vacations/planned absences.)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

TARDINESS

Excessive tardiness will have a direct impact on a student's academic evaluation and promotion to the next grade level.

If a student is tardy, they are to obtain from the office a tardy slip before being admitted into class. Parents are to report with their child to the school office when tardy. Students who are tardy more than 40 times will be charged an administrative fee of \$10 per incident.

MEDICAL EXCUSES

A student is considered Excused when a physician writes a note stating the reason for the absence.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

ANTICIPATED ABSENCE

Parents are encouraged not to pull their children from school. However, in the event that it is deemed necessary, a note should be written to the homeroom teacher indicating the anticipated absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

RELEASE OF STUDENTS

If a parent needs to pull their child from class early, they must report to the office and sign them out. If someone other than a parent is picking up the child, then a note must be sent in stating that permission is given.

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.

St. William of York Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. William of York Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

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.

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.

Arrival

The school day begins at 8:15AM. Doors are open at 7:55AM.

Dismissal

The school day ends at 3:15PM.

Grades K through 8 the school hours are 8:15 AM – 3:15PM. Students not in their homeroom at 8:15 AM are considered tardy.

At St. William of York Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:55 AM.

Prayer and afternoon announcements begin at 3:10 PM each day. Dismissal immediately follows.

Please check the school calendar and weekly newsletter for early dismissal dates.

St. William of York Catholic School offers Morning and After School Care Programs. Morning care begins drop-off at 7:00 AM for a maximum of one (1) hour, or until the school doors open. After Care begins at 3:30 PM ending at 6:00 PM. Students who are enrolled in the programs must pay a \$30.00 registration fee at the time of registration. A fee of \$1.00 per minute is charged for students remaining in the program after 6:00 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:00 AM or who are not picked up by 6:00 PM will receive:

- 1. a phone call reminding you to not drop off your child early or to not pick up your students late.*
- 2. repeated early drop off or failure to pick up your child from After School Care on time could result in expulsion from the school.*

Students not picked up by the end of carpool (approximately 3:30 PM) will be sent immediately to the After School Care Program. Parents are charged the hourly rate for using this program. If you arrive to pick up your child after 3:30 PM, please report directly to After Care.

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.

St. William of York Catholic School utilizes the Raptor Visitor Management System to strengthen our campus safety for students and faculty. Visitors will be asked to present an ID such as a driver's license which will be scanned and enter into our system. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit.

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

Parents are encouraged to keep an open communication with the principal. If a meeting is desired, the parents are encouraged to make an appointment via phone or stopping in the office.

If the meeting is in regard to a teacher, the parents must first have met with the teacher to discuss the issue at hand before coming to the principal.

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.

The school has a website that is updated and maintained throughout the year. Important

information can be found at www.stwillschool.org (school calendar and school information).

In order to insure that all communication from school reaches home in a timely manner, St. William of York Catholic School uses a folder system organized by the homeroom teacher. Official envelopes containing all correspondence are sent home regularly and should be returned the following school day. Your child is responsible for emptying the contents of his/her envelope when it is returned to their homeroom. Official school-wide emergency communications are sent using the School Messenger email system.

TELEPHONE USE/MESSAGES FOR STUDENTS

In case of emergencies, school closings, etc., parents will be notified via school messenger.

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

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.

St. William of York Catholic School will announce its own school delays and/or closings due to inclement weather. Announcements will be sent by means of "School Messenger", the electronic tool we use for email and phone blasts. There will be both a telephone message and an email message sent to every family and staff member. Messages will be sent out according to this time frame:

- a) By 11am in the event of an early school closing.
- b) Between 5:00-5:30am in the event of a closing or delay of school for a given day

The decision for a delay and/or closing of school will be based on (but not dependent upon) the following information:

- a) The status of Stafford County Public Schools

- b) The status of our neighboring Catholic Schools
- c) The road conditions at various locations in Stafford County
- d) The accessibility and conditions of St. William of York Catholic School

In the event of a delayed opening (usually a two hour delay), there will be no morning “Extended Day” and NO MORNING 3yr old Preschool. In the event of an early closure or all day closure, all after school activities for that day will be cancelled, including the Extended Day program.

Be sure to pre-arrange student transportation changes for early closures.

Please be sure to send in any changes to your email or telephone contact information as soon as it changes.

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.

St. William of York Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. William of York Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. William of York Catholic School are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page. Such postings are a violation of the St. William of York School’s adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from St. William of York Catholic School.

Photos and captions on a student or parent’s Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Stafford County Sheriff’s Department will be notified.

LIBRARY

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

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

FIELD TRIPS

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

Field Trips:

1. *Field trips are designed to correlate with teaching units and to achieve curricular goals.*
2. *Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.*
3. *A field trip is a privilege and not a right.*
4. *There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.*
5. *All grades do not always have the same number of field trips.*
6. *Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.*
7. *Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.*
8. *A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.*
9. *A telephone call will not be accepted in lieu of the proper field trip permission slip.*
10. *Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.*
11. *All monies collected for the field trip are non-refundable.*
12. *Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.*
13. *Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. William of York Catholic School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.*

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

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

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

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

PARENT ORGANIZATIONS

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

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

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

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

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

The St. William of York Catholic School Family Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

By-Laws for the FA are available on the school website.

FUNDRAISING

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

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

TRANSPORTATION/PARKING

Morning Arrival

Parents are to drive to the front of the building and drop their child off in front of the school. STUDENTS ARE NOT TO BE DROPPED OFF IF THE FRONT DOORS ARE NOT YET OPEN. Drop-off begins at 7:55 am.

Afternoon Dismissal

St. William of York Catholic School utilizes the Driveline Management System to ensure an expedited dismissal. All families are issued a distinct number for dismissal. The assigned numbers must be hanging off the rearview mirror and readily visible. Parents are to line up at the stop sign at the entrance of the parking lot and form a line backing up into the Guadalupe parking lot. At 3:15PM parents can line up in front of the school where they will wait for their children to be dismissed.

At this time there are no busses.

All visitors may park in the parking lot located at the front entrance of the school.

Arrival/Dismissal Safety Rules

At all times:

No cell phones/texting while driving on parish or school property
Speed limit is 10mph
NO PASSING OF CARS AT ANY TIME
No getting out of cars

Morning Arrival:

Thru traffic is not permitted in the first and second rows of parking spaces. Follow the same traffic pattern (thru far row of parking spaces) as in the afternoon

Afternoon Dismissal:

Remain in the parking lot/do not pull in front of school until 3:15PM

Parents/visitors are not permitted in the building or in the front office between 3:00 to 3:30PM.

Do not park and cross to pick up students; all students are to be picked up from school via the car line.

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

Registration is held during Catholic Schools Week each January. Priority is given to families currently enrolled at St. William of York and to those who are in good financial standing with the school. Students transferring from another Diocesan school must have satisfied their financial obligations with that school prior to enrollment.

TUITION AND OTHER FEE SCHEDULES

Tuition 2018-2019

Kindergarten – 8th Grade

A non-refundable family application fee of \$225.00 is due at the time of the application.

Early bird registration/application fee \$200.00 if paid prior to February 9, 2018.

Please note: A completed FACTS application is required before an applicant will be considered for tuition assistance.

	In Parish Active Parishioners at St. William of York	In Parish Active Parishioners at St. William of York
One Child	\$5,629.00	\$7,247.00
Two Children	\$9,862.00	\$12,700.00
Three Children	\$13,122.00	\$16,910.00
Four Children	\$13,708.00	\$17,495.00

Tuition is broken into 11 payments if paid by the month starting July 2018. All tuition is paid through FACTS.

Extended Day

Mornings from 7:00am – 8:00am and Afternoons 3:30pm – 6:00pm

Registration Fee \$30.00 per Family

One Child	Each Additional Child
\$8.25/Hour	\$6.00/Hour

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

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

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends parents, 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.

The St. William of York Catholic School Codes of Conduct for parents and students were developed to promote a learning environment based on reverence, respect, discipline, responsibility and excellence. Students learn best when they are free of inappropriate interference and know what is expected of them. Teachers are most effective when they use a consistent approach to student behavior and know that the administration and parents support their handling of students. Therefore, parents and students both need to be aware of these rules and their relationship to the rights of other persons in the school.

PARENTS' CODE OF CONDUCT

As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility, and respect. I ask St. William of York Catholic School to assist me in the academic and moral formation of my child. I understand that my child's teacher is a dedicated professional who makes many sacrifices to teach in a Catholic school. In order to show my cooperation, support and thankfulness.

- *I will have my child at school on time every day, prepared both mentally and physically, with all necessary supplies and appropriate dress.*
- *I will abide by all guidelines set forth in the school handbook.*
- *I will show respect for the teacher and any other adult in authority in front of my child at all times.*
- *I will never lie to the pastor, the principal, or the teachers to protect my child from the consequences of his/her behavior.*
- *I will come to St. William of York Catholic School with a positive attitude and voice any concerns I may have through the proper channels (Teacher, Office, Principal, Pastor) when I have a problem.*
- *I will speak respectfully and with kindness and courtesy to other parents in front of students, especially when there is any disagreement.*

- *I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know the good of all children comes before my child's needs or wants.*
- *I will follow the school's rules, calendars and deadlines and will read all correspondence, and emails.*
- *I will monitor all outside media that my child may be exposed to so that they meet within the boundaries of the school and my teachings.*
- *I will not tolerate vulgar or inappropriate language from my child or bullying, violent, or aggressive speech or behavior. I will set a good example in my own speech and behavior.*
- *I will build a bridge or acceptance and understanding, and expect my child to do the same, among the different cultures represented at St. William of York Catholic School.*

STUDENTS' CODE OF CONDUCT

St. William of York Catholic School is a Catholic family, founded in God's love. Mindful of the fact that God lives in each one of us, we believe that everyone deserves to be treated in a respectful manner. The ideal of discipline in Catholic education is to enable students to move from externally imposed discipline to self-discipline and finally to adult discipleship. Children must first learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. The St. William of York Catholic School Code of Conduct for Students is designed to move the students toward this ideal, helping them to accept responsibility for their actions and to understand the consequences of not doing so. Accordingly, all students are asked:

- *To be trustworthy, responsible, respectful, fair, caring and a good citizen.*
- *To be courteous to and considerate of others, including guests and visitors to the school.*
- *To maintain a respectful and academic atmosphere in the classroom, common areas and church at all times.*
- *To treat the entire school community with dignity and respect and to carry this philosophy of discipleship into the community.*
- *To adhere to St. William of York Catholic Schools' zero tolerance with regard to bullying, secret clubs, and all symbols to gang affiliation.*
- *To abide by all guidelines set forth in the school handbook.*

SUBSTANCE ABUSE/WEAPONS

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

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to

be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

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

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

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

A teacher, principal or faculty member for justified reasons, as stated above may issue a detention. When a detention is issued the parent will receive a note informing them of the punishment to be served the very next full day of school as the case may be.

Detention is from 3:35pm until 4:15pm (a modified time may be implemented for younger students and as cases are warranted). It is the responsibility of the parent to make sure there is someone to pick up his or her child at the designated time.

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

The reception of more than 3 detentions for serious or persistent behaviors may allow the school to suspend a student.

A teacher, principal or faculty member for justified reasons, as stated above may issue a detention. When a detention is issued the parent will receive a note informing them of the punishment to be served the very next full day of school as the case may be.

The administration of St. William of York Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

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.

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

DISMISSAL

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

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

EXPULSION

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

- a. a serious infraction of school rules occurs;

- b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent 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.

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed

to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

Each student is assigned a locker, desk or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

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.

Students are responsible for the care of their textbooks. They are responsible to have them covered with paper bags or material comparable, at all times. If a student should lose or damage their book/s they will be held responsible to make financial restitution.

DRESS CODE

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through Educational Outfitters.®

Phone 703-241-2021

Or order online at www.educationaloutfitters.com

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing. There is a special uniform for Physical Education classes, also to be purchased through Education Outfitters ®.

The uniform for St. William of York Catholic School is listed on the Educational Outfitters® website.

Boys Requirements

BOYS K-8 Spring/Fall

Dark Navy Short Sleeve Polo Shirt w/Embroidered Logo

Khaki Twill Walking Shorts

Navy or White Crew Socks above the ankle

BOYS K-1 Winter

Khaki Pleated Twill Pants

Dark Navy Long Sleeve Embroidered Polo Shirt w/Logo

BOYS 2-8 Winter

Khaki Pleated Twill Pants

White Short Sleeve Button down Collar Shirt
White Long Sleeve Button down Collar Shirt
Plaid tie / bowtie
Black/Brown reversible Leather Belt
Navy or White Crew Socks above the ankle

BOYS 2-5 Winter

Navy V-Neck Cardigan Sweater w/Embroidered Logo
Navy V-Neck Sweater Vest w/ Embroidered Logo

BOYS 6-8 Winter

Navy V-Neck Pullover Sweater w/Embroidered Logo
Navy V-Neck Sweater Vest w/Embroidered Logo
Girls Requirements

GIRLS K-8 Spring/Fall

Khaki Walking Shorts
Dark Navy Short Sleeve Embroidered Polo Shirt w/Logo
Navy or White Crew Socks above the ankle

GIRLS K-5 Winter

Navy & Khaki Plaid Drop Waist Jumper
Khaki Pleated Twill Pants (Only to be worn on days colder than 30 degrees)
White Short Sleeve Peter Pan Collar blouse
White Long Sleeve Peter Pan Collar blouse
Navy Blue Cross Hatch Tie
Navy / White Orlon Knee-Hi Socks / Tights
Navy Crew Neck Sweater Cardigan

GIRLS 6-8 Winter

Khaki 2 Panel Skort
Khaki Pleated Twill Pants (Only to be worn on days colder than 30 degrees)
White Short Sleeve Button down Collar Blouse
White Long Sleeve Button down Collar Blouse
Navy / White Orlon Knee-Hi Socks / Tights
Navy V-Neck Pullover Sweater w/Embroidered Logo
Navy V-Neck Sweater Vest w/Embroidered Logo

BOYS & GIRLS Gym Uniform K-8

Ash Gym Tee Shirt w/Silk Screen
Navy Sweatshirt w/Silk Screen
Navy Sweatpants w/Silk Screen
Navy Micromesh Nylon Gym Shorts w/Silk Screen
White Crew Socks above the ankle
Any Tennis Shoe (no lights or wheels)

NO SHORTS ARE TO BE WORN AT SCHOOL MASS. On Monday's, and any other day the school participates in Mass, boys **MUST** wear their uniform pants and brown belt. While girls in grades K-5 must wear their uniform jumper, and girls in grades 6-8 wear their uniform kilt.

For spring uniform, all boys, and girls in grades 6-8 are authorized to wear the blue uniform polo shirt. Girls in grades K-5 must wear the white peter pan collar shirt and blue cross tie.

NO PE UNIFORMS ARE TO BE WORN AT SCHOOL MASS. If a Mass is scheduled for a PE day, please arrive at school wearing the appropriate (spring or winter) school uniform and bring your PE uniform to change into.

Shirts must be tucked-in at all times. Ties must be tight with top button of shirt buttoned. Skirts must be at a length at or below the knee.

Shoes: Closed toe brown boat shoes with white soles. No athletic shoe is permitted other than on P.E. day or "Out of Uniform Day". However, students may bring their PE shoes to change in and out of during lunch/recess. Boots and slippers are not acceptable as regular indoor shoes.

Girls may wear khaki pants as part of their winter uniform **ONLY** on days when the weather is below freezing.

Students may wear no more than one band on the wrist. The band must represent a charitable cause that upholds our Catholic values. No large necklaces are to be worn. Girls may wear headbands and ribbons if they are small, simple and school colors.

Boys may not wear any earrings or body piercing of any sort. Girls may wear only one pair of post earrings in the earlobe. No hoops or dangling earrings, and no body piercing of any sort.

No makeup of any sort may be worn. No nail polish, including French manicures, or fake nails. All makeup and nail polish must be completely removed before returning to school if worn outside of school. Appropriate makeup and nail polish may be worn during school dances and evening functions.

Boys must keep their hair cut above the collar, off the ears and above the eyes. No noticeable or radical haircuts or dyes for boys or girls.

Outdoor jackets/hoodies are not to be worn in classrooms, cafeteria, or church under normal circumstances.

Unless otherwise stated, on "Out of Uniform" days a standard of "business casual" must be maintained. The clothing is to be neat, clean, and modest with coordinated colors – no gaudy colors, glitter, or bright contrasts. Shirts will be tucked in and belts must be worn. Students may wear knee-length shorts and solid t-shirts. No sweatpants, t-shirts with stripes or logos of any kind or sports jerseys/attire are permitted. Jeans may be worn if they are clean, hole-free, and **NOT TIGHT** to the legs or hips. All clothing must uphold Catholic values.

Students not in compliance with the Dress Code will be given one verbal warning and their name placed on a list. Repeat offenders will have their parents notified and the student will not be able to return to class until the uniform violation is corrected.

INAPPROPRIATE MATERIALS

Students are not permitted to possess the following items on school property or at school functions: weapons or any sort, toy weapons, laser pointers, matches, lighters, explosives or anything else of a violent or disruptive nature.

PLAYGROUND REGULATIONS

Students must listen to instructions and be respectful of all adults “on duty”.

Playground Equipment Guidelines:

St. William of York Catholic School must follow federal guidelines and state licensing requirements to ensure playground safety. The following rules guarantee compliance with height and weight guidelines.

Set A (right side of the playground) is for Kindergarten use only

Set B (far left side of the playground) is for 1st, 2nd and 3rd Grades only

Set C (front of the playground) is for 4th – 8th Grades*

*Sitting, standing, or walking on top of this equipment is not permitted.

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.

All students must display a sense of dignity and manners while eating with their classmates.

They are to leave the table neat and clean before being allowed to go out for recess.

Due to the number of allergies, no lunches may be shared with other students.

Lunch Schedule

1st Lunch - 11:15-11:35 Grades K, 1, 2 and 3 (Recess 11:40-12:00)

2nd Lunch - 12:15-12:30 Grades 4, 5 and Middle School (Recess 12:35-12:55)

Students MUST bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. Parents should not bring lunches or drinks from carry-out restaurants. Parents should refrain from bringing forgotten lunches to school. This creates a

disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a sack lunch, will be provided a lunch. Reimbursement for the lunch must be made the next day. Any lunch accounts in arrears will not be issued a report card. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

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.

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

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

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

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

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.

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

For preschool and elementary schools only; given the risk of potential harm, students' access and use of microwave ovens is prohibited.

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.

INFECTIOUS/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 CRE-1 form, which will be retained in the student health record.
- ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- 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 there is evidence of head lice students will be sent to the nurses' office to be assessed for any evidence of an infestation. If head lice are found, students will be sent home. Treatment for head lice must be administered by the parent at home. Before returning to school, the student must be free of head lice. A statement from the parent of the above actions must be sent in upon the return of the student.

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

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

SEXUAL HARASSMENT – STUDENTS

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

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

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

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

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

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

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

BULLYING

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

Examples include, but are not limited to:

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

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. 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 _____ 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 _____.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

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

IX. STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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

We, at St. William of York Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. William of York Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. William of York Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

APPENDICES

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Waiver Information/Right to Object Form (*Appendix N*)
- Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Academic Intervention Plan (*Appendix AA*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)