

***Elementary and Middle School  
Parent / Student Handbook  
St. Anthony of Padua School  
2023-2024***



*Founded 1952*



Accredited by the Virginia Catholic Education Association whose accreditation process has been Virginia Council for Private Education as authorized by the Virginia State Board of Education.

## ***Saint Anthony of Padua School***

PK 2 ½ to 8<sup>th</sup> Grade  
3301 Glen Carlyn Road  
Falls Church, VA 22041  
703-820-7450

### **Office Hours**

Monday – Friday

8:00 a.m. - 4:00 p.m.

<http://www.saintanthonyschoolva.org>

Pastor of St. Anthony Parish  
Principal

Rev. Matthew Zuberbueler  
Mrs. Amy Fry

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ST. ANTHONY

*of* P A D U A

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**DISCOVER – LIVE – PROCLAIM**

3301 Glen Carlyn Drive

Falls Church, VA 22041

Tel: 703-820-7450

<https://www.saintanthonyschoolva.org/>

Dear St. Anthony School Community,

Welcome to the 2023-2024 school year. It is a great honor for me to lead you into the next phase of growth for our school, while continuing the wonderful traditions that make St. Anthony's a special school family. I continue for your prayers as I lead our wonderful staff and students this year.

This handbook has been revised and updated in nearly all areas to reflect my vision for the bright future of this wonderful school. I think you will be pleased by the student-focused approach we have taken. I am committed to simplifying many aspects of the business of running a school, so that we can all spend more time focused on the children's success.

Please take some time to read this handbook completely and use it as a reference for the rest of the year. This is our playbook and our contract with you. It details exactly what you can expect from us, as well as what will be expected from parents and children throughout the year. Your enrollment is conditional upon you signing this agreement, so please make sure you understand what it is we are asking of the families.

This year's theme is from Matthew's Gospel when Jesus said, "Whatever you do for the least of my brothers, you do for me." We look forward to sharing the glory and wonder of this search and the truth of Christ's real presence among us with the students you have entrusted to our care.

May the Lord bless you and keep you,

*Amy Fry*, M.Ed.

Principal

# **1 PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

## **1.1 DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION**

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

Matthew 28: 19-20

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

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

## **1.2 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, values, and academic excellence prepare each student for a life of faith, service, and integrity.

## **1.3 ST. ANTHONY OF PADUA SCHOOL MISSION STATEMENT**

St. Anthony of Padua Catholic School fosters a love of Jesus and His Gospel, forming lifelong disciples in service to the Church and society while empowering its students to achieve academic excellence in a culturally diverse environment.

## **1.4 PHILOSOPHY OF LEARNING**

- Learning in a community that educates the whole person spiritually, academically, and emotionally permits students to discover who they are as a child of God and the unique purpose He has created them to live out, using their distinct gifts and talents.
- Learning the tenets of our Church doctrine in a multicultural setting allows us to cultivate a genuinely catholic community.
- Learning through challenging, leveled instruction equips students to think critically and creatively.
- Learning emerges through effective collaboration and communication among students, teachers, and parents enabling our youth to be prepared to solve problems and make decisions as well-informed citizens.
- Learning through Catholic principles of faith and action with a strong academic curriculum, students are prepared to become responsible young adults competently meeting the challenging demands of a complex society.

## **1.5 STUDENT/PARENT HANDBOOK**

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

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

Faculty and staff members shall be given access to 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.

## **1.6 PARENTAL/GUARDIAN ROLE**

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

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

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

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. Similarly, parents should discuss matters of concern with the school principal, and pastor, when necessary, before bringing them to the Office of Catholic Schools.

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

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

As a 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.

## **1.7 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.

## **1.8 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 the reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
- c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.

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

Considering the unique situations that 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 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.

## 2 **ACADEMICS**

### 2.1 **CURRICULUM**

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

- a. The school curriculum shall be in accord with the Christian philosophy and the goals and objectives of the Office of Catholic Schools. Elementary School Guidelines, developed by the Office of Catholic Schools, will serve as an overview of basic skills to be taught at each grade level. They will be implemented on the local level to address the particular needs of the student population served.
- b. The basic curriculum for the school includes the following subjects: Religion, Reading, Language Arts (English, Spelling, and Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Technology, Library, and World Language.
- c. Other educational programs to be included in a curriculum should only be initiated with the prior knowledge and approval of the Office of Catholic Schools.

#### 2.1.1 **MATH PROGRESSION**

Students deemed capable by the school administration of completing **High School Geometry** in the eighth grade would follow this path:

1. For placement in Pre-Algebra in the **sixth grade**, students must satisfy the following criteria:
  - a. Math Composite standardized test score National Percentile: 96% or above on the Spring N.W.E.A. Exam in the 5th grade;
  - b. Class grade in 5th grade math: 93% or above;
  - c. End-of-year diocesan comprehensive grade-level test: 93% or above (Recommended time of testing – May of 5th grade year);
  - d. Favorable teacher and principal recommendations.
2. For placement in Algebra I in the **seventh grade**, students must satisfy the following criteria:
  - a. Math Composite standardized test score National Percentile: or 96% above on N.W.E.A. Exam in the 6th grade;
  - b. 6th grade math class grade in Pre-Algebra: 93% or above;
  - c. Iowa Algebra Aptitude Test results: 85% or above (Recommended time of testing – May of 6th grade year);
  - d. Favorable teacher and principal recommendations.

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

3. For placement in Geometry in the **eighth grade**, students must satisfy the following criteria:
  - a. Math Composite standardized test score National Percentile: 96% or above on the N.W.E.A. Exam in the 7th grade;
  - b. 7th grade class grade in Algebra I: 93% or above;
  - c. Scoring 77% on the Diocesan Algebra I exemption exam;
  - d. Favorable teacher and principal recommendations.
  - A. Students identified as capable of completing **High School Algebra** in the **8th grade** would follow this path:
    1. For placement in Pre-Algebra in the **seventh grade**, students must satisfy the following criteria:
      - a. Math Composite standardized test score National Percentile: 93% or above on the N.W.E.A. Exam in 6th grade;
      - b. Class grade in 6th grade math: 93% or above;
      - c. End-of-year diocesan comprehensive grade-level test: 93% or above (Recommended time of testing – May of 6th grade year);
      - d. Favorable teacher and principal recommendations.
    2. For placement in Algebra I in the **eighth grade**, students must satisfy the following criteria:
      - a. Math Composite standardized test score National Percentile: or 93% above on the N.W.E.A. Exam in 7th grade;
      - b. Class grade in 7th grade math: 93% or above;
      - c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year);
      - d. favorable teacher and principal recommendations.

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

- B. Eighth grade students must satisfy the following criteria to receive placement in the next level of high school math instruction:
  - a. Pass the Algebra I and/or Geometry course;
  - b. Score 77% on the Diocesan Algebra I and/or Geometry 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 teacher may still advocate on behalf of the student using the Teacher Recommendation Form (Appendix X). The decision of the high school, however, will be final.

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

### **2.1.2 VIRTUAL INSTRUCTION**

1. Maintain effective communication between teachers, students and families about the virtual learning plan.
2. Teachers should be available throughout the day for questions and feedback even if the day is fully asynchronous.
3. Feedback is paramount and students should be accountable for their work. Assignments shall be /assessed in a timely manner to provide feedback to the student

## **2.2 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.

## **2.3 TEXTBOOKS/SUPPLEMENTAL MATERIALS**

The textbooks used by the students are the property of the school. They are numbered and signed out to the students at the beginning of the school year. Except for consumable workbooks, books are to be kept covered at all times and are not to be written in or on. If a student loses or damages a book, the family will be charged for the cost of the book or repairs and the shipping costs necessary to replace the book. As a general policy, the school does not supply duplicate copies of textbooks for students.

Library books are the property of the school. Students are encouraged to check out library books, following the guidelines of the librarian and their homeroom teachers. Library books that are charged out to a student must be returned by the end of the school year. If library books are damaged or lost, the replacement cost of the book will be charged to the family's account.

Information regarding classroom supplies for the following school year will be posted on the school website for all students and parents. This information will also be available in the school office.

## **2.4 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 policies that may further define the 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 the 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:
  - o Messages to others shall be polite and shall not be abusive;
  - o Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate languages;
  - o 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:
  - o Use technology in sexting or cyberbullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual;
  - o 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;
  - o Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal;

- Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal;
  - Attempt to circumvent system security;
  - Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives;
  - Violate license agreements, copy disks, CD-ROMs, or other protected media;
  - Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site;
  - Breach of confidentiality obligations of school or school employees;
  - Harm the goodwill and reputation of the school or school employees;
  - Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to copyrighted material, licensed material, and threatening or obscene material;
- i. Users must immediately report damage to the appropriate school officials;
  - j. The school has the right to monitor student use of school computer, computer-accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction using 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 the following:
    - Loss of use of the school network, computers, and software including Internet access;
    - Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
  - 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.

### **2.4.1 COMPUTER USAGE**

The school's goal in providing Internet access to students is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of the Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and possible disciplinary action.

Use of the Internet account must be in support of education and consistent with the educational objectives of the Diocese of Arlington Catholic Schools. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

All students using computers and the computer lab are expected to abide by the rules and guidelines set forth by the computer lab teacher. The school administration will deem what is inappropriate use and its decision is final.

## 2.5 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. The ACRE test is a standardized religion test that will be given to 5<sup>th</sup> and 8<sup>th</sup> graders. All eighth-grade students will also take the High School Placement Test which is 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.

Kindergarten, first, and second grade students will be given a standardized assessment and information will be sent home with the final report card.

Students in grades three through seven will participate in the diocesan standardized testing program, the N.W.E.A.'s *Map Growth*.

## 2.6 HOMEWORK

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.

### 2.6.1 SUGGESTED TIME ALLOTMENTS

Homework is given to supplement and reinforce the various subjects taught in class. This work is assigned at the discretion of each teacher. Assignments may be given on weekends and holidays. All students in grades three through eight are required to record their assignments in an assignment notebook, which is provided by the school.

Below are suggested homework time allotments per grade level. Parents should keep in mind that different children work at different paces, and these are only SUGGESTED times. If you find that your child consistently needs more time than the suggested amount below, please inform his/her teacher.

- Primary (Grades K-2nd) 10-30 minutes
- Intermediate (Grades 3rd-5th) 30-60 minutes
- Middle School (Grades 6th-8th) 60-90 minutes

## **2.6.2 PARENT RESPONSIBILITIES**

- Encourage your child to complete assignments.
- Maintain an awareness of each child's progress and homework assignments by daily review of the student assignment planner and test and quiz grades.
- Give assistance with homework, but **do not do the homework** for the student.
- Provide proper study conditions at home, i.e., proper lighting and quiet atmosphere.
- Assist by drilling such skills as spelling, vocabulary definitions, grammar concepts, and math facts (e.g., addition and multiplication tables).
- Encourage your children to take responsibility for their own supplies (e.g., book, calculator, etc.).
- Help your child to access any missed assignments online and encourage completion.

## **2.6.3 STUDENT RESPONSIBILITIES AND SUGGESTED STUDY SKILLS**

- Homework is designed and given to reinforce class work.
- Middle School students should refer to *Middle School Policies* on homework.
- Organize homework and long-term assignments.
- All students in grades three through eight must use an assignment notebook daily.
- All students should check the online site for verification.
- Students are responsible for missed homework when absent. In middle school missed work will be sent home if a student is absent three or more days.
- The amount of homework varies from teacher to teacher.
- Expect assignments each day Monday through Thursday.
- Long-term assignments and test preparation may require weekend work.
- Good study habits include:
  - Daily use of assignment planner in grades 3rd-8<sup>th</sup>;
  - Work at the same time and place every day;
  - Have a good light when you work;
  - Work on a solid surface, like a table, to ensure good handwriting;
  - Work in a quiet place, without distractions.
- Formal papers should be:
  - Neatly written or typed, by the student, using 12 points, Times New Roman, and double spaced;
  - Standard 8 1/2" x 11" loose leaf, wide ruled paper;
  - All pages neat and clean, no torn edges.

## **2.6.4 MISSING ASSIGNMENTS POLICY**

Below are the policies for missing assignments by grade.

### **Primary Grades (K-2nd)**

- Students are expected to complete each homework assignment by the due date.
- If the student has an excused medical absence, parents should pick up homework at the school or on the school's website on the day of the absence.
- All assignments should be turned in upon the student's return to school, or no later than within the number of days missed.

### **Intermediate Grades (3rd-5th)**

- Daily homework is to be turned in on the day the assignment is due.
- If assignments are turned in one day late, they will be accepted with a point reduction. If an assignment is two days late, there will be no credit given.
- If the student is absent, parents should pick up homework at the school or on the school's website on the day of the absence.
- All assignments should be turned in upon the student's return to school, or no later than within the number of days missed.

### **Middle School (6th-8th)**

- Daily homework is to be turned in on the day the assignment is due.
- If assignments are turned in one day late, it will be accepted for half credit. If an assignment is two days late, there will be no credit given. (See *Middle School Policies*.)
- If the student is absent, parents will find the homework on the school's website the day of the absence.
- All assignments should be turned in upon the student's return to school, or no later than within the number of days missed.

## **2.6.5 SUMMER WORK**

Summer work is not given at Saint Anthony of Padua School, instead students are asked to participate in the Summer Reading Challenge. It is required in 1st - 8th Grade and strongly encouraged in Preschool - K to improve skills and to develop a life-long habit and love of reading.

## **2.7 PARENT-TEACHER COMMUNICATION**

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

### **2.7.1 SCHEDULING AND OTHER CONFERENCE INFORMATION**

A formal conference will be held each fall in grades kindergarten through eight to discuss the student's progress. Another formal conference may be requested in the spring by either parent or teacher.

A parent or a teacher may request a conference at any time during the school year for the benefit of the student. Notify the school either by email, telephone or written note if a conference is desired. All emails and telephone calls should be made to the school address.

## 2.8 GRADING/REPORT CARDS

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

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

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

### 2.8.1 GRADING SYSTEM

#### Grades K-2nd

- 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 letters **M**, **P**, or **NI** are indicated in the appropriate box for each subject area.

\* (asterisk) indicates modified curriculum

**Grades 3rd-8th** 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

Please refer to appendices V, V-1 & V-2.

Report cards are issued three times during the school year for all grades. Report cards are to be signed and returned to the homeroom teacher. The final report card for the academic year is retained by the parents/students.

Parents are required to return report cards to the school within one week. A \$5.00 fee will be charged for the reprinting of lost report cards.

### 2.8.2 INTERIM ACADEMIC REPORTS

Mid-trimester interim reports are sent home to students in grades 3rd-8th. These reports give the parents information on how their children are doing in school and what they need to do to improve their grades. Any student receiving below a 77% in any subject must return the report signed by the parents within two days to the homeroom teacher. All middle school students are required to return

their progress report signed by a parent, regardless of their grades. A \$5.00 fee will be charged for reprinting of lost progress reports.

### **2.8.3 PARENT/TEACHER CONFERENCES**

Parent-teacher conferences during the school year can be scheduled upon the request of the parent/guardian. Parent-teacher conferences are required during the first trimester. Teachers should be available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students.

### **2.8.4 HONORS**

Being placed on the Honor Roll is an academic achievement. In addition to grades, student conduct is also an important consideration for the Honor Roll. A student will not be eligible for honor roll recognition if the student has: more than 3 demerits, an “unsatisfactory” or “needs improvement” for effort in a subject, or a grade in a special. Students on the honor roll should be role models demonstrating responsibility, respect, and integrity.

Students in grades 3rd through 8th who have achieved an overall average of 90% or above in all academic subjects with no subject area being below a 77%, a “3” or “2” in all non-academic and effort grade areas, and a 3 or 2 in all skill areas.

### **2.9 NATIONAL JUNIOR HONOR SOCIETY**

Membership is available to those seventh and eighth grade students who achieve an average of 90% or above for two specified consecutive trimesters. A faculty committee further considers their eligibility based on qualities of scholarship, leadership, citizenship, service, and loyalty. The induction of new members takes place in the spring.

If the minimum required average of 90% is not maintained, the student is placed on probation for one trimester. If the average is not brought up to the standard, the student is placed on an inactive list, relinquishing any privileges, until the grade average is at the required level.

### **2.10 PROMOTION/RETENTION/PLACEMENT POLICY**

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

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

next grade level; however, the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.

Additional guidance on St. Anthony of Padua’s promotion/retention/placement information follows:

### **Grades K through 2nd**

- A student must pass a reading level test applicable to the present grade.
- Kindergarten, first, and second grade students will be given a standardized assessment and information will be sent home with the final report card.
- Students receiving an NI grade in 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.
- Enrolling the student in a summer school/tutoring program is the responsibility of the parents.
- Retention may be recommended in order to give the student the full benefit of mastering the subject matter.
- If summer school/tutoring is required, a certificate of successful completion must be submitted two weeks prior to the beginning of the new school year.
- If a student receives an NI grade in three or more core academic subjects and is below the benchmark on the PALS and PALS plus test, the student will not be promoted to the next grade.
- Social retention may also be recommended by the homeroom teacher and approved by the principal.

### **Grades 3rd through 8th**

- A student must pass all academic core subjects with a 70% or better to pass on to the next grade.
- NWEA testing in grades 3rd-7th will also be considered when evaluating a student for promotion or retention.
- Students failing one or two academic areas must successfully complete summer school or another program approved by the principal to be promoted to the next grade. Retention may be recommended to give the student the full benefit of mastering the subject matter.
- Enrolling the student in a summer school/tutoring program is the parents’ responsibility.
- If summer school/tutoring is required, a certificate of successful completion must be submitted two weeks prior to the beginning of the new school year.
- If a student fails three or more core academic subjects, the student will not be promoted to the next grade.

An eighth-grade student who fails two academic areas is not eligible to participate in the graduation field trip or the graduation ceremony.



## **2.11 SCHOOL COUNSELOR**

Saint Anthony of Padua School offers short-term counseling services through a school counselor. The school counselor collaborates with school staff, families, and outside agencies to create a school environment that helps students enhance their academic, personal, and social development.

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

## **3 ADMINISTRATIVE PROCEDURES**

### **3.1 ADMISSIONS**

#### **3.1.1 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 a sufficient reason);
- d. Children from non-Catholic families.

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

#### **3.1.2 AGE FOR ADMISSION TO KINDERGARTEN**

Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5<sup>th</sup> birthday on or before September 30<sup>th</sup> of any school year. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1st – 3rd. 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.

#### **3.1.3 REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5**

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable
- f. Completed Diocesan Application Form (Appendix J)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or other
- i. U.S. state 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; Immunization records are required to be signed and verified by a licensed healthcare provider;
  - ii. Physical examination covering all required aspects as mandated on the MCH-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 was completed within 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a preschool physical – e.g. hearing and vision screening.)

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

### **3.1.4 REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12**

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

### **3.1.5 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), that 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).

### **3.1.6 F-1 (NONIMMIGRANT) Status**

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

2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
    - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
    - c. Resides at the same U.S. address as the guardian;
      - i. Guardian cannot house more than two international students; Policy may be amended if requested in writing from a guardian in certain situations; for example, if international students are related to one another and/or related to the guardian
    - d. Pays tuition in full upon school admission:
      - i. There is no refund given for registration, tuition, or other related fees; The Diocese of Arlington does not provide healthcare insurance for international students.
    - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States:
      - i. The Diocese of Arlington does not provide healthcare insurance for international students.
      - ii. 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 the principal or admissions director.
      - iii. When a student is transferring from another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington International Student Transfer Report must be completed by the originating school and returned to the Office of Catholic Schools along with the I-20 Application Form. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred:
        - o 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;
        - o 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;
        - o When a student is transferring to a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
      - iv. 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:
        - o Submit a Semester Report on Status of F-1 (Nonimmigrant) Students form for each high school international student who has been issued an I-20

- regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 15 days of the beginning of every semester;
- Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;
  - 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;
  - 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;
  - 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.
- v. For students who hold a visa other than F-1, refer to Appendix AJ (Visa types):
- Students who are currently in B-1 or B-2 status cannot begin their studies prior to the approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian;
  - 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 indicate 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.

### **3.1.7 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.

## **3.2 ATTENDANCE**

### **3.2.1 DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

To achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8th) is normally in session not less than 180 days per academic year or the length of time 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 (10) 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 the work is still required.

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

### **3.2.3 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 as tardy.

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

Students are tardy if they are not in their seats for attendance by 8:05 a.m. When arriving late, the student disrupts the class and interferes with learning. Parents are required to accompany and sign in the tardy student(s) at the main office.

Late arrival in the morning has a negative effect on the academic performance of the student and the

other students in the class. The accumulation of seven (7) unexcused tardies in a trimester will result in a parent conference in person or by phone to discuss a plan of intervention to prevent future tardies. There may also be consequences for the student, which may include a silent lunch.

Middle school students who have been tardy more than seven (7) times in a trimester may be required to enter the class at the beginning of the second period and be supervised by a staff member in the cafeteria until the end of the first period to avoid class disruption. Additional consequences will also be assigned.

### **3.2.4 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.

### **3.2.5 ATTENDANCE/REPORTING PROCEDURES**

Daily attendance is taken by homeroom teachers and sent to the office after morning announcements and recorded electronically in Power School. If a student enters school after 8:05 a.m., he/she will be considered tardy and must be signed in by the parent. The school's main office will maintain and record attendance data.

- If the student is absent, the parent is required to email the school at [attendance@stanthonyschoolva.org](mailto:attendance@stanthonyschoolva.org) or call by 9:00 a.m. to notify the school on the first day of the absence.
- For grades K-5th, parents are encouraged to check the homework site for homework assignments. If it is needed, the parent should contact the school's attendance line by 9:00 a.m. to request homework and other assignments whenever a student is absent. Fulfilling homework requests received after 9:00 a.m. cannot be guaranteed.
- All homework for grades K-5th to be picked up in the main office will be available after 3:20 p.m. and until 3:45 p.m. After 3:45 p.m., homework may be picked up in the extended day room, Room 220.
- For grades 6th-8th, check online for homework if the student is absent. If a student is absent three (3) days or more, the parent should contact the homeroom teacher.
- Students who have been absent more than three (3) consecutive days will be required to bring a doctor's note upon their return to school.
- Please contact the school office to make homework arrangements in the event of a long-term illness.

#### **3.2.5.1 Medical excuses**

If the student's illness requires an extended absence, please inform the school as soon as possible. When the student has been absent for more than three (3) days or has had a contagious illness, a physician's note is required upon return to school.

### **3.2.5.2 Anticipated absence**

- Extended absences for non-medical reasons are detrimental to the student's academic progress.
- If such an absence is required, a written note signed by a parent/guardian must be sent to the homeroom teacher at least two weeks in advance and requires principal approval.
- Family vacations should be planned during scheduled school vacation periods.
- The school is not obligated to arrange for assignments prior to such a period of absence. Make-up work, special testing schedules, or a tutor are not required to be provided by the school.
- The administration has sole discretion in determining the conditions and terms governing such absences.

### **3.2.5.3 Release of students**

- All parents must send a note for any early release.
- If a student is dismissed at any time during the school day, a parent/guardian must come to the school office and sign the student out for the day. Students will not be called until a parent or guardian arrives.
- Students can only be signed in and out once each day unless they have a doctor's note allowing them to return to school following a routine appointment.
- No student will be dismissed between 3:00 p.m. and 3:20 p.m. Also, no student will be dismissed between the hours of 11:00 a.m. and 11:30 a.m. when dismissal is at 11:30 a.m.
- Middle school students to be dismissed after 2:25 p.m. will report to the office at the beginning of the last class period of instruction. The student will be responsible for missed assignments.
- Although participation in extracurricular activities is encouraged, students should not leave school early to avoid disruption of the academic day.

## **3.3 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.

## **3.4 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.

Information concerning the milk program is posted on the school website at the beginning of the school year. For the 2023-2024 school year, the cost of milk is \$84.00 per student for the entire year (The cost is \$28.00 per Trimester to be billed in August, December, and March respectively).



St. Anthony of Padua School partners with Yay Lunch and Pizza Boli to provide lunch options for students. Detailed information and how to order is made available on the school website each year.

If your student brings his/her lunch, please pack a well-balanced lunch for your student.

- Glass containers, canned drinks/foods, and foods that need to be heated are not permitted.
- Nutritionally healthy lunches should be sent with your student in the morning.
- Please do not include candy or foods high in sugar in your student's lunch.
- Beverages recommended are milk and water. Fruit juices are not recommended.
- Restaurant-provided lunches (i.e., McDonald's, Wendy's, Panera, etc.) are **not** permitted to be delivered to the school by parents for a student's lunch. This practice is disruptive to the school schedule and lunch routine.
- A student who forgets his/her lunch will be charged \$10 via FACTS and provided with an Easy Mac as a meal.

### **3.5 SNACKS**

Grades K-5th are allowed a healthy morning snack that is provided by parents. Foods and drinks high in sugar are not permitted. Recommended snacks are cheese, yogurt, fruit, vegetables, and water for a beverage; teachers will send home a flier of suggested healthy snacks. The school does NOT provide snacks during the school day.

Please label all food coming from home with the student's name and date on a daily basis. Any food from home should not require refrigeration or any special care. All food should be properly wrapped. **Since many students have special diets to prevent allergic reactions, students should not share any food.**

#### **3.5.1 BIRTHDAY SNACKS**

St. Anthony of Padua school recognizes that it is important to celebrate the students' birthdays, but we ask parents to follow the guidelines listed below.

We are committed to providing a safe learning environment for all of our students. This includes the protection of students with allergies on all levels; especially students with severe life-threatening allergies.

A special snack may be brought for a birthday using the following guidelines:

- The date is cleared with the student's teacher no less than 2 days in advance. Notification is needed to notify parents of those students with allergies. If notice is not given, the treat will be saved for the next school day;
- The food brought into share must be nut free, processed in a nut free facility, and store bought. Check all labels on store bought items for nuts, traces of nuts and notation of processing in a nut free facility;
- Birthday cakes or candles are not permitted, nor anything that requires cutting. Treats must be single serving;
- No candy, soft drinks, or juices. No party favors or prize bags;
- All items must be labeled with name and date.

## **3.6 ARRIVAL AND DISMISSAL**

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

### **3.6.1 ARRIVAL**

- In order for students to organize for the academic day, it is recommended that they arrive at school between 7:45-8:00 a.m. This will allow students to be in their seats and ready for attendance at 8:05 a.m.
- Beginning at 7:45 a.m., students are permitted into the cafeteria, which is supervised by a teacher.
- Between 7:50 and 8:00 a.m., students will proceed up to the homerooms upon arrival in the cafeteria.
- Students arriving after 8:05 a.m. are considered tardy and are required to report to the main office with their parents (See policy on Tardiness).
- Prayer and announcements begin by 8:05 a.m.
- See pgs. 48-50 for additional details and procedures.

### **3.6.2 DISMISSAL**

- On regular school days, prayer and announcements are followed by dismissal procedures which begin at 3:20 p.m.
- On 11:30 a.m. early dismissal days, dismissal procedures begin at 11:25 a.m.
- Students are to be picked up promptly by the end of the car line.
- Students not picked up by the end of the car line will be taken to Extended Day and parents will be charged accordingly. (See section 10.13 *Fees and Charges*.)
- If a student is to go home with another student, parents of both students must send a note or call the school office to indicate permission two hours before the dismissal time.
- Periodically there will be early dismissals. Please check the school calendar for specific dates.
- Any change in the established dismissal routine of a student must be provided by the custodial parent in written or oral (with identification confirmation) form two hours before the dismissal procedure. Oral direction from the minor child is not acceptable notification.

## **4 GENERAL SCHOOL POLICIES**

### **4.1 ADMINISTRATIVE**

#### **4.1.1 STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time when 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.

#### **4.1.2 ACCESS TO RECORDS**

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

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

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

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

#### **4.1.3 TRANSFER OF RECORDS**

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

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

Parents/guardians may not hand-carry records to another school, except under extraordinary

circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

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

#### **4.1.4 CONFIDENTIAL ACADEMIC RECORDS**

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

Confidential records for disenrolled students are merged with the student's cumulative files.

#### **4.1.5 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 seven (7) years, or when the student reaches the age of 25, whichever is greater:

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

#### **4.1.6 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.

## **4.1.7 SCHOOL COMMUNICATIONS**

### **4.1.8 PRINCIPAL'S COMMUNICATION**

Parents are expected to keep informed by reading all school communications. Consistent communication and contact between the home and school is essential if the school and parents are to work hand in hand. School communications include but are not limited to:

- Emails from the administration;
- School Website – All important communications are posted on the school website;
- An interactive calendar is posted on the school website;
- School Messenger - school-wide messages are sent through email and voice mail, approximately every two weeks;
- Teacher's posts of daily homework, tests, and long-term assignments online.

### **4.1.9 TAKE-HOME COMMUNICATION**

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

To limit our environmental impact, the school relies primarily on electronic communications. School-wide notices will be posted on the school website and sometimes through School Messenger (email and voicemail).

Although important communications are posted on the school website and/or homework website, communications are sometimes distributed to the students. Please check your student's backpack daily to ensure that no information is missed. Information may be sent home in the Friday/Weekend folder for grades K-5th.

Paper flyers distributed throughout the school are an additional source of information about the school and its activities. Teachers in grades K-5th send home a weekly letter and the student folder.

### **4.1.10 Website and Social Media**

Saint Anthony of Padua School uses a website and social media for marketing and informational purposes. The school website (<https://www.saintanthonyschoolva.org/>) contains all school information required for prospective and current families. Information on the website includes Admissions and registration process, Tuition rates, current family information on PTO events, downloadable forms, Athletics/CYO activities, inclement weather policy, Live Calendar information, and more.

Social media platforms used:

- Twitter: <https://twitter.com/stanthonyofpad3>
- Facebook: <https://www.facebook.com/StAnthonyofPaduaSchoolFCVA>
- Instagram: <https://www.instagram.com/schoolstanthonyofpadua/>

Please note that we always obtain permission to use any student's likeness on the website and social media platforms, in the form of the waiver signed by parents at the time of enrollment. We never use

student names unless we receive permission to do so. The social media platforms are intended to complement the school website by providing reminders to parents about flyers, events, etc. Security settings do not allow anyone to tag people in pictures or videos.

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

The school phones are for business use only. Parents may leave messages for teachers via email.

- For the safety and education of your student, teachers will be unable to respond to emails or phone calls during most of the school day.
- Teachers will respond to emails after dismissal.
- Urgent messages may be left with the school receptionist, to be delivered during afternoon announcements. Students will not be called down from class to take a phone call.
- Only in case of an emergency will a student be permitted to use the school office phone.

#### **4.1.12 CELL PHONES**

Since students are under the supervision and direction of the faculty and staff while on school grounds, communication between home and the school is through the school phones only.

Students may not use cell phones at any time during the school day while attending after-school activities, or at dismissal while still on school grounds.

- Students in Kindergarten through fifth grade may not bring cell phones to school.
- Middle School students in grades sixth through eighth will be permitted to bring cell phones into the building for extraordinary reasons and under the following conditions:
  - Middle School students must have written parental permission to have a cell phone, it must be turned off, and will be collected by the homeroom teacher at the beginning of the day;
  - Middle School student cell phones will be returned at the end of the day by the homeroom teacher;
  - Unauthorized use of a cell phone will result in immediate confiscation of the cell phone, a \$40.00 fine to be paid by the parent, and a student disciplinary action.

#### **4.1.13 INCLEMENT WEATHER/SCHOOL CLOSINGS**

In addition to the traditional school days, we add at least three (3) 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, over the course of the year, the school uses more than three (3) 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, over the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concerns, the school will transition online (eLearning), from day 2 and for the required duration and students will meet academic requirements.

St. Anthony of Padua School follows Fairfax County School policy decisions on inclement weather. These policy decisions include closings, delayed openings, early closings, and cancellation of after-school and evening activities.

- All decisions on closings and delayed openings are made by 6:00 a.m.
- For early closings, Fairfax County generally makes a decision between 10-11 a.m.

In the event of inclement weather, it is the parent's responsibility to listen to Fairfax County announcements concerning late openings and early closings. WTOP News is available at 103.5 FM, 103.9 FM, 107.7 FM, and [www.wtop.com](http://www.wtop.com). When possible, information will also be posted on the school website and Facebook.

The School Messenger notification system will be used to notify families under four circumstances:

1. Changes in school closings that occur during school hours;
2. A closing or delay different from Fairfax County Schools (i.e., power outage);
3. A closing or delay when Fairfax County Schools are scheduled to be closed but St. Anthony of Padua School is not (i.e., Fairfax County teacher workdays at the end of each quarter);
4. St. Anthony of Padua School remains open if Fairfax closes for extreme cold weather unrelated to road and traffic conditions.

When parents are notified by School Messenger, they will be contacted by: home phone, parents' work/cell phones, and emails. **It is important that parents provide contact information that is always up-to-date.**

Situations not stated specifically in this policy will be determined by the school administration on a case-by-case basis. The School Messenger System will also be used to notify parents of these unique situations.

| <b>IF</b>  | <b>THEN</b>  | <b>AND</b>   |
|--|--|--|
| School is closed   | Extended Day will also be closed.  |  |
| School closes on time, but all after school activities are canceled. | Extended Day and after school activities (for PK3-8th grade) end when the building closes at 4:30 p.m.   | All evening activities are canceled.   |
| Evening activities (only) are canceled.                              | Only evening school activities will be canceled:<br>After school activities will still occur;<br><br>Extended Day will remain open until 5:30 p.m. | All activities and meetings scheduled after 5:30 p.m. are canceled.              |
| 2-Hour Delayed Opening   | Building opens at 9:45 a.m. to all students.   | Any 11:30 a.m. dismissal becomes a full day.                                     |
| 2-Hour Early Closing   | K-8th Grades - 3:20 p.m. dismissal is changed to a 1:20 p.m.<br><br>There will be No Extended Day on a 2-hour early closing.                       | If it is an 11:30 a.m. dismissal, school will close at the early dismissal time. |

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

#### **4.1.14 PHOTOS AND OTHER MEDIA**

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



#### **4.1.15 LIBRARY**

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

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

#### **4.1.16 FIELD TRIPS**

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Educational purposes are the primary objective and in light of financial considerations. Field trips, virtual or in-person, are planned by teachers and approved by the school administration

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

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

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

Youth weighing less than 100 pounds may not be seated in the front seat. Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted. Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a Field Trip/Experience.

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

Students will wear the St. Anthony of Padua uniform unless otherwise indicated by the teacher. Parent volunteers are sometimes required, **but siblings or other children are not permitted.**

- **Any parent or guardian attending the field trip as chaperon or as a visitor must be on the OPCYP list of approved volunteers and have teacher approval.**
- The PTO often funds transportation; however, additional fees may be required. In these cases, checks are to be made out to St. Anthony of Padua School and not the individual teacher.

#### **4.1.17      *OVERNIGHT TRIPS***

Overnight trips are not permitted for elementary school children.

#### **4.1.18      *MARCH FOR LIFE POLICY***

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

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

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

#### **4.1.19      *GRADUATION REQUIREMENTS/CEREMONIES***

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. To graduate, students must satisfactorily complete (by attaining passing grades) 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 withhold transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet

financial obligations or infractions against the school's code of conduct). Graduation ceremonies should be simple and dignified.

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

## 4.2 PARENT ORGANIZATIONS

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

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

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

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

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

Every school should have an effective Parent-Teacher Organization. An effective Parent- Teacher Organization helps the head of school/principal advance the school's mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

St. Anthony of Padua School has an active Parent Teacher Organization (PTO). The PTO annual activities may include the following:

- ❖ Welcome Back Night Social
- ❖ Christmas Attic
- ❖ Restaurant Nights
- ❖ Two General Meetings
- ❖ Night of the Arts Social
- ❖ Support of Club and CYO Activities
- ❖ Cultural Arts Programs
- ❖ Uniform Consignment Sales
- ❖ Field Day
- ❖ Spring Gala

Service on any of these activities may count toward a family's service hours with the Family Service Program.

#### **4.2.1 FAMILY SERVICE COMMITMENT**

St. Anthony of Padua is a place for students to grow both academically and spiritually from preschool through eighth grade. The school administration and PTO believe that parent involvement and participation in school activities is not only a means to show support for the faculty and the school but is necessary to maintain and expand many of the services offered by the school to our children. Educational research also indicates that students achieve at a higher level if parents are involved. St. Anthony of Padua has implemented the Family Service Program (FSP) in which parents or legal guardians (or other designated family members like grandparents) are required to donate their time and talent in support of the school.

**Families are required to perform 20 hours of service.** Our service program requires that each family perform a minimum number of service hours during the school year, this can be a combination of school services (recess duty, book fair help, classroom parent, etcetera) as well as PTO events. **The service requirement for the 2023-2024 school year is 20 hours.**

Terms apply:

- Families will be charged \$10.00 for every unserved hour in June 2024 through FACTS.
- Families will earn 1 hour for every \$10.00 worth of food donated.
- St. Anthony School uses Sign Up Genius and other apps to track and organize volunteer hours.

#### **4.2.2 VIRTUS COMPLIANCE**

For the safety and protection of our students, any adult volunteer who has substantial contact with our students must complete a Diocesan background check and attend a 4-hour VIRTUS training session on child safety and child abuse prevention. The training is required when working with children inside the school building, as well as participating in sports or field trips. If you have completed VIRTUS training through another Diocese, the class may be transferred. The credit for the VIRTUS class may be transferred by the family by calling the VIRTUS help desk at 1-888-847-8870. Paperwork and background checks do not transfer for legal purposes.

A closed event is one not entirely open to the general public and it may be regularly scheduled or somewhat continuously. It **requires** (additional requirements from the office of Child Protection will apply see below) full compliance for adult parent volunteers.

Examples of closed events are:

- classroom activities such as classroom parent, assisting at a school/class party;
- chaperone for field trips;
- lunch and/or recess assistance;
- library assistance.

The Office of Child Protection performs background checks on volunteers working with children, chaperoning, or overseeing youth. This office supports parishes and schools in providing a safe

environment for child-centric programs and guides best practices. It also ensures compliance with USSCB child protection guidelines under the Charter on the Protection of Children through an annual audit. As paperwork and background checks do not transfer for legal purposes volunteers will be required to complete the paperwork for a background check with the Arlington Diocese. Please contact the school Liaison Officer to learn the process.

### 4.3 FUNDRAISING

Any program 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).

Teachers are NOT allowed to accept cash or electronic donations directly from parents. All donations must be made to the school but can be designated for a particular class or purpose.

### 4.4 TRANSPORTATION/PARKING

Please review the car line maps below. All families for morning drop-off and afternoon pick-up follow the Red arrows in the images without exception. Please note that if you wish to walk your child in or out of the school then you need to park in the walking parent parking which is in the back lot, facing the church office. Walkers can only follow the Blue arrows. No parking is available to parents in the main parking lot in front of the school for morning drop-off or afternoon pick-up. Teacher and safety patrol are in attendance to keep things running safely and smoothly please follow their direction. For parents waiting in the car line please ensure you are paying attention and avoid distractions.

Orange safety cones mark the area where students are to be dropped off in the mornings and where the car lines are formed for dismissal in the afternoons. **Cars, trucks, motorcycles, bicycles, or any other moving vehicle may not enter this area at any time during the school day, 7:00 a.m. to 6:00 p.m. Cars enter the coned area in the afternoon car line for dismissal, only when directed by a faculty/staff member.**

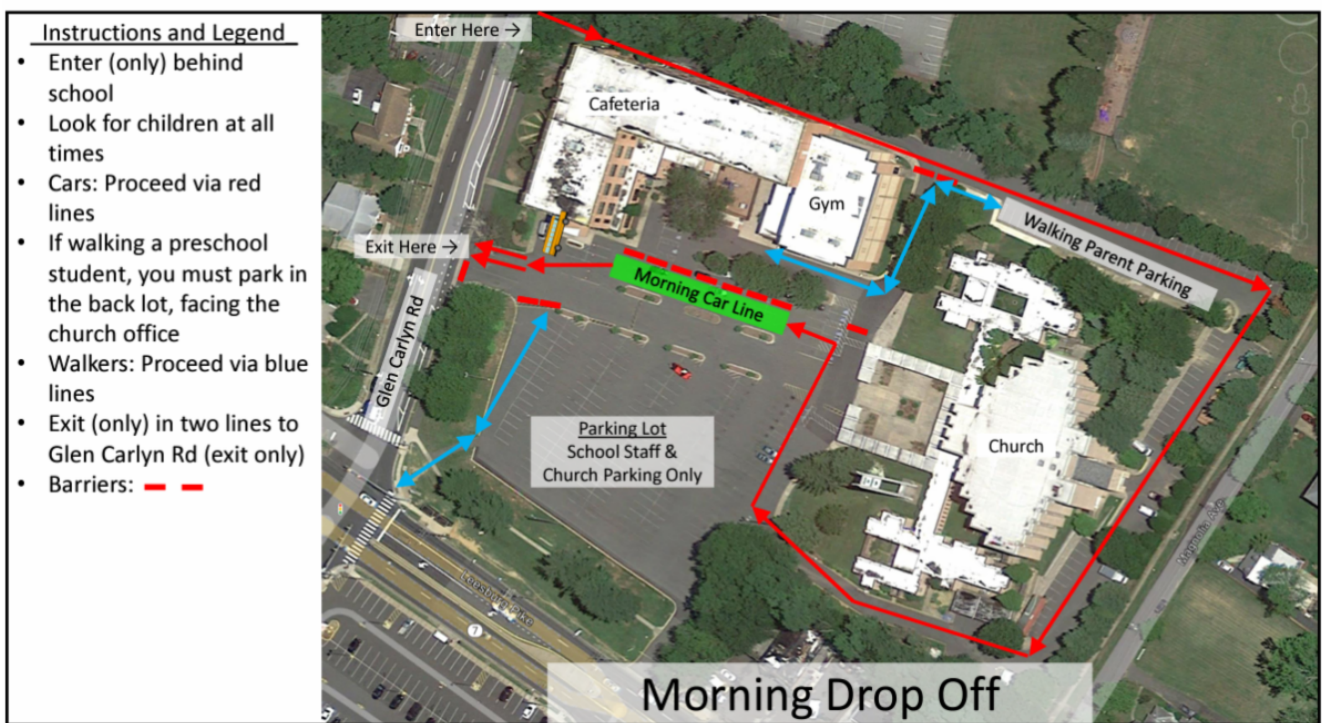
For the safety of all students, in order to participate in car line, you are required to follow the guidelines below:

- Drivers are required to always follow the directions of the teachers and staff on duty;
- Cars may not enter the coned area in front of St. Anthony of Padua School at any time during the school day from 7 a.m. until 6 p.m., except for afternoon car line dismissal as directed by a faculty/staff member;
- Do **not** park and escort students across the parking lot (unless necessary for administrative purposes) or let students cross on their own;
- **The front office is closed during arrival (7:45-8:15 a.m.) and dismissal (3:00-3:45 p.m.);**
- Cars may not pass in front of cars that are still loading/unloading children.
- Students may **not** be dropped off in front of the school building on Glen Carlyn Road;

- Parking in front of the school on Glen Carlyn Road is prohibited by Fairfax County;
- For the safety and security of our students, teachers and staff, cars and trucks may not stand in front of the school on Glen Carlyn Road;
- “U” turns are illegal on Glen Carlyn Road. Fairfax County will ticket cars making illegal “U” turns;
- The rectory driveway to the right of the St. Anthony Church should not be blocked;
- Parking is not permitted in the parking lot at the Glen Carlyn Road Baptist Church;
- Drivers may not use cell phones while driving in the school parking lot.

Very important: No one should ever cross carline when cars are moving. This is extremely dangerous!

#### 4.4.1 MORNING CAR LINE AND TRAFFIC FORMATION



- Drivers are required to always follow the directions of the staff on duty.
- Enter behind the school from Glen Carlyn Road. Cars follow the outside perimeter of the property passing behind the church and around to the front of the school - keeping the traffic cones between the school and your vehicle.
- The first car in line must pull up in front of the service access doors and come to a complete stop.
- For safety reasons:
  - Car line drop off will begin at 7:45 a.m. and will end at 8:05 a.m. for ALL students. **Staff must be present before drop off begins.**
  - All students must exit from the right side of the vehicle;
  - Do not proceed around other vehicles. Wait for the vehicle in front of you to move before proceeding forward;



- As you exit the parking lot, proceed into either the right lane to make a right turn or the left lane to make a left turn;

**No vehicles are permitted in the coned Drop-Off Zone from 7:00 AM to 6:00 PM.**

- Students in grades 1st-8th will enter the school through the main doors, while Jr. K. and Kindergarten will enter through the gym doors. Preschool students will enter through the Preschool playground door.
- Students who arrive after 8:05 AM must park and be escorted into the school through the main (glass) doors with their parents and sign in at the office.
- All drivers are required to follow the directions of the teachers and staff assigned to direct car line traffic.
- **In the first two weeks of school**, if new students are adjusting to the routine, parents may park their vehicles in the walking parent parking facing the church office and proceed on foot to the designated door and leave their student with the teacher on duty.
- Walking parents crossing from Route 7 should wait until one of the teachers directing traffic tells them it is safe to cross.



**4.4.2 AFTERNOON CAR LINE AND TRAFFIC FORMATION**

- Enter behind the school from Glen Carlyn Road. Cars follow the outside perimeter of the property passing behind the church and around to the front of the school - keeping the traffic cones between the school and your vehicle.
- The first car in line must pull up in front of the service access doors and come to a complete stop.
- Drivers will then be directed to form rows with minimal spacing between cars.
- When all the dismissal rows are filled, drivers who have not entered the pickup zone will be stopped until otherwise directed.

- Drivers must turn OFF their engines once they are positioned in a dismissal row and display their student car line numbers. Students will proceed to their vehicles when given the signal to do so by teachers.
- Once students have gotten into their respective vehicles and the car line whistle is blown, drivers may turn on their engines.
- Drivers will be directed by staff to exit the parking lot. As drivers exit the parking lot, proceed into either the right turn only lane or the left turn only lane.
  - Do not make a left turn from the right lane. Do not make a right turn from the left lane.
  - If traffic begins to back up the teacher/staff on duty will direct cars to the right lane for right turn only.
- Note that U-turns made on Glen Carlyn Rd. are illegal and may result in a ticket.
- For safety reasons, drivers will not be allowed to park in the main parking lot and walk through the carline. If Drivers wish to park and collect your students, a dedicated parking area is located for walking parent parking facing the church office. Drivers should proceed on foot to the to the designated door and collect their student with the teacher on duty
- Drivers should be aware that several teachers and staff will be assisting with car line, and all drivers are required to follow staff directions.

## 4.5 BICYCLES

For both safety and practical reasons, the use of bicycles is not permitted by students. The amount of car traffic is the primary reason safety-wise. Practically speaking, we do not have bike racks to secure student bikes.

## 4.6 PATROL

Seventh and eighth grade students may be members of the Safety Patrol Program. Students are selected for participation based upon teacher recommendations and must maintain academic standing as specified for all clubs and extracurricular activities. The safety patrol faculty sponsor trains the safety patrol members. Safety patrol members aid younger students during arrival and dismissal time. All students are to follow the direction of the safety patrols.

## 4.7 WALKERS

An adult **MUST** accompany all students who walk home. Any student under the age of 14 must be accompanied by an adult across Leesburg Pike (Route 7).

Walkers over the age of 14 may walk home unaccompanied if parents have completed Walker Permission Form and it has been approved by the Principal. The form is available in the school office.

## 4.8 OUTSIDE EMPLOYMENT OF SCHOOL STAFF

Parents seeking to hire any member of the St. Anthony of Padua faculty or staff to provide a service (educational or otherwise) are required to complete a *Hold Harmless* agreement. Both the parent and the staff member must sign the agreement and file it with the school principal prior to the date of such service. The form is available in the school office.



## **5 FINANCES**

### **5.1 DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM**

#### **5.1.1 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 along with 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.

### **5.2 SCHOOL TUITION POLICIES**

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

#### **5.2.1 PARISH/SCHOOL-FUNDED FINANCIAL AID**

In addition to the Diocesan tuition assistance programs, families may qualify for parish/school-funded tuition assistance for students in grades Kindergarten through eighth.

Families of both St. Anthony of Padua Parish and other parishes who are applying for parish tuition assistance must be registered members of a parish. Proof of membership can be in the form of presenting offering envelopes or receipts of direct deposits through their Faith Direct accounts. The school will use the same independent "financial needs assessment" vendor under contract with the Diocese.

Current families must re-apply for tuition assistance each year at the time of re-registration. Awarded aid is for the subsequent school year. Awards are made for one year at a time; families must reapply each year.

### **5.2.2 RATES**

The pastor of St. Anthony Parish and principal establish the amount of tuition and other fees to be charged each year. The rates and fees for the current year are listed in the next section. A schedule of the current year rates and fees is available on the school website and in the school office.

There are various tuition rates:

- To receive the Catholic family tuition rate, parents must submit the baptismal certificate of the student and present a parish offering envelope or receipt of direct deposits through their Faith Direct accounts;
- Discounts are available for families with more than one child in kindergarten through eighth grade;
- No discounts are offered for Preschool;
- A tuition discount is provided to students of staff members who are employed by St. Anthony of Padua.

### **5.2.3 PAYMENTS / PAST DUE ACCOUNTS**

To reduce administrative costs, the school uses the services of FACTS, a tuition management company, to collect tuition. Returning families who have already established accounts are registered for the next school year. All families must register with FACTS.

Student tuition accounts may be paid yearly (beginning in July preceding the start of the school year) or in installments, as available on the FACTS billing system. No other method of payment is accepted. All agreements are enrolled in Autopay.

The first tuition payment must be received by July 16th prior to the start of the school year (2023). The FACTS payment system is set up to begin in July of the new school year and may be spread over 11 months. The final payment must be made by May 27<sup>th</sup> 2024 prior to the end of the school year.

If the family registers the student after the July date, the first tuition payment is due at registration and the remaining yearly tuition will be prorated equally over the remaining months, with the requirement that the final tuition payment must be made in May 2024. In addition to tuition payments, extended day, milk orders, CYO and summer camp fees are combined with the student's tuition payment and paid through FACTS.

Tuition payments are the responsibility of parents/guardians through FACTS. Parents/ guardians must notify FACTS and the finance office of any address changes, changes in credit card information (expiration date, credit card number) and banking account information.

1. If tuition payments are not received within the prescribed time, delinquency notices will be sent by facts.

2. Delinquent payments will be subject to late fees and possible collection action.
3. If there is a financial hardship, a payment plan may be arranged at the discretion of the pastors and principal.
4. Continued enrollment at St. Anthony of Padua School is dependent on adherence to agreed-upon payment plans.

(See section 10 of this handbook for information about Extended Day fees.)

#### **5.2.4 RETURNED CHECKS**

A fee will be charged for all checks returned by the bank for insufficient funds or any other reason. The school reserves the right to require cash payments or certified funds from any parent who has more than one check returned by the bank.

#### **5.2.5 WITHDRAWAL OF STUDENTS**

If a student is withdrawn from school, tuition is prorated by the academic trimester. When students begin an academic trimester, the family is responsible for the tuition for entire trimester, beginning **August 23rd, November 21st, and March 8th for the 2023-24 school year.**

### **5.3 TUITION AND OTHER FEE SCHEDULES**

Registration and application fees are non-refundable. When students begin an academic trimester, the family is responsible for the tuition for the entire trimester. For school year 2023-2024, the trimesters begin on the following dates: **August 23<sup>rd</sup>, November 21<sup>st</sup>, and March 8<sup>th</sup>, 2024.**



# 2023 -2024 Rates

School Hours: 07:45a - 3:20p each day

## Application and Registration Fees

The application fee is due upon application (please see the payment link on our website)

|  |                                    |
|--|------------------------------------|
| New Application Fee                          | \$100.00                           |
| - Sibling Application Fee Discount (50%)     | \$50.00                            |
| New Registration Fee+ per child              | \$400.00                           |
| + Paid upon acceptance (no sibling discount) |                                    |
| ReRegistration Fee+ per child                | Rates as published to our families |
| + Paid upon acceptance (no sibling discount) |                                    |

## 23-24 Tuition Rates (K-8)

Sibling Discount: 10% off the family total for each additional student enrolled in a family

|                          | 1st student | 2nd student (each) | 3rd student (each) | 4th student (each) |
|--------------------------|-------------|--------------------|--------------------|--------------------|
| Standard (Other Faiths)* | \$10,025    | \$9,022            | \$8,020            | \$7,018            |
| Catholic                 | \$7,521     | \$6,769            | \$6,017            | \$5,265            |

\* We welcome persons of all faiths to join our community. The difference in tuition is due to the financial support practicing Catholics offer to their parishes. We rely on the support of our parish, Saint Anthony of Padua, and are grateful to our pastor and all parishioners who offer their support.

## 23-24 Preschool Tuition

Tuition rates listed below are regardless of age (2½ through Junior Kindergarten)

This sibling discount assumes all students are in the preschool. If there are older siblings enrolled, we will calculate a unique family total for you.

|                          | 1st student | 2nd student (each) | 3rd student (each) | 4th student (each) |
|--------------------------|-------------|--------------------|--------------------|--------------------|
| School Day (7:45-3:20)   | \$9,265     | \$8,338            | \$7,412            | \$6,485            |
| School Day (7:45-12:00)* | \$5,000     | \$4,500            | \$4,000            | \$3,500            |

\* Does not apply to Junior Kindergarten

## Extended Day

Sibling Discount: 15% off for each additional student enrolled in a family

Extended Day Hours 3:30p - 5:30p

You will need to Register for Extended Day for the 2023-2024 School Year using the link provided on our home page (available in April 2023).

|                           | 1 student                                     | 2 students total | 3 students total | 4 students total |
|---------------------------|---|------------------|------------------|------------------|
| Unlimited Use (3:30-5:30) | \$3,800                                       | \$6,460          | \$7,980          | \$8,360          |
| Hourly Drop-In Care       | \$16 per hour or any portion (Billed Monthly) |                  |                  |                  |

## Important items to note

- Priority Consideration will be given for: **1)** Returning families (between November 14 and December 21 ONLY), **2)** New Families in the following order: Parishioners, Catholics from other parishes, **and** all other faiths. Beginning December 22, spots will be filled as new applications arrive.
- New Student acceptance letters are expected to go out on January 11, 2023.
- Tuition is collected through the FACTS Management System.
- Each new and/or returning family, must set up an automatic tuition payment plan through FACTS before July 1, 2023. This enables autopay on your account.
- The Annual Tuition will be loaded into FACTS and the system will divide the tuition and any other fees (i.e. extended day rates) over 11 months.
- FACTS payment options are bi-monthly and monthly. The first tuition payment must be received by July 14th, 2023, and the last payment by May 24th, 2024. If paying for the full year (Annual Tuition), payments must be received by July 28th, 2023.
- Tuition payments are divided into Trimesters. Once the trimester has begun the family is responsible for the full tuition for the entire term.
- Please note that all Application and Registration fees are non-refundable.

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

### **6.1 PARTICIPATION**

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

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

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

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

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

### **6.2 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 carpool 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.

### **6.3 SUPERVISION OF STUDENTS**

The school is not responsible for providing supervision for students who remain on school property without our knowledge after the conclusion of the instructional day or activity. Students are not permitted to remain on school grounds unless the student is enrolled in the extended day program or participating in an adult-supervised school-sponsored activity (such as athletics or theater).

## **7 STUDENT RESPONSIBILITIES & BEHAVIOR**

### **7.1 CODE OF CONDUCT**

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

- a. Teachers have a right to teach. No student will stop the teacher from teaching.
- b. Students have a right to learn. No student will stop another student from learning.
- c. Based upon the Catholic moral values and loving respect for others taught by Jesus, students:
  - i. will be honest and committed to integrity;
  - ii. will be respectful and courteous toward all teachers and adults;
  - iii. will refrain from harassment of any kind;
  - iv. will use appropriate language;
  - v. will speak respectfully to and about others;
  - vi. will complete all assignments and participate fully in class;
  - vii. will respect all school and personal property; (See Care of School Property.)
  - viii. will refrain from any deliberate disruption in the school;
  - ix. will adhere to the school's cell phone policy;
  - x. will comply with the Internet Responsible Use Policy;
  - xi. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities;
  - xii. will be present for all required activities unless officially excused by the administration;
  - xiii. will adhere to the dress code; (See Dress Code.)
  - xiv. will not give or receive unauthorized assistance on tests, quizzes, or assignments;
  - xv. will not leave school grounds during the school day for any reason without permission from the principal/administration;
  - xvi. 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.)
  - xvii. 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.)
  - xviii. 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;
  - xix. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

## **7.2 SUBSTANCE ABUSE / WEAPONS**

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

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

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

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

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments [which may sometimes be known as nun chucks or fighting chains], slingshot, 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.

## **7.3 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 school setting.

### **7.3.1 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.

### **7.3.2 DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

### **7.3.3 SPECIFIC DISCIPLINARY POLICIES**

When a student is continually disruptive to others or commits a serious infraction, the school may impose appropriate disciplinary action. The disciplinary action will be determined in relation to the severity of the infraction. A system of demerits will be used to track and communicate violations to parents.

### **7.3.3.1 Basic Rules**

- a. Any un-Christian conduct is not permitted.
- b. Spitting, kicking, hitting, and throwing of any objects are not permitted.
- c. Defacement or destruction of school or personal property is not permitted.
- d. Physical attack of teachers, fellow students, or others involved with the school is not permitted and will result in suspension or expulsion.
- e. Disrespect and/or bullying are not tolerated.
- f. Foul or improper language is not tolerated.
- g. Theft of school or personal property is not tolerated.
- h. Possession or use of illegal drugs, alcohol and tobacco is not permitted.
- i. Possession or distribution of pornographic materials is not permitted.
- j. A verbal attack or threat of teachers, fellow students or others involved with the school is not permitted and may result in suspension or expulsion.
- k. Any instance of academic dishonesty or cheating will not be tolerated.
- l. Disregard for the published dress code is not permitted.
- m. Dyed, bleached, or otherwise altered hair color is not permitted.
- n. Gum is not permitted during the school day or during any after school activity such as Extended Day, play practices, band, choir, etc.
- o. No radios, beepers, iPod's and other MP3 players, tape or CD players, or toys or games of any kind are permitted. Toys or games may be shared for 'Show and Tell" in the primary grades only.
- p. Laser pointers and liquid white out are not permitted.

### **7.3.3.2 Middle School Demerit System**

Demerits may be issued in response to a serious infraction of the rules. Demerit slips are sent home for parent signature to aid with communication of expected behavior. Demerits remain valid regardless of parent signature. Consequences are cumulative and proportional as follows:

**3rd demerit** = Conference with Parent, Teacher, Student, and Principal in attendance.

**6th demerit** = Detention of one hour to be served after school. During detention, students will be required to perform acts of service to the school or parish during the hour, as assigned and supervised by the Middle School Faculty.

**9th demerit** = Detention of one hour to be served after school. During detention, students will be required to perform acts of service to the school or parish during the hour, as assigned and supervised by the Middle School Faculty.

**12th demerit** = One day of in-school suspension.

**15th demerit** = Expulsion from the school.

### **7.3.3.3 Suspension**

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

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

#### **7.3.3.4      *Expulsion***

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

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

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

A parent/guardian whose child is expelled may appeal this decision in writing to the Superintendent of Schools within five (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.

## **7.4    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.

### **7.4.1   *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.

### **7.4.2 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.

### **7.4.3 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.

### **7.4.4 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.

Students are NOT required or allowed to purchase locks for their lockers. Lockers are to remain unlocked at all times.

## 7.5 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.

### 7.5.1 SCHOOL CAMPUS AND CHURCH GROUNDS

Littering, graffiti, and vandalism of any kind are not permitted. Students are to use the sidewalk and keep off the grassy areas along the school and next to the church. Students are not permitted to pick the flowers or climb on the trees planted on the grounds.

## 7.6 DRESS CODE

The dress code provides a standard for our students, which fosters a sense of belonging and creates an environment conducive to learning and respectful behavior. **The Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments about inappropriate dress, behavior, etc. in order to maintain an environment that is welcoming and true to our purpose.**

Final decisions regarding the school uniform rest with the Principal / Administration.

One of the hallmarks of a Catholic School throughout the centuries has been the school uniform. This tradition persists because it provides a standard for our students which fosters a strong sense of belonging, as well as an environment conducive to learning and respectful behavior.

Students are required to maintain a neat, modest, and clean appearance. The established standards you will be held to are:

### 7.6.1 HAIR

- Hair should be clean and neatly styled;
- No dyed, bleached or otherwise altered hair color permitted; (If hair color has been altered, it must go back to the natural color before the student returns to school.)
- Length of boys' hair must be above the collar in the back, not cover the ears on the side and not cover the eyes;
- Girls may wear clips and thin hair bands that keep hair in place but not hairpieces (such as feathers, large flowers, etc.). Long hair must be off the face and not cover the eyes;
- Caps and hats are not to be worn at any time except for outdoor recess. Bandanas are always prohibited.

**Make-up is not permitted.** The school will rely on parental discretion in the use of nail polish on girls. All nails should be trimmed for ease of hygienic hand washing.

### **7.6.2 JEWELRY**

- Students may wear a watch and one religious medal inside of the shirt.
- Girls may wear one pair of small, post earrings with one earring in the lobe of each ear. No hoop or dangling earrings are allowed.
- Boys may not wear earrings.
- No other adornment is permitted, including but not limited to: necklaces (except for one religious medal), chokers, rings (of any form and on any body part), tattoos, bracelets including religious or rubber bracelets, or ankle bracelets.

## **7.7 Uniform Requirements**

The school will no longer dictate seasonal uniforms. All approved items may be worn in any season. Each morning homeroom teachers will conduct a uniform check to make sure that all students are in the correct uniform. In the event that the uniform attire does not meet our criteria, the student will be sent to the office to call their parent/guardian and a proper change of clothing must be brought to the school for the student to change into prior to being admitted to class. Uniform pants, sweatpants or shorts may be purchased from an alternative location, but the shirts need to be from Flynn and O'Hara with the school logo.

St. Anthony of Padua uniforms may be ordered from Flynn O'Hara. The location and contact information follows:

**Flynn and O'Hara @ Fair City Mall 9650 Main Street Unit 20**  
**Fairfax, VA 22031**  
**(703) 503-5966      [www.flynnohara.com](http://www.flynnohara.com)**

## **7.8 DRESS CODE FOR PRESCHOOL**

Due to the age of the preschool students and the Play-Based curriculum we teach, only the **PE uniform** (see below) is used for PreK 3's, PreK 4's and also Junior Kindergarten. Please be sure to put your child's name inside ALL uniform pieces, hats, coats, lunches, etc.

## **7.9 PE UNIFORMS**

The appropriate PE uniform must be worn all day on the day your child has PE class. For safety reasons, only students in the correct PE uniform may participate in PE. All PE uniforms may be purchased from the uniform company, Flynn and O'Hara.

## 7.10 ALL Students in ALL Grades

PE T-shirt- St. Anthony of Padua light blue monogrammed T-shirt, except Grade 8th wears navy T-shirt with graduating class design; shirts must be neatly tucked in.

PE Sweatshirt- St. Anthony of Padua monogrammed sweatshirt may be worn over the PE T- shirt when the weather indicates.

PE Shorts - St. Anthony of Padua monogrammed navy PE shorts with logo.

PE Sweatpants – St. Anthony of Padua monogrammed sweatpants are to be worn, in the proper size and at the waist. These can be worn over the PE shorts when the weather is cold.

PE Shoes – Proper athletic shoes must be worn. By this we mean a supportive running shoe. Shoes with integrated wheels may not be worn at any time.

Socks - Solid color crew socks that cover the ankles.

## 7.11 Regular School Day Uniform

### BOYS in ALL Grades

Shirts – Long or Short sleeve polo shirts in light blue with the embroidered St. Anthony School name. Shirts must be neatly tucked in at all times (identical for both boys and girls).

Shirt - Light blue dress button down oxford, long or short sleeves; **Required on Mass days for Boys in 4th-8th Grades.**

Ties - The blue with red and grey stripes Tie, purchased from the uniform company; **Required on Mass days for Boys in 4th-8th Grades.**

Sweaters (Optional) - Students have the option of wearing any navy-blue long-sleeved sweater or sweater vest. Parents may purchase the official, embroidered sweater, or substitute any navy-blue sweater that is the proper size for the child (identical for both boys and girls).

Shorts - Navy walking shorts. Shorts must be worn in the proper size and at the waist.

Pants - Pants must be dark navy twill. Pants must be worn in the proper size and at the waist.

Belts - A black or brown leather belt is to be worn with the shorts.

Kindergarteners are exempt from the requirement of a belt.

Shoes - Shoes must be leather dress shoes, with heels no higher than one-inch

Socks - Solid color socks that cover the ankles.

### GIRLS in ALL Grades

Shirts – Long or Short sleeve polo shirts in light blue with the embroidered St. Anthony School name. Shirts must be neatly always tucked in (identical for both boys and girls).

Sweaters (Optional) - Students have the option of wearing any navy-blue long-sleeved sweater or sweater vest. Parents may purchase the official, embroidered sweater, or substitute any navy-blue sweater that is the proper size for the child (identical for both boys and girls).

Shorts - Navy walking shorts. Shorts must be worn in the proper size and at the waist.

Pants - Pants must be dark navy twill. Pants must be worn in the proper size and at the waist.

Skort – Navy skort. Skorts must be worn in the proper size and at the waist and may not be more than one inch from the knee.

Shoes - Shoes must be leather dress shoes, with heels no higher than one inch.

Socks - Solid color socks that cover the ankles with shorts or pants. Navy-blue knee-high socks, navy blue tights, or navy-blue leggings can be worn with the uniform jumper or skirt.

As our female students' progress through the school, additional uniform options are available.

**K-5th Grades:**

Jumper - Regulation uniform jumper in drop waist style in dark navy plaid, purchased from the uniform company. **Required on Mass days for Girls in 4th-5th Grades.**

Jumper Blouse - Peter Pan collared white blouse, long or short sleeve.

**6-8th Grades:**

Skirt - Regulation uniform navy kilt, purchased from the uniform company. Skirts may not be more than one inch above the middle of the knee.

Skirt Blouse - White button-down oxford blouse, long or short sleeve; must be neatly tucked in.

## 7.12 INAPPROPRIATE MATERIALS

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

- Tobacco, alcohol or any other drug;
- Weapons;
- Electronic devices such as cell phones, beepers, iPads, iPods, tablets, laser pointers, etc.;
- Inappropriate literature, photos, films, etc.

## 7.13 PLAYGROUND REGULATIONS

During recess, the teachers and teacher assistants on duty supervise the students. Students are to obey instructions regarding the safe use of playground equipment. In addition, students should:

- Display good sportsmanship when participating in athletic activities;
- Must remain inside the designated area of the playground and parking lot;
- May not go after a ball outside of the designated play areas;
- Not engage in fighting, kicking, or pushing. They are not permitted during recess or any other time;
- May not throw grass, rocks, dirt, or mulch at any time;
- May not stand inside the area of the swings if not swinging on a swing;
- Should inform the teacher of any injury, or aggression--physical or verbal.
- When the whistle is blown, all students must freeze.
- When the whistle blows the second time, all students must quietly walk and get in line.
- One of the teachers on duty will dismiss students by class.
- All students must walk quietly, stay in line, and proceed into the building.

## 7.14 LUNCHROOM REGULATION

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

- Students must have a nutritious lunch, which can be purchased from the school or brought from home, which includes fruits and vegetables.
- Milk may be purchased for the year through the form on the school website.



- Soda of any type is not permitted.
- Parents may purchase lunch in advance for their student(s) through Yay Lunch. These meals are delivered to the school daily and are the only restaurant foods permitted.
- No meal deliveries will be accepted other than the school-sponsored Yay Lunch.
- All students must sit in their assigned grade areas and talk quietly.
- Students must remain seated until a staff member dismisses them.
- Students are responsible for cleaning their areas.
- Loitering in restrooms or the cafeteria is prohibited.

## **8 HEALTH, SAFETY, & WELFARE**

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

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

#### **8.1.1 PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

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

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal (who in turn will call the Vicar General).

The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well. At that point, confidentiality must be respected. Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

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

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

#### **8.1.2 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.

### **8.1.3 ACCIDENTS AND FIRST AID**

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

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

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

### **8.1.4 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.

Students should not be sent to school if they feel ill, have vomited or had diarrhea in the past 24 hours. As a crucial part of our pandemic response plan, we are counting on parents to assess their child and keep them home if they have any symptoms. A student who claims to be too sick to participate in PE or recess is also too sick to be in school.

If a student becomes ill during school, the parent will be called to pick up the student immediately. (If the parent cannot be reached, the school will call all contacts listed on the emergency medical form.) A student must be sent home immediately if they vomit, have diarrhea, or a temperature of 100.4° degrees or above. As part of this plan, any child who is sent home from school sick must remain at home until they have been symptom-free (WITHOUT MEDICATION) for a full 48 hours. If your child has symptoms while at home, please self-quarantine and call your doctor.

If your child receives a new vaccine, please keep them home to observe for a full 24 hours.

### **8.1.5 MEDICATION ADMINISTRATION OVERVIEW**

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

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

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

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

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

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

medication is required for four (4) or more consecutive days.

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

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

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

### **8.1.6 SPECIALIZED STUDENT CARE NEEDS**

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

### **8.1.7 TOILETING / INCONTINENCE**

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

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

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

#### **8.1.7.1 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.

### **8.1.8 USE OF MICROWAVE OVEN**

Given the risk of potential harm, students' access and use of microwave ovens is prohibited for preschool through grade 8th.

### **8.1.9 LIFE-THREATENING ALLERGY**

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

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

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

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

Any food brought in for students to share must be store bought nut free, prepared in a nut free facility, and specified as such on the label.

## **8.2 CONTROL OF COMMUNICABLE DISEASES**

### **8.2.1 SYMPTOMATIC STUDENT**

Parents/guardians must notify the school within 24 hours if their child or any member of the immediate household has developed a communicable disease. Parents must notify the school immediately if the disease is life threatening (including COVID-19). 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 they conflict with their religious tenets or practices will notify the registrar of the school to which they are applying that they seek Religious Exemption. The registrar will forward your information to the Office of Catholic Schools.

- If religious exemption is what is desired, please refer to Policy 624A;
- ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
  - b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, OR is fever free/symptom free for 48 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.
  - e. 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.

### **8.2.2 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.

## **8.3 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.

## **8.4 FIRE/EMERGENCY DRILLS**

Fire evacuation maps are located in all rooms of the school building. Formal fire drills, as required by the Fairfax County Fire Marshall, are held once per month. For the first month of school, fire drills are held weekly. Tornado, hurricane, and lockdown drills are held periodically. The school also participates in the Fall area wide *Great Southeast ShakeOut Earthquake Drill*.

Our school is prepared to Shelter-in-Place in the unlikely event of an accident or attack involving chemical or biological weapons. The school administrators will secure the school building, and no one will be allowed in or out of the building until an all-clear signal is given. While we protect our students at school, we recognize that our parents will be sheltered in their own homes or places of work.

## **8.5 SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS**

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

The Catholic Schools of the Diocese of Arlington will respond appropriately to allegations of sexual harassment or sexual abuse in its schools.

*\* See Part 3, Section 2, Chapter 2, Article 6 of the Catechism of the Catholic Church (2331-2400).*

### **POLICY:**

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

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

"Sexual abuse" includes, but is not limited to, intentionally touching another person's intimate parts or intentionally forcing another person to touch their own or any other person's intimate parts. "Intimate



parts" means the genitalia, anus, groin, breast, or buttocks of any person, and includes material covering such intimate parts.

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

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

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

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

## **8.6 HAZING**

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

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

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

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

- a. Counseling;
- b. A parent conference;
- c. Detention;
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

## **8.7 BULLYING**

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

Examples include, but are not limited to:

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

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

## **8.8 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.

## **8.9 ASBESTOS MANDATORY YEARLY NOTIFICATION**

### **8.9.1 ASBESTOS NOTIFICATION**

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every 3 years, St. Anthony 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 St. Anthony of Padua School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Mr. Victor Rodriguez as Facilities Manager, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at [office@stanthony.schoolva.org](mailto:office@stanthony.schoolva.org).

## **8.10 VIDEO SURVEILLANCE CAMERAS**

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

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

Schools which make 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 thirty (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.

## **9 STUDENTS WITH DISABILITIES**

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

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

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

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

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.

Students who have a documented Individual Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) which specifies testing accommodations on standardized tests will be allowed to have those specific accommodations for any standardized test that is offered by the school. This includes the elementary testing program for grades 3rd to 8th, the 8th grade high school placement test, and the ACRE religion test for grades 5th and 8th.

- St. Anthony of Padua School now has a full-time special education teacher on staff.
- Title I remedial services are currently offered in reading for those students who qualify for the service.
- A full-time registered nurse and clinic is also available for student needs.
- Tutoring may be available with a volunteer program through Ignatian Volunteers, Marymount students, local Catholic high schools, and retired teachers.

There is a guidance counselor on staff and there are local community resources available too.

## **10 EXTENDED DAY**

### **10.1 EXTENDED DAY PROGRAM**

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

### **10.2 CRISIS MANAGEMENT / EMERGENCY PREPAREDNESS PLAN**

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

### **10.3 OVER-THE-COUNTER SKIN PRODUCTS**

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

For all over-the-counter skin products:

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

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

### **10.4 LICENSING INFORMATION**

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

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

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

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

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

## **10.5 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.

## **10.6 TAX INFORMATION**

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

## **10.7 PARENTAL/GUARDIAN INVOLVEMENT**

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

## **10.8 EXTENDED DAY PROGRAM PHILOSOPHY / MISSION**

The St. Anthony of Padua Extended Day Program provides high quality before and after school care for PreK to 8<sup>th</sup> Grade, in a loving, safe, Catholic environment. The Extended Day Program has a director and a dedicated staff. The Extended Day staff is committed to the students and families of St. Anthony of Padua School. The staff demonstrates their commitment by their enthusiasm, warmth, and respect for students, families, colleagues within a safe, organized, and welcoming Catholic environment.

The curriculum is developed by the program's staff and seeks to incorporate each student's developmental level, individual needs, interests, and culture. Students participate in a variety of engaging activities including outdoor/indoor games, arts and crafts, homework room, occasional movies, and holiday celebrations.

## **10.9 LICENSING**

The Extended Day Program as well as our preschool program are licensed under the Virginia Department of Social Services. For further information please ask the Principal or the directors.

## **10.10 HEALTH AND SAFETY REQUIREMENTS**

Extended day facilities are inspected on a regular basis by the Fairfax County Fire Department and Health Department. The students also participate in regular fire drills. All staff members have completed background checks and participate in classes and in-services on the latest trends in safety, health and education.



## 10.11 INSURANCE

The Extended Day and Preschool programs are covered under the same liability policy that covers the school.

## 10.12 ENROLLMENT PROCEDURES

Parents or guardians are required to register their students for the Extended Day program each year in order to use the services. All students may use Extended Day. Participation is provided at a discounted annual rate for unlimited access\*. This includes care on early dismissal days throughout the year (see calendar for dates that do not apply). Drop-in Care is for parents who cannot collect their student(s) from the car line by 3:40 p.m. Children are signed into Extended Day and Charged the drop-in rate. Final collection time is 5:30 p.m. Registration is open throughout the school year.

You will be billed through FACTS for the drop-in rate using the Extended Day sign-in sheet. All forms are available on the school website. Extended day staff does not collect parent payments of any kind, including Extended Day fees.

Under the supervision of the Extended Day Supervisor and the Extended Day Director, we will ensure that your students are safe and have a productive time while in the program.

## 10.13 FEES AND CHARGES

St. Anthony of Padua Extended Day offers quality care at an affordable price. The FACTS program is being used for all tuition and extended day payments. All families must register in the FACTS program for the 2023-2024 school year. Invoices are sent out by FACTS and collected monthly through the FACTS system. Please review the payment options on the FACTS invoice. No cash or check payments will be accepted.

- Payments will be made monthly through your FACTS account. The extended day tuition plan you sign up for will be automatically deducted from your account.
- If a student is picked up after 5:30 p.m. there will be a charge of \$2.00 per minute per student, which will be entered into your FACTS account.
- Although advising the school by phone that you will be late is appreciated, a late pick-up fee will still be charged.
- Three late pick-ups within a school year may result in dismissal from the Extended Day Program.

## 10.14 SNACK

A daily snack and milk are provided in the cafeteria at 3:40 p.m., which adheres to USDA guidelines.

At St. Anthony of Padua School, we are committed to providing a safe learning environment for all of our students. This includes the protection of students with allergies on all levels of the spectrum; especially students with severe life-threatening allergies. Extended Day snacks and any food brought in for students to share must be nut free, processed in a nut free facility, and store bought.

## 10.15 LUNCH

Although milk and snacks are provided, please remember to pack a lunch for your student on early release days.. Label the lunch box with your student's name and date.

## 10.16 HOMEWORK

St. Anthony of Padua School Extended Day provides homework time for students to study and complete written work. All students sign the Homework Room Contract included in this handbook. This homework room contract ensures that students have the proper environment in which to study and complete homework assignments.

## 10.17 FEES FOR EXTENDED DAY

### Extended Day

Sibling Discount: 15% off for each additional student enrolled in a family

Extended Day Hours 3:30p - 5:30p

You will need to Register for Extended Day for the 2023-2024 School Year using the link provided on our home page (available in April 2023).

|                           | 1 student                                     | 2 students total | 3 students total | 4 students total |
|---------------------------|---|------------------|------------------|------------------|
| Unlimited Use (3:30-5:30) | \$3,800                                       | \$6,460          | \$7,980          | \$8,360          |
| Hourly Drop-In Care       | \$16 per hour or any portion (Billed Monthly) |                  |                  |                  |

Late pick-up from Extended Day after 5:30 p.m. will be charged at \$2.00/minute per child.

## 10.18 EARLY DISMISSAL DAYS

Only students pre-registered for the full year of Unlimited Extended Day will be eligible for care on 11:30 a.m. dismissal days. Please check the calendar for early dismissal days that are not offered to Unlimited Extended Day. Drop-in care is NOT available on 11:30 a.m. dismissal days.

## 10.19 INCLEMENT WEATHER

St. Anthony of Padua School follows Fairfax County Schools policy decisions on inclement weather, including closings, delayed openings, early closings, and cancellation of after school and evening activities.

All decisions on closings and delayed openings are made by 6:00 a.m.

For early closings, Fairfax County generally makes a decision between 10-11 a.m..

In the event of inclement weather, it is the parent's responsibility to follow Fairfax County announcements concerning late openings and early closings. WTOP News is available at 103.5 FM, 103.9 FM, 107.7 FM, and [www.wtop.com](http://www.wtop.com). When possible, information will also be posted on the school website and Facebook.

The School Messenger notification system will be used to notify families under four circumstances:

- 1) Changes in school closings that occur during school hours;
- 2) A closing or delay different from Fairfax County Schools (i.e., power outage);
- 3) A closing or delay when Fairfax County Schools are scheduled to be closed but St. Anthony of Padua School is not (i.e., Fairfax County teacher workdays at the end of each quarter);
- 4) St. Anthony of Padua school remains open if Fairfax closes for extreme cold weather unrelated to road and traffic conditions.

When parents are notified by School Messenger, they will be contacted by: home phone, parents' work/cell phones and emails. It is important that parents keep their contact information up-to-date at all times.

**Situations not stated specifically in this policy will be determined by the school administration on a case-by-case basis.**

Extended Day specific responses to announcements by Fairfax County Public Schools.

| IF  | THEN  | AND  |
|---|---|--|
| <b>School is closed.</b>  | Extended Day will also be closed.   |  |
| If school closes on time, but <b>all after school activities are cancelled.</b> | Extended Day closes at 4:30 p.m.  | All evening and after school activities are cancelled.                                   |
| <b>Only evening activities are cancelled.</b>                                   | Only evening school activities will be cancelled. After school activities will still occur. Extended Day will remain open until 5:30 p.m. | All activities and meetings scheduled <u>after 5:30 p.m.</u> are cancelled.              |
| <b>2-Hour Early School Closure</b>  | 3:20 p.m. dismissal is changed to a 1:20 p.m. dismissal.<br>- There will be NO Extended Day after dismissal.                              | If it is an early dismissal day, school will close at early dismissal time of 11:30 a.m. |

## 10.20 SPECIAL CLOSINGS

The Extended Day Program has a special schedule in some circumstances (i.e., the first week of school, the last week of school, holidays, etc.) Please check the school calendar carefully to be sure you are aware of changes to the regular schedule.

## **10.21 OTHER EXTENDED DAY CLOSINGS**

There will be no afternoon Extended Day on the last day of school at St. Anthony of Padua. If any special closings are necessary, the dates will be distributed at the beginning of each school year to all Extended Day families. Notices will also be sent home to all school parents and posted throughout the school closer to the actual dates.

## **10.22 SCHOOL HOLIDAY CLOSINGS**

When the school is closed for holidays, Extended Day is also closed. On the two teacher professional development days when school is not in session, Extended Day is not available at St. Anthony of Padua School.

## **10.23 DROP-OFF AND PICK-UP PROCEDURES**

Each teacher will escort students to the cafeteria. Extended Day staff must record the time each child arrives. Please highlight the time of a drop-in student. When departing Extended Day, a parent must sign out his/her student. Student(s) not picked up in the car line by 3:40 p.m. will be sent to Extended Day and charged the emergency drop-in rate.

### **10.23.1 AUTHORIZED PICKUP**

Parents must provide contact information in advance for individuals picking up. An ID check is required.

### **10.23.2 LATE PICKUP PROCEDURES**

If a child has not been picked up from Extended Day by 5:30 p.m., the following procedures apply:

Parents will be called at their home, work and/or on their cell phones. If we are unable to reach a parent, then the student's emergency contacts will be called. If by 6:00 p.m., we have been unsuccessful in reaching a parent or emergency contact, and no one from the student's family has contacted the school, Fairfax County Child Protective Services will be notified. Late pick up, after 5:30 p.m., will be charged at

\$2.00 per minute. Although notification by phone is appreciated, a late pick-up fee will still be charged. Three late fees within a school year will result in a meeting with the Extended Day Director and/or Principal and possible dismissal from the Extended Day program.

### **10.23.3     *TRANSPORTATION SAFETY***

The school will not provide transportation this year. Parents are advised to use great caution in our parking lot.

### **10.24 EXTENDED DAY ADMINISTRATION AND STAFF**

The following is the procedure parents should use if there are questions or problems concerning the Extended Day program:

- Routine questions may be asked of any Extended Day staff member;
- If a parent has a concern or problem with the Extended Day program or any staff member, he/she should always speak with the Extended Day director first whenever possible;
- If the director is unavailable, then the parent should speak to the Principal.

### **10.25 DISCIPLINE POLICY**

Since the Extended Day program is an extension of the normal school day, students will follow all school rules. If they do not follow the rules, then there will be the following consequences:

- At the first offense, student will receive verbal warnings;
- If behavior does not improve, then demerits may be given to students in grades 4th to 8<sup>th</sup>;
- If outside, younger students may have a short period of time out;
- The principal or director should be notified immediately if a student continues to demonstrate inappropriate behavior and he/she will speak to the student;
- If behavior still does not improve, then the parents will be given a formal call, letter, and conference with the director or principal;
- The Extended day Directors, the Principal or Assistant Principal will be notified if inappropriate behavior continues;
- If a behavior incident is serious (physical aggression, disrespect of extended day staff, vulgar or profane language) an Incident Report will be filled out, given to the parents, and placed in the student's file indicating the action taken. The parent and student will have a conference with the Extended Day director and the Assistant Principal or Principal. After three serious incidents, the student will be dismissed from the Extended Day program'
- Depending on the seriousness and magnitude of the incident and the potential danger to other students, the student may be dismissed from the Extended Day program immediately with the approval of the Principal.

### **10.26 DISMISSAL FROM THE EXTENDED DAY PROGRAM**

If the above unacceptable behavior continues, the director, with the approval of the Principal, will inform the parents in writing that the student will no longer be able to attend the Extended Day program.

## **10.27 VISITING THE EXTENDED DAY PROGRAM**

Although students attend the Extended Day Program to help parents who work, there are occasions when the parents would like to visit the program to observe or help with a project. Parents may be admitted to the program only when their students are in attendance.

## **10.28 ILLNESS, CONTAGIOUS DISEASE, AND BITING**

Any student will be sent home from school for the following: a temperature of over 100.4° degrees, diarrhea, vomiting. Parents are expected to come for their child immediately, but definitely within one hour. Students must be fever free for 48 hours without fever-reducing medication before returning to school or Extended Day.

A student who has bitten another person (classmate or adult) may be sent home.

Students who are absent from school may NOT attend Extended Day. Students who arrive to school late with a doctor's note before lunch will be allowed to attend school and Extended Day.

Students are expected to use their Extended Day time wisely. Part of the afternoon schedule is dedicated to homework time. Students in grades 1st- 8th are expected to do their homework during Extended Day.

# 11 APPENDICES

## 11.1 Diocesan Forms:

- *Permission for Emergency Care Form (Appendix F-1)*
- *Confidential Student Health History Update (Appendix F-1A)*
- *Virginia School Entrance Health Form (Appendix F-2)*
- *Virginia School Entrance Health Form Instructions (Appendix F-2A)*
- *Inhaled Medication or Nebulizer Treatment Authorization Form (Appendix F- 3)*
- *Virginia Asthma Action Plan (Appendix F-3A)*
- *Nebulizer Treatment Log and Procedure (Appendix F-3B)*
- *Diocese Epinephrine Authorization Form (Appendix F-4)*
- *Severe Allergy/Anaphylaxis Action Plan & Treatment Authorization (Appendix F-4A)*
- *Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (Appendix F-5)*
- *Diabetes Medical Management Plan (Appendix F-5A)*
- *Medication Authorization Form (Appendix F-6)*
- *Student Injury Accident Report (Appendix F-7)*
- *Wind Chill Factors/Heat Stress Index (Appendix F-15)*
- *Certificate of Religious Exemption (Appendix F-18)*
- *Seizure Action Plan (Appendix F-20)*
- *Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)*
- *Parent Permission for School Sponsored Trip Participation.English (Appendix R)*
- *Permiso De Los Padres Para Excursiones Patrocinados Por La Escuela.Spanish (Appendix R-A)*
- *Use of Personal Vehicle (Appendix R-1)*
- *Elementary/Middle School Handbook Agreement Form (Appendix AG-1)*