

Elementary School Parent/Student Handbook

Nativity

2009 – 2010

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Diocesan Forms:

1. Permission for Emergency Care Form (*Appendix F-1*)
2. Confidential Health History Update (*Appendix F-1A*)
3. Virginia School Entrance Health Form (*Appendix F-2*)
4. Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
5. Inhaler Authorization Form (*Appendix F-3*)
6. Asthma Action Plan (*Appendix F-3A*)
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11. Medication Authorization Form (*Appendix F-6*)
12. Waiver Information/Right to Object Form (*Appendix N*)
13. Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
14. Academic Intervention Plan (*Appendix AA*)
15. Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

## *HISTORY OF NATIVITY CATHOLIC SCHOOL*

In 1992, under the guidance of Reverend Salvator L. Ciullo, the Church of the Nativity of Our Lord's Spiritual Formation Center was constructed. In the following years, Reverend Salvator L. Ciullo implored the help of various communities to establish a Catholic School for the parish.

The Felician Sisters, a community founded by Blessed Angela Truszkowska, responded to the invitation to staff Nativity Catholic School. On July 19, 1996, Sister Lisa Marie DiSabatino, Principal, and Sister Marie Victoria, Pastoral Minister, arrived in Burke, Virginia. On August 16, 1996, Sister Therese Marie Bednarczyk arrived to teach in the school.

The doors of the Nativity Catholic School opened for the first time on August 26, 1996. During the 2005-2006 school year, Nativity celebrated its tenth anniversary.

Let us pray that nativity catholic school will continue to provide our parish community with an opportunity for a Catholic education rich in academics and rooted in the gospel values.

# **PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

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

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

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

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

## ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

Nativity Catholic School, in the Diocese of Arlington, provides a Christ-centered environment that fosters strong Christian virtues as well as a solid academic education. Nativity recognizes each child as created in God's image with unique gifts and talents. The school is committed to carrying out the mandate of the American bishops in their pastoral letter, "*To Teach As Jesus Did.*"

The ministry of Nativity Catholic School incorporates a three-fold dimension: God's message, Christian fellow- ship, and service to the community. The faculty uses a variety of techniques and tools to challenge each child to achieve his or her full potential while fostering commitment to Christ and His Gospel. Nativity Catholic School is committed to nurturing students to be faithful Catholics and productive citizens in a global society.

Revised 2007

The mission of Nativity Catholic School is to provide an atmosphere where every child is valued as a unique child of God, to inspire in the students a life-long desire for learning, and to encourage students to develop their full potential spiritually, academically, socially, emotionally, physically, and culturally.

Revised 2007

## ***STUDENT/PARENT HANDBOOK***

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

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

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (see Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the School from enforcing its policies, but result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

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

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

## ***PARENTAL ROLE***

The Catholic Church recognizes parents as the primary educators of their children. 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 student'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.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

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

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the

pastor of the parish), the following:

- imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff;
- restriction or termination of the parent's access to school or parish property;
- dismissal of the parent's child(ren).

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

## ***NON-DISCRIMINATION CLAUSE***

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

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

## ***NON-CATHOLIC STUDENTS***

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

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra curricular sacramental preparation programs, but not from the catechesis held during the school day.
- Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the

Catholic school, parents must be aware that it is the Catholic position that will be taught.

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

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

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

# ACADEMICS

## ***CURRICULUM***

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

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Library and Foreign Language (full implementation 2006-07).

Students must satisfy the following criteria to be placed in Algebra I:

- Math Composite standardized test score  
National Percentile: 90 or above
- Class grade in Math : 90 or above
- Iowa Algebra Aptitude Test results: 80 or above  
(Recommended time of testing – May of seventh grade year)
- Teacher evaluation/recommendation  
(Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.)

A student who does not meet this criterion must receive a favorable teacher recommendation to be considered for placement in Algebra I.

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

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

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

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

Eighth grade students must satisfy the following criteria to receive credit for Foreign Language Level I instruction and placement in high school Foreign Language Level II:

1. Passing the eight grade Foreign Language course
2. Scoring 77% on the Diocesan Foreign Language exam
3. Receiving teacher recommendation for placement in Level II

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

**Academic curriculum of Nativity Catholic School** is built on the curriculum guidelines for every content area issued by the Office of Catholic Schools of the Diocese of Arlington. These guidelines are reviewed regularly as are the required time allotments for the subject areas. Teachers endeavor to meet individual needs. However, when individual students fail to meet learning objectives, teachers in consultation with parents, make referrals for testing or special programs that are offered at local public schools. Students with documented learning needs are eligible to attend Nativity's Learning Resource Center.

Religion class is part of the daily schedule for every class regardless of the student's religious affiliation and the curriculum guidelines are prescribed by the Office of Catholic Schools. Every day begins with prayer. Students participate in school-wide monthly liturgies, class Masses and prayer services. Opportunities are provided to receive the Sacraments. Sacramental preparation includes parent meetings as established by the Religious Education Program of the Parish.

Nativity School provides the opportunity for eligible 7<sup>th</sup> graders to take Pre-Algebra. Eligible 8<sup>th</sup> graders are invited to take High School Algebra. Those 7<sup>th</sup> and 8<sup>th</sup> graders who do not meet the criteria will take the standard 7<sup>th</sup> Math class or 8<sup>th</sup> grade Algebra½ class. **Students must meet all Diocesan criteria for placement.**

Students are given a math placement test in the late Spring of their 6<sup>th</sup> and 7<sup>th</sup> grade year. Students accepted in the Pre-Algebra and Algebra program must maintain a class average of 85% or better. If a student's grade falls below this average, he/she may be required to return to the regular math course for the particular grade year.

The school administration, in collaboration with the math teachers, may place students into the Pre-Algebra or Algebra class, during the first quarter of the school year, if it is deemed academically appropriate for the individual student.

### **Study Skills Course**

A study skills course will be taught once a week to all 7<sup>th</sup> and 8<sup>th</sup> grade students. The course will cover time management, note taking skills, test taking strategies, organization and critical thinking. This course will adhere to the Diocesan Study Skills Curriculum Program.

## ***IMPLEMENTATION OF FAMILY LIFE PROGRAM***

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

## ***TEXTBOOKS/SUPPLEMENTAL MATERIALS***

Textbooks and instructional materials are selected by members of the school faculty in collaboration with the Principal. Textbooks are selected to best suit the established curriculum guidelines developed by the Office of Catholic Schools. In addition to the core curriculum, which includes Religion, Mathematics, Language Arts, Science, Social Studies, and Foreign Language, the students are provided weekly classes in Art, Physical Education, Music, Library, and Computer Education. In addition, 7<sup>th</sup> and 8<sup>th</sup> grade students will receive weekly instruction in Study Skills.

## ***TECHNOLOGY***

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. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

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

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.

3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists. 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. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
  
7. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Students are not permitted to access websites other than those expressly assigned in class or without prior approval from the teacher.

## ***TESTING***

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

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

## ***HOMWORK***

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

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

### **SUGGESTED TIME ALLOTMENTS**

<u>Grades</u>	<u>Time/minutes</u>
1 and 2	20-30
3 and 4	30-60
5 and 6	60-90
7 and 8	90-120

Procedure for homework assignments:

1. Assignments given Monday through Thursday EXCEPT for Algebra.
2. Long-range projects, incomplete work, disciplinary assignments may necessitate an assignment over the weekend.
3. Homework will not be assigned prior to unexcused absences, such as family vacations, etc.
4. Cheating will result in a grade of 0% for the assignment/test.

### **Middle School – Grades 7 and 8:**

Students are expected to submit assignments and projects on the assigned due dates. The assignment or project grade will be based upon full credit if submitted on time. If the assignment or project is submitted one day late the highest possible grade will begin at half credit. If the assignment or project is two days late a grade of 0% will be given. Late homework for all resource classes must be turned in the next day to receive partial credit. Waiting until the next class (one week later) will result in a 0. Parents will be contacted on the second missed homework, or more frequently if necessary.

***When a student is home sick and cannot attend school, the following will apply:***

**PRIMARY GRADES:** If a child is home sick one or two days, the teacher will prepare the work and homework for that child's return. When the child returns on the third day, the work and homework will be given, and the child will have one or two days to complete and return the work. If a child is sick **3 or more days**, homework will be sent to the office or sent home with a sibling **upon request of a parent**. Please do not ask the sibling to go to the classroom and get

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the homework without the teacher's knowledge. Again, the child will have as many days to makeup the work as was absent.

**MIDDLE SCHOOL GRADES:** It is the primary responsibility of each student in Middle School to get his or her homework when absent. The student can call a buddy or ask the teacher when the student returns. If the student is absent **3 or more days**, the homework will be sent to the office **upon request of a parent**. The student will have as many days to makeup the work as was absent.

**Any time a student has a prolonged illness, the teachers and office staff will do all they can to accommodate the child.**

**HOLIDAYS AND FAMILY VACATIONS:** Absences interrupt a child's learning and can seriously hamper progress during the school year. Family vacations are to be scheduled during regular school vacations or holidays. Make-up work may not be provided by the teacher in advance for children to complete while on vacation. Parents are asked to assume the responsibility that all work will be made up when the student returns to school. Teachers will establish a reasonable time for the work to be completed (approximately 5 days). Work not made up within the established time will result in lower grade. Progress reports and report cards will not be provided in advance for students anticipating an absence unless determined by the principal.

**MAKEUP WORK – ABSENCES AND VACATIONS:** If a student is absent one or two days, assignments can be made up when he/she returns to school. When a student is absent three days, for a parent to request assignments, the parent must send a note to the teacher or call the school and leave the child's name and grade. The work will be left in the school office for pick up at 3:00, or sent home with the sibling, if requested by the parent. The work must be picked up either before or after school in the office. Do not go to the classroom for any missed assignments. Assignments must be completed and returned to the respective teacher(s). If the student has an illness that will keep him/her out of school for more than three days, arrangements will be made with the teacher, student and parent as to a reasonable amount of time to make-up the work (usually for every day absent, the student has a day to make it up).

## ***PARENT-TEACHER COMMUNICATION***

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

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

A required Parent-Teacher Conference is held in November upon issuance of the first report card.

Parents schedule their Parent-Teacher Conference on Back-to-School Night that is held in September.

Parents, teachers, and the principal whenever needed may request other conferences. Requests can be made through written or telephone messages, and should allow at least a twenty-four hour response time. Parents are requested not to go to classrooms. Conversations between teacher and parent regarding a student should take place during a scheduled conference. Again, parents must contact the classroom teacher prior to scheduling a conference with the school administration regarding a student or class concern.

All visitors to the school must first report to the school office to identify themselves and the purpose of their visit.

## ***GRADING/REPORT CARDS***

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

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

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

### **GRADING SYSTEM**

#### **Grades 1-3:**

1	(O)	97-100 (reserved for exceptional student performance)
2	(VG)	90-96
3	(S/G)	89-76
4	(I)	70-75
5	(U)	Below 70
*		Indicates modified curriculum

#### Academic Program

A numbered grade is indicated in the appropriate box for each subject area.

\* (asterisk) Indicates modified curriculum

It should be noted that for Primary Progress Reports, the established scale (1 -5) has not been designed to be synonymous with the traditional letter grades (A, B, C, D, F).

**Grades 4-8** use numeric grades. Below 70 is designated by an F.

Codes for Social and Work Characteristics

ME Meets Expectations  
NI Needs Improvement

Codes for Effort and Arts & Skills:

Outstanding  
Above Average  
Average  
Below Average  
Unsatisfactory

**Honor Roll and Citizen of the Quarter**

The Citizen of the Quarter is an award given to a student from each class in grades K-8 each quarter. The award is presented to the individuals who have demonstrated outstanding citizenship qualities during the marking period.

The Shining Star is a quarterly award given to any student from each class in grades 1-8 who has received ME's and/or 1's, 2's, or 3's in social and work characteristics, Effort and Arts and Skills. In grades 1-3, no X's in Social and Work Characteristics. To receive this award it is also required that the student has not received any Uniform Infractions, Homework Deficiencies, Warning Notes, Behavior Reports, or Disciplinary Referrals. In addition, a student receiving more than 3 tardies per quarter will not be eligible for the Shining Star Award.

Primary grades Kingergarten-3 will not be a part of the honor roll. Certificates will be given to students in grades 4-8.

Principal's List	All grades above 93% All ME's in Social and Work Characteristics All 1's and 2's in Arts and Skills
First Honors	All grades but one must be above a 93%. The one grade below 93% must be above 88% All ME's 1's, 2's and one 3
Second Honors	All grades above an 85% All ME's 1's, 2's and 3's

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

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

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

## ***SCHOOL COUNSELORS***

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

# ADMINISTRATIVE PROCEDURES

## ADMISSIONS

### DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

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

### Age for Admission to Kindergarten

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

### Requirements for School Admission: Pre-school – Grade 5

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of custody where applicable
- 4) Current report card and previous academic years' report card as applicable
- 5) Standardized test scores and previous years, if applicable
- 6) Completed Diocesan Application Form (Appendix J)
- 7) A non-refundable application fee

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

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

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of exact dates of immunization
- 4) Records from previous school, including standardized test scores
- 5) Proof of custody where applicable
- 6) Completed Diocesan Elementary or High School Application Form (Appendix J)
- 5) Current Certification of Immunization
- 7) A non-refundable application fee
- 8) If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

#### General Conditions of Admission

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

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

#### Foreign Students

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

- A. Foreign students who apply for admission to a Diocese of Arlington School will be considered for admission, if all the following requirements are satisfactorily demonstrated:
1. Students with F-1 Visas:
    - a. if a foreign student is a baptized Catholic, valid proof of baptism is required;
    - b. student guardian has guardianship of no more than two students at same local address;
    - c. documentation of legal guardianship
    - d. tuition payment is made in full upon admission;
    - e. if the student is represented by an educational consulting firm, an I-20 Sponsorship Survey is completed and returned to the Office of Catholic Schools.
  2. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Immigration and Naturalization Service I-20 form for eventual admission and stay in the United States as an F-1 student. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
  3. In order to maintain a better accounting of F-1 (non-immigrant) status students, the Immigration and Naturalization Service requires ongoing accounting. In that regard, schools are responsible for reporting the status of these students via the Report on Status of F-1 (non-immigrant) Students form. Specifically, the school shall:
    - a. Report each semester to the Office of Catholic Schools regarding the status of any F-1 (non-immigrant) student as long as that child is enrolled in the school;
    - b. Notify the Office of Catholic Schools if an F-1 (non-immigrant) student who has been issued an I-20 and has been accepted by that school, fails to report to the school within 30 days of the designated start date;
    - c. Notify the Office of Catholic Schools within 15 days when an F-1 (non-immigrant) student transfers to another school or departs the United States;
    - d. Report any legal change in the name or address of an F-1 (nonimmigrant) student within 10 days.
  4. Foreign students enrolling in a school in the Diocese must show a B-1 or a B-2 Visa. In addition to a B-1 or B-2 Visa, any foreign student seeking temporary enrollment, must provide the following documentation:
    - a. Diocesan Emergency Care Form
    - b. State Immunization Form
    - c. Local Admissions Forms
    - d. Signed statement indicating no grades will be given (i.e. the student is maintaining audit status)
    - e. Tuition Agreement

- B. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
- C. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she is a refugee, asylee, parolee, lawful non-immigrant, or permanent resident, may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

The 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.

New students seeking admission to Nativity Catholic School for the Middle Grades must meet with the school administration before admission is decided. Students accepted into the Middle School will be placed on probation for the first quarter; this status will be evaluated at the end of the first marking period.

## ***ATTENDANCE***

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

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

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

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

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

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

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

### Tardiness

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

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

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

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

### Absences for Other Reasons

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

### **ATTENDANCE/REPORTING PROCEDURES**

When a student is unable to attend school, parents must call the school office any time before 8:15 a.m. Parents should give the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school will contact a parent to confirm the reason for the student's absence.

### Tardiness

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Students are to be SEATED in their classroom at the 8:00 bell and prepared for morning prayers and announcements. Any student who arrives at school after 8:00 a.m. is considered tardy and must obtain a tardy slip from the office before entering the classroom.

***Repeated tardiness is unacceptable.*** A student, who is consistently tardy, could be subject to retention or dismissal.

A student who is tardy more than 3 times per quarter is not eligible for the quarterly Shining Star Award.

### Medical excuses

Medical appointments for students should be scheduled outside of school hours when possible. Early releases for any reason require a written note in advance; as well as an authorized adult's signature at the time of release. Students are to be picked up in the school office at the required time and signed out by the parent or designated adult. No child will be released from the classroom. Students are responsible for making up missed work due to outside appointments.

### Anticipated absence

When it is foreseen that a student will be unable to attend school, parents must notify the school office as soon as possible. Parents should give the student's name, teacher's name, and reason for the absence. Students are responsible for making up missed work.

### Release of students

All parents must sign students out in the office and the office will call for the student. No student will be released from the classroom.

## ***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" from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student's records.

## ***LUNCH/MILK PROGRAM***

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

**Lunch Program:** Nativity offers a lunch program for the students. A lunch menu card will be sent home, one month in advance, for selection. The card must be returned with a check made payable to Nativity Catholic School by the designated date. No late cards will be accepted. Due to advanced ordering, no refunds will be given for absenteeism.

School lunches should be brought everyday by students not participating in the lunch program or on days that lunch is not available for purchase. Healthy snacks and lunches are encouraged. Soda is not permitted. Any student with soda will have it removed and will be provided with water to drink. Fast food, such as McDonald's, is not permitted. Any parent that chooses to provide such foods, may sign their child/children out of school, eat their lunch and sign them back it.

**Milk Program:** A lunch milk/drink program is available. Notices will be sent home at the beginning of the year if you wish to participate.

**Recess During Inclement Weather Days:** The children will have recess in their classrooms or the cafeteria on inclement weather days. No running, jumping, horseplay or sitting on desks will be permitted.

**Lunchroom Service:** The Lunchroom Service requires families to commit to four days of supervision. If your family is unable to provide this service, a fee of \$100 may be paid to the PTO. This fee will be used to hire a substitute for the four days. Families that commit to four days and are unable to serve on a particular day must hire a substitute for a fee of \$25 per day or swap days with another family. Refer to the Family Service Program for additional requirements.

## ***ARRIVAL AND DISMISSAL***

School hours are from 8:00 until 3:00. On half-days, Friday dismissal is at 12:00.

**ARRIVAL:** Students should be dropped off at the rear entrance (Parish Hall entrance) of the school between 7:45 a.m. and 8:00 a.m. Arrivals after 8:00 a.m. should be brought to the office and sign-in as tardy. Arrivals before 7:45 will be signed into the Extended Care Program and a fee will be charged.

**DISMISSAL:** Students are dismissed at 3:00 p.m. from the Parish Hall doors only and are picked up via the carpool line which forms in the Church parking lot and proceeds to the Parish Hall. **All children are to be dismissed from the Parish Hall doors and will not be able to exit any other doors.** Carpool dismissal is under the direction of the principal, staff and the safety patrol.

To insure the safety of everyone, children will not be permitted to walk to cars parked in the parking lot until carpool is completed.

Any student who is not picked up by 3:25 p.m. in the Parish Hall will be sent to Extended Care. Parents will be required to complete a registration packet the first time a child is left. This is due to the state licensing regulations. Parents will be subject to the fees assigned by the Extended Care Program. Payment is due at the time of pick up or the following morning at the school office. **No student will be permitted to wait for his or her parents in the school office after dismissal.**

Once students leave they may not return to the school for forgotten articles. If it is an emergency, come to the school office and a staff member will assist you.

Nativity School is not responsible for personal items left at school. This includes band instruments, clothing and/or personal items left on school property.

# GENERAL SCHOOL POLICIES

## ***ADMINISTRATIVE***

### **STUDENT CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

### **ACCESS TO RECORDS**

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

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

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

### **TRANSFER OF RECORDS**

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

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

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

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

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

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first, according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

## **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/out, and wear an identification tag when visiting the school.

## **SCHOOL COMMUNICATIONS**

### Principal's Communication

All written communications from Nativity School must be approved by the principal before they are distributed. Communications include, but may not be limited to, Yearbooks, Newsletters, PTO forms and flyers, e-mail, any correspondence to parents, and miscellaneous items.

### Take-Home Communication

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

Communication from the principal, PTO, school and teachers will be created weekly. This information will be disseminated, on Wednesdays, via email and posted on the school website [www.nativityschool.org](http://www.nativityschool.org). In addition, a take home folder will be provided for each child. It will include test papers, class work, and classroom information. Parents are required to read the weekly electronic communication and the take home folder. The folder should be returned the following school day. Information that requires a response should be returned to the school as soon as possible. Any information created by parents to be included in the Wednesday

information must be submitted electronically, no later than Monday at noon.

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

The office telephone is for official business; however, it may be used by the students in special circumstances. Permission to use the phone is granted by office staff only. Students may not call home for forgotten items such as homework or band instruments. Cell phones are not permitted for use during the school day.

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

Schools (K-8) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

- Each school must make up the first five (5) days missed either by borrowing days from spring break or holidays (e.g. Memorial Day) or by extending the school year;
- Days 6-10 do not need to be made up;
- For days 11 and on, schools may either add the necessary days to their calendar or borrow days from spring break or holidays. In addition, schools may extend a previously scheduled half day to make up those days that were missed due to weather and/or emergencies.

### **NATIVITY CATHOLIC SCHOOL FOLLOWS THE FAIRFAX COUNTY PUBLIC SCHOOL INCLEMENT WEATHER SCHEDULE.**

At various times throughout the school year, because of inclement weather, it becomes necessary to close school for the entire day, to open school late, or to close early. Nativity School will follow Fairfax County Public School Inclement Weather schedule. Following is an overview of procedures:

When weather conditions threaten the safety of children, it may be necessary to do one of the following:

- Close Nativity School
- Open either one or two hours late
- Close one, two, or more hours early

**Working Parents are urged to make arrangements NOW** for the care of their children when schedule changes are made or to provide for the rare situation when it is necessary to close Nativity School because of a power failure, heating problem, or other circumstance. Children should know where to go if the parents will not be home.

### **SCHEDULE CHANGES**

If only a Nativity School schedule change were to be made, the School Messenger system would

be used. Parents will receive a phone call and an email with the schedule change. In addition, the following radio stations would be alerted and would carry the necessary change information: AM stations WWRC (570), WMAL (630). FM station WTOP (103.5). Television station WUSA (9). When the decision is made that school will be closed all day, or will open either one or two hours late, the announcement will be made as soon as possible.

When schools are closed for the day, the following will apply:

- All extracurricular activities, team practices, field trips, and non- school activities in school building will be canceled.
- Adult evening classes, community-use activities, and recreation programs will be cancelled.
- **Extended Care will be closed all day.**

When schools are opened either one or two hours late, the following will apply:

- Extended Care Center will be opened by 8:45 AM, if possible.

When schools are closed one, two, or more hours early due to worsening weather conditions during the day, the following will apply:

- The announcement will be made by 11:30 AM.
- Extracurricular activities, team practices, and non-school activities will be canceled.
- In general, community-use activities, recreation programs, and adult education classes will be canceled.
- **Extended Care children must be picked up immediately.**

**IN THE EVENT OF A DELAYED OPENING ON ONE OF OUR REGULARLY SCHEDULED ½ DAYS, SCHOOL DISMISSAL WILL STILL BE AT 12:00 P.M. REGARDLESS OF THE NUMBER OF HOURS DELAYED.**

## **PHOTOS AND OTHER MEDIA**

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (see Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

## **LIBRARY**

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

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and

decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

## **FIELD TRIPS**

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (see Appendix).
- In the event private automobiles/vehicles of students, parents, or other authorized adults 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. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. 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.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time. School-sponsored ski trips are not permitted.

Field trips will be offered periodically throughout the year for each grade level. Each trip will support and enrich the school curriculum. All trips will be organized by the individual teacher and with the approval of the principal. A signed Diocesan permission slip and emergency form for each child will be required for all activities outside Nativity Catholic School grounds. (No verbal permission from parents can be accepted).

All fees for field trips will be paid by the students, PTO, or a combination of both, depending on the cost, as decided by the administration and PTO. If a bus is provided for the field trip, the students must take the bus. Parents who may want to accompany the students can follow in cars unless they are designated chaperones. **Only students and their chaperones are permitted on field trips. Siblings may not accompany chaperones on the field trips.**

Buses will be used for all school field trips, with the exception of the following: Grade 8 trips to the Diocesan Vocations Mass, Shakespeare Festival, and Spirituality/Team-Building Day. Kindergarten Field Day.

**FIELD TRIP DRIVERS/CHAPERONES:** To ensure the safety and security of all our children, the following Nativity School policy must be followed:

- Prior to the field trip, proof of liability, medical and uninsured motorist coverage must be given to the Administrative Assistant.

- Parents must park the car, come into the building, sign-in at the front office and then proceed to meet the teacher and students in the classroom.
- Parents must drive those students who are assigned to their car. Please do not change or swap students once the group has been formed.
- Parents and students will wait for the teacher to direct the children to leave.
- Parents will check that all children are wearing safety belts and doors are locked. No more than one child per safety belt.
- The homeroom teacher will carry Emergency Care Forms and medications and dispense those medications, when necessary. No parent is allowed to dispense medication to a child in their group.
- **THERE ARE ABSOLUTELY NO UNPLANNED STOPS UNLESS IT IS AN EMERGENCY.** You must return directly to the school.
- Parents must stay with the children at all times.
- Parents must never let any child go off alone or unescorted, especially to the restroom.
- Upon return, parents must escort the children back to the classroom until the teacher returns.

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

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

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

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

### **GRADUATION REQUIREMENTS/CEREMONIES**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies.

The 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 or infractions against the school's code of conduct).

- Graduation ceremonies should be characterized by dignity and due consideration

for practical and economic realities.

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

A \$25 Graduation fee is required from all eighth grade students. This will be due on or before November 1<sup>st</sup> of the eighth grade year.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school, and 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.

The parent organization should strive:

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

## **NATIVITY SCHOOL FAMILY SERVICE PROGRAM**

The Nativity School Families Service Program has the following objectives.

- Create a structured program that will encourage all families to participate in the enhancement of their children’s growth and education through performing Service Hours. This will enable the students to “develop their full potential spiritually, academically, socially, emotionally, physically and culturally”. (Nativity School Handbook, Mission Statement.) Opportunities to fulfill Service Hours will be available at various times and locations.
- Establish a more equitable distribution of hours served, in order to better share the responsibility and opportunity to serve the school among all Nativity parents. This will allow us to increase the efficiency of our financial and human resources and to foster an environment where the teachers can concentrate on academics in the classroom.
- Assist the school in ways not met otherwise by providing the unique resources, gifts and talents that our families possess.

Requirements:

- A. Lunchroom duty:** Sign in with the lunchroom coordinator and note on your form the dates on which you performed lunchroom duty. Please note on your form if you “opted out,” found a paid substitute, or swapped with another family. (Note: lunchroom hours worked as a paid substitute are not counted as service hours.)
- B. School or classroom service:** We recommend that you support the school by serving at least half of your 12 service hours in the classroom or through school activities. The following list does not include all eligible activities; rather they are examples of school and classroom volunteer opportunities.
- Specialty classes such as PE, Library, Spanish, Art, Music or Computer
  - Book Fairs
  - Stuffing Wednesday folders
  - BoxTops and Campbell’s labels collection
  - Science Fair judges
  - Class field trips (credit of 3 hrs. service for full-day trip and 1.5 hrs. for a half-day trip)
  - Picture day coordination
- C. PTO service:** We recommend that you serve the other half of your service hours on PTO committee activities or PTO-sponsored events. Examples of PTO volunteer efforts are as follows.
- Committee Chairs and Members
  - Room Parents

- After-hours socials such as Halloween, Christmas and Game Nights
- Outreach projects
- Career Day

**D. Opt – Out:** A family may opt out of performing service hours by paying a \$250.00 fee. By choosing this option, you are excused from performing your service hours including the lunchroom duty. There is also an option to opt out of the lunchroom duty by paying a fee of \$100.00. In this case, the family will still be responsible for the additional 12 service hours. Families who elect to opt out of lunchroom duty must notify the PTO Service Chair or Lunchroom Scheduler no later than September 30, 2009.

**E. Reporting of service hours:** This form must be completed and turned into the PTO no later than April 30, 2010. In the event that you have extenuating circumstances and are unable to meet the required number of hours, please schedule an appointment with the school principal to discuss your situation.

## I. SAMPLE FORM

Date of Service	Parent Name	Description of Activity	School or Classroom Hours	PTO Hours	Lunchroom Hours	APPROVAL
9/28/08	Smith	Lunchroom Duty			2	xyz
10/25/08	Smith	PTO Halloween Social		2		abc
2/18/09	Smith	Helped in Library	1			dfe

## Nativity School Family Service Program Form

Family Name: \_\_\_\_\_

**Requirements:** Each Nativity School family will be required to perform 20 service hours of which 8 hours (4 lunches) are served as lunchroom duty and the remaining 12 hours are split amongst school, classroom and PTO activities. Single parent families will perform 10 service hours including 2 lunches.

All Nativity School families must submit this form to the PTO no later than April 30, 2010. Indicate on the form if you plan to perform service hours after April 30, including how they will be served. School families are obligated to perform their service hours or to "Opt Out" and pay the applicable fee as stated on page two of this form and in the Student Handbook, page 29.

**Lunchroom Duty Service Hours (Required 8 hours per school year):**

Date of Service	Parent Name	Description of Activity	Lunchroom Hours	Approval

**School or Classroom Service Hours (6 hours per school year):**

Date of Service	Parent Name	Description of Activity	School or Classroom Hours	Approval

You will receive a credit of 3 service hours for chaperoning a full-day class field trip and 1.5 hours for a half-day trip.

**Parent-Teacher Organization (PTO) Service Hours (6 hours per school year):**

Date of Service	Parent Name	Description of Activity	PTO Hours	Approval

- **Please have each column filled out appropriately**
- **Please have the lead volunteer or staff member for where you volunteered initial in the approval column**

## ***FUND-RAISING***

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising activities should be organized and executed so that the school program is not interrupted. Students may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

## ***TRANSPORTATION/PARKING***

Nativity School does not provide bus transportation. Carpool instructions will be provided at the beginning of the year.

## FINANCES

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

#### **Application Process & Requirements**

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
  - A baptized Catholic or convert officially received into the Church
  - Family resides within the boundaries of the Diocese of Arlington
  - Family is registered and an active member of the parish
  - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. 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.
- d. 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.
- e. The funds from the Program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

### ***SCHOOL TUITION POLICIES***

At the time of registration a non-refundable fee will be charged for each student. Rates are available through the school office.

The first tuition payment (1/10 of total tuition) will be due on August 1<sup>st</sup> of each school year with the remainder paid in nine equal monthly installments on the first of each month. Tuition and fees vary yearly. Please contact the school office for the most current fee schedule.

Tuition payments are non-refundable. There will be a charge of 5% on payments not received by the 10<sup>th</sup> of the month. A \$20.00 fee will be charged for all returned checks. If this occurs a second time, subsequent payments must be made in cash only.

An Instructional Material fee per child, to be determined each year, will be due by July 1 of each school year. Students whose accounts are not current will not be allowed to begin school.

A student may be withdrawn should payments fall behind 45 days. If there are extenuating circumstances, the parent can call the Nativity office to discuss special arrangements.

Nativity Catholic School reserves the right to withhold student records and/or report cards if money is owed to Nativity School. Any student, whose account is not current as of the last day of the current school year, will have his/her report card sent to the school office. Thereafter it will be the responsibility of the parent or legal guardian to schedule an appointment with the principal to pick up those documents.

Nativity School has the right not to certify a student's graduation; to provide transcripts of the student's academic record to third parties such as schools, colleges, or employers; or to issue a Certificate of Diploma to a student, if there has been a breach of a material condition of the contract, such as failure to meet financial obligations.

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

**Registration Fees:** \$100.00 One Child  
\$125.00 Per Family (two or more children)

**Instruction Material Fee:** \$250.00 per child per year. Due on July 1.

**Graduation Fee (8<sup>th</sup> Grade students Only):** \$25.00 per child. Due on Nov. 1.

### **Tuition Fees: (2008-2009)**

<b># Children</b>	<b>Parishioner</b>	<b>Non-Parishioner</b>	<b>Other Faiths</b>
1 <sup>st</sup> child	\$4587	\$5633	\$5709
2 <sup>nd</sup> child	\$3441	\$4608	
3+ (per child)	\$3228		

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

### ***PARTICIPATION***

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

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

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

### ***TRANSPORTATION OF ATHLETES***

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

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

**ALTAR SERVERS:** Girls and boys in Grades four through eight may request to be altar servers. Those who are selected will receive a period of training and will be scheduled through the parish.

**BAND:** Nativity has a Band Program that is coordinated through the Diocese. Students in Grades four through eight are eligible to participate. Lessons are given once a week during the school day. Students pay for the lessons as well as the rental of the instrument. Information about the program is given to the parents at the beginning of the school year. Nativity School is not responsible for instruments left on the school premises.

**SAFETY PATROL:** The Safety Patrol Program provides an opportunity for leadership and

responsibility. This program is directed by a faculty member in cooperation with the Safety Division of Fairfax County Police once a month. Students must be in 5<sup>th</sup> or 6<sup>th</sup> grade.

**SCOUTING PROGRAMS:** Scouts are conducted through Parish Scouting Programs. Students are welcome to participate.

**SPORTS:** Under the auspices of the CYO, basketball, softball, and baseball are available to students. Students must be interested, willing to attend all practices, and successfully meet the requirements through tryouts.

**STUDENT COUNCIL:** Student Council will be comprised of officers from Grades 6, 7, and 8. The President must be an eighth grader and representatives from grades 1-8. Student Council learns the importance of active participation in the life of the school. Meetings are held monthly. Meetings provide opportunities for students to share in upholding school policy, and give suggestions for activities and service projects.

**YEARBOOK:** An annual yearbook with pictures of students, classes, and school events will be available for purchase.

**AFTER SCHOOL MATH CLUB:** An after-school Math club run by the PTO to enhance and advance knowledge and skills in mathematics.

**ARTFUL DOZEN:** An after-school Art club where members are selected for admission to enhance and advance their artistic abilities and knowledge.

## ***SUPERVISION OF STUDENTS***

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

## STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

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

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

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

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property (see also *Care of School Property*)
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the school's cell phone policy
10. Will comply with the Internet Acceptable Use Policy
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (see also *Dress Code*)

14. Will not give or receive unauthorized assistance on tests, quizzes or assignments
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration
16. Will not bring to school 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 also *Substance Abuse/Weapons* and *Inappropriate Materials*)
17. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*)
18. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

## ***SUBSTANCE ABUSE/WEAPONS***

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

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

law enforcement agency may be contacted.

2. If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana, or (b) used, possessed or distributed alcohol or tobacco while upon the property of the School; on any school bus; upon public property or any property open to the public use within 1000 feet of the School (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from School or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.
3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (See Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.
4. A student shall not possess, use or threaten to use on the property of the School, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant, or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the School administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the School's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

## ***DISCIPLINE***

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school

community) which violates the spirit, philosophy and code of conduct of the school, even though not specified.

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

### **USE OF DISCIPLINARY ACTION**

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

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

### **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

### **SPECIFIC DISCIPLINARY POLICIES**

The Nativity School Disciplinary Code of Conduct, as in any Catholic school, is established to define the duties and responsibilities of all students and the Administrative staff and to bring about self-discipline in order to promote Christian development and thereby enhance the community as a People of God.

Based on firm foundations of Christian virtues, Nativity School has high expectations for the conduct of its students. We stress these virtues as a way of Christian life.

The DISCIPLINARY CODE OF CONDUCT serves as a formal, written policy. These guidelines are intended to enhance the school's classrooms and playground, before, during and after school, as nurturing places for educational and spiritual growth. Administration and faculty strive to be just, firm, responsive to student needs, and impartial. It is hoped that if a question arises, administration, faculty and staff will receive support from the parents. Parents are asked first to communicate any concerns directly to the teacher(s) and to withhold judgment until full knowledge of the situation is ascertained.

To this end and to ensure maximum learning, the students at Nativity School are expected to:

- Conduct themselves in a Christian manner at all times.
- Respect the person/property of parents, teachers, and fellow students.
- Use proper and courteous language.
- Keep hands and feet to themselves.
- Be dressed in the proper Nativity School uniform.
- Obey and respect all of the rules and regulations of the school.

***In order to ensure that the above stated rules are adhered to, the following major infractions will not be tolerated:***

- dishonesty; such as cheating, stealing, lying, or plagiarism,
- fighting or the use of unacceptable physical contact with another person,
- obscene, vulgar or hurtful language,
- any form of harassment, including sexual harassment
- insubordination by acts of disrespect to any adult or a person in a position of authority at school or at a school activity or event,
- consistent disregard of school rules or the accumulation of Parent/Teacher Communication forms,
- deliberate disobedience of the school rules,
- deliberate destruction or misuse of school property or the personal property of another person,
- possession of objects deemed to be weapons or dangerous instruments upon school property,
- securing money or the personal property of another student by threat or physical harm,
- possession of alcohol or a controlled dangerous substance upon school property,
- entering the school building without permission when school is not in session.
- Gum Chewing.

These are not intended to be all-inclusive as the school reserves the right to deal with individual problems as they arise.

***In the event of a major infraction, any or all of the following steps may be taken:***

- Removal from the classroom (sent to the school office)
- Conference with student and family
- Denial of privileges
- Detention
- Probation
- Suspension (in and/or out of school)
- Dismissal
- Expulsion

Disciplinary measures may also include any of the following:

- Warning to student (verbal or written)
- A written note from student to parent/guardian
- Supervising adult, teacher, or school administration issues a Warning Note, Behavior Report,

- or Disciplinary Referral
- Time-out period
- Denial of privileges (may include field trips and/or school sponsored social events)
- Financial restitution for damage caused to school property or belongings of another

### **Warning Notes, Behavior Reports, and Disciplinary Referrals**

Any student in Kindergarten through Grade 8 may receive *Warning Notes, Behavior Reports, or Disciplinary Referrals*. These are issued for, but are not limited to, violations of the Code of Conduct. They may be issued by an administrator, teacher, or staff member. *Warning Notes, or Behavior Reports* are issued for less serious infractions such as, but not limited to, failure to follow the uniform code, chewing gum, and displaying inappropriate voice volume or manners. *Disciplinary Referrals* are issued for infractions deemed very serious in nature.

*Warning Notes, Behavior Reports, or Disciplinary Referrals* always require a parent/guardian signature. In Kindergarten through Grade 6, notes, reports and referrals are returned to the homeroom teacher the following school day before the student is readmitted to class. In Grades 7 and 8, they are returned to the administrator the following school day before the student is readmitted to class.

#### **Warning Notes**

The purpose of the *Warning Note* is to inform the student and parents/guardians of a breach in complying with the rules, and to provide the student with the opportunity to correct this breach without disciplinary action. The combined effort of parent/guardian and teacher to instruct and inform the student should correct the infraction.

When an infraction is repeated or is deemed more serious in nature, a *Behavior Report* is issued. Once a student receives three Warning Notes, a Behavior Report will be issued.

#### **Behavior Reports**

A *Behavior Report* necessitates direct communication between the student, teacher, and parent/guardian. When a student receives the first behavior report, the behavior is discussed, disciplinary consequences (when applicable) are communicated, and a written plan of action for student improvement is implemented. A critical part of the plan includes enlisting the support of the student's parent/guardians in promoting self-discipline in their child. Compliance and active cooperation by the parents/guardians is essential.

If the student receives a second behavior report, a meeting during school hours occurs between the student, parent/guardian, teacher, staff member (when applicable), and an administrator to discuss and implement, in writing, further dimensions to the behavior plan. Disciplinary consequences are communicated, when applicable. Compliance and cooperation between family and school is essential.

If the student accumulates three behavior reports, a meeting during school hours occurs between the student, parent/guardian, teacher, staff member (when applicable), and an administrator. The seriousness of the situation is discussed, especially regarding the severity of reaching the “Disciplinary Referral” level, a reassessment of the behavior plan is conducted, and a revised plan is implemented. Disciplinary consequences are communicated. Compliance and cooperation between the family and school is essential.

If the student has committed a first offense deemed very serious, he/she will receive an immediate *Disciplinary Referral*.

### **Disciplinary Referrals**

The first *Disciplinary Referral* immediately initiates a conference during school hours with the student, parent/guardians, faculty member, staff member (when applicable), and administrator.

If a *Behavior Report* and plan of action have not preceded the first disciplinary referral, a written plan of action for student improvement and self-discipline is implemented. Disciplinary consequences are communicated. A critical part of the plan includes enlisting the support of the student’s parents/guardians in promoting self-discipline in their child. Compliance and active cooperation between family and school is essential.

If the same serious infraction is repeated or if the student commits another serious infraction, a second disciplinary referral is issued. The student is suspended and placed on disciplinary probation. If the student receives a third disciplinary referral for an infraction deemed very serious by the administration, it is considered grounds for withdrawal/dismissal or expulsion.

If a *Behavior Report* and plan of action have preceded the first disciplinary referral, it is noted on the referral, the plan may be modified, and the student may be suspended and placed on disciplinary probation. If another infraction, deemed very serious by the administration, occurs during the probationary period, it is considered grounds for dismissal/withdrawal or expulsion.

### **SUSPENSION**

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

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

### **DISMISSAL**

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

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year.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include dismissal of the parent's child(ren).

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

## **EXPULSION**

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

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

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

A parent whose child is expelled may appeal this decision by writing to the Superintendent of Schools within 5 working days from the time of written notification. If an appeal is made, the superintendent will appoint a hearing panel to evaluate the decision to expel. The hearing panel will be composed of two principals, one pastor and one member of the Office of Catholic Schools. The parent(s) making the appeal is/are permitted to bring legal counsel. Counsel's participation during the appeal hearing, however, is restricted to providing advice/communication to their client only. The OCS member shall be an advisory non-voting member of the panel. The decision of the appellate panel is final.

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

Students who have been expelled from any Diocesan school may not apply for admission to another

Diocesan school for a minimum of one (1) year from the date of expulsion.

## ***STUDENT REGULATIONS AND PROCEDURES***

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

### **STUDENTS AND STUDENT PROPERTY**

#### Searches

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

#### Interrogation of Students

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

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

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

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

## Students and Student Property

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

### **SCHOOL LOCKERS AND DESKS**

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

## ***CARE OF SCHOOL PROPERTY***

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

## ***DRESS CODE***

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

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

### **UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

All uniforms must be purchased at **Flynn and O'Hara in Fairfax City Mall, Fairfax, Virginia**. Also, used uniforms are available for purchase from the PTO.

**Flynn and O'Hara measure the girls' jumper below the knee and the girls' skirt at the knee or 2" below. It is expected that the girls wear their uniform accordingly.**

**GIRLS (K-4)** Gray and maroon plaid drop waist jumper  
*Belted tunic may still be worn*  
White button collar (short sleeve; long sleeve for November-March)  
Short sleeved knit shirt – Nativity logo (optional for April-October)  
Long sleeved knit shirt (optional for November-March)  
White turtleneck (optional for November-March)  
Maroon cardigan sweater-Nativity logo (mandatory for Nov.-Mar.)

Gray cuffed walking shorts / skort (optional for April-October)

**GIRLS (5-8)** Gray and maroon plaid kilt  
White button down collar (short sleeve; long sleeve for Nov.-Mar.)  
Long sleeved knit shirt (optional for November-March)  
White turtleneck (optional for November-March)  
Short sleeved knit shirt – Nativity logo (optional for April-October)  
Maroon cardigan sweater-Nativity logo (mandatory for Nov.-Mar.)  
Maroon V-neck sweater – Nativity logo  
Gray cuffed walking shorts / skort (optional for April-October)

**BOYS (K-8)** Gray pants  
White button down shirt with maroon tie (mandatory for Nov.-March)  
Long sleeved knit shirt (optional for Nov.-Mar.)  
White turtleneck (optional November-March)  
Short sleeved knit shirt – Nativity logo (optional for April-October)  
Maroon sleeveless vest with Nativity logo (mandatory for Nov.-March)  
Maroon V-neck sweater – Nativity logo (Grades 5-8)  
Maroon tie  
Gray shorts (optional for April-October)  
A black belt is mandatory

Commercial sweatshirts or Nativity PE sweatshirts are not part of the formal school uniform and, therefore, cannot be worn in the building throughout the day.

As an 8<sup>th</sup> grade privilege, 8<sup>th</sup> graders will be allowed to wear the Nativity PE sweatshirt instead of the maroon vest. Eighth grade girls may wear clear nail polish.

**PHYSICAL EDUCATION DAYS:** Students are to wear their PE uniform on their designated day.

**All students K-8:**

Maroon nylon mesh shorts – Nativity Logo (April-October)  
Maroon sweatpants  
Maroon sweatshirt – Nativity Logo  
Gray T-shirt - Nativity logo  
Kindergarten – Grade 2 (optional velcro sneaker)  
PE shoes (tennis/athletic shoes) must be worn on PE day.  
White CREW SOCKS are to be worn with the PE uniform.

**SOCKS AND TIGHTS:**

Socks (boys and girls) and tights **must be maroon**; there should be no logo. Socks must be crew length for boys and girls. Girls may wear knee-highs or tights as well. Socks must be worn above the ankle and are mandatory for boys and girls. As an option with the **Summer Uniform** (April-October) **ONLY**, White socks with school logo (***purchased through the school ONLY***) may be worn.

**SHOES:** ***Available at the Flynn and O'Hara Store as an option***

**Girls K-8** Black STURDY DRESS with laces, no buckles. ***No Heels higher than***

**1”.**

Saddle shoes (black and white) are acceptable. NO SLIP ON SHOES. NO SNEAKERS

**Boys K-8** Black STURDY DRESS with laces, no buckles. NO SLIP ON SHOES. NO SNEAKERS

Kindergarten – Grade 2 girls and boys may wear velcro shoes that follow the above policy.

Shoes with zippers, heels or thick soles, buckles, flashing lights, etc. are not allowed at any time. Boots or hiking boots are not allowed.

***Please label all clothes and school items.***

**MAKE-UP, NAIL POLISH, AND JEWELRY:** Make-up, nail polish and jewelry are not included in the school uniform and should not be worn in school. The only earrings girls are permitted to wear are small earrings similar to “starter” posts, one earring per ear. It is understood that earrings are never permitted for boys. Only small religious necklaces may be worn except on PE days. Ankle bracelets are not to be worn. Only one bracelet may be worn. This includes “Dream Bracelets”.

**HAIR:** Hair is to be kept neat and clean. Hair color should be natural and not colored, bleached or highlighted. In the event that a student alters the natural color of their hair, it will be required that the hair be returned to its natural color before returning to school. Girls are permitted to wear items in their hair, such as barrettes, pony tails and scrunchies as long as the items are not a distraction to others. Boys’ hair should be no longer than the eyebrows and top of the shirt collar.

Revised 2008

***INAPPROPRIATE MATERIALS***

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

- |                              |                               |                |
|------------------------------|-------------------------------|----------------|
| Electronic Devices           | Walkmans / CD players         | Radios         |
| Tape recorders               | remote control devices        | video games    |
| skateboards                  | roller-skates / roller-blades | sharp objects  |
| Beepers/pagers               | cell phones                   | laser pointers |
| Real or toy knives           | Real or toy guns              | matches        |
| Devices that cause explosion | fireworks                     | Trading Cards  |

***PLAYGROUND REGULATIONS***

All children go outside for recess unless special permission is given to remain inside.

To insure the safety of all on the playground, the children are expected to obey the following playground regulations. Consequences or infractions are noted in the disciplinary code.

- Consideration and respect for others and for playground equipment is to be shown at all times. Above all, PLAY FAIR.
- Supervising adults on the playground are to be given the same respect and obedience as the classroom teacher.
- Students play in the assigned area.
- Avoid the type of playing that tears and ruins clothing.
- Fighting, pushing, shoving, tackling, wrestling, or “keep away” are not acceptable.
- Language used on the playground is the same as that which is used in the classroom.
- Only soft-type balls are used. Hard objects may never be used or thrown (including, but not limited to, baseballs, rocks, snowballs, pine cones).
- Running and tag games are not allowed in the enclosed playground.
- Wood chips remain on the ground in the enclosed playground area.
- Go down the slide, feet first.

Line up in an orderly manner when the bell rings to signal the end of recess

## ***LUNCHROOM REGULATIONS***

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

All students:

- Walk at all times
- Use indoor voices
- Sit in assigned sections for their grade level
- Eat their OWN lunches
- Pick up all trash in the immediate area
- Clean the table with the sponge/brush/dustpan provided
- Raise hand to be dismissed by the monitor
- Walk trash to the trashcan after being dismissed
- Visit the restroom, if necessary, before going outside for recess

### **Birthday/Holiday Celebrations**

Nativity School will follow the Diocese of Arlington Wellness Policy (July 2006). To that end, students wishing to celebrate their birthday will be permitted to dress up (equal to or better than the uniform attire) on the date of their birthday. (Weekend birthdays may be celebrated on Friday or Monday. Summer Birthdays may be celebrated on a date of the student’s choosing.)

Each class will designate one day to celebrate that month’s birthdays. Parents and staff are encouraged to provide students with healthy food and drink choices. It is further encouraged that non-food celebrations and rewards are provided.

The above mentioned guidelines will apply for Holiday celebrations as well.

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

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

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

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

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

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

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

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

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

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

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

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

The school nurse or principal’s designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory facility/staff member, treatment/action taken, etc.) in the individual student health record. A separate Diocesan Accident Report Form (see Appendix F-7) is completed for all significant accidents or injuries that may

require treatment outside of school. A copy of the accident report is retained as a separate, internal school record, with the original forwarded to the Diocesan Insurance Risk manager at the Chancery within 72 hours of the accident or as soon as possible in the case of major accidents and/or injuries.

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

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

## **ILLNESS**

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

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

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

## **MEDICATION ADMINISTRATION OVERVIEW**

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

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

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

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. When the parent / guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a health care provider's written order signed by the parent / guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (see Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, 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 (see Appendix). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

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

Students are NOT permitted to self medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self administer emergency life

saving medications (e.g. inhaler, Epi-pen)

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY**

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

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 health care provider 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.

## ***INFECTIOUS/COMMUNICABLE DISEASES***

### **DISEASE**

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

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

- a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
- b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent

tuberculosis skin test result prior to school entry.

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

School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2<sup>nd</sup> edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

## **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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

[Insert Lice information here--mandatory]

## **FACTS:**

- Lice are tan to grayish-white
- They are very small (1/10-1/8 inches long)
- They do not fly or hop
- They lay eggs (nits)
- The eggs hatch 7-10 days after being laid
- The nits are white, oval-shaped and “glued” to hair strands
- Unlike scales or dry skin, they can’t be dislodged
- Lice may be found less frequently than nits

## **WE MUST BE NOTIFIED**

If lice are found, the school will:

1. Keep the child in the office or clinic until the parent comes for him/her.
2. Check the other students in the class.
3. Treat the infected classroom after school.

4. Check the siblings and carpool students.
5. Send a notice home to the class in which the lice were discovered.

We require the following in order for the child to reenter the classroom:

1. The child must be treated with a lice control prescription (e.g.) Quell, A-200, R&C, or Nix which can be purchased over-the-counter. (If RID is used, 2 applications are necessary) Please read and follow the directions explicitly. However, every child is unique and if there is any possibility of allergies or asthma, it is imperative that you contact your family physician before using any of the over-the-counter products.
2. Your child must remain at home until he/she is treated and there are no nits visible.
3. Bring the child to the office first thing in the morning for a check before entering the classroom.
4. Continue to re-check and/or re-shampoo in a week.

Please note the statement above concerning brands of shampoo – some will not kill the nits. Therefore, if the child returns to class with nits, they could re-infect the class.

Please do the following at home:

1. Disinfect personal items in 2% Lysol solution or very hot soapy water.
2. Clean and disinfect the seats in the car.
3. Launder bed linens, clothing, etc. in hot, soapy water in a washing machine.
4. All articles that are not washable (pillows, stuffed animals) can be dry cleaned or stored in tightly sealed plastic bags for 2 weeks.
5. Remember to clean headphones.

We realize this involves a great deal of effort and work on both sides (school and home), but we are both trying to protect our children. Please follow all of the above requests.

## ***BLOODBORNE DISEASE***

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

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

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

## ***FIRE/EMERGENCY DRILLS***

Fire and safety drills will be conducted periodically throughout the school year. Students are instructed in the proper procedure for evacuating the building quickly and in a safe and orderly manner. Silence is mandatory during the entire drill. In the event that the school receives a bomb threat, all students and other building occupants must be immediately evacuated. The police must be summoned by the principal/ delegate. Evacuation procedures detailed under Fire Safety are to be followed. The principal, in consultation with the police representative, will make the decision when to re-enter the school building.

## ***SEXUAL HARASSMENT--STUDENTS***

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

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

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

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school

principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official

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

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

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

## ***BULLYING***

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

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

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

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

## ***RESPECT FOR LIFE***

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

## STUDENTS WITH SPECIAL NEEDS

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

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

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

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

### LEARNING RESOURCE PROGRAM

A Learning Resource Program is available which provides an educational alternative for children with mild to moderate learning disabilities. Information regarding the program is available in the Nativity School Office.

**TESTING:** Nativity School students may receive testing services through Fairfax County Public School or private institutions. The principal and teachers may request that parents seek testing for their child through the school system or private agencies. Public schools provide the testing services at no charge for residents of that locality. Students who are tested privately may be eligible for reimbursement through their insurance programs.

**ACCOMMODATIONS:** Teachers at Nativity Catholic School recognize that all children learn differently and that some may require accommodations. Teachers will make reasonable accommodations as determined by the Individual Education Plans (IEPs), Student Assistant Plans (SAPs) and/or 504 Plans and will strive to accommodate students with minimal special needs. The school requires a copy of the test results and the IEP, SAP or 504 Plan to be kept in the student's confidential file.

**CONFIDENTIALITY:** Records, which include documentation of students' needs, are confidential and will be kept in separate files. Such records remain the property of the student's parents and may be removed at any time. Confidential records will only be released after the school has received a written statement from the parents and/or court subpoena.

**GOVERNMENT PROGRAMS:** Nativity Catholic School will partake in government programs

available to non-public schools.

## **EXTENDED DAY**

### ***EXTENDED DAY PROGRAM***

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

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

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

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

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

For all over-the-counter skin products,

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

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

### ***LICENSING INFORMATION***

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

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

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

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

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

Fairfax Licensing Office  
11320 Random Hill Road, Ste. 200  
Fairfax, VA 22030  
(703) 934-1505

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

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

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

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

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

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

## ***INSURANCE***

The extended day program is covered by public liability insurance through the Diocese of

Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy, or purchased through an independent school insurance provider. The school will send home optional policies each fall for the families to consider.

## ***TAX INFORMATION***

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

## ***PARENTAL INVOLVEMENT***

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

**Registration:** Children must be registered in the Extended Care Program in order to attend. The Extended Care office phone number is 703-455-2300 ext 136. In the event of an emergency drop-in, the registration form must be faxed to the office before a child can attend.

**Drop-In Policy:** Except for emergencies, a 24-hour notice for attendance must be given to the director in order for the director to staff appropriately. **Payment is due the day of service.**

**Days Of Operation:** The Extended Care Program will operate only when school is in session.

**Before School:** The hours will be 6:45 to 7:45 AM. The children will be in the Parish Hall. Children must be walked into the Parish Hall and signed in by a parent/guardian. No breakfast will be served.

**After School:** The hours will be 3:00 to 6:00 PM. The children can be picked up in the Parish Hall. Snacks will be provided. On early dismissal, the children are to bring a bag lunch unless otherwise noted.

**Inclement Weather:** Extended Care will follow the Fairfax County guidelines. If the Fairfax County Schools are **closed** there will be **no Extended Care**. If there is a two hour delay, Extended Care will open at 8:45 AM. In the event of an early release, there **will not** be Extended Care.

### **Extended Care Tuition and Fees:**

All tuition fees are due Tuesday after the week attended. A \$10.00 late fee will be assessed for late payments.

1. A flat weekly fee will be charged.

2. When absent for a week, half tuition is due to hold your child's space.
3. A two-week notification to withdraw your child is required- otherwise you will be charged for those weeks. Your space is forfeited after withdrawal.
4. For late pick-ups there will be a late charge of \$10.00 for every five minutes past 6 pm. This late payment is due by the following morning. If late more than three times, you will need to consider an alternate pick up plan, or care for your child.

### **Fees**

**Registration:** \$20.00/ child  
\$35.00/family

**Drop In: AM OR PM**

1 child- \$20.00  
2 children - \$35.00  
3 children - \$50.00  
4 children - \$65.00

**AM & PM (same day)**

1 child- \$35.00  
2 children- \$50.00  
3 children- \$65.00  
4 children - \$80.00

**Emergency Drop In:** AM or PM- \$20.00  
AM & PM- \$35.00

**Early Dismissal:** 1 child- \$45.00  
2 children- \$75.00  
3 children- \$100.00  
4 children - \$125.00

**AM Weekly Fees:** 1 child- \$35.00  
2 children- \$50.00  
3 children - \$65.00  
4 children - \$80.00

**Weekly Fees:** 1 child- \$90.00  
2 children- \$140.00  
3 children- \$170.00  
4 children - \$200.00

## ***APPENDICES***