



Elementary School Parent/Student Handbook

2018-2019

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Table of Contents

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1
	Diocesan Philosophy of Catholic Education.....	1
	Diocesan Mission Statement.....	1
	School Mission Statement/Philosophy	1
	Student/Parent Handbook	2
	Parental Role.....	2
	Non-Discrimination Clause	3
	Non-Catholic Students	4
II.	ACADEMICS	4
	Curriculum	4
	Implementation of Family Life Program	7
	Textbooks/Supplemental Materials	7
	Technology – Responsible Use Policy.....	8
	Testing.....	10
	Homework.....	10
	Suggested Time Allotments	11
	Parent-Teacher Communication	11
	Scheduling and Other Conference Information	11
	Grading/Report Cards	12
	Grading System.....	12
	Academic Progress Scale	12
	Indicators for Effort, Specials, and Personal Development:	12
	Promotion/Retention/Placement Policy	13
	School Counselors	14
III.	ADMINISTRATIVE PROCEDURES.....	15
	Admissions.....	15
	Diocesan Initial Admission Requirements.....	15
	Age for Admission to Kindergarten.....	15
	Requirements for School Admission: Preschool – Grade 5.....	15
	Requirements for Admission to Grades 6 – 12.....	16
	General Conditions of Admission.....	16
	International Students	17
	Class Placement	19
	Attendance	19
	Diocesan Policy for Attendance Requirements.....	19
	Absence/Tardiness/Leaving School.....	19
	Tardiness	20
	Absences for Other Reasons	20
	Attendance/Reporting Procedures.....	20
	Transferring to Another School	21

	Lunch/Milk Program.....	21
	Arrival and Dismissal	21
IV.	GENERAL SCHOOL POLICIES.....	23
	Administrative.....	23
	Student Custody and Guardianship.....	23
	Access to Records	23
	Transfer of Records.....	24
	Confidential Academic Records	24
	Retention of Records.....	24
	School Visitors.....	25
	School Communications	25
	Principal’s Communication	25
	Take-Home Communication.....	26
	Telephone Use/Messages for Students	26
	Inclement Weather/School Closings.....	26
	Photos and Other Media.....	26
	Library.....	27
	Field Trips.....	27
	Overnight Trips.....	28
	March for Life Policy.....	28
	Graduation Requirements/Ceremonies	29
	Parent Organizations	29
	Fundraising	30
	Transportation/Parking	30
V.	FINANCES	33
	Diocese of Arlington Tuition Assistance Program	33
	Application Process & Requirements	33
	School Tuition Policies.....	33
	Tuition and Other Fee Schedules	35
VI.	CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES.....	36
	Participation	36
	Transportation of Athletes	36
	Supervision of Students	36
VII.	STUDENT RESPONSIBILITIES & BEHAVIOR.....	37
	Code of Conduct	37
	Substance Abuse/Weapons	38
	Discipline	39
	Use of Disciplinary Action	39
	Disciplinary Measures.....	40
	Specific Disciplinary Policies	40

	Suspension	41
	Dismissal.....	41
	Expulsion	42
	Student Regulations and Procedures.....	42
	Students and Student Property Searches	42
	Interrogation of Students.....	43
	Students and Student Property	43
	School Lockers and Desks	43
	Care of School Property	43
	Dress Code	44
	Uniform Requirements & Other Pertinent Information	44
	Inappropriate Materials	47
	Playground Regulations	47
	Lunchroom Regulations	47
VIII.	HEALTH, SAFETY, & WELFARE.....	49
	Student Health, Safety, & Welfare.....	49
	Prevention of Sexual Misconduct and/or Child Abuse.....	49
	Wellness Policy.....	49
	Accidents and First Aid	50
	Illness	50
	Medication Administration Overview	50
	Specialized Student Care Needs	52
	Use of Crutches.....	52
	Use of Microwave Oven	52
	Life Threatening Allergy.....	52
	Infectious/Communicable Diseases	53
	Disease	53
	Lice.....	54
	Bloodborne Disease	54
	Fire/Emergency Drills.....	55
	Sexual Harassment – Students	55
	Bullying.....	56
	Respect for Life.....	57
	Asbestos Mandatory Yearly Notification.....	57
	Asbestos Notification (Sample letter).....	57
	Video Surveillance Cameras.....	58
IX.	STUDENTS WITH SPECIAL NEEDS	59
X.	EXTENDED DAY.....	60
	Extended Day Program	60
	Crisis Management/Emergency Preparedness Plan	60
	Over-the-Counter Skin Products.....	60
	Licensing Information.....	61

Insurance	62
Tax Information	62
Parental Involvement	62
XI. APPENDICES	63
School Forms	
Additional School Information	
Diocesan Forms:	
Permission for Emergency Care Form (<i>Appendix F-1</i>)	
Confidential Health History Update (<i>Appendix F-1A</i>)	
Virginia School Entrance Health Form (<i>Appendix F-2</i>)	
Virginia School Entrance Health Form Instructions (<i>Appendix F-2A</i>)	
Inhaler Authorization Form (<i>Appendix F-3</i>)	
Asthma Action Plan (<i>Appendix F-3A</i>)	
Epipen/Twinject Authorization Form (<i>Appendix F-4</i>)	
Allergy Action Plan (<i>Appendix F-4A</i>)	
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (<i>Appendix F-5</i>)	
Diabetes Medical Management Plan (<i>Appendix F-5A</i>)	
Medication Authorization Form (<i>Appendix F-6</i>)	
Letter to Parents Regarding Possible Reimbursement of Medical Cost (<i>Appendix F-7A</i>)	
Insurance Billing Form (<i>Appendix F-7B</i>)	
Seizure Action Plan (<i>Appendix F-20</i>)	
Self-Carry Inhaler Agreement (<i>Appendix F-21A</i>)	
Self-Carry Epi-pen Agreement (<i>Appendix F-21B</i>)	
Waiver Information/Right to Object Form (<i>Appendix N</i>)	
Parent Permission Form for School Sponsored Trip Participation (<i>Appendix R</i>)	
Use of Personal Vehicle (<i>Appendix R-1</i>)	
Academic Intervention Plan (<i>Appendix AA</i>)	
Elementary/Middle School Handbook Agreement Form (<i>Appendix AG-1</i>)	



Dear St. Ambrose Parents and Students,

Welcome to a new school year! A special welcome to our new families. I know that we will have a wonderful year together! As we begin the year, let us take a moment to be grateful for our many blessings. At St. Ambrose School we recognize that parents, teachers, and students are all partners in the educational process. Let us therefore remain in communication at all times and continue to share, evaluate, and assess throughout the school year.

This Parent-Student Handbook gives you a wealth of information about our procedures and philosophies. The mission statement on page 1 reflects our belief that our school is here to support you in your responsibility to educate your child. One of the most treasured aspects of our school is our dedication to working with families. It is our hope that we are making a difference in your lives and in the lives of your children.

Our theme this year is “With Christ we live, love and learn.” I encourage you to get involved in this wonderful community. Everyone has a talent to share, and our community becomes stronger with everyone participating. In such a short time I have witnessed a dedicated faculty, generous parents, and enthusiastic students. This winning combination allows the Spirit of Saint Ambrose to thrive in our school. Central to all is our common faith. In the words of Saint Ambrose “Christ is everything to us.”

Please take some time to read this Parent Handbook. You will find valuable information. I look forward to this year together.

Let us continue to pray for one another.

God Bless.

A handwritten signature in black ink that reads 'Angela Rowley'. The signature is written in a cursive style with a large, looped 'A'.

Angela Rowley
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

“Fostering a faith-filled and academically strong environment, Saint Ambrose Catholic School works with families and the faith community to encourage the formation of the whole child through the examples and teachings of Jesus Christ.”

Our Catholic faith is an essential part of life at Saint Ambrose Catholic School. The call to worship, witness, and serve is manifested throughout the school day. The school community gathers for prayer and liturgical celebrations. The many service projects, including food and clothing drives, and fundraisers to aid the victims of natural disasters, instill in the students a sense of mission and concern for others. The staff, parents, and students work together to promote an atmosphere of respect and responsibility.

STUDENT/PARENT HANDBOOK

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

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

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

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

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

PARENTAL ROLE

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

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

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

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

school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

- a. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
- c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

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

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

II. ACADEMICS

CURRICULUM

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

The basic curriculum for the school (but not necessarily for each grade level) includes the following

subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Computer Education, Library and World Languages.

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

GRADES FIVE TO SIX

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

GRADES SIX TO SEVEN

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Pre-Algebra: 93 or above.
- c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal 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.

GRADES SEVEN TO EIGHT

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

GRADES SEVEN TO EIGHT

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 7th grade math: 93 or above.
- c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year).
- d. Favorable teacher and principal recommendation.

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

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

- a. Pass the Algebra I course
- b. Score 77% or above on the Diocesan Algebra I exam
- c. Receive teacher recommendation for placement in the next level of high school math instruction

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

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, paperback novels, workbooks, library books, computer software, math manipulatives, microscopes, science lab equipment, computers and Activboards, art supplies, and physical education equipment are the primary instructional tools. Each classroom is equipped with at least two computers for student use. The Laptop Carts contain an additional 60 new laptops that function as a mobile Computer Lab. The wireless network allows teachers to make use of the laptop cart in their classrooms. All stations have access to the Internet. Library holdings are computerized, allowing students to search for titles from the computer station in their classroom.

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

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

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

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

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

- ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
 - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage or change to the school's hardware and/or software.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites,

- live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
 - l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

TESTING

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

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

The National Catholic Education Association (NCEA) Assessment of Catholic Religious Education (ACRE) is administered to students in the fifth and eighth grades. Scantron Testing is administered to all students in grades 3-7 in the fall, winter, and spring. The 8th grade takes the High School Placement Test in early December. Kindergartners are evaluated with PALS testing in the fall and/or spring.

HOMEWORK

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

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

SUGGESTED TIME ALLOTMENTS

SUGGESTED TIME ALLOTMENTS

Kindergarten	15 minutes
Grades 1 and 2	15-45 minutes
Grades 3 and 4	45-70 minutes
Grades 5 and 6	60-90 minutes
Grades 7 and 8	90-120 minutes

It is important that every student take time daily to engage in the joys of literature by reading or being read to. Required reading assignments are included in the homework time listed above. Teachers recognize that students participate in worthwhile non-school activities which also aid student development. In general, teachers will not assign homework over weekends or holidays. In the middle school, Spanish and Algebra are taken for high school credit and therefore require homework on weekends. In order to meet benchmarks and/or due dates, it may be necessary for students to work on long-term projects over these time periods.

Parents should provide a suitable place and time for study and encourage students to complete assignments independently. Parents may occasionally need to guide students or give minimal assistance. If parents observe that their child does not understand a concept, please inform the teacher via a short note so that re-teaching can take place the following day.

If your child regularly requires more than the recommended time to complete assignments, do not require the child to persist beyond the general guidelines. Send the teacher a written note that explains your child's effort to complete the assignment. It is important to conference with the teacher if this becomes a regular occurrence.

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

Formal conferences are mandated by the Arlington Diocese in November. Parents sign up for parent-teacher conferences on the Signup Genius website.

Additional parent conferences are encouraged and can be arranged at any time during the school year. Please contact the teacher or school office via email or written note for an appointment. **Teachers should not be disturbed in the morning before class, during class hours, lunchtime, during carpool, or at home.** Your message will be forwarded to the teacher who will contact you

within forty-eight hours to arrange a mutually convenient time to meet or phone-conference. Conferences involving the parent, teacher, and student are encouraged. This promotes personal responsibility on the part of the student and most often yields significant results.

Problems sometimes grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly. If this contact has not been effective, parents may then confer with the principal. The teacher will be informed of the conference or call.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

- M Meets Grade Level Standards – Child consistently meets skills
- P Progressing Towards Grade Level Standards - Child is in process of developing skill
- NI Needs Improvement – Child is not demonstrating skill

ACADEMIC PROGRESS SCALE

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

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

The Parent Portal on PowerSchool gives parents an ongoing opportunity to see their student's grades and progress. Parents, and older students, are encouraged to log in regularly to monitor grades so that there are no surprises at report card time. Chronic academic issues will be related to the parent by the teacher. This is a two-way form of communication and we appreciate parents as partners in their child's education.

AWARDS

In accordance with the St. Ambrose Catholic School mission to inspire scholarship and foster Christian leadership, the following programs have been instituted as a means of recognizing students who achieve excellence.

FIRST HONOR ROLL

Trimester awards are presented to students in grades 4-8 earning a grade of 93-100 in all subjects and 2's and 3's in effort, behavior, and study characteristics during the marking period.

SECOND HONOR ROLL

Trimester awards are presented to students in grades 4-8 earning a grade of 85-100 in all subjects and all 2's and 3's in effort, behavior, and study characteristics during the marking period.

ST. JOHN VIANNEY AWARD

Trimester awards are presented to students in grades 4-8 showing outstanding effort, persistence, thoroughness, and punctuality in school, as determined by the classroom teacher.

CHRISTIAN WITNESS AWARD

Trimester awards are presented to students in grades 4-8 for service to others and exemplary behavior, as determined by the homeroom teacher.

MOTHER TERESA SERVICE AWARD

Trimester awards are presented to students in grades 4-8 who show selfless service to others either inside or outside the classroom.

SPIRIT OF ST. AMBROSE AWARD

Yearly award is given to students exemplifying cooperation, enthusiasm and dedication to the ideals of St. Ambrose Catholic School and our Catholic Faith.

SCHOLASTIC ACHIEVEMENT

Yearly award is given to students attaining a year end average of 90 and above in all subjects and who have maintained 2's and 3's in effort, behavior, and study characteristics or have shown growth in these areas throughout the year.

JUDITH LESNIAK CHRISTIAN WITNESS AWARD

Yearly award is given to an eighth grader for exemplary behavior and service to others, thereby giving witness to Jesus Christ.

FATHER PILON LEADERSHIP AWARD

Yearly award is given to an eighth grader for initiative, independence, responsibility, and management of activities and effectiveness as a team leader.

JANET O’HAGAN BUSHMAN SERVICE AWARD

Yearly award is given to an eighth grader who uses his/her gifts and talents to the best of their ability, for the good of the community.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

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.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable

- f. Completed Diocesan Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form (*Appendix F-2*) or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of immunization as required by the Code of Virginia
 - ii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent or guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

- c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent or guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
 - a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
 - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
 - a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.
 - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a

refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

grounds with the prior authorization from the principal/administration.

TARDINESS

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

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

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Parents are asked to call (703-698-7171) or e-mail (attendance@stambroseschool.org) the school office by 9:00 a.m. to notify the school of their child's absence or late arrival. If the school is not notified of an absence, the school administrative assistant will contact the parents.

Students should check the teachers' webpages for homework assignments. **Parents should not request books and assignments until the child is absent for the third day.** At that point, the books and assignments will be ready for pickup in the office after students have been dismissed. Upon returning to school, it is the student's responsibility to request the work from the teacher and to work with the teacher to establish a timeline to make up missing assignments, tests, and quizzes.

A student who has been absent or suspended may not visit the school campus, participate in or attend any after school activity, including sports events or practices that occur on the day that the student is absent or suspended.

MEDICAL EXCUSES

Students who have been absent more than five days need to have verification of the illness from

the attending physician. Students found to have head lice will be sent home until they are free of nits. When a student is requesting a waiver from participation 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.

ANTICIPATED ABSENCE

Family Vacations: Absences interrupt a child's learning and can seriously hamper progress during the school year. Family vacations should be scheduled during regular school vacation/holidays. Make-up work will not be provided by the teacher in advance for children to complete while on vacation. All work will be made up upon the student's return to school. Teachers will establish a reasonable time for the work to be completed. Work not made up will result in lower grades or an Incomplete. Report cards will not be provided in advance for students anticipating an absence.

If parents are going out of town and leaving another responsible adult in charge of the children, please notify the school office (in writing) and provide the name, address, phone numbers, and other necessary information regarding the children.

RELEASE OF STUDENTS

Students will be released to either parent unless the school has been provided with a legally binding document to the contrary. If students are to be released to anyone else, signed authorization stipulating to whom the child may be released must be given to the office prior to the time of release.

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM

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

ARRIVAL AND DISMISSAL

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

Arrival: Upon entering the parking lot, vehicles should turn right and proceed around the parking lot in front of the Parish Activities Building and the Church before entering the school parking lot. **Please form two lines in the church parking lot. We will alternate lines for drop-off.**

- Children will be discharged from the passenger side of the vehicle only.
- Safety patrols will open the car doors so the driver can remain in the car.
- If you wish to park your car, please drop off your children first so the students will not have to cross the lane of traffic.
- Kindergarten students enter the building at the Kindergarten door, starting at 7:50.
- **All students in grades 1-8 enter through the main entrance from 7:50-8:07. Morning announcements and prayer begin promptly at 8:07. Students should be ready for classes at that time.**
- Please note that there are two exits from the parking lot. The exit closest to the school is for right turn only. Your cooperation is appreciated.

Dismissal: Students are dismissed from their classrooms at 3:10 P.M.

- All students must be picked up from the carpool lines unless permission has been granted to walk home. Walkers should request a permission form from the school office.
- Please do not park on Woodburn Road or in the Church parking lot to pick up your students.
- Prior to dismissal, cars will line up in five lanes in the parking lot in front of the school. **The priority lane will be for multi-family carpools only.**
- **Please note that during carpool there is a 5mph speed limit and engines should be turned off while parked.**
- **For everyone's safety, cell phone use is prohibited while driving in carpool.**
- When the students are dismissed, they will go immediately to their cars. Once all students are in their cars, a whistle will blow to allow cars to start their engines and proceed out of the parking in an orderly line.
- Please note that there are two exits from the parking lot. The exit closest to the school is for right turn only. Your cooperation is appreciated.

- Vehicles that do not fit in the five carpool lanes will be held in the church parking lot for the next “wave” of dismissal. As the first wave exits the parking lot, the teacher on duty will wave you forward. Please be careful to follow directions and drive cautiously.
- If a vehicle has not received all of its passengers by the time the line is ready to exit, the vehicle must return to the end of the line and come through the carpool line again.
- Students who have not been picked up by the end of carpool, or immediately after an extracurricular activity, will be signed into the Extended Day Program in the gym.
- If it is unavoidable for a student to leave school before dismissal, please notify the teacher in writing at the beginning of the day so the student can be prepared to complete their homework assignments and pack up their books for an early departure. In order to avoid being caught in dismissal and carpool, please plan to arrive by 3:00 and park in the lane closest to the school.

SAFETY FIRST! Students are not allowed to walk to the Church parking lot for dismissal. If you are picking up your child, you must leave before 3:00 or wait until the carpool line has finished before walking students through the church parking lot.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school

hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

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

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

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

TRANSFER OF RECORDS

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

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

SCHOOL VISITORS

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

Since all doors to the school are locked during the school day, visitors should press the buzzer to the left of the front door for admittance. The receptionist will release the lock to allow entrance. All visitors must sign in at the front office and wear a visitors badge while on the premises.

Students should be delivered to or picked up from the office, not the classrooms. If a child forgets an assignment or project, it will be counted as “late” and should be turned in the following day, not delivered by the parents. Thank you for helping us to teach your children personal responsibility.

SCHOOL COMMUNICATIONS

PRINCIPAL’S COMMUNICATION

The principal will provide information for families through emails and updates on the school website. *The St. Ambrose Buzz*, the school e-newsletter will be delivered electronically each Wednesday afternoon. Please visit our website www.stambroseschool.org often to access our updates, school calendar, teacher email addresses and web pages, PTO news and updates, school handbooks, and important information about volunteering and getting involved in our community. Most information will be sent home via the website or email, rather than using paper

notices. A family may request that paper announcements be sent home if they do not have access to the internet at home.

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.

Weekly folders are sent home with the students each Wednesday. These folders will contain the student's work, tests taken, any communication from the teacher, as well as possible information from the office that cannot be or has not yet been posted on the school website. Each teacher will establish a classroom policy for signing and returning tests and other assignments. Unless otherwise noted, contents of this folder should be kept by the parent and any requested information returned to the teacher within two days.

TELEPHONE USE/MESSAGES FOR STUDENTS

The school phone is restricted to use by office staff. Students will not be permitted to use the office phone to call home for forgotten items (except for eyeglasses or medications). Students need to develop responsibility for remembering to bring all necessary items to school.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

St. Ambrose Catholic School follows the decision of Fairfax County public schools for closings and delayed openings. Announcements may be heard on WMAL-AM 630 and WTOP-FM 103.5, FCPS Channel 21, and the Fairfax County Schools webpage—fcps.edu. Because St. Ambrose School is air conditioned, we do **not** follow Fairfax County School closings due to intense heat. In the event that a delayed opening of school is announced on a day when an early dismissal has been scheduled, there will be **no early dismissal** that day. On days when Fairfax County schools are not in session, parents will be notified through phone calls and emails from the school about any delays or closings.

On delayed opening days, the Extended Day Program will open one hour before the opening of school. (e.g., if there is a one hour delay then the Extended Day will begin at 8:00 and if there is a

two hour delayed opening it will open at 9:00). Children who arrive at school before the appointed delayed opening time will be placed in the Extended Day Program and charged accordingly. On early closing days due to bad weather conditions, Extended Day children should be picked up as soon as possible, and no later than two hours after the early school closing.

Parents are responsible for providing current email addresses and phone numbers to the school office so that we may notify you in case of emergency.

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

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

FIELD TRIPS

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

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

One field trip per semester is recommended for grades 1-8. Kindergarten will take 3 or more short local field trips in the immediate community. Proper etiquette is expected of all students involved in enrichment programs, including field trips. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. Parents who wish to chaperone a field trip must comply with the diocesan requirements for Child Protection and Safety. Parent chaperones are asked to please honor the cell phone ban, as it is important to give your full attention to supervision of the students.

The school reserves the right to refuse a student permission to participate in a field trip if his/her behavior is inappropriate or could jeopardize his/her personal safety or that of another member of the group. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

All monies collected for the field trip are **non-refundable**.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

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

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

A reception will follow for the class members and their families. Kindergarten finale will take place in the morning of their last day of school. The presentation will take place in the auditorium and is followed by a reception.

PARENT ORGANIZATIONS

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

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

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

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

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

The St. Ambrose PTO has three general meetings each school year. These meetings take place in the fall, winter, and spring. The calendar for PTO board meetings will be posted on the website and included on the school calendar. Any PTO member may attend board meetings. If the member wishes to place an item on the agenda, it must be submitted in writing to the President at least three days prior to the meeting.

FUNDRAISING

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

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

TRANSPORTATION/PARKING

Parking in front of the school or church is restricted to the designated areas. While Fire Lanes, marked by yellow curbing, must be kept free at all times, the fire lane is used for multi-family carpools during dismissal. The lane closest to the school is used as the Fire Lane during carpool time. This adjustment was made at the suggestion of the local police department school safety officials. Students have increased visibility by moving the cars to the opposite lane.

Parking in the lot in front of the school is restricted during the hours of 10:45 to 12:30 in case students need the area for playground during recess.

SCHOOL OFFICE HOURS

SCHOOL OFFICE HOURS

Monday – Friday 7:45 A.M. – 3:45 P.M.

SCHOOL DAY

Monday – Friday 8:07 A.M. – 3:10 P.M.

Arrival 7:50 A.M. – 8:07 A.M.

LUNCH / RECESS

Students have a 20-minute recess period, followed by a 20-minute lunch period.

EXTENDED DAY PROGRAM

Monday – Friday 7:00 A.M. – 7:55 A.M.
Dismissal until 6:00 P.M.

LUNCH PROGRAM

Students bring their lunches and needed utensils in a bag or soft lunch box clearly marked with their name and grade. Glass containers, knives, soda cans and bottles are not allowed. A healthy diet is integral to academic development and optimum learning, and the sugar/caffeine content in soft drinks can impede focus and sustained attention to tasks. Water, milk, and fruit juice are a healthy alternative to soda. Due to liability concerns, no food can be microwaved for the students. Chocolate milk, white milk, or orange juice may be ordered for the entire school year in September.

The school offers hot lunches for purchase. Monday through Wednesday lunch is provided by SmartLunches. The menu and ordering are available online and must be ordered by parents in advance. Chick-fil-A (Thursdays) and pizza (Fridays) should be ordered through the school for a semester. Students are not permitted to leave the building for lunch. **Parent deliveries from fast-food facilities are discouraged and no deliveries from restaurants are permitted for students.** Due to allergy concerns, students may not share lunches. In the event that a student does not bring a lunch, a lunch will be provided, and a bill sent home in the Wednesday folder. (Hot lunch, if available, will be provided for \$5.25; cereal and fruit for \$2.) Parents may join their child for lunch, but should notify the school office in advance. Please remember that all parents who are present at school must comply with the diocesan requirements for Child Protection and Safety.

Birthday Treats

A simple treat may be shared with the homeroom class either at recess, lunch, or at a time arranged with the student's teacher. Healthy snacks are recommended. Please keep in mind that some students may have food allergies. Be sure to inform the teacher of the contents of food allergens in any snack you bring to the classroom. Gum may not be used for treats. Lunch time meals as a birthday celebration for friends of the birthday person are not permitted. Invitations for birthday and other parties should be mailed to the students' homes unless every child in the class is invited to the party. Prior arrangements need to be made with the student's teacher.

Recess

The field behind the school is available during the fall and spring when the weather is dry. During the winter and when the field is too wet, recess will be on the blacktop behind the school and in the parking lot in front of the school. When the parking lot is used for recess, orange cones will be used to block off the area from 10:45 to 12:30. On rainy days, or in the event of extreme temperature conditions, recess will be held in the classrooms.

Lost And Found

All personal items including the PE and dress uniforms, lunch bags, coats, sweaters, musical

instruments, and backpacks should be clearly labeled with the child's name. Lost and found items are periodically displayed on a table in the gym. An effort is made to return items to their owners. At the end of each quarter, items that are unclaimed will be given to those in need.

Change of Address or Phone

It is very important, for emergency and administrative reasons, that every parent maintain an up-to-date address and phone record at the school office, especially work phone numbers. Notify the school immediately if you have a change of address or phone during the school year, a change in place of employment, or if there is a change in any other emergency information. This information should also be updated through the Parent Portal in PowerSchool.

Insurance

Neither the school nor diocese carries accident or health insurance for students while they are at school. It is the school's expectation that families of students use the health plans they have obtained through employment or other sources to take care of any medical treatment that may become necessary.

Respect and Care of School Property

One of the basic practices of the Christian community is respect for property, both one's own property and that of others. Students are encouraged to take pride in their school building and classrooms. They are to handle equipment and materials with care. Students will be required to make financial restitution for any careless or deliberate damage caused to school property or to the belongings of another.

Book Care

The book fee covers the purchase of consumable books and the rental of textbooks. Students are responsible for the care of the books they use. They will be held financially responsible for the entire cost of replacing a book that is lost, defaced, or damaged. Books must be covered; contact paper is not to be used on textbooks.

Use of School Grounds

Children are permitted on school property only during authorized times. Faculty members who arrive early or leave late are not responsible for children during non-school hours.

Class Parties

Each class may have two class parties per school year. The time of the parties should be decided by the teacher and homeroom parents, with activities planned by both. **To reduce confusion, maintain safety, and to keep the focus on the school students, chaperones are asked to come without preschoolers.** The teacher will be present for the parties.

Returning to the Building

In accord with the goal of developing organizational skills and responsibility, students will not be permitted to return to their classrooms to collect forgotten items once they have been dismissed for the day. Parents are advised to allow their children to experience the consequences of leaving needed materials behind. This should encourage more care and diligence in packing up for the day. This policy also applies to students in the Extended Day Program.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a processing fee payable to the private vendor.

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

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

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

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

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

SCHOOL TUITION POLICIES

Tuition is due in 10 equal payments. The first is due in July 2017 and the last due in April 2018. Fees are due by May 2017. Tuition will be managed by FACTS Tuition Management Services, which assesses each family a \$50.00 yearly fee for its services. Tuition may be automatically deducted from your bank account or you may make payment directly to FACTS. **Every family must register with FACTS by July 1.**

Any family that cannot afford registration and/or tuition, whether in full or in part, is asked to fill out a financial aid application at www.smartaidforschools.com. Eligibility for tuition assistance is determined by Smart Aid Services. Thus, all financial information submitted in the application remains confidential. In the event of an unexpected or temporary financial difficulty, please contact the principal immediately for assistance.

Any family that has re-registered their students for the following school year will not receive a refund if they choose to withdraw after May 31.

Report cards and transcripts are withheld in June for students whose financial accounts are not paid (e.g., Extended Day account, fees for missing or damaged books, registration or tuition).

Catholic Students

Catholic education is a major mission of the Church. Families who support their parish receive a discount on tuition at St. Ambrose. To qualify for the Catholic Student tuition rate, families should be:

- Registered members of a diocesan parish
- Participating members of the parish community
 - Regularly attend Sunday Mass
 - Support parish activities
 - Contribute to their parish financial needs

Military Families

St. Ambrose School welcomes our military families. Active-duty military families qualify for the Catholic Students tuition rate.

Students of Other Faiths

Families who are not Catholic or are baptized as Catholic but not registered in a Catholic parish will be assessed tuition at the non-discounted rate.

International Students

International students must meet the eligibility requirements as noted on the diocesan webpage: www.arlingtondiocese.org. All fees are included in the International tuition. Students who begin the school year before January 1 will pay a full year's tuition in advance. Students who begin after January 1 will pay \$4500 in advance for the semester.

EXTENDED DAY PROGRAM

A \$35.00 annual non-refundable registration fee is charged to each family using the program. Parents will be billed every other week. Payment is due upon receipt.

The hourly "drop in" rate is:

First child \$ 7.00 per hour
Each additional child \$4.00 per hour

Extended Day closes at 6:00 P.M. When parents arrive after closing time, there will be a late charge of \$10.00 for every five minutes past 6:00 P.M.

RETURNED CHECKS

There will be a fee of \$25 charged for all returned checks. After two checks have been returned,

alternate means of payment, such as cash or money order, will need to be arranged.

TUITION AND OTHER FEE SCHEDULES

CATHOLIC STUDENTS

(Active-duty military families qualify for the Catholic Student tuition rate)

One student	\$6,305
Two students	\$10,840
Three students	\$12,650
Four or more students	\$ 13,860

STUDENTS OF OTHER FAITHS

One student	\$ 8,455
Two students	\$ 14,610
Three students	\$17,060

\$9,675 (all fees included)

INTERNATIONAL STUDENTS WITH I-20s:

Additional Fees—All fees are non-refundable and will be billed to your FACTS account in the corresponding month listed below. We hope this helps you financially by spreading the fees.

Fee	All students	Special Fees	Date Due
Application Fee		\$75 – new students	At Registration
		Returning students	February 28, 2018
Re-Registration Fee		\$50	After February 28, 2018
Books & Technology	\$300	\$100	June 20, 2018
Activity Fee	\$ 50		August 20, 2018
Kindergarten Graduation Fee		\$100	April 10, 2019
8th Grade Graduation Fee		\$100	April 10, 2019
8th Grade Confirmation Fee		\$70	September 20, 2018
2nd Grade First Communion Fee		\$50	March 20, 2019
PTO Dues	\$50/family		June 20, 2018

All requests for diocesan or parish tuition assistance/financial aid will be assessed by the FACTS Management Company.

Please apply online at www.online.factsmgt.com/Signin by March 16, 2018. Please note that families applying for high school financial aid must apply by January 23, 2018.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

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

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and

Inappropriate Materials).

- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

Students in grades 4-8 will be asked to sign the Code of Conduct at the beginning of the year. Each teacher will institute and display a classroom discipline plan, which will include specific rules, rewards, and consequences. A good management plan focuses more on positive behavior than on negative behavior. Each class will have a system of rewards for good behavior and consequences for inappropriate behavior. These will be discussed with the students at the beginning of the school year and will be revisited throughout the school year.

SUBSTANCE ABUSE/WEAPONS

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

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

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance, or marijuana or (b) used, possessed, or distributed alcohol or tobacco while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a

student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

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

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student,

the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to, and including, suspension and/or expulsion, but there is no requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

Each student will be treated with respect and Christian love. All teachers and staff will be working toward helping students grow in grace, confident in their own ability to conduct themselves appropriately in the classroom, on the playground, and in Church. As the primary educators of their children, parents need to be kept apprised of their child's successes and struggles with proper behavior. Communication between school personnel and parents is essential as we work together toward common goals.

Students in Grades K-3

Daily disciplinary reminders for students in K-3 are a part of learning to be a member of the school community and are not considered violations of the disciplinary code. However, frequent behaviors that interrupt the flow of learning or inappropriate behavior toward an adult or another student will be dealt with immediately and may include but are not limited to one of the following:

1. Time out in the classroom
2. Loss of points in a behavior modification program
3. Note home to the parents
4. Loss of privileges
5. Time out in the principal's office
6. Suspension – either in school or out of school

Students in Grades 4-8

Each classroom teacher will send home for signature a list of general classroom rules and expectations. Discipline plans will be age-appropriate and outlined by the teacher along with the

classroom rules. The principal will be notified of disciplinary action taken with a student, and will consult with that student or that student's parents as she deems necessary.

Students will be asked to sign an agreement to follow the Code of Conduct (see p. 36). Minor infractions of the Code will result in a warning or a demerit. A student who receives 3 demerits will serve an after-school detention on the following Thursday afternoon. Major infractions may result in a detention, suspension, or expulsion.

Parents will be kept apprised of behavior issues in the classroom by notices or demerits that are sent home with the student. These notices will allow the parents to help students develop proper self-discipline. Notices and demerits should be signed and returned the following day. If a student accumulates four or more demerits within a trimester they will serve a detention.

SUSPENSION

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

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

In-school suspension includes the following:

- The student will spend the entire day separated from the rest of the class in a designated area under the supervision of the principal or the principal designate.
- The student will be assigned work to be completed by the end of the day. If not completed, the student will be required to stay after school until the work is completed.
- The student will make up all missed tests and class work.

Out-of-school suspension includes the following:

- The student will complete a packet of work.
- The student must make up all missed class work, homework, and tests within one week.

A student who has been absent or suspended may not visit the school campus, participate in or attend any after school activity, including sports events or practices that occur on the day that the student is absent or suspended.

DISMISSAL

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

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

EXPULSION

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

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

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

action.

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

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.

"[Insert Additional School Property Information here - Optional]"

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

Girls K-5

Fall/Spring: Navy walking shorts (plaid are acceptable for this year and will be grandfathered out) and white polo shirt with St. Ambrose logo, white or navy crew socks or quarter socks, visible above the shoes, solid white or black athletic shoes.* (Students may wear Winter Uniform jumper and blouse as an alternative).

Winter: Plaid jumper or navy twill dress slacks and white Peter Pan collar blouse, cardinal St. Ambrose cardigan sweater, white or navy knee socks, visible above the shoes, white or navy tights or leggings, dress shoes or solid black or white athletic shoes. **Girls' skirts must be no shorter than two inches above the knee.**

Girls 6-8

Fall/Spring: Navy blue skort or solid navy blue kilt skirt and light blue polo shirts embroidered with the St. Ambrose logo, white or navy crew socks or quarter socks, visible above the shoes, solid black or white athletic shoes.* Optional: Middle school students may purchase a banded bottom polo shirt that does not need to be tucked in.

Winter: Plaid kilt skirt and white oxford long sleeve or short sleeve blouse, cardinal V-neck sweater or cardinal v-neck sweater vest, white or navy knee socks visible above the shoes, or navy tights, dress shoes or solid black or white athletic shoes. **Girls' skirts must be no shorter than two inches above the knee.**

Boys K-5

Fall/Spring: Navy blue walking shorts or navy blue uniform pants and white polo shirt with St. Ambrose logo, belt, white or navy crew socks or quarter socks, visible above the shoes, solid white or black athletic shoes.* T-shirts worn under the polo shirt must be white with no logo or design.

Winter: Navy twill trousers and white oxford shirt, cardinal V-Neck sweater or V-neck sweater vest, belt, navy crew socks, visible above the shoes, navy tie, dress shoes or solid white or black athletic shoes.* T-shirts worn under the oxford shirt must be white with no logo or design.

NOTE: *Kindergarten boys do not need to wear belts or ties.*

Boys 6-8

Fall/Spring: Navy blue walking shorts or navy blue uniform pants, light blue polo shirts embroidered with the St. Ambrose logo, belt, white or navy crew socks or quarter socks, visible above the shoes, solid white or black athletic shoes.* T-shirts worn under the polo shirt must be white with no logo or design.

Winter: Navy twill trousers and white oxford long sleeve or short sleeve shirt, cardinal V-Neck sweater or sweater vest, striped tie, belt, navy crew socks, visible above the shoes, dress shoes or solid white or black athletic shoes. T-shirts worn under the oxford shirt must be white with no logo or design.

Shoes

Boys: Black, brown, or navy loafers, topsiders, or tied oxford dress shoes.

Girls: Black, brown, or navy loafers, saddle shoes, topsiders, tied oxford dress shoes, or plain “Mary Janes.” Heels may be no higher than one and a half inches.

***Athletic Shoes: Students may wear solid black or white athletic shoes with their uniform every day. On PE days, students must wear black or white athletic shoes (laces MUST be the same color as the shoes). (Revised June 2016)**

Gym Clothes

Fall/Spring: Ash Gym T-shirt with the St. Ambrose logo and navy blue loose fitting fleece or mesh nylon shorts with the school logo, sneakers/athletic shoes.

Winter: Navy blue sweat pants and navy blue sweatshirt with the school logo, sneakers/athletic shoes.

NOTE: All students must wear the ash gym t-shirt and navy blue sweatshirt with the school logo. In prior years, students have worn a variety of St. Ambrose shirts.

Optional outerwear: all students may wear the polar fleece zip jacket in navy with school logo

UNIFORM COMPANIES

All jumpers, polo shirts, sweaters, sweater vests, and striped ties must be purchased from the following uniform stores:

Flynn & O’ Hara (9650 Main Street, Fairfax, VA or fando.net)
Educational Outfitters – (2499 N. Harrison Street, Suite LL9, Arlington VA 22207,
www.arlington.educationaloutfitters.com

NOTE: the following items are not required to be purchased from these stores. They are

also available from Lands End:
pants, shorts, skirts, skorts, navy ties.

DRESS-DOWN DAYS

Modesty is a virtue that we will use as a guideline for all attire. Students are permitted to wear more casual clothing, such as jeans, khakis, Bermuda shorts, or crop pants. Parents should monitor dress-down day clothing to ensure that students do not wear low-cut, skin-tight, or other inappropriate clothing such as spandex, spaghetti straps, or halter tops. T-shirts and sweatshirts should not have inappropriate slogans or advertising.

HAIRSTYLES

Hair should be neat and clean, and styled in a manner appropriate to an academic environment. Hair color must be a natural color. The principal may request a haircut if the length or style is determined to be inappropriate.

Boys: Hair should be trimmed above the collar, above the ears, and above the eyebrows.

Girls: Hair should be away from the eyes. Ribbons and other hair accessories must be appropriate to wear to school.

JEWELRY

Boys may not wear earrings. Girls may wear a single small post or small ring style earrings in ear lobes only. Long, dangling, or large ornate earrings may not be worn.

Jewelry may consist of a religious medal or cross and/or a watch. All watches must be set so they do not interrupt the class with beeps or alarms. I-Watches are NOT permitted.

MAKE-UP

Make-up is inappropriate for any grade level and is not permitted in school. Clear nail polish is acceptable for 8th grade girls. No other fingernail polish is to be worn at school.

GENERAL NEATNESS

Shirts and blouses are to be tucked in. Sleeves may not be rolled up. Students may not write on their skin. They will be sent to the clinic to wash off ink.

DRESS CODE VIOLATIONS

If a student is not dressed according to the dress code, they will be issued a notice to be signed by their parents. A second violation will result in a demerit, followed by an email to parents, and eventually will be noted on their report card for non-compliance with the uniform regulations. If necessary, students not conforming to the above dress code will be required to call their parents to bring the appropriate uniform or article of clothing. The students will be responsible for all missed class assignments while out of class.

INAPPROPRIATE MATERIALS

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

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

Cigarettes	Real or toy weapons	Cell Phones*
Matches	Sharp objects	CD's
Lighters	Pornographic material	Video games
Pen knives	iPods	
iWatches	Laser Pointers	
Incendiaries	MP3 Players	
Portable electronic devices (except with permission)**		

***If a student needs access to a cell phone for after school purposes, it must be turned off and kept in the student's backpack during the school day.** A permission slip must be completed prior to bringing a cell phone to school. If the cell phone is taken out of the student's backpack, it will be kept in the school office until picked up by a parent or guardian.

****If a student uses an ebook-reader (e.g., Nook or Kindle) for reading materials, parents must submit a permission slip indicating that their child will be responsible for its care, and that they will monitor the content of the material stored on the device. Students may not use devices that will provide wireless access to the internet. Please inquire at the school office for the permission slip. Please note: **iWatches are not permitted in school.****

The administration and faculty may designate other materials as inappropriate and prohibit them from being brought to school.

PLAYGROUND REGULATIONS

Students must:

1. Play in designated areas
2. Not leave designated area for any reason without permission
3. Follow directions and requests of all playground supervisors
4. Share equipment with classmates
5. Follow the rules of the game being played
6. Exercise good sportsmanship
7. Stop using all equipment and line up in designated area when the whistle blows
8. Walk quietly when entering the building

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited.

Student meals provided by parents must not be heated in microwave ovens by school personnel and/or school volunteers.

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.

Students must:

1. Walk at all times.
2. Remain seated at the assigned tables during lunch.
3. Exhibit good manners during lunch and while lining up.
4. Use moderate voices.
5. Throw out all trash.
6. Remain at their table until dismissed by a parent supervisor. Dismissed students line up at the main doors. Table washers clean their assigned area.
7. Sign out before leaving the lunchroom for any reason, including bathroom visits or a trip to the Health Room.

A raised hand is the signal for quiet in the lunchroom. Please raise your own hand at this signal and stop talking.

INDOOR RECESS

1. Students must be respectful to parents on duty.
2. Students must remain in classrooms, and may not roam the halls.
3. Students must obtain permission to leave the classroom for any reason.
4. Students should use moderate voices.

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

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

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

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy

environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

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

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

MEDICATION ADMINISTRATION OVERVIEW

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

All prescription and over the counter (OTC) medications may be administered during the school

day under the following conditions:

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

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

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

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

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

USE OF CRUTCHES

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

USE OF MICROWAVE OVEN

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

LIFE THREATENING ALLERGY

Schools will utilize current resources and reputable materials such as; Food Allergy Research &

Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

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

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

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

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a

recent tuberculosis skin test result prior to school entry.

- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

All cases of head lice must be reported to the school office or clinic immediately. St. Ambrose Catholic School has a “NO NIT” policy. If a student is discovered to have head lice or nits while at school, he/she will be sent to the school clinic and the parent/guardian will be contacted to come and pick up his/her child. A notice via email will be sent to all parents/guardians with children in those grade level classes informing them of the incidence of lice. Students in that grade may be checked individually for lice or nits at the parents’ request via email or phone to the school nurse. Extended Day staff will be notified of cases within the school as well.

After scalp treatment and the removal of all nits, the identified student may return to school but must report with his/her parent/guardian to the school clinic to be checked before returning to class. If the student is found to have nits, he/she will not be permitted to return.

BLOODBORNE DISEASE

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected

with Hepatitis and HIV and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

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

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

FIRE/EMERGENCY DRILLS

Fire drills are held twice during the first twenty days of school, and twice more throughout the school year. Diagrams showing the exit routes are posted in all rooms. Students, upon hearing the fire bell, are to maintain absolute silence and calmly but quickly exit the building following the teacher in charge. Students will remain outside until given the signal to return. Lockdown drills are held twice during the first twenty days of school, and twice more throughout the school year. In the event of a bomb scare, the building will be evacuated and students will assemble at the Fairfax County Police facility adjacent to the school. Our "Emergency Management Plan" is posted in each classroom, and details procedures for Shelter in Place, Lockdown, Tornado/Severe Weather, Earthquake, and Fire Drill/Evacuation, and other emergency situations.

SEXUAL HARASSMENT – STUDENTS

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

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

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or

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

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

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

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

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

BULLYING

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

Examples include, but are not limited to:

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

- j. Social Isolation
- k. Cyber bullying

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

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

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

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

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

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building

constructed before the late 1970s contains some asbestos. Intact and undisturbed, asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

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

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

It is the intention of St. Ambrose School to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Mr. Paul Moeller, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at _____.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

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

IX. STUDENTS WITH SPECIAL NEEDS

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

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

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

When a student qualifies for special education services through the public school and will not

receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

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

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

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

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

LICENSING INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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

APPENDICES

School Forms (available here):

[https://stambroseschool.org/activities/start-of-school-year-information-and-forms-3/Additional School Information](https://stambroseschool.org/activities/start-of-school-year-information-and-forms-3/Additional-School-Information)

Diocesan Forms (available at <https://stambroseschool.org/activities/clinic-health-forms-and-information/>) :

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

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

(Parent's Signature)

(Printed Name)

(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

I have read the Parent/Student Handbook and agree to observe all school regulations.

(Student's Signature)

(Second Student's Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)