



# **PARENT/STUDENT HANDBOOK 2023-2024**

## **Forming Hearts and Minds in Christ**

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

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August 2023

Dear Saint Bernadette Catholic School families,

Welcome to the 2023-2024 school year! I am honored to serve as principal and I look forward to collaborating with parents and the Saint Bernadette community as we work together to form hearts and minds in Christ. By joining Saint Bernadette Catholic School, I appreciate the commitment you have made to upholding Gospel values and the philosophy of a Catholic school education. In order to create and maintain an atmosphere conducive to learning it is important that we all work together to follow the school policies and guidelines.

This Parent/Student Handbook reflects the policies and guidelines of Saint Bernadette Catholic School for the 2023-2024 school year. It incorporates policies set forth by the Arlington Diocese of Catholic Schools. Parents and students should read and discuss the handbook so that the policies and guidelines are clearly understood. After reading this document carefully, please sign the attached acknowledgement form indicating that you intend to abide by the policies of Saint Bernadette Catholic School for the 2023-2024 school year; return the signed form to the school's front office by **Friday 1 September 2023**.

As stated earlier, I look forward to collaborating with you to continue the tradition of excellence at Saint Bernadette's. Parents are an integral part of the success of our school. Many opportunities exist at our school for you to share your time and talents. Note the volunteer opportunities listed in the handbook, as well as those which will be posted in newsletters and other school communications.

I look forward to partnering with you. May this year be filled with joy and blessings.

Sincerely,

*Kathleen A. Burgess, Ph.D.*

Kathleen A. Burgess, Ph.D.  
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.<sup>1</sup> The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic, value-oriented manner.

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

### ***DIOCESAN MISSION STATEMENT***

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

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

#### **Mission Statement**

The community of Saint Bernadette Catholic School and Parish works together to form hearts and minds in Christ. By fostering a love for lifelong learning, we develop the whole child through faith formation, service to others, and academic excellence to be leaders in our ever-changing world.

#### **Philosophy of Education**

Saint Bernadette Catholic School believes a strong relationship with God is crucial to forming hearts and minds in Christ. We believe in cultivating a love for learning. We recognize the dignity of all students by fostering their ability to grow in faith and knowledge.

We believe that teaching is a vocation. As Catholic educators, we are called by Christ to be witnesses to the Gospel through our words and actions. We believe that parents are the primary educators of their children. Students, families, and the school community work collaboratively to ensure that each student has an opportunity to excel. We believe that school leaders uphold the mission of the school by being approachable and accessible to all stakeholders. By adhering to Diocesan standards, educational principles, and Church teachings, St. Bernadette Catholic School develops successful lifelong learners.

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

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). An acknowledgment form will be provided to students upon receipt of the handbook and the form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

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

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

## ***PARENTAL/GUARDIAN ROLE***

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

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

The Diocese of Arlington Office of Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging 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. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

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

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

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

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

## ***SEXUAL IDENTITY POLICY***

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic schools and when persons choose careers in Catholic education, they should expect an

environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

## ***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/guardians must be aware that it is the Catholic position that will be taught.

## TEACHER/PARENT PARTNERSHIP

Saint Bernadette Catholic School endorses a strong partnership between its faculty and parents with the goal of enhancing the educational experience for each child. When parents and teachers respect each other, children thrive. This partnership requires a commitment to support each other's goals for the child in accordance with the school's mission statement.

This partnership:

- affirms that all communication is open, direct, and honest and conveys messages that are respectful, courteous, and constructive. Please note that electronic communications may convey unintended messages and must be used judiciously.
- requires a willingness and expectation on both sides to work on and nurture the relationship.
- is fostered by mutual trust and respect.
- acknowledges that teachers and parents bring different areas of expertise to the relationship. Each teacher contributes a professional expertise about curriculum and child development, and each parent brings a personal expertise about his/her child.
- respects the privacy and personal boundaries of parents, teachers, and students.

## TEACHER/PARENT RESPONSIBILITIES

To achieve the best possible teacher/parent partnership, there are specific responsibilities for both teachers and parents.

Parents:

- will first bring concerns directly to the appropriate staff member in a timely manner and will not engage in in-person or online discussions with children or other parents that are disrespectful, unkind, or hurtful to another child, parent, family, or staff member.
- will keep the teachers informed of any changes at home or other information about their child that might affect their child's performance and/or behavior in school.
- will support the teacher at home when a problem does occur so that the child understands that the parents and teacher are working together.
- will respect professional boundaries and not request personal email addresses, private phone numbers, or “friending” requests through social media sites.
- will do their best to ensure that students arrive at school on time and ready for learning each day.

Teachers:

- will listen to and elicit information about the child from the parent and will respond appropriately when a parent requests time for a consultation.
- will be as specific as possible in giving information about a child's performance and/or behavior.
- will work in concert with the parents to develop specific goals to be worked on at home and at school with regard to behavior and/or performance issues.
- will explain to parents the behavioral and homework expectations for the child and the role of the parents that particular year.
- will describe in initial communications with parents how best to keep in touch (time and place for calls and communications).

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

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

## **II. ACADEMICS**

### ***CURRICULUM***

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

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

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

#### **GRADES FIVE TO SIX**

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 Measures of Academic Progress 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**

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 Measures of Academic Progress 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**

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 Measures of Academic Progress 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 students identified as capable of completing High School Algebra in the 8th grade.

#### **GRADES SIX TO 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 Measures of Academic Progress 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**

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 Measures of Academic Progress 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.

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

### **RECEIVING HIGH SCHOOL CREDIT**

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

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

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

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

### ***VIRTUAL INSTRUCTION***

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

## ***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.

Saint Bernadette School offers the Diocesan program, The Gift of Human Sexuality – a Christian Perspective in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. This opt-in program provides the Catholic view to a very sensitive subject.

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

Textbooks must be covered. Contact paper may not be used. All students must use book bags. Because we have stairs in the building, wheels on bookbags are not allowed as they damage our terrazzo stairs. If a child has a medical need for a bookbag with wheels, please provide a note to the classroom teacher.

A replacement fee will be charged for lost textbooks, workbooks, library books, and trade books.

## ***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 Diocese of Arlington 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 student 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/guardian, 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/guardian, 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, or other protected media.
  - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - ix. Breach confidentiality obligations of school or school employees.
  - x. Harm the good will and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
  - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
  - k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
    - i. Loss of use of the school network, computers, and software including Internet access.
    - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
  - l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, videos, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Saint Bernadette Catholic School believes that when implemented thoughtfully and purposefully, technology has the power to enhance teaching, learning, and communication. Through the use of

technology, the teaching staff continues its mission of instilling the love of learning and creating life-long learners. Technology provides an additional avenue for communication, collaboration, and problem solving.

Saint Bernadette Catholic School has a 1:1 Chromebook policy for students in grades 2-8. Through use of the same device, equitable opportunity exists for each student, and the school is able to ensure that all the devices can be managed and maintained effectively and responsibly by the school.

Saint Bernadette Catholic School uses filtering software that blocks access to certain web sites; however, each authorized user is responsible for his or her own internet use. Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, threatening, discriminatory, and/or illegal, violates the Acceptable Use Policy.

Students may not access any folders or files but their own. Saint Bernadette Catholic School administration has the final say about access to specific sites.

#### **SEXTING**

Students involved in possession or transmission of inappropriate photos or messages on their cell phones or other electronic devices face suspension and/or expulsion.

#### **TEXTING**

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school will face appropriate consequences.

#### **VIRTUAL REALITY SITES AND ONLINE GAMES**

Virtual Reality Sites and online games may pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children. Students or parents whose avatars depict other students, teachers, or parish staff light face consequences up to and including detention, suspension, or expulsion.

### **St. Bernadette Technology Responsible Use Policy**

Only use your own device. (Devices are labeled and allocated to each individual student in grades 2-8.)

Chromebooks and iPads are vulnerable to damage if dropped, thrown, crushed or treated roughly. Parents will be held responsible for repairs or replacements not covered under warranty.

The student will:

- Handle all Chromebooks/iPads with care and protect them from damage.
- Use only on a flat surface.
- Close the device and carry it with two hands within the classroom.

- If transporting the device outside the classroom, it must be stored carefully in an approved carrier and the student must not drop or swing the bag containing the device.
- Keep food, beverages and other liquids away from the device.
- Use only a soft, lint free cloth to clean the device, instead of liquids, cleansers, or household cleaning products. Commercial disinfecting wipes may be used to gently wipe the device. Do NOT use bleach or hydrogen peroxide on the device.
- Keep the device where the temperature is between 35 and 90°F. (Do not leave it in the car on a cold or hot day)
- Store the device properly at the end of the day. (Make sure your device is plugged in and put in the proper storage place.)
- Keep account login private to ensure personal information is kept confidential.
- During instructional time, use only apps and websites as directed by the teacher or as required for assignments. This may vary among teachers.
- Use the device to access, submit, post, publish or display material that is legal, true, nonthreatening, to uphold the social justice teachings of the Catholic Church.
- Avoid plagiarism by giving credit to sources.
- NOT use the device to bully, harass, harm someone's reputation, or spread lies or misinformation about others.
- If a Chrome book is being misused during class, the teacher will take the Chrome book and the student will lose Chrome book privileges for the remainder of the day. The device will be given to the administration and the parents will have to come into the school and sign an acknowledgement form for the device to be returned to the student.
- Parents and students must sign, date, and return to the technology teacher the St. Bernadette Catholic School Acceptable Use of Technology document by August 25, 2023.

## ***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.

**Kindergarten Readiness Test:** This screening is administered to all incoming Kindergarten students prior to their entrance to St. Bernadette. Through their observance of each student completing a series of tasks, the screening team will determine the developmental readiness of each child. The goal of the program is to ensure that each student enrolled in Kindergarten has the developmental skills necessary to achieve success during his/her first year in our school.

**Measures of Academic Progress (MAP):** This diocesan-wide achievement test is administered electronically in the fall, winter, and spring to all students in third through seventh grades. The test results are used by teachers as a tool for planning instruction for the current and upcoming year.

**Assessment of Catholic Religious Education (ACRE):** This assessment tool, designed by the National Catholic Education Association, is administered to students in grades five and eight each spring. Through review of class and grade level scores, school and diocesan personnel can determine student understanding of basic doctrine as well as attitudes towards living the Catholic faith. Individual scores are not attributed to students. The test is intended to evaluate the effectiveness of our religion instruction.

**Spanish Placement Test:** This diocesan test, given near the end of 8<sup>th</sup> grade, is used to determine Catholic High School credit for Spanish 1 and to determine Spanish placement in high school.

**Algebra and Geometry:** These diocesan tests, given near the end of 7<sup>th</sup> and/or 8<sup>th</sup> grades, are used to determine Catholic High School credit for Algebra and/or Geometry, and to determine math placement the following year.

## ***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**

The Office of Catholic Schools provides guidelines for minimum daily homework (note: The Diocese supports requirements beyond the Office of Catholic Schools' minimum):

- Grades K-3: 10 to 30 minutes daily
- Grades 4-6: 30 to 60 minutes daily
- Grades 7-8: 60 minutes to 2 hours daily (Algebra and Geometry are high school courses and may require additional time.)

## **PROCEDURE FOR ASSIGNMENTS**

The purpose of homework assignments is to review, practice, and reinforce classroom instruction. It is the student's responsibility to turn in completed assignments and to accept the consequences for incomplete work.

### **General**

- All students are required to complete homework assignments by the assigned due date.
- The practice of keeping a daily homework planner is initiated in grades 3 - 8. Parents should check student planners daily. Parents may be required to sign their child's planner each week.
- Saint Bernadette School offers use of an online Parent Portal to help parents and students keep track of their grades in a more-timely fashion. Because parents have access to grades continually, no interims are necessary.
- At the beginning of the year, each teacher will explain his/her procedure regarding corrected work, homework policies and general classroom communication.
- Signing and returning of papers is left to the discretion of the teacher.

### **Grading**

- Homework counts as a percentage of each student's grade.

### **Missing/Late Assignments**

- Late work policies will be communicated by the teachers at the beginning of the year.
- Parents are encouraged to check their child's planner every night and to use the Parent Portal to be aware of missing work.

### **Absences**

- For an excused absence, there will be 2 days allowed for every day absent up to one calendar week for an assignment to be considered submitted on time.
- When a student is absent, please check Schoology for missed homework assignments. If a student is absent for more than two days, parents may request to pick up class work and books from the School Office after 3:10 p.m.

### **Weekend Assignments**

- In grades K-5, the general rule is that homework will be assigned Monday through Thursday with up to 30 minutes of math and reading assigned on Fridays.
- Algebra, Geometry, and middle school Spanish are high school level courses and may require additional homework.
- Homework will not be assigned on Thanksgiving, Christmas, or Easter breaks.

- Long range projects, incomplete and/or absent work may necessitate that students do work over the weekend.

### **Projects**

- Projects will have a scheduled and published due date.
- Projects will have a grading rubric.
- Projects turned in late will receive less credit.
- In the event the student is absent due to illness on the day a project is due, the work must be submitted to the teacher on the day the student returns to receive full credit. For an extended illness, parents can conference with teachers to ensure that the student is given an opportunity to turn in necessary work.

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

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

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

Parent-teacher conferences are scheduled for each student in the fall. Other conferences may be scheduled throughout the year as needed, and as requested either by the parent or the teacher. Conference requests can be made either by email or telephone. A response should be expected within one business day. In order to provide time to prepare for a productive meeting, parents should request teacher conferences via email or telephone.

Parents wishing to discuss a classroom situation should first schedule a conference with the classroom teacher before meeting with administration.

Due to their obligations for supervision and planning, teachers cannot be disturbed during school hours. Teachers will respond to your communication within 24 hours, unless there is an intervening weekend or school break.

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

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

The purpose of report cards is to alert the parents/guardians and present to them an assessment of

their child's achievement in his/her academic studies.

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

## **GRADING SYSTEM**

### **Grades 1-2**

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

## **ACADEMIC PROGRESS SCALE**

The letter M, P or NI is indicated in the appropriate box for each subject area.

\* (asterisk) indicates modified curriculum

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

## **INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:**

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

## **REPORT CARD PERIODS**

1. Distribution of K-8 report cards will take place after each trimester ends.
2. A parent signature is required on the report card before being returned to the teacher.
3. The final report card will be distributed on the last day of school and as soon as tuition and other fees (lost or damaged textbooks or library books) are paid.

Saint Bernadette considers a report card to be a reflection of the work completed during the trimester. Class participation, timely completion of assignments and agenda completion are important aspects of the entire educational program and may be reflected in students' final grades. Teachers may also choose to weight grades, giving more value to certain categories of work.



With the exception of an “Incomplete” given for a principal-approved reason, report card grades cannot be altered after the end of the trimester. In the event that an error is discovered on the report card, the parents should bring it to the attention of the principal within five business days. Once five days have passed, no changes to grades or comments can be made.

Progress reports, report cards, yearbooks, and similar documents will not be provided in advance of an absence and will not be sent home with another family.

The school reserves the right to withhold final report cards and access to the parent portal pending payment of fines, lost items, Extended Day fees and tuition.

#### **ACCESS TO INFORMATION ON GRADES**

For students in grades K through 2, information about grades is via communication folders sent home regularly. In grades 3 through 8, parents must access PowerSchool in order to keep track of their student’s progress. If a parent has forgotten how to log on or is unable to access the system, he/she should contact the school office.

#### **PowerSchool Consideration:**

- Grades will be entered on a regular basis; however, lengthy papers and projects require greater amounts of time to be fairly evaluated.
- Teachers may weight grades in the grade book. If you have questions regarding grading and weighting policies, contact the teacher directly.
- If you see something that you do not understand, ask your child first, then contact the teacher if you need more information.
- To allow teachers to log effort grades and comments, the PowerSchool parent portal will be shut down approximately one week prior to the end of the trimester, and will reopen after report cards are issued.
- Report cards should be signed by the parent and returned to school within three days of issuance.

#### **TRIMESTER AWARDS**

The following awards are given to students who qualify at the end of each grading period:

##### **First Honors – Grades 4-8**

Criteria: 93 to 100 in all subject areas; All 3 (Very good) or 2 (Satisfactory/Good) in all areas of Personal Development, Effort grades and Specials.

##### **Second Honors –Grades 4-8**

Criteria: 85 to 100 in all subject areas; All 3 (Very Good) or 2 (Satisfactory/Good) in all areas of Personal Development, Effort grades and Specials.

##### **Academic Improvement Award – Grades 4-8**

Criteria: 15-point improvement in any subject during the 2<sup>nd</sup> and 3<sup>rd</sup>.trimesters.

## **ANNUAL AWARDS**

In addition to First and Second Honors, the following awards are presented at the close of the year:

### **Christian Leadership Award – Grades 1-7**

This award is presented to two students in each class who have shown leadership in their classroom by sharing their faith and living a Christian life of service to others.

### **Principal's Award – Grades 4-8**

Criteria: 93-100 in all subject areas for the year. All 3 (Very good) or 2 (Satisfactory/Good) in all areas of Personal Development, Effort grades and Specials. Students in the accelerated classes qualify with an average of 90 in the accelerated class.

### **St. Teresa of Calcutta Service Award – Grades 1-8**

This award is presented to students who selflessly donate their time and talent to serve as altar servers, choir members, student ambassadors, or safety patrols throughout the school year.

### **Principal's Award – Grades 4-8**

Criteria: an average of 93-100 in **all** subject areas for the year. Final average of 3 (Very good) or 2 (Satisfactory/Good) in all areas of Personal Development, Effort grades and Specials. Students in Accelerated classes qualify with an average of 90 in the Accelerated class.

### **St. Teresa of Calcutta Service Award—Grades 3-8**

This recognition is presented to students who selflessly donate their time and talent to serve as Altar Servers, Choir members, Student Ambassadors, or Safety Patrols throughout the school year.

### **Greatest Strides—Grades 1-7**

This award goes to one student in each homeroom who grew the most during the school year.

### **The Kathy Davis Scholarship for the Performing Arts—Grade 7**

This award is presented to one 6<sup>th</sup> or 7<sup>th</sup> grade student who shows a love for and dedication to the performing arts. A scholarship of \$1,000 for St. Bernadette tuition accompanies the award.

### **The Unsung Hero Award—Grade 7**

This award is presented to one 7<sup>th</sup> grader for demonstrating faith in action in daily service to others, showing strength of character and compassion, promoting inclusivity among peers, and exemplifying service to others. A \$500 scholarship for tuition at St. Bernadette Catholic School will be provided by former Principal Barbara Dalmut.

## **8<sup>TH</sup> GRADE END OF YEAR AWARDS**

In addition to awards noted above, the following awards are presented to eligible 8<sup>th</sup> grade students at the close of the year:

### **Subject Awards**

A top student in each subject will be recognized by the faculty at graduation.

### **Sr. Marie Sopr, D.W. Service Award**

Criteria: This award is presented to one graduating eighth grader in recognition of outstanding service to the Parish, school, and community. The faculty and staff nominate candidates.

### **The Vision Scholarship presented by the Knights of Columbus**

This scholarship is presented to one graduating 8th grader, who plans to attend a Catholic high school, who best exemplifies the tenets of the Knights' vision statement. The Knights of Columbus sponsors the scholarship and will award a monetary amount to the student's Catholic high school of choice to help offset part of the student's tuition. The principal, in consultation with teachers and staff, determines selection for the scholarship.

### **President's Education Award for Outstanding Academic Excellence**

This recognition is given to those students who have achieved an academic average of ninety percent or higher for the **sixth, seventh, and eighth grades** and who have scored above the 90<sup>th</sup> National Percentile on a standardized test given during the seventh or eighth grade.

### **The President's Education Award for Outstanding Academic Achievement**

This recognition is determined by the faculty, and is given to those students who have demonstrated outstanding effort and made significant progress in their academic studies.

## ***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/guardians if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing one or two academic areas must successfully complete a remediation 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/guardians, school administration, or other authorities.

Counseling services are for students enrolled in the school. School counseling does not replace the need for individual or family therapy and will not be provided. One role of the school counselor is to provide outside referrals.

Saint Bernadette has a full-time school counselor on staff. Please consult Mr. Andy Raab with questions and referrals. He may be reached at [araab@stbernschool.org](mailto:araab@stbernschool.org).

### III. ADMINISTRATIVE PROCEDURES

## ***ADMISSIONS***

### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

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

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

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

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

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

*Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5<sup>th</sup> birthday on or before September 30<sup>th</sup> of any school year. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 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
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

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

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

## **GENERAL CONDITIONS OF ADMISSION**

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

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

#### **F-1 (NON-IMMIGRANT)**

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
    - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
      1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.
      2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening.)
    - 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.
  - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees. The Diocese of Arlington does not provide healthcare insurance for international students.
  - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
    - i. The Diocese of Arlington does not provide healthcare insurance for international students.

2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
  3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
    - 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/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. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
    - a. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;
    - b. 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;
    - c. 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;
    - d. 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/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.
6. 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.

**All students are admitted on a 90 academic day probationary basis.**

## **SAINT BERNADETTE ADMISSION PROCEDURES**

Saint Bernadette Catholic School is committed to fostering a love for lifelong learning by develop the whole child through faith formation, service to others, and academic excellence to be leaders in our ever-changing world. To this end, we want to ensure incoming students have the skills and resources they need to be successful.

For consideration for admission to Saint Bernadette the following steps must be completed.

**Step 1:** Complete the Diocese of Arlington Student Application. A separate application needs to be completed for each child being considered for admission. The application can be found on the Diocese of Arlington website, under Schools/Our Schools/Application for Admission.

**Step 2:** The following forms can be found on the school website and returned by mail or in-person to Saint Bernadette, or they may be scanned to: [registrar@stbernschool.org](mailto:registrar@stbernschool.org).

- Student Records Release – allows us to reach out to your child's current school (Rising 2nd-8th grade only) and obtain their school records. We will need a release for each child being considered for admission.
- Student Information Form – allows us to reach out to your child's current teacher (Rising 2nd-8th grade only) and gather information about your child's learning style. We will need a form for each child being considered for admission.
- Confidential Student Health History We will need a form for each child being considered for admission.
- Home Language Survey

- Parish Verification Form
- Marketing Survey
- \$100 non-refundable application fee for the first child in a family being considered for admission and \$50 for each additional family member being considered for admission

**Step 3:** Once Step 2 and 3 are complete, we will contact you to arrange a time for student testing and an interview (parents and children) with the Principal or Assistant Principal.

Upon completing these 3 steps, the Admissions Team will review your child's application for admission. If you have questions about the admission process, please reach out to the school Registrar.

## ***ATTENDANCE***

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

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

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

Once a child is enrolled in the school as a student, it is the duty of the principal and teachers to insist on regular attendance in order that the school can progress successfully through the curriculum. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

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

If efforts to work with a family to improve a student's attendance are unsuccessful, a school should not continue to enroll who is not attending classes. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

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

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

- a. A written excuse, explaining the reason for absence and signed by the parent/guardian,

must be presented upon a student's return to school.

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

## **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 administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian 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**

Teachers report all absences to the school office each morning. The school Administrative Assistant keeps a computerized record of these absences. If a child is absent, parents must call the office before 8:30 a.m. or send an email to [attendance@stbernschool.org](mailto:attendance@stbernschool.org)

### **TARDINESS**

The doors to the school close at 8:05 a.m. The presence of a teacher or staff member outside after 8:05 a.m. has no bearing on whether or not students will be counted tardy.

Students are expected to be in their homerooms and ready to begin class when prayer begins at 8:08 a.m. Students arriving after 8:05 a.m. are considered tardy and must obtain a tardy slip from the

office in order to be admitted to class.

Parents/guardians are required to escort their children to the school office and sign in when arriving after 8:05 a.m.

As tardiness poses a serious disruption to the instructional day, late arrivals should be extremely infrequent and avoided. If persistent tardiness occurs, the administration will adhere to the following procedure:

- The principal will contact the parent/guardians to schedule a mandatory conference to address the situation.
- If any student is tardy 20 or more school days, the students may be asked to withdraw from the school.

## **MEDICAL EXCUSES**

Children who are ill cannot function properly in school and should remain at home. Students with a fever, diarrhea, and/or vomiting may not return to school until they are symptom-free for 24 hours without medication. It is important that we prevent contagious illnesses from spreading to other students and staff.

During periods of brief illness, the health and recovery of the student is of primary importance. For this reason, all assignments will be provided once the student reports back to school. The manner in which the missed assignments are conveyed to the student is left to the discretion of each teacher.

If a student is not well enough to go outside for recess periods, they should not be in school. The student should remain at home until he/she can follow the regular school schedule.

Saint Bernadette Catholic School requests that medical and dental appointments be made on Monday afternoons, non-school days, or before or after school whenever possible. If it is necessary to make such appointments during the school day, please advise the teacher(s) and office in advance.

Students are required to have a signed physician's note to be excused from P.E. for medical reasons. If a medical situation arises during the school day, which requires the student to be excused from P.E., the student will be excused by the nurse but will need a note from the physician for subsequent days.

## **ANTICIPATED ABSENCE**

Parents/guardians are expected to plan extended travel and vacation days around scheduled breaks and approved holidays. Students who are absent due to vacations or family travel will be mark as "unexcused," even if it is prearranged. Please notify your child's teacher of any anticipated absences, but be advised that work will not be given in advance of travel and/or vacations.

The school is also not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence.

A student who must be absent for a period of time is responsible for completing all assignments upon student's return. Tests and quizzes must be taken within a week upon the student's return.

## **ABSENCE DEFINITIONS**

### **Excused absences include:**

- Health/medical
- Medical procedures that cannot be scheduled at a time outside of school hours
- Court appointments
- Religious and cultural observances
- Funerals

Excused absences are recorded on the report card and transcript as "absent."

**Unexcused absence** is an absence where (i) the student misses his/her scheduled instructional school day in its entirety and (ii) no justification has been received by school personnel within three days of the absence, or the parent/guardian provides a reason for the absence that is not defined as excused. The school administration may change an unexcused absence to an excused absence when the parent/guardian has provided an acceptable justification.

## **CUMULATIVE ABSENCES AND/OR TARDIES**

Once a student reaches 10 absences, 10 tardies, or a combination of 10 absences/tardies, the family will receive a letter from the principal.

Once a student reaches 15 absences, 15 tardies, or a combination of 15 absences/tardies, the family will be required to meet with a member of the administrative team to discuss the issue and to develop strategies to improve attendance and/or arrival time.

Once a student reaches 20 absences, 20 tardies, or a combination of 20 absences/tardies, the family will be required to meet with the principal. The attendance office for their locality will be notified of the absences. If the situation persists or becomes a pattern, the family may be asked to withdraw from the school.

## **RELEASE OF STUDENTS**

Early dismissals disrupt the school day. They break the rhythm of learning for the departing student as well as the remainder of the class.

- A. Early dismissal is an exception to the norm. Please keep appointments during school hours to a minimum.

- B. Requests for early dismissal must be submitted in writing and sent to the school office with the student.
- C. Early dismissals are not intended to facilitate routine weekly departures for non-medical appointments, sports, music, other lessons or competitions or the convenience of parents.
- D. Each student departing early must remain in the classroom until called.
- E. Parents must report to the office. No parent will be allowed to go to a classroom unless authorized by the Principal.
- F. In each case, parents **must sign out the student** at the office. The child will only be released from the School Office to persons whose names appear on the emergency listing provided by the parent/guardian. Parents who need to sign out their child prior to the close of the school day are asked to do so by 2:45 p.m., the time at which students and teachers begin to prepare for the dismissal of school. Parents are discouraged from signing out their children after 2:45 p.m., except in the event of an emergency.

## ***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.

At Saint Bernadette, records and requested information will be sent to the new school upon receipt of a “Release of Student Records Form” from the new school. Records may not be hand-carried by the parent/guardian but are sent between schools.

## ***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/guardians. Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

## **Schedules**

The School Office is open 7:30 a.m. – 3:45 p.m. It is closed during Mass or school activities that take place in the Church.

Classes end at 3:00 p.m. except on days of early release. Dismissal follows closing prayer at 3:05 p.m. T, W, Th, F, 11:28 a.m. on early dismissal days and 1:58 p.m. on Mondays

## **Arrival**

Saint Bernadette School opens its doors to Extended Day students at 6:45 am and to the rest of the students at 7:40 a.m. Parents are asked to drop off children between 7:40 a.m. and 8:00 am. At 7:40 a.m. students will proceed to their classrooms. Students who arrive at the doors after 8:05 a.m. must get a Tardy slip from the school office before entering the classroom. Video announcements will begin at 8:08 a.m.

## ***CARPOOL REGULATIONS***

### **Morning Arrival Procedure**

**Please do not use the adjacent townhouse community as a place to drop off or pick up students or to make a U-turn.**

**In order to ensure the safety of all, refrain from using your cell phones during carpool arrival and dismissal!**

1. Cars enter by EAST entrance (double entrance) by Parish Center and proceed in front of the Church, to the side of the Rectory, and line up along the sidewalk next to the Gym into the back circle. **Please drive slowly.**
2. Teachers will be present to help discharge students. Students will be allowed to exit their cars when carpool teachers are present. Students exit their cars from the passenger side and walk down the sidewalk to the Front Office entrance. **Parents, please stay in your cars.** If you need help unbuckling a child, unloading bookbags or band instruments from the trunk of your vehicle, you **must** pull to the parking lot behind the Gym to unload.
3. Please follow the directions of the staff on duty and proceed to the end of the sidewalk to drop off your children. It is important to fit in as many cars as possible, so please do not leave large gaps between vehicles.
4. There are four rows in the parking lot – Row 1 (at the top, right next to the Church by the Grotto), Row 2, Row 3, and Row 4 (right next to Old Keene Mill Road) When EXITING the parking lot, you have several choices:
  - a. When turning right to go west on Old Keene Mill, you may turn right at the single exit straight ahead.

- b. If you want to go west on Old Keene Mill or turn left onto Hunter Village Drive, go to Row 3 and proceed to the right turn lane at the main exit of the parking lot.
- c. If you want to go left/east on Old Keene Mill Road, go to Row 2 and proceed to the left turn lane at the main exit of the parking lot.

Please be courteous and cautious of other drivers or walkers. If you need to walk your child to the office, please park in the parking lot to the right. If you arrive after 8:05 a.m., please park in the designated parking spaces next to or behind the gym and walk your children to the office. Please do not park in the fire lane and leave your car unattended. Parents must sign children into school once the Tardy Bell has rung at 8:05 a.m.

## **DISMISSAL**

**All parents are expected to follow all dismissal and carpool procedures to ensure the safety of all children.**

### **Early Dismissal:**

On designated half-days, dismissal begins at 11:30 a.m.. On Mondays, dismissal begins at 2:00 p.m. The school office closes at 3:30 p.m.

### **Regular Dismissal:**

1. Dismissal begins at 3:10 p.m.
2. Cars enter by EAST entrance (double entrance) and proceed in front of the Church, to the side of the Rectory until a staff member directs you to proceed to the back of the Gym.  
**Please drive slowly. Our parking lot is a hands-free cellphone lot.**
3. Each carpool has been assigned a unique number and a card bearing that number. Please display it prominently on your dashboard. (New families will receive their carpool number before school begins.) The staff member can look up your number on the first day if you do not have your card.
4. Carpool Flag: Parents who have purchased the privilege of being first in line at our school auction will move to the front of the carpool line.
5. Once all students have been safely placed in their cars, a faculty member will signal to begin the orderly exit of the back circle. Please be aware of the speed bumps and drive slowly for everyone's safety.
6. We are requesting that all students K-8 be picked up in the carpool line. Pre-K students must be picked up in person at Door #13.
7. When picking up siblings, preschool parents may choose to park in the church parking lot below, enter their carpool number on the electronic device at the office, and wait outside the front doors to pick up their children after school.

No student will be dismissed prior to the regular dismissal time without the signed (or emailed from the parent's email account) permission of a parent/guardian, nor will a student be released to anyone other than a parent without parental authorization.

In the interest of good order that will ensure the safety of the children at dismissal, parents' cooperation is needed when there are special activities that occur either in the Church or school



that concludes right before dismissal. All students must return to their classrooms for the routine dismissal.

### **Walkers**

A student who walks home must have a letter from a parent/guardian that describes the route taken home. The school cannot be held responsible for any mishaps that may occur. Under no circumstances may a parent park in the adjacent townhouse development and have children walk to their car.

## ***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.

Please see our school website for additional information about our breakfast and lunch programs in the Cardinal Café.

Students should either bring a lunch or participate in our hot lunch program. Lunches and snacks sent from home should be nutritious and may not contain soda or caffeinated drinks.

Children will not be allowed to call home for a forgotten lunch, and parents are asked not to bring forgotten lunches to school on a routine basis as it prevents children from practicing responsibility. In addition, depending on the time lunch is dropped off, lunches may not make it to the students during their allotted lunch period. Students who forget their lunches will receive an alternate lunch. Parents will be notified if this becomes habitual.

Parents may not order lunches from fast food vendors to be delivered to the school.

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

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

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

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

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

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

### **CONFIDENTIAL ACADEMIC RECORDS**

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

Confidential records for 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.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL'S COMMUNICATION**

The Principal will communicate with the parent community in a variety of ways.

- School newsletter, Cardinal Connection
- E-mail
- Reporting at Parent-Teacher Organization meetings
- For emergencies via *SchoolMessenger*

### **TAKE-HOME COMMUNICATION**

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

The newsletter, Cardinal Connection, will include flyers and forms that are needed to keep parents informed of school activities. Please read it carefully.

### **ADDITIONAL COMMUNICATION**

Teachers are happy to speak to parents about their children by phone, note, e-mail or conference. Please make an appointment so that the teacher can give full attention to the class throughout the course of the day.

Other than school lunch, medication, or eyeglasses, the office will not deliver items a child has forgotten. To help students to develop a sense of responsibility, in most cases, they need to experience the natural consequences.

The student directory is a tool to be used by the Saint Bernadette Catholic School families only and may not be distributed, sold, shared outside of the school community, or used for purposes of solicitation.

## TELEPHONE USE/MESSAGES FOR STUDENTS

During school hours, or at school-related functions, including field trips and after school activities and clubs, **no student is permitted to use cell phones**. Students may use the office telephone, with permission, in cases of transportation issues. (Forgetting lunches, PE uniforms, permission slips, band instruments, etc. does not constitute an emergency.) Parents are asked to refrain from calling the school office with messages to be relayed to children except in cases of an emergency. Emergency messages from parents to their children are delivered either through their homeroom teacher or directly to the student.

Unauthorized use of the telephone system or cell phone while in school will result in disciplinary action.

## 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.

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

Saint Bernadette School follows the Fairfax County School system regarding the opening or closing of school due to inclement weather. Look for news of Fairfax County closing or delay decisions on major local media outlets. As a courtesy, the school will send an email to its distribution list announcing the delay or closing, but FCPS will have final say in what the school day looks like in inclement weather situations.

<b>If Fairfax County Public Schools (FCPS):</b>	<b>Saint Bernadette Catholic School</b>
is closed due to weather conditions	is also closed due to weather conditions.
is delayed 2 hours	PK-8 will be open from 10:05 a.m. to 3:05 p.m.
is delayed 2 hours on an 11:30 dismissal day	PK-8 will be open from 10:05 a.m. to 3:05 p.m. Students should bring a lunch.

is closed with after-school activities canceled	is closed with after-school activities canceled.
is not in session, but Saint Bernadette Catholic School is in session, and conditions force a delay, cancelation, or early release	will send electronic communications to parents.
is closing early with after-school activities cancelled	will close early with after-school activities cancelled and students picked up from Extended Day no later than 1 hour after early dismissal time.

When Saint Bernadette Catholic School is closed for the day due to inclement weather, all school-related activities, interscholastic contests, team practices, clubs and field trips will be canceled.

The general practice at Saint Bernadette will be for one “snow day” per weather event followed by eLearning on consecutive days. This plan is dependent on availability of devices, materials, and electricity. Plans for weather events will be communicated by the principal via School Messenger.

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

## **PHOTOS AND OTHER MEDIA**

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

## **MEDIA CENTER**

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

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

question of this review.

## **FIELD TRIPS**

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

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

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

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 21 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a Field Trip/Experience.

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

At Saint Bernadette Catholic School, parents have the opportunity to “opt out” their child from participating in a field trip; however, the education planned for the day IS the field trip. If a family chooses not to have their child participate in a field trip, then the child will need to stay at home in order not to disrupt the learning in other classrooms. No refunds will be given for students/chaperones absent on the day of a field trip. A student may be denied the privilege of participating in a field trip. This decision is never made lightly and is always made with the best interest of the student in mind. Only the school principal can make this final decision.

Parents who attend or chaperone a school sponsored field trip may not consume alcohol.

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

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

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

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

### **GRADUATION REQUIREMENTS/CEREMONIES**

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

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

Graduation ceremonies should be simple and dignified.



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

## ***PARENT ORGANIZATIONS***

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

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

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

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

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

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

### **Purchases and Reimbursements for the School**

Parents who purchase supplies for the school must use the Purchase Requisition Forms.

Purchases that are submitted for reimbursement must have receipts and be submitted within 30 days after the purchase was made.

Reimbursements made near the end of the school year must be submitted within one week of the final day of student classes before summer vacation. Otherwise, no reimbursement will be granted.

## PARENTAL INVOLVEMENT AT SAINT BERNADETTE SCHOOL

### PARENT-TEACHER ORGANIZATION (PTO)

Parents become members of the Parent-Teacher Organization (PTO) when their child is accepted at Saint Bernadette. This organization is essential to support the educational policies that further the successful progress of each child. Parents are urged to become actively involved in the various activities sponsored by the group. The PTO charter can be found on the school website.

The parent organization should strive:

- to build community through its many sponsored events;
- to provide enrichment opportunities for students;
- to raise funds for the school to provide “the icing on the cake” beyond the basic curriculum; and
- to support and promote the school and the vision of the school administration.

### VOLUNTEERS

Saint Bernadette welcomes a variety of volunteers. If parents are qualified in a particular field of specialization, the sharing of that knowledge would be greatly appreciated. Parents are needed to assist in various programs throughout the school year. We appreciate your time and involvement. Please respect the teachers’ responsibility to supervise their classroom and minimize personal conversations with faculty while they are with students.

We welcome siblings to our cultural arts programs, band concerts, Christmas programs, etc. In order to ensure the best educational experience for our students, volunteers are not allowed to bring other children when volunteering for class activities - parties, art classes, field trips, etc.

Volunteers must be compliant with the Safe Environment policy of the Diocese of Arlington. As part of the Diocese’s efforts to ensure the safety of all children and to carry out the mandates of the U.S. Conference of Catholic Bishops’ Charter on the Protection of Children, all volunteers are required to complete a background check and attend a seminar entitled “Protecting God’s Children.” This seminar is offered frequently at locations throughout the Diocese. **No one may volunteer in any capacity unless they are fully Virtus compliant. For more information, please contact the parish office.**

All volunteers are expected to dress appropriately when in school. Clothing should be modest and neat.

## ***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***

Please make note of and obey the County approved **No Parking or Standing Fire Lane** signs on the Church and School property. According to the directives of the Fairfax County Fire Marshall, you can expect to be ticketed when parking in these fire lanes. For this reason, please be familiar with the traffic flow for afternoon carpool.

During the school day, parents are asked to park in the lower Church parking lot.

## ***ADDITIONAL GENERAL SCHOOL POLICIES INFORMATION***

### ***APPLICATIONS, FORMS, AND RECORDS***

Parents may need teachers to fill out applications, behavioral assessments, letters of recommendation, gifted and talented forms, and similar items for their children. Parents should give such requests to the office, where they will be logged and distributed to the appropriate teachers, then returned to the office, collated, and emailed, mailed or faxed directly. Copies of these items are not retained, and once forwarded become the property of the receiver. Communication between schools or with medical providers is considered confidential.

### ***APPLYING TO HIGH SCHOOL***

The Saint Bernadette high school application process consists of the following:

- In the fall of the 7<sup>th</sup> and 8<sup>th</sup> grade years, students and their parents should investigate and attend open houses at the high schools under consideration.
- Students have the opportunity to shadow at their top choice of high schools. Parents should contact the high school directly to inquire about their shadowing policy and to set up the appointment. Students are allowed to miss no more than two days for shadowing, as additional days

are extremely disruptive to the educational process. Students must notify their teachers in advance of shadow days. Students are also responsible for tests and work missed due to the shadowing appointment.

- Parents should investigate the high school's admission requirements and obtain any applications that require teacher input.
- Representatives of Diocesan high schools will visit Saint Bernadette Catholic School in-person or virtually during the school day and present an overview of their school programs.
- Complete and return the Saint Bernadette Catholic School high school application packet to the front office by due date (TBD).

Please note that non-school-specific letters of recommendation from specific teachers are **ONLY** required by private, non-diocesan high schools. These are also considered privileged and confidential correspondence between schools, and will not be released to parents or students.

When returning the packet, the parents must include any additional applications required by specific high schools and requiring teacher input. The student name, address, and similar identifying information should be entered on all such forms in advance by the parent. A stamped envelope addressed to the high school should be included with each application.

- Take the High School Placement Test (HSPT) at Saint Bernadette as scheduled.

All verbal or written information, applications, letters of recommendation, etc., shared between schools is considered confidential and is not shared with parents or other interested parties. Copies of these items are not retained, and once forwarded, become the property of the receive.

## **V. FINANCES**

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

#### **APPLICATION PROCESS & REQUIREMENTS**

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

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

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

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

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

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

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

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

#### **WITHDRAWING A STUDENT**

We understand that circumstances within families can change. If a family applies, is accepted, and enrolls, but is unable to attend Saint Bernadette Catholic School, and notifies the school office prior to June 30th, no additional fees will be incurred. If a family does not notify the school office until after June 30th, but before the first day of school, a fee of \$1500 per family is

due. Because Saint Bernadette operates on a trimester system, once a child has attended one or more days of a trimester, tuition will be charged for the entire trimester. The school is required to make many contractual obligations, that cannot be modified, and that are based on enrollment. Exceptions will be made for military families who receive a change of orders. A copy of those orders must be submitted to the registrar.

There is no tuition refund for students expelled for disciplinary reasons.

Fees for Registration, Graduation, Chromebook rental, FACTS enrollment, and all financial aid and scholarships are **non-refundable**.

Upon the withdrawal notification, any funds over \$10 in the student's MySchoolBucks lunch account will be refunded.

Transcripts and report cards will not be provided until all financial obligations are met.

Saint Bernadette Catholic School desires that each enrolled student graduate from Saint Bernadette as an eighth-grade student. We realize, however, that family circumstances may change, or the needs of a particular child may change during the course of his/her time in school. If families are considering not re-enrolling at Saint Bernadette for the following year or leaving Saint Bernadette before the year is over, please follow these guidelines:

- As appropriate, please meet first with classroom teachers to discuss your thoughts as well as your child's current situation in school.
- Meet with the principal, who will be in a position to offer counsel regarding your child's education.
- If you intend to apply to another school, as part of that application process, please provide the main office with needed teacher narrative forms and/or applications and include a stamped, addressed envelope.
- In addition, the office will directly mail or FAX copies of your child's cumulative records upon your signed release. All fees and tuition **MUST BE PAID** prior to the release of the student's records.
- If a decision is made to leave Saint Bernadette Catholic School, parents are asked to notify classroom teachers and the principal as soon as possible to discuss how to best share this information and support the child during the transition period.

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

The Saint Bernadette tuition and fee schedule can be accessed at this link:

[https://www.stbernschool.org/images/images/FY23-24\\_Tuition\\_and\\_Fees-FINAL.pdf](https://www.stbernschool.org/images/images/FY23-24_Tuition_and_Fees-FINAL.pdf)

### ***TUITION DELIQUENCIES***

The pastor and principal recognize that, on occasion, families encounter financial hardships that affect the timely payment of tuition. In such cases, it is important that parents contact the pastor or principal so that a mutual understanding regarding payments may be established. Parents

falling behind in tuition payments will be asked to meet with the principal for tuition related matters.

Saint Bernadette School cannot guarantee space for the following school year unless **all tuition and fees** are paid by May 15. Failure to make final payment or to contact the pastor for other arrangements due to special circumstances will forfeit your child's space for the upcoming school year.

### ***FINANCIAL AID***

The application for financial aid may be accessed here:

[https://www.stbernschool.org/images/images/FY23-24\\_Tuition\\_and\\_Fees-FINAL.pdf](https://www.stbernschool.org/images/images/FY23-24_Tuition_and_Fees-FINAL.pdf)

Financial aid for a family is student specific. In other words, should one child leave the school, the financial aid is not transferrable to other siblings.

### ***SUBMITTING EMPLOYER REIMBURSEMENT FORMS***

Families submitting Employer Forms for reimbursement of school expenses which require the Principal's signature and/or Church Seal should do so between May 1 and the last day of school. Please complete all forms and include a stamped, self-addressed envelope when submitting them to the Parish Office. Forms will be returned by mail.

## **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 schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

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

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

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

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

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

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

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right of possible intervention by the school in the event a significant



incident would bring the reputation of the parish and/or school into question within the community.

## ***SAINT BERNADETTE SCHOOL ACTIVITIES***

Saint Bernadette Catholic School provides a wide variety of extracurricular activities for students to develop their gifts and talents and to enhance their creative, aesthetic, social/emotional, physical, and spiritual capabilities.

## ***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/guardians, faculty, and students work together to create a Catholic school environment. These basic components include:

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

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.

All of the conduct expectations include student use of the internet.

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

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

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

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

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

student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, vaping devices, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property or on school property (e.g., lockers). 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. Expulsion

## **SPECIFIC DISCIPLINARY POLICIES**

### **DISCIPLINARY PHILOSOPHY**

Students at Saint Bernadette are encouraged to grow in all areas: Spiritual, moral, emotional, social, and academic. When students act in a manner inconsistent with the mission and philosophy of the school, they are entrusted with the responsibility of showing improvement in their conduct. Parents and teachers will partner to support the child in self-discipline and adherence to school standards. Discipline is most effective when there is a clear communication between parents and teachers.

Saint Bernadette School has high expectations for the conduct of its students.

The Saint Bernadette Discipline Plan develops the whole child through faith formation, service to others, and academic excellence to form hearts and minds in Christ. This plan communicates a school-wide behavior framework and provides consequences for inappropriate behavior.

- Students need to know the consequences of unacceptable behavior.
- Parents need to know what consequences will directly affect them (detention, suspension, expulsion).

Below are the consequence levels for inappropriate student behavior:

1. Classroom consequences for failing to follow classroom procedures designed to create an appropriate learning environment.
2. Conference with the Assistant Principal for repeated or more serious violations of classroom and school procedures.
3. Detention/Suspension or Expulsion

## **CHEATING**

Since primary values of Saint Bernadette School are honesty and integrity, cheating, in any form, is not tolerated. If it is determined that a student cheated or cooperated in cheating, parents will be notified promptly, and an appropriate consequence will be given.

## **DETENTION**

Detention, suspension, and expulsion may be used for major infractions of school rules.

### **Examples may include, but are not limited to:**

- Purposeful actions or disregard of health safety measures
- Dishonesty such as cheating, stealing, lying, or plagiarism.
- Misuse of technology: i.e. Chromebooks, cell phones, or other devices whether provided by the school or brought from home
- Fighting or the use of unacceptable physical contact with another person.
- Obscene, vulgar, or hurtful language.
- Any form of harassment, including sexual harassment.
- Acts of disrespect to any person in a position of authority at school, or at a school activity or event.
- Deliberate misuse of school property or the personal property of another person.
- Possession of objects deemed to be weapons or dangerous instruments on school property.
- Securing money or the personal property of another student by threat or physical harm.
- Possession of alcohol or a controlled dangerous substance upon school property.
- Entering a student's locker other than their own.
- Entering the school building without permission when school is not in session. This includes being unsupervised in classrooms and hallways outside of school hours.

If a student earns a detention, the parent(s) will be notified by the person assigning the detention.

Detention ends at 4:15 p.m. unless other arrangements have been made.

## **SUSPENSION**

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

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

If in the judgment of the school principal the student's actions warrant removal from the school community for a period of time, the parents or guardians are to be notified by the principal or delegate immediately. Written notice of the school's actions will follow.

Students who have received an out-of-school suspension cannot be readmitted until a parent meets with the principal or delegate who agrees to cooperate with the school.

#### **MANDATORY COUNSELING**

The school administration reserves the right to require implementation and monitoring of an outside provider professional counseling plan for students.

#### **EXPULSION**

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

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

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

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



Lockers are a privilege for students in grades 6-8. These units are used for storing student belongings and books during the school year.

- Middle School students will have lockers assigned to them. They should not use any locker other than their assigned locker.
- Name labels will be placed on lockers. Students are asked to keep the name label on the locker and not deface them.
- Students are responsible for maintaining a clean and organized locker at all times. Food and drinks should be cleaned out daily.
- Students may use magnets to post important forms or pictures on the inside of their lockers.
- All items displayed in lockers must be consistent with the standards and expectations of Saint Bernadette Catholic School.
- School staff reserve the right to periodically inspect lockers and desks.
- Students are permitted to decorate a fellow classmate's locker in a tasteful manner for their birthday. After 7 calendar days, the student will remove the decorations from his or her locker. The school is not responsible for damage done to decorations on the outside of the lockers.
- The school is not responsible for damage done to a student's personal belongings kept in the school locker.
- Students are not permitted to open other students' lockers at any time.

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

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

## ***DRESS CODE***

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

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

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

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.

# SAINT BERNADETTE CATHOLIC SCHOOL DRESS CODE

## 2023-2024

The dress code provides a standard for our students that fosters respectful behavior and is conducive to the learning environment. Uniforms are designed to help students grow in the virtues of modesty and dignity. They help to celebrate the intrinsic gifts of each individual. Final decisions regarding the school uniform rest with the principal.

**The 2017-18 school logo is no longer permitted.**

### PERTINENT UNIFORM INFORMATION

- **Uniforms must be purchased at Flynn & O'Hara Uniform Company,** FlynnOHara.com is located at Fair City Mall. 9650 Main Street #20, Fairfax, Virginia 22031. Phone number (703)503-5966.
- The navy blue sweater is part of the required winter uniform and **must be worn** from November 1 to April 1. Only uniform sweaters may be worn in the classroom.
- The optional outerwear navy blue, long sleeve, full zipper fleece with the St. Bernadette logo may be worn over the required uniform in the classroom. No other sweaters or sweatshirts will be allowed in the classroom at any time during the year.
- The red Saint Bernadette logo sweatshirt is a privilege only for 8<sup>th</sup> grade students and substitutes for the navy sweater.
- All girls' uniform skirts must be no shorter than 1 inch above the knee. Skirts will need to be lengthened as the girls grow.
- The boys' and girls' shorts and the girls' navy trousers are optional items.
- Belts are required for all pants or shorts that have belt loops.

### GENERAL APPEARANCE AND CLEANLINESS

When parents send their child to Saint Bernadette School, it is understood that they agree to uphold the uniform policy. It is expected that students come to school properly bathed and groomed, neatly dressed, and in clean clothes. All uniform shirts must be buttoned and tucked in at all times. Flynn & O'Hara offers several approved styles of shoes for the uniform, but parents may shop elsewhere for socks and shoes only.

#### **Hair:**

- Extreme haircuts of any kind are not permitted, as determined by the school administration
- Natural hair color only.
- Boys' hair is to be cut above the collar, eyebrows and ears.
- Girls' bangs should be above the eyebrows or clipped away from the face.
- Parents will be contacted if a student will not comply with this policy. A student may be asked to stay home until the hair is corrected.

- Girls' headbands or bows may not have any type of athletic or commercial logo or wording.

### **Make-up, nail polish, and jewelry:**

- No make-up, nail polish, nor artificial nails may be worn to school.
- Girls are permitted to wear small post-type earrings. Only one earring per ear is allowed.
- Earrings are never permitted for boys.
- The only other jewelry allowed is one watch and one religious medal.
- Students are not allowed to use watches or fitness trackers that have internet connectivity or sounds.

## **Uniform Requirements: Boys**

<b>K-8 Boys</b>	<b>Daily Uniform (may be worn year-round)</b>	<b>Fall/Spring Uniform (may be worn in fall and spring only)</b>
Pants	Navy blue pants Pants should fit at the waist and be hemmed to the proper length.	Navy blue walking shorts or pants.
Shirt	White, short sleeve <i>or long sleeve</i> , button down shirt with a collar	White, short sleeve polo shirt with St. Bernadette name
Sweater	Navy blue V-neck pullover sweater with Saint Bernadette name	
Accessories	<b>Belt:</b> Navy blue, dark brown, or black leather <b>Socks:</b> Navy blue or black that cover ankles; No logos <b>Optional:</b> Navy blue, long sleeve, full zipper fleece jacket with St. Bernadette logo	Daily Uniform and belt
<b>6-8 Boys</b>	<b>Special Occasion Uniform (year-round)</b>	
	Daily Uniform (above) plus Boys Necktie (Swatch R-300)	

## **Uniform Requirements: Girls**

<b>K-5 Girls</b>	<b>Daily Uniform (may be worn year-round)</b>	<b>Fall/Spring Uniform (may be worn in fall and spring only)</b>
Jumper	Navy blue plaid jumper	Navy blue skort OR Navy blue walking shorts
Shirt	White, short sleeve <i>or long sleeve</i> , button down with round Peter Pan collar	White, short sleeve polo shirt with St. Bernadette name
Sweater	Navy blue V-neck sweater <i>or cardigan</i> with St. Bernadette name	
Accessories	Navy blue opaque <b>knee-high</b> socks	Plain white athletic socks that cover

	or navy blue tights	ankles; No logos
Optional	<b>Pants:</b> Navy trousers <b>Fleece:</b> Navy blue, long sleeve, full zipper fleece jacket with St. Bernadette logo	
<b>6-8 Girls</b>	<b>Daily/Special Occasion Uniform (may be worn year-round)</b>	<b>Fall/Spring Uniform (may be worn in fall and spring only)</b>
Skirt	Blue plaid skirt <b>Must be knee-length</b> OR Navy trousers	Navy blue: skort, shorts, skirt, or pants
Shirt	White, <i>long sleeve</i> or short sleeve button up blouse	White polo shirt with St. Bernadette logo
Sweater	Navy blue V-neck <i>or cardigan</i> sweater with St. Bernadette name or new logo	
Accessories	Navy blue opaque <b>knee-high</b> socks Or navy-blue tights	Plain white athletic socks that cover ankles; No logos
Optional	<b>Fleece:</b> Navy blue, long sleeve, full zipper fleece jacket, St. Bernadette logo	

## K-8 Shoes











K-8 Shoes	Daily Shoe	PE Shoe
Shoes	Year round uniform shoe <b>MUST</b> be brown or black leather or leather-like that fit below the ankle bone. All shoes <b>MUST</b> have laces or Velcro closures. <b>No slip-ons are permitted.</b> PE shoes are permitted with the spring/fall uniform	Solid white, gray/silver or black athletic shoes – or any combination of these colors

## PE Uniform Requirements K-8 Boys and Girls




PE Uniform	Daily (may be worn year round)	Fall/Spring (may only be worn in the fall and spring)
Pants/Shorts	Navy blue sweatpants with St. Bernadette logo	Navy blue nylon shorts
Shirt	Ash grey long sleeve sweatshirt with St. Bernadette logo	Ash grey short sleeve t-shirt with St. Bernadette logo
Socks	<b>SOLID white athletic socks that</b> cover ankles; no logos	<b>SOLID white athletic socks that</b> cover ankles; no logos

**PE UNIFORM MUST FIT PROPERLY. SHIRTS AND SHORTS SHOULD BE REPLACED AS STUDENTS GROW.**

### Acceptable Daily Shoes

 <p>Woman's Venice Boat Shoe (Example Sperry- Color Tan)</p>	 <p>Authentic Boat Shoe (Sperry- Color: Tan, Sahara Leather, Amaretto, Black, Classic Brown)</p>	 <p>Big Kid's Authentic Original Hook &amp; Loop Boat Shoe (Sperry-Color Cigar)</p>	 <p>Little Kid's Authentic Original Slip On (Sperry- Color Sahara)</p>	 <p>Janey Mae (Clarks- Color Brown)</p>
				

### Acceptable PE Shoes

 <p>Solid Grey or Silver</p>	 <p>Solid Black</p>	 <p>Combination of white, black, and gray/silver</p>
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## Unacceptable Shoes



## DRESS CODE FOR DRESS DOWN DAYS

On special occasions, Saint Bernadette School permits a dress down day during the academic year. The school expects students to continue to work toward the virtues of modesty and dignity on dress down days.

Permitted Items	Items NOT permitted:
<ul style="list-style-type: none"> <li>• Jeans in good repair (no rips or tears)</li> <li>• Athletic shoes</li> <li>• Short ankle socks</li> <li>• Shorts no shorter than 3" above the knee</li> <li>• Sweatshirts</li> <li>• Nail polish (for the dress down day only)</li> <li>• Jewelry</li> <li>• Slacks</li> <li>• Skirts, dresses, and skorts that touch the top of the knee when standing straight</li> <li>• Loose-fitting athletic pants</li> <li>• Shirts must have sleeves.</li> <li>• Leggings or jeggings if worn with long shirt or dress.</li> </ul>	<ul style="list-style-type: none"> <li>• Jeans with tears, holes, or rips</li> <li>• Shirts with cut-out holes, peek holes, or that exposes the midriff</li> <li>• Tank tops or spaghetti straps</li> <li>• Tight clothing</li> <li>• Flip-flops or backless shoes</li> <li>• Logos or graphics that may be considered inappropriate or political, either images or language, as determined by the school administration</li> <li>• Any article of clothing that does not lend itself to the virtue of modesty as determined by the school administration</li> <li>• Heels in excess of 2"</li> <li>• Swimwear</li> </ul>

## DRESS CODE FOR DRESS-UP DAYS

On special occasions, Saint Bernadette School permits a dress-up day during the academic year.

Permitted Items	Items NOT permitted:
<ul style="list-style-type: none"><li>• Nice slacks</li><li>• Belt</li><li>• Modest-length skirt or dress that is no shorter than 1 inch above the knee</li><li>• Dress shoes</li><li>• A collared shirt with sleeves</li><li>• Suit or sports jacket</li><li>• Socks</li><li>• Nail polish (for the day only)</li><li>• Appropriate jewelry</li><li>• Leggings or jeggings in PK-4<sup>th</sup> grades OR for PK-8 if covered by a knee-length dress in grades 5-8.</li></ul>	<ul style="list-style-type: none"><li>• Blue or black jeans</li><li>• Shirts with cut-out holes, peek holes, or that exposes the midriff</li><li>• Tank tops or spaghetti straps</li><li>• Tight clothing</li><li>• Flip-flops or backless shoes</li><li>• T-shirts</li><li>• Jewelry or logos that may be considered inappropriate for school, as determined by the school administration</li><li>• Any article of clothing that does not lend itself to the virtue of modesty as determined by the school administration</li><li>• Heels in excess of 2"</li><li>• Athletic pants, pajamas or swimwear</li></ul>

Our students are expected to wear appropriate clothing when attending all school sponsored events. If a child comes to school wearing inappropriate clothing, a phone call will be made to the parent to bring the student appropriate clothing or the student will be given uniform items. Students may be held out of class while the concern is resolved. The Principal or designee will make the final decision regarding attire.

### ***INAPPROPRIATE MATERIALS***

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

- Legal or illegal drugs of any kind
- Over-the-counter medications or cough drops
- Weapons or Guns (including toy)
- Fireworks
- Laser pointers
- Glass containers
- Amounts of cash in excess of what is needed for lunch/school activities
- Items such as jewelry or clothing that are not part of the uniform
- Electronic equipment, to include watches that have connectivity to the internet

**If a student must have a cell phone, it must be turned off and kept in the child's backpack when the child is on school property.**

**Cell phones are disruptive to the school environment; unauthorized use of the cell phone while in school will result in the phone being taken away and the parents having to pick it up in the office.**

## ***PLAYGROUND REGULATIONS***

The playground supervisor and assistants are responsible for the supervision of the children at play. The following rules for the playground will be presented to the students during the first week of school:

1. Physical Boundaries: Students are to stay behind school buildings and not go around the parked cars. They are to stay off the hill by the Middle School wing and hill behind the apartments. Students are not permitted by guard rail or the edge of the woods by the big field.

2. Rocks, sticks, mulch, bark, grass, etc. are not to be picked up and thrown.

3. Always play safely by being careful and showing courtesy. By sharing, everyone will get a turn.

4. Procedures for playing on equipment:

- No pushing, shoving, playing tag, or rough-housing while on equipment.
- Keep moving (e.g., slide down slide rather than block others by sitting on top).
- Tag games must be played away from the equipment.
- No climbing on outside of equipment.
- Hold onto handrails while climbing ladders and steps. Always use steps...no sliding down handrails or crawling through bars on handrails.
- No walking on top of-, hanging upside down on-, or jumping off playground equipment.
- Make sure shoes are tied and clothing does not have drawstrings. Necklaces, scarves, drawstrings, and very loose clothes could get tangled.

5. Procedures for using the swing set:

- Swings are for students in grades K through 8.
- Only one student is allowed on a swing at a time.



- Students must sit on swing (no standing, no kneeling, etc.)
- Do not swing or twist empty swings.
- Do not climb structure/poles of swing set.
- Students must come to a complete stop and not jump off swings.
- No pulling student's legs when on swing.
- Students must stay clear of the safety zone around the swing set unless they are on a swing.

6. Procedures for using the Fireman's Pole:

- Wait until the pole is empty before sliding down.
- Hold on with both hands and wrap your legs around the pole when you slide.
- Slide down carefully and make sure you land on two feet with your knees slightly bent.

7. Procedures for playing on the slide:

- No swinging on top frame of slide.
- Be patient and wait your turn in line.
- Slide down feet first and sitting up.
- No climbing on outside of tube slides.
- Go down the slide only; do not climb or run up the slide surface or the frame.
- Check that bottom of slide is clear before sliding down and go down one at a time.
- When you reach the bottom, move away so it is clear for next student

8. Procedures for blacktop and field:

- Play fairly and use good sportsmanship at all times.
- No pushing or shoving; no rough play.
- No climbing basketball net/pole.
- No congregating near the doors or passing between outdoor sheds.

9. There are to be no public displays of affection.

10. If a ball goes down the hill into the woods, students are to alert Supervisor. If Supervisor determines ball is retrievable, two seventh or eighth graders will be sent to get it while Supervisor watches.

11. Rough play and tackle sports are not allowed at any time.

Note: Sixth, seventh, and eighth graders will be permitted to play touch football. If play becomes too rough, Supervisor will stop the game for that day or until students prove they can play according to rule. All play will end with the first bell.

12. Soccer will be played on the field.

13. Kickball will be played on the blacktop kickball diamond.

14. At the end of each recess period, all balls and other playground equipment must be returned to their storage bags.

15. Items not allowed on playground:

-All food is to be eaten indoors during lunch time.

-Scissors.

16. Students must ask permission from Supervisor to go back into school building. If there is an accident and a student needs medical attention, he/she will go with another child or adult to the clinic. NOTE: In case of serious injury, adults will radio/send for nurse.

17. Profanity, obscenity, and vulgarity are not permitted.

18. Ask an adult for help if there is a problem or someone is hurt.

19. All students should come to school with the appropriate coats, hats, and gloves, in accordance with the weather forecast of the day. Students will go outside as long as it is safe in accordance with the diocesan guidance on Wind Chill Factors and Heat Stress Index. Students who do not have appropriate clothing as determined by the diocesan Wind Chill Factors and Heat Stress Index will not be allowed outside or will be provided with appropriate warm clothing. Final decision concerning appropriate outerwear rests with Principal/Assistant Principal.

## ***LUNCHROOM REGULATIONS***

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians 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 is prohibited for all students at Saint Bernadette Catholic School. No students will have access to microwave ovens.

The Lunchroom Supervisor and Assistants are responsible for the supervision of students in the cafeteria. During the first week of school, the Supervisor will present the rules for behavior while in the Cafeteria.

## **CELEBRATING BIRTHDAYS**

- Students may dress out of uniform on their birthday. Should a birthday occur on a weekend, summer or holiday, students may dress down on the preceding/following day or on their half birthday.
- Parents who would like to celebrate their child's birthday at school are welcome to purchase ice cream for their child's class. Please complete the request and send it to the front office at least two weeks prior to the birthday.
- The last day to submit a request for a student birthday party is May 17, 2024.
- There will be no student birthday parties in June.
- Each child will be able to select from a variety of ice cream treats that can accommodate food allergies. The cost is \$20.00 per class.
- Please make checks payable to Saint Bernadette School and submit to the front office.
- **No food, treats, or candy other than ice cream purchased through the Cafeteria may be brought in for a child's birthday.**
- If an ice cream treat has already been planned for a class or grade level, the office will offer you another day to buy for your child.

## **CLASS PARTIES**

- Holidays will be celebrated throughout the school year.
- All of our classrooms are **nut-free**. All food brought in for class parties must be nut-free.
- Balloons are not permitted in the classroom. Balloons will be allowed at some school events at the discretion of the principal.

## **VIII. HEALTH, SAFETY, & WELFARE**

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

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

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

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

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

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

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

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

#### **WELLNESS POLICY**

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

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

The parents/guardians of an injured student will be notified of the accident/injury by the principal/administration or the principal/administration's designee as soon as reasonably possible,

taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

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

## **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.

When calling or emailing Attendance to report your students' absence due to illness, please give a brief description of symptoms such as "fever" or "vomiting" or give the doctor's diagnosis if you have one. This will help the nurse to keep the rest of the school population healthy by tracking trends in illnesses.

## **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.

Parents and guardians must provide and transport medications to and from the school.

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 licensed 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 licensed health-care provider. 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 by the parent/guardian 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 licensed health-care provider

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.

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is recognized in any individual on school campus. Any student receiving naloxone will be transported via EMS to the local emergency room and cleared to return to school. All staff will be trained in how to recognize opioid overdose and administer naloxone.

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

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

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

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **TOILETING/INCONTINENCE**

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

Parents/guardians will always be contacted in incidents of soiling. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from

a LHCP, with proper authorizations in writing by the parent or guardian.

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

#### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a licensed health-care provider order, the parent will be called to take the student home.

#### **LIFE THREATENING ALLERGY**

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

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

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

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

#### **SAINT BERNADETTE CONCUSSION POLICY**

Saint Bernadette School follows diocesan procedures regarding concussions and head injuries. In addition to these policies, Saint Bernadette parents are required to notify the school nurse of all diagnosed concussions. The school counselor will work with the student's teachers as well as the school nurse to establish an accommodation plan if necessary.

## ***CONTROL OF COMMUNICABLE DISEASES***



## DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (*Appendix F-18*), which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school-based vaccination clinics for

children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. 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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

At Saint Bernadette Catholic School, if a case of head lice is suspected, the nurse (or in the nurse's absence, another faculty member) will inspect the child's hair. If a case of head lice or nits are detected, the school will notify the parents to pick up their child and will provide information on how to treat the condition. The parents of the students in that grade level or in grade levels where desks/chairs are shared, will be notified by the nurse that a case of lice exists and will be asked to check their own students. If the child is in the Extended Day Program, families of those children will be notified, as well. This information will be sent home via an email with no child's name given. Please respect the privacy of the child and family.

If there are questions, please contact the nurse or school principal. The student will not be allowed to return to school until the hair and scalp are free of all lice and nits (eggs). Readmission to school will be determined by the school nurse/administration based upon re-inspection to determine the effectiveness of treatment.

## ***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 Human Immunodeficiency Virus (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***

The classroom teachers will explain fire/emergency drill procedures to the students each year. Thus, each student knows and is expected to follow correct procedures in the event of a fire or other emergency. All visitors, staff and faculty must evacuate the building during a fire drill or emergency and remain outside until the all-clear signal is given. All emergency procedures will be practiced with the students so that they are able to respond quickly and calmly in an emergency.

In addition, the school will practice other pertinent safety drills such as earthquake, severe weather, shelter-in-place, and lockdown drills.

## ***HARASSMENT***

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese prohibits it.

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the community who engage in harassment of other school community members at any location and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if such harassment originates outside of school and it comes to the attention of school staff, appropriate action will be taken to maintain a safe and respectful work and academic environment. As the primary educator of their children, parents have the responsibility to handle harassment issues not involving the school and are occurring outside of

school.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation on campus. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

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

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly, and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities. During the investigation of an alleged crime, alleged student may need to be asked to leave campus.

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

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

Children under 17 years of age cannot legally consent under Virginia State Law to having sex or sexual contact with an adult. **Any sexual contact between a student under 17 and an adult is a crime. It must be reported to the police.**

In addition, any sexual or romantic conduct between a school employee or an employee of a contracted service provider and a present student of any age, even if 17 years of age or older, and even if consented to or welcomed by the student, is strictly prohibited by this Policy while the student is attending a diocesan school and for one year post-date of graduation, and will result in dismissal of the adult involved. As such, this Policy prohibits "sexting" between students and employees or employees of contracted service providers and the showing of pornography to any student by any such adult. Such activity will result in the dismissal of the adult involved and the reporting of such conduct to the appropriate authorities.

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

## ***HAZING***

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

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

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

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

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or expulsion

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

## ***BULLYING***

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the person being bullied; involves a real or perceived power imbalance between aggressor or aggressors and person being bullied; and is repeated over time or causes severe emotional trauma. Bullying includes cyber bullying. Bullying does not include inappropriate developmental 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

Bullying is prohibited. School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying or cyberbullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying or cyberbullying 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 person being bullied) and investigate, as appropriate. This investigation may include interviews with students, parents/guardians, 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**

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

## ***VIDEO SURVEILLANCE CAMERAS***

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

- a. At the discretion of the principal 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.

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 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 in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 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 DISABILITIES**

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

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

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

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

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

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

The Saint Bernadette School Learning Resource Program is a full-time program which not only provides services to those students with documented needs, but also works closely with faculty and parents to identify and implement best practices to help students succeed.

## **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/guardians must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section 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/guardian authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked, but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen, if supervised.

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

## ***LICENSING INFORMATION***

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

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

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

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

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

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

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

Central Regional Offices  
1604 Santa Rosa Road, Suite 130

Richmond, VA 23229-5008  
(804) 662-9743

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

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

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

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

## ***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/guardian any W-10 that is sent in, provided Part II is already completed by the parent.

## ***PARENTAL/GUARDIAN INVOLVEMENT***

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

## ***GENERAL PROGRAM PROCEDURES***

### **EMERGENCY CLOSING OF PROGRAM**

The school will follow the Fairfax County Public School system emergency weather closings and delays for most circumstances. If there is a 2-hour delay, the Extended Day program will open at 8:45 a.m. When school closes early due to inclement weather the director and principal

will determine the operating status of the Extended Day program. Parents are expected to pick up their children promptly when the school closes.

## **PROGRAM ACTIVITIES**

A variety of daily activities for all age groups should be age and stage appropriate. These daily activities should also provide opportunities for staff directed, self-directed, and self-chosen tasks and activities, a balance of active and quiet activities, and individual and group activities.

## **SUPPLIES AND MATERIALS**

The following supplies are made available to the students: board games, manipulatives, art supplies, books, puzzles, toys for large motor play to include balls, jump ropes, hoops, and a television with movies.

### **Safety Drills:**

*\*Drills will be practice from various areas used by the Extended Day program*

## **SNACK REQUIREMENTS**

\*Licensing Standard **22VAC40-185-560** requires all food brought from home to be sealed, clearly dated, and labeled with the child's name. If a snack or meal from home is not labeled it cannot be used for the program and the child will be provided an alternate snack or meal by the program. Staff are responsible for ensuring that all food brought from home adheres to this licensing standard.

Children may bring snacks from home. All snacks from home must be labeled with the child's name and date for use. Extended Day staff members are responsible for checking food brought from home to ensure it meets this standard. Families will be provided two written warnings for noncompliance.

All snacks must be nut-free.

## ***PROGRAM MANAGEMENT***

### **ORGANIZATION OF STUDENTS**

Preschool students will be picked up and checked in by their assigned extended day staff members and then escorted to wash their hands in the upstairs hallway. After washing their hands the preschool students will be escorted to the cafeteria for snack. Students will sit at designated snack tables only. Once snack is completed the preschool students and their extended day staff members will either return to their classroom until ratios permit for them to come to the cafeteria or remain in the cafeteria.

As allowed by staffing, students may be taken outside or into the gym to play. Students may also engage in an array of self-guided or staff-guided activities in their designated space.

Staff to student ratios will be maintained at all times. No student, regardless of age or grade level, will be permitted to go unsupervised for any reason during the program's hours of operation. All students must be within sight and sound of at least one staff member at all times.

### **SUPERVISION OF STUDENTS**

Staff ratio must be maintained at:

- 1:10 for 3 and 4 year old children
- 1:18 for 5 to 8 year old children
- 1:20 for 9 – 12 year old children

## ***PROGRAM ENVIRONMENT***

### **ROOM ORGANIZATION**

The activities for the children are placed on the cafeteria tables so that small groups of children can have their own space. Blocks and toys for floor play are placed in the center of the room so that the children can have a safe area for their building and creative play. Games, puzzles and art supplies are located in the Extended Day closet. Students should request assistance from a teacher when taking toys from the closet.

### **BULLETIN BOARDS**

There is an extended day bulletin in the school cafeteria located by the director's office and lost and found corner. This board must be accessible to families at all times. The bulletin board is required to have the following documentation under the program's licensing standards:

- License and latest inspection summary
- Current snack menu and at least two weeks prior
- Daily schedule (preschool and K-8<sup>th</sup>)
- Outside temperature charts by the Diocese
- Poison Control/Emergency Numbers

## ***STATE REQUIRED POSTINGS***

### **LICENSE/COMPLIANCE PLAN**

The license and compliance plan is located in the director's office and is labeled "Extended Day State Posting." It should contain the following:

1. Licensing Standards
2. Current school year's Emergency Preparedness Plan
3. Copy of most recent fire inspection and emergency drill logs.
4. Copy of most recent health inspection.
5. Injury and Incident Summary for previous school year (the log of all the injuries are in a separate binder labeled incident reports)
6. Playground Safety Plan

\*All information about the children is located and stored in the brown file cabinet which is to remain locked when not in use. The student directory is available in the director's office for a quick reference. The director of the program also has access to Power School which can also be used to access information if needed. All information pertaining to enrolled children and their families is and will remain confidential.

## **CLASS SCHEDULE**

The daily class schedule will be posted on the extended day bulletin board located in the back of the cafeteria by the director's office.

## **ALLERGY LISTINGS**

Information about allergies and other pertinent health information is located in a red folder in the extended day food closet. This closet is to remain locked when not in use to ensure that student confidentiality is maintained at all times. Information regarding allergies and other pertinent health information can also be found on each student's current registration form in the director's office.

## **FIRE DRILL ROUTES**

There are two exits in the cafeteria: the back doors or the front exit. Fire Drills using both routes should be practiced. Fire drill routes should also be practiced from other commonly used areas utilized by the extended day program including the library, preschool room, and gymnasium. Fire evacuation routes are to be posted in each room.

## ***ARRIVAL/DISMISSAL PROCEDURES FOR CHILDREN***

### **PROCEDURES**

Arrival: Attendance will be taken as the children arrive for the extended day program. If a child is missing and no information was given to the director that the child was not attending, the director will check with the clinic, the parent sign-out book, the student's teacher, the front office, and other staff members prior to calling the family. If the child cannot be located after the family is contacted, the principal/assistant principal will be notified and emergency services contacted if needed.

Dismissal: Children are dismissed from the program only when an individual authorized to pick up the child signs them out. If an individual is not listed on the authorized pick up list and tries to pick up a child the child will remain in the program's care and the director will be notified immediately. The director will contact the family for approval and will not release the child without their permission. Staff may request to see an ID from anyone trying to pick up a student to ensure each child's safety. Preschool students may be released from their room or the cafeteria. Parents should call the extended day staff cell phone to confirm the pickup location when they arrive to the school.

### **AUTHORIZED PICKUP**

If someone other than that parent or guardian is picking up a child, a written authorization or phone call from the parent or guardian is required. The person picking up the child must show identification. All listings of authorized persons are located on the students' file located in the file cabinet.

### **LATE PICKUP PROCEDURES**

#### **Late Carpool Pick-Up Policy**

Any student who is not picked up during carpool will automatically be checked in to the Extended Day drop-in program. A fee of \$15/student will be charged for late carpool to all families who pick their child(ren) up prior to 4 pm. Any student that remains after 4:00 p.m. will be charged the full Extended Day drop-in rate of \$30/student.

#### **Late Closing Pick-Up Policy**

Any student who is not picked up from the Extended Day program prior to 6 pm will be charged a late pick-up fee of \$2.00 for every minute past closing time. Families with more than one child being picked up past closing will be charged per student enrolled. The amount charged will be based upon the pick-up time that will be recorded by the staff upon your arrival. The table below will explain the total amount that is charged per student depending on the time that you arrive to pick-up your child:

6:01 p.m. - 6:05 p.m.	\$10
6:06 p.m. - 6:10 p.m.	\$20
6:10 p.m. - 6:15 p.m.	\$30
6:16 p.m. - 6:20 p.m.	\$40
6:21 p.m. - 6:25 p.m.	\$50
6:26 p.m. - 6:30 p.m.	\$60

The fees will continue in this fashion until 7:00 p.m.

We are required by Virginia state licensing laws to inform you that if your child is not picked up one hour past closing time (7pm) and we cannot find anyone on the **emergency contact** list to pick up your child, the principal will be called to contact Child Protective Services.



## **TRANSPORTATION SAFETY**

The Extended Day program does not provide transportation.

## ***HEALTH AND SECURITY***

### **INJURY PREVENTION**

The director will review accident reports and the accident log every three months. The review will focus on the type of injury, where the injury occurred, and the appropriate action taken. If a pattern is discerned, appropriate measures should be taken to alleviate or correct the cause of the injury.

To help prevent accidents/injuries from occurring, the following procedures will be followed:

- a. Staff members will supervise children at all times.
- b. Children will be allowed to climb only on designated climbing equipment.

### **LOCATING LOST CHILD**

Staff members must be familiar with procedures to follow in the event a child is suspected to be missing from their care.

If the student is not able to be located during program hours, the Principal will be notified.

## APPENDICES

### School Forms

All appendices and forms may be found on the [school website](#).

### Diocesan Forms:

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

Please read, print, sign & date, and return this form to school by September 1, 2023.

**SAINT BERNADETTE CATHOLIC SCHOOL 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)

