



# Holy Spirit

## CATHOLIC SCHOOL

*Inspiring Minds* | Igniting Hearts

# Elementary School Parent - Student Handbook 2017-2018



*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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**Holy Spirit School**  
*Inspiring Minds / Igniting Hearts*  
2017 / 2018

*WELCOME*

Welcome to Holy Spirit School! We are pleased that you have chosen to entrust your children to us and have made us a partner in the education of your children. For over fifty years Holy Spirit School has educated the youth of our parish and community and we continue to strive to inspire our students on a daily basis and help them develop into both critical thinkers and compassionate individuals. As Pope Francis has said, “[T]he main element in school is learning to be magnanimous ... This means having a big heart, having a greatness of soul. It means having grand ideals, the desire to achieve great things in response to what God asks of us and, precisely because of this, doing everyday things, all our daily actions, commitments, and meetings with people well. [It means] doing the little everyday things with a big heart that is open to God and to others” (June 19, 2013). As parents, we invite you to participate as fully as possible in the many opportunities available both in and out of the classroom. Together we will provide the very best educational experience possible for your children.

Blessing Always,

Mrs. Maureen Ashby  
Principal

Mrs. Natalie Evans  
Assistant Principal

# **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***

Holy Spirit School inspires life-long learners and ignites servant leaders through a program of academic excellence grounded in the traditions and values of the Holy Catholic Church.

## ***PHILOSOPHY***

We believe our students have families who seek a faith-based, academically challenging education.

We believe our students are diverse, engaged, passionate and morally aware.

We believe our students have varying abilities and learning styles.

We believe our students learn best when parents and teachers are partners.

We believe our students learn best in a structured and supportive academic environment.

We believe our students learn best in a physically and emotionally safe setting.

We believe our students learn best and work toward academic mastery through differentiation.

We believe our students learn best when actively engaged.

We believe our students will succeed when challenged to be critical thinkers and compassionate individuals.

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

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

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

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

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

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

## ***PARENTAL ROLE***

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

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

The Diocese of Arlington 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; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies and regulations. In the event a parent desires to discuss a problem with his/her child's

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

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

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

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

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

#### TEACHER/PARENT PARTNERSHIP

Holy Spirit 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 responsibly;
- 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 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 if a problem occurs so that the child understands that the parents and teachers are working together;
- will respect professional boundaries and not request personal email addresses, private phone numbers, or “friending” requests through social media sites.

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 to a parent in a timely manner;
- 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 at the start of the year how best to keep in touch (time and place for calls and communications).

It is imperative that all members of the Holy Spirit School community adhere to the above principles and responsibilities in their electronic and other communications, including blogs, tweets, Facebook, etc. These communications are not to include disparaging or damaging comments about individuals, the community or the school.

*The school reserves the right to withhold or terminate an enrollment contract of any student whose family does not participate with the school in the spirit of cooperation and partnership in a manner that the schools deems necessary to support the child and the goals of the school.*

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

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

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

# ACADEMICS

## ***CURRICULUM***

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

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

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

## **MATHEMATICS**

### **FIVE TO SIX**

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

### **SIX TO SEVEN**

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

### **SEVEN TO EIGHT**

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

### **SIX TO SEVEN**

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

## **SEVEN TO EIGHT**

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

- a. Passing the Algebra I course
- b. Scoring 77% on the Diocesan Algebra I exam
- c. Receiving teacher recommendation for placement in the next level of high school math instruction

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

## **SPANISH**

At the conclusion of grade 8, all Spanish students will take a Spanish I exemption exam. Students must achieve the required score in order to be placed in Spanish II upon entry to high school. In addition, the Spanish teacher for grade 8 will complete high school Spanish placement recommendation forms for all students matriculating to a Diocesan high school. These forms are considered confidential between schools and will not be disclosed.

The only students exempted from participated in Spanish are those participating in the Resource Program and who meet particular criteria as established by the Office of Catholic Schools.

## ***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.

During the fall, Holy Spirit School utilizes the Formation in Christian Chastity Program. (Refer to Diocesan web site: [http://www.arlingtondiocese.org/childprotection/form\\_christianchastity.aspx](http://www.arlingtondiocese.org/childprotection/form_christianchastity.aspx) for more information. The Formation in Christian Chastity Program is an opt-out program meaning that parents must specifically request that their child be excused during the teaching of the material.

Middle School students in grades 6-8 are provided the opportunity to participate in a Diocesan recognized program on Human Growth and Sexuality. The program is a total of three one-hour presentations which are done by grade level and in single sex environments. The program is presented by persons outside of the Holy Spirit School teaching faculty. The program is an opt-in program requiring parents to sign and return a consent form prior to the first day of the program. A parent information session is held prior to the start of the program.

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

The book fee (for grades K-8) covers the purchase of consumable books, consumable educational materials, online teaching materials and the rental of textbooks. These books are very expensive. While normal deterioration of books is inevitable we expect for these books to last many years. Families will be held financially responsible for the entire cost of replacing a book that is lost, defaced or damaged. Each textbook is examined and coded when given to the student and when collected at the end of the year. Books should be carried in book bags and stored in safe areas at home and school. Books should be covered with a fabric or paper cover. Contact paper should never be used on non-consumable books.

Lists of required supplies are available on the school web site [www.holyspiritflames.org](http://www.holyspiritflames.org). Please purchase the supplies prior to the beginning of the school year. The opportunity to purchase school supplies on line is available for a limited period of time prior to the start of the school year. Information is available on the school website. All supplies should be brought to school on the first day. Please check your child's supplies periodically throughout the year and replenish supplies as needed.

## ***TECHNOLOGY – ACCEPTABLE USE***

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

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted

materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

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

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

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - i. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service

interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- h. Examples of Unacceptable Uses – Users are not permitted to:
- i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
  - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, copy disks, CD-ROMs or other protected media.
  - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - ix. Breach confidentiality obligations of school or school employees.
  - x. Harm the good will and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage or change to the school's hardware and/or software.
  - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words,

images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – 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.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school’s image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Students may not have on their person during the school day any electronic device including but not limited to cell phones, tablets, cameras or any type of recording device. Any electronic device necessary for in school work will be provided by the school. Students who bring cell phones to school must put the phone in the “Off” position and turn it in to the school office upon arrival at school. Students will be provided an identifying tag number. At dismissal, students may turn in the tag number at the school office to retrieve their phones.

The use of students’ cell phones is prohibited on Holy Spirit School property and on field trips. If a faculty member becomes aware of a student cell phone, the faculty member is expected to take the phone and turn it in to the principal’s office where it can be collected by a parent.

## ***TESTING***

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

Middle school students who are absent on a test day are required to attend testing center after school on the following Tuesday. Unless previous arrangements are made, students who need to make up a test and do not attend testing center will receive a zero on the test. At the end of the academic year, middle school students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

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.

#### Grades K-8 Academic Assessments

Incoming Kindergarten	Kindergarten Readiness Testing	Incoming kindergarten students are screened at the end of preschool prior to the start of the school year
Grades 3-7	Scantron Performance Series	Multiple assessments throughout school year
Grades K, 5, 6, and 7	End of Year Math Testing	Spring
Grade 8	High School Placement Test Spanish Exemption Exam Algebra/Geometry Exemption Exam	December Spring Spring

#### Religious Assessment

Grade 5	Assessment of Catholic Religious Education 1 (ACRE)	Spring
Grade 8	ACRE 2	Spring

## ***HOMWORK***

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

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

#### **SUGGESTED TIME ALLOTMENTS**

Below are suggested homework time allotments per grade level. Parents should keep in mind that different children work at different paces and that these times are only suggested. If you find that your child consistently needs more than the suggested amount of time in order to complete the assignments please let his/her teacher know.

Primary (grades 1-3) 1 hour nightly, 30 minutes of which might be reading for pleasure and practice.

Intermediate (Grade 4) 30 – 60 minutes nightly

Intermediate (Grade 5) 60 – 90 minutes nightly

Middle School (Grades 6-8) 1 ½ - 2 hours nightly

## **LATE ASSIGNMENT SHEETS**

All students in Grades 4-8 will receive a Late Assignment Sheet that must be taped by the students into the front inside cover of their assignment book. These sheets will be handed out quarterly, or more often, if necessary. If (when) a student does not have a homework assignment with them, at the time homework is checked, the student will write the assignment on this sheet along with the date. The student will then request the teacher to initial the sheet. Not having a late assignment sheet available to be signed may result in a demerit. Late assignment sheets should be reviewed and signed regularly by parents/guardians. At the end of the quarter, the homeroom teacher will collect and hold late assignment sheets. For purposes of determining grades on the student report cards, the teacher's gradebook will be considered the complete record of late and missing assignments.

During the quarter, parents may, at any time, request to see their child's missing assignment sheet- all they have to do is ask their child.

Teacher webpage: As a secondary reminder of homework, teachers also place daily and weekly homework assignments on their PowerLearning page. Because technology is not always reliable, the classroom students should make daily use of the paper planning provided to them at the beginning of the school year. If homework is assigned in class and does not appear on the website, it is still due to the teacher on the designated day.

## **STUDENT RESPONSIBILITIES**

Students are expected to complete each homework assignment by the due date. If the student is absent, the assignment should be turned in upon his/her return to school. Students are allotted one day per each day absent to make up any work from an excused absence.

It is the student's responsibility to record his/her assignments and bring the necessary materials home to complete the assignment. Students will not be allowed back into the classroom after the final dismissal.

It is the student's responsibility to inform the teacher if he/she does not understand the assignment at the time the assignment is given.

Each student is expected to do all of the homework assignments. If for some reason it is not completed on time, the student is expected to turn it in, completed, the next day with a possible grade reduction.

Responsibility for turning in completed assignments and rescheduling any missed tests is the student's.

### **PARENT RESPONSIBILITIES**

Parents should maintain an awareness of their child's progress and homework assignments.

Parents should encourage a home study period daily and provide a quiet environment for study.

Parents should help by quizzing their child on assigned work, especially prior to scheduled tests.

Parents should give assistance when necessary but should not do the homework for the student.

### ***SUMMER WORK***

Students are given summer work to keep their skills sharp. This work includes reading and math for all grade levels kindergarten through eighth grade. Assignments completed in conjunction with this work are due according to the directions and will be part of the first quarter grades. The details of the work can be found on the school website.

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

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

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

Formal conferences are scheduled for all grades in the fall and on an as needed basis in the spring. If at any time a conference with one of the faculty is desired, the parent should write a note to the teacher requesting an appointment or a return phone call. This will give the teacher time to set aside a specific time for you in a location where you can talk privately. Lunch, recess, and volunteer duty time is not the appropriate time to try to conference with a teacher. Please do not call or email a teacher at home.

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

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

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

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

## **GRADING SYSTEM**

### **Grades 1-2**

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

## **ACADEMIC PROGRESS SCALE**

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

\* (asterisk) indicates modified curriculum

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

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

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

## **INTERIM REPORTS**

Parents of students in grades 3 – 8 have regular access to the Parent Portal of Power School. Parents are encouraged to regularly check the portal in order to keep abreast of student progress. Paper interim reports will be sent out to parents of 3<sup>rd</sup> -8<sup>th</sup> graders who have a 75% or below in a core academic subject or a “1” or an “X” in a Special area subject three to four weeks before the end of each marking period. This will give the parents an opportunity to commend their children for work well done or to work with the student to improve their grade and /or to request a conference with the teacher.

### **Parent Portal Considerations**

- Grades will be entered on a regular basis; however, lengthy papers and essay based tests require great amounts of time to be fairly evaluated.
- A teacher’s primary responsibility is the children in front of him/her at that moment.
- Teachers may weight their grades in their grade book. If you have questions regarding grading and weighting policies, contact the teacher directly.

- The portal will be shut down approximately one to two weeks prior to the end of the quarter, and will reopen after report cards are issued to allow teachers to log effort grades and comments.

Quarterly report card envelopes and any paper interim envelopes must be signed by a parent/guardian and returned to school within three days of issuance.

Progress reports, yearbooks, and report cards will not be provided in advance of an absence and will not be sent home with another family unless permission is granted by the principal. The school reserves the right to withhold final report cards and access to the Parent Portal pending payment of all financial obligations including, but not limited to, fines, lost items, extended day fees, cafeteria bills, and tuition.

### **ACADEMIC PROBATION**

Middle school students who regularly fail to complete homework assignments and/or who receive an F in one or more subjects may be placed on academic probation. Academic probation may include some or all of the following:

- Meeting with teacher, principal, student, and parents
- Written statement outlining probationary period
- Study hall
- No participation in classroom field trips

### **HONORS**

Scholastic honors are distributed each quarter for grades 4-8. Honors are computed by taking an average of all subject grades. A mark of “1 – Needs Improvement” or “X - Unsatisfactory” on any part of the report card precludes a student from receiving honors, even if grades are the correct percentile.

First Honors: 95%-100%

Second Honors: 90%-94%

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

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

- a. The final decision to promote or retain a student is based on the student’s academic performance and best interest as determined by the principal.
- b. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to

- the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be “placed” in the next grade level; however the school must prepare and implement an “Academic Intervention Plan” for the student as a condition of placement.

## ***SCHOOL COUNSELORS***

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

The Holy Spirit School counselor meets periodically with classes, individuals, and small groups for both preventive and problem solving strategies. When recommended by the school, parents are strongly encouraged to have their child participate in these small groups, as they will help to address the child’s social and emotional growth.

# 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, the siblings may receive special consideration.

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

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

### **REQUIREMENTS FOR SCHOOL ADMISSION: PRE-SCHOOL – GRADE 5**

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable
- f. Completed Diocesan Application Form (Appendix J)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or

equivalent, which stipulates the following must be submitted prior to the student beginning school:

- i. Proof of exact dates of immunization as required by the Code of Virginia
  - ii. Current Certification of Immunization
  - iii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

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

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

### **GENERAL CONDITIONS OF ADMISSION**

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

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

### **INTERNATIONAL STUDENTS**

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

- A. International 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;
  - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

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

Requests for specific teachers are highly discouraged. Teachers and the administration spend considerable time and thought compiling class lists that will be the most productive for all of the students. If there is a specific concern that needs to be addressed, parents should submit a written request stating these concerns to the principal. While such requests will be considered, there is no guarantee they will be honored.

Holy Spirit School will not admit to preschool any student who has not reached his/her fourth

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<sup>1</sup> Appendix AJ for a listing of lawful non-immigrants who may attend school.

birthday by September 30<sup>th</sup> of the given school year. In order to be admitted to Kindergarten, students must reach the age of 5 by September 30<sup>th</sup> of the given year. Holy Spirit School reserves the right to refuse admission to older students who are attempting to skip a grade.

Registration is handled through the school office. Registration for returning students begins in January for the next school year. Registration for new students begins in February for the following school year.

## ***ATTENDANCE***

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

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

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

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

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

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

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

## **TARDINESS**

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

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

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

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

A student who is late, i.e., arrives after the 8:10 bell has rung, should report to the school office to sign in and obtain a tardy slip. Persistent tardiness is not acceptable and will result in disciplinary action.

Middle school students who are tardy will report to the office for a tardy slip and then go directly to their scheduled class in progress. They will not be allowed to go to their homerooms and lockers.

Parents should be mindful of the impact that regular, persistent tardiness can have on student applications to high school.

## **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**

Holy Spirit School hours are Monday through Friday, 8:00 am to 3:15 pm.

The school defines proper procedures for reporting an absence as:

1. Parents should call the clinic's attendance line (703-978-7117) before 8:20 AM on each day of absence. Please leave student's name and room number and the reason for the absence on the answering machine.
2. If a student is absent and no call has come from the parent, the school nurse will place a call to the parent to ascertain the reason for the student's absence.

3. **A WRITTEN EXCUSE, EXPLAINING THE REASON FOR ABSENCE AND SIGNED BY THE PARENTS MUST BE PRESENTED TO THE HOMEROOM TEACHER UPON A STUDENT'S RETURN TO SCHOOL.**
4. Absences and tardies (whether excused or unexcused) are recorded quarterly on the report card and yearly on the permanent record card.

**PLEASE SEE THE HOMEWORK SECTION FOR INFORMATION PERTAINING TO MISSED HOMEWORK DUE TO ABSENCES.**

### **MEDICAL EXCUSES**

Medical documentation may be asked for in cases of extended absences for medical reasons

### **MEDICAL EXCUSES FOR P.E.**

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's health care provider that states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions. All students reentering school activities following injury or therapeutic casting must provide a written release from the physician.

Parental notes to exclude any student from activities are limited to two consecutive classes. Parents are expected to provide a physician order for exclusion for any student seeking to be excluded from activities longer than two consecutive PE classes.

Any student utilizing a muscular skeletal device/cast/split/wrap or other device may not participate in PE or other school and/or Extended Day sanctioned activities without specific physician orders.

### **ANTICIPATED ABSENCE**

It is strongly urged that family vacations be planned during scheduled school vacation periods. However, if students are to travel with parents on vacation, the teacher should be notified prior to the trip. The school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The principal in her sole discretion may determine the conditions and terms governing such absences.

### **RELEASE OF STUDENTS**

In the event that a student needs to leave school at any time other than regular dismissal, the school requires written notification with the specific time that your child will be picked up. Parents must come to the school office to sign the student out. If a person other than the parent is to pick up the student the school requires the parent to notify us and the school may ask to see identification for that person.

## ***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.

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

## ***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.

Holy Spirit School cafeteria will make available, for a fee, hot lunches on Monday through Friday. Milk and bottled water is available daily for a nominal fee, which is paid at the beginning of the year. Holy Spirit School participates in the Federal Milk Program.

In order to remain on our established menu schedule, the school is responsible for payment to our food suppliers for missed lunches. Therefore, refunds or credits are not provided.

## ***ARRIVAL AND DISMISSAL***

### **PreKindergarten Arrival**

*Please see diagrams on following pages*

PreKindergarten arrival is at 8:00 AM. Students may arrive no earlier than 7:40 AM. Students who arrive earlier than 7:40 AM will be signed into Morning Care and charges will accrue. Outside supervision is from 7:40 AM until 8:10 AM.

Families who have PreKindergarten children will use the back lane for arrival. Enter from the second entrance on Woodland Way and proceed to the back of the school. All children from the car will get out at the designated spots and be supervised by the teachers. Older children will go through the school to the front waiting area and the PreKindergarten children will go to their classroom.

**Parents arriving after 8:10 AM should walk their children to the front office and sign them in.**

### **PreKindergarten Dismissal**

Dismissal for half day is at 11:20 AM. Dismissal for full day Pre-Kindergarten is at 3:15 PM Monday through Friday.

Teachers dismiss **half day** PreKindergarten students at 11:20 AM from the southwest doors in the Kindergarten wing. Parents park in the circle or other available parking spots and walk to meet their children outside the doors.

Teachers dismiss **full day** Pre-Kindergarten children *and their siblings* from the rear of the school. Parents should use the back lane. Enter from the second entrance on Woodland Way and proceed to the back of the school forming a line. Your children will enter your car at the designated place.

### **Kindergarten -8<sup>th</sup> Grade Arrival**

*Please see diagrams on following pages.*

*Families with preschool children should read preschool guidelines.*

The school hours for grades K-8 are 8:00 AM-3:15 PM. Students are allowed into their classrooms at 8:00 AM and are to be in their classrooms no later than 8:10 AM. Students arriving after 8:10 AM will be marked tardy and must obtain a tardy slip from the main office. Students who are tardy because of a doctor's appointment must submit a note from the doctor's office to the school office. **It is imperative that parents who transport students allow sufficient time to insure prompt arrival.** Students may arrive no earlier than 7:40 AM. Students who arrive earlier than 7:40 will be signed into Morning Care and charges will accrue. Outside supervision is from 7:40 AM until 8:10 AM.

During morning arrival, families without PreKindergarten children, enter the campus from the first entrance on Woodland Way and form a single line to the entrance of the school. Students may arrive as early as 7:40 AM. Four teachers are on duty from 7:45 AM until the bell rings at 8:00 AM, and one teacher is on duty from 8:00 AM until the tardy bell rings at 8:10 AM. Safety Patrols assist students beginning at 8:00 AM. Parents drop off students at the front of the school, where they report to their class group waiting outside for the entrance bell. Cars may move only when all children are safely on the school sidewalk.

**Parents arriving after 8:10 AM should walk their children into the front office and sign them in.**

### **Kindergarten -8<sup>th</sup> Grade Dismissal**

*Please see diagrams on following pages*

Afternoon dismissal for K-8 is at 3:15 PM Monday through Friday. K-8 students not picked up at the conclusion of the carpool line will be signed into Extended Day and charges will accrue.

Students are dismissed from the school using a combination of voice and bells. Vanpool parents (parents who pick up 3 or more children) arrive at their assigned spaces in the upper lot prior to dismissal. To prevent vehicular injury, teachers secure the upper lot with chains and cones immediately prior to student dismissal. Vanpool students are dismissed first and report immediately to their parent's assigned

spaces in the upper parking lot. Teachers chaperone the lot for safety. When all parents and students are in their vehicles, they are dismissed in order.

Extended Day students are dismissed from their classes and escorted to the Extended Day Program.

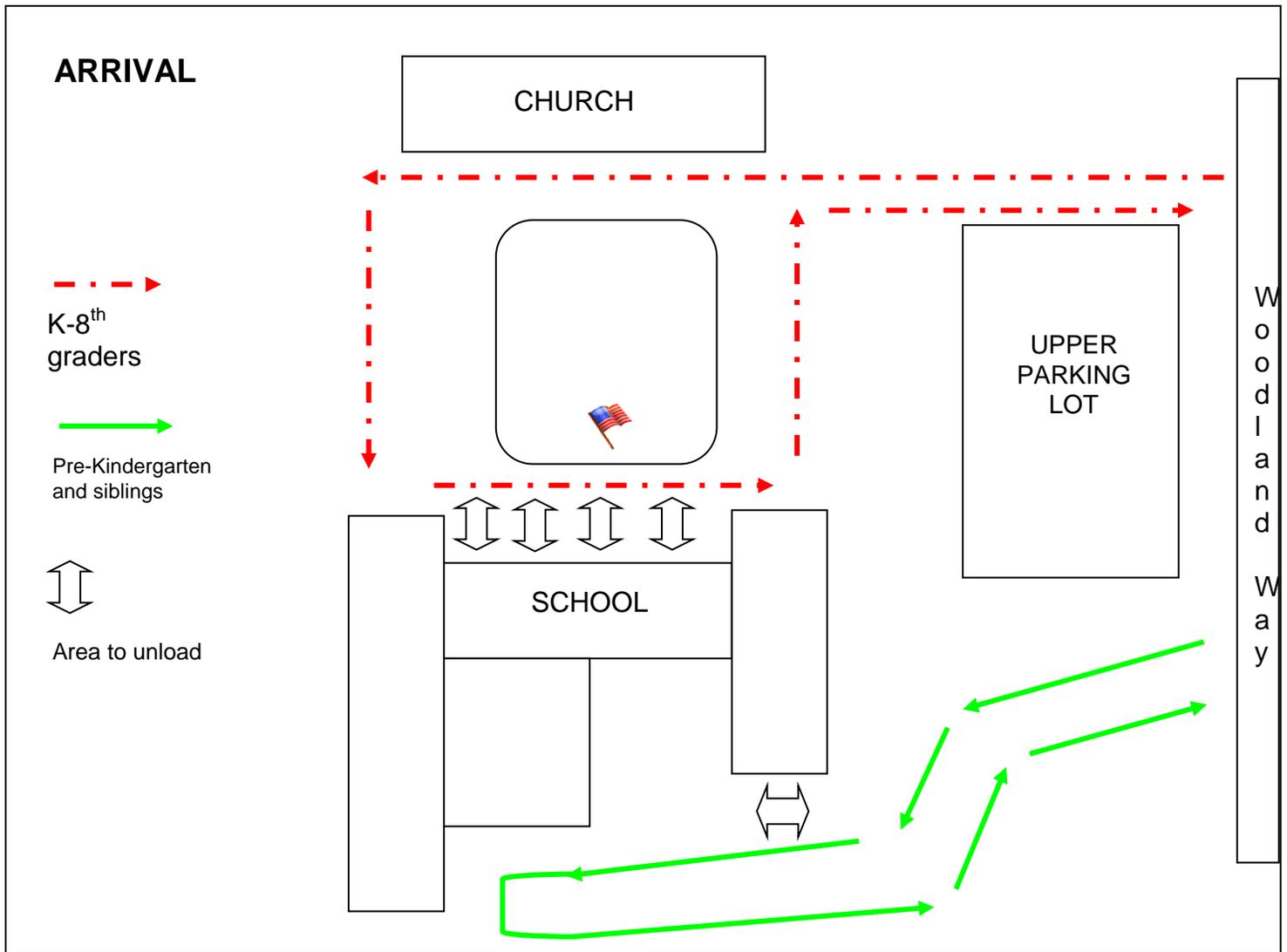
Carpool students are dismissed at the bell and exit their classroom with their classmates and homeroom teacher. All classes report outside to the front of the school where they wait for their rides. In the event of inclement weather, students are dismissed from inside the main hall. Parents report to carpool on a first-come, first-served basis, entering from Woodland Way and lining up in three north-south lines in the parking lot. The carpool is monitored by teachers and Safety Patrols.

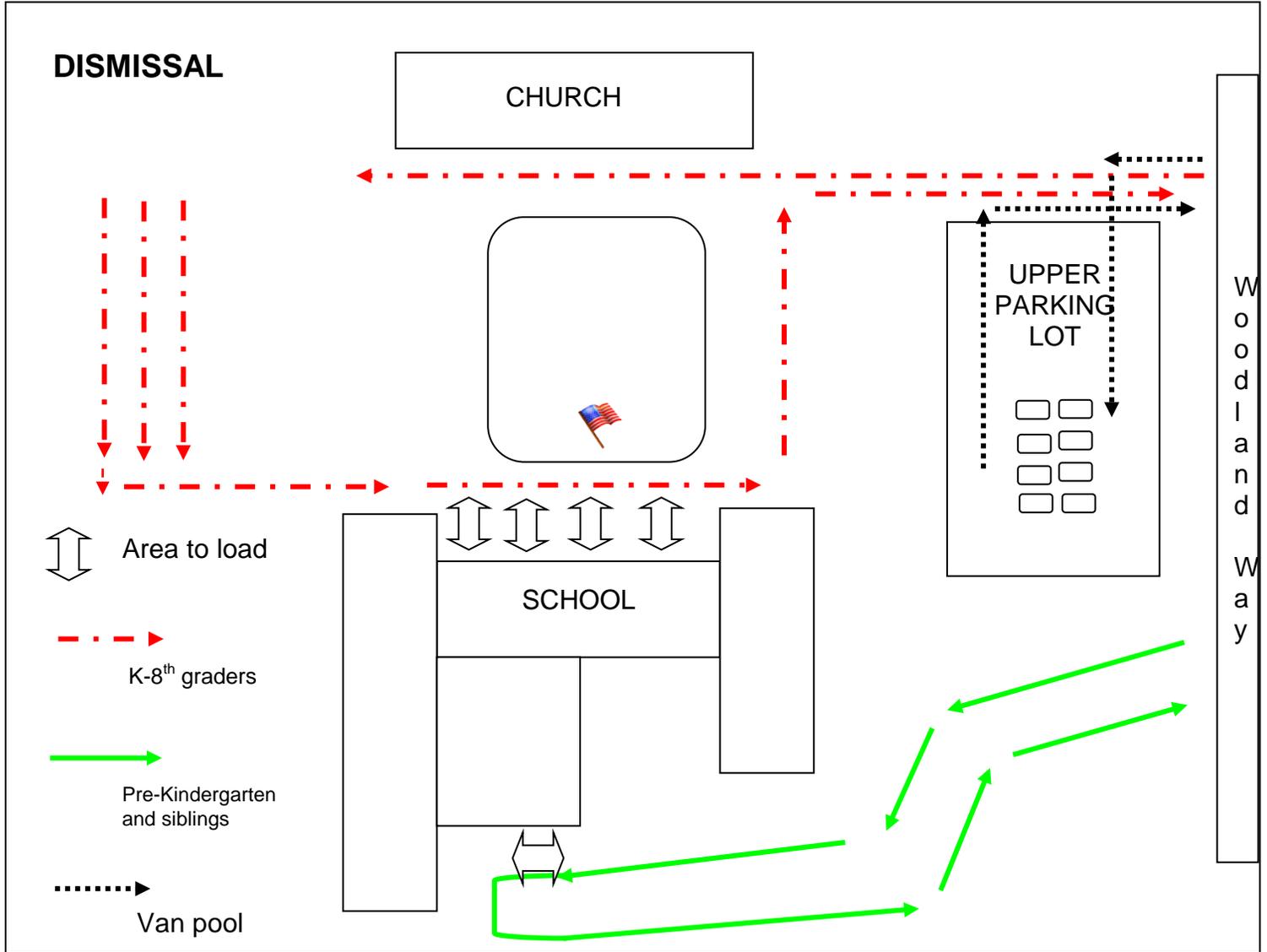
Walkers are dismissed last and exit with a teacher through the southwest doors in the Kindergarten wing. They follow the sidewalk to the upper parking lot, where they are dismissed at the edge of the school grounds and Woodland Way.

### **Vanpool**

*Please see diagrams on following pages*

Vanpool is available for families who pick up 3 or more children. Requests for vanpool slots will be sent home at the beginning of the year. Once a request is received a vanpool slot will be assigned. The slots are double deep therefore two vanpools are assigned to each number. The first car to arrive should pull to the front and the second car should pull behind them.





# GENERAL SCHOOL POLICIES

## ***ADMINISTRATIVE***

### **STUDENT CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

### **ACCESS TO RECORDS**

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

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

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

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

### **TRANSFER OF RECORDS**

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

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

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

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

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

Parents are strongly discouraged from bringing in forgotten books, homework, lunches, etc. These forgotten items provide opportunities for students to grow in responsibility. In the event that an item is dropped off, it should be left at the front office and clearly labeled with the child's name and grade.

Excluding recess duty, all volunteers must be fully compliant with all child protection requirements as set out by the Diocese of Arlington.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL'S COMMUNICATION**

Information regarding the school and activities can currently be found in the weekly electronic newsletter, the website under "Family Folders" and via the PTO Highlights electronic letter. As the school transitions to PowerLearning these communications will be found within the "Parent Page". Emergency information may be sent via the School Messenger email/voicemail system.

### **TAKE-HOME COMMUNICATION**

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

The family/student directory will be provided to those families who are members of the PTO. This tool is to be used for and by Holy Spirit School families only and must not be distributed, sold, or shared outside of the school community.

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

Students may use the telephone in the school office for emergency calls only. Forgotten items do not constitute an emergency. Only in cases of emergency, will students be called from class to the telephone. Messages for the student may be left, if necessary, by calling the school office.

The use of students' cell phones is prohibited on Holy Spirit School property and on field trips. If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sports practices or games, he /she must bring the cell phone to the office upon arrival in the morning and park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day will a cell phone be in a student's locker, backpack, or on his/her possession. If a faculty member becomes aware of a student cell phone, the faculty member is expected to take the phone and turn it in to the principal's office where it can be collected by a parent.

### **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.

Holy Spirit School follows Fairfax County Public School's announcements for emergency closings, delayed openings, and early closings for school. Announcements regarding closings may be heard on all major radio stations, as well as local cable TV stations. You may also check the Fairfax County website at [www.fcps.edu](http://www.fcps.edu) Please do not call the school to find out if school is closed or opening late.

**ONE HOUR DELAYED OPENING:** PreKindergarten will begin at 9:00 AM with normal closing times. Grades K-8 will begin at 9:00 AM and dismiss at 3:15 PM.

**TWO HOUR DELAYED OPENING:** PreKindergarten will begin at 10:00 AM with normal dismissal times. Grades K-8 will arrive at 10:00 AM and dismiss at 3:15 PM.

**EXTENDED DAY:** If school is delayed opening by one hour, Morning Care will begin at 8:00 AM. If school has a delayed opening of two hours Morning Care will open at 9:00 AM. If the school closes for any reason, the Extended Day morning and afternoon program will not operate. Please arrange to pick up your child at the announced dismissal time.

**IN THE EVENT THERE IS A TWO-HOUR DELAY ON A SCHEDULED 11:30 AM DISMISSAL, HOLY SPIRIT WILL CANCEL THE 11:30 AM DISMISSAL AND FOLLOW A TWO HOUR DELAY SCHEDULE WITH DISMISSAL AT 3:15 PM.**

**IF FAIRFAX COUNTY PUBLIC SCHOOLS ARE SCHEDULED TO BE CLOSED BUT HOLY SPIRIT IS SCHEDULED TO BE OPEN, AN ANNOUNCEMENT REGARDING CLOSINGS WILL BE POSTED ON OUR WEBSITE AND OUR PHONE CONTACT SYSTEM WILL BE ACTIVATED.**

### **PHOTOS AND OTHER MEDIA**

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

## **LIBRARY**

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

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

## **FIELD TRIPS**

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

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

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

In the event private automobiles/vehicles of students, parents or other authorized adults of at least 20 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. 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 near the front seat air bag.

### **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, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

School-sponsored ski trips are not permitted.

All medications given on field trips must comply with medication administration policies. For a

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

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain home with the parent and will be marked absent for the day.

There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

Siblings may not accompany chaperones on field trips.

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

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

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

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

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

### **GRADUATION REQUIREMENTS/CEREMONIES**

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

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

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

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

## ***PARENT ORGANIZATIONS***

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

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

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

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

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

## **HOLY SPIRIT SCHOOL ADVISORY BOARD**

The Advisory Board serves as an advisory body to the pastor and the principal. The mission of the Board is to ensure that the philosophy and mission of Holy Spirit School (as reflected in this handbook) are accomplished. The principal appoints the Board members for a three year term.

## **VOLUNTEERS/ SERVICE COMMITMENT**

Holy Spirit Catholic School is a wonderful place for your children to grow both academically and spiritually. The School administration and PTO believe that parent involvement and participation in school activities is not only a means to show our support for the Faculty and the School, but is absolutely necessary in order to maintain and expand many of the academic and extracurricular services offered by the School to our children. Educational research also demonstrates that children achieve at a higher level if parents are involved in their child's education.

Holy Spirit School has instituted the Parent School Service Commitment (PSSC). Under this program, the parents or legal guardians of each student (s) registered at Holy Spirit School are required to earn a minimum of 20 hours per family or 10 hours for single parent families( single

parent families also include families with a deployed spouse) of combined volunteer service during the current school year. (The school year is defined as July 1 through June 30.) This is in addition to required playground duty. Playground Duty substitutes can be used and are to be paid as outlined in the handbook. Being a Playground Duty substitute does not relieve a family of the school service commitment hours since this is a paid position. Service opportunities are outlined and described in the PSSC Handbook.

All unfulfilled hours will be assessed \$20.00 per hour.

If a family situation makes completing PSSC hours impossible, please make an appointment to discuss this with the Principal, who has the discretion to reduce or excuse the PSSC requirement.

## **RECESS**

Parents are scheduled to provide supervision for recess. The schedule is created by the PTO and is posted on the website. The required recess supervision hours are separate from the Service Commitment hours.

## ***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***

### **PreKindergarten Dismissal**

Teachers dismiss **half day** PreKindergarten students at 11:20 AM from the southwest doors in the Kindergarten wing. Parents park in the circle or other available parking spots and walk to meet their children outside the doors.

Teachers dismiss **full day** PreKindergarten children *and their siblings* from the rear of the school. Parents should use the back lane. Enter from the second entrance on Woodland Way and proceed to the back of the school forming a line. Your children will enter your car at the designated place.

### **CARPOOL**

Students will not be permitted to walk to a car in any parking lot. To pick up students your car must be IN THE CAR POOL LINE. Students will be dismissed at 3:15 PM Monday through Friday.

Please stress the need for your children to look for their car and be ready to get in when told to do so.

If a child's transportation arrangements change or children are visiting each other after school parents must send in written notification to the teacher. School policy requires written notification from both parties when transportation arrangements are altered.

### **VANPOOL**

Students assigned to the vanpool will go out the west side door and up to the upper parking lot. They should get into their cars immediately. When all students are safely in all of the cars, the cars will exit the upper lot. The vanpool is for cars picking up three or more students and kindergarteners. Families must request placement in the vanpool each year.

### **WALKERS**

Walkers will exit the west side door if they walk to Woodland Way. Walkers will be escorted to the edge of the Holy Spirit property. Teachers are not crossing guards and will not cross the children at the corner of Fleming and Woodland. If a student is normally a walker and is to go home by car please send a note or call the office stating this. The student will exit with the car riders and must be picked up in the carpool line. Please do not arrange to pick up your walker anywhere else.

**If you need to pick up your children prior to dismissal, please do so before 2:45 PM. This should only be used in cases of absolute necessity and not be habitual. Children will not be dismissed from the classrooms after 2:55 PM.**

## **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 a processing fee payable to the private vendor.

To be eligible for receiving 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***

School tuition and fees are due on a timely basis and the school reserves the right to withhold student end of year grades, transfer records, or other school-related records if a family has any outstanding financial obligations including, but not limited to, tuition.

Book fees are incorporated into the overall tuition fee for the year. Activity fees are due in full August 1<sup>st</sup> and are included with the August payment. All book fees and activity fees are nonrefundable. Tuition is paid monthly beginning with August and ending with May. Unless a family chooses to pay in full by August 1<sup>st</sup>, all payments are collected by Smart Tuition. Directions for online registration are available in the school office.

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

Tuition and Fees (including those for Morning Care and Extended Day) for the 2017-2018 school year may be found on the school website.

## TUITION ASSISTANCE

Tuition assistance is available through the Diocese, PTO, school and parish. Information for applying through FACTS, is available on the school website. We encourage all those eligible and interested to apply. The deadline for the first round of determination is usually early winter. FACTS applications are coded for each particular school so please do not use an application from Holy Spirit for any other school. All information regarding tuition assistance, except the application to FACTS, should be directed to the principal.

Information concerning “Tuition Assistance Through the Diocese of Arlington” may be found at [http://www.arlingtondiocese.org/catholicschools/tuition\\_grant.aspx](http://www.arlingtondiocese.org/catholicschools/tuition_grant.aspx). This link explains funds available through the *Rooted in Faith-Forward in Hope* campaign as well as the *Education Improvement Scholarships Tax Credits* program.

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

### ***PARTICIPATION***

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

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

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

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

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

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

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

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

Students of Holy Spirit School are encouraged to participate in school and CYO activities. A list of activities is available on the school website under the *Student Resources* tab. It should be noted that the list is not all-inclusive and that activities may change from year to year depending on student interest and the availability of teacher/adult moderators.

## ***SUPERVISION OF STUDENTS***

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

## STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

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

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

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

### **CHEATING**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports.

### **STAIRCASES, HALLWAYS, AND ELEVATOR USE**

When changing classes between the two floors or attending events on either level, students should walk only on the right hand side of the staircase thus allowing for a flow of students in both directions. Care should be taken when carrying bookbags and other items up and down stairs. Students must refrain from any sort of playing or dangerous behavior on the staircases.

Students should walk quietly and in an orderly manner down the hallways when classes are in session. In addition, students must form a line outside a classroom and wait for the teacher's permission to enter. Students may not enter an empty classroom.

The elevator may only be used for injured students. Students must be accompanied by a faculty

or staff member and one peer.

### **FIELD TRIP CONDUCT**

Field trips are considered to be an extension of the classroom and, therefore all school rules apply.

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

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

A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers—Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual,

except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

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

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

### **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

### **SPECIFIC DISCIPLINARY POLICIES**

Holy Spirit School has in place the following Demerit System:

#### In Grades PK-3

Infractions of the Code of Conduct will be dealt with immediately by the teacher. Actions taken may include but are not limited to time out, loss of privileges, and a conference with the parent.

#### In Grades 4-8

For an infraction of the Code of Conduct, students will receive a demerit to be signed by the parent and returned to school the next day. Failure to return the signed demerit will result in further disciplinary measures.

After 5 demerits, an after school detention will be served.

After 10 demerits, a second detention will be served. In addition, a conference with a parent, teacher and principal will be held.

After 15 demerits a 3-day suspension will be served and a second conference will be held.

At this point the student may not participate in school-sponsored events.

After 20 demerits, a conference will be held to determine the advisability of the student remaining at Holy Spirit School.

If a student does not show up for an assigned detention without making prior arrangements to reschedule, a demerit will be issued. Sports practice and other after school activities are not acceptable reasons to reschedule an assigned detention.

### **SUSPENSION**

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

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

Students will be responsible for making up any work missed due to suspension.

### **DISMISSAL**

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

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

## **EXPULSION**

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

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

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

A parent whose child is expelled may appeal this decision 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 in 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, either by phone or in person, prior to questioning must be acquired.
- 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.

- Students may keep only school related items in lockers and desks
- Students may only go to their lockers at times allowed by their teachers
- Students may post pictures on the inside of their locker that are appropriate and in good taste.
- Locker doors must be closed quietly so that other students and teachers in the classrooms are not disturbed
- Students may not use anything that has the potential to make marks (paint, draw, scratch, adhesive labels, stickers or tape)
- Food and drink may not be left in the locker overnight
- If a locker is damaged, the student responsible for the damage will pay for the full cost of the repairs or replacement and may lose the right to use a locker.

## ***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.

All hardcover textbooks must be covered with a paper or fabric cover by the end of the first week of school. Covering hard covered textbooks with sticky adhesive such as contact paper is not allowed.

Students who damage electronic devices due to negligence and/or carelessness may be required to cover the cost of a replacement device.

## ***DRESS CODE***

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

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

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

All uniforms should be purchased through Flynn and O’Hara Uniform Company.

#### **PreKindergarten**

PreKindergarten students may wear suitable play clothes. Sneakers should be worn. Open toed/ open heeled shoes are not allowed.

## **FALL/ SPRING** (check current school calendar for pertinent dates)

### **Grades K-5**

#### **Boys**

- Long or short sleeved navy polo with Holy Spirit logo
- Gray shorts or slacks from Flynn and O’Hara
- Solid gray or white dress socks
- Black or brown belt
- Black or brown school shoes (not sneakers)

#### **Girls**

- Long or short sleeved navy polo with Holy Spirit logo with gray skirt

- OR plaid drop waist, solid front jumper with white peter pan collared short sleeved shirt. (The peter pan blouse may only be worn with the jumper – and the polo only with the skort)
- Solid maroon or white dress ankle socks
- Black or brown school shoes (not sneakers)

## **Grades 6-8**

### **Boys**

- Long or short sleeved maroon polo with Holy Spirit logo
- Gray slacks from Flynn and O’Hara
- Solid gray dress socks
- Black or brown belt
- Black or brown school shoes (not sneakers)

### **Girls**

- Long or short sleeved maroon polo with Holy Spirit logo
- Plaid skirt( 4 kick pleated or wrap around kilt)
- Solid maroon dress socks: ankle, knee or tights
- Black or brown school shoes (not sneakers)

## **Fall/ Spring Gym Uniform** (worn to school on gym days)

- Gray T shirt with logo
- Red shorts with logo
- Solid white ankle sport socks
- Non marking tennis shoes

## **WINTER UNIFORM** (check current school calendar for pertinent dates)

### **Grades K-5**

#### **Boys**

- Long or short sleeved navy polo with Holy Spirit logo
- Gray pants from Flynn and O’Hara
- Optional: Long sleeve, half zip maroon polar fleece, or sleeveless, full zip maroon polar fleece with logo
- Solid gray or white dress socks
- Black or brown belt
- Black or brown school shoes (not sneakers)

#### **Girls**

- Long or short sleeved navy polo with Holy Spirit logo with gray slacks

- OR plaid drop waist, solid front jumper with white peter pan collared short or long sleeved shirt. (The peter pan blouse may only be worn with the jumper – and the polo only with the slacks)
- Optional: Long sleeve, half zip maroon polar fleece, or sleeveless, full zip maroon polar fleece with logo.
- Solid maroon dress socks: ankle, knee or tights
- Black or brown school shoes (not sneakers)

## **Grades 6-8**

### **Boys**

- Long or short sleeved maroon polo with Holy Spirit logo
- Gray slacks from Flynn and O’Hara
- Optional: Long sleeve, half zip maroon polar fleece, or sleeveless, full zip maroon polar fleece with logo.
- Solid gray dress socks
- Black or brown belt
- Black or brown school shoes (not sneakers)

### **Girls**

- Long or short sleeved maroon polo with Holy Spirit logo
- Plaid skirt( 4 kick pleated or wrap around kilt) or gray slacks from Flynn and O’Hara
- Optional: Long sleeve, half zip maroon polar fleece, or sleeveless, full zip maroon polar fleece with logo.
- Solid maroon dress socks: ankle, knee or tights
- Black or brown school shoes (not sneakers)

## **Winter Gym Uniform** (worn to school on gym days)

- Gray T shirt with logo
- Gray sweat shirt with logo
- Gray sweat pants with logo (red uniform gym shorts may be worn underneath)
- Solid white ankle sport socks
- Non marking tennis shoes

### Appearance

Students are expected to be neat. Only white undershirts may be worn under shirts. Slogans and/or pictures should not show through. Girls’ skirts/skorts should be no more than 2 inches above the knee in length.

### Jewelry and Makeup

Makeup is not appropriate and nail polish is not allowed. Jewelry should be kept to a minimum. One necklace worn under the shirt/blouse of a religious nature may be worn. One pair of post earrings, no larger than a nickel may be worn in the earlobe. Boys may not wear earrings. One watch and one ring on each hand may be worn. Bracelets may not be worn.

### Hairstyles

Hair is to be well groomed. Boys' hair is to be kept trimmed above the shirt collar, above the eyebrows and no longer than mid-ear. Boys must be clean shaven. Girls' hair must be kept out of their eyes. Extreme hairstyles, including dying hair and shaving initials/patterns are not permitted.

### Shoes

Shoes may be topsiders, loafers, saddle or tied oxford type shoes. Shoes for boys and girls should be black or brown. Heels may not be more than 1 ½ inches in height. Platform shoes, sport shoes, boots or booties do not meet the dress code standards.

If your child has difficulty, or has not yet learned to tie shoes, please do not purchase school shoes with tie laces.

### **Guidelines for Dress Down Days**

No short shorts or skirts;

No leggings, yoga pants, biking shorts or pants or similar items unless worn under a skirt or dress;

No pajama pants;

No t-shirt references to inappropriate slogans and pictures;

Nice jeans are encouraged- they should not be patched or torn;

No wide-wide legged or "sagging" pants or shorts;

No sundresses, tank tops, or spaghetti straps;

No bare shoulders or backs.;

Shirts must meet pants and stomachs must be covered;

Toes and heels must be covered- no flip flops, sandals, or clogs or crocs.

A student coming to school dressed inappropriately on a non- uniform day will be required to call his/her parents for a suitable change of clothing or will be given a uniform to wear for the day. The decision of the principal as to what is appropriate will be final.

## ***INAPPROPRIATE MATERIALS***

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

Real or toy knives or guns, sharp objects

Matches, lighters

Laser pointers, shock pens

Fireworks or other items that cause explosions

Beepers, pagers, walkie talkies

Skateboards, roller skates, rollerblades

Walkman, I-pods, Mp-3/ CD/ DVD players

Radios/ tape recorders/recording devices or any nature

Remote control devices

Video games or other electronic games  
Cell phones  
E-readers  
Pornographic materials  
Prescription or non prescription drugs including breath strips and cough drops  
Liquid white out  
Alcohol

## ***PLAYGROUND REGULATIONS***

### **INDOOR RECESS**

Students will:

- Remain in their assigned classroom and not roam from class to class
- Be respectful to the teacher and parents on duty
- Be seated for proper indoor activities
- Use moderate voices
- Ask permission of the teacher on duty to leave the classroom for any reason.
- Not run or behave inappropriately

### **OUTDOOR RECESS**

Students will:

- Refrain from physical contact beyond the rules of the game
- Use all playground equipment properly.
- Play in designated area only
- Not leave the playground for any reason without the permission of the teacher on duty
- Line up promptly in a single file line in the designated homeroom areas when the bell rings to end recess.
- Walk quietly in a single file line when entering the building.

## ***LUNCHROOM REGULATIONS***

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

Parents are encouraged to provide a healthy lunch for their children. Fast food lunches, sodas and energy drinks are not allowed.

Nutritious lunches are provided at school for a fee. A menu is sent home monthly and students (parents) may select which days they would like to buy. The marked up menu is returned to school with a check in the appropriate amount. In order to remain on our established menu schedule, the school is responsible for payment to our food suppliers for missed lunches. Therefore, refunds or credits are not provided.

Because of potential allergies students may not share food with classmates.

### **FORGOTTEN LUNCHES**

Parents may bring lunches for their children, if they have forgotten them, to the school office. Late lunches will be taken to the cafeteria prior to lunch time. The cafeteria will be glad to provide any child with a lunch in the event he/she has forgotten it; a standard daily lunch fee for this meal will be charged to parents. Parents should not bring lunches or drinks from fast food restaurants.

### **CAFETERIA CONDUCT**

- Students should clean their hands prior to eating lunch.
- Students will walk quietly in a single file line from recess to the cafeteria.
- All conversation in the cafeteria will be in a moderate voice.
- Student will go through the food line in an orderly fashion using respectful manners.
- Students are to remain seated until they have finished eating. Each person is responsible for cleaning the table at which he/she eats. Food may not be eaten outside the cafeteria and should be finished during lunch or taken home.
- If a student needs to leave the lunch room they must get permission from the adult on duty and go with a buddy.
- Students should quiet immediately when it is time for prayers. Participation should be reverent.
- Dismissal should be orderly and completed in a timely manner.

### **BIRTHDAY CELEBRATIONS**

At the discretion of the classroom teacher, children may bring in a treat to celebrate their birthday or half-birthday if their birthday falls during the summer months. Only a small treat is to be brought in- no balloons, gifts etc. The treat should be healthy in nature and easily served. Please contact the teacher to find out his/her preferences.

### **GIFTS/ INVITATIONS**

Students should not exchange individual gifts at school. This gesture only causes hurt feelings among other children. Invitations for parties should be sent to the homes of students via the U.S Postal service or email unless an invitation is being given to every student in the *entire grade*.

Valentines distributed at classroom parties should include a Valentine for every student in the class.

### ***SHOW & TELL***

Children are allowed to bring toys from home for the purpose of Show and Tell only. Weapons (whether real or toys) of any kind are not appropriate Show and Tell items, and shall not be brought to school for any reasons. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action which may include but not be limited to expulsion.

## **HEALTH, SAFETY & WELFARE**

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

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

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

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

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

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

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

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

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

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

#### **WELLNESS POLICY**

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

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

### **ACCIDENTS AND FIRST AID**

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

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

### **ILLNESS**

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

Children with fevers and/or contagious or infectious diseases, or who have vomited in the past 24 hours, will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities. Additionally, students should remain home for 24 hours after starting antibiotics for a diagnosed infection.

### **MEDICATION ADMINISTRATION OVERVIEW**

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);

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

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

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

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

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **USE OF CRUTCHES**

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

### **USE OF MICROWAVE OVEN**

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

### **LIFE THREATENING ALLERGY**

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

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

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

Parents and guardians of students with a life threatening allergy must inform 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 driver, janitorial staff.

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

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

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

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

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

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance 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-213).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
  
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to

Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

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

## ***BLOODBORNE DISEASE***

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

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

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

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

Fire drills are conducted on a regular basis, weekly during the month of September and monthly thereafter. Students are made aware of, and practice other emergency drills throughout the year. Students are expected to remain silent during the conduct of all emergency drills.

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

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

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

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

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

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

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

Parents should be afforded the opportunity to review the materials prior to presenting the program

at any given grade level and reserve the right to remove their children from the classes.

## ***BULLYING***

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

Examples include but are not limited to:

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

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

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

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

- a. Counseling
- b. Parent conference
- c. Detention

d. Suspension and/or Expulsion

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

## ***RESPECT FOR LIFE***

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

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION (SAMPLE LETTER)**

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

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

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

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

directed to him/her at \_\_\_\_\_.

## ***VIDEO SURVEILLANCE CAMERAS***

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

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

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

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

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

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

Holy Spirit School has video surveillance cameras located throughout the school and around the campus. These cameras are trained on school building entrances/exits and on parking lots and field spaces.

## **STUDENTS WITH SPECIAL NEEDS**

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

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

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

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

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

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

## **EXTENDED DAY**

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

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

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

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

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

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

For all over-the-counter skin products:

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

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

### ***LICENSING INFORMATION***

The Commonwealth of Virginia helps assure parents that child day programs that assume responsibility for the supervision, protection and well-being of a child for any part of a 24-hour

day are safe. Title 63.1, Chapter 10 of the Code of Virginia gives the Department of Social Services authority to license these programs. While there are some legislative exemptions to licensure, licensed programs include child day centers, family day homes, child day center systems and family day systems. The state may also voluntarily register family day homes, which are not required to be licensed.

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

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

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

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

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

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

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

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

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

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL INVOLVEMENT***

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

## ***RIGHT TO AMEND***

Holy Spirit School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly electronic newsletter and/or through e-mail communication from the principal.

## APPENDICES

The following forms may be found in PowerLearning under the Parent Resources page.

### Diocesan Forms:

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