

Queen of Apostles Catholic School

Parent/Student Handbook

2002-2003

Faith, Excellence and Joy

PATRON OF THE SCHOOL

Mary, Queen of Apostles

SCHOOL MOTTO

Faith, Excellence and Joy

SCHOOL SYMBOL

Bald Eagle

SCHOOL SONG

On Eagle's Wings

SCHOOL NEWSLETTER

The Eagle

SCHOOL LITERARY MAGAZINE

The Eagle's Quill

SCHOOL YEARBOOK

The Talon

SCHOOL COLORS

Royal Blue and White

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INTRODUCTION

Welcome to the Queen of Apostles Catholic School community. This handbook will provide written guidelines to enable our students, parents and teachers to work together effectively for mutual spiritual, social, and academic growth.

Sensible rules serve to safeguard the individual and the community. They help make our school a safe, pleasant and orderly place in which one can learn, grow, and play. As parents are the prime educators of their children, parental help, cooperation, active support and Christian example are essential ingredients in the successful implementation of our program.

The specific rules and procedures are not all inclusive. They are modified, as needed, in response to the dynamics of daily life at Queen of Apostles Catholic School. Our focus is always on the needs of each student, while maintaining a wholesome and safe environment. Amendments will be announced to the students, parents, and staff through policy memoranda or direct written communication from the Principal in the Friday Envelope. This handbook is consistent with the *Educational Policies and Guidelines* of the Office of Catholic Schools, Diocese of Arlington.

HISTORY

In May, 1963, Bishop John Russell established Queen of Apostles parish. As required, a school was to be established with the church. In September of 1965, three months after the dedication of the church, the school opened with a lay staff and sixty Kindergarten students. First grade was added the following year. In 1967, the Sisters of Saint Dominic agreed to staff the school and grades two, three, and four were added. In 1968 and 1969, the fifth and sixth grades were added, and the classrooms now spread into three buildings. 1974 brought many changes with the recall of the sisters, the addition of the seventh and eighth grades, and the restaffing with an all lay faculty. As enrollment continued to rise, it was decided that the school could no longer provide superior education in the makeshift classrooms in the rectory, convent, and ground level of the church. Thus, a new school building project was undertaken, and in 1979, the construction of the new school was completed. At long last, all classrooms were under one roof. Queen of Apostles Catholic School has continued to grow and change to meet the needs of students and curriculum. In addition to the bright, carpeted classrooms, it boasts of a music room, an art room, a computer lab, a science lab, and a newly renovated library. In 1999, fundraising began with the vision of adding a gym and youth center to the original structure. The fall of 2001 saw the groundbreaking for St. Joseph Hall, which was completed for the opening of the 2002-2003 school year. Queen of Apostles is blessed with a multinational population and is a place where students from nearly every part of the world pray, work, and play together.

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations...

Teaching them to carry out everything I have commanded you.

Matthew 27:19-20

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 person¹. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

¹ Declaration on Christian Education #3

SCHOOL MISSION STATEMENT/PHILOSOPHY

PHILOSOPHY

At Queen of Apostles Catholic School we believe, as Jesus taught us, that each child is a precious individual created by Almighty God. As our students come from a variety of cultural, ethnic, and racial backgrounds, they have a unique opportunity to experience a multitude of cultural differences, while developing mutual respect and Christian community.

In partnership with parents, we focus on the spiritual, moral, academic, physical, aesthetic, and social development of each student. To this aim, we employ a variety of teaching strategies and provide a curriculum and environment that will foster spiritual growth, promote academic excellence and give all students a chance to develop to their highest potential. Personal responsibility and commitment are stressed along with other leadership skills to help students to make responsible decisions based on Catholic doctrine and thus be better prepared to become productive members of society and face the diverse situations they will encounter in life.

MISSION STATEMENT

We at Queen of Apostles Catholic School strive to enable our students to realize their full potential by recognizing the uniqueness of each student and focusing on the education of the whole child. The spiritual, moral, academic, physical, and aesthetic development of each student will be fostered by providing a faith-filled academic

environment where creativity and excitement for learning are tempered with self-discipline and order.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. The Catholic school exists to assist parents in the Christian formation of their children.

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

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

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

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, handicap or disability, national origin, or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

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

NON-CATHOLIC STUDENTS

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

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

HANDBOOK/POLICIES

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

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

All parents (and middle school students) are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed with a copy of the handbook and the

form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

II. ACADEMICS

CURRICULUM

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

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

Queen of Apostles Catholic School is a participating Title I school. Title I is a federally funded program which offers remedial tutoring in a small group setting to students who qualify by geographical area and academic need.

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.

The Queen of Apostles School religion program is expanded with a Catholic Family Values Program, entitled *Project Genesis*. This program, which is developmentally appropriate in subject content, is based on Pope John Paul II's theology of the body and focuses on developing the virtues of prudence, justice, fortitude and temperance. Each level presents lessons in theology, health and relationships which focus on Church teachings and respect for self and others. Additionally, a parent handbook and accompanying student book to be used by junior high parents in the home is available *for parent check out only* in the school library. An announced parent session with the Pastor and Principal presents the program and Church teaching, and gives parents the opportunity to ask questions and review materials. At the junior high level, notice is sent home when special presentations on human sexuality are scheduled so that parents have the opportunity to have students participate in these specific classes.

TEXTBOOKS/SUPPLEMENTAL MATERIALS

It is expected that students will take proper care of all school materials and equipment. Hard bound books must always be covered. Defacing textbooks is not acceptable. A fee will be charged for any books that are lost or damaged. Books brought home should be carried in a book bag or backpack. School library books must be returned on the due date. Students who lose or damage library books must pay for them before the final report card will be issued.

Lost and found items will be placed in a box located in the multi-purpose room. Valuable articles, such as keys, money, jewelry, and eyeglasses are kept in the school office until the owner claims the item. The school accepts no responsibility for lost items. It is the responsibility of the students and parents to check the Lost and Found box for missing items. We encourage families to identify all clothing items, books, backpacks, etc., with the student's first and last names. The school will donate unclaimed articles to charity the last school day of each semester.

A school supply list for each grade is included in the back-to-school packet. For your convenience, these items may be purchased in the Parish Gift Shop in pre-packaged sets by grade or individually.

TECHNOLOGY

Proper use of technology, especially the Internet, is an important consideration. The computer and the Internet 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 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 of those privileges and also subject the student to other disciplinary action. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading of "computer viruses" are expressly prohibited.

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

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
3. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

4. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
5. 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.
6. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.

Each student must supply an individual set of headphones labeled with his/her name and stored in a *ziplock* bag labeled with his/her name to be used in the lab. Borrowing of headphones will not be tolerated.

Queen of Apostles Catholic School has an active parent technology committee (TAC – Technology Advisory Committee) which serves as both an advisory resource on all aspects of the school's technological needs and as a volunteer source for updating and maintenance of hardware.

TESTING

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

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

ACADEMIC TESTING

In the junior high grades, each subject area has an assigned test day. Students will be informed in advance if a test is to occur in a given week. Quizzes are unannounced and students should be prepared at all times.

Queen of Apostles students are expected to adhere to the highest standards of academic integrity. Instances of any cheating will be considered serious infractions and be dealt with accordingly, including both academic and disciplinary consequences.

HOMEWORK

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

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

SUGGESTED TIME ALLOTMENTS

Teachers coordinate assignments at each level and take into consideration scheduled school functions. Time allotments and expectations regarding homework grow as students proceed through the grades. Students are expected to work on long-term projects incrementally rather than leaving them to the last to be completed along with daily assignments. The following, therefore, represents an approximation of the time the "average" student could be expected to spend on homework.

Kindergarten:	One to two times weekly
First Grade:	Ten to twenty minutes per night
Second Grade:	Twenty to thirty-five minutes per night
Third Grade:	Thirty-five to sixty minutes per night
Fourth Grade:	Sixty to ninety minutes per night
Fifth Grade:	Ninety minutes to 2 hours per night
Sixth Grade:	Twenty to thirty minutes per subject assigned
Seventh Grade:	Twenty to thirty minutes per subject assigned
Eighth Grade:	Twenty to thirty minutes per subject assigned

OTHER HOMEWORK INFORMATION

Homework and long term projects are given to reinforce and enrich classroom instruction and to promote student responsibility. Each teacher assigns homework and projects according to student and curriculum needs. Homework policy is presented by each teacher to parents at Back to School Night, and will include specific information about making up work when a student is absent or when an assignment is missed. Extra credit work cannot be assigned until all required work is completed and its assignment is solely up to individual teachers' discretion. Parents may assist their child

or children by encouraging and quizzing, organizing materials, helping with research and seeing that the assignments are completed fully and on schedule.

Homework must be done neatly and be turned in on time. Studying an assignment must be considered of equal importance with written work. Each student in grades three through eight is required to purchase an assignment notebook from the school. It is suggested that students have a set time and a quiet workplace to complete homework.

Queen of Apostles Catholic School operates a *Homework Hotline* on its answering machine from 4:00 p.m. to 8:00 a.m. on school days and around-the-clock on weekends and holidays. Teachers record general information concerning assignments weekly and give testing and special activity class information. This is not to be considered a replacement for responsible student recording of assignments and is only maintained as a convenient back-up support.

PARENT-TEACHER COMMUNICATION

Teachers are 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

Parent/teacher conferences are scheduled in the fall at the end of the first report card period to discuss each student's progress. (At the Junior High level a conference is requested if a student is experiencing academic or behavioral problems and the parent meets with the full Junior High team. All parents are given the opportunity to request a conference with the team or attend a walk-in session with any subject area teacher.) A parent or teacher may request a conference at any time during the school year for the benefit of the student. Please notify the school by telephone or written note if you would like a conference with your student's teacher(s). Confidentiality requires that discussion regarding a student is scheduled and takes place in a private setting. Teachers may discuss only the student whose parent(s)/guardian(s) are present. A conference with the Principal should be requested only after an initial conference with the teacher(s) has transpired.

Conferences with a teacher to discuss a student's progress should be scheduled in advance. An appointment is necessary to see a teacher between the hours of 8:00 a.m. and 3:30 p.m. This enables the teacher to devote attention to the students' needs during school hours. Appointments allow teachers to prepare for conferences. The

Principal maintains an “open door” policy, but appointments are encouraged to ensure availability and preparedness on the matter to be discussed.

GRADING/REPORT CARDS

Evaluation of the student is based on teacher judgment and observation, daily work, teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment), class participation and effort.

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

GRADING SYSTEM

Grades 1-3:

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

Academic Program

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

Grades 4-8:

93-100	A
85-92	B
77-84	C
70-76	D
Below 70	F

Codes for Effort and Social and Work Characteristics, Arts & Skills:

1	Outstanding
2	Above Average
3	Average
4	Below Average
5	Unsatisfactory

HONOR ROLL

Queen of Apostles **honors** its student scholars in quarterly awards ceremonies with the following acknowledgments:

1. Students in grades four through eight are awarded First Honors if they attain grades of 93% or above in all academic areas, and attain grades of S/3 or above in all other areas (including behavioral and effort grades).
2. Second Honors are awarded to students in grades four through eight who attain grades of 85% or above in all academic areas, and attain grades of S/3 or above in all other areas (including behavioral and effort grades).
3. Students in grades one through three receive a Certificate of Outstanding Academic Achievement who attain a grade of 1 in all but one academic subject area, with no other grade below 3 (including behavioral and effort grades).
4. Certificates of Academic Achievement are awarded to students in grades one through three who attain grades of 1 and 2 in all but one academic subject area, with no other grade below 3 (including behavioral and effort grades).
5. Because of curriculum emphasis on reading and language arts in first and second grades, qualifying grades for achievement awards will not include Social Studies and Science. Also, because of differences in individual student development at this level, handwriting and oral expression will be considered in the development area rather than in the academic area. However, a minimum grade of 3 must be attained in these areas.
6. A limited number of Exceptional Effort awards may be awarded to students in all grades who have constantly and consistently striven to work at their highest levels and have not qualified for honors recognition. These students must attain grades of S/3 or above in all areas (including behavioral and effort grades). The recipient of this award is considered on the school honor roll.
7. Students at all grade levels who have attained honors recognition all four quarters qualify to receive the Principal's Award.
8. At the end of the school year, students in "exiting grades" (grades five and eight) who meet the national requirements are presented with either the Presidential Award of Outstanding Academic Achievement or the Presidential Award of Outstanding Academic Improvement.

9. Individual teachers establish and distribute other awards and recognitions in their classrooms.
10. At the close of the school year, various academic, performance, and service awards are presented.
11. Eighth grade students receive diverse traditional academic and other honors at graduation.

PROMOTION/FAILURE POLICY

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

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

In order to help the students achieve to their highest potential, any student receiving a grade of *F* in a subject will be considered on academic probation. This will necessitate a meeting of the subject teacher (and Principal and/or school counselor if necessary) with the parent/guardian and student in order to formulate an academic plan/contract to be followed to assist the student in achieving greater academic success. Parents failing to schedule and attend probation conferences jeopardize their student's enrollment. Monitoring will be ongoing and parent cooperation is assumed.

The decision to retain is a serious decision only made after review of student progress by teacher(s) and principal, conference(s) with parents/guardians, observation by school counselor, and review of the recommendation proceeding from use of the *Light's Retention Scale*.

GUIDANCE COUNSELORS

School guidance 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 purpose of our guidance counseling program is to promote the moral, emotional, intellectual, and psychological development of the students of Queen of Apostles Catholic School. To facilitate this, a counselor is present in the school two days a week from 8:00 a.m. to 3:00 p.m., to meet with students, groups of students, classes, teachers, and parents as a resource. The counselor is also a source of referrals for outside assistance. Additionally, the counselor will be teaching special topic classes such as "peer-proofing" when requested by classroom teachers as curriculum demands. Students may be seen by self-referral, parental referral, and/or teacher referral. Parents wishing to see the counselor are asked to call the school to make an appointment. A note will be sent home when the counselor has seen a student individually or in a small group. Any parents who do not wish their child or children included in any part of this program should send written notice to the school office at the earliest possible date.

FAITH OPPORTUNITIES

As parents and guardians are the primary religious educators of their children, it is very important that they model the behaviors and faith practices that their children are learning each day as part of their religious training. Queen of Apostles Catholic School offers many opportunities for students to develop and practice their faith. In addition to daily religious instruction, students take turns participating in the planning of liturgies. Students attend Mass on Holy Days of Obligation and each Friday during the school year. The sacrament of Reconciliation is offered to classes on a rotating schedule as well as being available to individuals in the school building once a week during the school year. Classroom and school paraliturgical celebrations are planned and celebrated by students and staff throughout the school year. Sacramental preparation for First Penance, First Eucharist, and Confirmation are offered at the appropriate grade levels. Catholic boys in grades four through eight have the opportunity to train and serve as altar boys.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

If approved by the pastor, siblings may also receive a high priority ranking.

Age for Admission to Kindergarten

Children who reach the age of five years by September 30 may be admitted to a kindergarten program. There is no testing for kindergarten admission. However, readiness testing is encouraged to determine the developmentally appropriate placement in the kindergarten program.

General Requirements for Admission

1. Presentation of an original birth certificate
2. Baptismal certificate for Catholic students
3. Proof of adequate immunization as required by the Code of Virginia
4. Proof of physical examination within 12 months of entering the school
5. Proof of custody for students not living with either or both natural parents
6. Social security number (if U.S. citizen)

Additional Requirements for Admission to Grades 1-8

7. Educational and health records from previous school

8. If previously enrolled at a Catholic school in the Diocese of Arlington, proof of having satisfied tuition obligations at the student's former Diocesan school prior to being enrolled at the new 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 accommodated by the school may be denied admission.

Foreign Students

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

1. Once a foreign student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or another "designated official" within the school to process the Immigration and Naturalization Service I-20 form for admission and stay in the United States as an F-1 student.
2. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she is a refugee, asylee, parolee, lawful non-immigrant, or permanent resident, may be admitted to the school under normal requirements for admission.
3. Foreign students who enroll in the school for the first time must provide documentation they are free from communicable tuberculosis.

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.

OTHER ENTRANCE INFORMATION

Additionally, students must submit the following:

1. Application
2. Application Fee (non-refundable - \$85)
3. Preschool information Form or Teacher Recommendation Form

4. Tuition Status Form
5. Registration Status Form (only Catholics who are not registered in Queen of Apostles)
6. Information Release Form

Queen of Apostles Catholic School will provide readiness screening for Kindergarten students who have no preschool experience. Additionally, in the hope of ensuring that a student entering Kindergarten has a successful and positive first school experience, Queen of Apostles may require readiness screening of a student depending upon the recommendation of the preschool. Parents also have the option to request readiness screening for a student. Screening will be scheduled after receipt of preschool forms.

Queen of Apostles Catholic School requires complete school records and completed Teacher Recommendation form(s) before final acceptance. Additionally, in the hope of ensuring that a student entering grades six through eight has a successful and positive experience, a student writing sample is required so that recommendations for remediation can be made if necessary. All junior high students (grades six through eight), accompanied by their parent(s)/guardian(s), are required to schedule a personal interview with the Principal.

WAITING LIST POLICY

All applications to Queen of Apostles Catholic School must be accompanied by the \$85.00 non-refundable Application Fee and the necessary papers for admission. Students not accepted because of lack of space are placed on a waiting list. The following procedures then apply:

1. Names are placed on the waiting list in order of date of receipt of full paper work and Application Fee with the exception of registered parishioners and siblings of current students.
2. Siblings of current students are given first priority. Since we are a parish-supported school, fully registered parishioners are then given priority in order of date of completion of full application process.
3. Names are retained on the Waiting List from one school year to the next without additional payment of the Application Fee.

TEMPORARY STUDENT ENTRANCE POLICY

Students applying for temporary student status must comply with all entrance requirements and are held in compliance with all policies in this Parent/Student Handbook. (A temporary student is one that will attend school full-time for a designated period of time and will be returning to his/her own school within this school year.)

The following fees apply:

1. Application fee (non-refundable)
2. Materials/textbook rental fee (\$100 of which will be refunded when non-consumable texts are returned in good condition)
3. Tuition as assigned (assignment made in accordance with parish status of person with whom student is staying)

Students will be accepted as space allows. Visiting foreign students will not receive academic evaluation. Special arrangements for other situations will be made as necessary.

PART-TIME STUDENT ENTRANCE POLICY

Students applying for part-time student status must comply with all entrance requirements and are held in compliance with all policies in this Parent/Student Handbook. (A part-time student is one that will attend school for a designated subject or class for the entire school year and will be graded on that subject or class.)

The following fees apply:

1. Application fee (non-refundable)
2. Materials/textbook fee (full purchase price of consumable text and rental fee of hard cover text)
3. Tuition as assigned (assignment made in accordance with parish status of parent/guardian of student and number of courses taken)

Students will be accepted as space allows. Grades will be given according to diocesan policy.

Withdrawing students must submit written notification and a written request for transfer of school records (available from school office).

New Emergency Care forms must be completed yearly for each child in a family. This form allows the school to expedite access to medical assistance in the event of an emergency. This form must also be updated immediately with any change (new phone numbers, insurance information, allergies, medications, etc.) that occurs during the 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 is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

Tardiness

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

Absences for Other Reasons

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

ATTENDANCE/REPORTING PROCEDURES

Absence

Regular attendance directly affects academic performance and be considered an important component of student life. Students may be excuse for illness or a death in the family. A telephone call notifying the school is expected by 9:00a.m. As a safety precaution and so that teachers can arrange for school and homework assignments to be gathered. Additionally, a written excuse explaining the absence must be presented upon return to school.

Tardiness

Students are expected to be present and in class at 8:30 a.m. for morning announcements and prayer. Students who are not in class by 8:30 a.m. will be considered tardy. Tardy students must report to the school office for a late slip. Only medical or testing appointments and family emergencies are considered valid reasons for tardiness. Junior High students changing classrooms are expected to be in the assigned classroom at the beginning of each class period. Junior High students who are not in class at the beginning of each class period will be considered tardy, and may be issued an Academic Referral. Chronic tardiness may necessitate a parent conference with the Principal. Parents are encouraged to strive for and encourage punctuality in their children since student tardiness interferes with academic progress, is disruptive to the class and teacher, negatively affects the student's attitude towards the importance of school, and can create feelings of embarrassment and discomfort, especially for younger students.

Medical excuses

Students who have been absent from school with a communicable disease must present a physician's statement certifying their ability to return to school.

Anticipated absence

When there is to be a prolonged absence at the family's discretion, both the school office and the teacher should be notified as far ahead as possible. Parents/guardians

should conference with the teacher to discuss a work plan so that student skills do not fall behind class performance. (See *Absences for Other Reasons.*)

Release of students

In the event a student must make an early departure from school, prior written notification to the school office must be made. The parent/guardian or other designated person must check in at the school office to sign out the student. A student cannot be released to any unauthorized person without proper written authorization signed by the parent or guardian. Proof of identity may be requested in certain circumstances.

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 "request for records" from the new school. All Fees and Tuition MUST BE PAID prior to the release of the student's records.

LUNCH/MILK PROGRAM

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

Queen of Apostles Catholic School does not participate in the USDA Milk Program. At the beginning of the school year families are given the opportunity to order and purchase milk for the year. The PTO sponsors a hot lunch program twice a week which can be subscribed to at the beginning of each semester. Ice cream is also sold to students once a week and is prepaid at the beginning of the school year.

When students bring their own lunches from home, lunches should be labeled with the student's name and be nutritious and age appropriate in content and size. Soda is prohibited. "Fast food" lunches are to be brought to school only as an emergency recourse. Lunches and snacks are stored in the classroom, so proper temperature must be assured as part of the packaging. Use of a microwave is not provided. No glass containers or sharp utensils are allowed.

Teachers establish individual guidelines for classroom snacks

ARRIVAL AND DISMISSAL

Any change from a student's usual mode of transportation home requires a signed and dated note from the parent/guardian to the teacher on the day the change occurs. The specific details of the change need to be communicated.

Students who ride bicycles to school must submit a parent permission slip to the school office at the beginning of the school year, or before the first time they ride to school. A bicycle rack is provided. It is the student's responsibility to provide a lock for the bicycle. The school is not responsible for the loss of, or damage to, bicycles. Students are required to wear safety helmets, and must ride responsibly on school and public property, always respecting traffic regulations.

Students who walk to and from school are expected to walk directly home after school. Walkers must follow all traffic rules, crossing only at corners and crosswalks. The directions of Safety Patrols must be followed **and failure to do so can result in the loss of the privilege of walking or biking.**

Student school hours are from 8:30 a.m. to 3:15 p.m., Monday through Friday, except for holidays and scheduled early dismissals. In no case should students be dropped off before 8:00 a.m. unless they are enrolled in the Extended Day program. Students are not permitted on school grounds unsupervised, and there is no adult to supervise students prior to 8:00 a.m. and 15 minutes after dismissal. Students (including Patrols) who have not been picked up at the end of dismissal must sign in at the school office and those remaining on the premises 15 minutes after dismissal will be signed into the Extended Day program and the daily charge will apply.

Once students have left school property, they may not return without being accompanied by an adult. Car rider students waiting with parents after pick-up may not play in front of the church or re-enter dismissal pattern boundaries. The school assumes no responsibility for car rider students once they have been picked up, as they are then under the authority of their designated adult driver.

TRAFFIC SAFETY

The following rules and regulations have been formulated to ensure the safety of each student and will be strictly enforced. Due to the serious consequences which could occur from an infringement of these rules, no exemptions will be made. Drivers who ignore the rules, and establish a pattern of doing so, may jeopardize the enrollment status of their child. We also ask that violations and serious incidents be reported to the Principal. Safety

is a serious matter.

1. Orange traffic pylon boundaries must not be violated or circumvented. Do not drive through pylons to drop off a tardy child.
2. Safety rules forbid parking cars and walking children through pick-up and dismissal traffic lanes.
3. No automobile may be left unattended in car lines during dismissal.
4. Please be respectful, obedient, courteous and encouraging to student safety patrols and teacher monitors.
5. Please refer to the diagram of car pool and single student pick-up traffic patterns at the back of this book.

In the case of a scheduling conflict, please make arrangements to pick up your child from the school office at least fifteen minutes prior to the beginning of the dismissal process (2:45 p.m.).

SAFETY PATROLS

It is a responsibility, honor and privilege to serve as a patrol. Patrols are responsible for the safety and welfare of all students and are expected to serve as role models for the younger children and their own peers. While performing their duties, the Patrols act for the Principal and the teacher on duty and should be accorded due respect by students and parents. Misconduct, placement on academic probation, or consistent failure to perform assigned duties properly may result in exclusion from the annual trip to King's Dominion or dismissal from the Safety Patrols.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

ACCESS TO RECORDS

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

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

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

TRANSFER OF RECORDS

Records are released to another school only when the parents provide 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.

Only copies of student records may be released.

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."

SCHOOL VISITORS

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

Items delivered for students must be labeled and left in the school office. Under no circumstances should anyone proceed directly to a classroom as this is disruptive to

teaching and learning. Refer to section on teacher conferences.

SCHOOL COMMUNICATIONS

Principal's Communication

The Principal maintains an "open door" policy and is available for short phone or personal conversations throughout the school day. An appointment is necessary for a prolonged conference, so that time can be set aside and the Principal can prepare by assessing records or speaking with those involved in a dispute.

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.

News, information, the monthly calendar, and news from the PTO and school-related activity groups will be sent home on a weekly basis in the Friday Envelope. The weekly *FYI* is the front page of the contents and contains important information directly from the Principal. There is one folder per family and it is sent home with the youngest student. It must be returned *empty* and *signed* the following Monday. This helps to ensure that all information is received and read since parents know to expect this folder and have the weekend to look over and act on the contents. An emergency communication can be sent home at any time and will be distributed to each student. Submissions for the Friday Envelope must be received ready for distribution by Thursday at 9:00 a.m. and must have been previously approved by the Principal.

Friday Envelope Contents Policy

Philosophy: *Friday Envelopes are for the convenience of school families. Items included are of an informational nature to facilitate family participation in the school community and to enrich family life.*

Contents of Friday Envelopes must be presented to the school office for approval before being submitted for inclusion. Once approved, insertions must be sent copied in final state to the school office before noon on Thursday or the day before distribution in the event of a short school week.

Contents are limited to:

- school information and news;
- special items from the Pastor;
- PTO items of interest;
- parish Religious Education information;

- diocesan policy, information or items of interest;
- student enrichment opportunities;
- items of public information or concern from the state, federal government or local community;
- All-school educational special offers publicized throughout the diocese.

Ads from individual businesses promoting sales, etc. will not be considered for inclusion unless there is some qualifying offer that will directly benefit the school or the entire school community.

Ads from individual businesses promoting sales, etc. will not be considered for inclusion unless there is some qualifying offer that will directly benefit the school or the entire school community.

Announcements for special events and items of interest are made over the public address system each morning and afternoon. Parents wishing to request special announcements should contact the office.

TELEPHONE USE/MESSAGES FOR STUDENTS

Students are discouraged from using the telephone during the school day except when absolutely necessary and then only with permission. Students may not use or have portable phones or beepers on school property.

The school office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday. Telephone messages must be received a minimum of 30 minutes prior to dismissal to allow the staff to deliver the message before closing announcements. The telephone answering machine will be in operation one half hour prior to school dismissal. This ensures that all phone messages are received by students and teachers prior to dismissal.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Queen of Apostles Catholic School follows the Fairfax County school announcements for emergency closings and delayed opening of school. (Fairfax County is a large county, with areas that experience a varied amount of weather conditions. Thus, it is imperative to check the closing announcements even if our area experiences few difficulties. It must also be understood that our students and staff reside in many outlying areas and decisions reflect the importance placed on the safety of all.)

Please listen to radio stations WMAL-AM (630), WTOP-AM (1500), WASH-FM (97.1) or local TV stations if it appears that there may be no school or a delayed opening due to adverse weather conditions. Please do not telephone the school. If school is closed, Extended Day Care will also close. Please see chart below.*

<u>Delay</u>	<u>EDC Opens</u>	<u>Supervised Drop Off</u>	<u>School Starts</u>
1 hour	8:00 a.m.	9:15 a.m.	9:30 a.m.
2 hour	9:00 a.m.	10:15 a.m.	10:30 a.m.

* If Queen of Apostles is scheduled for an 11:30 a.m. closing, there will be no school with the above delayed openings.

If county schools are closed for any reason other than weather, listen for specific Queen of Apostles announcements regarding closure.

If the school needs to close early for an emergency reason, the parents/guardians will be notified by radio announcement and an attempt will be made to directly notify parents/guardians. In the event of an inclement weather early closing by Fairfax County, it is the responsibility of parents/guardians to monitor media announcements and respond in a timely manner.

PHOTOS AND OTHER MEDIA

The School requires the use of the Waiver/Right to Object Form when students are participating in videotaping, audio recording, school pictures, other photography, or Internet (see Appendix). Any student or parental publications are subject to review and approval of the school administration prior to publication.

Students will be photographed by a professional photographer each year. Parents are not obligated to purchase school pictures. The school yearbook also contains pictures of students in action and class photographs. Specific information will be provided through the school office at the appropriate time.

SCHOOL PUBLICATIONS

The school and PTO publish *The Eagle* newsletter jointly. Parents and guardians who wish to contribute may write an article or announcement and drop it in the school office by the previously announced deadline. All submissions are subject to prior approval by the Principal.

A school yearbook and literary magazine are published and sold annually. The Principal has final authority over all school publications to ensure that the Catholic nature of the school is clearly reflected.

FIELD TRIPS

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

- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (see Appendix).
- In the event private automobiles/vehicles of students, parents, or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.

Participation in field trips is limited to registered students in the designated grade(s) only and adult chaperones. Siblings of students, whether registered in the school or not, are not eligible to participate.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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

be in compliance with the school's code of conduct and comply with all school regulations and policies.

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

- Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist should be held by and for the graduates close to the date of graduation.

It is the custom at Queen of Apostles Catholic School for seventh grade parents to provide a simple cake and punch reception for eighth grade graduates and their families following the graduation ceremony. The seventh grade Room Parent will coordinate this event in consultation with the Principal.

PARENT ORGANIZATIONS

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

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. To support and promote quality Catholic education at the school;
4. To encourage Catholic values of family life;
5. To share with teachers the values that parents are attempting to develop with their children at home;
6. To acquaint parents with up-to-date information concerning current

developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;

7. To unify parents in an effort to raise funds each year for the school.

The Queen of Apostles Parent Teacher Organization (PTO) serves the teachers, students, and staff of Queen of Apostles Catholic School by supporting the parish and school community on all levels. Many of the activities sponsored by the PTO such as the hot lunch program, sports programs, and International Festival exist only because of dedicated and willing parent involvement. Each single parent family is responsible for twelve (12) service hours. Two-parent families are responsible for twenty-four (24) service hours. Completed hours will be evenly apportioned to classrooms in the case of multiple children in a family. Students are eligible to serve 50% of a family's hours. Each family is responsible for the reporting of service hours to class Room Parents in a timely manner. These volunteer hours are crucial to the entire school community. Parent participation shows students that school is important and helps them take pride in what they are doing.

Parents may opt out of volunteering service hours by making a donation of \$10.00 per hour to be served. This should be done at the beginning of the school year, and the contribution will be designated to the appropriate classroom(s) for special projects and parties. Parents not completing all their service hours will be asked to make a donation of \$10.00 per hour for each hour not served. Reminders will be sent by May 15th, and donations are expected to be made before the last day of the school year.

A yearly membership fee of \$10 per family is due at the beginning of the new school year. This fee is assessed to cover administrative costs during the year and one copy of the Student/Parent Directory. There will be a fee of \$2.00 for each additional copy of the Student/Parent Directory.

FUND-RAISING

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

TRANSPORTATION/PARKING

All are expected to follow drop-off and pick-up traffic patterns as found in the back of this book. This is a safety issue and will be strictly enforced. Under no circumstances should anyone drive through the coned off play area. Parking is in the church lot past the cone line. Leaving a vehicle parked in the car line to hold a space while visiting the school is prohibited. Consistent failure to follow traffic patterns, parking policy and pick-up and drop-off regulations could affect student enrollment status.

For the morning drop-off, students must be dropped off at the coned line. If you must enter the building with your student or let them off when you are parked, you should park along the side of the church and walk on the grass. This is an important safety measure as cars following the drop-off pattern are leaving facing the sun and may not see a student approaching.

V. FINANCES

SCHOOL TUITION POLICIES

To serve the spiritual needs of the children of this parish, Queen of Apostles Catholic Church operates a grade school which strives to provide the best possible spiritual formation and academic education.

Tuition is a fixed annual amount, which parents/guardians may elect to pay on a ten month installment plan for convenience or may pay in full before the beginning of the school year for a 5% discount. The contractual obligation to pay tuition is incurred at the time the student's enrollment is completed.

Should a family fall sixty days behind in the payment of tuition, the student may be withdrawn from school. Should your family face special circumstances, we encourage you to call the Parish Business Office to discuss special arrangements as soon as possible, before your account goes into arrears.

Additional fees may be assessed depending on programs, services, or materials offered or for administrative costs such as re-registration, etc.

In-Parish Tuition

In-parish tuition is offered by the Pastor of Queen of Apostles Catholic Church to a family when they live within the parish boundaries, are registered members of Queen of Apostles parish, and are participating members of the parish community (e.g. supporting parish activities, contributing to its financial needs, and regularly attending Mass). **Since the religious education and spiritual formation of a child is the primary goal of Queen of Apostles School, families who do not regularly attend Mass are not eligible for in-parish tuition.**

For new students enrolling in Queen of Apostles School who have been living within the parish boundaries, the family must have registered as members of the parish by September 1st of the previous year.

For new students whose families have just moved into the parish from another area, are living within the parish boundaries, and are registering in the parish at the time of enrollment, in-parish tuition may be granted.

For new students whose families are currently living in the area but have not registered in the parish until the time for school enrollment, out-of-parish tuition will be assigned for the remainder of the semester (Fall or Spring) for which their child is enrolling. After the completion of the semester, their parish participation, contributions, and other forms of support will be evaluated and in-parish tuition may then be granted.

For Catholic families registering children who have not received the Sacraments appropriate for their age (Baptism, Penance, and Holy Eucharist), the parents will have to write to the Pastor explaining why they have not fulfilled their spiritual obligation as parents towards their children. Children who are not baptized cannot be considered as members of the Catholic Church even though one or both parents are baptized Catholics. When a child and/or family wishes to convert to Catholicism, the Pastor must be informed as soon as possible. Sacraments will not be administered simply to reduce the tuition of the family.

If a registered family needs tuition assistance, they must complete a scholarship request form and submit the appropriate financial information to TAAS (Tuition Aid Assistance Services). TAAS forms are available at the Rectory Business Office. **To insure fairness, no exception will be made to this procedure.**

Out-of-Parish Tuition

The out-of-parish tuition rate is given to those families who are registered, participating members of another Catholic Church. To obtain this tuition rate, each family must submit a Registration Status Form, which must be signed by the Pastor of the parish. Please note that this document enables Queen of Apostles School to receive a grant from each parish to support the education of the children.

Non-Catholic Tuition

This tuition rate is assigned in the following circumstances:

- The family does not profess the Catholic faith;
- The children have not been baptized even though the family professes to be Catholic;
- The family professes the Catholic faith but is not registered in a Catholic Church.

Please note that this tuition rate is based on the actual cost of education. Moreover, all of the parishioners of Queen of Apostles financially support the school, which accounts for the difference in tuition rates.

TUITION AND OTHER FEE SCHEDULES

TUITION & FEE SCHEDULE 2002-2003

<u>FEES</u>	<u>AMOUNT</u>	<u>PAYABLE</u>
Application (new students only)	\$85.00-per student	With application (Non-refundable)
Enrollment	\$85.00-per student	Upon acceptance or re-enrollment (Non-refundable)
Materials/Test Fee	\$250.00-per student	August 1 (Non-refundable)

TUITION RATES

<u>In-Parish</u>	<u>Yearly Rate</u>	<u>Monthly Rate</u>
1 Student	\$3,260.00	\$326.00
2 Students	\$4,460.00	\$446.00
3 Students	\$5,200.00	\$520.00
 <u>Out-of-Parish</u>		
1 Student	\$3,990.00	\$399.00
2 Students	\$5,830.00	\$583.00
3 Students	\$6,880.00	\$688.00
 <u>Other</u>		
1 Student	\$4,780.00	\$478.00
2 Students	\$7,140.00	\$714.00
3 Students	\$8,350.00	\$835.00

For your convenience, tuition may be paid in 10 equal monthly installments. The first payment is due **August 10th**, and the first of every month thereafter, with the last payment due on May 10th. A 5% discount is offered to those paying a full years' tuition by August 10th.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

Students participating in school-sponsored team athletic activities must have proof of an annual physical.

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.

SCHOOL SPONSORED ACTIVITIES

Queen of Apostles students have the opportunity to participate in numerous activities both as part of the academic program and as extracurricular activities. Some activities are sponsored by outside organizations and may involve additional costs. The following is only a representative list since activities are offered as interest and opportunity arise.

Band	Peer Helpers/Prayer
Basketball	Partners
Cheerleading	Shakespeare Festival
Choir	Soccer
Competition Mathematics	Softball
Drama	Spelling Bee
Foreign Language	Student Council
Geography Bee	Student Volunteer Corps
Patrols	Track
	Yearbook

The extracurricular activities program is an important aspect of the education of the whole child. The school encourages students to participate in the various programs.

When students participating in an activity miss some class time, the student is still responsible for all class work and homework assignments.

The Student Council was established to provide students with leadership opportunities, to help promote and maintain high standards of citizenship, and to provide occasions for service to the church, the school, and the community. Each May students have the opportunity to run for office and to elect officers. To run for any office, a student must meet certain criteria and comply with specific procedures. Class representatives are chosen in fifth through eighth grades. Officers are chosen from the seventh and eighth grades. Candidates for school President must be rising eighth graders. Officers must have a C or above in all academic subjects, a grade of 3 or above in all non-academic subjects as well as in effort and behavioral areas, complete the official petition, and have the recommendation of his/her homeroom teacher and the principal. If a student's grades fall below a C or 3 while serving as an officer, the officer will be replaced by the alternate for the following quarter or until the C or 3 is achieved.

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

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

12. Will not give or receive unauthorized assistance on tests, quizzes or assignments
13. Will not leave school grounds for any reason without permission from the principal/administration
14. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result (*see also Substance Abuse/Weapons and Inappropriate Materials*)
15. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school (*see also Substance Abuse/Weapons*)
16. 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 activities.

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.

The following are additional specific behavioral and academic standards expected of Queen of Apostles students:

BEHAVIORAL STANDARDS

1. Each classroom teacher sets up his/her own rules which he/she explains to students in the classroom and to parents on Back to School Night.
2. Students are expected to walk quietly in the hall and to enter and leave classrooms in an orderly, quiet manner.
3. Gum chewing is not allowed in school or on school grounds.
4. Students are expected to take pride in their school. Littering is not acceptable.
5. Throwing of snowballs or objects of any kind is not tolerated outside of an organized game situation.

6. Fighting with, or physically or verbally attacking or threatening another is a serious offense.
7. Students are expected to obey Safety Patrols.
8. Each student is expected to remain with his/her class in the designated area during recess. Contact sports and contact games are prohibited.
9. Students are expected to line up promptly, quietly, and in an orderly manner when asked to do so.
10. Party invitations are not to be handed out in school unless the entire class is included. In the case of all boy or all girl parties, all boys or girls in the class must be included in order to distribute the invitations in school.
11. Students are expected to act reverently at liturgies, paraliturgies, and during prayer.
12. Appropriate behavior is expected of students at school and parish events whether they are held on or off school grounds.
13. Students may not enter Notre Dame Graduate School to use vending machines.
14. Unauthorized or inappropriate use of school computers is prohibited and may result in the suspension of use privileges.

ACADEMIC STANDARDS

1. Students are expected to report for classes on time.
2. Students are expected to have necessary books and supplies for class.
3. Students are expected to be sufficiently prepared for class.
4. Assignments are expected to be complete and turned in on the assigned date. All work is expected to be neat.
5. Students are expected to participate fully in class projects, field trips and discussions.

SUBSTANCE ABUSE/WEAPONS

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

1. For purposes of definition, the Office of Catholic Schools defines drugs as the improper use of legal drugs/substances (to include tobacco and steroids) and/or the use of illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess or distribute alcohol, and/or possess or threaten to use any weapon (e.g., knife) or firearm (to include firecrackers and/or any explosive device that would bring potential harm to people and/or property) on school property or at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action (including but not limited to expulsion). The school may require a professional assessment to determine the appropriate program of rehabilitation, if one is needed.
2. The use or sale of drugs on or within one thousand feet of school property is unlawful under Virginia State law and is in violation of school policies. If a student is suspected to have violated this policy or is discovered with the unlawful use, sale or possession of drugs or alcohol on or near school property or at school-sponsored events, 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 agencies will be contacted.

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the principal/administration of the

situation. They will assist in the development of a course of action to be taken to correct the situation.

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

1. Discipline Procedures and Referrals

Kindergarten through Grade Three

Infractions in these grades will be dealt with immediately by the teacher present. These teachers will employ a variety of classroom management techniques which may include but are not limited to time-out, loss of particular privileges, and parent conferences. Positive reinforcement is used and appropriate behavior is encouraged in the following ways: promoting the desire to follow in the example of Jesus, Mary and the saints; recognizing students' individual talents and gifts; and encouraging student participation in classroom organization, as well as participation in the school "Caught Being Good" award system. Should students demonstrate unacceptable behavior to the extent that an entire class is disrupted, the teacher may opt to send the student to the Principal. A parental telephone conference(s) or personal conference(s) may follow which will allow the parent/teacher team to work toward a positive solution of the problem.

Conduct Referrals: Grades Four through Eight

A student's decision to disregard behavioral standards may result in the issuance of a conduct referral to the student by the teacher, substitute, aide, volunteer, or staff member in authority who is responsible for supervision at the time. This referral will be brought home and MUST be signed by the parent/guardian and returned to the student's homeroom teacher the following day (failure to do so will result in another

referral). A copy of this referral is sent to the office for record keeping and a copy is retained by the homeroom teacher.

Conduct referrals will accumulate for a school quarter and students' records will be cleared at the beginning of each quarter. Students who have no referrals at the end of the month will receive a *MERIT* which may be exchanged for the privilege of a designated monthly dress-up day or other designated privilege. *MERITS* are issued only to individual students and may not be traded or transferred. Older students are also recognized for positive behaviors through the "Caught Being Good" award program and the junior high *Class of the Month Competition*.

Accumulation of three (3) conduct referrals in a quarter will result in after-school detention. Notification will be sent to the parent/guardian at least 48 hours prior to detention.

Accumulation of six (6) conduct referrals in a quarter will result in a **Saturday morning detention which may necessitate** a parent/teacher/student/principal conference for the purpose of formulating a student behavior contract.

Academic Referrals - Grades Four through Eight

Since Academic Referrals reflect an academic choice rather than a deficiency, academic referrals are accumulated in the same manner as behavior referrals. The use of contracts in cases of six referrals in one quarter indicates that the student needs to take responsibility for his/her work and behavior and to problem-solve in order to achieve to his/her highest potential. Parents participate in the contract to underline the importance of the issue and to demonstrate support and teamwork.

It is important to note that accumulation of each type of referral is counted separately. Thus, one behavioral and two academic referrals in one quarter, or vice versa, do not call for detention. Failure of a parent/guardian to sign a referral does not negate the referral.

Detention is a forty-five minute period of time when students must remain after school in the assigned room under the supervision of a teacher. During this period, students are to remain quiet and work diligently on the assigned task. The purpose is to give students the opportunity to reflect on the consequences of their actions on themselves and the entire school community. Detentions are not recorded on the student's permanent record. Only for serious reasons and with a parent/guardian's signed, written request may a student's detention be postponed. Students absent on the assigned day will serve the next scheduled detention. If a student fails to attend a designated detention, a conference with parents/guardians and the principal is required. After school detentions are scheduled on Thursdays, from 3:30 p.m. to 4:15 p.m. Junior high students serve detention separately from fourth and fifth graders. A parent/guardian is required to pick up and sign out the student after completion of the full period of detention. Failure to do so within 15 minutes (by 4:30 p.m.) will result in the student being sent to Extended Day and incurring the resulting fee. Students who

fail to turn in assignments or make up work in a timely manner may be asked to complete work during the ordinarily free recess/lunch period.

SUSPENSION

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

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

DISMISSAL

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

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. The student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community.

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

A parent whose child is expelled may appeal this decision by writing to the Superintendent of Schools within 5 working days from the time of written notification. Appeal procedures are set by the Office of Catholic Schools.

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY

Searches

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

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.

Each student in grades five through eight will be assigned a locker and issued a lock by his/her homeroom teacher. Students may not bring locks from home. A fee will be charged to replace any locks not returned at the end of the school year. Lockers are to be kept neat and clean. Only magnets may be used to post items. Nothing may be taped or

glued to inside or outside of lockers. There may be no posting of offensive or otherwise inappropriate or violent pictures, illustrations, slogans, pictures of controlled substances, etc. Pictures of Rock Groups and other celebrities are also prohibited as they present a distraction from teaching and learning. Final decision of appropriateness rests with the Principal and will be considered in light of the religious orientation of the school and the Christian virtue of modesty. The school has the right to inspect lockers periodically and to search any locker upon suspicion of a threat to the health, welfare, and safety of others in the school. No items may be placed on top of lockers.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

The dress code provides a standard for our students that 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

Queen of Apostles Catholic School requires its students to present themselves in authorized uniform or in conforming dress code on dress-up days. They are expected to be well groomed and dress in the spirit of the code. Parents of students not in uniform/dress code may be contacted to provide appropriate clothing before the student's return to class. In cases of disagreement concerning what constitutes proper attire, the Principal will make the final determination. Individual exceptions to the dress code for personal or medical reasons will be made by the Principal upon prior written request by the parent/guardian. The school reserves the right to require the wearing of specific attire on special occasions, such as liturgical ceremonies, school trips, public gatherings, or other special occasions. School uniforms must be purchased from the designated vendor. Order forms are available in the school office. Asterisked (*) items may be purchased from the parish gift store. The PTO sponsors a used uniform sale annually.

The uniform/dress code is as follows:

Optional Warm Weather Uniform (Boys and Girls, Grades 1-8)

Shorts: Regulation navy blue walking shorts or boys may wear uniform navy blue trousers, girls may wear uniform navy slacks
Belt: Black leather
Shirt: Collared, white knit with navy blue Queen of Apostles monogram
Socks: White or navy crew style

Winter Uniform (Boys, Grades 1-8)

Trousers: Navy blue dress trousers
Belt: Black leather
Shirt: Long or short sleeved light blue with buttoned-down collar
Tie: Navy blue (Grades 1-4)/ striped (Grades 5-8)
Socks: Navy blue or white crew style
Sweater: Navy blue, V-neck, with Queen of Apostles monogram

Winter Uniform (Girls, Grades 1-4)

Jumper: Knee-length regulation plaid
Blouse: Long or short sleeved light blue with rounded collar
Socks: Navy blue or white anklets, knee socks or tights
(No tennis socks)
Sweater: Navy blue cardigan with Queen of Apostles monogram
Optional uniform navy blue slacks may be worn with blue blouse and sweater or vest.

Winter Uniform (Girls, Grades 5-8)

Skirt: Knee-length regulation plaid
(Not shorter than top of the knee)
Blouse: Long or short sleeved light blue oxford cloth
Socks: Navy blue or white anklets, knee socks or tights (no tennis socks)
Vest or Navy blue regulation vest or
Sweater: Navy blue crew neck with Queen of Apostles monogram
Vest or sweater must be worn at all times.
Optional uniform navy blue slacks may be worn with blue blouse and sweater or vest.

Socks for both boys and girls must cover ankle bone and be visible **at least an inch** above shoe top.

Shoes for both warm weather and winter uniforms for both boys and girls will be dark leather or saddle style with non-scuff rubber-type soles. No boots, sneakers, sandals,

or extreme styles will be allowed. Shoes must have low heels.

Shirts and blouses must always be tucked in and only plain white tee shirts may be worn underneath shirts and blouses.

No make-up or colored nail polish may be worn. Girls may wear small matching earrings; multiple pairs are not allowed. Boys are not permitted to wear earrings. Excessive jewelry (oversized chains, etc.) is not allowed. The school assumes no responsibility for any item brought to school, or for lost items of jewelry.

Hair must be in a style consistent with the conservative nature of the school. No fad or extreme styles, **streaking, highlighting**, coloring or bleaching will be tolerated. Boys' hair must not exceed collar top. Facial hair (e.g. chin growth, beards, or mustaches) is not allowed.

Kindergarten Uniform and Physical Education Uniform (Boys and Girls, Grades K-8)

- * Shorts: Navy blue regulation with Queen of Apostles logo
- * Shirt: White T-shirt with Queen of Apostles logo
- * Sweatshirt: Navy blue with Queen of Apostles logo
- * Sweat pants: Navy blue with Queen of Apostles logo
- Socks: White
- Shoes: White low-top jogging shoes or sneakers (No black soles.)

Non-Uniform Day Dress Code Guidelines (Grades K-8)

The following guidelines have been established to help students make choices in dress that show pride in themselves and respect for others. Parents are asked to make sure that these guidelines are followed on dress-up days. When this privilege specifies a particular theme or color (for example blue and white for the school colors), those colors must be the predominant part of students' dress in order to be considered within dress code for that day. Those in violation will not be allowed to participate in the next dress-up day. In cases of blatant and extreme dress code violations, parents may be asked to bring alternative clothes to the student before he/she may return to class. Exceptions for special class activities will be outlined by individual teachers. As always, modesty and age appropriateness are the rule. It is hoped that the following examples will be helpful to you. This list is not all inclusive and only serves as an example to aid in making appropriate choices. Please note that no tee shirts are allowed and that Collared shirts must be buttoned and tucked.

ALLOWED

Clean, non-ripped, non-frayed jeans
Walking shorts
Casual trousers/slacks
Knit shirts with collars

NOT ALLOWED

Gym shorts or "short shorts"
Baggy, oversized pants/shorts
Tee shirts (shirts without collars)
Shirts with inappropriate

Turtlenecks
Modest blouses and sweaters
Appropriate/safe shoes for playground activities
Sneakers
Modest-length skirts and dresses

slogans/pictures
or advertising rock groups/products
Immodest crop tops, halters or spaghetti straps, or see-through material – **all tops must be long enough to tuck into slacks or skirts**
Mini skirts more than 2 inches above knees
Tight knit stretch pants ("leggings")
Inappropriate or noisy jewelry
Facial make-up or colored nail polish

INAPPROPRIATE MATERIALS

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

- Students may not bring to or distribute in school reading material that is pornographic or inconsistent with Catholic moral teaching;
- Students may not bring to school non-educational publications (movie, fashion publications, etc.) as they are distracting and affect teaching and learning;
- Students may not bring radios, electronic games, tape players, "walkmen," etc. to school. These will be turned in to the school office and must be reclaimed by the student's parent/guardian;
- Items with a potential to inflict injury are not permitted in school or on school grounds. This includes any sharp item, explosive toy or laser light;
- Lunch boxes, backpacks, folders, etc. decorated with violent or inappropriate themes are not permitted;
- Toy guns and knives are not permitted unless they are to be used as play props or for educational presentations and will in these circumstances be placed in the possession of the teacher;
- Possession or use of alcohol, tobacco, or illegal drugs is not permitted (see also section on medications in regard to policy on prescription and non-prescription medications).

PLAYGROUND REGULATIONS

Playground Rules for Students in Kindergarten through Grade 8:

- Students are expected to respect and obey playground monitors;
- No running is permitted until students have reached the playground or blacktop;
- Students are expected to line up lunchboxes by class in the designated areas;
- Students are expected to use all playground equipment properly and safely;
- Nothing is to be picked up from the ground – students are instructed to report anything unsafe or inappropriate to playground monitors;
- Students are expected to treat each other with respect both verbally and physically and to keep hands and feet to themselves – contact sports are not allowed;
- In the spirit of Christian charity, all students are welcome to participate in the playground games and activities of their class;
- Problem situations are to be reported to playground monitors for help or arbitration;
- Students are expected to play and stay in their designated areas – balls which go out of the coned area are to be retrieved by playground monitors or older students with special permission;
- Each class is expected to care for and return classroom play equipment daily to their classroom or homeroom teacher;
- The bathroom is to be used before and after recess – permission to return to the school building to use the bathroom will only be granted in emergency situations;
- Students are expected to line up quickly and in an orderly manner when the whistle is blown and primary and elementary students are to maintain silence once in line while waiting for their teacher. Junior High students are to enter the building and go directly to their lockers in an orderly manner.

LUNCHROOM REGULATIONS

Lunchroom Rules for Students Kindergarten through Grade 5

- Students are to enter and exit the Lunchroom in a quiet and orderly manner;
- Students are to sit in their assigned places and to remain seated while eating;
- Soda or drinks in glass containers are not allowed – students are encouraged to bring healthy lunches.
- Students are to sit properly, use conversational tones, not play with food and to use good manners;
- Students are not allowed to trade food;
- Students are to raise hands if they need assistance from the lunchroom staff;
- There is to be silence the last five minutes of lunch when the lights are dimmed so that students can finish eating and clean-up can be accomplished;
- The teacher on duty will dismiss tables individually for clean-up (including trash under the tables) and their teacher will line them up when clean-up is accomplished and all are quiet;
- On ice cream days, students in grades K – 3 will raise their hands when they are ready to get ice cream so that the teacher on duty can ascertain that they have finished their lunch prior to eating ice cream.

Junior High Lunchroom Rules

- Students are to enter and exit the lunchroom in a quiet and orderly manner;
- Students are to sit in their assigned places and to remain seated while eating and until dismissed;
- Soda or drinks in glass containers are not allowed – students are encouraged to bring healthy lunches.
- § Students are to sit properly, use conversational tones, not play with food, and to use good manners;
- Students are not allowed to trade food;

- On ice cream days, students must return to assigned tables to eat ice cream. All food must be finished before leaving the lunchroom;
- Floors and tables must be clear of trash before a table is dismissed. All students at the table are responsible for picking up their own trash and cleaning the area under them from trash;
- Homeroom teachers will assign two students per week to lunchroom clean-up. They will be responsible for ensuring that the tables are clean. Students assigned to clean-up duty will begin after the table has been dismissed. Spray is to be directed only to table tops.
- At dismissal from the lunchroom, students will proceed to their lockers, use the bathrooms as necessary and arrive in their next class by the time the bell rings for the beginning of class.

VIII. HEALTH AND SAFETY

STUDENT HEALTH & SAFETY

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.

ACCIDENTS AND FIRST AID

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. In the latter situation, the school shall be expressly held harmless from any costs or expenses associated with the professional diagnosis and/or treatment 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

The school makes accommodations for students who become sick at school by removing them from the rest of the student population until the parent or other authorized person can take the student home. Students with fevers or communicable diseases will be sent home to reduce the risk of infection to the student body.

No student should come to school with a fever, an undiagnosed rash, or within twenty-four hours of vomiting. Students must be free from fever for twenty-four hours before returning to school. If a student becomes ill at school and it is necessary to notify parents, guardians, or emergency contacts that a student is to go home, arrangements should be made within forty-five minutes of notification.

ADMINISTRATION OF MEDICINE

All prescription medication (except as set forth in subsection 8 below) may only be administered during the school day under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. When a parent or guardian transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a physician's written order signed by the parent or guardian requesting the school to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate administration of medication form (see Appendix) has been completed and signed by the parent or guardian;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel.
8. When the medication is epinephrine, school employees are permitted to administer Epi-pen injections when:
 - (a) the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
 - (b) parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;
 - (c) the parents of any student who may need an Epi-pen injections should provide several Epi-pens which staff may use for practice purposes;

- (d) Parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (see Appendix).

At the end of the school year parents are responsible to pick up all medications. All medication left in the clinic/school office will be disposed of at the end of the school year.

A student shall be permitted to carry and use a medication inhaler for asthmatic conditions or self administer an epinephrine injection during emergency situations when the student's physician and parent/guardian have completed the Authorization to Administer Inhaler or Epi-Pen Form (see Appendix) and a copy is on file in the clinic/school office. Only Epi-Pens shall be accepted for use in school for epinephrine injections.

All non-prescription medications (e.g., Advil, Aleve, Tums) are to be kept locked in the clinic/school office and dispensed by the school. No student is to carry/possess non-prescription medications. No non-prescription medication will be dispensed unless the school has received a signed copy of the Prescription & Non-Prescription Medication Administration Form (see Appendix).

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

CHRONIC MEDICAL CONDITIONS OF STUDENTS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the student's supervising physician.

If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

STUDENTS WITH SEVERE FOOD ALLERGIES POLICY

Philosophy: Queen of Apostles School cares deeply for its students and always strives to provide a healthy and safe environment for them. It is imperative that when a student has a severe food allergy that the school, family and family medical doctor(s) work in concert to provide a safe environment for that student according to his/her needs.

The school will take every possible precaution and will notify parents when it is suspected that a student has ingested an allergen. Teachers are furnished with a list of student allergies at the beginning of the school year. (This list is made from parent furnished information.) Additionally, the following policy must be followed for students with severe food allergies:

1. Parents must furnish the school with a physician signed diagnosis which

outlines in detail the complete list of foods, and delineates food ingredients to which the student is allergic, as well as other known allergies.

2. Parents must furnish the school with a physician signed diagnosis which outlines in detail the complete list of symptoms, along with medications, contraindications, dosages, time and frequency, and methods of administration.
3. Parents must supply the student with snacks and/or beverages from home for any special class or school activity, or submit a notarized statement releasing the school from any liability, when special food/beverages is/are not to be sent from home. This includes bake sales, PTO hot lunches, parties, etc.
4. The student must be instructed at home never to trade food with another student or take any food not sent from home. A deviation from this could necessitate the student being placed at a specially designated Allergy Table to provide more specific supervision.

Any and all medications, whether prescription or “over the counter,” must be accompanied by detailed signed and dated instructions on the diocesan school form indicating the degree of severity of symptoms under which to be administered and the length of time that this dosage is in effect. These forms are available from the school office and must be updated as needed to be modified.

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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

1. All students must be immunized and/or tested according to the current Virginia State Board of Health requirements found in the Virginia School Health Guidelines (or modified schedule as approved by the student's physician or local Public Health Department). Parents or guardians of the child who object on the grounds that administration of immunizing agents conflicts with their religious tenets or practices must produce such documentation. The school must keep a copy of the documentation on file.
2. However, students who are foreign born, non-USA citizens, or who have resided in a foreign country for 5 months or more during the last 3 years, are required to have a tuberculin skin test/results.

3. The school utilizes the Virginia state health department's Communicable Disease Chart to determine the procedures for referral of suspected communicable diseases, notification of parents whose children have come in contact with this disease, and requirements for exclusion from and re-admittance to school for children found having a communicable disease.

LICE

Head lice are tiny insects that live in human hair. They multiply rapidly, laying little silvery-colored oval-shaped eggs (called nits) which they glue to the base of the hair, close to the scalp. Nits are most often found in the hair behind the ears and at the back of the head and neck. Nits cannot be confused with dandruff which can easily be flicked off. Anyone can get head lice. They are not a sign of being dirty and should not be considered a sign of uncleanliness. Head lice are easily spread from person to person. Transmission is possible as long as lice or eggs remain alive on the infected person or on articles. Students with head lice are excluded from school until treated and nits are removed. An empty treatment container or a doctor's note must be presented to the school nurse in order for a student to be readmitted to school. The school reserves the right to check a student for head lice and to check students who come into contact with an infected student. A class note will be sent home to notify parents when head lice has been detected in a class.

AIDS POLICY

The Christian community is called to respond to the sick in our midst with compassion and justice. Students who are infected with the Human Immunodeficiency Virus (HIV) or have Acquired Immune Deficiency Syndrome (AIDS) must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with performance.

1. Decision regarding the admission or continued enrollment of students infected with AIDS/HIV shall be based on the medical condition of each student and the anticipated interaction with others in the school setting. When making such decisions, a team of school and Church personnel shall consider both the needs of the individual student infected with HIV and those of students, staff and families to have the school be a safe environment. An infected child already enrolled is eligible to continue in school while the child's health and interaction with others are being reviewed.
2. If the student's physician and/or parents are unable or unwilling to participate in this process, this shall not preclude the team from acting.

FIRE/EMERGENCY DRILLS

All students are taught to respond to the sound of the fire alarm with immediate silence and know which designated area to which they are to report. Fire drills are held monthly and teachers and students are trained to respond under diverse circumstances. There are exit patterns posted in each room and teachers routinely discuss fire drills and problem solve over any special occurrence during a drill. At the time of a drill, all persons including volunteers and visitors are required to leave the building. Each drill is timed and recorded and students are notified of the time and any special circumstance.

Tornado drills are held yearly according to Virginia policy. Teachers discuss crisis response during faculty meetings and are cognizant of appropriate response.

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.

1. 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.
2. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
3. 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

4. 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.
5. After classes commence for the new school year, the school will provide a sexual harassment in-service for students in grades 6-8).

RESPECT FOR LIFE

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

IX. SPECIAL NEEDS STUDENTS

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

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

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

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

X. EXTENDED DAY

EXTENDED DAY PROGRAM

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section V. General School Policies regarding fees to utilize this program. Parents must sign their children 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.

INSURANCE

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

TAX INFORMATION

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

PHILOSOPHY

The Queen of Apostles Catholic School Extended Day Program seeks to develop the social, intellectual, emotional, physical, and spiritual dimensions of the children entrusted to our care. We do this by providing an administration strong in leadership and ably assisted by a staff of caring individuals. The developmentally appropriate activities are planned to bring about a positive self-concept and a spirit of cooperation among the children enrolled in the program. Emphasis is on providing a secure and loving environment which is consistent with the school and home environments and conducive to creative play, respectful interaction among the children, independent study, and rest. The Extended Day Program is an integral part of the school and as such extends its philosophy, its mission, and its spirit. Additionally, the program attempts to extend the home atmosphere into the activities and relationships of the children. The purpose of the Queen of Apostles Extended Day Program is to support parents of children enrolled in the school by providing quality and consistent care and supervision beyond normal school hours.

LICENSURE

The Program has been licensed as a Child Day Care Center by the Department of Social Services of the Commonwealth of Virginia.

HOURS OF OPERATION

The program operates between the hours of 7:00 AM until the beginning of the school day and again from the close of school until 6:00 PM on each day that the school is open. The program does not operate during school vacations or holidays.

If there is a one-hour delayed opening of the school, the program will open at 8:00 AM. If there is a two-hour delayed opening, the program will open at 9:00 AM. If there is an early dismissal due to inclement weather, the Extended Day Program will close at the elementary school's closing time. When weather conditions are considered dangerous, parents will be contacted and asked to pick up their children as soon as possible. If the school is closed because of snow or inclement weather, the Extended Day Program will be closed. (See also *Inclement Weather/School Closings*.)

Queen of Apostles School follows the closings and delayed openings of the Fairfax County Public Schools. If the Principal feels that the road or parking lot conditions at Queen of Apostles necessitate a different decision from that of Fairfax Schools, parents will be notified by the staff.

COMMUNICATION

On-going communication between parent/guardians and staff members is encouraged at all times. Personal visits to the center during hours of operation are welcome. No advance notice is required. There is separate phone number to call for the Extended Day Program -- ☎703-354-6702. Parents or guardians may leave messages for the staff or your child on the voice mail during the school hours of 8:00-4:00, after 4:00 you may contact the Director or Extended Day staff at this number until 6:00 PM Monday through Friday.

Written communication regarding activities and special events will be distributed as appropriate and special Extended Day activities appear on the monthly school calendar. Parents/guardians are encouraged to communicate any program concerns to the staff and/or Director. Complaints against the staff must be brought to the attention of the Director. The Principal and ultimately the Pastor will receive complaints concerning the Director.

It is expected that all communication reflect Christian charity and mutual respect. Disrespect or verbal abuse towards the Queen of Apostles Extended Day Staff or the Director could effect enrollment.

Staff is required to report any suspected incidence of child abuse in accordance with 63.1-248.3 of the Code of Virginia.

REGISTRATION AND SPECIAL PICK-UP PROCEDURES

All students at Queen of Apostles Catholic School are required to be registered in this program in case a family emergency prevents the timely pick-up of a student from school at dismissal. This registration is kept and activated only in such a situation. Any student who is dropped off before 8:00 a.m., or is not picked up within fifteen minutes after dismissal, is sent to Extended Day. The daily rate will apply, which the parent/guardian must pay at pick-up. An Extended Day Program registration packet is found in the school's August Packet. All forms must be completed and turned in order to participate. Each child's current health records and immunization information must be on file in the school office prior to attendance at the Extended Day Center.

If someone other than a parent/guardian is picking up a child from the program, his/her name must be on the registration form under "Authorized Pick-Up List", and a note must be given to the Director stating the person's name. This note should be given to the staff upon arrival of your child at the center that day. Proof of identity of the designated person may be requested.

If a child is expected to be absent, late, or leaving earlier than usual, the office must be notified as soon as possible. Students attending Queen of Apostles Catholic School after school activities must sign in first to Extended Day and a note authorizing the student to participate in the activity must be on file with the Extended Day staff.

All students must be picked up by the designated closing time or an additional late fee is incurred. A \$5 late fee is charged if a student is not picked up by 6:15p.m. After 6:15p.m., an additional fee of \$5 will be charged for each additional five minutes.

DAILY SCHEDULE

The program provides the children an opportunity to eat a snack, rest, play (outdoor weather permitting), study, and participate in loosely structured, age appropriate supervised activities such as arts and crafts, games, sports, drama, computers, and music. Students must bring their own snacks and adhere to the following rules:

- The food must not require refrigeration or any special storage and must be properly wrapped to prevent it from becoming dirty or other wise inedible;
- No glass containers or any sharp tools are allowed;
- The food (whether snack or lunch) should be nutritionally sound;
- Students must be instructed not to share food because of possible food allergies or special diets of other children. We ask that you not send candy or other empty calorie "junk foods" as a snack. Additionally, while cookies or other dessert-type food may be sent, this should only be as a supplement to a nutritional snack, such as fruits, vegetables, muffins, cold dry cereal, or fruit juice (not sweetened water-based beverages);

- If the student is on a special diet, the staff must be informed in writing. All unused portions will be discarded or returned to parents at the end of each day.

Study Hall is scheduled from 4:00p.m. until pick-up. Parent/guardians are asked to formally request in writing if the student is to regularly attend study hall daily. Attendance at study hall does not mean that all homework will be completed. It is necessary to check student assignments.

Students are encouraged to bring play clothes to change into daily before outside play. It is strongly recommended that girls change into slacks so that they may comfortably engage in the active outdoor play which is required daily. Play clothes must be the Non-Uniform Dress Code of the school in regard to modesty and appropriateness. The school PE uniform is encouraged.

DISCIPLINE

The discipline policy of the Extended Day Program is one which strives to create a safe atmosphere which promotes self-respect and respect for others by focusing on the practice of our Catholic/Christian values. School rules of conduct apply.

Students are allowed three (3) infractions of these rules before they will be asked to leave the program. Parents will receive written notice of the first violation. A conference with the parents will be requested for the second violation and upon the third violation, the parent will be asked to pick up the child immediately. With this third infraction, the student risks permanent removal from the program.

HEALTH AND SAFETY

See Section VIII in this handbook.

