



St. John the Beloved Academy
Elementary School Parent/Student Handbook

2024-2025

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Saint John the Beloved Academy

Dear Parents and Students,

Welcome to a new school year! As any school year, and perhaps more than any school year, there will be plenty of adventures ahead.

Building off an exceptionally strong foundation of families, faculty, and academic traditions, as well as the strong family spirit, we will aim to steadily and thoughtfully examine areas for improvement and renewal and to employ strategic ways to affect growth.

With wishes for a year of academic intensity, curiosity, and achievement, of Christian enrichment that touches hearts and minds, and of friends who will join to continue to build the profound mission of St. John the Beloved Academy,

Sincerely yours,

A handwritten signature in black ink that reads "Jeffrey P. Presberg". The signature is written in a cursive style with a large initial "J" and "P".

Jeffrey P. Presberg
Headmaster

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Saint John the Beloved Academy was founded in 1954 to offer quality Catholic education to parish children. Saint John the Beloved Academy continues to provide children in preschool through eighth grade with a Catholic liberal arts education rooted in rich tradition of academic excellence and spiritual formation, captured by the school's motto, "***Fides, Scientia, et Gaudium.***" By **Faith**, children are led beyond themselves to entrust their formation to God. By forming the entire child, we impart the **Knowledge** for both intellectual and spiritual growth. The Mission of Saint John the Beloved Academy is manifested in genuine Christian **Joy** - rooted in the Sacraments, self-sacrifice, charity, and service to others.

STUDENT/PARENT HANDBOOK

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

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Headmasters shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (*Appendix AG-1 and AG-3*). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent a student from enrolling or continuing to be enrolled at the school.

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

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 handbook. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

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

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

PARENTAL/GUARDIAN ROLE

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

Since parents/guardians have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents’ promise at baptism to raise their children Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children. Since the school is a continuation of the education children are receiving at home, diocesan schools should demonstrate respect and support for the

parents in their important and challenging task.

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

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

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

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

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

SEXUAL IDENTITY POLICY

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

STUDENTS OF OTHER FAITHS

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 school's educational program. As such:

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

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.

Our liberal arts curriculum is rooted in a Catholic humanist tradition, a unique academic and evangelical approach to Catholic education, which instills in students an understanding of their inherent dignity as children of God, and the intellectual freedom to seek and recognize Truth. We strive to fulfill our mission by ensuring that our school motto, "*Fides, Scientia, et Gaudium*" is woven into every aspect of our curriculum.

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

Additional elements are woven into the educational experience at St. John the Beloved Academy to best facilitate growth and development. We have a modified block schedule, a beautiful campus featuring a large outdoor playground and fields, multiple recess time to enhance student concentration and time outdoors, a house system to help strengthen and cultivate our Mission which encourages school spirit, friendship, and fun, just to name a few.

Please refer to the Parent Page of the Arlington Diocese website for a detailed list of curriculum guidelines at <http://www.arlingtondiocese.org/catholicschools/parents.aspx>.

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

GRADES FIVE TO SIX

For placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

GRADES SIX TO SEVEN

For placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

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

GRADES SEVEN TO EIGHT

For placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

For placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Standardized test.
- b. Class grade in 6th grade math: 93 or above.

- c. End of year diocesan comprehensive grade-level test: 93 or above (recommended time of testing – May of 6th grade year).
- d. Favorable teacher and headmaster recommendation.

GRADES SEVEN TO EIGHT

For placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

VIRTUAL INSTRUCTION

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

ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

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

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

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

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

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

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

TEXTBOOKS/SUPPLEMENTAL MATERIALS

Textbooks and supplemental materials are selected after a year of study by the faculty with the approval of the Headmaster. All textbooks and supplemental materials must have the approval of the Office of Catholic Schools.

RESPONSIBLE USE POLICY FOR TECHNOLOGY AND ARTIFICIAL INTELLIGENCE (AI) IN EDUCATIONAL SETTINGS

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

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

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

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

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

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

technologies to ensure compliance with this Acceptable Use Policy (AUP).

- ii. Users are accountable for their actions when using AI technologies. Any misuse or violation of this AUP may result in disciplinary action.
 - iii. Students must use AI technologies in a respectful and responsible manner, treating others with courtesy and consideration in both virtual and physical interactions.
 - iv. Students are expected to create and consume content that is appropriate for an educational setting. Content that is offensive, discriminatory, or violates school policies is strictly prohibited.
 - v. Users should create and access AI content appropriate for an educational environment. Permission and supervision by a teacher or school administrator are mandatory for students to use AI tools at school. Please note that many AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy.
- g. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
- i. Messages to others shall be polite and shall not be abusive.
 - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- h. The diocese/school makes no warranty of any kind, whether express or implied, for internet service. The diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through internet sources.
- i. Examples of Unacceptable Uses – Users are not permitted to:
- i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or school employee without express permission of the individual, individual's parent/guardian, and the headmaster.
 - iv. Create any site, post any photo, image, or video of another except with express permission of the individual, the individual's parent/guardian, and the headmaster.

- v. Attempt to circumvent system security.
- vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- vii. Violate license agreements, or copy other protected media.
- viii. Use technology for any illegal activity.
- ix. Use of the internet for commercial gains or profits is not allowed from an educational site.
- x. Breach confidentiality obligations of school or school employees.
- xi. Harm the good will and reputation of the school or school employees.
- xii. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage of school equipment to the appropriate school officials. The school has the right to monitor student use of school computers, computer-accessed content, AI, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:

- a. Loss of use of the school network, computers, and software including Internet access.
- b. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

TESTING

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to identify students' strengths and weaknesses,

and to aid in the revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Teachers are encouraged to review the format, and style of the High School Placement Test as well as test taking strategies with their students. Extensive class time to prep students for this test is not encouraged.

MAP® Growth™ is the standard-bearer for measuring performance and growth in K–12 math, reading, language usage, and science. By dynamically adjusting to each student’s performance, MAP® Growth™ creates a personalized assessment experience that accurately measures performance—whether a student performs on, above, or below grade level. Timely, easy-to-use reports provide rich context to make instructional and operational decisions with confidence.

HOMework

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

SUGGESTED TIME ALLOTMENTS

Below are the Office of Catholic Schools’ guidelines for homework. Homework does not have to be assigned every day, but should generally fall within these ranges:

- Grades 1-3: 10 to 30 minutes daily
- Grades 4-6: 30 to 60 minutes daily
- Grades 7-8: 60 minutes to 2 hours daily

All teachers must post daily any home assignments on the white board and in email communications. This should include timelines and requirements for projects. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. Additional independent reading is expected by all teachers’.

Homework is not assigned over the weekend in grades 1-5. However, students in grades 6-8 *do* receive weekend assignments. Parents should encourage their children to organize their time in long range assignments so they are not overwhelmed a day or two before the deadline date. **Please check with the teacher if your child consistently claims not to have homework.**

If your child is absent and you wish to pick up assignments/books for that day, please call the school office in advance so the teacher can arrange to have your child's work ready.

Assignments/books for the day are to be picked up at the end of the school day. If requested, the teacher will also send a child's work to a sibling's classroom or a child in the same carpool. Persons picking up homework **may not** go to the classroom during the instructional day as this interrupts the teacher and the class.

MIDDLE SCHOOL HOMEWORK POLICY

Homework is due on the due date assigned. Late assignments will be accepted one day after the due date but full credit will not be assigned to late work. It is the student's responsibility to give any assignment to the teacher. Late assignments will be subject to reduced credit at the teacher's discretion.

Students who are absent have one day for every day they are out to turn in homework and make-up tests missed during their absence. It is the student's responsibility to obtain and complete missed assignments. Assignments are to be written by the student into an assignment notepad and posted daily in the classroom.

PARENT-TEACHER COMMUNICATION

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

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the headmaster may do so after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school headmaster, and pastor when necessary, before bringing them to the Office of Catholic Schools.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parents are encouraged to keep in close contact with teachers regarding student progress. Scheduled conferences are held at the middle and the end of the first and second trimesters. The Parents must mandatorily attend either or both the 1st mid trimester conferences or end of 1st trimester conferences. Conference dates will also be scheduled throughout the 2nd and 3rd trimesters. Teachers may be called at the school office and will return calls during free periods or after school or they may be contacted through the school e-mail. Teachers do not accept phone calls while they are teaching. However, they are most willing to meet with parents at an agreed upon time whenever the teacher or parent(s) feel this is necessary.

GRADING/REPORT CARDS

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

The purpose of report cards is to present to parents/guardians information about how their student is performing in his/her academic studies, and to alert them to any problems.

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

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

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

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

Report Cards are issued three times a year based on the twelve-week periods. Weekly folders containing each student's work are sent home each Wednesday.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

SCHOOL COUNSELORS

Saint John the Beloved Academy does not have school counselors on site. With the approval of the Headmaster, a student may be recommended and/or required to seek outside counseling services.

<h2>III. ADMINISTRATIVE PROCEDURES</h2>
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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 to apply 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.

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

AGE FOR ADMISSION TO KINDERGARTEN

Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5th birthday on or before September 30th of any school year. Readiness testing

(fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
 - b. Baptismal certificate for Catholic students
 - c. Proof of exact dates of immunization with signature of licensed healthcare provider
-

- d. Records from previous school, including standardized test scores
- e. Proof of custody where applicable
- f. Completed Diocesan Elementary or High School Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable.
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

GENERAL CONDITIONS OF ADMISSION

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

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

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements:
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to the first day of school and

entering a new school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening.)

- ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
 - c. Resides at the same U.S. address as the guardian, who is identified as such on the I-20 application and recorded in SEVIS;
 - i. Guardian Permission and Agreement Form must be completed and signed by parent and guardian. (*Appendix AJ-2*).
 - ii. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees.
 - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
 - i. The Diocese of Arlington does not provide healthcare insurance for international students.
 - f. Shows adequate English proficiency for the grade level to which they are applying. The level of English proficiency should allow students to pass all classes/subjects, including world language class. Schools cannot substitute normal curriculum classes with English support classes and must report an official grade for all subjects.
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington I-20 Application Form and return the form to the school the student will be attending. The school must forward the Diocese of Arlington I-20 Application Form to the Office of Catholic Schools with the original signature of headmaster or admissions director.
 3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*.

It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;

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

- c. Students with a J visa for short-term exchange students will not be accepted into diocesan schools.
6. Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. A student who is tardy, as determined by local policy, should report to the headmaster's office or attendance office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the headmaster so that the parent/guardian may be contacted.

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

1. When a student is going to be arriving late, leaving early, or has a change in their pick-up routine, please email Mrs. Monica Stilson in the attendance office: attendance@stjohnacademy.org and copy Mrs. Gracia Escudero in the front office: gescudero@stjohnacademy.org and copy the homeroom teacher. A phone call, written excuse or email, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
2. When reporting a child sick from school, 1) A phone call or 2) An email from a parent is required each day(s) of the absence(s) of the student to Mrs. Monica Stilson in the attendance office: attendance@stjohnacademy.org and copy Mrs. Gracia Escudero in the front office: gescudero@stjohnacademy.org. If the parent knows the length of the absences just one phone call or email is necessary. Mrs. Stilson, Mrs. Sutton or another staff member will follow up with a phone call for any extended absence or to discuss any further information. **Every student illness**

needs to be assessed by someone in the health office before returning to school.

3. Persistent unexcused absences (10 or more) 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 administrative action.
4. Except in cases of emergency as determined by the Headmaster/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 Headmaster/Administration.

TARDINESS

Arrival at school after 8:20 a.m. is considered tardy.

The tardy student is responsible for class material covered prior to arrival at school.

The student will be marked tardy and a cumulative record is stored on the student's report card. Parents need to be aware that High Schools take note of the number of late arrivals during the admission process.

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

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

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

MEDICAL EXCUSES

If a child is well enough to come to school, the child is expected to participate in all activities including Physical Education and outdoor recess unless a note from a physician excusing them from activities including Physical Education and outdoor recess is presented. Children with special medical needs must present a note signed by a physician stating the child's needs while in school. A doctor's note is required for any student absent for more than three consecutive days.

ANTICIPATED ABSENCE

Responsibility for taking a child out of school for non-illness related reasons rests with the parents who also assume full responsibility for the work missed and make-up work. When the student returns to school after the absence the student will be given the missed schoolwork that should be completed as directed by the teacher. Teachers are not required to give parents the work in advance of the anticipated absence.

RELEASE OF STUDENTS

When students leave school during the day due to illness, appointment or any other reason, they must be called for in the School Health Room or the school office. **Children may never wait outside the buildings to be picked up during school hours, nor may teachers release a child directly from the classroom.** A note, email, or phone call should be sent to school requesting early dismissal and stating the time and identifying the person who will pick-up the child. Persons picking up a child at a time other than dismissal should report to the school attendance office and sign the child out. The school staff will page the child in his/her classroom to come to the office to meet the person picking him/her up. **Students will not be called in advance to the nurse's office for an early release. Persons picking up a child may not go to the classroom.**

Students going home with anyone other than the parent or designated carpool must have a signed note, phone call, or email stating the date and identifying the person with whom the student has permission from the parent to be taken from the school. Upon arrival at school, the person must show a picture ID to the attendance office.

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. Student records will be sent to the new school upon a "Release of Student Records Form" from the new school. All fees and tuition **MUST BE PAID** prior to the release of the student's records.

For graduating students, records from St. John Academy will be sent free of charge twice to other institutions. **All requests for transcripts must be made in writing to the office.**

ARRIVAL AND DISMISSAL

Morning supervision begins at 8:00 a.m. Front doors and outside classroom doors are open at 8:00 a.m. Students should proceed directly to their homeroom classroom. Any students who arrive after 8:20 a.m. will be considered tardy.

The school day closes at 3:00 p.m. Monday-Thursday and at 2:25 p.m. on Friday. Early dismissal takes place at 11:30 a.m.

The parking lot traffic plan for arrival and dismissal is as follows:

AM CARPOOL

ENTRY ON THE SCHOOL/CHURCH GROUNDS IN THE MORNING MUST BE VIA LINWAY TERRACE AND THE REAR ENTRANCE (BEHIND THE RECTORY)

- Cars should line up and drop off students near the front entrance as usual. Upon arrival, students should exit their vehicles and proceed to enter through their classroom doors to ease the congestion of traffic during arrival and to avoid the clustering of students upon entry. Faculty members will be on hand to guide students to the right door.
- Kindergarten, first and fifth grade will enter through the main entrance of the school and will be directed to their classroom.
- Sixth grade will enter through the middle school entrance and will be directed to their classroom.
- Seventh and eighth grade will go through the gate and enter their respective classroom door.
- Second and third grade will go through the playground gate and enter through the lower school door and will be directed to their classroom.

PM CARPOOL

Entry on the School/Church grounds in the afternoon **MUST BE** via the **REAR ENTRANCE** (behind the Rectory and old church). Cars must **NEVER** exit via this entrance. **ONLY** during icy road conditions should entry be via the front entrance.

- Kindergarten through 8 -- ALL cars picking up these students are asked to be in the proper lane as explained in Item 3 below.
- Lane 1 **MUST EXIT LEFT** onto **LINWAY TERRACE**. Lane 2 **MUST EXIT STRAIGHT** to **BIRCH ROAD** **OR LEFT** on to **OLD DOMINION DRIVE**. Lane 3 (lane closest to the school) **MUST EXIT RIGHT** on to **LINWAY TERRACE**. Lane 1 is the lane closest to the island, Lane 2 is the middle lane and Lane 3 is the lane closest to the school building.
- Once you are in the correct exit lane, put the car in park and do not leave the car running if you have to exit the vehicle. Students will be dismissed promptly at 3:00 p.m. Monday – Thursday and 2:25 p.m. on Friday. On early dismissal days students will leave school at 11:30 a.m. Once students begin walking outdoors, no additional cars will be permitted in the parking areas.
- Students will be released by grade. They will be staggered with sufficient time to exit the building and maintain social distancing.
- **Students in grades K-5 may NOT be picked up anywhere on school grounds other than the designated carpool pick-up zone.** Parents/drivers who have parked on the parking lot in a place that is not a part of the carpool lanes area are to meet their child(ren) in front of the school at carpool dismissal time and walk them to the car. Students may not walk to cars not in carpool lanes. The school does not recommend parents to park somewhere other than the carpool lanes, however, if they do so, parents are required to walk to the front of the school to meet their child(ren).

- **Students in grades 6-8** may be picked up in the lower level parking lot in front of the church if waiting for regular carpool is not an option. Students in grades K-5 must still be met at the front entrance of the school.
- Students may not leave the building before carpool dismissal to meet a carpool. If the child needs to be picked up before carpool dismissal time, the parent or driver must sign the child out at the front office window.
- Carpools are not allowed to park at the bottom of the school building on Linway Terrace. This area is reserved for faculty parking only.
- Any student who has not been picked up by the conclusion of afternoon carpool and is not attending an after school club, generally by 3:15 p.m., will wait in the lobby of the school until they can be picked up.
- Students may use phones once at dismissal to connect with parents regarding carpool logistics.

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 headmaster/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

Parents/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection, during school hours, of the educational records (cumulative and confidential) of their child. 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' access is limited to the specific information about their child only.

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

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

TRANSFER OF RECORDS

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

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

Permanent record card (to include transcripts, attendance record, and standardized test results) is to be retained indefinitely.

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

- a. IEP/ISP or 504 Plan

- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Support Team Minutes

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

- a. Application
- b. Counselor Notes
- c. Discipline Notes
- d. Court Documents
- e. Psychological Reports

SCHOOL VISITORS

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

No visitor may go directly to the classroom during school hours.

No child may enter the classroom prior to the start of school or when the teacher or classroom aide is not present. Messages for the teacher may be left in the school office. All volunteers must sign in before going to the classroom and then sign out when leaving. Forgotten lunches, books, etc. are to be brought to the Office and the child will be notified. Classrooms may not be disturbed. **Any student(s) not enrolled in St. John the Beloved Academy wishing to visit in a classroom must request permission from the Headmaster one week before the day of the visit. Any student(s) not enrolled in St. John the Beloved Academy who wish to attend any school function/assembly during the school day must request permission from the Headmaster one week before the day of the function/assembly and must remain in the company of his/her parent(s) during the function/assembly. All visitors must check in at the office.**

SCHOOL COMMUNICATIONS

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

HEADMASTER'S COMMUNICATION

Parents who wish to speak to the Headmaster directly may e-mail or call the office manager to arrange either a meeting or a telephone conference.

TAKE-HOME COMMUNICATION

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

CELL PHONES AND SMARTWATCHES

It is preferred that students not bring cell phones and/or smartwatches to school. If a phone is necessary to be with a student on school property for parent communication/carpool needs, it should be in the off position and stay in the student's bag, locker, or teacher's desk drawer during the school day. Any student found using a phone while on school property for personal/non-emergency purposes and without the permission of a teacher or school administrator may have the phone confiscated. The student's parents (guardians) will be notified and only they may collect the phone.

If a smartwatch is brought to school it should be in the off position and stay in the student's bag, locker, or teacher's desk drawer during the school day.

Any student found using a smartwatch while on school property for personal/non-emergency purposes and without the permission of a teacher or school administrator may have the smartwatch confiscated.

TELEPHONE USE/MESSAGES FOR STUDENTS

Students may use a school telephone only in an emergency and with permission from the Headmaster. **Forgotten homework, books, supplies, etc. are not considered an emergency.** In case of an emergency, messages will be taken in the School Office and communicated to the child per a parent/guardian's request. Short of an emergency, after-school arrangements must be made before the child leaves for school that day.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to, weather, public health, or community concern, the school may transition into virtual instruction for the required duration. These will be count as instructional days.

In general, St. John the Beloved Academy follows the decision of the Fairfax County Public Schools (FCPS) regarding school closings and delays. Announcement of emergency school closings, necessitated by weather conditions or, any other emergency will be carried by radio stations or TV Channels. For emergency release due to weather-related conditions, Fairfax County Public Schools make a decision by 10:30 AM and notify parents via radio or TV Channels. If no information is forthcoming, school will be in session as usual. If FCPS is not in session (due to COVID closures or scheduled days off) Saint John's will be making their own announcements via School Messenger to all parents (by email and phone). Unexpected emergencies will also be announced via School Messenger to all parents (email and phone).

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

PHOTOS AND OTHER MEDIA

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

LOGO USAGE

St. John the Beloved Academy has several official school logos, fonts and colors for formal and informal use. School logos are the primary visual identity mark of the school and are used on stationary, merchandise and all printed and electronic publications intended for school use. The school logo comprises carefully crafted, customized artwork and type. As such, the school requires that electronic files or camera-ready art be used to create all forms of communication. Any attempt to recreate the art, type or spacing and styling of the logo by desktop publishing or word processing will result in inconsistencies that will compromise the integrity of the logo. Permission from the Headmaster or Assistant Headmaster must be obtained before using the logo on any unofficial school communications or merchandise items.

MEDIA CENTER

All materials chosen for the media center must be appropriate for students, not only in age level and reading ability, but also for their capacity to foster our students' moral development. All materials shall conform with diocesan policies and guidelines regarding Catholic education.

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

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration in order to achieve educational objectives. Financial considerations may bear on the feasibility and frequency of field trips.

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

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

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

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

Cell calls and texting are not permitted while driving.

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

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

It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.

School-sponsored ski trips are not permitted.

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

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

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.

Headmasters may permit students in grades 7 and 8, with permission of their parent/guardian, to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under “School-Sponsored Trips” must be followed. The headmaster is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

GRADUATION REQUIREMENTS/CEREMONIES

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

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

Graduation ceremonies should be simple and dignified. All elements of the ceremony must be

approved by the headmaster.

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

PARENT ORGANIZATIONS

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

Every school should have an effective Parent-Teacher Organization. It can help mobilize the parent community regarding legislative proposals impacting Catholic education. The work of PTOs and like organizations shall be guided by the PTO Handbook and the direction of the pastor and headmaster.

All parent organization activities and all materials prepared by parents for release to the Parish or school community must be submitted to the headmaster or designee for approval prior to implementation and/or distribution.

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

PTOs shall have by-laws which establish, among other things, term limits for officers as well as the organization of committees. Persons nominated to serve as a PTO board member must receive the approval of the pastor and headmaster.

Saint John the Beloved Academy has a Parent Council to help connect and support the school and parent community.

The Parent Council should strive:

1. to serve in an advisory capacity to support the headmaster/administration;
2. to help build community spirit and parent involvement, and to initiate and support various fundraising and mission-driven initiatives, with the direction of school leadership;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to support teachers and to aid them in helping parents in their role as the primary educators of their children
6. to help build a dynamic and authentic Christian culture that permeates all aspects of the school community

FUNDRAISING

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

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

TRANSPORTATION/PARKING

Parents are asked to fill out a sheet at the beginning of the year as to the method in which their children will be arriving and departing school. Should the method of transportation change, parents are asked to notify the school office immediately.

Parents who have business in the school building are asked to park their cars under the trees on the island side of the parking lot or the upper Guardian Angel building lot. Cars should not be parked on the Guardian Angel side of the main lot or on the lower lot by Carlin Hall. No one is allowed to park in front of the church on the main lot.

Parking at the end of the school building (faculty & staff parking lot) on Linway Terrace is not allowed during carpool hours. Children should never be discharged from or meet carpools in this area.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a processing fee payable to FACTS (<https://factsmtg.com/parent-resources/grant-and-aid/>).

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

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

Awards are determined on a case by case basis by the school and applicable for one academic year. The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

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SCHOOL TUITION POLICIES

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

Our tuition policy states, that if a student withdraws from Saint John the Beloved Academy from July 1, 2024 through December 1, 2024, 50% of the tuition must be paid. After December 1, 2024 100% of the tuition is due.

Assistance with tuition expenses is available for families in need of assistance. Please visit <https://factsmtg.com/parent-resources/grant-and-aid/> to download an application. For additional information, please call Facts Aid at 866-441-4637. Elementary application deadline is March 13, 2024. Questions regarding financial assistance may be directed to our Business Manager, Francisco de Brey, at fdebrey@stjohncatholicmclean.org.

TUITION AND OTHER FEE SCHEDULES

Tuition Payment Options:

- 1. Payment in Full:** Tuition payments made in full to the Saint John the Beloved Academy school office by July 1, 2024 will be reassessed with a 2% discount.
- 2. Monthly Payment Plan: Blackbaud Tuition Management** is a 3rd party billing company that Saint John the Beloved Academy utilizes to collect tuition payments. All families choosing the monthly payment system must register with Blackbaud Tuition Management at, <https://parent.blackbaud.school/Login.aspx> (SJBA School ID #05331) at your earliest convenience. There is a one-time \$40 fee to use this service. Each family may select a convenient payment date each month. A late fee will be charged if payments are not received within 10 days of the due date. Questions regarding tuition and fees

payments may be directed to our Registrar, Christine White, at cwhite@stjohnacademy.org.

Tuition Rates 2024-2025

Kindergarten - 8th Grade Students:

1 Child	2 + Additional Children
\$10,252	\$8,705

Preschool Tuition – (3 and 4 year olds*) - Full Day (8:00 a.m. – 3:00 p.m.):

5 Full Days:	4 Full Days:	3 Full Days:	2 Full Days:
\$12,511 per child	\$10,009 per child	\$7,506 per child	\$5,004 per child

Preschool Tuition - Half Day (8:00 a.m. – 12:00 p.m.):

5 Half Day AM:	4 Half Day AM:	3 Half Day AM:	2 Half Day AM:
\$8,614 per child	\$6,891 per child	\$5,175 per child	\$3,452 per child

*Applicants must be 3 years old by September 30th for the 3’s Preschool program, and 4 years old by September 30th for the 4’s Preschool program.

Non-Refundable Registration Fees:

- Kindergarten – 8th Grade: \$275 per student
- Preschool: \$325 per student
- Application Fee: \$225 application fee per student for the first 2 students, \$100 for the third, \$550 max per family

Other Fees Kindergarten - 8th Grade Students

- \$275 Book Fee
- \$125 Activity/Field Trip Fee

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

may participate in co-curricular and extra-curricular activities.

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

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

TRANSPORTATION OF ATHLETES

Students participating in a school-sponsored sport who wish to travel to and from practice and games in a privately owned vehicle must have a written permission from their parent/guardian.

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

AFTER SCHOOL CLUBS

After school clubs are open to all current students in grades K-8. Clubs are available on all regular school days Monday - Thursday from 3:00 – 4:00 p.m. and Friday from 2:30 - 3:30 p.m. Please note that some of our clubs have a maximum amount of students that can be accepted.

Please note that there is a 15-minute pick up window from 4:00-4:15 p.m. Monday-Thursday and 3:30-3:45 p.m. on Friday.

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

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

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

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

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

SUBSTANCE ABUSE/WEAPONS

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

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

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

enforcement agency will be contacted.

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

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

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

requirement for progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community.

SUSPENSION

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

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

EXPULSION

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

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

or harassing behavior toward teachers, school, parish, or diocesan staff.

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

The headmaster/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 headmaster/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

INTERROGATION OF STUDENTS

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

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

- a. The headmaster, the assistant headmaster, or the headmaster's designee shall be alerted.

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

The police officers may take legal actions that they deem necessary.

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

CARE OF SCHOOL PROPERTY

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

Since textbooks are on a rental basis, they may not be written in or covered with contact paper. It is expected that students will take proper care of all school materials. Hardcover books are to be covered and carried in a school bag. A fee will be charged for any books that are lost or damaged.

Parents who wish to have a separate set of books for the child to use at home must purchase the books on their own. **The school will not provide a second set of books for any student.** The school will provide the ISBN numbers of any textbook as well as the phone numbers of the publishing houses. Parents can then order the books directly from the publisher.

DRESS CODE

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

Final decisions regarding the school uniform and dress code rest with the headmaster/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

The dress code provides a standard for our students which fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the Headmaster/Administration. The guidelines are outlined below.

- Hair should be clean and neatly styled; Hair coloring is not permitted.
- Caps, hats, and bandannas are not to be worn in the school building at any time including lunch periods.
- Excessive Make-up, Nail Polish and Jewelry are not permitted for any student.
- The Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments about inappropriate dress, behavior, etc., in order to maintain this environment. When a dress code violation has occurred, the student and parents must cooperate in correcting the violation promptly.

OUT OF UNIFORM DAYS: When students are permitted to come to school out of uniform, parents are asked to guide the students to make appropriate choices using the following as a guide

- **DRESS UP DAYS** – indicates that students should come in Sunday church clothes. **EXAMPLES:** Girls: Dress, Skirt and blouse, dress slacks and blouse or shirt (with sleeves); skirts and dress length are to be no higher than 2 inches above the knee. Boys: Dress slacks, shirt and tie, or good knit shirt with collar. Girls and Boys: Socks and shoes are required due to the school setting.
- **DRESS DOWN DAYS** indicates that students may wear more casual clothing.
 - **EXAMPLES:** Girls and Boys: Jeans, Khakis, Bermuda shorts (in warmer weather), basketball shorts, knit shirts or Tee-shirts with sleeves; hems of girls' shorts must reach "fingertip length" Socks and sneakers or shoes are required due to the school setting. Midriff must be covered. Leggings may be worn with a tunic of proper length.

Students should not wear: Cut-offs, shirts with negative/suggestive comments,

inappropriate logos pictures or advertising are not allowed. Backless or transparent garments, low-cut fronts, halter, tank, tube tops, strapless, spaghetti straps are not allowed.

Consequences: Any student not conforming to the above dress code may be required to call their parents to bring the appropriate uniform or article of clothing.

- HOUSE DAYS students may wear their house t-shirts on house days with shorts or jeans.

<p>Girls</p> <p>Grades K – 5</p> <p>www.globalschoolwear.com Code STJO25</p>	<p>Navy Large Plaid Jumper or Navy Large Plaid Side Button Skort or Skirt (Hilfiger mandatory), Navy or Khaki pants from November to February</p> <p>Short or Long Sleeve Grey Heather, or Red Polo OR Short, Long or Three-Quarter Length Sleeve Oxford blouse, in white or light blue (Hilfiger or Land’s End recommended)</p> <p>Grey Heather, Navy or Red sweater, sweater vest or fleece vest (Hilfiger or Land’s End recommended, minor designs are acceptable as long as main color is dominant)</p> <p>Red, White, or Navy-Blue socks or tights with comfortable shoes including sneakers Black, Grey or Navy-Blue leggings or yoga pants may be worn under the skirt during the cooler</p>	<p>Boys</p> <p>Grades K – 5</p> <p>www.globalschoolwear.com Code STJO25</p>	<p>Classic khaki and navy pant or navy or khaki corduroy (Hilfiger or Land’s End recommended)</p> <p>Blue dress shorts are permitted until Thanksgiving and return to shorts following President’s Day (Hilfiger or Land’s End recommended)</p> <p>Short or Long Grey Heather, or Red Polo (Hilfiger or Land’s End recommended) OR Short or Long Sleeve Button Down Oxford (light blue or white)</p> <p>Grey Heather, Navy, Beige or Red sweater, sweater vest or fleece vest (Hilfiger or Land’s End recommended, minor designs are acceptable as long as main color is dominant)</p> <p>Socks and comfortable shoes including sneakers. Bring sneakers for PE</p>
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	<p>months Bring sneakers for PE</p>		
<p>Girls</p> <p>Grades 6 – 8</p> <p>www.globalschoolwear.com Code STJO25</p> <p>Physical Education: Grade 6: bring sneakers Grades 7&8: bring sneakers all and if you choose to change purchase the co-ed mesh shorts navy, knee length, Hilfiger recommended</p>	<p>Navy Large Plaid Box Pleated Skirt or Navy Large Plaid Pleated Skort (Hilfiger mandatory)</p> <p>Short or Long Sleeve Grey Heather or Navy Polo OR Short or Long or 3/4 length Button Down Oxford blouse (light blue, grey or white) (Hilfiger or Land’s End recommended)</p> <p>Grey, Navy or Red sweater, sweater vest or fleece vest (Hilfiger or Land’s End recommended, minor designs are acceptable as long as main color is dominant)</p> <p>Red, White, or Navy-Blue socks or tights with comfortable shoes including sneakers Black, Grey or Navy-Blue</p>	<p>Boys</p> <p>Grades 6 – 8</p> <p>www.globalschoolwear.com Code STJO25</p> <p>Physical Education: Grade 6: bring sneakers Grades 7&8: bring sneakers all and if you choose to change purchase the co-ed mesh shorts navy, knee length, Hilfiger recommended</p>	<p>Classic khaki and navy pant or navy or khaki corduroy (Hilfiger or Land’s End recommended). Khaki or navy blue dress shorts may also be worn until the Thanksgiving holiday (Hilfiger or Land’s End recommended). .</p> <p>Short or Long Sleeve Grey Heather or Red Polo OR Short or Long Sleeve Button Down Oxford (light blue, grey or white) (Hilfiger or Lands’ End recommended)</p> <p>Grey, Navy, Beige or Red sweater, sweater vest or fleece vest (Hilfiger or Land’s End recommended, minor designs are acceptable as long as main color is dominant)</p> <p>Comfortable Shoes including sneakers and Socks</p> <p>Bring sneakers for PE 6</p>

	<p>leggings or yoga pants may be worn under the skirt during the cooler months</p> <p>Bring sneakers for PE 6</p> <p>*If students are changing PE clothes, uniform shorts and sneakers for 7 & 8 (shorts on Hilfiger website or similar to shown, black mesh)</p>		<p>*If students are changing PE clothes, uniform shorts and sneakers for 7 & 8 (shorts on Hilfiger website or similar to shown, black mesh)</p>

Long or short sleeve polo, and oxfords may be worn anytime. In addition to the classic khaki and navy pants in place, gentlemen may choose to wear blue or khaki corduroys. With parental discretion boys in grades K-8 may wear shorts up to Thanksgiving holiday and begin after President’s Day.

Saint John the Beloved Academy P.E. Uniform

- Students K-6 need to bring sneakers to change into before P.E. class.
- Grades 7 & 8: All students should bring sneakers on PE days. Students who wish to change into another outfit for PE should purchase the co-ed mesh shorts navy, knee length, Hilfiger recommended.
- Athletic or sneaker shoes **with** non-skid and non-scuff soles must be worn. During the winter students may wear their P.E. shorts under their sweatpants.

INAPPROPRIATE MATERIALS

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

No music players, personal iPods or cell phones, cameras, hand games, or any kind of electronic equipment. Toys that simulate weapons are not allowed in school. Laser toys of any type are forbidden on school property. Possession of a laser toy on school grounds can result in suspension or expulsion. Live animals may be brought to school with the teacher’s and Headmaster’s permission only if the animal is caged and accompanied by an adult who will

remain with the animal at all times. Unusual items may be brought to school only with written permission and with a specific purpose in the curriculum.

If these items are found they will be confiscated and given to the headmaster. Parents will be required to pick up the items from the Headmaster's office.

PLAYGROUND REGULATIONS

- Children remain at school for lunch. Children bring their lunch from home or purchase lunch on specialty days.
- No child is permitted to leave the grounds during school time (including noon hour and recess) without a parent's written note that has been submitted to the office.
- Children are to go directly from the cafeteria or classroom to the place assigned to play during the recess period. They use the side door of the cafeteria or classroom. Front doors are used for black top and gym recess only.
- **A note from a physician is necessary to excuse a child from going outdoors at recess.**
If the child is excused from recess, he/she is to go directly to the health room. They are to take a book or work to the Health Room and should not return to the classroom.
- Students staying in with the teacher for remedial or other work must wait in the cafeteria until that teacher arrives to collect them. They may not return to the classroom until the teacher has arrived.
- Games are limited to those that ensure the safety of all.
- Children are not to play too close to the swings for safety reasons.
- Only kick balls, basketballs, footballs, and large balls are permitted. Only rubber balls or tennis balls are permitted for baseball playing. There may not be baseballs, hard or soft, used during the play periods.
- Children are not to pull or throw each other to the ground.
- There may never be any tackling.
- Offensive and/or abusive language is never allowed.
- Jackets, sweaters, coats, etc., when worn to recess, should not be taken off and thrown on the ground.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

The school administration can determine if middle school students may use a microwave oven.

<h2>VIII. HEALTH, SAFETY, & WELFARE</h2>

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

The parents/guardians of an injured student will be notified of the accident/injury by the headmaster/administration or the headmaster/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 headmaster, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person’s condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or

creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

When students and activities require time outside, schools will monitor weather related to the 'feels like' temperature. To prevent heat and/or cold related illness, outside activities may be restricted based upon a heat index or wind chill factor, which registers in the caution level. Schools will consult local weather reports and Appendix F-15 for guidance in outdoor activities. Schools that do not have air-conditioned classrooms are permitted to provide early dismissals in accordance with Appendix F-15.

ILLNESS

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

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

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

Any student who has had fever, vomiting or diarrhea must be temperature free and ***free from*** a vomiting or diarrhea episode ***for 24 hours*** before coming to school. ***Students who come to school before the 24 hours have passed will be sent home.***

MEDICATION ADMINISTRATION OVERVIEW

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

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

- a. When the need for administration of medicines during school hours has been confirmed

- by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
 - c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
 - d. When there is a licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
 - e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a licensed health-care provider. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
 - f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed by the parent/guardian and accompanies the medication;
 - g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
 - h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.

Under no circumstances are medications to be shared with other students.

Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home, not at school.

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

- a. the parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. parents of students requiring such injections provide a licensed health-care provider letter attesting to the life-threatening allergy;
- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen.

All diocesan schools will maintain non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriately educated on its use.

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

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

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

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

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

LIFE THREATENING ALLERGY

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

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

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

Parents/guardians of students with a life-threatening allergy must inform the headmaster and

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

TELEHEALTH

Medical appointments made via telehealth cannot be facilitated in the school building. If a student has been scheduled for a telehealth visit for medical reasons, the parent/guardian will need to check his/her student out of the school building and complete the appointment in the privacy of their vehicle or at home.

If a school is able to adequately support virtual regularly scheduled therapy sessions in the building (e.g., occupational or speech therapy) for students with a documented diagnosis, they can do so on a case-by-case basis after evaluating the specific circumstances.

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

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

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

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

USE OF CRUTCHES

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

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or osteopathy, licensed nurse practitioner, or the local health department, that one of more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made
 - ii. On a basic level, for the good of society, the Catholic church generally encourages the use of immunizations. The Church teaches that questions of immunization are 'left to a matter of conscience' and parents have the right to decide about the health of their children in this matter. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (*Appendix F-18*), which will be retained in the student health record. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease, will be excluded from school for an undetermined period of time as per the instructions of the State Health Commissioner and the public health department.
- b. Students who have traveled or resided in a foreign country for three months or more, where tuberculosis is common, are required to provide documentation, prior to school

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

LICE

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

If an incident of head lice occurs in school, the parents of students in the particular class affected will be given notice and the children's heads will be examined. Parents of an infected child will be notified and the child sent home. A child found with nits cannot return to school until properly treated as prescribed by the Health Department and is nit/lice free. Upon returning to school, a child being treated for head lice must report to the health room first and have his/her head checked before going to the classroom.

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

Fire drills are conducted on a regular basis. During a fire drill everyone including visitors and volunteers must vacate the building. Students are to go quickly and quietly to the assigned place outside the building where the teacher will take roll to ensure all of the students have safely evacuated the building. Students are expected to remain silent and to follow instructions promptly.

HARASSMENT

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

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

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

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

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

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

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

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

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

a crime. It must be reported to the police.

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

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

BULLYING

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

Examples include, but are not limited to:

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

Bullying is prohibited. School personnel will not tolerate any bullying on diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of

Catholic Schools expects students and parents who become aware of an act of bullying or cyberbullying to report it to appropriate school personnel (e.g. headmaster, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying or cyberbullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school headmaster for further investigation.

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

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

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

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

HAZING

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

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

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

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

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

Depending on the severity of the incident(s), the headmaster may also report incidents of hazing to law enforcement.

RACISM

Racism is defined as prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized.

Examples include but are not limited to:

- a. Discrimination
- b. Victimization
- c. Oral or written threats, including text messaging
- d. Malicious Teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors and false accusations
- j. Social Isolation
- k. Cyber-racism (racism that takes place using digital devices)

Racism is prohibited. School personnel will not tolerate any racism on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of racism to report it to appropriate school personnel (e.g. headmaster, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of any racism incident to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

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

Consequences for students engaged in racist behavior shall depend on the results of the investigation and may include:

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

Depending on the severity of the incident(s), the headmaster may also report incidents of racism to law enforcement.

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

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

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

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 days and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

APPENDICES

School Forms

Please visit our website for the required school forms at: <https://stjohnacademy.org/parent-resources/forms/>.

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Student Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Asthma Action Plan with Indemnification (*Appendix F-3*)
- Anaphylaxis Action Plan with Indemnification (*Appendix F-4*)
- Diabetes Quick Reference and Indemnification (*Appendix F-5*)
- Virginia Diabetes Medical Management Plan (*Appendix F-5A*)
- Diocese Medication Authorization Form (*Appendix F-6*)
- Wind Chill Factors/Heat Stress Index (*Appendix F-15*)
- Certificate of Religious Exemption (*Appendix F-18*)
- Seizure Action Plan (*Appendix F-20*)
- Code of Conduct for Personnel and Volunteers in the Diocese of Arlington.English (*Appendix G-1*)
- Codigo de Conducta para el Personal y Voluntarios en la Diócesis de Arlington.Spanish (*Appendix G-2*)
- Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
- Parent Permission for School Sponsored Trip Participation.English (*Appendix R*)
- Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish (*Appendix R-A*)
- Use of Personal Vehicle (*Appendix R-1*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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



(Parent's Signature)

(Printed Name)

(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

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

(Student's Signature)

(Second Student's Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)

Revised 2024