

Elementary School Parent/Student Handbook



2019-2020



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

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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

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Strengthened by the Father, led by Jesus, and guided by the Holy Spirit, Sacred Heart Academy nurtures the development of the whole child by providing a Catholic education, cultivating academic excellence, peace and justice, service and spiritual growth.

We pray. ❤️ We study. ❤️ We serve.

SCHOOL PHILOSOPHY

Sacred Heart Academy is a Christ-centered, family-oriented community of life-long learners. As educators faithful to the Catholic tradition, we strive in cooperation with the parish and family to nurture and form the whole child: spiritually, intellectually, physically, emotionally, and socially. We believe that we fulfill our role as an extension of the family and the Church by fostering the development of each student's unique skills and talents, by recognizing the diverse needs of the learner, and by integrating subject areas across the curriculum. Our shared vision is to help students reach their full potential by teaching and building upon basic skills, as well as, imparting knowledge. At the same time, we provide experiences that help the students apply their knowledge and skills to the real world. Motivated by Gospel values, we model for our students the virtues that Christ shows

us: Faith, Hope, and Love. Our program of academic studies, co-curricular, and extra-curricular activities thrives in an atmosphere of Christian concern, cooperation, mutual respect, dedication and service among all members of the parish, family, and school community.

STUDENT/PARENT HANDBOOK

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

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

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date September 5th. **Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.**

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

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

PARENTAL ROLE

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

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

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

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

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

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

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

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

II. ACADEMICS

CURRICULUM

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

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

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

GRADES FIVE TO SIX

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

GRADES SIX TO SEVEN

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.

- b. Class grade in Pre-Algebra: 93 or above.
- c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

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

GRADES SEVEN TO EIGHT

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

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

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

GRADES SEVEN TO EIGHT

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

IMPLEMENTATION OF FAMILY LIFE PROGRAM

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

HOUSE PROGRAM

The purpose of the Sacred Heart Academy House System is to enhance our spiritual community and create a stronger bond among students across the grades. All students are assigned to a saint's House. Each House is integrated to include students in all grades. Families are kept together. Faculty and staff act as House mentors. Mentors oversee the House meetings and activities. Teachers, Instructional Teaching Assistants, administrative staff and the school nurse act as mentors. Students from the upper grades are named house captains and co-captains. These individuals will lead meetings. It is expected that mentors and student leaders will model core values and influence the character of students with whom they come in contact. Houses meet monthly to promote virtuous behaviors, unity, good manners, patriotism, social justice, and devotion to God's plan for each of us. Each House has a saint, a motto and colors, and a flag. Throughout the year, Houses support charitable giving programs, practice good manners, discuss implementation and application of Catholic Social Teaching. As long as a student is at Sacred Heart Academy, he/she will remain with the same House.

1. St. Brigid of Ireland – *patroness of Ireland, of newborn babies and of dairy workers*
2. St. Catherine Laboure – *visited by our Lady in a vision and was told that a medal was to be created. This is the miraculous medal depicting the Blessed Mother and worn by many today.*
3. St. Frances Cabrini – *patroness of immigrants, emigrants and hospital administrators*
4. St. George – *patron of England, of soldiers, of farmers and of Boy Scouts*
5. St. Ignatius of Loyola – *patron of retreats and of soldiers*
6. St. Joseph – *patron of the Universal Church of the dying, of families, of carpenters, of providing for spiritual and physical needs*
7. St. Julie Billiart—*founder of the Sisters of Notre Dame de Namur*
8. St. Margaret of Scotland – *patroness of learning*
9. St. Thomas Aquinas – *universal patron of universities, colleges and schools*
10. St. Vincent de Paul – *patron of charitable institutions*

TEXTBOOKS/SUPPLEMENTAL MATERIALS

The care of all textbooks and supplemental materials are the responsibility of the student. Replacement of lost or damaged books and materials will be at the expense of the student/family. Textbooks must be covered.

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

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

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

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

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

any responsibility for the accuracy or quality of information obtained through its services.

- h. Examples of Unacceptable Uses – Users are not permitted to:
- i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual’s parent, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual’s parent, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
- i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

Sacred Heart Academy encourages the safe and sensible use of the Internet. Students and their parents in grades PK3 -8 must read, **discuss**, sign, and return the Network and Internet Permission Slip found in the Forms Section. It is highly recommended that parents discuss with students what unacceptable and acceptable use looks like so that students understand.

Students are to abide by the following rules:

1. The computers are to be used only for schoolwork as directed by the teacher or staff.
2. The student will only use the Internet under the supervision of a teacher or staff member. The school has the right to review (or monitor) all activities, e-mail correspondence, and materials created by students on school computers.
3. The student will access only the specific software programs authorized by the teacher or staff.

TESTING

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

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

If a student does not attend a diocesan high school, test scores may be used for placement in other private and public high schools.

Season	Grade(s)	Test
Spring	PreKindergarten	Phonological Awareness Literacy Screening (PALS)
Fall/Spring	Kindergarten	Speech Screening Phonological Awareness Literacy Screening (PALS)
Fall/Winter/Spring	3 – 7	Scantron Adaptive Standardized Test

End of the third trimester	Grades 7 AND 8	Semester Exams in Core Subjects
Spring	5 AND 8	Assessment of Catholic Religious Education (ACRE)
Fall/Winter	Grade 8	High School Placement Exam
Spanish	Grade 8	Spanish Placement Exam
Spring	Select Middle School Students	Algebra Readiness Exam Geometry Readiness Exam

New students to Sacred Heart Academy will be screened for speech services. New students will be given an entrance exam to assess math and reading levels and evaluated for placement.

HOMework

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

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

SUGGESTED TIME ALLOTMENTS

GRADE	SUGGESTED TIME FOR HOMEWORK
Kindergarten	15 – 20 minutes
Primary Grades 1 - 3	20 – 30 minutes
Intermediate Grades 4 - 5	30 – 60 minutes
Middle School Grades 6 - 8	90 – 120 minutes

Homework is ordinarily assigned daily. Long-term assignments may extend over weekends. Homework is an outgrowth of class work and is intended to supplement and reinforce the skills developed at school. It should assist the student in becoming independent and responsible.

Parents are encouraged to support the student and assist when needed, but homework should be done by the student.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

The Arlington Catholic Diocese requires formal conferences during the first trimester. If a conference with a teacher is desired at other times during the year, the parent or guardian may contact the teacher to set up a face-to-face or phone conference. Teachers cannot be disturbed during class hours, lunchtime, morning drop-off, on the playground, at dismissal, or at home; however, they have personal voicemail and e-mail access at the Academy. Please use one of these communication devices to leave a message.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

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

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

X Unsatisfactory

For A, AB Honor roll and Academic Aim High purposes, Sacred Heart uses the following criteria: A -- 100-93, B -- 92-85, C -- 84-77, D -- 76-70, F -- 69 AND below

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

SCHOOL COUNSELORS

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

Sacred Heart Academy does not employ a school counselor. However, if there is a crisis, such as the death of a student or faculty member, the Academy will reach out to Catholic Charities and/or Two Hearts Catholic Counseling, Winchester, VA, for support. Parents are welcome to reach out to Two Hearts Catholic Counseling if they feel that counseling services would be helpful for their child. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

GENERAL CONDITIONS OF ADMISSION

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

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

INTERNATIONAL STUDENTS

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

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

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

Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

Parents are asked to schedule an appointment on a Friday when the student is available to take a reading assessment and a written math assessment. Morning and noon time sessions are available throughout the school year. If applicable, parents are also asked to bring copies of educational/medical evaluations reflecting accommodations provided at previous schools. All new students at Sacred Heart Academy are asked to sign a Probationary Enrollment Form, which is available in the school office.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

- a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, or (b) leave the school grounds with the prior authorization from the principal/administration.

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action.

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

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

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

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

Regular attendance is necessary to a student's success in school. Poor attendance creates a hardship for the student and can result in poor academic performance. If a child is ill or cannot attend class for another legitimate reason, parents are to call the school office by 9:00am. Acceptable excuses for absence include personal or family illness, death, or other family tragedy. The parent is to provide advance notice to the school for any other absence to be excused. The school requires a signed written note from the parent stating date and reason for all absences. This note is to be given to the teacher upon the student's return to school. It is the parent/student's responsibility to request all missed work during an absence. Homework will be sent home after the end of the **second** day of your child's absence. ****When a student misses tests, quizzes, presentations, etc., the student must meet with the teacher to schedule a time to make up missing work at a time that does not take away from additional classroom instruction (i.e., before/after school).**

TARDINESS

Students arriving after 8:05 a.m. must obtain a tardy slip from the office.

After no less than three (3) unexcused tardy slips are issued in a trimester, parents will be notified. The student will serve a detention from 6:45a.m.– 7:45 a.m. as designated by the school.

After no less than 6 unexcused tardy slips in a trimester, parents will be notified. Parents must speak with Administration/truancy officer to determine a plan for success. Continued and chronic tardiness may result in expulsion.

****When a student misses tests, quizzes, presentations, etc., the student must meet with the teacher to schedule a time to make up missing work at a time that does not take away from additional classroom instruction (i.e., before/after school).**

MEDICAL EXCUSES

Medical appointments should be scheduled outside of school hours. When this is not possible, students are expected to present a written note to the teacher the day before the appointment. Students are to be picked up in the school office at the required time and signed out by the parent or designated adult. Students are responsible for making up missed work due to outside appointments. Children who do not feel well in the morning should not come to school until they feel better. Students with fevers of 99 degrees or higher are to be kept home until their temperature has been normal for 24 hours. Sending a sick child to school hampers learning and spreads illness. If students become ill or are injured at school to the extent they can no longer fully participate in school activities, parents will be asked to pick them up from school as soon as possible. Children will be released only to an authorized person who signs for their release at the school office. In extreme cases, students will be taken directly to the hospital by ambulance and parents will be contacted immediately.

ANTICIPATED ABSENCE

Parents are encouraged to plan vacations and family trips during the summer and extended school holidays such as Christmas and Easter breaks. Teachers are not expected to provide a list of anticipated missing work. A teacher may provide general instructions, such as continue to read and practice math, but specific assignments may not be provided. It is the responsibility of the student to meet with the teacher to get all missed work. ****When a student misses tests, quizzes, presentations, etc., the student must meet with the teacher to schedule a time to make up missing work at a time that does not take away from additional classroom instruction (i.e., before/after school or during xSTREAM Friday).** This will be determined by administration and/or the teacher.

RELEASE OF STUDENTS

Students may not leave school grounds for any reason during the day without the express permission of the Principal and parents. **If it is necessary to leave the building during the school**

day, the student must report to the office before leaving and be signed out by the adult taking the child. If the student is returning to school on the same day, the student must be signed in again by a designated adult at the office. Students may not check themselves back into school, but must be accompanied by an adult. If parents are going out of town and leaving another responsible adult in charge of the children, the school office must be notified in writing. The written notification should include the name, address, phone numbers, and other necessary information regarding the temporary guardian and contact information for the parents.

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM

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

Students may bring their lunches from home in a lunch box or cooler clearly marked with their name and grade. Glass containers, knives, etc. are not acceptable items to be packaged for lunch time use. Soda drinks are not allowed for student consumption at lunch. Students can purchase lunch at the Academy five days each week. Frozen treats may be purchased every day during the lunch period. Students are not permitted to leave the building for lunch.

ARRIVAL AND DISMISSAL

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

Sacred Heart Academy has established the following procedures for student arrival for maximum safety and efficiency. Parent cooperation is requested to ensure that students arrive at school on time and that student supervision and safety may be maintained.

PRE-K - KINDERGARTEN ARRIVAL

1. When entering Keating Drive, stay in the far left lane. Make a left into the circle in front of the Academy's main entrance. Drive to the farthest point of the circle and pull up next to the sidewalk on your right. Students are not to exit cars until the 7:45 a.m. bell. They are never to be left unsupervised outside. The drop-off location is the same for all students from full-day pre-school through eighth grade.
2. Parents are asked to wait in place until cars in front drive forward. For the safety of the students, do not pull around other cars. Staff and safety patrols will monitor and expedite the carpool line as quickly as possible.
3. Parents who wish to escort their children to class into the building must park in an open designated parking space and walk inside. After the first week, parents are to follow the standard drop-off procedure and refrain from accompanying students to class.
4. Children are NOT to be picked up or dropped off at any other location other than the assigned carpool location. This is for the safety of all children.
5. Half-day pre-school students will be dropped off in the same manner in front of Muldowney Hall.

FIRST GRADE THROUGH EIGHTH GRADE ARRIVAL

1. When entering Keating Drive circle around the back of the church/school.
2. Drive through the far right lane of the parking lot. Do not use both lanes.
3. Cars will begin lining up next to the gymnasium in the lane closest to the building.
4. Students are not to exit cars until the 7:45am bell.
5. Parents are asked to wait in place until cars in front drive forward. For the safety of the students, do not pull around other cars. Staff and safety patrols will monitor and expedite the carpool line as quickly as possible.
6. Children are NOT to be picked up or dropped off at any other location other than the assigned carpool location. This is for the safety of all children.

HALF-DAY PRE-K DISMISSAL

Half-day pre-school students will be escorted at 12:30 p.m. from Muldowney Hall to the sidewalk in front of the circle at Muldowney Hall. Parents meet the children at the sidewalk.

FULL-DAY PRE-K DISMISSAL

Full-day Pre-K students are escorted at 3:00 p.m. on full days and 11:30 a.m. on early dismissal days to the sidewalk in front of the circle at Muldowney Hall. Parents of PreK students meet their children at the sidewalk. PreK students do not participate in the Academy's K-8 dismissal procedure. Parents should plan to pick up their pre-school child first and then join the pick-up line to pick up other children in K-8.

K-8 DISMISSAL

All families will receive a name placard in their welcome packet before the start of school. This name placard must be clearly visible during dismissal. It is imperative that whomever is picking up your child has the name placard. This allows the staff to ensure the safety of the students by making sure students are placed in the correct cars.

1. Place name placard in the front of your car. Please make sure it is clearly visible.
2. When returning to Keating Drive circle around the back of the church/school.
2. Drive through the far-right lane of the parking lot. Please use both lanes next to the gym.
3. Eight cars – four in each lane – should line up next to the gymnasium.
4. Subsequent cars should line up in a single line in the far-left lane.
5. A staff member will come to your car to call in names for dismissal.
6. Parents are asked to wait in place until cars in front drive forward. For the safety of the students, do not pull around other cars. Staff and safety patrols will monitor and expedite the carpool line as quickly as possible.
7. Children are NOT to be picked up or dropped off at any other location other than the assigned carpool locations. This is for the safety of all children.

Parents have the option of parking their cars in a legal designated parking space in the front of the school to have their children called to the gym vestibule for dismissal. Parents are not to enter the school to retrieve their children directly from their child's classroom. Students will not be called to the office between 2:55 p.m. and 3:15 p.m.

REMINDER: In accordance with the Winchester City Fire Ordinance, the **Winchester City Police can ticket any car parked in the fire lane of either building.**

Dismissal of students begins at 3:15 p.m. on full days and at 11:45 a.m. on half days. Pickup typically lasts about 15 minutes and is generally completed by 3:30 p.m. Parents who are later than 3:30 p.m. may have to enter the school through the vestibule of the gymnasium to retrieve their child from Bridges After-School Care. Parents circle around to the front of the school and park in a designated parking spot. Any students not picked up will automatically be enrolled in Bridges After-School Care. Families will be charged accordingly. Once a child has formally been checked in to the Bridges After-School Care program, he/she will not be released from Bridges without a parent signature.

All students who participate in any extracurricular activity, including but not limited to, sports and clubs, will be dismissed to Bridges After-School Care. A parent or coach must go to Bridges to sign out the team from Bridges.

Parents must send in written notes or call the office and send an email when a student is riding home with someone other than an assigned carpool. Students will not be permitted to go with someone other than the designated carpool unless the school has been appropriately advised.

Parents are asked to **refrain from cell phone usage during carpool and to always observe the 12 mph speed limit throughout the entire school/church campus.**

Locations and procedures may be subject to change during inclement weather. You will receive an all call message with directions and changes to the ordinary dismissal procedures.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

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

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

- a. Application
- b. Counselor notes
- c. Discipline notes

- d. Court Documents
- e. Psychological reports

SCHOOL VISITORS

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

Outside doors to Sacred Heart Academy are locked during school hours. Only school and certain parish personnel have access. All persons other than staff and currently registered students must report to the Academy office immediately upon entering school grounds, sign-in and obtain a visitor badge. They will then be buzzed into the school by office personnel. This badge notifies students, staff, and volunteers that the visitor is authorized to be on site. School property includes the main elementary building and playground areas. Before leaving the grounds, visitors are to sign out at the school office and remove their visitor badge. Children have been instructed not to open doors for any visitors, so please do not expect them to respond to your request for access without following protocol. Violations compromise the safety of our children.

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

To maintain regular communication between the home and school, the Principal will send home a school newsletter in each Family Friday Folder. The newsletter contains relevant information regarding an up-to-date calendar, documentation of school events, and reminders. The newsletter will also be posted on the Academy website.

TAKE-HOME COMMUNICATION

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

Each Friday an envelope will be sent home with the youngest (K or older) or only child in each family. It will contain grocery certificate order forms, the Principal's newsletter, miscellaneous notices, field trip permission forms and notes from teachers. Envelopes are to be returned the first day of the next school week. Return envelopes may include: notes to the office, field trip permission forms and other school-related materials. This is an important communication tool and is dependent upon parental cooperation. Families who don't return envelopes will miss relevant information from the school. Parents or groups wishing to pass information through the school newsletter must have it turned into the office no later than Tuesday at 3:15pm. (When there is no school on Friday, the deadline is moved to Monday at 3:15pm).

WEBSITE

The Academy maintains a website. The website includes information about the school, upcoming activities, current fees, Diocesan forms, and email addresses for the teachers and staff. The weekly newsletter is also posted here. There are also links to the Diocese of Arlington and the school uniform company.

COMMUNICATION

All written communications from the Academy must be approved by the Principal before they are distributed. Communications include, but may not be limited to, yearbooks, newsletters, and miscellaneous items. All items to be reviewed must be submitted before 3:15pm on Tuesday to be considered for release on Friday.

SCHOOL MESSENGER COMMUNICATION SYSTEM

The Academy uses an electronic communication system to disseminate messages that have a degree of immediacy, such as changes to sports schedules, meeting reminders, or inclement weather announcements. Messages are sent through text, voice, and email systems. For this reason, it is imperative that parents maintain current emergency information in PowerSchool.

TELEPHONE USE/MESSAGES FOR STUDENTS

The office and faculty room telephones are not for public use. Students are required to obtain permission from the school office to use the telephone. Telephone calls should be limited to illness, medication, and/or injury and not be used for forgotten items such as lunch or homework assignments. If it is necessary to relay a message to a staff member, contact the school office at 540-662-7177, and use the voice mail messaging system to leave a short message including your name, reason for calling, and contact information. Your call will be returned at the teacher's earliest convenience. Teachers also have access to email while at school but may not respond during instructional hours. To email, go to the Academy's website at www.sacredheartva.org, select faculty, then the teacher whom you wish to contact, and send an email message.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

Sacred Heart Academy makes its own decisions regarding delayed openings, early dismissals, and school closures. Announcements for closings, etc., are made through the School Messenger Communications System, the school's website, and social media. In the event of an early dismissal due to inclement weather, all parents are to arrange to pick up their children as soon as possible. Children not picked up in a reasonable amount of time will go to Bridges After-School Care, which will remain open for up to two hours after the unscheduled school closing. Exceptions must be approved by administration.

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

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

FIELD TRIPS

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

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

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

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

presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

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

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.

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

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

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

Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

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

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

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

SACRED HEART GRADUATION

The annual graduation Mass and ceremony is held during the last week of school. All students, faculty, and staff are expected to attend graduation as a show of affection, support and pride for our graduating students. Graduation certificates and special awards are presented at the end of the Mass.

The St. Thomas More Award is presented to the student who exemplifies the qualities of St. Thomas More, patron saint of our Arlington Diocese. To be considered for this award, a student must live his or her faith, exhibit a love and respect for the Liturgy and the Sacraments, and a devotion to the Blessed Mother and the Sacred Heart of Jesus. The faculty votes for the recipient of this award.

The Sister Bernadette Award will be presented to an 8th Grade student who exemplifies his/her faith through word and action.

The Robert Virginius Jones, Jr., Math Award is presented to an eighth grade student who has earned one of the top five cumulative math grades during his last two years of middle school. Other selection criteria include: the student treats classmates and teachers with respect, puts forth best effort on all math assignments and activities, and is willing to take on challenging problems. It is presented in memory of Mr. Robert Jones who taught middle school math at Sacred Heart Academy for 14 years.

The Colonel Thomas Shepherd Science Achievement award is presented to an 8th Grade student who epitomizes academic excellence and carries an overall grade point average of 93 or above, follows procedures and directions during laboratory activities, expresses curiosity about scientific topics, and presents a quality science fair project that follows the criteria set by the Diocese of Arlington.

The Father Stanley Krempa Award is presented to an 8th grade student who emulates excellence in oral and written communication and a devoted pursuit of truth.

The Ripple of Hope Award is presented to an 8th grade student who consistently stands up righting wrongs and creating ripples of hope.

The President's Award for Educational Excellence is presented to the graduates who achieve high academic standards. For the Gold Award, students have to earn a grade point average of 90 to 100, or students must achieve the 85th percentile or higher in math or reading.

The President's Award for Educational Achievement is presented to the graduates who demonstrate outstanding educational growth, effort, and commitment. In addition, students must earn a grade point average of 85-89 and score at the 75th percentile or higher in math or reading in grades six through the first semester of grade eight.

Other awards presented at Graduation are for Junior Altar Society and Altar Servers.

PARENT ORGANIZATIONS

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

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

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

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

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

FUNDRAISING

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

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

LIBRARY DONATION PROGRAM

Sacred Heart Academy has a book donation program in place. This is a wonderful way to celebrate a birthday, First Communion, or other special occasion while providing new library books for all students. To donate a book in the name of a student, simply send a check to the office made out to the school for a designated cost for each book donated. Please indicate on the memo line “book donation AND student’s name”. The librarian will select an age appropriate book, inscribe the student’s name in the front and share the book with the student’s class during a library visit. Parents and friends of the Academy are given the opportunity each year to participate in the Book Donation Program. The book program allows a family or person to donate a book in honor of a student, friend, or family member, and gives the school a way to increase its library materials. If you wish to participate in this program, please see our school librarian. The librarian can provide you with the appropriate book titles and procedures for this special opportunity.

TRANSPORTATION/PARKING

The primary mode of transportation at Sacred Heart Academy is carpooling. The school and its insurance company require that all students wear seat belts or use car seats during field trips. Parents are asked to follow all parking guidelines to help with safety and prevent accidents. Use designated parking spots and cross in crosswalks. Never leave an idling car unattended.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS AND REQUIREMENTS

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

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

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

The deadline for submitting applications to FACTS Tuition Management is determined annually but is generally in March. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

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

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

SCHOOL TUITION POLICIES

REDUCED TUITION FOR REGISTERED PARISHIONERS

Families, who are active, registered parishioners of Sacred Heart of Jesus parish, receive a lower rate than families who are inactive or non-parishioners. In-parish tuition will be assigned only after parish registration has been verified. The church donation envelope system or direct debit is used to confirm active membership. For this reason, parents are required to use the monthly church envelope or make direct debit offerings. The records are examined in November and March to verify active membership during the preceding months.

REDUCED TUITION FOR CATHOLIC FAMILIES OUTSIDE OF PARISH BOUNDARIES

Catholic families registered in a parish other than Sacred Heart of Jesus may receive the reduced out-of-parish rate with a letter from their pastor confirming their active participation in their parish. Catholic families living outside Winchester, Frederick or Clarke counties (parish boundaries) may register in the parish. Families must show support for Sacred Heart of Jesus parish through the use of the envelope system or direct debit, or their tuition will revert to Out of Parish or Non-Catholic status.

FULL TUITION

Families who are non-Catholic or families with children who are not baptized will be assessed the full tuition. Catholic families who are not registered in their parish and/or do not show active membership in their parish will be assessed full tuition.

TUITION AND OTHER FEE SCHEDULES

All families shall be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

A. Full Payment: Under this plan, the entire amount of tuition and fees are paid on or before August 6. This payment is to be mailed directly to the Academy office. After August 6, all payments are paid through FACTS Tuition Management. A one-time automatic payment will be made through your checking, savings, or credit card account. Those choosing this plan will establish an account with FACTS, and complete a FACTS agreement form to authorize the automatic payments on a desired date in August. The full amount of the non-refundable fees will be withdrawn as well.

B. Tri-Annual Payments: Under this plan, the full amount of the non-refundable fees is withdrawn in August. One third of the tuition is paid in August, one third is paid in January, and the balance is paid in March. Payment plans are through FACTS Tuition Management. This plan is an automatic payment made through your checking, savings or credit card account. Those choosing this plan will establish an account with FACTS, and complete a FACTS agreement form to authorize the automatic payments on either the 5th or the 15th of the indicated months.

C. Monthly Payments: Under this plan, the full fees amount is withdrawn in August and is nonrefundable. Tuition is then spread over 9 or 10 months, if beginning in August. The first payment is August and the last payment is in May or June. Payment plans are through FACTS Tuition Management. This plan is an automatic payment made through your checking, savings or credit card account. Those choosing this plan will establish an account with FACTS, and complete a FACTS agreement form to authorize the automatic payments on either the 5th or the 15th of each month.

Tuition for preschool is charged per child. There is not a price break for multiple students as there are for grades K-8. Preschool students do not qualify for tuition assistance.

Tuition and Fee Schedule 2018 – 19 Kindergarten through 8th Grade

Application Fee	\$75.00
Registration New Student	\$300.00*
Registration Returning Student AND Siblings	\$95.00
Middle School Fee	\$150.00

- The application fee is due with the application for new enrollment. This fee is non-refundable.
- The registration fee is due at the time of acceptance for enrollment or re-enrollment. This fee is non-refundable.

* 50% of the enrollment fee for a new student is credited to the first month's tuition when the student enrolls. It is non-refundable if the student does not enroll.

Tuition

# of Children	Registered Catholic In-Parish	Registered Catholic Out-of-Parish	Non-Catholic
1	\$6,294.00	\$7,452.00	\$8,610.00
2	\$11,085.00	\$13,228.00	\$15,370.00
3	\$15,416.00	\$18,421.00	\$21,426.00
4	\$18,490.00	\$22,107.00	\$25,724.00
5	\$21,452.00		

Tuition AND Fees Payment Options

1. Paid in full by August 6, 2019 through FACTS Tuition Management. A \$100.00 discount applies, per child, if paid in full by this absolute date.
2. Tri-Annual Payment: Fees are due in August, 1/3 tuition due in August, 1/3 due in January 2020, and 1/3 due in March 2020. Payments are made through FACTS Tuition Management Company by automatic debit or credit card payments only.
3. Monthly Payments: Fees are due in July. First of nine or ten tuition payments is made in August with final payment in May or June 2020. Payments are made through FACTS Tuition Management Company by automatic debit or credit card payments only.

ALL FINANCIAL ACCOUNTS MUST BE RECONCILED BY MAY 25, 2020. PLEASE REFER TO THE FINANCIAL SECTION OF THE PARENT/STUDENT HANDBOOK.

TUITION ASSISTANCE

A limited amount of tuition assistance is available from the Diocese and the Academy's Tuition Angel Program for school families experiencing economic difficulties. Procedures for applying are given and requests for such assistance are made at the time of registration. If there are extenuating circumstances during the school year, the family should call the Academy office to discuss special arrangements.

LATE REGISTRATIONS

Families registering after July 15 shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Those registering with FACTS after July will have their tuition divided by decreasing number of months.

EARLY WITHDRAWAL

If a parent chooses to withdraw their child at any time after July 1, the Academy requires 30-days notice prior to withdrawal or unenrollment, made by completing and submitting to the Business Office, an Official Notice of Student Withdrawal form. If the family is paying tuition through the FACTS and is making ten equal installments, the first installment is non-refundable as it covers the costs of supplies incurred per student.

Payments two through ten correspond with attendance during the calendar months of September through May, with installment two covering September's tuition, installment three covering October's tuition, etc. Tuition is due for any month or part of a month that a child attends. Therefore, if a child attends through October 2nd, three monthly installments are due, the first to cover costs of supplies incurred, the second to cover the September tuition and the third to cover October tuition. If a fourth installment has been made, that will be refunded.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

School families failing to pay tuition according to the Academy's Tuition and Fees Policy will be informed that their child(ren) will not be re-admitted. Students whose accounts are not kept current throughout the year might be prohibited from participating in extra-curricular activities such as field trips, athletics, band etc. until the fees are paid.

- **If tuition is delinquent as of August 20:** Students will not be admitted on the first day of school.
- **If tuition is delinquent as of December 20:** Students will not be readmitted on the first day of class in January.
- **If tuition is delinquent as of March 20:** Students will not be readmitted on the first day of class after Easter break.
- **If any financial obligations are delinquent as of May 30:** The Academy will withhold report cards, will withhold transcripts of the student's academic record and will not issue a Certificate of Diploma to a student, or third party if there has been a breach of material condition of the contract, such as failure to meet financial obligations (i.e.: Tuition, Fees, Bridges, Library Books, Service Hours, Band fee, Missing Sports Uniforms etc.) In addition registration for the following school year may be voided and registration fees forfeited.

If, at any point in the year, tuition is delinquent for 60 days, students will not be readmitted on the next school day. If, at any point in the year, Bridges payments are delinquent for more than 30 days, students will not be admitted to Bridges until the balance has been satisfied.

TUITION REFUNDS

Should a family choose to withdraw a child, the first month's tuition and all fees are non-refundable. This is to cover the cost of supplies incurred per student. Written notification of intent to withdraw (Official Notice of Student Withdrawal) must be received by the office no less than 30 days prior to the withdrawal of the student and another month's tuition is non-refundable. An entire month's tuition is due for any month or partial month in which a child attends school.

The remaining tuition amount will be prorated according to the family's payment agreement.

SAINTS IN SERVICE – FAMILIES IN SERVICE PROGRAM

It is expected that each full-day Academy family will give a minimum of 25 hours* of service time to the school over the course of the school year. Should a family choose not to participate in this program a fee of \$500.00 will be assessed. A prorated amount, based on the number of hours still owed, will be billed to families who fail to accumulate the 25 hours by the school year's end. The balance must be paid by May 25 to keep a place for the following school year.

It is expected that each Academy family with a half-day pre-school student enrolled, give a minimum of 15 hours* of service time to the school over the course of the school year. Should a family choose not to participate in this program, a fee of \$250 will be assessed to that family. A prorated amount, based on the number of hours still owed will be billed to families who fail to accumulate the 15 hours by school's end. The balance must be paid by May 25 to keep a place for the following school year.

*Service hours are to be used in the following manner: 15 hours may be completed up to February 1. A minimum of 10 hours must be given after February 1 in order to have enough help during the spring fundraisers and activities.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

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

All athletic programs will be run with cooperation among faculty, administration and parents using Diocese of Arlington and Virginia State regulations. Children will demonstrate respect in all aspects of the sports program and in physical education classes. Athletes and parents are expected to adhere to school and Diocesan policies at all times. Cooperation is expected to reach the group goal of good sportsmanship. Refer to the Athletic Handbook for details regarding Sacred Heart Academy's Athletic Program.

The primary mode of transportation to and from athletic events is primarily carpool. Parents sign the Permission to Participate form, which gives permission for athletes to travel to and from events with drivers who are deemed acceptable according to Academy and Diocesan standards.

SUPERVISION OF STUDENTS

- a. The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in Bridges, or participating in a school-sponsored activity (such as athletics or theater).
- b. The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in Bridges, or participating in a school-sponsored activity (such as athletics or theater). The school will attempt to call parents and all emergency contacts if a child is left on school property. Local authorities will be called if no one is available to pick up the child.

VII. STUDENT RESPONSIBILITIES AND BEHAVIOR

CODE OF CONDUCT

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).

- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).
- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

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.

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers—Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents/guardians as well as the proper law enforcement agency will be immediately contacted.” (From Policies and Guidelines 614 #2).

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

progressive discipline.

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

SACRED HEART ACADEMY DISCIPLINE CODE

It is hoped that our approach to discipline will help to identify trends of less than acceptable behaviors and to intervene with the student to identify, accept, and correct less than appropriate behavior. Of course, consequences are necessary for disciplinary offenses. We, at Sacred Heart, strive to assist the student in accepting his/her role in the offense and, hopefully, assist the student with developing and implementing strategies to allow for better choices and decision making, which will promote success for the student.

The Discipline Code is outlined in three levels. Levels I, II, and III represent a continuum of misbehaviors based on the severity and frequency of the occurrence. Our goal is to provide a code that will ensure fairness and consistency. Student expectations are at the core of this code. The examples provided should not be considered as all inclusive.

Leveled offenses will be documented with Discipline Referral Forms.

Level I

Level I offenses include minor misbehaviors on the part of the student which are disruptive to the operation and educational environment of the school. Repeated instances of these infractions at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level I consequences.

The list is not intended to be all-inclusive.

- _ Disrespect toward other students
- _ Disrespect toward adults and teachers
- _ Class disruptions
- _ Uniform violation
- _ Minor violation of the Technology Agreement
- _ Chewing gum
- _ Eating or drinking at unauthorized times or in unauthorized areas
- _ Tardiness to class
- _ Missed assignments
- _ Any other behavior deemed as a Level I violation

Level I consequences

Level I consequences will be handled by the teacher who issued the referral.

- _ Before or After school detention
- _ Lunch detention
- _ Conference with student
- _ Time out period in the office
- _ Chores around the school
- _ Mini re-training sessions

Level II

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These behaviors can result from the continuation of level I misbehaviors or include new offenses. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level II consequences. The list is not intended to be all inclusive.

- _ Persistent Level I behaviors
- _ Cheating, including plagiarism
- _ Skipping class
- _ Defiance
- _ Verbal abuse
- _ Inappropriate physical contact
- _ Misrepresentation of parent or guardian
- _ Serious violation of the Technology Agreement
- _ Lying
- _ Bringing or reading inappropriate material in school
- _ Bullying behavior
- _ Any behavior that severely disrupts the normal flow of the class or school

Level II consequences

All referrals at this level are to be sent first to Administration. After a meeting with the principal, parents of the behavior and consequence. A second violation of a Level II offense will result in an automatic in-school suspension (ISS). A possible out-of-school suspension

(OSS) and loss of all privileges (sports, clubs and field trips) for a time to be determined by the Administration, could occur.

- _ Half- or full-day ISS
- _ 1 week loss of extra-curricular sports and club participation
- _ Denied participation in a class field trip
- _ Parent/student conference with the teacher, assistant to the Principal, and/or Principal
- _ Loss of computer privileges

Level III

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or property. These misbehaviors could endanger the health or safety of those in the school. The following list includes examples of behaviors that will result in Level III consequences. The list is not intended to be all inclusive.

- _ Possession of weapons, narcotic drugs, or alcohol
- _ Possession of prescription drugs
- _ Defiance
- _ Theft
- _ Gambling
- _ Sexual harassment
- _ Threats
- _ Physical fighting
- _ Use of inappropriate language
- _ Persistent disrespectful behavior

Level III consequences

All referrals at this level are to be submitted to Administration, who, with the teacher, will determine the severity of the behavior and the consequence. The Principal will be notified; parents will be notified of the violation and the consequence. A conference will be automatically scheduled with the parents and student before the student can return to school.

Process: Disciplinary Forms will be kept by the Homeroom Teacher. A Disciplinary Referral Form will be filled out for leveled offenses. The problem behavior will be identified and teachers will discuss with students the reason for the referral. For example, if a student is removed from the class during instruction, a Discipline Referral Form will be filled out. The consequence will be assigned. The Discipline Referral Form will be kept by the Homeroom Teacher. In order to be proactive and allow the student to self-correct, when a less than acceptable trend of behavior is identified, teachers will attempt to speak with the child and help them to identify and brainstorm alternative behaviors to correct the behavior.

Administration will become involved when the severity of the offense calls, or when the teacher involves Administration. Again, some offenses require more severe consequences, so this model will be followed whenever possible. Even after the consequence is given, speaking to the child always is best to help the child to make better choices in the future.

SUSPENSION

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

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

DISMISSAL

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

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

EXPULSION

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

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

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to

turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

SCHOOL LOCKERS, DESKS, AND SUPPLIES

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.

All the items on the supply list, are researched and chosen by the teachers to serve a purpose in the curriculum. Tuition does not include the cost of supplies. Parents are expected to equip their child with the required supplies.

1:1 CHROMEBOOK POLICY

Sacred Heart Academy has adopted a one-to-one (1:1) Chromebook program. Each student in Middle School will be issued a Chromebook. The policies, procedures, and information within this document apply to all Chromebooks issued to Sacred Heart Academy students, all users of Chromebooks, and includes all devices the Administration determines to include under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Sacred Heart Academy maintains this 1:1 Policy Handbook to provide the most up-to-date information on the policies of the 1:1 device program, and reserves the right to update and modify it at the discretion of the Administration of the school.

Sacred Heart Academy provides Internet access to students, teachers, and staff members. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

The Internet is a vast, global network that provides users with the ability to search, communicate, share, and learn. Accessing the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information around the world. While the use of Internet resources is intended for constructive educational goals, students may find ways to access other materials. However, the benefits to students from having access to the Internet in the form of information resources and opportunities for collaboration far exceed the disadvantages. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

In order for a student to be issued an account, he or she must agree to take full responsibility for his or her own actions. Agreement is documented through the Acceptable Use Policy, the Financial Agreement, and the Student Pledge. Sacred Heart Academy will not be liable for the actions of anyone connecting to the Internet through this network. All users shall assume full

liability (legal, financial, or otherwise) for their actions.

TECHNOLOGY FEE

The Technology Support fee will contribute to the overall Technology budget to:

- Assist funding Chromebook Technical Support.
- Ensure adequate and sufficient network bandwidth, and appropriate Internet access
- Provide training for students and faculty in the use of computing and networking resources, when needed.
- Facilitate all in-warranty and out-of-warranty support, maintenance, and repairs that occur through *normal* everyday use.

DAMAGED, LOST, OR STOLEN CHROMEBOOKS

- The Technology Support Fee does not cover, nor represent any type of coverage for the replacement of lost or stolen devices, including the accessories.
- The Technology Support Fee does not cover repairs due to cosmetic damage or damages caused by intentional misuse and abuse.
- The parent will be charged an appropriate repair fee at the market rate provided by the Vendor for all physical repairs (e.g., screen replacement, keyboard replacement) not covered by the warranty.
- The student/parent will be charged a replacement cost per incident if device is lost or stolen, damaged beyond repair or damaged due to intentional misuse or abuse.
- The Sacred Heart Academy Technology Team will assess all Chromebook damage and repair, and replace the device if the damage or repair is determined to be covered under normal use.
- Chromebook and accessories that are lost or intentionally damaged is the responsibility of the student / parent involved in the loss of property.

RECEIVING THE CHROMEBOOK

To be issued a Chromebook, parents and students must sign and return three documents included in the Welcome Packet to indicate acceptance of the policies and procedures:

1. Current school year Parent/Student Handbook Page
2. Current school year Student/Parent Chromebook Technology Use and Fee Agreement
3. Current school year Chromebook Policy Parent/Student Sign-off and Pledge

A Chromebook and accessories (battery, and case) will be provided by Sacred Heart Academy. Students may not provide their own Chromebook, and accessories (power adapter, battery, and

case). Students may not “recycle” Chromebooks from graduated students as the stock of Chromebooks will be regularly replenished with updated Chromebooks.

STUDENT TRAINING

Students will be trained on use of the Chromebook by a teacher and the classroom teachers. Chromebooks will be assigned for use by teachers and administration.

RETURNING YOUR CHROMEBOOK

SUMMER RETURN

Student Chromebooks and accessories (power adapter, battery and case) will be collected at the end of each school year for maintenance and loss prevention over summer vacation. Students will retain their original Chromebook each year while enrolled at Sacred Heart Academy. If it becomes necessary for a Chromebook to be replaced, Sacred Heart Academy will issue a replacement, designated for that student.

TRANSFER RETURN

ANY STUDENT WHO TRANSFERS OUT OF SACRED HEART ACADEMY WILL BE REQUIRED TO RETURN HIS/HER CHROMEBOOK AND ACCESSORIES AT THE TIME OF THE NOTICE OF TRANSFER. IF A CHROMEBOOK AND ITS ACCESSORIES ARE NOT RETURNED, THE PARENT / GUARDIAN WILL BE RESPONSIBLE FOR PAYMENT IN FULL FOR THE TOTAL REPLACEMENT FEE.

CARING FOR YOUR CHROMEBOOK

Students are responsible for the general care of the Chromebook which they have been issued by Sacred Heart Academy. Chromebooks that are broken or fail to work properly must be taken to the Technology Teacher, located in the Computer Lab. If a loaner Chromebook is needed, one will be issued to the student until his/her Chromebook can be repaired or replaced.

GENERAL PRECAUTIONS

- Food and/or drinks are not allowed next to a Chromebook while it is in use.
- Cords, cables and removable storage devices must be inserted carefully into the Chromebook.
- Chromebook screens must always be shut while transporting Chromebook.
- Chromebooks must be shut down when not in use to conserve battery life.
- Chromebooks must be handled with care (i.e., never shove into a locker or wedge into a back pack, as this may break the screen.
- Keep the Chromebook shielded from extreme temperature or direct sunlight (e.g., do not leave on car seat on a hot day, etc.). Extreme heat or cold may cause damage to the laptop. Remember to bring it to room temperature before turning it on.
- Chromebooks will not be left unattended or in the care of others.

CARRYING THE CHROMEBOOK

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from excessive weight placed on the device, drops or abusive

handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, students shouldn't toss or drop the bag if a Chromebook is inside.

SCREEN CARE

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.
- Chromebooks should always rest on a flat surface. Slanted surfaces cause accidents.

Using your Chromebook

AT SCHOOL

The Chromebook is intended for use at school each and every day. Students must be responsible for bringing their Chromebooks to all classes charged and ready for use, unless specifically advised not to do so by their teacher. Students are responsible for ensuring that Chromebooks are returned in the proper place and connected in the charging cart. Failure to do this will result in student loss of Chromebook for the day.

SOUND

Sound must be muted unless permission is obtained from the teacher for instructional purposes. Earbuds should be brought in at the beginning of the year and kept at school in a safe place, i.e. in pencil case.

AT HOME

Students will only use the school's Chromebook for direct educational purposes and under the supervision of parents.

The Chromebook will not support a physical printer connection. Instead, users may print to their home printers using the Google Cloud Print service (<http://google.com/cloudprint>), in which case a wireless home network is required.

For most classes, printing at home will not be required, as teaching strategies will facilitate digital preparation and submission of homework, unless otherwise designated by the teacher.

MANAGING YOUR FILES AND SAVING YOUR WORK

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work as Drive will save each keystroke as the work is being completed as long as the device is connected to the Internet. It will be the responsibility of the students to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

PERSONALIZING YOUR CHROMEBOOK

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels. Random spot checks for compliance will be done by teachers.

SOFTWARE ON CHROMEBOOKS

ORIGINALLY INSTALLED SOFTWARE

Students will not be able to download their own apps. Enabled software will be web-based applications that do not require installation space on a hard drive. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time, the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school.

VIRUS PROTECTION

Additional virus protection is unnecessary on the Chromebook due to the nature of its design.

ADDITIONAL SOFTWARE

Students are unable to install additional software on their Chromebook other than what has been approved by Sacred Heart Academy. Any attempt to modify the software or hardware on the Chromebook will lead to disciplinary action, including the possibility of losing the Chromebook.

FILTERING AND GOVERNING SOFTWARE

Sacred Heart Academy will provide web-filtering and governing software for each Chromebook. This protects students from inappropriate web content at school and at home. Additionally, teachers will be able to monitor student use of the Chromebooks to ensure policy compliance and as part of the instructional process.

INSPECTION

All Chromebooks are subject to random check-ups or inspection, to check for proper care, use, and maintenance. Student files may be accessed by the Network Administrator at any time.

TROUBLESHOOTING THE CHROME OS

If technical difficulties occur, the technical support staff will use the “5-minute” rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a one-to-one environment, it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it.

All student created files on the Google drive will not be affected. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory* that has **NOT** been synced will not be restored.

PROTECTING AND STORING YOUR CHROMEBOOK

IDENTIFYING YOUR CHROMEBOOK

Chromebooks will be labeled in the manner specified by the school. Each Chromebook can be identified in the following ways:

1. Sacred Heart Academy student number on label and inventory sheet
2. Chromebook model and serial number on label and inventory sheet
3. Student name on label and inventory sheet

Under no circumstances are students to modify, remove or destroy identification labels.

STORING YOUR CHROMEBOOK

When students are not monitoring their Chromebook, they should be stored in the charging cart. Nothing should be placed on top of the Chromebook. Chromebooks should **never** be stored outside or in a vehicle.

CHROMEBOOKS LEFT IN UNSUPERVISED / UNSECURED AREAS

Chromebook may not be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, hallways, bathrooms, in a car or any other entity that is not securely locked, or in which there is no adult supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the school office where parents will be notified that the device was found in an unsupervised location.

REPAIRING OR REPLACING YOUR CHROMEBOOK

CHROMEBOOKS UNDERGOING REPAIR

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Office/Computer Lab.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will be restored with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost.

- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling.

MANUFACTURER WARRANTY

The manufacturer warrants the Chromebook from defects in materials and workmanship through Archangel Tablets. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair or if necessary, replace the Chromebook. The warranty ***DOES NOT*** warrant against damage caused by misuse, abuse or **accidents**. Please report all Chromebook problems to the Tech Office.

CHROMEBOOK TECHNICAL SUPPORT

The Tech Office located in the Computer Lab will be the first point of contact for repair of the Chromebooks.

Digital Citizenship

Students should know how to use technology appropriately. When working in a digital and collaborative environment, students must do the following:

1. **Respect and Protect Yourself** by carefully considering what personal information is used in the digital world.
2. **Respect and Protect Others** by not bullying or harassing others online.
3. **Respect and Protect Intellectual property** or copyright material by acknowledging all sources of information and requesting to use software, pictures, music, and other media someone else produces.

Sacred Heart Academy 1:1 Technology Acceptable Use Policy

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

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

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

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used

for an educational purpose, the school administration and/or teacher will provide parameters for this use.

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
 - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

- vii. Violate license agreements, copy disks, CD-ROMs or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage or change to the school’s hardware and/or software.
 - j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms even if they are not specifically mentioned in this policy.
 - k. Students must immediately report inappropriate content to an adult, regardless of whether or not it was accidental.
 - l. Any attempt or perceived attempt to access a tor network in any manner is a serious violation and will result in disciplinary action, including immediate loss of privilege.
 - m. 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 consequences:
 - iii. Loss of use of the school network, computers, and software including Internet access.
 - iv. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

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

In addition, Sacred Heart Academy has the following policy: Internet sites, such as, “Twitter,” “Snapchat,” “Pinterest,” “Twitch,” “Reddit,” “Facebook,” “Instagram,” etc. are in the public domain, available to the general public. Any postings, pictures, messages or other activities by students that are to or about Sacred Heart Academy, the Catholic Diocese of Arlington, the Roman Catholic Church or those affiliated with these organizations is subject to the provisions of this Handbook. Specifically, postings which are contrary to the philosophy, teachings, policies or procedures of these institutions are subject to disciplinary action as may be appropriate by the School. Students and families affiliated with Sacred Heart Academy are subject to these provisions at all times, to include materials which demean or embarrass others in the school community, suggest illegal activities or promote hurtful, threatening, dangerous, or illegal behavior or messages.

Students are prohibited from using any school resources, including email addresses, to access or utilize websites that host these sites. Any references between a student and the school community and its employees must be consistent with the policies of this School. As with other activities that may bring embarrassment or scandal to our school community, inappropriate Internet activities of any sort at any time on the Internet may be grounds for disciplinary action including, but not limited to, dismissal or expulsion from the school.

GENERAL GUIDELINES

- Students will have access to forms of media and communication which are in support of education and research associated with the educational goals and objectives at Sacred Heart Academy. Access to media and communication beyond these specific uses will not be supported or allowed.
- Students are responsible for the ethical and educational use of the technology resources of Sacred Heart Academy.
- Access to Sacred Heart Academy technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the rules of the Acceptable Use Policy. Violations of these rules may result in the loss of privileges as well as other disciplinary action as defined by the Acceptable Use Policy or other school and/or diocesan policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgment as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following:
 - confidential information
 - copyrighted material
 - threatening or obscene material
 - computer viruses
- Any attempt to alter data, the configuration of a computer or the files of another user, without the consent of the individual, school administrator or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school disciplinary policy.
- All users of the school's technology resources and/or school network must sign the Acceptable Use Policy and abide by the rules defined in the Acceptable Use Policy. This is in addition to the rules and policies that this document (Sacred Heart Academy Chromebook Policy) contains.

PRIVACY AND SAFETY

- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, telephone number, home address, social security number, credit card numbers, passwords or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. The administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the Acceptable Use Policy.

- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be locked from further access. This is not merely a request. It is a responsibility.
- If you share or display content that is disruptive, your parents may be contacted and/or the administration may implement other consequences depending upon the nature of the infraction.

LEGAL PROPRIETY

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the Sacred Heart Academy discipline policy. Give credit to all sources used whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies and text.
- Students may not present the work of others as your own regardless of whether or not you claim ownership, also known as, “Freeboot” content.

CONSEQUENCES

- The student who is issued the Chromebook will be responsible at all times for its appropriate use. Non-compliance with the policies of the Chromebook Policy Handbook and Acceptable Use Policy will result in disciplinary action as outlined by the discipline policy and/or other school policies for the user unless there is proof that another is responsible.
- Network usage and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The school cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

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

UNIFORM REQUIREMENTS AND OTHER PERTINENT INFORMATION

Students in Grades PreK through 8 wear their uniforms beginning on the first day of school. Unless otherwise announced, students wear the uniform every day. Summer uniforms are worn

from the beginning of the school year through October 11, 2019. Winter uniforms are worn from October 14, 2019 through April 20, 2020. Students who fail to wear the complete uniform will receive Disciplinary Referrals. Consequences will be issued with the Disciplinary Referrals. Consequences will be issued in accordance with the Discipline Code.

Sacred Heart Academy's uniform company is Flynn AND O'Hara Uniform Company. Using one company assures uniformity in shades of color and style.

Skirt length should be no more than two inches above the knee. It is advisable that hems be set at knee length since growth spurts may occur during the year. No jewelry, including rings and wristbands, may be worn on or with the uniform, except for the Miraculous Medal or a small cross. This rule applies to both boys and girls. Girls may not wear make-up, to include cologne, eye shadow, lipstick, lip-gloss, or nail polish. Girls may wear one pair of small-post earrings; however, dangling or hoop earrings of any size are not allowed. Boys are not to wear earrings of any type. Temporary (as well as permanent) tattoos are not permitted. Students may wear a watch. No Smart devices.

Extreme and fad hairstyles or hair jewelry for boys and girls are not permitted. Hair dye is not acceptable. Boys' hair should be no longer than collar length and well groomed. If there is a question about the hairstyle, the Principal will ultimately make the decision about its appropriateness. All hats are to be removed when inside the building except on a crazy hat day, and no hats are permitted on field trips, unless designated by Administration as part of the uniform.

Students must comply with regulation socks. White socks that fold over and cover the ankle are required for both summer uniforms and gym uniforms.

On special occasions when out-of-uniform days are announced, students are to comply with the dress code guidelines provided for the day. All dress-down clothing should be modest and shoes must be closed toe. For girls, modest means shorts and skirts that are no more than a couple of inches above the knee. Fingertips should touch the bottom of the shorts or skirt when the student is standing tall. No low-cut shirts and blouses. Clothing is not to be excessively tight or revealing. Spaghetti straps are unacceptable, straps should be a least three fingers wide. Leggings must be accompanied with a top that appropriately covers the top of the leggings. Clothing must cover the abdomen. For boys and girls, tee shirts should not advertise anything violent or of a sexual nature. Boys' shirts may not be sleeveless. High heels, tap shoes, and flip flops are unacceptable. **Parents will be contacted and asked to bring in other clothing if students do not comply with dress guidelines for the out-of-uniform days.** Those who do not dress appropriately may lose future dress-down privileges. A school gym uniform may be loaned to a student who does not comply with the dress code. The loaned uniform must be washed and returned to school the following day.

UNIFORM POLICY

Sacred Heart Academy uses Flynn O'Hara Uniforms as our official uniform supplier. Check our website SacredHeartVA.org for a link to Flynn O'Hara.

**All PE uniforms and school polo shirts must be purchased through the Academy.*

PRESCHOOL 3 AND 4, HALF DAY AND FULL DAY

Students in Preschool wear the summer and winter Physical Education Uniforms all year long according to season.

PHYSICAL EDUCATION* - BOYS AND GIRLS

- Fall/Spring - Red t-shirt w/Sacred Heart Academy logo
- Fall/Spring - Navy blue shorts w/Sacred Heart Academy logo
- Winter - Navy blue crew neck sweatshirt w/Sacred Heart Academy logo and red PE shirt underneath
- Winter - Navy blue sweatpants w/Sacred Heart Academy logo and optional blue PE shorts underneath
- Fall/Winter/Spring - White crew or half-crew socks
- Fall/Winter/Spring - Sneakers, any style/color (no lights/wheelies)

KINDERGARTEN THROUGH GRADE 5

FALL/SPRING - BOYS

- Khaki flat front walking shorts (*fully elastic waistband for kindergarten*)
- Brown leather belt (*not required for kindergarten*)
- *Royal blue polo shirt w/embroidered Sacred Heart Academy logo
- White crew or half-crew socks
- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Optional - Navy V-neck cardigan w/ "Sacred Heart Academy" embroidered in white on left

FALL/SPRING - GIRLS

- Khaki skort w/inner short lining
- *Royal blue polo shirt w/embroidered Sacred Heart Academy logo
- White crew or half-crew socks
- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Optional - Navy V-neck cardigan with "Sacred Heart Academy" embroidered in white on left

WINTER - BOYS

- Khaki flat front twill dress pants (*fully elastic waistband for kindergarten*)
- Brown leather belt (*not required for kindergarten*)
- Blue oxford button-down collar shirt, wrinkle free/resistant, long or short sleeve
- Plaid navy/red/white tie
- Navy crew socks
- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Optional - Navy V-neck cardigan w/ “Sacred Heart Academy” embroidered in white on left

WINTER - GIRLS

- Plaid navy/red/white drop waist jumper
- White Peter Pan collar blouse, wrinkle free/resistant, long or short sleeve
- Tights or knee socks in white or navy
- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Optional - Navy V-neck cardigan w/ “Sacred Heart Academy” embroidered in white on left

PHYSICAL EDUCATION* - BOYS AND GIRLS

- Fall/Spring - Red t-shirt w/Sacred Heart Academy logo
- Fall/Spring - Navy blue shorts w/Sacred Heart Academy logo
- Winter - Navy blue crew neck sweatshirt w/Sacred Heart Academy logo and red PE shirt underneath
- Winter - Navy blue sweatpants w/Sacred Heart Academy logo and optional blue PE shorts underneath
- Fall/Winter/Spring - White crew or half-crew socks
- Fall/Winter/Spring - Sneakers, any style/color (no lights/wheelies)

****All PE uniforms and school polo shirts must be purchased through the Academy.***

*****Sacred Heart Academy emblems must be purchased through the Academy.***

GRADES 6 THROUGH 8

FALL/SPRING - BOYS

- Khaki flat front walking shorts
- Brown leather belt
- *Navy blue polo shirt embroidered w/Sacred Heart Academy logo
- White crew or half-crew socks

- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Optional - Red V-neck pullover sweater w/ “Sacred Heart Academy” embroidered in white on left

FALL/SPRING - GIRLS

- Khaki **two** panel skort
- *Navy blue polo shirt embroidered w/Sacred Heart Academy logo
- White crew or half-crew socks
- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Optional - Red V-neck pullover sweater w/ “Sacred Heart Academy” embroidered in white on left

WINTER - BOYS

- Khaki flat front twill dress pants
- Brown leather belt
- White oxford button-down collar shirt, wrinkle free/resistant, long or short sleeve
- Red/Navy broad stripe tie
- Navy crew socks
- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Navy polyester blazer (gold buttons) w/Sacred Heart Academy emblem**
- Optional - Red V-neck pullover sweater w/ “Sacred Heart Academy” embroidered in white on left

WINTER - GIRLS

- Plaid navy/white wrap around kilt
- White oxford button-down collar shirt, wrinkle free/resistant, long or short sleeve
- Red criss-cross tie
- Tights or knee socks in white or navy
- Brown leather style shoes. The toe and heel must be closed. Boots of any kind are not permitted.
- Navy polyester blazer (gold buttons) w/Sacred Heart Academy emblem**

- Optional - Red V-neck pullover sweater w/ “Sacred Heart Academy” embroidered in white on left

PHYSICAL EDUCATION* - BOYS AND GIRLS

- Fall/Spring - Red t-shirt w/Sacred Heart Academy logo
- Fall/Spring - Navy blue shorts w/Sacred Heart Academy logo
- Winter - Navy blue crew neck sweatshirt w/Sacred Heart Academy logo and red PE shirt underneath
- Winter - Navy blue sweatpants w/Sacred Heart Academy logo and optional blue PE shorts underneath
- Fall/Winter/Spring - White crew or half-crew socks
- Fall/Winter/Spring - Sneakers, any style/color (no lights/wheelies)

INAPPROPRIATE MATERIALS

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

Radios, CD Players, iPods/iPads, Video Games*, Gum, mp3 players, Laser pointers, Beepers, Roller Skates, Trading Cards, Video Recorders, Cameras, Toys*, Laptop computers, cellular phones, activated mobile watches, unless designated as necessary by Administration. If students choose to bring these items to school, the school will not responsible if items are lost.

The administration reserves the right to update this list as needed.

*Exceptions may be made for field trips and special learning activities by the class teacher.

STUDENT ELECTRONIC MEDIA POLICY

If a student brings a cell phone or other electronic media to school, it must be turned off and remain in his/her book bag or locker during the school day. It is not to be kept in a student’s desk or on his person. It is not to be used until after school hours and after school-sanctioned events. Students may not have cell phones on during school field trips. Students may bring cameras to record memories. Though it is not possible to totally eliminate the possibility, we at Sacred Heart Academy, do our best to discourage inappropriate postings, videos, or photo taking while students are under our supervision. Equipment found in any other situation will be confiscated by the adult in charge. Confiscated phones must be picked up by the parent in the school office and signed out after school hours. As stated above under Telephone Use/Messages, telephone calls are to be made from the school’s phone system with a teacher’s permission and supervision. Medical calls will be made from the clinic by the school nurse. The use of electronic media in restrooms is an invasion of privacy and is absolutely prohibited. To do so could be reason for suspension.

PLAYGROUND REGULATIONS

As part of the daily break, all students take part in outdoor recreation. Students are not permitted to leave the school grounds. During inclement weather, students remain indoors and play quiet games under adult supervision. Recess play equipment is provided by the Academy. No games or sports equipment may be brought from home. Students and teachers are in-service on appropriate playground play and safe use of playground equipment.

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades K-5.

Students pray the Grace Before Meals as a class prior to entering the lunch room.

All: Bless us, O Lord, and these, thy gifts, which we are about to receive, from thy gifts through Christ, our Lord. Amen.

In the lunchroom, the Grace After Meals is prayed together.

All: We give Thee thanks for all Thy benefits, O Almighty God, who lives and reigns, world without end. Amen.

Leader: May the souls of the faithful departed, through the mercy of God, rest in peace.

All: Amen.

As a school, the Angelus is prayed at noon.

Students come in, get their milk, and either sit down with their packed lunches or proceed through the lunch line for purchased meals, whichever is applicable to the individual student. Students are not allowed to return to their classrooms in search of forgotten dessert treat money.

All students must use the restroom and wash their hands with their classroom teacher, so will come in with hands washed.

When students come into the lunchroom, they are allowed to begin eating. All eating stops during prayer, however. Students are expected to eat with manners and respect for themselves and others, including keeping spills and food droppings on the floor to a minimum.

Students are to be respectful and well-behaved and understand that horseplay, getting in and out of their seats, improper language, throwing food, etc., are unacceptable behaviors.

At the conclusion of their meals, students are asked to check their areas for trash and foods dropped. Students are allowed to get out of their seats one time during the lunch meal to throw away their trash. They are also allowed to get out of their seats to purchase dessert treats, after the signal is given. If students need to leave their seats more than that, they are to raise their hands for permission to get out of their seats.

- Lunch #1 (Grades – K-2) – 11:20 a.m. – 11:40 a.m.
- Lunch #2 (Grades 3 – 4) – 11:50 a.m. – 12:12 p.m.
- Lunch #3 (Grades 5 – 8) – 12:15 p.m. – 12:35 p.m.

Parents are asked to consider providing young children with containers that can be opened easily by their child. This prevents frustrations for your child, builds independence, and ensures that he/she is not delayed in eating lunch.

VIII. HEALTH, SAFETY, AND WELFARE

STUDENT HEALTH, SAFETY, AND WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

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

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

In the event a child becomes ill, the nurse will contact the parent by phone. When arriving for the child, the parent should report to the office. If a parent cannot be reached, the nurse will call the emergency number listed on the child's emergency form. Please keep emergency telephone numbers up-to-date. Contact the school immediately if there are changes to a phone number, or if there is any special problem or special procedure that must be followed in an emergency. It is a parent's responsibility to arrange for PROMPT PICKUP of a child deemed too sick to remain in school. If we are unable to reach a parent, and the situation is deemed serious, we will call 911 for emergency professional assistance.

Do not call the school office to collect homework or contact the teacher until the end of the second day your child is absent. If your child has any unusual medical needs or problems (i.e. allergies to food, reactions to bee stings, etc.) the appropriate Medical Form must be submitted to the office.

MEDICATION ADMINISTRATION OVERVIEW

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.

- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

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

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

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school

principal/administration and identify, in writing, the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures, or behavior at school.

TOILETING/INCONTINENCE

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

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

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

USE OF CRUTCHES

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

USE OF MICROWAVE OVEN

Given the risk of potential harm, students' access and use of microwave ovens is prohibited for preschool through grade 5. For middle school students, the school administration can determine if middle school students may use a microwave oven.

LIFE THREATENING ALLERGY

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

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

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

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

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

When a case of lice is reported, the infected child will be checked by the clinic aide, or a designated member of administration. If lice is found, student will remain in the clinic and parents will be called for immediate pickup. After student is treated, he/she must be checked again by the office to ensure that there is no further sign of lice.

Parents in the class will be notified that a child in the class was reported to have lice. The informational link to the Center for Disease Control will be provided to parents for further information.

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

Fire Drills are conducted once per week in the first month of school, and once per month in the following months of school. The Academy also practices tornado drills and intruder alerts.. Each teacher has a Crisis clipboard in his/her room along with instructions on dealing with a variety of critical emergency situations.

SEXUAL HARASSMENT – STUDENTS

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

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

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

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

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

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

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

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 or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

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

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

- a. Counseling
- b. A parent conference
- c. Detention

Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

BULLYING

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

Examples include, but are not limited to:

- a. Physical intimidation or assault

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

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

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

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

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

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

Sacred Heart Academy utilizes Bullying Incident Reports and Advocate Reports to identify potential bullying behavior. When Bullying Incident Reports reach three incidents with the same person, it indicates the definition of bullying behavior, as defined by school Administration: repeated unwanted behavior, a power imbalance, and targeted behavior. All

reports will be taken seriously. **All potential bullying behavior should be reported to teachers, staff, and/or administration to ensure that all are aware.**

RESPECT FOR LIFE

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

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

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every 6 months, Sacred Heart Academy School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

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

It is the intention of Sacred Heart Academy to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. Michael Collins, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at 540-662-7177.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

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

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

IX. STUDENTS WITH SPECIAL NEEDS

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

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

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

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

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

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

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

Parents are expected to pick up their children by 6:00pm each day that Bridges is operating.

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

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

LICENSING INFORMATION

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

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

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

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

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

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

(804) 662-9743

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

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

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA 23229-5008

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

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100

Roanoke, VA 24011-1779
(540) 857-7920

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL INVOLVEMENT

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

GENERAL INFORMATION

The success of the Bridges Extended Day Program rests with each of us. Communication and cooperation are our best allies. A flexible program of recreation, indoor games, and quiet time for rest, study or homework is provided. After School Care is provided from 3:00 p.m. to 6:00 p.m., (or from 11:30 a.m. to 6:00 p.m. on early dismissal days), for the children of parents who desire this service. Any child who is not picked up after 15 minutes after dismissal is automatically enrolled in the Bridges After School Care Program. This includes the siblings of any student involved in any after-school activity, e.g., scouts, arts, sports. If the Academy closes due to inclement weather, parents are to pick up their children within two hours of school closing. Early school closing will be announced via School Messenger mass communication system and social media. The program closes promptly at 6:00 p.m. Parents are requested to be on time when picking up their children. There is a late fee of \$1.00 for every one-minute delay after 6:00 p.m. Parents and emergency contacts will be called at 6:00 p.m. If no contacts can be

reached local authorities will be contacted. **Repeated delays will result in the removal of your child from the program.**

A nutritious snack will be served each day. This snack meets the requirements of the US Department of Agriculture. On 11:45 a.m. dismissal days, children will need to bring lunch. Milk will be provided.

POLICIES

Registration and health information must be kept up to date. For changes such as work phone numbers, allergies, or other important data, notify us as soon as possible.

- ◆ Upon arrival, staff will check each student in to the program.
- ◆ Parents must sign their children out daily, including time of pick-up.
- ◆ Respect for Sacred Heart Academy rules must be demonstrated at all times. Repeated and severe violations of the discipline policy or Honor Code will be discussed with parents.

The Director, in consultation with the principal of the Academy, reserves the right to deal with individual discipline problems as they arise. Students who choose not to follow rules may not be allowed to participate in the program. Parents will be notified prior to removal from the program.

- ◆ A parent must pick up a child unless written authorization has been received regarding other dismissal procedures. Students will not be released without such authorization.
- ◆ No one under the age of 18 may pick up a student or sign a student out of the program.

FACILITIES

Sacred Heart Academy is licensed through Social Services of the State of Virginia for After School Care. The Extended Day Program meets or exceeds minimum physical and safety standards. Normal safety rules for indoor/outdoor activities are enforced. All fire exits are posted; children are instructed how to use them in the event of an emergency.

PAYMENT

Bridges payments will be managed through FACTS. All families must enroll in FACTS. Chronic delinquent accounts will result in the student(s) not being permitted to participate in the Extended Day program until all fees are paid. See appendix for Extended Day rates. Sacred Heart Academy offers Bridges for Academy students on days when the Academy is in session. The program offers Before School Care and After School Care. The goal of the Bridges program is to assist parents in need of childcare by providing a safe Christian environment.

Bridges AM is offered Monday—Friday from 6:45 a.m. to 7:45 a.m. Drop-ins are welcome. Bridges AM is available when the school has a weather delay. All monies due to the Bridges program are to be paid in full on a weekly basis.

Bridges PM is offered Monday—Friday from 3:15 p.m. to 6:00 p.m. (11:45 a.m. to 6:00 p.m. for early dismissal.) A child not picked up at school by dismissal, 3:15 p.m., is automatically enrolled in Bridges PM. A snack is served daily and help with homework is provided in addition to supervised activities. Drop-ins, as well as, those children who need daily care are welcome.

Sacred Heart Academy’s Bridges PM program is licensed through Social Services of the State of Virginia. Yearly, all employees have to receive continuing education points and the program is inspected twice a year. Employees have undergone background checks and are also certified in First Aid and CPR.

All students enrolled in the Academy are required to have a completed Bridges program registration form and health form on file by the end of the first week of school whether you plan to use the program or not.

Bridges AM

Begins First Day of School, 6:45 a.m.—7:45am

Bridges AM will operate Monday thru Friday, when school is in session. The rate is the same for any portion of time that the student is dropped off. Families using the program will be billed weekly.

Bridges will not operate when the school has a weather delay.

One child:	\$6.00
Second child:	\$9.00
Third child:	\$12.00

Bridges PM

Begins First Day of School, 3:15 p.m.—6:00 p.m. (early dismissal 11:45 a.m.—6:00 p.m.)

Bridges PM will operate Monday thru Friday when school is in session. Families using the program will be billed weekly.

Daily Rates:

One child:	\$6.00/hour
Two children:	\$9.00/hour
Three children:	\$12.00/hour

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

(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)

