

Elementary School Parent/Student Handbook  
2021-2022



6398 Nativity Ln.  
Burke, VA 22015  
(703) 455-2300 x136

Pastor: Father Robert Cilinski

Principal: Ms. Maria Kelly

Preschool Director: Mrs. Jen Behan



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

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

## ***DIOCESAN MISSION STATEMENT***

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

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

### **Nativity Catholic School Mission Statement**

It is Nativity Catholic School's mission to teach as Jesus did with faith and integrity to promote lifelong learning.

### **Nativity Catholic School Philosophy**

The faculty and staff at Nativity Catholic School are:

- **Committed** to serving children in order to help them develop and grow to their full potential academically and spiritually and to become productive citizens in a global society;
- **Aware** that each child comes to us with diverse learning needs and various learning styles;
- **Dedicated** to providing differentiated instructional practices tailored to students' preferred modes of learning that also challenge their unexplored learning intelligences;

**Faithful** to the school’s mission to teach as Jesus did, working toward providing a safe and structured learning environment that professes the teachings of the Catholic Church and encourages a natural curiosity for learning.

## ***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. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school’s Parent/Teacher Conferences Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

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

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

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

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

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

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

important and challenging task.

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

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

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

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

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

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

## ***NON-DISCRIMINATION CLAUSE***

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

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability



of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions, any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC STUDENTS***

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

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

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

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

## **II. ACADEMICS**

### ***CURRICULUM***

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

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

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

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring 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**

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**

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**

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**

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.

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

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.

Academic curriculum of Nativity Catholic School is built on the curriculum guidelines for every content area issued by the Office of Catholic Schools of the Diocese of Arlington. These guidelines are reviewed regularly as are the required time allotments for the subject areas. Teachers endeavor to meet individual needs through differentiated instruction. In addition Nativity Catholic School offers an Advanced Academic Program and a Learning Resource Program. Our Learning Resource Program works with parents to support the individual needs of students. Referrals for testing or special programs that are offered at the local public schools are options in the process. Students with documented learning needs are eligible to attend Nativity's Learning Resource Center. The Advanced Academic Program includes Math, Writing and Reading for K-5. Acceptance into the program is determined based on student achievement and parent interest.

Religion class is part of the daily schedule for every class regardless of the student's religious affiliation and the curriculum guidelines are prescribed by the Office of Catholic Schools. Every day begins with prayer. Students participate in school-wide monthly liturgies, class Communion Services and prayer services. Opportunities are provided to receive the Sacraments. Sacramental preparation includes parent meetings as established by the Religious Education Program of the Parish.

Nativity Catholic School provides the opportunity for rising eligible 6th, 7th, and 8th graders to take Pre-Algebra. Eligible Rising 7th and 8th graders are invited to take High School Algebra. Eligible 8th graders are invited to take High School Geometry. Those 6th, 7th, and 8th graders who do not meet the criteria will take the standard 6th, 7th or 8th grade Math class. Students must meet all Diocesan criteria for placement.

Students are given a Math placement test in the late spring of their 5th, 6th and 7th grade year. Students accepted in the Pre-Algebra, Algebra, and Geometry program must maintain a class average of 85% or better. If a student's grade falls below this average, he/she may be required to return to the regular Math course for the particular grade year.

## ***IMPLEMENTATION OF FAMILY LIFE PROGRAM***

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

The Gift of Human Sexuality Program is taught to 6<sup>th</sup>-8<sup>th</sup> grade students.

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

Textbooks and instructional materials are selected by members of the school faculty in collaboration with the principal. Textbooks are selected to best suit the established curriculum guidelines developed by the Office of Catholic Schools.

## ***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/guardian, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, 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.
  - l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Nativity Middle School has a 1:1 Chromebook program. Parents will have the option of purchasing the Chromebook when the student graduates 8<sup>th</sup> grade. The students will use Google Apps for

Education and Google Classroom to collaborate on projects, complete assignments, and share work with teachers. Parents and students are required to sign the Chromebook Policy Handbook Sign-Off and Student Pledge, Student/Parent Chromebook Use Agreement, and Technology Acceptable Use Agreement before receiving a Chromebook.

## ***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.

## ***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.

All students will be given the opportunity to retest or redo assignments at least once. Each teacher will share their procedures for retests and resubmission.

### **SUGGESTED TIME ALLOTMENTS**

<b>GRADE</b>	<b>TIME IN MINUTES Not to Exceed</b>
1 <sup>ST</sup> & 2 <sup>ND</sup>	20
3 <sup>RD</sup> & 4 <sup>TH</sup>	30
5 <sup>TH</sup> & 6 <sup>TH</sup>	45
7 <sup>TH</sup> & 8 <sup>TH</sup>	60



Distribution of homework assignments:

1. Assignments are given Monday through Thursday in most subjects EXCEPT for high school courses which may have assignments Monday through Friday.
2. Long-range projects or incomplete work may necessitate an assignment over the weekend.
3. Homework will not be assigned prior to unexcused absences, such as family vacations, etc.
4. Cheating will result in a grade of 0% for the assignment/test.

Retake/Redo of Homework or Assignments

Students will be given the opportunity to retest or redo assignments at least once. Teachers will provide the specific steps to be taken by students prior to being offered a retest or redo of assignment.

**Middle School Homework:**

Students are expected to submit assignments and projects on the assigned due dates. The assignment or project grade will be based upon full credit if submitted on time. If the assignment or project is submitted late full credit will not be given. A missed homework assignment will create an electronic communication to the parent.

## **MAKE-UP WORK**

When a student is **home sick** and cannot attend school, the following will apply:

**PRIMARY GRADES:** If a child is home sick 1 or 2 days, the teacher will prepare the work and homework for when that student returns. When the child returns on the third day, the work and homework will be given, and the child will have one or two days to complete and return the work. If a child is sick 3 or more days, homework will be sent to the office and be available for pickup after 3:00 p.m. or sent home with a sibling upon request of a parent. Again, the child will have as many days to makeup the work as was absent.

**MIDDLE SCHOOL GRADES:** It is the primary responsibility of each student in middle school to get his or her homework when absent for 1 or 2 days. All work will be posted on Google Classroom. Bins will be available for pickup upon request.

To ensure middle school students do not miss instructional class time, no make-up tests will be taken during classroom time. Testing will take place in the Testing Center on the following Thursday from 3:00-4:00 p.m. Teachers will communicate with the parent and the student regarding the scheduled date for the make-up.

**Any time a student has a prolonged illness, the teachers will do all they can to accommodate the child's** academic needs.

**HOLIDAYS AND FAMILY VACATIONS:** Unexcused absences interrupt a child's learning and can seriously impede your child's progress during the school year. Family vacations are to be scheduled during regularly scheduled school holidays. Make-up work will not be provided by the

teacher in advance for children to complete while on vacation. Parents are asked to assume the responsibility that all work will be made up when the student returns to school. Teachers will establish a reasonable time for the work to be completed (approximately 5 days). Work not made up within the established time will result in a lower grade. Progress reports and report cards will not be provided in advance.

**INCLEMENT WEATHER AND/OR EXTENDED SCHOOL CLOSINGS:** In the event that Nativity Catholic School is closed due to inclement weather or other unforeseen circumstances; teachers will provide assignments which are due upon return to school.

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

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

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

A required Parent-Teacher Conference is held in November upon issuance of the first report card. Parents schedule their Parent-Teacher Conference on Back-to-School Night that is held in September. Parents, teachers, and the principal may request other conferences as needed. Requests can be made through electronic, written or telephone messages, and should allow at least a twenty-four hour response time. Parents are not permitted to go to classrooms for unscheduled visits or conferences. Conversations between teacher and parent regarding a student should take place during a scheduled conference. Again, **parents must contact the classroom teacher** prior to scheduling a conference with the school administration regarding a student or class concern. All parents coming for a conference must first report to the school office to sign in, receive a visitor's badge, and provide the purpose of their visit.

## ***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/guardians and present to them an assessment of their child's achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum.

A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

## **GRADING SYSTEM**

### **Grades 1-2**

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

## **ACADEMIC PROGRESS SCALE**

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

\* (asterisk) indicates modified curriculum

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

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

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

## **Honor Roll (Grades 3-8)**

- Principal's List All grades above 93%  
All 2's, and 3's in Specials and Personal Development
- First Honors All grades but one must be above a 93%.  
The one grade below 93% must be above 85%  
All 2's, and 3's
- Second Honors All grades above an 85%  
All 2's, and 3's

## **Virtue of the Month Award**

The Virtue of the Month Award will be given to a student in each grade that has exemplified qualities of the virtue assigned for the month.

## **Citizenship Award (Grades K-8)**

Citizenship Award is an award given to one or two student from each class in grades K-8 each

trimester. The award is presented to the individuals who have demonstrated outstanding citizenship qualities during the marking period.

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

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

- a. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- b. Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing one or two academic areas must successfully complete 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/guardians, 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**

*Under Virginia state law (Code of Virginia 22.1-254) school attendance is compulsory for children who have reached their 5<sup>th</sup> birthday on or before September 30<sup>th</sup> of any school year. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.*

#### **REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5**

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

- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form (*Appendix F-2*) 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).

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

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
    - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
      1. Proof of exact dates of required immunization as required by the Code of Virginia.
      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; Policy may be amended if requested in writing from a guardian in certain situations; for example, if international students are related to one another and/or related to the guardian
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees; The Diocese of Arlington does not provide healthcare insurance for international students.
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
  - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;

- b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
  - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. 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/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.

New students seeking admission to Nativity Catholic School must meet with the school administration before admission is decided. Students accepted into the Middle School will be placed on probation for the first trimester; this status will be evaluated at the end of the first marking period. New students will be administered placement tests in Math, Reading and Writing.

## ***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/guardian,
-

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

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

## **TARDINESS**

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

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

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

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

## **ABSENCES FOR OTHER REASONS**

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

## **ATTENDANCE/REPORTING PROCEDURES**

### **ABSENCE**

When a student is unable to attend school, parents must call the school office or email [attendance@nativityschool.org](mailto:attendance@nativityschool.org) before 8:30 a.m. Parents should give the student's name, teacher's name, and reason for the absence. If a parent forgets to call, the school will contact a parent to confirm the reason for the student's absence.

The student is considered absent when shadowing at another school.

## **TARDINESS**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time for all students. Students are to be seated in their classroom at the 8:05 A.M. bell and be prepared for morning prayers and announcements. Any student, who arrives after the second bell at 8:05 a.m., is considered tardy. The student must be escorted into the school and signed in at the front office by a parent/guardian and the student will be given a tardy pass to enter the classroom. Repeated tardiness is unacceptable.

## **MEDICAL EXCUSES**

Medical appointments for students should be scheduled outside of school hours when possible.

Early releases for any reason require a written note or email in advance to the teacher or front office. Students are to be picked up in the school office at the required time, but no later than 2:45 p.m., and signed out by the parent or designated adult. Remember, if you are volunteering in the school, your child will not be released directly to you from the classroom. You must go to the front office and sign out the child upon which the office will call for your child. Students are responsible for making up missed work due to outside appointments.

## **ANTICIPATED ABSENCE**

When it is foreseen that a student will be unable to attend school, parents must notify the school office as soon as possible. Parents should give the student's name, teacher's name, and reason for the absence. Students are responsible for making up missed work.

## **RELEASE OF STUDENTS**

All parents must sign students out no later than 2:45 p.m. in the office and the office will call for the student. Once again, if you are volunteering in the school, your child will not be released directly to you from the classroom.

Early dismissal is an exception to the norm and appointments during school hours should be kept to a minimum.

Early dismissals are not intended to facilitate routine weekly departures for non-medical appointments, sports, music, other lessons or competitions or the convenience of parents. Early dismissals disrupt the school day. They break the rhythm of learning for the departing student as well as the remainder of the class.

Requests for early dismissal must be submitted in writing and sent to the school office with the student. Each student departing early must remain in the classroom until called. Parents must report to the office. No parent will be allowed to go to a classroom. In each case, parents must sign

out the student in the office. The child will only be released from the School Office to persons whose names appear on the emergency listing provided by the parent/guardian. Parents who need to sign out their child prior to the close of the school day must do so by 2:45 p.m.

## ***TRANSFERRING TO ANOTHER SCHOOL***

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

## ***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.

**Lunch Program:** Nativity offers a healthy paid lunch program, Yay Lunch, for the students, Monday through Friday. Parents must create an account using the Yay Lunch website. All ordering and payment is done directly through Yay Lunch. School lunches should be brought everyday by students not participating in the lunch program or on days that lunch is not available for purchase. Healthy snacks and lunches are encouraged. Soda is not permitted and any student with soda will have it removed and provided water. Fast food, such as McDonald’s, is not permitted. Any parent that chooses to provide such foods, must sign their child/children out of school, eat their lunch outside of the school building and sign them back in. **Snacks containing nuts or nut products, or manufactured in a facility that handles nuts are not permitted.**

**Milk Program:** A milk/orange juice program is available for lunch. A notice is sent home at the beginning of the year which must be completed, if you wish to participate.

**Recess During Inclement Weather Days:** The children will have recess in their classrooms or the Father Martin Center/Gym on inclement weather days. No running, jumping, horseplay or sitting on desks will be permitted.

**Lunch Recess Duty:** Lunch times require families to commit to two days of Recess Duty.

## ***ARRIVAL AND DISMISSAL***

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

School hours are from 8:05 a.m. until 3:00 p.m. On half-days, which normally occur on a Friday, dismissal is at 12:00 p.m. Early dismissal on the day before a holiday break is 11:30 a.m.

For the safety of each child, cell phone use while driving on the school property is prohibited at all times.

**ARRIVAL:** Students are to be dropped off at the school between 7:45 a.m. and 8:05 a.m. Students must be dropped off in accordance to the carpool pattern. Students that arrive after 8:05 a.m. must be escorted to the office and signed in as tardy. Arrivals before 7:45 a.m. must be signed into the Extended Care Program in the cafeteria and a fee will be charged.

**SAFETY PATROL ARRIVAL:** Students who are assigned morning carpool are expected to arrive between 7:30–7:40 a.m. When arriving at the school, parents must walk their patrol student to the front office and remain until a staff member is present.

**DISMISSAL:** Students are dismissed at 3:00 p.m. from the Church parking lot. If for some reason you need to pick up your child early they need to be picked up before 2:45 p.m. from the front office. **All children are to be dismissed from the Church parking lot and will not be able to exit any other doors.**

Carpool dismissal is under the direction of the principal and staff. Any student, who is not picked up by the end of carpool will be sent to Extended Care. Parents will be subject to the fees assigned by the Extended Care Program. Payment is due at the time of pick up or the following morning at the school office. Due to state licensing regulations, parents will be required to complete a registration packet the first time a child is left.

**No student will be permitted to wait for his or her parents in the school office after dismissal.**

If returning for a forgotten article the student must be accompanied to the classroom or locker by an adult. Nativity Catholic School is not responsible for personal items left at school. This includes band instruments, clothing and/or personal items left on school property.

**WALKERS:** A Walkers Permission Form must be completed and submitted to the school office before any student in grades 5 – 8 will be allowed to walk home from school.

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **STUDENT CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

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

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

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

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

#### **TRANSFER OF RECORDS**

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

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

213 transfer with the student.

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

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

### **CONFIDENTIAL ACADEMIC RECORDS**

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

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

### **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

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

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

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents

- e. Psychological reports

## **SCHOOL VISITORS**

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

Volunteers must return directly to the school office upon completing their volunteer hours and sign out.

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL'S COMMUNICATION**

All written communications from Nativity Catholic School must be approved by the principal before being distributed. Communications include, but may not be limited to: Yearbooks, Newsletters, PTO forms and flyers, e-mails, any correspondence to parents, room parent emails and miscellaneous items.

### **TAKE-HOME COMMUNICATION**

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

Communication from the principal, PTO, school and teachers will be created weekly. Any information created by parents to be included in the Electronic Wednesday News must be submitted electronically, **no later than Monday at noon**, to [mchapman@nativityschool.org](mailto:mchapman@nativityschool.org). This information will be disseminated on Wednesdays via email and posted on the school website [www.nativityschool.org](http://www.nativityschool.org). Eblasts will also be sent on an as needed basis. In addition, teachers in grades K-5 may have a take home folder that includes test papers, class work and classroom information.

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

The office telephone is for official business; however, it may be used by the students in special circumstances. Permission to use the phone is granted by office staff only. Students **MAY NOT** call home for forgotten items such as homework or band instruments.

### **Cell Phone Policy**

### **School Day**



Cell phone use is not permitted during school day. A cell phone brought to school must be turned off and brought directly to the school office in the morning. Any use of the cell phone or removal from a backpack will result in it being confiscated and followed by disciplinary action.

### **School Sponsored Events**

Cell phones can be used only for emergency purposes or with permission granted by the school staff. Any violation of this policy will result in immediate confiscation of the cell phone followed by disciplinary action.

### **PTO Sponsored Events**

Parents are responsible for their children's use/misuse of cell phones.

### **Middle School Dances**

All Diocesan dances require students to turn in their cell phone at the beginning of the dance and it is returned at the end

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

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

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

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

## **NATIVITY CATHOLIC SCHOOL FOLLOWS THE FAIRFAX COUNTY PUBLIC SCHOOL INCLEMENT WEATHER SCHEDULE**

At various times throughout the school year, because of inclement weather, it becomes necessary to close school for the entire day, to open school late, or to close early. Nativity Catholic School will follow Fairfax County Public School Inclement Weather schedule. Following is an overview of procedures:

When weather conditions threaten the safety of children, it may be necessary to do one of the

following:

- Close Nativity Catholic School
- Open two hours late
- Close two hours early

Working Parents are urged to make arrangements NOW for the care of their children when schedule changes are made or to provide for the rare situation when it is necessary to close Nativity Catholic School because of a power failure, heating problem, or other circumstance. Children should know where to go if the parents will not be home.

### **NATIVITY CATHOLIC SCHOOL INCLEMENT WEATHER POLICY**

Nativity Catholic School, grades Preschool through 8<sup>th</sup>, follow Fairfax County School System for delayed opening, early dismissal, and closing schedule

<b>Fairfax County School System</b>	<b>Preschool and Pre-K</b>	<b>Kindergarten – 8th</b>	<b>AM Extended Care</b>	<b>PM Extended Care</b>
<b>Closed</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>	<b>Closed</b>
<b>Two Hour Delayed Opening</b>	Arrive at 10:30 AM	Arrive by 10:05 AM	Open at 8:45 AM	Open Normal Hours
<b>Two Hour Early Dismissal</b>	12:00 PM Dismissal	1:00 PM Dismissal		<b>Closed Children Must be Picked Up Immediately</b>

\*If school is closing early, an announcement will be made by 11:30 AM

When schools are closed for the day, or released one, two or more hours early, the following will apply:

- All extracurricular activities, team practices, field trips, Extended Care, and non-school activities in the school building will be canceled.
- Adult evening classes, community-use activities, and recreation programs will be cancelled.

\*If only a Nativity Catholic School schedule change were to be made, the School Messenger system will be used. Parents will receive a phone call, text message if opted in, and email with the schedule change. In addition, the following television stations will be alerted: **WUSA (9), WNBC (4).**

**IN THE EVENT OF A DELAYED OPENING ON ONE OF OUR REGULARLY SCHEDULED ½ DAYS, SCHOOL DISMISSAL WILL BE MOVED TO 3:00 P.M.**

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

### **PHOTOS AND OTHER MEDIA**

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

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

### **FIELD TRIPS**

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

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

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

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 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.

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

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

Field trips will be offered periodically throughout the year for each grade level. Each trip will support and enrich the school curriculum. All trips will be organized by the individual teacher and with the approval of the principal. A signed Diocesan permission slip and emergency form for each child will be required for all activities outside Nativity Catholic School grounds. (No verbal permission from parents can be accepted)

All fees for field trips will be paid by the students, PTO, or a combination of both, depending on the cost, as decided by the administration and PTO. If a bus is provided for the field trip, the students must take the bus. Parents who may want to accompany the students can follow in cars unless they are designated chaperones. Only students and their chaperones are permitted on field trips. Siblings may not accompany chaperones on the field trips.

Buses will be used for all school field trips, with the exception of the following: 8<sup>th</sup> Grade trips to the Diocesan Vocations Mass, Shakespeare Festival, and Spirituality/Team-Building Day.

**FIELD TRIP DRIVERS/CHAPERONES:** To ensure the safety and security of all our children, the following Nativity Catholic School policy must be followed:

- Prior to the field trip, proof of liability, medical and uninsured motorist coverage must be given to the Administrative Assistant.
  - Parents must park the car, come into the building, sign-in at the front office
  - Parents must drive those students who are assigned to their car. Please do not change or swap students once the group has been formed.
  - Parents and students will wait for the teacher to direct the children to leave.
  - Parents will check that all children are wearing safety belts and doors are locked. No more than one child per safety belt.
  - The homeroom teacher will carry Emergency Care Forms and medications and dispense those medications, when necessary. No parent is allowed to dispense medication to a child in their group.
  - **THERE ARE ABSOLUTELY NO UNPLANNED STOPS UNLESS IT IS AN EMERGENCY.** You must return directly to the school.
  - Parents must stay with the children at all times.
  - Parents must never let any child go off alone or unescorted, especially to the restroom.
- Upon return, parents must escort the children to the school office and await the teacher arrival.
- Parents must never buy food or souvenirs for children under their supervision.

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

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

Principals may permit students in grades 7 through 12 with permission of their parent/guardian to participate in the March for Life in a group sponsored by the school or the parish. Procedures detailed under "School-Sponsored Trips" (Policy 609) must be followed. The principal is not authorized to permit students in grades K through 6 to participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life.

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

### **GRADUATION REQUIREMENTS/CEREMONIES**

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

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

Graduation ceremonies should be simple and dignified.

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

The following must be completed for a student to participate in graduation ceremonies:

1. All tuition and fees paid in full
2. Extended Care Fees paid in full
3. All library books/textbooks returned
4. Family's Service Hours form submitted

## ***PARENT ORGANIZATIONS***

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

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

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

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

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

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher

Organization helps the head of school/principal advance the school's mission. It can also help mobilize the parent community regarding legislative proposals impacting Catholic education.

### **Family Involvement & School Service Commitment**

Family involvement and participation in school activities is a means to show support for the students, faculty, and administration. It is also necessary in order to maintain school services such as the lunch recess, expand enrichment programs, and services to our students and teachers.

### **Role of the Parent-Teacher Organization (PTO) in the service program**

The service commitment is a school requirement for each family and is overseen by the principal. The role of the PTO in this process is to manage and collect the data and offer opportunities for service. Any concerns or issues must be addressed directly with the principal.

### **School, Classroom and PTO service opportunities**

There are many opportunities available throughout the year to serve the school. Opportunities are listed in the school newsletter, the Nativity website, SignUp Genius page, and room parent communications.

These include but are not limited to:

- Resource classes such as PE, Library, Spanish, Art, Music, Science, and Computer (coordinated through the teacher or room parent)
- Book Fairs in the fall and spring of each year
- Wednesday folders – coordinated through your child's teacher Grades K-4
- Science Fair judges
- Picture day, and Hearing/Eye Testing
- Room Parents in grades K-8
- Assembly staffing
- Sneak-A-Peek/New Family Orientation
- Field trips
- Host families for new families
- Community building events
- Fundraising events

Programs such as scouts, altar servers, coaching CYO basketball or any parish based ministry/programs **are not school sponsored events** and therefore do not count towards the school service commitment. Recess Duty hours worked as a paid substitute do not count towards the service hours commitment for the paid sub.

### **Child Protection Training**

The Arlington Diocese requires all adult volunteers to undergo a personal background check and complete a VIRTUS child safety training course. To register for an upcoming VIRTUS child safety training class entitled "Protecting God's Children," please go to [www.virtus.org](http://www.virtus.org). Background check paperwork are fillable and electronic. Use the following link to complete paperwork: [https://secure4.arlingtondiocese.org/OPCYP\\_Application/Volunteer\\_Home.aspx](https://secure4.arlingtondiocese.org/OPCYP_Application/Volunteer_Home.aspx).

## **Service Hours Requirements and Procedures**

Two parent families: 20 hours

Single parent family: 10 hours

- **June 7:** A fee of \$25.00 will be assessed for each uncompleted service hour and all school records and transcripts will be held until the fee is paid. If your service hours are not settled at that time, report cards and transcripts will be withheld until the balance of the money or hours have been reconciled.

- Accrual of service hours for the current academic year begins and ends with the last day of school.

- Any hours over the required amount may not be carried over to the following year or transferred to another family.

In the event you have an extenuating circumstance and are unable to meet the required number of service hours, please schedule an appointment with the school principal to discuss your situation.

### **Service Opt-Out**

A family may choose to Opt-Out of performing service hours by paying the opt-out fees on or before September 30. See the Opt-Out schedule below.

Family	Service Hours Opt-out Fee		Total Service Hours Opt-Out	Fee After June 7 for Unfulfilled Service Hours
Two Parent	\$400		\$400	\$25 per hour
Single Parent	\$150		\$150	\$25 per hour

## ***FUNDRAISING***

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

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

## ***TRANSPORTATION/PARKING***

Nativity Catholic School does not provide bus transportation to and from school on a daily basis.





## V. FINANCES

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

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

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

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

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

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

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

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

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

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

Tuition is billed and paid through Smart Tuition. Tuition payments are non-refundable.

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

The Pastor, in consultation with the principal and Finance Council, establishes the amount of tuition and educational fees to be charged each year in accordance with the diocesan salary guidelines for a parochial Catholic elementary school and parish financial policies. In-parish rates are based on parishioners' registration at Nativity Catholic Church.

Monthly tuition payments are due by the 1st of each month, based on a ten-month school year. The first payment is due by July 1 and by the 1st of each succeeding month through April 1.

All educational fees for each child/children are due in full with the first tuition payment in July. Registration is subject to cancellation, if first tuition payment is not received by July 5.

At the time of registration families are expected to complete the Smart Tuition Enrollment for tuition payments. Requests for alternate methods of payment of fees must have the prior approval of the principal.

A student may be withdrawn and not permitted to return the following school year should payments fall behind more than 45 days.

Accounts must be paid in full by the end of the current school year. All tuition and fees must be paid in full, library books returned and parent Service Hours Form submitted for a student to participate in graduation ceremonies. Final Report Cards will be held until all tuition and fees, including Extended Care are paid in full.

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

### **All tuition payments and fees are non-refundable**

**APPLICATION FEE:** \$50.00 per child (one-time fee)  
**REGISTRATION FEE:** \$100.00 One Child  
 \$200.00 Per Family (2 or more children)

**MATERIAL & TECHNOLOGY FEE PER CHILD (Due on July 1)**  
 Kindergarten – 8th \$450.00

### **2021-2022 TUITION RATES (K-8)**

<b><u># OF CHILDREN</u></b>	<b><u>ONE CHILD</u></b>	<b><u>TWO CHILDREN</u></b>	<b><u>THREE CHILDREN</u></b>
CATHOLIC	\$6,975.00	\$12,330.00	\$17,085.00
NON-CATHOLIC/ INTERNATIONAL	\$8,765.00	\$17,530.00	\$26,295.00

Tuition and fees payments are processed through Smart Tuition Management System

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

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

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

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right 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.

**ALTAR SERVERS:** Girls and boys in grades 4 through 8 may request to be altar servers. Those who are selected will receive a period of training and will be scheduled through the parish.

**BAND:** Nativity has a Band program that is coordinated through the Diocese. Students in grades

4 through 8 are eligible to participate. Lessons are given once a week during the school day. Students pay for the lessons as well as the rental of the instrument. Information about the program is given to the parents at the beginning of the school year. Nativity Catholic School is not responsible for instruments left on the school premises.

**PIANO** – An introductory level of piano is offered for students in K-3 and is coordinated through the Diocesan supported Garwood Whaley Program. Lessons are given once a week during the school day. Students pay for the lessons. Information about the program is given to the parents at the beginning of the school year.

**SAFETY PATROL:** The Safety Patrol program provides an opportunity for sixth grade students to learn and demonstrate leadership and responsibility. Under the supervision of faculty members, patrols provide guidance and assistance for students and parents, before and after school throughout the year. Meetings to establish the schedule will be led by a faculty member at lunch time throughout the year. Sixth grade students help train fifth grade students in the last month of the school year in preparation for their assuming the job as a sixth grader.

**SCOUTING PROGRAMS:** Scouts are conducted through Parish Scouting Programs. Students are welcome to participate.

**SPORTS:** Under the auspices of the CYO, basketball is available to students. Students must be interested, willing to attend all practices, and successfully meet the requirements.

**STUDENT COUNCIL:** Student Council will be comprised of officers from grades 6, 7, and 8. The President must be an 8th grader and the remaining officers are from grades 6-8. Each class, grades 1-8, has two representatives as members of the Council. Student Council provides the opportunity to learn the importance of participation in charitable works and doing service within the school. Meetings are held monthly and provide opportunities for students to give suggestions for activities and service projects.

**YEARBOOK:** An annual yearbook with pictures of students, classes, and school events is available for purchase.

**AFTER SCHOOL CLUBS:** There are various after school clubs offered at Nativity. A few examples are: Battle of the Book, Math Olympiad, Jr. GEMS, Chess Club, SeaPerch, Robotics and many others.

## ***SUPERVISION OF STUDENTS***

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

## VII. STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

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

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

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

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

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

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

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

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

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

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

enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, vaping devices, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). 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 nun chucks or fighting chains], sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to, and including, expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

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

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



requirement for progressive discipline.

## **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

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

## **SPECIFIC DISCIPLINARY POLICIES**

The Nativity Catholic School Disciplinary Code of Conduct, as in any Catholic school, is established to define the duties and responsibilities of all students, faculty, and the Administration and to bring about self-discipline in order to promote Christian development and thereby enhance the community as a People of God.

Based on firm foundations of Christian virtues, Nativity Catholic School has high expectations for the conduct of its students. We stress these virtues as a way of Christian life.

### **Student Logs**

Nativity Catholic School uses a log in grades K-8 to keep parents apprised of a student's performance in the classroom. Parents are required to sign the student's log either daily or weekly determined by the grade.

The DISCIPLINARY CODE OF CONDUCT serves as a formal, written policy. These guidelines are intended to enhance the school's classrooms and playground, before, during and after school, as nurturing places for educational and spiritual growth. Administration and faculty strive to be just, firm, responsive to student needs, and impartial. It is hoped that if a question arises, administration, faculty and staff will receive support from the parents. Parents are asked first to communicate any concerns directly to the teacher(s) and to withhold judgment until full knowledge of the situation is ascertained.

To this end and to ensure maximum learning, the students at Nativity Catholic School are expected to:

- Conduct themselves in a Christian manner at all times.
- Respect the person/property of parents, teachers, and fellow students.

- Use proper and courteous language.
- Keep hands and feet to themselves.
- Be dressed in the proper Nativity Catholic School uniform.
- Obey and respect all of the rules and regulations of the school.

**In order to ensure that the above stated rules are adhered to, the following major infractions will not be tolerated:**

- dishonesty; such as cheating, stealing, lying, or plagiarism,
- fighting or the use of unacceptable physical contact with another person,
- obscene, vulgar or hurtful language,
- any form of harassment, including sexual harassment
- insubordination by acts of disrespect to any adult or a person in a position of authority at school or at a school activity or event,
- consistent disregard of school rules or the accumulation of Parent/Teacher Communication forms,
- deliberate disobedience of the school rules,
- deliberate destruction or misuse of school property or the personal property of another person,
- possession of objects deemed to be weapons or dangerous instruments upon school property,
- securing money or the personal property of another student by threat or physical harm,
- possession of alcohol or a controlled dangerous substance upon school property,
- entering the school building without permission when school is not in session.
- gum chewing.

These are not intended to be all-inclusive as the school reserves the right to deal with individual problems as they arise.

***In the event of a major infraction, any or all of the following steps may be taken:***

- Removal from the classroom (sent to the school office)
- Conference with student and family
- Denial of privileges
- Detention
- Probation
- Suspension (in and/or out of school)
- Dismissal
- Expulsion

Disciplinary measures may also include any of the following:

- Warning to student (verbal or written)
- A written note from student to parent/guardian
- Supervising adult, teacher, or school administration issues a Warning Note, Behavior Report, or Disciplinary Referral
- Time-out period
- Denial of privileges (may include field trips and/or school sponsored social events)
- Financial restitution for damage caused to school property or belongings of another

## **Warning Notes, Behavior Reports, and Disciplinary Referrals**

Any student in Kindergarten through grade 8 may receive *Warning Notes, Behavior Reports, or Disciplinary Referrals*. These are issued for, but are not limited to, violations of the Disciplinary Code of Conduct. They may be issued by an administrator, teacher, or staff member. *Warning Notes, or Behavior Reports* are issued for less serious infractions such as, but not limited to, failure to follow the uniform code, chewing gum, and displaying inappropriate voice volume or manners. *Disciplinary Referrals* are issued for infractions deemed very serious in nature.

*Warning Notes, Behavior Reports, or Disciplinary Referrals* always require a parent/guardian signature. In Kindergarten through grade 5, notes, reports and referrals are returned to the homeroom teacher the following school day before the student is readmitted to class. In grades 6 through 8, they are returned to the administrator the following school day before the student is readmitted to class.

### **Warning Notes**

The purpose of the **Warning Note** is to inform the student and parents/guardians of a breach in complying with the rules, and to provide the student with the opportunity to correct this breach without disciplinary action. The combined effort of parent/guardian and teacher to instruct and inform the student should correct the infraction.

When an infraction is repeated or is deemed more serious in nature, a Behavior Report is issued. Once a student receives three Warning Notes, a Behavior Report will be issued.

### **Behavior Reports**

A **Behavior Report** necessitates direct communication between the student, teacher, and parent/guardian. When a student receives the first behavior report, the behavior is discussed, disciplinary consequences (when applicable) are communicated, and a written plan of action for student improvement is implemented. A critical part of the plan includes enlisting the support of the student's parent/guardians in promoting self-discipline in their child. Compliance and active cooperation by the parents/guardians is essential.

If the student receives a second behavior report, a meeting during school hours occurs between the student, parent/guardian, teacher, staff member (when applicable), and an administrator to discuss and implement, in writing, further dimensions to the behavior plan. Disciplinary consequences are communicated, when applicable. Compliance and cooperation between family and school is essential.

If the student accumulates three behavior reports, a meeting during school hours occurs between the student, parent/guardian, teacher, staff member (when applicable), and an administrator. The seriousness of the situation is discussed, especially regarding the severity of reaching the "Disciplinary Referral" level, a reassessment of the behavior plan is conducted, and a revised plan is implemented. Disciplinary consequences are communicated. Compliance and cooperation

between the family and school is essential.

If the student has committed a first offense deemed very serious, he/she will receive an immediate *Disciplinary Referral*.

### **Disciplinary Referrals**

The first *Disciplinary Referral* immediately initiates a conference during school hours with the student, parent/guardians, faculty member, staff member (when applicable), and administrator.

If a *Behavior Report* and plan of action have not preceded the first disciplinary referral, a written plan of action for student improvement and self-discipline is implemented. Disciplinary consequences are communicated. A critical part of the plan includes enlisting the support of the student's parents/guardians in promoting self-discipline in their child. Compliance and active cooperation between family and school is essential.

If the same serious infraction is repeated or if the student commits another serious infraction, a second disciplinary referral is issued. The student is suspended and placed on disciplinary probation. If the student receives a third disciplinary referral for an infraction deemed very serious by the administration, it is considered grounds for withdrawal/dismissal or expulsion.

If a *Behavior Report* and plan of action have preceded the first disciplinary referral, it is noted on the referral, the plan may be modified, and the student may be suspended and placed on disciplinary probation. If another infraction, deemed very serious by the administration, occurs during the probationary period, it is considered grounds for dismissal/withdrawal or expulsion.

### **SUSPENSION**

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

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

Any child on suspension from classes is not permitted to attend any co-curricular and extracurricular activities, including CYO, until the student has returned to class.

### **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/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or diocesan staff.

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

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

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

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

## ***STUDENT REGULATIONS AND PROCEDURES***

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

### **STUDENTS AND STUDENT PROPERTY SEARCHES**

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the school principal/administration or

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

### **INTERROGATION OF STUDENTS**

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

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

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

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

### **STUDENTS AND STUDENT PROPERTY**

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

### **SCHOOL LOCKERS AND DESKS**

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

Middle School student backpacks need to fit within the locker.

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

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

## ***DRESS CODE***

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

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

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

All uniforms must be purchased at Flynn and O’Hara in Fair City Mall, Fairfax, Virginia. Also, used summer, winter, and P.E. uniforms are available for purchase from the PTO.

**Flynn and O’Hara measure the girls’ jumper below the knee and the girls’ skirt at the knee or 2” below. It is expected that the girls wear their uniform accordingly.**

**GIRLS (K-4)** Maroon and Gray plaid Split-Front Jumper  
Short sleeved white knit shirt - Nativity Embroidered logo (Apr-Oct)  
Long sleeved white knit shirt (Nov-Mar)  
White Peter Pan collar blouse (short sleeve Apr-Oct or long sleeve Nov-Mar)  
Heather Gray cardigan sweater - Nativity logo (mandatory Nov-Mar)  
Gray skort (optional Apr-Oct)  
Gray or Maroon Polar Fleece Jacket or Vest w/Logo (Option Nov-Mar)

**GIRLS (5-8)** Maroon and Gray Plaid Sewn Down Knife Pleat Skirt  
Short sleeved white knit shirt - Nativity Embroidered logo (Apr-Oct)  
Long sleeved white knit shirt (Nov-Mar)  
White Peter Pan collar blouse (short sleeve or long sleeve optional)  
Heather Gray V-neck long sleeve sweater - Nativity logo (mandatory Nov-Mar)  
Gray skort (optional Apr-Oct)  
Gray or Maroon Polar Fleece Jacket or Vest w/Logo (Option Nov-Mar)

**BOYS (K-8)** Heather Gray Twill Pants ([Grades K-4](#))  
Gray Poly/Wool Dress Pants ([Grades 5-8](#))  
Short sleeved knit shirt - Nativity Embroidered logo (Apr-Oct)

Long sleeved knit shirt (Nov-Mar)  
Maroon sleeveless vest - Nativity logo (Nov-Mar)  
OR  
Maroon V-neck long sleeve sweater - Nativity logo (Nov-Mar)  
Gray twill shorts (optional Apr-Oct)  
Gray or Maroon Polar Fleece Jacket or Vest w/Logo (Option Nov-Mar)  
A black belt is mandatory for 1<sup>st</sup> – 8<sup>th</sup> graders

Commercial sweatshirts or Nativity PE sweatshirts are not part of the formal school uniform and, therefore, cannot be worn in the building throughout the day. 8<sup>th</sup> graders, as a special privilege, may wear either the Nativity PE sweatshirt or class sweatshirt which is purchased during the first month of school. All students are required to wear a well-fitting mask. Each student is asked to have 2 additional masks in their backpack.

### **PHYSICAL EDUCATION DAYS:**

Students are to wear the PE uniform on their designated PE day/s.

**All students K-8:** Gray T-shirt -Nativity logo  
Maroon nylon mesh shorts – Nativity Logo (Apr-Oct)  
Maroon sweatpants (Nov-Mar)  
Maroon sweatshirt – Nativity Logo (Nov-Mar)  
PE shoes (tennis/athletic shoes) must be worn on PE day  
*Kindergarten – Grade 2 (optional velcro sneaker)*  
Plain White crew or ankle socks without a logo

### **SOCKS AND TIGHTS:**

**Girls:** Crew socks must be gray or maroon  
Plain White crew socks (Apr-Oct optional)  
Knee-highs or tights must be gray or maroon

**Boys:** Crew socks must be gray or maroon  
Plain White crew socks (Apr-Oct optional)

As an option with the **Summer Uniform** (April-October) **ONLY**, Plain White crew socks

### **SHOES: Available at the Flynn and O’Hara store as an option**

**Girls K-8:** Black Leather STURDY DRESS with laces, no buckles  
(Velcro black leather sturdy dress shoes - option for Kindergarten – 2 graders only)  
Saddle Shoes  
NO SLIP ON SHOES  
NO SNEAKERS  
*No Heels higher than 1”*



**Boys K-8**                      Black Leather STURDY DRESS with laces, no buckles  
(Velcro black leather sturdy dress shoes - option for Kindergarten – 2  
graders only)  
NO SLIP ON SHOES  
NO SNEAKERS

Shoes with zippers, heels or thick soles, buckles, flashing lights, etc. are not allowed at any time.  
Boots or hiking boots are not allowed.

*Please label all clothes and school items.*

**MAKE-UP, NAIL POLISH, AND JEWELRY:** Make-up, nail polish and jewelry are not included in the school uniform and should not be worn in school. Eighth grade girls, as a privilege, may wear clear nail polish or French manicure.

Girls are only permitted to wear small earrings similar to “starter” posts, one earring per ear. It is understood that earrings are never permitted for boys. Only small religious necklaces may be worn. No necklaces are to be worn on PE days. Ankle bracelets are not to be worn. Only one wrist bracelet may be worn. This includes “Dream Bracelets”.

**HAIR:** Hair is to be kept neat and clean. Students who choose to highlight/dye their hair may do so provided the color they choose is a natural color. Any highlighting/dyeing of hair must be in a manner that is not distracting/disruptive to the school environment and should be the entire head. To be clearer, please use good judgment. Unless you are a natural redhead, putting red dye/coloring is not acceptable. Students will no longer be required to return their hair to its natural color by the time school starts. Girls are permitted to wear items in their hair, such as barrettes, pony tails and scrunchies as long as the items are not a distraction to others. Boys’ hair should be no longer than the eyebrows and not pass the top of the shirt collar. Girls’ bangs should not be below the eyebrows.

**Dress Down Days:** No inappropriate logos, pictures or slogans.  
No pajama style clothing - unless specifically noted for a spirit or pajama day.  
Shirts must cover the midriff.  
Shorts/skirts – must be no shorter than the length of your fingertips beside you.  
Pants and jeans are permitted. No extra-wide, extra tight, sagging or torn style.  
No tank tops, spaghetti straps, or shirts that expose bare back or bare shoulders.  
Footwear may include sneakers, shoes or sandals with heels no higher than one inch. No flip flops.

## **BIRTHDAY/HOLIDAY CELEBRATIONS**

Nativity Catholic School will follow the Diocese of Arlington Wellness Policy (July 2006). Students will be permitted to dress down (equal to or better than the uniform attire) on the date of their birthday. Weekend birthdays may be celebrated on Friday or Monday. Summer Birthdays

will be celebrated in coordination with the homeroom teacher. Birthdays will be celebrated quarterly.

## ***INAPPROPRIATE MATERIALS***

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

Ipods	Radios	Trading Cards
remote control devices	video games	Stuffed Animals/Toys
Skateboards	roller-skates/roller-blades	
sharp objects	laser pointers	matches
Real or toy knives	Real or toy guns	Fireworks
Devices that cause explosion	Lighters	

## **CELL PHONE POLICY**

### **School Day**

Cellphone use is not permitted during school day. A cell phone brought to school must be turned off and brought directly to the school office in the morning. Any use of the cell phone or removal from a backpack will result in it being confiscated and followed by disciplinary action.

### **School Sponsored Events**

Cellphones can be used only for emergency purposes or with permission granted by the school staff. Any violation of this policy will result in immediate confiscation of the cellphone followed by disciplinary action.

### **Middle School Dances**

All Diocesan dances require students to turn in their cellphone at the beginning of the dance and it is returned at the end.

## ***PLAYGROUND REGULATIONS***

All children go outside for recess unless special permission is given to remain inside.

To ensure the safety of all on the playground, the children are expected to obey the following playground regulations. Consequences or infractions are noted in the disciplinary code.

- Consideration and respect for others and for playground equipment is to be shown at all times. Above all, **PLAY FAIR**.
- Supervising adults on the playground are to be given the same respect and obedience as the classroom teacher.
- Students play in the assigned area.

- Avoid the type of playing that tears and ruins clothing.
- Fighting, pushing, shoving, tackling, wrestling, or “keep away” are not acceptable.
- Respectful language is to be used on the playground.
- Only soft-type balls are used. Hard objects may never be used or thrown (including, but not limited to, baseballs, rocks, snowballs, pine cones).
- Running and tag games are not allowed in the enclosed playground.
- Rubber mulch chips remain on the ground in the enclosed playground area.
- Ground mulch is not to be kicked, thrown or picked up.
- Go down the slide, feet first.
- Line up in an orderly manner when the whistle is blown to signal the end of recess
- The enclosed playground area will be monitored by an adult/staff member whenever children are present.

## ***LUNCHROOM REGULATIONS***

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

All students:

- Walk at all times
- Use indoor voices
- Sit in assigned sections for their grade level
- Eat their OWN lunch, no sharing
- Pick up all trash in the immediate area
- Clean the table with the cloth provided
- Raise hand to be dismissed by the monitor
- Walk trash to the trashcan after being dismissed
- Visit the restroom, if necessary

## VIII. HEALTH, SAFETY, & WELFARE

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

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

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

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

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

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

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

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

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

## **ILLNESS**

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

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

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

## **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 (*Appendix F-6*).

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

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

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

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **TOILETING/INCONTINENCE**

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

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

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

## **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a 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 & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

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

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

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

Nativity classrooms are peanut/nut free. No products containing nuts or produced in a facility that handles nuts are permitted.

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

### **DISEASE**



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

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

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

### FACTS:

- Lice are tan to grayish-white
- They are very small (1/10-1/8 inches long)
- They do not fly or hop
- They lay eggs (nits)
- The eggs hatch 7-10 days after being laid
- The nits are white, oval-shaped and “glued” to hair strands
- Unlike scales or dry skin, they can’t be dislodged
- Lice may be found less frequently than nits

### **If your student has lice, the school MUST BE NOTIFIED immediately.**

If lice are found, the school will:

1. Keep the child in the office or clinic until the parent comes for him/her.
2. Check the other students in the class.
3. Treat the infected classroom after school.
4. Check the siblings and carpool students.
5. Send a notice home to the class in which the lice were discovered.

We require the following in order for the child to reenter the classroom:

1. The child must be treated with a lice control prescription (e.g.) Quell, A-200, R&C, or Nix which can be purchased over-the-counter. (If RID is used, 2 applications are necessary) Please read and follow the directions explicitly. However, every child is unique and if there is any possibility of allergies or asthma, it is imperative that you contact your family physician before using any of the over-the-counter products.
2. Your child must remain at home until he/she is treated and there are no nits visible.
3. Bring the child to the office first thing in the morning for a check before entering the classroom.
4. Continue to re-check and/or re-shampoo for a week.

Please note the statement above concerning brands of shampoo – some will not kill the nits. Therefore, if the child returns to class with nits, they could re-infect the class.

Please do the following at home:

1. Disinfect personal items in 2% Lysol solution or very hot soapy water.
2. Clean and disinfect the seats in the car.
3. Launder bed linens, clothing, etc. in hot, soapy water in a washing machine.
4. All articles that are not washable (pillows, stuffed animals) can be dry cleaned or stored in a tightly sealed plastic bags for 2 weeks.
5. Remember to clean headphones.

We realize this involves a great deal of effort and work on both sides (school and home), but we both are trying to protect our children. Please follow all of the above requests.

## ***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 and safety drills are conducted periodically throughout the school year. Students are

instructed in the proper procedure for evacuating the building quickly and in a safe and orderly manner. Silence is mandatory during the entire drill. Additionally, the following drills are practiced during the school year; Earthquake, Tornado, Shelter-in-Place, and Lock Down. In the event that the school receives a bomb threat, all students and other building occupants are immediately evacuated. The police is summoned by the principal/ delegate. Evacuation procedures detailed under Fire Safety are followed. The principal, in consultation with the police representative, makes the decision when to re-enter the school building.

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

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. Until sexuality can be expressed through the acts which are proper and exclusive to spouses, chastity is the successful integration of sexuality within the person. Chastity is expressed notably in friendship with one's neighbor when the equal personal dignity of man and woman is recognized. Offenses against chastity, which include lust and the more serious acts of pornography and immoral sexual conduct, are violations of our Catholic faith and morals.\*

The Catholic Schools of the Diocese of Arlington will respond appropriately to allegations of sexual harassment or sexual abuse in its schools. See Part 3, Section 2, Chapter 2, Article 6 of the Catechism of the Catholic Church (¶¶ 2331-2400)

No student is to sexually harass or sexually abuse another member of the school community. All reports of harassment or abuse will be thoroughly and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities.

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

"Sexual abuse" includes, but is not limited to, intentionally touching another person's intimate parts or intentionally forcing another person to touch their own or any other person's intimate parts. "Intimate parts" means the genitalia, anus, groin, breast, or buttocks of any person, and includes material covering such intimate parts.

Any student who believes that he or she has been sexually harassed or abused shall immediately report such information to the supervising teacher or coach, and to the school principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to the teacher, coach and/or school principal, or is not satisfied in doing so, may report the matter

directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

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

In adherence to the Charter for the Protection of Children and Young People, schools will offer each year a “safe environment program” endorsed by the Office of Catholic Schools.

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

## ***HAZING***

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

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

In cases of reported hazing, the principal or designee shall interview all students involved (i.e. the aggressor(s) and the 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
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

## ***BULLYING***

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

Examples include, but are not limited to:

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

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

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

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

- a. Counseling

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

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

## ***RESPECT FOR LIFE***

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

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

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

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s 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 \_\_\_\_\_ years, \_\_\_\_\_ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos-containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

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

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure

students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. \_\_\_\_\_, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school 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/guardians are considered an integral part of the process.

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

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

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

**LEARNING RESOURCE PROGRAM:** A Learning Resource Program is available for children with identified mild to moderate learning disabilities, who demonstrate difficulties that have negative educational impact. Information regarding the program is available in the Nativity Resource Office.

**TESTING:** Nativity Catholic School students may be eligible for formal educational and psychological testing services through Fairfax County Public School or private institutions. The principal and teachers may request that parents seek testing to formally identify possible information processing deficits for their child through the school system or private agencies. Public schools provide the testing services at no charge for residents of that locality, if the Local Screening Committee of the student's base school determines formal testing is necessary. Parents who seek private testing may be eligible for reimbursement through their insurance programs.

**ACCOMMODATIONS:** Nativity Catholic School recognizes that all children learn differently and that some may require instructional accommodations and/or modifications to access the general education curriculum. Teachers will make reasonable accommodations and/or

modifications as outlined in students' Individual Education Plans (IEPs), Student Assistant Plans (SAPs) and/or 504 Plans and will strive to accommodate students with identified special needs. The school requires a copy of all special education documentation, including educational and psychological evaluations and the IEP, SAP or 504 Plan. All documentation is kept in the student's confidential file.

**CONFIDENTIALITY:** Records, which include documentation of students' needs, are confidential and will be kept in separate files. Confidential records will only be released after the school has received a written statement of permission from the parents and/or court subpoena.

## **X. EXTENDED DAY**

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

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

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

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

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

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

For all over-the-counter skin products:

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

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

## ***LICENSING INFORMATION***

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

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

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

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

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

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

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

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

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

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

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

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

In compliance with state regulations for state licensed programs, a custodial parent/guradian 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).

**Registration:** Children must be registered in the Extended Care Program prior to attending. The Extended Care office phone number is 703-455-2300.

**Days of Operation:** The Extended Care Program is available on all days when school is in session. There is no PM Ext Care on 11:30 dismissal days.

**Hours of Operation:****Before School:** 6:45 A.M. to 7:45 AM.

Walk child/children into the Parish Hall

Child/children must be signed in by parent/guardian

No breakfast is provided

**After School:** 3:00 P.M. to 6:00 PM.

Child/children must be picked up in the Parish Hall

Parent/Guardian must sign out the child/children

Snacks will be provided

Early dismissal days, child/children must bring a bag lunch unless otherwise advised

**Inclement Weather:** Extended Care follows the Fairfax County Public School guidelines. If Fairfax County Public Schools are closed there will be no Extended Care. If there is a two hour delay, Extended Care will open at 8:45 A.M. In the event of an early release due to weather, Extended Care is closed and all students must be picked up immediately.

**Extended Care Payments and Fees:** <https://nativityschool.org/prospective-parents/extended-care-program/>

## APPENDICES

School Forms

Additional School Information

Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Diocesan Student Accident Report (*Appendix F-7*)
- Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
- Insurance Billing Form (*Appendix F-7B*)
- Certification of Religious Exemption CRE-1 (*Appendix F-18*)
- Seizure Action Plan (*Appendix F-20*)
- Wellness Policy (*Appendix F-23*)
- Pandemic Response Plan (*Appendix F-24*)
- Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
- Website and Social Media Policy (*Appendix P-1*)
- Parent/Guardian Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

Signature Page