



# Elementary School Parent/Student Handbook

**2021-2022**

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*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.*



*Dear Parents, Guardians and Students,*

*Welcome to Our Lady of Good Counsel School! We are both happy and proud that you have decided to join our faith-filled community.*

*OLGC School strives to provide a comprehensive academic program for all students. Recognizing parents as the primary educators of their children, we seek to assist our students in developing their full potential, spiritual and intellectual, and to come to recognize them as a precious gift.*

*OLGC School continues to be accredited by the Virginia Catholic Education Association. Additionally, OLGC School was named a No Child Left Behind Blue Ribbon School in 2005 by the U.S. Department of Education.*

*This handbook outlines the guiding principles and policies, which facilitate the effective operation of OLGC School. It should be understood that the Parent/Student Handbook is not a static document nor is the information it contains exhaustive. It is designed to state the school policies as clearly as possible at this time.*

*Please note, where there is disagreement regarding the interpretation of a particular policy, the final decision always lies with the Principal.*

*Parents should review the contents of this document together with their children and sign and return the parents and student agreement form at the beginning of the school year. Specific sections that apply directly to our students will also be reviewed with the students in the classroom.*

*Let us pray for one another as we work and learn together this coming year.*

*Sincerely,*

**Adrienne Jewett**  
**Principal**

## Table of Contents

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT .....	1
	Diocesan Philosophy of Catholic Education.....	1
	Diocesan Mission Statement .....	1
	School Mission Statement/Philosophy .....	1
	Student/Parent Handbook.....	1
	Parental/Guardian Role .....	2
	Non-Discrimination Clause .....	3
	Non-Catholic Students .....	3
II.	ACADEMICS .....	5
	Curriculum.....	5
	Implementation of Family Life Program .....	7
	Textbooks/Supplemental Materials .....	7
	Technology – RESPONSIBLE USE POLICY .....	7
	Testing.....	9
	Homework.....	9
	Suggested Time Allotments .....	9
	Parent-Teacher Communication.....	10
	Scheduling and Other Conference Information.....	10
	Grading/Report Cards .....	10
	Grading System .....	10
	Academic Progress Scale.....	11
	Indicators for Effort, Specials, and Personal Development: .....	11
	Promotion/Retention/Placement Policy .....	11
	School Counselors .....	11
III.	ADMINISTRATIVE PROCEDURES .....	12
	Admissions .....	12
	Diocesan Initial Admission Requirements .....	12
	Age for Admission to Kindergarten.....	12
	Requirements for School Admission: Preschool – Grade 5 .....	12
	Requirements for Admission to Grades 6 – 12.....	13
	General Conditions of Admission .....	13
	F-1 (Non-Immigrant) .....	13
	Class Placement .....	15
	Attendance.....	15
	Diocesan Policy for Attendance Requirements .....	15
	Absence/Tardiness/Leaving School .....	16
	Tardiness .....	16
	Absences for Other Reasons .....	16

Attendance/Reporting Procedures .....	16
Transferring to Another School .....	17
Lunch/Milk Program .....	18
Arrival and Dismissal .....	18
School Hours .....	18
IV. GENERAL SCHOOL POLICIES .....	20
Administrative .....	20
Student Custody and Guardianship .....	20
Access to Records .....	20
Transfer of Records .....	20
Confidential Academic Records .....	21
Retention of Records .....	21
School Visitors .....	21
School Communications .....	21
Principal's Communication .....	21
Take-Home Communication .....	22
Telephone Use/Messages for Students .....	22
Inclement Weather/School Closings .....	22
Photos and Other Media .....	22
Library .....	23
Field Trips .....	23
Overnight Trips .....	24
March for Life Policy .....	24
Graduation Requirements/Ceremonies .....	24
Parent Organizations .....	25
FundRaising .....	25
Transportation/Parking .....	25
V. FINANCES .....	27
Diocese of Arlington Tuition Assistance Program .....	27
Application Process & Requirements .....	27
School Tuition Policies .....	27
Tuition and other Fee Schedules .....	28
Tuition Payment Plans & Options .....	28
VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES .....	30
Participation .....	30
Altar Servers .....	30
Band .....	30
Clubs .....	30
Sports .....	30
Student Council .....	30
Student Newspaper .....	31
Yearbook Staff .....	31

Transportation of Athletes.....	31
Supervision of Students .....	31
 VII. STUDENT RESPONSIBILITIES & BEHAVIOR.....	32
Code of Conduct .....	32
Substance Abuse/Weapons .....	33
Discipline .....	34
Use of Disciplinary Action .....	34
Disciplinary Measures .....	34
Specific Disciplinary Policies .....	34
Suspension .....	35
Dismissal .....	35
Expulsion .....	35
Student Regulations and Procedures .....	35
Students and Student Property Searches .....	35
Interrogation of Students .....	36
Students and Student Property .....	36
School Lockers and Desks .....	36
Care of School Property .....	37
Dress Code .....	37
Uniform Requirements & Other Pertinent Information .....	37
Inappropriate Materials.....	39
Playground Regulations .....	40
Lunchroom Regulations .....	40
 VIII. HEALTH, SAFETY, & WELFARE.....	42
Student Health, Safety, & Welfare .....	42
Prevention of Sexual Misconduct and/or Child Abuse .....	42
Wellness Policy .....	42
Accidents and First Aid.....	42
Illness .....	43
Medication Administration Overview.....	43
Specialized Student Care Needs .....	44
Toileting/Incontinence.....	44
Use of Crutches .....	45
Use of Microwave Oven.....	45
Life Threatening Allergy .....	45
Control of Communicable Diseases .....	45
Disease .....	45
Lice .....	46
Bloodborne Disease .....	46
Fire/Emergency Drills.....	47
Sexual Harassment and/or sexual abuse – Students.....	47
Hazing.....	48
Bullying.....	48

OLGC School Policy on Bullying.....	49
Respect For Life.....	50
Asbestos Mandatory Yearly Notification .....	50
Asbestos Notification (Sample letter) A complete letter will be mailed to parents in september.....	50
Video Surveillance Cameras.....	50
 IX. STUDENTS WITH SPECIAL NEEDS.....	 52
 APPENDICES .....	 53
School Forms	
Additional School Information	
Diocesan Forms:	
Permission for Emergency Care Form ( <i>Appendix F-1</i> )	
Confidential Health History Update ( <i>Appendix F-1A</i> )	
Virginia School Entrance Health Form ( <i>Appendix F-2</i> )	
Virginia School Entrance Health Form Instructions ( <i>Appendix F-2A</i> )	
Inhaler Authorization Form ( <i>Appendix F-3</i> )	
Asthma Action Plan ( <i>Appendix F-3A</i> )	
Epipen/Twinject Authorization Form ( <i>Appendix F-4</i> )	
Allergy Action Plan ( <i>Appendix F-4A</i> )	
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia ( <i>Appendix F-5</i> )	
Diabetes Medical Management Plan ( <i>Appendix F-5A</i> )	
Medication Authorization Form ( <i>Appendix F-6</i> )	
Letter to Parents/Guardians Regarding Possible Reimbursement of Medical Cost ( <i>Appendix F-7A</i> )	
Insurance Billing Form ( <i>Appendix F-7B</i> )	
Certificate of Religious Exemption CRE-1 ( <i>Appendix F-18</i> )	
Seizure Action Plan ( <i>Appendix F-20</i> )	
Self-Carry Inhaler Agreement ( <i>Appendix F-21A</i> )	
Self-Carry Epi-pen Agreement ( <i>Appendix F-21B</i> )	
Pandemic Response Plan ( <i>Appendix F-24</i> )	
Photo, Press, Audio, and Electronic Media Release for Minors ( <i>Appendix N</i> )	
Parent/Guardian Permission Form for School Sponsored Trip Participation ( <i>Appendix R</i> )	
Use of Personal Vehicle ( <i>Appendix R-1</i> )	
Elementary/Middle School Handbook Agreement Form ( <i>Appendix AG-1</i> )	

## 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**

#### ***Mission***

Our Lady of Good Counsel school community unites to learn, live, love and serve in the Salesian spirit. We inspire lifelong learners to thrive in a global community, recognize and love God's presence in all, serve others with humility, and *live Jesus*.

#### ***OLGC Philosophy of Learning***

Learning develops the spiritual, academic, emotional, mental, and physical aspects of the whole child. Learning is a partnership among students, parents, teachers, priests, and other parish leaders to encourage a life-long love of learning.

Learning takes place through a dynamic framework which promotes understanding, critical thinking and ownership of new knowledge and skills

Learning transpires through active exploration, creation, communication, and collaboration to inspire stewards who contribute to our ever-changing global society.

Learning magnifies our unique God given talents and empowers us to reach our full potential.

### **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.

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

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

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

All supplies used in school are provided to the students by the school for a required annual fee. The required assignment book for grades 1-5 will be given to students on the first day of school. Middle School students (grades 6-8) are given an iPad and charging cords at the start of the school year. The device is loaded with required software, e-textbooks and apps. Middle School parents pay a fee of \$250 per year for the iPad. At the end of 8<sup>th</sup> grade, the iPad goes with the graduating students. Parents are expected to pay for lost or damaged textbooks and supplemental books at their replacement cost.

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.

The Scantron Performance Series standardized test is given to students in grades 3-7 three times per year and the ACRE Religion test is given to students in grades 5 and 8 in the spring. PALS (Phonological Awareness Literacy Screening) is administered to kindergarten students twice during the school year.

## ***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.

## **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.

### **SUGGESTED TIME ALLOTMENTS**

Students should spend time daily at home reviewing the material taught that day. For 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades, an hour should be set aside for home study; grades 4 and 5 should set aside 1½ hours; grades 6-8 should set aside 2 hours. Parents should contact the teacher if their child is not able to consistently complete assignments in the allotted time frame.

It is the parents' responsibility to ENCOURAGE:

- A home study period daily
- Finishing long-term assignments early
- Learning to manage time

Students in grades 1-5 are given an assignment book on the first day of school. Each student is required daily to record assignments and other requirements in their assignment book. Grades 4-8 homework is posted on the Schoology.

## ***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**

In order to be prepared for a conference and in order to provide a private space in which to meet, parents are asked to contact the teacher ahead of time for a conference. When arriving for your scheduled conference, please check in with the school receptionist and she will notify the teacher of your arrival. Drop-in meetings are strongly discouraged.

Parent-Teacher Conferences are held in early November. Conference schedules are arranged so that each parent is able to meet with their respective teachers. Conferences are fifteen minutes long. Additional time may be arranged with the individual teachers.

## ***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

## ***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.

Our School Counselor meets with students and parents when requested. A student in need of speaking with the School Counselor should notify a teacher, and the school nurse or other staff member will coordinate the best time and person to help.

### 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. Effective with admission starting September 1, 2020, Our Lady of Good Counsel School will not accept Commonwealth of Virginia Form CRE-1, Certificate of Religious Exemption, in place of a completed immunization record. The Tdap booster immunization is required prior to 7<sup>th</sup> grade admission. The HPV vaccine for both male and female students is **not** required for admission. In accordance with Commonwealth of Virginia policy, physicians must educate parents on the vaccine, but it remains

parental discretion to administer HPV vaccine in the Diocese of Arlington for school admission.

- 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. Effective with admission starting September 1, 2020, Our Lady of Good Counsel School will not accept Commonwealth of Virginia Form CRE-1, Certificate of Religious Exemption, in place of a completed immunization record. The Tdap booster immunization is required prior to 7<sup>th</sup> grade admission. The HPV vaccine for both male and female students is **not** required for admission. In accordance with Commonwealth of Virginia policy, physicians must educate parents on the vaccine, but it remains parental discretion to administer HPV vaccine in the Diocese of Arlington for school admission.
- 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. Effective with admission starting September 1, 2020, Our Lady of Good Counsel School will not accept Commonwealth of Virginia Form CRE-1, Certificate of

Religious Exemption, in place of a completed immunization record. The Tdap booster immunization is required prior to 7<sup>th</sup> grade admission. The HPV vaccine for both male and female students is **not** required for admission. In accordance with Commonwealth of Virginia policy, physicians must educate parents on the vaccine, but it remains parental discretion to administer HPV vaccine in the Diocese of Arlington for school admission.

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.

# **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 AND TARDINESS**

Absences and tardies must be reported by 8:30 am on the day of occurrence. Parents should call the attendance line 703-896-7471 or email attendance@olgcschool.org to report absences and tardies. Students who arrive late must enter the building through the front doors and check in with the receptionist. The receptionist will record the student's name and give the student a tardy slip. The student will not be admitted into class without the tardy slip. For absences and tardies not reported by 8:30 am, the parent/guardian will be called by the receptionist to confirm the absence or tardy. If the parent or guardian cannot be reached, a voicemail message will be left on the number called. If a parent or guardian cannot account for a student's absence, the Police Department will be contacted to verify the safety of the child.

Upon return to school after an illness, the parent must send a written explanation of their child's absence. The excuse should be sent to the homeroom teacher. The note will be forwarded to the school nurse for her records. Unexcused absences are considered truancy. Students who are truant are not permitted to receive credit for

lessons missed. Students who are absent due to illness will be given makeup work and homework assignments. Absences and tardiness are recorded quarterly on the grade card and yearly on the permanent record card. In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. It is imperative that parents who transport students to school allow sufficient time to insure prompt arrival.

### **MISSED ASSIGNMENTS**

It is the responsibility of the student who is absent from school to ask his/her teacher(s) for missed assignments upon return to school. **TEACHERS WILL NOT GIVE OUT ASSIGNMENTS PRIOR TO THE ABSENCE.** Students are responsible for turning in completed assignments on the date arranged with the teacher. The assignments will be due no later than five (5) school days past the student's return to school. Partial credit may be given at the discretion of the teacher.

### **MEDICAL EXCUSES**

A written explanation from a physician must be provided to the homeroom teacher for medical conditions which prohibit the student from participating in routine school activities. The note will be forwarded to the school nurse for her records.

### **ANTICIPATED ABSENCE**

When the parents wish to take their student out of school for several days for personal and/or medical reasons, the teacher will discuss the student's progress with the parents and advise them of the effect such an absence would have on the student's school work. The final decision, however, is the responsibility of the parents. The school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The Principal in his or her sole discretion may determine the conditions and terms governing such absences.

### **RELEASE OF STUDENTS**

Written parental permission should be sent to the teacher stating the requested time of release. The parent (or other adult named in the note) will sign out the child(ren) at the reception desk. Children will remain in the classroom until released by the teacher at the time specified in the note. Children may not leave the building during the day unless accompanied by an adult. If any person other than the parent or guardian is to pick up the child, the school must have a written statement from the parent giving permission for that person to pick up the child.

If a child needs to be sent home from school due to illness or an accident, parents will be notified as soon as possible and should come to school to take the child immediately. If the parent cannot come, a representative designated by the parent may come to pick up the child. The parent or adult should sign the child out in the register located at the reception desk.

The Permission for Emergency Care Form which is given each year in the first day Parent Packet must indicate the names of persons to contact should it be impossible for the school to reach the parents. Parents are responsible for updating and correcting all information on the Emergency Care Form and providing updates as information changes. **Any change in this information must be sent to the school office for updating school files immediately.**

## ***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.

Students transferred due to a move from the area will be considered for readmission upon their relocation to the area,

space available.

Transcripts for eighth grade students will be sent at no charge to the school of first choice. All other eighth grade transcript requests will be charged at \$5.00 each.

## ***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.

Milk is available for purchase. Milk is billed through the Smart Tuition collection system.

## ***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**

Regular school hours are from 8:00 am to 3:00 pm. Students are expected to be in line with their class for the pledge and the prayer at 8:00 am. All classes proceed to their classrooms after the pledge and prayer are completed. Students who are not in line at 8:00 am are considered tardy. (In the event of rain or snow, students will proceed directly to their homerooms.)

OLGC School makes every effort to ensure the safety of your children upon arrival and dismissal and at recess during the school day. In the interest of the safety of our students, the following rules will be enforced.

- Students may not be dropped off or picked up in the lower parking lot, the parish center parking lot, the bell tower, nor the rear of the school.
- Students are not permitted to walk across any parking lot to meet their ride.
- No students will be dismissed between 2:30 – 3:00 pm.

### **AM DROPOFF REGULATIONS**

- All students are to be dropped off at the Counsel Room end of the school building. If parents are coming into the building, they should park in the upper lot and walk their students to their class in front of the school. Vehicles enter via Wolftrap Road. Vehicles do not enter the school area via Niblick Drive.
- Students should be in line for the pledge and prayer at 8:00 am
- No student may be dropped off before 7:30 am in the morning.
- If a student is tardy, the parent must bring the student into the building via the front door and sign them in at the reception desk. The student will receive a tardy slip which admits the student into class.



### **PM PICKUP REGULATIONS**

- Please be in line as directed, by 2:55 pm (Enter via the Wolfrap Road rear entrance. Cars will be lined up according to the time they arrive.
- Students may not be picked up from the Parish Center or upper parking lot (unless specific written permission has been given by the Principal or Administrative Team).
- Be alert. Follow safety patrol instructions.
- Do not start engines until all students have safely entered their vehicles.
- If your child/children are not in the vehicle by the time the line is ready to move, you will be directed to a parking space.
- If the driver must come into school, you will be directed to a parking space in front of the school. Your children must accompany you into the building.
- No child may remain outside after the vehicle dismissal in the afternoon. Students not picked up by 3:20 pm will be taken to the school office to wait for their ride.

### **WALKERS**

Students who walk to and from school leave at 3:15 pm shortly after carpool. They should follow the directions of the safety patrols and the faculty member on duty.

### **BICYCLE RIDERS**

The school should be informed of any bike riders. The school is not responsible for damages or theft. Students who ride their bicycles to school must dismount when they reach the parish property and push their bicycles to the bicycle stand outside the main school entrance. All bicycles must be stored in the bicycle stand.

### **EXTRA-CURRICULAR ACTIVITY PROGRAM (ECAP)**

The ECAP after school program begins at 3:00 pm and ends at 6:00 pm. There is an additional fee for this program. Pre-registration for ECAP is required and is billed through the Smart Tuition system.

## **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. Please make sure to have your driver's license readily available for Lobby Guard when coming into the school building.

Teachers are typically not available for parent visits during the school day. Parents must call or email teachers to make an appointment.

To minimize interruptions and the loss of instructional time, parents may not deliver homework, books and other schoolwork, lunches, clothing and other items directly to the classroom. All items must be left with the receptionist for delivery to the student. Parents should remind their students to check with the receptionist during the day to pick up needed items.

### **SCHOOL COMMUNICATIONS**

OLGC School communicates with the parent community via newsletters, take-home materials, our school website, Schoology, and social media. OLGC maintains a Facebook page, Instagram and Twitter accounts.

### **PRINCIPAL'S COMMUNICATION**

OLGC recognizes the importance of timely and effective communication between school and home. A weekly

newsletter called *The Wildcat Weekly* is emailed each Thursday to all email addresses provided by the parent and is posted on the school website [www.olgcschool.org](http://www.olgcschool.org). The school calendar is found on the school website and is updated as needed. Announcements and notifications of events are also sent via email. Additional emails may go out depending upon the urgency of the matter. Occasionally hard copies of flyers and other notices may be sent home on Thursdays with the students. Telephone calls and scheduled appointments are made when needed.

### **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.

Most OLGC School materials are sent home via email and/or posted on the school website. All materials, including newsletters, flyers, announcements, and postings to the school website including the PTO Weekly Chatter, must be approved by the Principal or his/her designee prior to emailing or posting.

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

Students are allowed to use the telephone only with teacher permission. Messages of a critical nature are delivered to students during the school day. Changes in after school arrangements must be provided to the school office in writing. Forgotten lunches, assignments, band instruments, etc. should be labeled with the child's name and room number and left with the receptionist. Students may check at the reception desk on their way to lunch or band for these items. Students will not be called out of class to pick up these items.

Students may call home for their forgotten homework and iPad at the discretion of the teacher.

### **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.

EMERGENCY CLOSING of school will be determined by Fairfax County and the Principal. In the event of inclement weather, please listen to the radio or television for announcements. Announcements will also be posted on the OLGC School website, [www.olgcschool.org](http://www.olgcschool.org).

If school is in session and Fairfax County dismisses early, OLGC WILL DISMISS EARLY ALSO. Parents will be notified of the early dismissal through our emergency notification system (via email and/or phone) and radio and television announcements. Parents can also sign up for emergency message notification by email from Fairfax County Public Schools. Sign up for this service at [www.fcps.edu](http://www.fcps.edu).

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.

OLGC School and Parish maintain a Facebook page and have both Instagram and Twitter accounts. All photos containing images of OLGC students are vetted prior to their posting in accordance with the Release Form completed by the parent at the start of the school year. OLGC School does not sanction the posting of photographs on Shutterfly or similar sites. Accounts on these sites may not be established in the name of the school.

### **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.

### **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.

Graduation ceremonies for eighth grade students at OLGC School will be held at a Prayer Service at which diplomas will be given. The Service is followed by a reception for graduates and their families and guests at which light refreshments are served.

A Kindergarten completion will be recognized on the last day of school during a liturgical service.

## **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.

## **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).

In accordance with the Diocesan recommendation, Our Lady of Good Counsel Parish has an Advancement Team that coordinates all fundraising activities, designs, develops, and directs comprehensive funding programs for the parish and school. Our Advancement Team may be reached at 703-938-2828.

## **TRANSPORTATION/PARKING**

Visitors should park in the upper lot in front of the rectory. The main parking lot is reserved during the school day for playground use and for parishioners attending Mass.

PM Transportation Information must be completed by each family at the start of the school year. Parents will log into the PowerSchool portal to enter the necessary information.

### **CHANGE IN TRANSPORTATION ARRANGEMENTS**

When a student's normal mode of transportation is changed, the school office must be notified (preferably by email or

written note) stating the change in plans.

Students requesting to ride or walk home with a friend after school must have signed notes from BOTH parents in the office on the morning of the day permission is requested. After school plans must be arranged prior to arrival at school.

For details about our morning arrival and afternoon dismissal procedures, see Chapter III, Arrival and Dismissal section of this handbook.



## **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.

New students pay a \$500 tuition deposit per child when the application for admission is submitted. All tuition deposits are posted to the last month's tuition for the upcoming school year. Once the application paperwork and entrance testing is complete, you will be notified of acceptance by either email or a letter will be mailed to you. Your deposit is not refundable as of the date shown in your notification.

Students re-enrolling must make a \$500 tuition deposit per child to reserve a space for your student(s) for the upcoming school year. All tuition deposits are posted to the last month's tuition for the upcoming school year.

Our Lady of Good Counsel utilizes *Smart Tuition* to manage our entire tuition processing. Parents complete a simple one-page Family Enrollment form to choose their payment method and payment plan. (See the Payment Methods and Plans below.) Parents have available to them (24/7) three ways to obtain information about their account: 1) by talking to a person at *Smart Tuition* by phone, 2) by using an automated phone help system, or 3) by accessing a secure website ([www.smarttuition.com](http://www.smarttuition.com)). Parents are able to make payments, change bank account information, obtain balances due and paid, obtain statements, and find answers to questions. Email reminders will notify parents in advance when automatic withdrawals will be made or credit cards accessed for payments. Additionally, those paying by check will receive monthly invoices. If you have any question about your tuition rate, or if you wish to change your payment plan or method please call the Parish Administration Office at 703-896-

7402.

Tuition Assistance is available for families in need through the Diocesan Tuition Aid Program administered by **FACTS, Grant & Aid Assessment**. All applicants for aid must first apply in February using the Diocesan program. Based on the results of this program, additional assistance may be available from Our Lady of Good Counsel Parish. For information call 703-896-7402. No tuition assistance is available for Preschool.

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

### **REGISTERED OLGC PARISHIONERS**

1<sup>st</sup> Child \$8,100  
2<sup>nd</sup> Child \$6,875  
3<sup>rd</sup> Child \$6,500  
4<sup>th</sup> Child \$5,775

### **ALL OTHERS**

1<sup>st</sup> Child \$11,130  
2<sup>nd</sup> Child \$9,450  
3<sup>rd</sup> Child \$8,925  
4<sup>th</sup> Child \$8,050

### **PRESCHOOL TUITION (INCLUDES LUNCH & SNACKS)**

(There is no difference in pricing for Catholic and Non-Catholic students.)

5 Full Days \$9,800 per school year

Preschool Extended Day (2:45-5pm) \$4,000 per school year.

For families with students in K-8 and Preschool, there is a multi-student discount applied to the elementary school child(ren)'s tuition.

### **FEES**

Sacramental Fees (required 2nd & 8th grades)	\$50 per student
K-8 Supply Fee (required)	\$60 per student / school year
iPad Fee (required gr 6-8)	\$250 per student / school year
Milk Fee (optional)	\$50 per student / school year
Yearbook Fee (optional)	\$35 / book
Hot Lunch Program (Thursdays)	Optional
ECAP (K-8) Fees	3-6pm 3 hours \$24 per day 3-5pm 2 hours \$18 per day 3-4pm 1 hour \$12 per day

### **TUITION PAYMENT PLANS & OPTIONS**

#### **One (1) Time Pay:**

Payment due Sept 1st. \$40.00 enrollment fee waived

#### **Two (2) Payments:**

Payments due Sept 1st and Jan 1st. \$40.00 enrollment fee added to 1st tuition payment

#### **Four (4) Payments:**

Payments due Sept 1st, Nov 1st, Jan 1st and Mar 1st. \$40.00 enrollment fee added to 1st tuition payment

#### **Ten (10) Payments:**

Payments due Aug 1st thru May 1st. \$40.00 enrollment fee added to 1st tuition payment

#### **Eleven (11) Payments:**

Payments due July 1st thru May 1st. \$40.00 enrollment fee added to 1st tuition payment

Non-payment of tuition and fees is a breach of a material condition of the contract. The School has the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties or to issue a Certificate of Diploma if tuition and fees are not paid.

## 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.

**Due to the Covid pandemic and the fluidity of regulations for this school year, all or some of the below listed activities may not be available for participation.**

#### **ALTAR SERVERS**

All students in grades 4-8, who are members of the OLGC Parish, are eligible to be altar servers. The Parish Director of Liturgy should be contacted for more information.

#### **BAND**

OLGC participates in the Diocesan Band Program. Band is available to students in grades 4-8. Lessons are given on a rotating basis during school hours. Full band practice is usually held after school once a week for one hour. There is a separate fee charged for this program since it is independently managed by the instructor.

#### **CLUBS**

Various clubs meet throughout the year. Information pertaining to participation is conveyed through the Principal's newsletter *The Wildcat Weekly* and the PTO *Weekly Chatter*. Some after school classes are offered by vendors. Information about those classes, the cost and how to register is sent through our newsletters and is posted on our website. The fee for vendor-sponsored classes is determined by the vendor.

#### **SPORTS**

OLGC participates in the Northern Virginia CYO League. CYO sports include boys' and girls' basketball (grades 6-8), track and field (fall-grades 5-8, spring-grades 3-8), volleyball (grades 5-8) and tennis (grades 4-8). Our parish house basketball league includes boys' and girls' basketball for grades 4-5. Volleyball house league includes girls and boys in grades 3 and 4. All coaches in all sports are volunteers.

#### **STUDENT COUNCIL**

The Student Council meets regularly during the school year. All grade levels are represented. Student Council

meetings are scheduled by the Faculty Advisor.

### **STUDENT NEWSPAPER**

*Wildcat Tales*, the OLGC student newspaper is published two or three times during the school year. Faculty or staff advisors direct the production of the newspaper.

### **YEARBOOK STAFF**

Students participate in the production of the school yearbook, which is published at the end of each school year. Faculty and staff advisors direct the production of the yearbook.

## ***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.

## ***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**

#### **CHEATING**

If a student is caught cheating or plagiarizing, the student will receive a zero for the assignment. If they are in middle school, they will not be eligible for honor roll for the trimester of the infraction.

#### **CELL PHONE USE**

If a teacher finds a student in possession of his/her cell phone during the school day, the cell phone will be given to administration. Administration will notify the parents, and the parents must come to school to retrieve the device.

#### **CLASSROOM DISRUPTIONS**

If a student is making it difficult for the teacher to teach or for another student to learn during class, the student will be sent to administration. Administration may reserve the right to have lunch with the student. If the disruptive behavior continues, administration reserves the right to have lunch and recess with the student. If the disruptive behavior continues, administration reserves the right to have lunch, recess, and an hour of uninterrupted time together after school, where the student and the assistant principal will review the Code of



Conduct and Student Responsibilities sections of our Student Handbook.

### **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.

### **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.

Each student in grades 6, 7 and 8 is assigned a locker. The specific locker assigned is for the individual student's use only and no other student is to use or open it at any time. Using a locker to store books and school materials is a privilege. Like any privilege, there are rules and procedures for safety and to ensure that school equipment is respected.

- a. Lockers are the property of the school and may be inspected by school personnel at any time without prior notice.
- b. The locker combination must not be shared with anyone for any reason.
- c. Only school related items may be kept in the locker.
- d. Students may go to their lockers only at times allowed by their teachers.

- e. Locker doors must be closed quietly so that other students and teachers in their classrooms are not disturbed.
- f. Students may not use anything that has the potential to make marks (paint; draw; scratch; adhesive labels, stickers or tape) on the inside or outside of the locker. Appropriate magnets are allowed. Appropriate photographs of the student's family, friends and pets are allowed. Teacher permission is required for items not specified in this handbook.
- g. Food or drink may not be left in the locker overnight.
- h. The locker must be locked at any time that it is not in use.
- i. All locker vandalism, thefts, broken locks or other locker problems should be reported to the homeroom teacher immediately.
- j. Misuse of or tampering with any locker or failure to comply with locker regulations may result in the loss of locker privileges.
- k. At specified times throughout the year and at the end of the school year students will clean their lockers. At intervals during the school year students will be given time to clean the lockers. The final report card may be held until the locker has been cleaned.
- l. If a locker is damaged, the student(s) responsible for the damage will pay for the full cost of the repairs and may also lose the right to use a locker.

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

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

## ***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**

Uniform requirements for OLGC students can be found on the school website. Uniforms are purchased at Flynn O'Hara and Lands End. Rolling backpacks or backpacks with wheels are not permitted in any grade.

If a student is consistently out of uniform, it will be brought to the attention of the parent via a discipline report. If a student will be out of uniform for a day because of special circumstances, a note must be sent from the parent stating the reason for not wearing the required uniform.

### **UNIFORM ENFORCEMENT STANDARDS**

The winter uniform is worn from the day after Columbus Day in October until the first Monday in April. The

summer uniform may be worn from the first day of school in August through Columbus Day and from the first Monday in April through the last day of school.

- Skirts are to be no shorter than two (2) inches above the center of the knee.
- No boots, boot-type shoes, mountain or camping style shoes, heellies, skater shoes, heels or platform heels.
- Sleeves on shirts should not be rolled.
- Shoelaces should be tied at all times.
- Socks must cover the ankles. Athletic socks (white, black & OLGC Spirit Store logo socks only) may be worn only with the PE uniform.
- Shirts should be tucked in at all times.
- Underwear should never be visible, including undershirts.
- The backs of shoes should be worn properly - not stomped down.
- All uniform items must be neat, clean, fit properly, and not be frayed or torn.
- Pant legs are to be hemmed, not rolled up.
- The maximum number of buttons on a student's shirt that may be unbuttoned are the top two.
- Hats/caps are not permitted inside the building.
- Only solid white tee shirts may be worn under shirts and blouses.
- Proper uniform is expected at all times while on school property and on school-sponsored activities, such as field trips.
- Facial makeup is not permitted. Only clear nail polish may be worn by girls.
- Students are expected to be well groomed. Boys are expected to keep their hair trimmed above the collar, above the eyebrows and no longer than mid-ear. Boys must be clean shaven. Extreme hairstyles, including dyeing hair and shaving initials, numbers or patterns in the hair are not permitted.
- Girls may wear a simple headband or a single bow in their hair.
- Girls may wear only one pair of stud type earrings in their ears. Dangling earrings are not permitted. Boys may not wear earrings.
- Only one necklace (religious medal or cross) may be worn, and this should be worn under the shirt.
- Excessive jewelry is not permitted. Only one bracelet may be worn at a time.
- No Fitbits or Apple watches may be worn as these provide unnecessary distractions.

### **DRESS CODE FOR OUT OF UNIFORM DAYS**

On occasion the entire school or a specific class will participate in an out of uniform day. Uniform requirements are suspended, but students are expected to comply with school clothing guidelines. Failure to comply may result in a demerit (grades 6-8) or further disciplinary action.

- Students are not allowed to wear sundresses or tank tops.
- No “short” shorts. Shorts must be no shorter than four (4) inches above the center of the knee.
- No wide-legged or “sagging” pants/shorts may be worn.
- Skirts should be no shorter than the uniform skirt.
- T-shirts with reference to inappropriate slogans and pictures may not be worn.
- Nice jeans are permitted but they must not be patched or torn.
- Tight shorts or pants are not permitted.
- Tights and/or leggings without skirts or long shorts are not permitted.
- No flip flops, heelies or skater shoes. Sneakers are required for students having PE on out of uniform days.
- Shirts must meet pants and stomachs must be covered. No exposed midriffs.

### **DRESS CODE FOR SPIRIT DAYS**

Wildcat Spirit Days will be held throughout the school year. During the summer uniform season students may wear their OLGC logo PE uniform (shorts and t-shirt) or OLGC logo spirit wear. During the winter uniform season students may wear their OLGC logo PE sweatpants or OLGC logo spirit long pants with either the OLGC logo sweatshirt or OLGC logo PE t-shirt or OLGC spirit wear (no shorts are permitted).

A student coming to school dressed inappropriately on an out of uniform day will be required to call his/her parents for a suitable change of clothes and will not be allowed to return to class until the proper clothing is worn. The decision of the Principal as to what is appropriate will be final.

### **OUT OF UNIFORM DAY FOR BIRTHDAYS**

Students may dress out of uniform on their birthday. Students whose birthdays occur during the summer months will be given a day in June to dress out of uniform. The date will be announced on our calendar.

Failure to comply with the dress code could result in disciplinary action.

## ***INAPPROPRIATE MATERIALS***

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

Real or toy guns, real or toy knives

Laser pointer devices, shock pens

Sharp objects

Skateboards, roller skates, rollerblades

Matches, lighters	iPods, MP-3/CD players, radios, tape recorders
Fireworks	Remote control devices, video games
Devices that cause explosion	Beeppers, pagers, cell phones, walkie-talkies
Fitbits and Apple watches	Any other items deemed disruptive by the school administration

## ***PLAYGROUND REGULATIONS***

Students are expected to do the following:

### **Be respectful.**

- ♦ Play actively and have fun.
- ♦ Remember to include other students in your activities.
- ♦ Good manners matter because manners mean you care.
- ♦ Be aware that you are the hands and voice of Christ.
- ♦ Don't push, shove, punch, pull or hit others.
- ♦ Name calling, insults and profanity should not occur.
- ♦ Always respect the authority of the playground volunteers.

### **Be safe.**

- ♦ Play safely and always consider the safety of others.
- ♦ Any playground equipment should be used only for the purposes for which they were designed.
- ♦ Only soft balls are permitted on the playground during recess.
- ♦ Stay inside the cones at all times. (Permission is needed to retrieve balls.)
- ♦ Contact sports and tackling are not permitted. Dodgeball and the intentional "pegging" of balls at students are not permitted.
- ♦ Do not climb trees.
- ♦ Students may sit on benches but may not stand on or play games around them.
- ♦ No running on the sidewalk and under the classroom windows.
- ♦ No sitting on the brick wall.

## ***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.

Students are to remain seated, be courteous, and display proper table manners during the lunch period. Students should conduct themselves as they would in their own dining room at home. Students are expected to clean up their place at the table. Students who consistently misbehave in the lunchroom may be required to forfeit their outside recess and remain inside, or another suitable alternative.

Our Lady of Good Counsel School is not a nut-free school. A nut-free table is available in the cafeteria. Students may sit at the nut-free table and a class friend may accompany them. Our teachers are made aware of the students in their class who are affected by allergies of all kinds and the teacher in turn instructs their students on the precautions that must be taken.

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.

## 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.

## **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 they conflict with their religious tenets or practices will notify the registrar of the school to which they are applying that they seek Religious Exemption. The registrar will forward your information to the Office of Catholic Schools. If religious exemption is what is desired, please refer to Policy 624A.

Effective with admission starting September 1, 2020, Our Lady of Good Counsel School will not accept Commonwealth of Virginia Form CRE-1, Certificate of Religious Exemption, in place of a completed immunization record. The Tdap booster immunization is required prior to 7<sup>th</sup> grade admission. The HPV vaccine for both male and female students is **not** required for admission. In accordance with Commonwealth of Virginia policy, physicians must educate parents on the vaccine, but it remains parental discretion to administer HPV vaccine in the Diocese of Arlington for school admission.

- ii. 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.

Please notify the school nurse as soon as lice have been detected. A child's head must be free of nits before returning to school. Affected classes will be notified via letter of the presence of lice by the school nurse.

## **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***

A Crisis Management/Emergency Preparedness Plan has been developed and approved and is updated annually. All employees have been trained accordingly. Two fire drills are conducted in the first 20 days of school and two (2) more during the school year. Severe weather drills (shelter in place) are conducted during the year. An earthquake drill is conducted in October and a tornado drill in March. Two simulated lockdown drills are conducted in the first 20 days of school and two (2) more during the school year.

## ***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)

POLICY:

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.

### **OLGC SCHOOL POLICY ON BULLYING**

We believe that we need to develop a climate in the school where everyone sets a tone of caring. Our goal is to create a school environment which is safe for children, both physically and psychologically. In order to stop negative behavior, there will be specific rules which will be enforced by the staff. We will work to assist the students to help others by speaking out and finding adult help. The students will treat each other with respect and make an effort to include everyone.

## ***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) A COMPLETE LETTER WILL BE MAILED TO PARENTS IN SEPTEMBER.**

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, Our Lady of Good Counsel 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 Our Lady of Good Counsel School Asbestos Management Plan has several on-going requirements.

It is the intention of Our Lady of Good Counsel 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. 8:00 a.m. to 4:00 p.m. as the Facilities Manager is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at the school office.

## ***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.

## APPENDICES

### **School Forms & Procedures: Forms are found on our website ([www.olgcschool.org](http://www.olgcschool.org))**

Parent Student Handbook Signature Page

### **Diocesan Forms: Forms are found on our website ([www.olgcschool.org](http://www.olgcschool.org))**

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*)

## PARENT STUDENT HANDBOOK AGREEMENT FORM 2021-2022

PARENTS IN ALL GRADES MUST SIGN AS INDICATED BELOW.

ALL MIDDLE SCHOOL STUDENTS (GR 6-8) MUST ALSO SIGN IN THE DESIGNATED BOX BELOW.

STUDENT'S NAME: \_\_\_\_\_

HOMEROOM \_\_\_\_\_

### PARENT/GUARDIAN

I understand that the Parent/Student Handbook is available to me on the school website. I have explained the content of this document to my child. I acknowledge and agree to the policies contained therein and will require my child to comply with the policies which apply to students.

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

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PRINT PARENT /GUARDIAN NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### FOR MIDDLE SCHOOL STUDENTS ONLY (GRADES 6-8)

I understand that the Parent/Student Handbook is available to me on the school website. I agree to observe all school regulations contained therein.

MIDDLE SCHOOL STUDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_