Please retain this handbook in a safe place while you have a student at STM. Updates may be shared throughout the year. Annual updates will be posted on the school web site www.stmschool.org each school year.

This handbook is not intended to be all inclusive of all rules, customs or practices applicable to conduct or miscellaneous procedures at STM. It contains most major or typically common rules and procedures

(Revised June 2017)
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The Catholic School of the future, rooted in the riches of Catholic traditions, will be a Christ-centered learning environment, focused on cultivating the potential of children and adults within the faith community.

As an educational center where Gospel values are learned, embraced and integrated by all Members, the Catholic School will be a center for life-long learning, which both challenges and empowers persons to assess the present and to design the future.

The Catholic School will create an integrated curriculum that accommodates the diversity of learning in a global society.
Dear Parents and Students,

Welcome to St. Thomas More Cathedral School. We are very happy to have you as a member of our community.

I think you will find that St. Thomas More Cathedral School embodies the ideals set forth in our vision statement in a unique way. We are a school with deep tradition, rooted in the teachings of Christ and looking forward to the opportunities of the future. The mission of our school—to nurture and fulfill the spiritual, academic, social and emotional promise of each student in accordance with the teachings of Jesus Christ—requires the best effort of students, parents, teachers and staff.

In this handbook we have sought to provide the information and policies that will help us work, play and pray together each day. Please read it and use it throughout the school year. Let us pray for one another as we work and learn together this year. May our center always be Christ and our focus the students.

God bless,

Eleanor McCormack
Principal
PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations
Teaching them to carry out everything I have commanded you. Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

St. Thomas More Cathedral School

Mission

Our mission is to nurture and develop the spiritual, academic, social, and emotional promise of each child in accordance with the teachings of the Catholic Church, rooted in Gospel values and led by the examples of the Master Teacher, Jesus Christ.

Philosophy of Learning

1. We believe that learning begins in a safe, faith-filled, nurturing environment.
2. We believe that learning is a cooperative experience involving self-motivation, peer assistance, teacher direction, and parent support.
3. We believe that learning occurs most successfully in an atmosphere of acceptance and mutual respect that allows the students to question, to experiment, and to take risks while maintaining positive self-esteem.
4. We believe that students have unique learning styles, talents, and abilities and each deserves the right to excel.
5. We believe that teachers should teach as Jesus did, with love, respect and patience, bringing each child to his or her potential.
6. We believe in celebrating the diversity of our school and community, training all students to understand and appreciate the wider world of today while preparing them to meet the challenges of the twenty-first century.
7. We believe learning is a life-long endeavor bringing us closer to knowing God and understanding His world.

Adopted by the faculty
February 2015

STUDENT/PARENT HANDBOOK

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

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

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-1). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

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

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

**PARENTAL ROLE**

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

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

The Diocese of Arlington 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; support the school policies as outlined in school handbooks (i.e., annually sign the school’s Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent’s support of the school’s philosophy, policies and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child’s teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.
If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent’s access to school or parish property; dismissal of the parent’s child(ren).

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

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

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

**NON-DISCRIMINATION CLAUSE**

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

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

**NON-CATHOLIC STUDENTS**

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

a. Non-Catholic students are expected to participate in the religious formation and education programs of the school. (except for reception of the Eucharist)

b. Non-Catholic students must participate in liturgies, 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
Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church’s positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

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

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

ACADEMICS

CURRICULUM

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

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

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

This path would be followed by those students capable of completing High School Geometry in the eighth grade. Please note: St. Thomas More Cathedral School Math program does not include this path. STM students capable of completing High School Algebra will do so in eighth grade. Geometry is not offered at STM.

FIVE TO SIX

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

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
b. Class grade in 5th grade math: 93 or above

c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 5th grade year)

d. Favorable teacher and principal recommendation

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

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

b. Class grade in Pre-Algebra: 93 or above

c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year)

d. Favorable teacher and principal recommendation

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

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

b. Class grade in Algebra I: 93 or above

c. Scoring 77% on the Diocesan Algebra I exemption exam

d. Favorable teacher and principal recommendation

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

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

For Placement in Pre-Algebra in the seventh grade:
Students must satisfy the following criteria:

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

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

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

a. Passing the Algebra I course
b. Scoring 77% on the Diocesan Algebra I exam
c. Receiving teacher recommendation for placement in the next level of high school math instruction

If a student does not score 77% on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form 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
The following textbooks/Supplemental Materials are used by students in grades K-8:
Religion—Christ Our Life series, Loyola Press
Reading—Scott Foresman Reading 2000, Prentice Hall Literature
Language Arts—Voyages in English, Loyola Press
Handwriting—Zanor Bloser
Mathematics—Scott Foresman, McDougal Littell, Houghton Mifflin, Everyday Math
Science—Houghton Mifflin Discovery Works, Prentice Hall Exploring Science
Social Studies—Materials and texts vary by grade level
Spanish—Scott Foresman

TECHNOLOGY – ACCEPTABLE USE
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. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language. Use of the network shall not disrupt use of the network by others.

   g. The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

h. Examples of Unacceptable Uses – Users are not permitted to:
   i. Use technology in sexting or cyber bulling: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
   ii. Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
   iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual’s parent, and the principal.
   iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual’s parent, and the principal.
   v. Attempt to circumvent system security.
   vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
   vii. Violate license agreements, copy disks, CD-ROMs or other protected media.
   viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
   ix. Breach confidentiality obligations of school or school employees.
   x. Harm the good will and reputation of the school or school employees.
   xi. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

   i. Users must immediately report damage or change to the school’s hardware and/or software.

   j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social
websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms 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.

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 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
STM homework time is an average time and takes in to account that some days may only have a few minutes of homework. Parents should help their child work on long term projects or to study for tests on nights with low assigned homework.
Kindergarten: 30 minutes daily to include 20 minutes of reading each night
Grades 1-2: 30 to 45 minutes daily
Grades 3-5: 45 to 90 minutes daily
Grades 6-8: 90 minutes to 2.5 hours daily
**Long-term assignments may require an additional investment of student time.**
In general, homework should not be assigned on holidays and evenings when students are required to attend a school program.

**HOMEWORK/TEST POLICIES**
Students’ progress should be tested or otherwise evaluated on a weekly basis. Tests missed during or immediately after absences should be rescheduled in a timely fashion (day or two) except in extraordinary circumstances.

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

**SCHEDULING AND OTHER CONFERENCE INFORMATION**
The Arlington Catholic Diocese requires mandatory formal conferences be scheduled in the fall. Kindergarten also hosts a mandatory conference in second quarter. If a conference with a teacher is desired at other times during the year, please write a note, send an e-mail message to the teacher’s school email account, or to the school office at stmoffice@stmschool.org, or call the school for an appointment. Teachers cannot be disturbed during class hours, lunchtime, on the playground, or at home. Your message will be forwarded to the teacher who will contact you for a mutually convenient time to meet before or after school hours.

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

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

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

**Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Meets Grade Level Standards – Child consistently meets skills</td>
</tr>
<tr>
<td>P</td>
<td>Progressing Towards Grade Level Standards - Child is in process of developing skill</td>
</tr>
<tr>
<td>NI</td>
<td>Needs Improvement – Child is not demonstrating skill</td>
</tr>
</tbody>
</table>
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

Interim reports are now available on the Parent Portal for grades 4 to 8. Interims are issued at the mid-point of each quarter for students in first to third. Parents are encouraged to take special note of Effort and Conduct marks and teacher comment section, in addition to the grades for academic areas, in order to aid in the improvement of the child’s growth and performance.

HONORS

Honors for Students in Grades 5 through 8

FIRST HONORS - 93-100 and 2 or 3 in Effort, Specials and Personal Development.
SECOND HONORS - 85-92 and 2 or 3 in Effort, Specials and Personal Development.

Grades/transcripts will not be posted nor will report cards be distributed if all family accounts (Book fee, Tuition, Extended Day, Library etc) are not current.

PLEASE NOTE: THE DIOCESAN REPORT CARD IS COMPLETE AND COVERS ALL ASPECTS OF A STUDENT’S ACADEMIC AND SOCIAL GROWTH. THEREFORE, THE REPORT CARD SERVES AS ST. THOMAS MORE CATHEDRAL SCHOOL’S RECOMMENDATION WHEN A STUDENT APPLIES TO ANOTHER SCHOOL FOR GRADES PREK THROUGH EIGHTH GRADE.

Tuition will not be refunded within a quarter in which a student attends school.

PROMOTION/RETENTION/PLACEMENT POLICY

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

a. The final decision to promote or retain a student is based on the student’s academic performance and best interest as determined by the principal.

b. Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.

c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.

d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be “placed” in the next grade level; however the school must prepare and implement an
“Academic Intervention Plan” for the student as a condition of placement.

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

While St. Thomas More Cathedral School does not have a counselor on staff, we work with parents to arrange professional counseling services for individual students when the need arises. Guidance lessons may be provided as part of the instructional program.

ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESEAN 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, the siblings may receive special consideration.

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRE-SCHOOL – GRADE 5

a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
b. Baptismal certificate for Catholic students
c. Proof of custody where applicable

d. Current report card and previous academic years’ report card as applicable

e. Current standardized test scores and previous years, if applicable

f. Completed Diocesan Application Form (Appendix J)

g. A non-refundable application fee

h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:

i. Proof of exact dates of immunization as required by the Code of Virginia

ii. Current Certification of Immunization

iii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

requirements for admission to grades 6 – 12

a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)

b. Baptismal certificate for Catholic students

c. Proof of exact dates of immunization

d. Records from previous school, including standardized test scores

e. Proof of custody where applicable

f. Completed Diocesan Elementary or High School Application Form (Appendix J)

g. A non-refundable application fee

h. If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school.

General Conditions of Admission

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

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

International Students

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:
A. International 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;
   b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
   c. Resides at the same U.S. address as the guardian;
      i. Guardian cannot house more than two international students;
   d. Pays tuition in full upon school admission;
      i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (Nonimmigrants Who Can Study); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant or 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. *Admission priority for returning students and siblings will be provided each year during the designated re-registration period before registration of new students. School accounts must be in good standing before re-registration is complete.*

**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

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1 Appendix AJ for a listing of lawful non-immigrants who may attend school.
school nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).

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

**ABSENCE/TARDINESS/LEAVING SCHOOL**

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

a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student’s return to school.

b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.

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

**TARDINESS**

The tardy student will normally be subject to appropriate disciplinary action 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 disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

**ABSENCES FOR OTHER REASONS**

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

**ATTENDANCE/REPORTING PROCEDURES**

**ABSENCE**

*If a child is ill or cannot attend class for another reason, parents should call the school office by 9:00 AM to inform the school of the absence. Requests for homework must also be made by 9AM. Assignments will not be available until dismissal. Students*
are responsible for completing work missed during the absence within a reasonable period after returning to school.

The Attendance policy for St. Thomas More Cathedral School (STM) has been developed to call attention to the importance of each student arriving at school on time every day. Instructional time is highly valuable. Parents must sign their child in when arriving late. The first minutes of the day are very important in setting the tone for a successful day at school. Tardiness deprives the child of the opportunity for a good beginning of the school day, interferes with a child’s progress and creates a disturbance for the teacher and the class as a whole.

Consequently we view chronic tardiness as a serious problem. Important lessons of the school day occur between 8:00 and 9:30 am. When students arrive late to school, they miss out on important subjects. They also create a distraction when they walk into the classroom after other students have already begun working. Teachers must stop what they are doing, and refocus the group.

Students who arrive after 8:00 AM are to report to the clinic with their parent, guardian, or carpool driver for a tardy admit slip. They should then proceed to their class. Excessive tardiness is unacceptable and students may be denied admittance to class until a transition time. A student arriving at school later than 10:00 AM or leaving before 11AM will be considered ½ day absent. On a scheduled early dismissal day, a student who is in school less than 2 hours will be considered ½ day absent.

Parents are responsible for their minor children’s school attendance. Excessive absences and/or habitual lateness to class can have significant adverse consequences for the individual children involved and can also interfere substantially with the quality of education being provided to their classmates. Failure to correct such conduct after concerns regarding such matters have been brought to the parents’ attention can result in serious consequences including potential loss of credit for the school year and even disenrollment from STM. All parents are asked for their full cooperation in avoiding such situations.

**MEDICAL EXCUSES**
Students who are absent for more than three days or who cannot fully participate in school activities may be asked to provide a doctor’s note.

**ANTICIPATED ABSENCE**
Absences interrupt a child’s learning and can seriously hamper progress during the school year. The teacher is not expected to provide work in advance for children to complete while on vacation. Parents are asked to assume the responsibility that all work will be made up when the student returns to school and the teacher will establish a reasonable time for the work to be completed. Work not completed may result in lower grades.

**RELEASE OF STUDENTS**
If it is necessary for a child to leave school before dismissal time, we ask that the parent write a note to the teacher informing the teacher of the need to release the student. Parents should come to the office to sign the child out of school and the school secretary will then call for the student.

Please note: the following policy will be in effect to help create a safe and orderly dismissal process and so as not to interfere with dismissal procedures---students will not be called to the office for dismissal purposes after 2:45 PM. Please plan accordingly if you are scheduling late afternoon medical appointment.

**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.

Please note: The Diocesan report card is complete and covers all aspects of a student’s Academic and Social Growth. Therefore, this document serves as St. Thomas More Cathedral
School’s recommendation when a student applies to another school for grades PreK through eighth grade.

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.

ARRIVAL AND DISMISSAL

Students should arrive at school no earlier than 7:40 AM unless attending Extended Day. The schoolyard monitors begin supervision at 7:40 AM. Students in grades one through eight will wait outside the school doors, weather permitting, until the bell rings. Students in PreK and kindergarten will proceed directly to their classrooms. Students arriving at school after 8:00 AM will be considered tardy. Parents must walk the student into the school and sign them in at the office.

7:00 AM Extended Day opens
7:40 AM Schoolyard monitors on duty
8:00 AM Yellow Gates are closed
8:00 AM First Bell, Pledge of Allegiance
One is tardy if the general student body has entered the building
8:07 AM Morning prayers and announcements
8:15 AM All classes begin
10:50 AM to 11:15 AM - Four lunch and recess periods
3:13 PM Afternoon prayers and announcements
Dismissal follows prayers
Dismissal - 6:15 PM Extended Day
Students will be checked into Extended Day if not picked up at end of second pickup.

IT IS IMPORTANT FOR THE SAFETY OF OUR STUDENTS THAT PARENTS FOLLOW THE FOLLOWING PROCEDURES FOR ARRIVAL AND DISMISSAL.

ARRIVAL
Special precaution is required when entering North Thomas Street in the morning and Cathedral Lane in the afternoon; please be courteous to local traffic and obey all instructions from the safety patrols.

Enabling over 400 students to safely get out of cars and into the building is an awesome feat! But.........100 families cannot arrive between 7:55 and 8:00am.

IT IS IMPORTANT FOR THE SAFETY OF OUR STUDENTS THAT PARENTS FOLLOW THE FOLLOWING PROCEDURES FOR ARRIVAL AND DISMISSAL.

Please come early and let your student enjoy some leisure time with their fellow classmates. It is important for their overall social development. We start arrival at 7:40 for your convenience. All students should be exiting in the arrival line.

Please remember to indicate you are turning from Thomas Street to the STM driveway by using your turn signal. It helps the other drivers to know you are turning.

Special precaution is required when entering North Thomas Street in the morning and Cathedral Lane in the afternoon; please be courteous to local traffic and obey all instructions from the safety patrols.

Car and Bus Arrival
1. The Thomas Street gate is opened at 7:00 AM and is closed at 8 AM.
Children who arrive before 7:40 AM must sign in at Extended Day.
2. Cars are to maintain a speed of 5 mph in the school parking lot at all times.
3. Drivers enter from N. Thomas Street and follow the cones.
4. Students exit cars on right passenger side only when a safety patrol or teacher opens the door. They walk straight to lines or go directly into school during inclement weather.
5. No car may pass another car on the lot.
6. Walkers use entrance near the Cathedral.
7. No school children are to walk either with or without an adult along the driveway by the gym.
8. No driver is to park along N. Thomas Street (either side) and direct a child to walk to the schoolyard.
9. Bike riders must wear helmets and walk their bikes into the schoolyard.
10. Parents who have reason to go to the office before school should park in the Cathedral lot after dropping off students.
11. PreK parents may also park in the Cathedral lot and walk the preK student only to his/her class.
12. Students who arrive after the general school population has entered the building, must be accompanied by an adult to their class line or into the school building.

SAFETY comes before convenience. Patience is a safety requirement. Thank you for the patience and cooperation our system requires.
Due to the busy nature of preparation for dismissal, students will not be called to the office for dismissal purposes after 2:45 P.M. Please plan accordingly if leaving school for medical appointments.

DISMISSAL
School dismissal is at approximately 3:15 pm. Please keep in mind that we have two dismissals. The times may vary slightly by a minute or two as many factors impact the exiting of the students from the building and the loading and moving of the cars. If you are in first pickup, please pull up and try to stay to stay within the white lines.
The sliding gates close at 3:15 pm or as soon as the students come out.
Please do not park in the Cathedral lot, McDonalds or the street if you miss the first pickup. Please be patient and as soon as the first pickup is underway, the gate will reopen for you to come into the parking lot for second dismissal.
The gates reopen for 2nd dismissal as soon as 4 lanes are open to park.
The gates reclose once all the 1st dismissal cars have exited.
Cars may not move when children are moving OR if car doors are open. Therefore we need everyone to get in their cars quickly.
The exit road is two lanes - One goes right at Thomas and one goes left. Use both for a faster exit.
Thank you for not parking in the overflow parking. That is a more dangerous place to dismiss.
New in 2014-2015 – the exit to Cathedral Lane will be closed during our dismissal process. No cars will be allowed to exit from the Cathedral Parking to Cathedral Lane during the dismissal process.
If we can work together, the entire process should be smooth.
Thank a safety when you have time. They are doing a great job and we could not do it without their help! And we can’t do it without your help too!

Car Riders
1. The first car enters the lot from Cathedral Lane at approximately 2:30 PM.
2. The lines are then filled with 6-7 cars.
3. When all the lines are filled there should still be enough room behind the cars for an emergency vehicle to pass through if necessary.
4. Once the gate is closed the children are dismissed to their rides.
5. As soon as all the children and their parents are secured in their cars in the first two lanes, the safety patrol signal the cars to exit.
6. After several lines are gone the “yellow flag” safety patrol signals the “gate” safety patrol to open the gate.
7. The children are released for the second pick-up when it is safe to cross the parking lot. Second pick-up leaves as soon as all children and parents are secured in their cars and the safety patrol gives the signal.
8. The remaining children wait by the school building in the courtyard.
9. If a child is not picked up, he or she is escorted to Extended Day.
10. Parents must not park in the Cathedral parking lot at dismissal. All parents are expected to use the carpool lines for pickup. If a parent has a conference after school, the parent will need to enter the school and wait with their children until the conference time. No parent should pick up students and walk across the parking lot to a parked car.

Walkers
All students who walk home must be registered as walkers at the beginning of the school year. Students are escorted to Glebe Road or guided across Thomas Street by a teacher. Students are expected to follow school instructions for dismissal and to take the safest, most direct route home. A written note must be sent to the office if you give your child permission to walk home.

Bicycle Riders
Any student who brings a bike to school must also have a safety helmet in his or her possession. Bicycle riders must walk when on school property, using the bike only after leaving the grounds. Bicycles will be secured outside and the school shall not be responsible for their security. Students are not permitted to operate any motorized vehicle on school grounds.

Ft. Myer and O'Connell Bus Riders
Students who take the Ft. Myer or O’Connell Bus will be dismissed by way of the Thomas Street doors and assisted with boarding the bus by teachers.

Students are not permitted to return to the classroom after being dismissed. If a student forgets a book or any item, they may not return to the classroom. Please do not ask a staff member to open a classroom door to retrieve items left behind. SAFETY comes before convenience. Patience is a safety requirement. Thank you for the patience and cooperation our system requires.

Please note: If parents are late on an early dismissal day when no extended day care is available, the parent will be charged $1.00 per minute the parent is late beyond the early dismissal time.

GENERAL SCHOOL POLICIES

ADMINISTRATIVE

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

School communication with the appropriate guardian is essential. Accordingly:

a. Custodial parents should identify in writing other adults who may have access to information regarding their child.

b. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.
**ACCESS TO RECORDS**
Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

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

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

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

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

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

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

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

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

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

**RETENTION OF RECORDS**
The following student records are to be retained indefinitely:
Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:
   a. IEP/ISP or 504 Plan
   b. Student Assistance Plan
   c. Eligibility Minutes
   d. Student Assistance Team minutes

The following student records are to be retained for 7 years or age 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.

Parents are encouraged to visit school for special activities or to volunteer. Unscheduled visits to the classroom are not permitted. During school hours, parents and visitors must enter the school building by way of the Main entrance #1 and sign in at the office. All visitors will be given an identification badge to wear while in school. Visitors are expected to exit by way of the office as well.

Parents who have conferences scheduled with teachers before or after school should also enter by way of the Main entrance #1 and check in at the office. If the entrance is closed, please use the Extended Day Entrance #13. Teachers will have informed the Extended Day personnel of your conference time.

Only parents who are picking up their children are permitted to enter the cafeteria when the Extended Day Program is in session. Access to the rest of the school building is not permitted through Extended Day.

Cooperation with these procedures by all adults will help us monitor the safety of students and staff.

PRINCIPAL’S COMMUNICATION
The Principal facilitates the development and distribution of the weekly electronic message that is sent via email to all parents.

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

Weekly, an electronic message will be sent to all parents containing important information such as monthly calendars, lunch menus, PTO information etc. Parents who do not reside with their student may receive an electronic copy of the weekly messages by providing the office with an email address. Parents who do not have access to a computer may request the electronic message as a printed copy. Parents are asked to make this request in writing to the principal. If parents cannot rely on the student to deliver the hard copy of the message, the parent may supply the school with an adequate number of stamped, self-addressed envelopes and the information will be mailed to the parent.

Teachers periodically will send home information containing classroom news, special events information, field trip forms and other important notes. Parents are asked to regularly check the child’s homework folder.
TELEPHONE USE/MESSAGES FOR STUDENTS
New for 2017-2018

- The office telephone is not generally for student use however, students may ask permission to use a school phone from the office personnel. Students are discouraged from calling home for forgotten items.

Students are not permitted to bring cell phones, pagers, smart watches etc. to school.

Parents may request a waiver in writing to this no-cell/pager policy if their child walks to or from school, rides a bus to school or if parents believe there are unique circumstances that warrant a student having a cell phone etc. Students must bring the phone etc. to the office and pick it up daily.

Electronic items that are used in violation of this policy will be confiscated by the principal or her designee and will only be returned to a parent.

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.

St. Thomas More Cathedral School follows Arlington County’s procedures for emergency closings. Announcements are made on television and radio. You may call the Arlington County Public School hotline at 1-866-322-4277. You may also log on to www.arlington.k12.va.us for information. If Arlington County has a delayed opening, STM will have a delayed opening and if a delay opening occurs on an early dismissal day, school will dismiss at 2:55 PM. When school opens late, Extended Day will open late.

Occasionally schools are closed before regular dismissal time because of the weather. These closings will be announced via our electronic notification system sending messages to both phone and email addresses provided by the parents to the school... Please do not call the school office, as it is very important for the phone lines to be open for any emergencies. Please make sure your child has instructions about what to do if sent home early due to bad weather. Extended Day will be open only for a very short time as parents are expected to pick up their children without delay. When school is closed all day no Extended Daycare is provided.

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

**LIBRARY**

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

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

**FIELD TRIPS**

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

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

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

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. 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 near the front seat air bag.

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, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.
School-sponsored ski trips are not permitted. All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health-related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

**OVERNIGHT TRIPS**
Overnight trips are not permitted for elementary school children.

**MARCH FOR LIFE POLICY**
Students are offered varied opportunities to participate in activities that promote the sanctity of life. Based on the principal/administration’s decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not participate as a group in the March for Life. Students with written parental permission may accompany their parents on the March for Life. Students who accompany parents on the March for Life should not be marked as absent for that day.

**GRADUATION REQUIREMENTS/CEREMONIES**
The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition students must comply with all school regulations and policies.

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

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

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

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

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

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

**STM-PTO - each family to is required to give 20 hours of service to the school per school year in a wide variety of activities.** Please visit the PTO page on the STM website. We know some families may not be able to give service hours and for them we offer an alternate of paying a service fee of $300. for the school year instead. Our hope is that all families will give the time to help us build community among the families. God bless you for your service.

**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).

*Children must not participate in any door to door solicitation.*

**TRANSPORTATION/PARKING**
Drivers and students should follow the directions under Arrival/Dismissal Procedures. Parents who visit the school during the school day are asked to park in the Cathedral parking lot. Orange cones are set up to delineate the playground area. Cars are not allowed to go beyond the lines of the cones. At all times the speed in the parking lot is limited to 5 MPH.
**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 a processing fee payable to the private vendor. To be eligible for receiving 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**

The school reserves the right to cancel enrollment of any student whose family falls two months behind in tuition payments. Failure to pay the tuition for two months will be reported to the Pastor. Report cards will be withheld for students whose accounts are in arrears and no waiver has been granted. Grades/transcripts will not be posted nor will report cards be distributed if all family accounts (including Book Fees, Milk Fees, Extended Day, Library Charges, etc.) are not current.

The following is an illustrative list of circumstances in which report cards, transcripts, and other school records may be held:

- A family is carrying a past due balance in any of its accounts.  
- A family has an open (even if not overdue) extended day balance and is not enrolled in auto pay for incidental expenses in FACTS.  
- A student has not returned all of his or her library books or paid any fees associated with lost books.  
- A family is leaving STM and has an open balance in any of its accounts.

Tuition payments are payable by one of the following options:

1. Pay 100% of the tuition and fees directly to the school by June 1\(^{st}\) of current school year.  
2. Sign up with FACTS to pay over eleven (11) months from June to April.

FACTS is an automated payment system. You will preauthorize your bank or credit card company to automatically transfer funds to the school on the installment payment dates set up by the school.
Please note that your FACTS tuition account is separate from your FACTS incidentals account, where the school posts charges for a variety of other fees and expenses throughout the school year (such as charges for books, milk, extended day, field trips, etc.). To facilitate timely payment of all incidental expenses, please consider authorizing automatic payments for your incidental expenses account.

TUITION AND OTHER FEE SCHEDULES

St. Thomas More Cathedral School retains flexibility with the FACTS program. If a family is experiencing financial challenges, the family is strongly encouraged to contact the school so that an adjustment can be made.

Tuition is divided into eleven (11) payments for your convenience. These payments are not based on the school calendar year. The 1st payment is due in June (or with Registration for new families). The 2nd through 11th payments are made from July through April. Please notify the school office if the payment will not be made on time. Timely tuition payments are essential to the financial stability of the school.

The school requests 30 days notice in the event of the withdrawal of a child. Payments for any portion of the 1st quarter are non-refundable after June 1. Once school begins refunds will only be given for the 2nd, 3rd or 4th quarters paid in advance. No refund can be made within a payment period in which a student attends school.

If a check is returned by the bank for any reason, a $25.00 charge is added to the account. We reserve the right to require certified check or money order from families whose checks cannot be reliably deposited. Post-dated checks will not be accepted.

Tuition rates for the current school year are posted on our web site www.stmschool.org.

PRE-K tuition rates**
**Please note: Tuition rates for Pre-K students are per child. Pre-K students are not eligible for the multiple child discounted rates given to students in K-8 grades.

Pre-K has three tuition rates – one rate for the academic hours 745 am to 1245 pm, the second and third rates are for the academic hours with extended day child care costs. Extended day is available for preschool children on the 11:30 am early dismissal days when Extended Day Care is available for all students. Please watch the calendar for days Extended Day is closed.

K-8 Tuition Rates*
*The rates are for students enrolled in K-8 only. Tuition rates for Pre-K children are entirely separate and Pre-K students are not counted in the multiple child discounts.

Catholic (Registered in a Parish – to qualify for this rate, the student must be a Baptized Catholic whose family is registered and active in a Catholic Parish. Families must bring a copy of their weekly envelop to the school office.) Current rates are posted on the school website. Non-registered or non-Catholic tuition must be paid if the above information cannot be verified.

ADDITIONAL FEES
The Non-Refundable Registration Fee of $250.00 per family is due with Registration.
The Non-Refundable Books fee is $250 per student for students in K to 8 only. The fee is due Aug 1st.

PTO Dues $20.00 per family is due by Aug 1st.

SERVICE HOURS

STM-PTO - each family is required to give 20 hours of service to the school per school year in a wide variety of activities. Please visit the PTO page on the STM website. We know some families may not be able to give service hours and for them we offer an alternate of paying a service fee of $300. for the school year instead. Our hope is that all families will give the time to help us build community among the families. God bless you for your service.
CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

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

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

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

TRANSPORTATION OF ATHLETES

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

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

BAND

A band program, which is part of the Diocesan Instrumental Program, is available to students in grades four through eight. Instruction is offered at the beginner or advanced level. Students who participate in band are excused from class one day a week for a half-hour lesson and for a midday band practice. Students are responsible for making up class work that is missed during band lessons.

Early in the school year, the band instructor meets with all interested parents and students to introduce the band program and explain the fees associated with instruction and instrument rental. The band performs several times each year for student and parent audiences, the Diocesan Band Festival, and area band competitions.
YOUTH CHOIR
St. Thomas More Cathedral Parish offers children in third grade and older the opportunity to share their musical talent in the Youth Choir. Practices are scheduled after school and enhance the school and parish liturgical celebrations. The Youth Choir also participates in Diocesan liturgies and local celebrations.

STUDENT COUNCIL
Each class in the school, grades 1 through 8, is represented on the Student Council. Student Council Officers are elected by students in grades 4 through 7. The Council meets regularly under the direction of the officers and faculty sponsors. The Student Council sponsors activities to foster a spirit of community and service in the student body.

ACADEMIC COMPETITIONS AND FESTIVALS
St. Thomas More School sends student representatives to Diocesan and local academic competitions including the Diocesan Spelling Bee, the National Geographic Geography Bee, and the Diocesan Science Fair. Eighth grade students may participate in the Diocesan Shakespeare Festival.

SAFETY PATROLS
Membership on the School Safety Patrol is a respected leadership position. Patrols are expected to be dependable, prompt, courteous and responsible. Safety patrols work under the direction of teachers and administrators to help students move safely in and out of the school building. Safety patrols help direct parents in and out of the parking lot. Sixth graders are assigned patrol duties and are expected to be on duty in their designated positions promptly, in full uniform and dressed for the weather. Students and parents are asked to respect the role of the safety patrol in helping to maintain order and safety on school grounds.

SCOUTING
Girl and Boy Scouts are Parish programs run by parent volunteers and meet after school hours. Scouts may wear their uniforms to school on regular meeting days. Please read the dress code for correct Scout uniform in school.

SPORTS PROGRAMS
Sports programs sponsored by the NVJCYO are Parish programs run by volunteer parents. Information on participation is sent home with students early in the school year.

SUPERVISION OF STUDENTS
The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).
STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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 (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 Acceptable 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 (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 (Substance Abuse/Weapons and Inappropriate Materials).

q. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school (see also Substance Abuse/Weapons).

r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

**SUBSTANCE ABUSE/WEAPONS**

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

It is unlawful for any person to manufacture, sell, or 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 or tobacco 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 will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615, paragraph 1) or on school property (e.g., lockers–Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

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

*Teachers and staff supervisors will impose consequences for violations of the Code of Conduct. Consequences.*  

*Middle school students may be required to serve after-school or before-school detention for violations of the Code of Conduct. Detention notices are written by teachers and sent home. Notices must be signed by a parent and returned to the teacher the next school day. Students who receive five detentions may be suspended.*
SUSPENSION
Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

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

ALTHOUGH THE WORK MAY NOT BE ACCEPTED FOR INCLUSION IN GRADES, STUDENTS ARE RESPONSIBLE FOR PROMPTLY COMPLETEING ALL WORK MISSED DURING A SUSPENSION.

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

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

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

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

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

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in 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, either by phone or in person, prior to questioning must be acquired.
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.

**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**

*St. Thomas More Cathedral School 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.

Listed below are the winter and summer uniform requirements for St. Thomas More Cathedral School students in kindergarten and grades 1 through 8. Students are to wear the approved school uniform purchased from Flynn and O’Hara (www.flynnohara.com). All uniforms should be clean, neatly pressed, and marked with the student’s name. **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.** Long sleeves may not be rolled. Students are expected to present a neat appearance with shirts tucked in and belts at the waist at all times.

**Winter Uniform**

**Girls – Kindergarten**

- Red polo shirt (long or short sleeve and no logo)
- Navy blue shorts, navy blue skorts, navy blue skirts, or navy blue pants. **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
- Shoes: Navy, brown or black dress shoes (with rubber soles). Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. The soles of the shoe should not be thin as in a ballet shoe.
- Socks: navy blue tights, or plain white or navy blue knee or crew socks (Crew socks must cover entire ankle.)
- May wear a navy or red sweater with their uniform (No logo unless Saint Thomas More sweater)

**Girls – Grades 1-5**

- Blue Plaid Jumper (Flynn and O’Hara) **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
- Optional—navy blue slacks (only from Flynn & O’Hara) worn with a dark belt
- White or light blue blouse with Peter Pan collar (long or short sleeve)
- Navy tights, plain white or navy blue knee or crew socks (crew socks must cover entire ankle).
Sweatpants may be worn under uniform in cold weather. (Must be removed by 8:15 a.m.)

Sweater: Solid navy blue cardigan with STM logo

Shoes: Dress shoes in black, brown or navy. Dockside, loafer, oxford style or saddle shoes or similar rubber sole shoes are acceptable. Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. The soles of the shoe should not be thin as in a ballet shoe. No athletic shoes, boots or sandals. For safety reasons heels must not exceed 1 inch and toes and heels must be covered. Shoe laces must match the primary color of the shoe.

GIRLS – Grades 6-8

- Blue plaid skirt from Flynn and O’Hara All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.
- Optional – navy blue slacks (only from Flynn & O’Hara) worn with a dark belt.
- White or light blue oxford cloth blouse (long or short-sleeve)
- Navy blue or black tights must be worn
- Sweatpants may be worn under uniform in cold weather (Must be removed by 8:15 a.m.)
- Sweater: Middle school students are expected to wear the STM Navy cardigan, v-neck pullover or sweater vest with STM logo everyday from October to May.
- Shoes: Dress shoes in black, brown or navy. Dockside, loafer, oxford style or saddle shoes or similar rubber sole shoes are acceptable if they are one of the solid colors stated above. No second color trim is permission. Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. The soles of the shoe should not be thin as in a ballet shoe. No athletic shoes, boots or sandals. For safety reasons heels must not exceed 1 inch and toes and heels must be covered. Shoe laces must match the primary color of the shoe.

BOYS – Kindergarten

- Red polo shirt (long or short sleeve and no logo)
- Navy blue shorts or pants All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.
- Shoes: Navy, black, or brown dress shoes. Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. The soles of the shoe should not be thin.
- Plain white or navy blue crew socks (crew socks must cover entire ankle.)
- May wear a navy or red sweater with their uniform. (No logo unless Saint Thomas More sweater

BOYS – Grades 1-8

- Navy slacks (only from Flynn & O’Hara) worn with a dark belt
- White or light blue oxford shirt (long or short sleeve).
- Navy blue tie: 8th grade boys may wear conservative ties of their choice.
- Sweater: navy blue cardigan, V-neck pullover or sweater vest with STM logo (Note: middle school students are expected to wear the STM sweater everyday from October to May).
- Plain white or navy blue crew socks. (Crew socks must cover entire ankle.)
- Shoes: Dress shoes in black or brown. Dockside, loafer, oxford style or saddle shoes or similar rubber sole shoes are acceptable if they are one of the solid colors stated above. No second color trim is permission. Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. No athletic shoes, boots, or sandals. Shoe laces must match the primary color of the shoe.

Summer Uniform

During early fall and late spring, an optional summer uniform may be worn. The option to wear this uniform may be denied if the uniform is not worn properly. All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.

GIRLS – Kindergarten
Red polo shirt (short sleeve and no logo)
Navy blue shorts, navy blue skorts, or navy blue skirts **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
Shoes: Navy, brown or Black dress shoes (with rubber soles)
Plain white or navy blue knee or crew socks (crew socks must cover entire ankle.)
**Winter uniform option still available.**

**GIRLS – Grades 1-5**
Plaid Skort (Flynn and O’Hara) **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
Navy blue shorts or long pants (only from Flynn & O’Hara) worn with a dark belt
Light blue knit shirt with school logo
Plain white or navy blue knee or crew socks. (Crew socks must cover entire ankle.)
Shoes: Dress shoes in black, brown or navy. Dockside, loafer, oxford style or saddle shoes or similar rubber sole shoes are acceptable if they are one of the solid colors stated above. No second color trim is permission. Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. The soles of the shoe should not be thin as in a ballet shoe. No athletic shoes, boots or sandals. For safety reasons heels must not exceed 1 inch and toes and heels must be covered. Shoe laces must match the primary color of the shoe.
**Winter uniform option still available.**

**GIRLS – Grades 6-8**
Plaid Skirt (Flynn and O’Hara) **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
Navy blue shorts (only from Flynn & O’Hara) worn with a dark belt
Light blue knit shirt with school logo
Plain white, navy blue or black knee or crew socks. (Crew socks must cover entire ankle.)
Shoes: Dress shoes in black, brown or navy. Dockside, loafer, oxford style or saddle shoes or similar rubber sole shoes are acceptable if they are one of the solid colors stated above. No second color trim is permission. Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. The soles of the shoe should not be thin as in a ballet shoe. No athletic shoes, boots or sandals. For safety reasons heels must not exceed 1 inch and toes and heels must be covered. Shoe laces must match the primary color of the shoe.
**Winter uniform option still available.**

**BOYS – Kindergarten**
Red polo shirt (short sleeve and no logo)
Navy blue shorts **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
Shoes: Navy, brown or black dress shoes (with rubber soles)
Plain white or navy blue crew socks. (Crew socks must cover entire ankle)
**Winter uniform option still available.**

**BOYS – Grades 1-8**
Navy blue shorts or long pants (only from Flynn & O’Hara) worn with a dark belt **All skirts, skorts, shorts and jumpers should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
Light blue knit shirt with school logo
Plain white or navy blue crew socks. (Crew socks must cover entire ankle)
Shoes: Dress shoes in black, brown or navy. Dockside, loafer, oxford style or saddle shoes or similar rubber sole shoes are acceptable if they are one of the solid colors stated above. No second color trim is permission. Because students run and play at recess, shoes should give adequate support to the students’ feet and should be secured to the feet. No athletic shoes, boots or sandals. For safety reasons
heels must not exceed 1 inch and toes and heels must be covered. Shoe laces must match the primary color of the shoe.

Winter uniform option still available.

Physical Education Uniform

- A P.E. uniform is required for students in first to eighth grade (not for Kindergarten) and must be purchased online from Lands End. (In the 2015-2016 school year, **all PE uniforms must be purchased from Lands End. 2015 ended the three year transition period for the PE uniform.**)
- The uniform consists of gym shorts, shirt, sweatshirt, and sweatpants. The shorts, shirts and sweatshirt each displays the school logo. Uniform sweatpants should be worn in cold weather. Only the uniform clothing will be permitted for participation in P.E. **All shorts should not exceed two inches above or below the crease at the back part of the knee to the hemline.**
- Athletic shoes are required as part of the P.E. uniform. Shoe laces must match the primary color of the shoe. Because students run and play in P.E. class, shoes should give adequate support to the students’ feet and should be secured to the feet.
- Plain white or navy crew socks must be worn.
- Shorts must fit properly and be modest in length. Crew socks must cover entire ankle.

Guidelines for Appearance

In addition to wearing the appropriate uniform, students are expected to comply with the following guidelines:

- Students should display good hygiene and a neat appearance.
- Faces are to be free of make-up. Nails must not be colored.
- Extreme hairstyles and dyed hair are not permitted.
- Students’ hair may not cover their eyes and boys’ hair is to be cut above the collar.
- Boys are expected to be clean-shaven.
- Jewelry may not be worn on P.E. days.
- On non P.E. days, a small religious medal or cross on a fine chain may be worn. **A plain watch may also be worn however smart watches are not permitted to be worn.**
- Girls may wear one pair of small post earrings.
- Boys may not wear earrings.
- No display of body piercing or tattoos is permitted.
- Hats are to be removed upon entering the building.

Special Occasion, Scout and Out of Uniform Days

On special occasions when out-of-uniform days are announced, students are to comply with dress code guidelines provided. For safety sake, shoes must always cover toes and heels. Clothing worn must follow the guidelines of the uniform regarding modest dress and length of clothing items selected. Parents may be contacted in order to provide school uniform or proper attire if clothing worn for an out-of-uniform day is unacceptable.

Girl Scouts may wear their Scout vest over the STM uniform. STM uniforms shoes must be worn. We prefer that pins are removed as they may get lost at recess and could cause injury.

Boy Scouts are allowed to wear their shirt and neckerchief but still need to wear their STM uniform pants and dress shoes.
INAPPROPRIATE MATERIALS

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

Pagers, laser pointers, inappropriate books or magazines, matches, lighters and chewing gum are not permitted.

The following items may be kept in student backpacks (turned off), but may not be used by students during the school day or the extended day program: All Personal electronic devices and cell phones. THE USE OF CAMERAS, SKATES, SKATEBOARDS, OR ANY DEVISE THAT AFFECTS THE SAFETY OR WELFARE OF STUDENTS, REQUIRES THE APPROVAL OF THE TEACHER OR SUPERVISOR IN CHARGE OF THE ACTIVITY

PLAYGROUND REGULATIONS

Students are expected to follow the directions of Playground Supervisors when using the parking lot play area or the playground equipment. Expectations for student behavior include the following:

- Walk to the play area.
- Play in the assigned area within the cones.
- Stay away from playground boundaries, including the wall and parked cars.
- Play cooperatively with classmates, share equipment and play by the rules.
- Report injuries immediately to supervisor.
- Report inappropriate language, hitting, or other disrespectful behavior to the supervisor.
- Pick up and return to supervisors all balls and other equipment.
- Form class lines immediately when summoned.

LUNCHROOM REGULATIONS

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

Students are expected to follow the directions of Lunchroom Supervisors during the lunch period. Expectations for student behavior include the following:

- Enter the cafeteria quietly and walk to assigned tables.
- Practice good table manners while eating and demonstrate courtesy toward others.
- Eat your own lunch. Lunches should not be shared without permission.
- Converse with classmates at your table in moderate voices.
- Clean up your area and throw away your trash.
- Walk to your class line to leave the cafeteria.
- Conversation should cease when the supervisor signals for quiet.

HEALTH, SAFETY & WELFARE

STUDENT HEALTH, SAFETY & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.
It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,
   a. must comply with applicable reporting and other requirements of state and local law;
   b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.

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

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

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

**WELLNESS POLICY**

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

**ACCIDENTS AND FIRST AID**

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure 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.

[Insert additional accidents/first aid information here--optional]

**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.

**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 to administer 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 by 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.

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

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

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

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

**Specialized Student Care Needs**

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

**Use of Crutches**

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

**Use of Microwave Oven**

For preschool and elementary schools only; given the risk of potential harm, students’ access and use of microwave ovens are prohibited.

**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 for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

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

Parents and guardians of students with a life threatening allergy must inform 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 driver, and janitorial staff.

**INFECTIONOUS/COMMUNICABLE DISEASES**

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

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance 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-213).

   i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.

   ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to 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.

*If a case of head lice is detected in school, the clinic aide will notify the parents to pick up their child and will provide information on how to treat the lice. The child may return to school only after treatment is complete. No child may be sent to school with a case of head lice as this is highly contagious and endangers the health of others. If the school becomes aware of a case of head lice, parents of classmates will be informed to be alert for symptoms.*

**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 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.

**SCHOOL HEALTH SCREENINGS**

A Comprehensive School Health Program includes caring for the sick and injured, managing chronic diseases, teaching prevention and health to the students, tracking immunizations and medications for the students and health screenings. Our diocese conforms to the Virginia School Health Guidelines (VSHG), 2nd edition which guides our first aid, health assessments and screenings. Our diocese also requires each school to have a Wellness committee, plan and yearly goals and self assessment.

Annual Health Screenings are held to check the children’s growth and development. In Virginia (Code of VA. 22.1-270), comprehensive school physicals are required by a medical professional upon school entry (K or new students) and yearly for high school athletic participation. During the 7 years in between, the school health screening supplements this information and updates it yearly. Annual Height and Weight measurements are important to have on each student as over the counter and emergency medications are calculated on a child’s weight. Also, it is recommended by the American Academy of Pediatrics and American Medical Association that yearly height and weight measurements are taken at school and ultimately become part of the child’s cumulative health record. This is done by the school nurse privately and recorded on the student’s cumulative health record. No letters are sent home.

**Vision and Hearing** screening is required by the VSHG of all Kindergarteners, 3, 7th graders and new students to our school. (Code of Virginia, Section 22.1-273). This is done individually with an audiometer for hearing and Sloan letter chart for visual acuity. The Lion’s vision van also is used to help with large scale vision/hearing screenings and a permission slip is required for this FREE service. Volunteers are always needed for this important screening. Letters will be sent home to notify parents of abnormal results.

**Dental Inspection** is done on an as needed basis only. Dental education is also recommended by VSHG and will be completed in February by volunteer dentists during Dental Health month.

**Skin and hair inspection** is done annually, as needed, to check for rashes (on face, legs and arms) and lice by school nurse.

**Scoliosis Facts for Parents.** In accordance with Virginia State law, parents of students in grades five through eight will receive this yearly information sheet containing important facts about Scoliosis and Scoliosis screening in the first report card.

Parents may also exclude students from a specific screening with a written opt out notification to the school nurse no later than September 30th of each school year. This note must state child's full name, date and specific screening opted out and include parent signature.

**UNIFORM CODE:** Student may not wear flip flops or open toed or backless sandals at any time. If student has a foot injury, socks and a medical boot or athletic shoes must be worn to prevent slipping in hallways.

**IMMUNIZATIONS:** (Code of VA. 32.1-46.)

Proof of current immunizations must be presented as part of student’s application package. The school nurse or PreK director reviews all immunization records for admission. These are due August 1st each year to provide ample time to review the records and notify the parent if a vaccine is needed prior to school starting. Kindergartners require DTAP, Polio, MMR, Varicella and Hepatitis B series to attend school.

6th grade students require a TDAP booster if it has been at least five years since their last TDAP vaccine before they may attend class. Proof of vaccine must be turned in to office prior to beginning 6th grade.
FIRE/EMERGENCY DRILLS
Fire Drills are conducted on a regular basis. During a fire drill everyone must vacate the building. Students are expected to remain silent and to follow instructions promptly. Other emergency drills are conducted during or after regular school hours. All building occupants must follow the directions communicated by the administration.

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

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

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

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

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

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

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

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

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

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

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

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

**RESPECT FOR LIFE**

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

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)
The 1987 Asbestos Hazard Emergency Response Act (AHERA) required the inspection of every school in the United States, public and private, for asbestos containing material. Trace asbestos was identified in 1987 and is properly confined to the floor tiles and fire doors. An asbestos management plan was prepared and is available in the school office for your inspection.

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 contained 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 Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every -_______ years, ________________ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

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

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

VIDEO SURVEILLANCE CAMERAS
Surveillance Cameras
Surveillance cameras are in use throughout the St. Thomas More Cathedral School and Parish property.

OFFICE OF CATHOLIC SCHOOLS

Elementary Parent/Student Handbook
Revised 2017
These cameras cover the property, inside and outside, 24 hours a day, 7 days a week. As a private organization and entity, individuals who come to St. Thomas More Cathedral School and Parish choose to do so, and with that choice, they accept the parameters and discipline that comes with being a part of our St. Thomas More Cathedral School community.

REGARDING DISCIPLINE, EVERY EFFORT WILL BE MADE TO HAVE STUDENTS PROVIDE DISCLOSURE AND TAKE OWNERSHIP OF THEIR ACTIONS IN INSTANCES WHERE THEIR BEHAVIOR IS IN QUESTION. HOWEVER, THE SURVEILLANCE FEED IS AVAILABLE FOR THE SCHOOL ADMINISTRATORS TO REVIEW, AS NEEDED, IN ORDER TO PROVIDE FOR THE WELL-BEING OF THE ENTIRE SCHOOL COMMUNITY. FOR REASONS OF CONFIDENTIALITY, PARENTS WILL NOT HAVE ACCESS TO THE SURVEILLANCE FEED IN CASES WHERE A BEHAVIORAL INCIDENT IS IN QUESTION.

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

a. In the discretion of the principal/head of school or his or 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 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.

**STUDENTS WITH SPECIAL NEEDS**

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

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. 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 accommodations 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.

*St. Thomas More School provides services under the Title program of the Federal government to assist at-risk students who need help in reading. These services are subject to the restrictions imposed by federal regulations*
EXTENDED DAY

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN
A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

OVER-THE-COUNTER SKIN PRODUCTS
All non-prescription drugs and over-the-counter skin products shall be used in accordance with the manufacturer’s recommendations. Non-prescription drugs and over-the-counter skin products shall not be kept or used beyond the expiration date of the product. For all over-the-counter skin products:
   a. written parent authorization noting any known adverse reactions shall be obtained;
   b. shall be in the original container labeled with the child’s name;
   c. does not need to be kept locked but shall be inaccessible to children under five years of age;
   d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
   e. children nine years of age and older may administer their own sunscreen if supervised.
When insect repellent is used, a record shall be kept that includes the child’s name, date of use, frequency of application and any adverse reaction. Manufacturer’s instructions for age, duration and dosage shall be followed.

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

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children
are also required. Standards require the facility to meet applicable fire, health and building codes. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

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

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

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

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

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

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

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

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

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

INSURANCE
The extended day program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy or purchased through an independent school insurance provider.
**TAX INFORMATION**
Because the Internal Revenue Service requires identification of caregivers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent any W-10 that is sent in, provided Part II is already completed by the parent.

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

**CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN**
A Crisis Management/Emergency Preparedness Plan has been developed and approved. All employees have been trained accordingly.

**OVER-THE-COUNTER SKIN PRODUCTS**
Over the counter products are addressed in the body of this handbook. Rules guiding the general school program apply to the Extended Day Program.

**PERSONNEL REQUIREMENTS**

**CRIMINAL HISTORY CHECK**
A criminal record check as required by regulation for Criminal Record Checks for Child Welfare Agencies is to be processed and maintained on file for each staff member.

**SWORN DISCLOSURE STATEMENT**
A signed sworn disclosure statement as required by regulation for Child Welfare Agencies is to be completed and maintained on file for each staff member.

**REQUEST FOR SEARCH OF THE CENTRAL REGISTRY FORM**
The Child Protective Services require a central registry search to determine if the individual has had any prior reported/founded complaints on file. All staff members of the program are required to have the appropriate documentation on file.

**GENERAL PROGRAM PROCEDURES**

**DAILY SCHEDULE**

**Morning Session**
7:00 Welcome and sign-in children.
Small group games and individual activities
7:45 Children are dismissed to class lines.

**Afternoon Session**
3:15 Welcome and sign-in children.
Restroom breaks; change clothes.
Pray, wash hands, and eat snack.
3:45-4:00 Everyone outside for play.
4:00-5:00 Children choose one of the following:
1. Silent homework/study for grades 2 to 8.
2. Continue outdoor play (20 minutes-1 hour, depending on weather conditions.) On rainy or bad weather days, younger children will watch a movie in hall; everyone will play in gym, if available.
3. Quiet activities in cafeteria; i.e. cooperative homework, reading, drawing, arts & crafts, puzzles, etc.

5:00-6:00 Free play. Children may play board games, blocks, Legos, play with indoor balls.
6:00 Clean up.
6:15PM Extended Day closes

ARRIVAL AND DEPARTURE OF STAFF
Staff members are expected to arrive 10 minutes before children. The director should be contacted as early as possible if a substitute is needed. The director will assign two staff members to stay until all children have been picked up.

PRAYER
The program should begin with a prayer.

ATTENDANCE PROCEDURES
Staff will check in with the director upon arrival.
Students will sign into the program with the designated staff member upon entering the cafeteria. Every child enrolled in St. Thomas More Cathedral School is also enrolled in the Extended Day Program. At the beginning of each school year, or at the time of enrollment, an emergency form is filled out for each child and a copy is supplied to the Extended Day Program.
These forms are put in an inactive file, until such time as a child attends Extended Day for the first time, and then an active file is established.

EMERGENCY CLOSING OF PROGRAM
St. Thomas More Cathedral School follows the policy of Arlington County Public Schools in weather related closings and delays. If there is a two-hour delay, Extended Day will open at 9 A.M. In the case of snow or other conditions that would cause an early closing of school, Extended Day will also be closed. For the safety of all, children need to be picked up in a very timely fashion.

PROGRAM ACTIVITIES
A variety of daily activities for all age groups should be age and stage appropriate. These daily activities should also provide opportunities for staff directed, self-directed, and self chosen tasks and activities; a balance of active and quiet activities; individual and group activities; and curiosity and exploration.

SUPPLIES AND MATERIALS
All supplies and materials, including office supplies, arts & crafts supplies, snacks, toys, games, etc. will be provided by the program. Please inform the Director of any needed supply or material and she will obtain it in a timely manner.

PROGRAM MANAGEMENT
ORGANIZATION OF STUDENTS
After signing in, students will sit at the tables assigned to their age group until snack is over. Staff will be assigned to supervise certain tables and staff will rotate positions, including study hall. Whenever children are in separate activities i.e., play in gym, movie in hall, etc., at least two staff members must be with each group.

ACTIVITY PLANNING BOOKS
Monthly activities, including special craft activities, will be planned at monthly staff meetings. One staff member will be assigned to oversee each activity. All staff members are expected to contribute ideas and participate.

SUPERVISION OF STUDENTS
Staff shall not leave unsupervised either a class or an individual student under his/her charge. It is the responsibility of the staff to know where their assigned children are at all times. Two staff members must be present at all times. Staff ratio must be maintained at:
1:10 for 3 and 4 year old children
1:18 for 5 to 8 year old children
1:20 for 9 – 12 year old children

The St. Thomas More Extended Day Program “Playground Safety Plan” includes the following procedures:

1. Prior to the children going to the playground, one staff member will be responsible for checking the parking lot to be sure all cars have left the premises and that the play area is free of debris.

2. Another staff person will be responsible for examining the play equipment and insuring there is a sufficient amount of gravel under the structure, especially at the two sliding boards and under the monkey bars.

3. Children will be reminded often of our playground safety rules.

4. Children will be checked before going outside to be sure they are dressed appropriately for the weather and that all shoes are tied and no one has anything hanging around their necks.

5. At least five (5) staff persons will be present on the playground to provide supervision to children.

6. Staff will be stationed in different sections of the play area:
   - One staff person will always be in the fenced area of the playground.
   - One staff person will be located at the far end of the parking lot when children are there playing ball.
   - One person will be near the end of the fence to monitor children entering and leaving the play area.
   - Two staff people will circulate throughout the play area to provide general supervision of the children.

If, for any reason, a staff member must leave their posted position, he or she is expected to notify another staff member to cover that area.

7. The playground and parking lot area are maintained by the church and the school with the help of the P.T.O. (Parent/Teacher Organization) and the Extended Day Program. When any repairs (or purchase of new gravel or play equipment) are needed, the proper authority will be notified.

Staff is expected to follow the monthly posted playground assignments. The four positions are: end of fence with first aid bag, play lot, cones next to parking lot, and rover along back wall and basketball hoops. If for any reason a staff member needs to leave their posted position, they are expected to notify another staff member to cover that area.

**PROGRAM ENVIRONMENT**

**ROOM ORGANIZATION**
The director is responsible for room organization and the staff will be informed of what position they need to supervise.

**ROOM MAINTENANCE**
Every staff member is responsible for maintaining the area to which they are assigned, especially during and after snack. Staff members are expected to supervise children as they pick up games and toys. At the end of each day the cafeteria tables must be wiped and the floor swept. If a serious spill or other problem occurs, staff should inform the director so she can get help from the maintenance staff.

**BULLETIN BOARDS**
The director is responsible for maintaining a monthly bulletin board that includes a monthly calendar and snack menu. Other bulletin boards will be used for seasonal or special information for parents.
EQUIPMENT
Staff members are requested to inform the director of any equipment needs or breakdowns. All staff is expected to maintain equipment and report any unsafe equipment.

LOST AND FOUND
The Extended Day will maintain a lost and found basket and will make every effort to return lost items to the owner.

STATE REQUIRED POSTINGS
LICENSE/COMPLIANCE PLAN
The director will post the state license and the compliance plan is available in the Extended Day office. Staff members are expected to be aware of all licensing requirements and to follow them. The director will inform staff members of all mandatory requirements and check to ensure they are fulfilled.

CLASS SCHEDULE
The daily schedule and special events are posted outside the Extended Day office.

ALLERGY LISTINGS
The director will make a list of all children, their allergies, and reactions. This list will be posted in the Extended Day office. Staff members should be familiar with this list and consult it as necessary. The bookkeeper will identify children with allergies by placing a sticker on their file.

FIRE DRILL ROUTES
Fire drills will be conducted monthly and proper routes will be posted and followed. Staff members are assigned to certain sides of the room and will follow the posted route for that position. The bookkeeper will check bathrooms and take the sign-in sheet outside for roll call. The director will check windows and doors and ensure everyone has vacated the building.

SNACK LISTING
The St. Thomas More Extended Day Program “Food Policy” includes the following procedures:

1. The Extended Day Program only operates before and after school and therefore does not serve regular meals.
2. Each day, a light, nutritious, after school snack shall be served in accordance with the Department of Social Services Minimum Standards for School Age Children.
3. Children with specific food allergies will be offered a substitute snack.
4. A monthly snack menu shall be published and posted on the bulletin board for students and parents to see.
5. Children will be permitted to bring snacks from home, and parents are encouraged to send only healthy snacks that keep well without refrigeration. The student’s name must be on the lunchbox or snack.
6. On early release days, Extended Day operates during lunchtime. Children are then required to bring lunch from home, as the school cafeteria is closed.
7. In the event a child forgets to bring food from home, peanut butter crackers (or a similar item) and milk or juice shall be provided for them and the parents are charged accordingly.
8. All unused food and drink should be discarded and not used again

ARRIVAL/DISMISSAL PROCEDURES FOR CHILDREN
PROCEDURES
Students must be signed in and out of the Extended Day program. If a student arrives on school property before 7:40 AM, he/she must sign in to the Extended Day Program by entering the cafeteria (Door 13) from the parking lot entrance and check with the staff member assigned to attendance.

Parents inform classroom teachers as to how each child is to be dismissed at the end of the school day (i.e. car rider, walker, bus rider or Extended Day,) and it is the responsibility of the classroom teacher to see that each child is in the correct dismissal line.

If a child’s normal dismissal plan is to be changed, the parent is responsible for notifying the classroom teacher of that change.

Children are escorted from their classrooms to the Extended Day Program by teachers and/or safety patrols. Children become the responsibility of the Extended Day staff when they have signed in to the program.

**AUTHORIZED PICKUP**

Every child MUST be signed out of Extended Day by a parent or guardian, or a responsible adult, acting on the parents’ behalf. Only those persons listed on the emergency form will be permitted to pick up a child. Parents are responsible for up-dating the emergency form when changes are necessary. **Once a child is signed out of the program, the parent and child must leave the school building.**

**LATE PICKUP PROCEDURES**

If a child is not picked up on time, the staff will make every effort to reach the parents or one of the emergency contacts. If no one can be contacted, after a reasonable time, as determined by the Principal, Child Protective Services may be called.

*If parents are late on an early dismissal day when no extended day care is available, the parent will be charged $3.00 per minute the parent is late beyond the early dismissal time.*

**TRANSPORTATION SAFETY**

In the morning, parents should enter the school property, using the driveway from Thomas Street, drop their child/children at the entrance to the cafeteria, and wait to be sure they have entered the building before departing.

In the afternoon, parents should park outside the cones that designate the play area and enter the school by way of the cafeteria door. The speed limit on the parking lot is always limited to 5 MPH.

**HEALTH AND SECURITY**

**INJURY PREVENTION**

The director will review accident reports and the accident log every three months. The review will focus on the type of injury, where the injury occurred, and the appropriate action taken. If a pattern is discerned, appropriate measures should be taken to alleviate or correct the cause of the injury.

To help prevent accidents/injuries from occurring, the following procedures will be followed:

- Staff members will supervise children at all times.
- Children will be allowed to climb only on designated climbing equipment.

**LOCATING LOST CHILD**

Staff members must be familiar with procedures to follow in the event a child is suspected to be missing from their care.

*If a child is lost or missing from the Extended Day Program, the staff will organize a search of school property. They will notify the child’s teachers and the school Principal. If the child cannot be found, the parents will be notified immediately, as well as the proper authorities, as determined by the school Principal. Staff will notify the director immediately if a child is missing.*
ADDITIONAL STAFF RESPONSIBILITIES

IN-SERVICE EXPECTATIONS
In addition to first aid training and required orientation training, staff will annually attend 16 hours of staff development activities that shall be related to child safety and development and the function of the program.

SPIRITUAL AND RELIGIOUS INFORMATION
Extended Day staff is encouraged to participate in spiritual development programs offered by the Diocese and the School. Staff are welcome at all school Masses and liturgies.

END OF YEAR PROCEDURES
Staff will assist the director in cleaning and storing program equipment at the end of the school year.

OTHER INFORMATION/PROCEDURES

STAFF MAILBOX
The director will receive all mail for the Extended Day Program through the school office and will pass necessary information on to the staff members.

STAFF PERSONAL PROPERTY (VALUABLES)
Staff members will be provided with a safe place to store personal property.

SUPPLIES/REPAIRS
The director should be informed of any needed supplies or repairs and she will provide supplies in a timely manner and put in repair requests to the proper authority.

EMERGENCY INFORMATION
A CODE RED is declared when, in the opinion of the principal or principal designee, a situation exists that threatens the safety of students and staff and requires that they remain confined to their classrooms. The Code Red Procedure is distributed to teachers at the beginning of the year. This procedure is practiced once a year with the faculty after regular school hours.


MONEY REQUISITIONS
Staff is required to get approval of the director for any expenditure. Once provided with a receipt, the director will reimburse staff members for approved expenditures.

WORKROOM PROCEDURES
All staff members are expected to help keep the workroom clean and tidy. They are expected to wash coffee cups, etc., and replace in cabinet. One staff member will be assigned to cleaning the refrigerator and kitchen. The bookkeeper and director will keep the desk and filing cabinet neat and tidy.

APPENDICES

Signature Page
The signature page is located under forms on the STM website