

PARENT/STUDENT HANDBOOK 2009-2010

OUR LADY OF GOOD COUNSEL SCHOOL

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**Our Lady of Good Counsel School is accredited by
the Virginia Catholic Education Association (VCEA).
The VCEA accreditation process is approved by the
Virginia Council for Private Education Committee on Accreditation
as authorized by the Virginia State Board of Education.**

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Diocesan Forms: (can be found at www.arlingtondiocese.org/schools/school_forms.php)

Permission for Emergency Care Form (*Appendix F-1*)

Confidential Health History Update (*Appendix F-1A*)

Virginia School Entrance Health Form (*Appendix F-2*)

Virginia School Entrance Health Form Instructions (*Appendix F-2A*)

Inhaler Authorization Form (*Appendix F-3*)

Asthma Action Plan (*Appendix F-3A*)

Epipen/Twinject Authorization Form (*Appendix F-4*)

Allergy Action Plan (*Appendix F-4A*)

Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)

Diabetes Medical Management Plan (*Appendix F-5A*)

Medication Authorization Form (*Appendix F-6*)

Waiver Information/Right to Object Form (*Appendix N*)

Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)

Academic Intervention Plan (*Appendix AA*)

School Forms:

Elementary/Middle School Handbook Agreement Form

OLGC Uniform Dress Code

PM Transportation Form

Transportation Policies at OLGC School



OUR LADY OF GOOD COUNSEL SCHOOL

Dear Parents, Guardians and Students,

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

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

OLGC School successfully completed the Design For Excellence accreditation process during the 2005-06 school year and continues to be accredited by the Virginia Catholic Education Association. Additionally, OLGC School was named a No Child Left Behind Blue Ribbon School in 2005 by the U.S. Department of Education.

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

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

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

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

Sincerely,

Austin S. G. Poole
Principal

I. PHILOSOPHY OF EDUCATION / MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person¹. 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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Our mission is to build a foundation for life-long learning that promotes academic excellence and the nurturing of the whole child guided by Our Lady of Good Counsel, the teachings of St. Francis de Sales and the Gospel message.

PHILOSOPHY OF LEARNING

We believe that our school affirms Catholic identity and instills deep-rooted spiritual values.

We believe that parents are the primary educators of their children, and that the school works in partnership with parents.

We believe that both knowledge and skills should be taught using a spiral curriculum where students learn concepts that build each year in breadth and depth.

We believe that students should be active learners who are encouraged to think for themselves and take ownership of their learning.

We believe that educators should use varied teaching strategies and a multi-sensory approach to address the diversity of learners.

We believe that students learn best in a structured and safe environment that takes into consideration the unique needs of the child.

We believe in an integrated curriculum that challenges students to explore and apply concepts that mirror the real world.

We believe that education encompasses the nurturing of the whole child- emotional, physical, academic, social, and spiritual.

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 Diocesan 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 (see Appendix AG-1 and AG-2). 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 result in disciplinary action being taken and/or prevent a student from enrolling (or continuing 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 Diocese, the Diocesan policies guidelines or regulations shall be of controlling force and effect.

PARENTAL ROLE

The Catholic Church recognizes parents as the primary educators of their children. 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 student'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.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

In the event a parent desires to discuss a problem with their 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.

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:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- Non-Catholic students may be exempt from formal co-curricular or extra curricular sacramental preparation programs, but not from the catechesis held during the school day.
- 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.

All parents (and middle school students) are required to sign a form stating they acknowledge that the handbook is posted on the school website, they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form will be distributed 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 may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

II. ACADEMICS

CURRICULUM

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

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art, Music, Band), Health and Safety, Physical Education, Computer Education, Library and Foreign Language (full implementation 2006-07).

Students must satisfy the following criteria to be placed in Algebra I:

- Math Composite standardized test score
National Percentile: 90 or above
- Class grade in Math : 90 or above
- Iowa Algebra Aptitude Test results: 80 or above
(Recommended time of testing – May of seventh grade year)
- Teacher evaluation/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.)

A student who does not meet this criterion must receive a favorable teacher recommendation to be considered for placement in Algebra I.

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.

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:

1. Passing the Algebra I course
2. Scoring 77% on the Diocesan Algebra I exam
3. 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.

Eighth grade students must satisfy the following criteria to receive credit for Foreign Language Level I instruction and placement in high school Foreign Language Level II:

1. Passing the eight grade Foreign Language course
2. Scoring 77% on the Diocesan Foreign Language exam
3. Receiving teacher recommendation for placement in Level II

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

Supply lists for the coming school year are posted on the school website www.olgcschool.org. Students are expected to bring these supplies on the first day of school unless directed differently by the classroom teacher. The required assignment book for grades 3-8 will be given to students on the first day of school.

TECHNOLOGY

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. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of "computer viruses" are expressly prohibited.

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

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. 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.
3. 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.

Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists. 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.

Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:

- a. Messages to others shall be polite and shall not be abusive.
 - b. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
 - c. Use of the network shall not disrupt use of the network by others.
4. 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.

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.

The High School Placement Test (HSPT) is given to students in grade 8 in December. The Terra Nova test is given to students in grades 2-7 and the ACRE Religion test is given to students in grades 5 and 8 in the spring. PALS (Phonological Awareness Literacy Screening) is administered to kindergarten students twice during the school year,

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.

SUGGESTED TIME ALLOTMENTS

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

It is the parents' responsibility to ENCOURAGE:

- A home study period daily

- Finishing long-term assignments early
- Learning to manage time

Students in grades 3-8 are given an assignment book on the first day of school. Each student is required daily to record assignments and other requirements in their assignment book.

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

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

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

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-3:

1	(O)	97-100 (reserved for exceptional student performance)
2	(VG)	90-96
3	(S/G)	89-76
4	(I)	70-75
5	(U)	Below 70
*		Indicates modified curriculum

Academic Program

A numbered grade is indicated in the appropriate box for each subject area.

* (asterisk) Indicates modified curriculum

It should be noted that for Primary Progress Reports, the established scale (1 -5) has not been designed to be synonymous with the traditional letter grades (A, B, C, D, F).

Grades 4-8 use numeric grades. Below 70 is designated by an F.

Codes for Social and Work Characteristics

ME Meets Expectations

NI Needs Improvement

Codes for Effort and Arts & Skills:

Outstanding

Above Average

Average

Below Average

Unsatisfactory

Interim reports will be sent to parents three to four weeks before the end of each grading period. Interims will be sent to all parents of students who have exhibited a weakness in some area of classroom study. This will give the parents an opportunity to work with the student to improve their grade and/or to request a conference with the teacher.

Junior high students who regularly fail to complete homework assignments or who receive an F in one or more subjects will be placed on academic probation. Academic probation may include some or all of the following:

- Meeting with teacher, principal, student and parents
- Written statement outlining probationary period
- Study hall
- No participation in classroom field trips
- Ineligibility to play on Our Lady of Good Counsel sports teams

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.

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

- 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.

Currently, our guidance counselor is available five days a week, Monday through Friday during regular school hours. Appointment forms for students to see the counselor are available in the classrooms. Parents are asked to call to make an appointment.

LIBRARY

The school library is open during the school day. Students are scheduled to go to the library once a week and are encouraged to check out books for personal use. When a book is lost or damaged, it is the responsibility of the student and the parent to replace the book.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- 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

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file).
- 2) Baptismal certificate for Catholic students
- 3) Proof of exact dates of required immunization as required by the Code of Virginia
- 4) Current report card and previous academic years' report card as applicable
- 5) Standardized test scores and previous years, if applicable
- 6) Completed Diocesan Application Form (Appendix J)
- 7) A non-refundable application fee
- 8) A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - a. Proof of exact dates of immunization as required by the Code of Virginia
 - b. Current Certification of Immunization
 - c. Physical examination covering all required aspects as mandated on the MCH-213, 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.)

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

Requirements for Admission to Grades 6 – 12

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of exact dates of immunization
- 4) Records from previous school, including standardized test scores
- 5) Proof of custody where applicable
- 6) Completed Diocesan Elementary or High School Application Form (Appendix J)
- 5) Current Certification of Immunization
- 7) A non-refundable application fee
- 8) 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).

Foreign 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. Foreign students who apply for admission to a Diocese of Arlington School will be considered for admission, if all the following requirements are satisfactorily demonstrated:
 1. Students with F-1 Visas:
 - a. if a foreign student is a baptized Catholic, valid proof of baptism is required;
 - b. student guardian has guardianship of no more than two students at same local address;
 - c. documentation of legal guardianship
 - d. tuition payment is made in full upon admission;
 - e. if the student is represented by an educational consulting firm, an I-20 Sponsorship Survey is completed and returned to the Office of Catholic Schools.
 2. 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 Immigration and Naturalization Service I-20 form for eventual admission and stay in the United States as an F-1 student. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
 - 3 In order to maintain a better accounting of F-1 (non-immigrant) status students, the Immigration and

Naturalization Service requires ongoing accounting. In that regard, schools are responsible for reporting the status of these students via the Report on Status of F-1 (non-immigrant) Students form. Specifically, the school shall:

- a. Report each semester to the Office of Catholic Schools regarding the status of any F-1 (non-immigrant) student as long as that child is enrolled in the school;
 - b. Notify the Office of Catholic Schools if an F-1 (non-immigrant) student who has been issued an I-20 and has been accepted by that school, fails to report to the school within 30 days of the designated start date;
 - c. Notify the Office of Catholic Schools within 15 days when an F-1 (non-immigrant) student transfers to another school or departs the United States;
 - d. Report any legal change in the name or address of an F-1 (nonimmigrant) student within 10 days.
4. Foreign students enrolling in a school in the Diocese must show a B-1 or a B-2 Visa. In addition to a B-1 or B-2 Visa, any foreign student seeking temporary enrollment, must provide the following documentation:
- a. Diocesan Emergency Care Form
 - b. State Immunization Form
 - c. Local Admissions Forms
 - d. Signed statement indicating no grades will be given (i.e. the student is maintaining audit status)
 - e. Tuition Agreement
- B. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
- C. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she 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.

REGISTRATION

The Registration fee is \$300 per student each year. This fee is non-refundable unless the family is moving outside the northern Virginia area. **The fee is collected from returning students in March.**

For new students: Applications for admission to grades 1-8 are accepted throughout the school year. At the time of application, a \$100 application fee is required. The remaining \$200 fee is due at the time of acceptance. Transferring students must supply records from their previous schools to include transcripts and standardized test results. An interview with the principal of OLCG may be required. Students may not attend class until all necessary paperwork is filed with the school office. All students are required to submit a physical and immunization record as required by the State of Virginia.

Students with academic needs which cannot be accommodated by the OLCG program will not be admitted. In some cases, students may be admitted on a probationary basis. Conditions of probation will be established

by the principal.

KINDERGARTEN REGISTRATION

Registration for Kindergarten will be held in February for OLG C parishioners. The Registration fee is \$300 per student. At the time of application, a \$100 application fee is required. The remaining \$200 fee is due at the time of acceptance. All children applying for Kindergarten will be screened for readiness to determine his/her developmental placement.

CHANGE OF RESIDENCE

If you are planning to change residence, please be advised of the following policies regarding residence within the parish boundaries and retaining admission in the school.

Families who move out of the boundaries of Our Lady of Good Counsel Parish into one of our neighboring parishes of St. Mark, St. John Neumann, St. Thomas à Becket, St. Catherine of Sienna, St. John McLean, St. James, St. Ambrose, St. Leo the Great, or St. Luke may retain parish membership. Those families who move further away are expected to enroll their children in the parish school within whose boundaries they reside. If, however, the children have been denied admission to the new parish school, the family may petition the Pastor of OLG C to remain at Our Lady of Good Counsel School. If the petition is approved, out-of-parish tuition will be charged. A letter from the Pastor or Principal of the new parish school (specifying the reason for the denial) must accompany the petition. If space is the issue, the family will also need to secure a position on the waiting list for the new parish school, and enroll in the new school when a position becomes available.

ATTENDANCE

DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

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

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

- Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- 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:

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

2. 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.
3. 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 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 not under any 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

The nurse keeps a record of any child who is absent or tardy. The names of all children not present at 8:05 a.m. are listed on a standard absentee form and sent to the nurse's office. Parents are required to notify the school clinic (703-896-7434) the morning of an absence by 8:45 a.m. Should the parent not call, the nurse will call the parent (or person previously designated by the parent) of any child absent from school. If a parent or guardian cannot account for a student's absence, the Police Department will be contacted to verify the safety of the child.

Upon return to school after an illness, the parent must send a written explanation of their child's absence to the teacher. The excuse should be addressed to the nurse who will then keep it on file. Unexcused absences are considered a truancy. Students who are truant are not permitted to receive credit for lessons missed. Students who are absent due to illness must request makeup work and homework assignments.

Absences and tardiness are recorded quarterly on the grade card and yearly on the permanent record card. In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. It is imperative that parents who transport students to school allow sufficient time to insure prompt arrival.

It is the responsibility of the student who is absent from school to ask his/her teacher(s) for missed assignments upon return to school. **TEACHERS WILL NOT GIVE OUT ASSIGNMENTS PRIOR TO THE**

ABSENCE. Students are responsible for turning in completed assignments on the date arranged with the teacher. The assignments will be due no later than five (5) school days past the student's return to school. Partial credit may be given at the discretion of the teacher.

Tardiness

Parents should notify the school when their student is going to be tardy. When an appointment is scheduled during the school day, parents should notify the teacher the day before the scheduled appointment. All students must be signed out at the receptionist's desk before leaving the building. Students who come to school after 8:05 must be checked in at the receptionist's desk by their parent and will be counted as tardy.

Medical excuses

A written explanation from a physician must be provided to the homeroom teacher for medical conditions which prohibit the student from participating in routine school activities.

Anticipated absence

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

Release of students

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

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

The Permission for Emergency Care Form which is given out each year at Open House must indicate the names of persons to contact should it be impossible for the school to reach the parents. **Any change in this information must be sent to the school office for updating school files immediately.**

TRANSFERRING TO ANOTHER SCHOOL

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

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

the parish, space available.

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

LUNCH/MILK PROGRAM

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

A milk order form is included in the packet of information given at Open House.

ARRIVAL AND DISMISSAL

SCHOOL HOURS/AFTER SCHOOL CARE

Regular school hours are from 8:00 a.m. to 3:00 p.m. After school care begins at 3:00 p.m. and ends at 6:00 p.m. There is an additional fee for after school care.

In the interest of the safety of our students, the following rules will be enforced.

- Students may not be dropped off or picked up in the lower parking lot, the parish center parking lot, the bell tower, nor the rear of the school.
- Students are not permitted to walk across any parking lot to meet their ride.

A.M. REGULATIONS

- All students are to be dropped off at the Counsel Room end of the school. If parents are coming into the building, they should park in the upper lot and walk their students to the front doors of the school. Cars enter via Wolftrap Road. Cars do not enter the school area via Niblick Drive.
- Students should be in line for the pledge at 8:00 a.m.
- No child may be dropped off before 7:30 a.m. in the morning.

P.M. REGULATIONS

- Please be in the yard, in line as directed, by 2:55 p.m. (Enter via the Wolftrap Road rear entrance. Cars in first 2 lines, vans, etc. next 4 lines.) Please refer to the Car Riders Dismissal Procedure in the Appendix.
- Be alert. Follow safety patrol instructions.
- Do not start engines until all students have safely entered the cars.
- If your child/children are not in the car by the time the line is ready to move, you will be directed to a parking space.
- If the driver must come into school, you will be directed to a parking space. The children must wait on the sidewalk for you.
- No child may remain after the car dismissal in the afternoon. Students not picked up by 3:20pm will be signed into after school care and charged the appropriate fee.

WALKERS

Students who walk to and from school leave at 3 p.m. before carpool. They should follow the directions of the safety patrols.

BICYCLE RIDERS

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

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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 a ground for terminating enrollment in the school.

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

SCHOOL VISITORS

All persons other than school staff must enter the school building through the front doors of the building, sign in, record the reason for the visit, obtain a visitor's badge, and proceed directly to their stated destination.

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

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

SCHOOL COMMUNICATIONS

Principal's Communication

The principal sends regular monthly newsletters and calendars to parents, in addition to telephone calls and scheduled appointments when needed. Information regarding the school and events can also be found on the school website www.olgcschool.org.

Take-Home Communication

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

OLGC recognizes the importance of timely and effective communication between school and home. This is accomplished through a monthly calendar and a weekly newsletter, *the OLGC Good News*, from the Principal, the PTO's *Wildcat Chat*, the *Weekly Chatter*, the student's *Wildcat Tales*, and various flyers and notices. The *OLGC Good News*, the monthly calendar and the *Weekly Chatter* are emailed to the parents every Thursday. A school year calendar is given to parents in the Open House packet and is posted on the school website at the start of the school year. The calendar is updated monthly and the updates are posted on the school website.

TELEPHONE USE/MESSAGES FOR STUDENTS

Students are allowed to use the telephone only with teacher permission. Messages of a critical nature are delivered to students during the school day. Changes in after school arrangements must be provided to the school office in writing. Forgotten lunches, assignments, band instruments, etc. should be labeled with the child's name and room number and left with the receptionist. Students may check at the reception desk on

their way to lunch or band for these items, however, students will not be called out of class to pick up these items.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Schools (K-8) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

Each school needs to make up the first 5 days either by borrowing days from spring break or holidays (e.g. Memorial Day) or extending the school year. Days 6-10 do not need to be made up. For days 10 and on, schools can either add on the necessary days to their calendar or extend the length of their school day to make up those days that were missed due to weather and/or emergencies.

EMERGENCY CLOSING of school will be determined by Fairfax County and the principal. In the event of inclement weather, please listen to the radio or television for announcements. Announcements will also be posted on the OLGCSchool website www.olgcschool.org. Additionally, the School Messenger emergency notification system alerts all families via phone and email of inclement weather plans and emergencies.

If school is in session and Fairfax County dismisses early, OLGCS WILL DISMISS ALSO. Parents will be notified of the early dismissal through the School Messenger emergency notification system and radio and television. Parents can also sign up for emergency message notification by email from Fairfax County Public Schools. Sign up for this service at www.fcps.edu.

PHOTOS AND OTHER MEDIA

Schools must state in their Parent/Student Handbook the right for parents to forbid 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 (see 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 to 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 (see Appendix).

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

Field trips are an opportunity for parents to participate in their student's education experiences. It is preferred that only parents accompany students on field trips. Students are expected to wear their school uniform unless told specifically otherwise.

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 and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies.

The 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 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 by and for the graduates close to the date of graduation.

Graduation ceremonies for eighth grade students at OLGC School focus on the celebration of the Eucharist at which diplomas will be given. The Liturgy is followed by a reception for graduates and their families at which light refreshments are served.

A Kindergarten celebration will be held during a liturgical service followed by light refreshments.

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, and 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.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the School so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

A copy of the PTO constitution is available from the PTO Board president.

FUND-RAISING

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising 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 the school or parish.

Federal employees may designate that their contributions to the Combined Federal Campaign (CFC) go to Our Lady of Good Counsel School. OLGC's CFC number is 37290. Non-federal employees can contribute through the United Way. The OLGC School United Way number is 8149.

In accordance with the Diocesan recommendation, Our Lady of Good Counsel has a Director of Development who coordinates all fundraising activities, designs, develops, and directs comprehensive funding programs for the parish and school. Our Director of Development may be reached at 703-896-7424.

TRANSPORTATION/PARKING

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

Since most of our students are transported in carpools, a carpool form is to be completed by each family at the start of the school year. This form provides the school administration with transportation arrangements for each student.

CHANGE IN TRANSPORTATION ARRANGEMENTS

When a student's normal mode of transportation is changed, please send a note to the school office stating the change in plans.

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

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

Application Process & Requirements

- a. 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.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
 - A baptized Catholic or convert officially received into the Church
 - Family resides within the boundaries of the Diocese of Arlington
 - Family is registered and an active member of the parish
 - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. 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.
- d. 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.
- e. 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

Our Lady of Good Counsel utilizes *Smart Tuition* to manage our entire tuition processing. Parents complete a simple one page Family Enrollment form to choose their payment method and payment plan. (See the Payment Methods and Plans below.)

Parents have available to them (24/7) three ways to obtain information about their account: 1) by talking to a person at *Smart Tuition* by phone, 2) by using an automated phone help system, or 3) by accessing a secure website (www.smarttuition.com). Parents are able to make payments, change bank account information, obtain balances due and paid, obtain statements, and find answers to questions. Email reminders will notify parents in advance when automatic withdrawals will be made or credit cards accessed for payments. Additionally, those paying by check will receive monthly invoices. If you have any question about your tuition rate, or if you wish to change your payment plan or method please call the Parish Administration Office at 703-896-7405.

Tuition Assistance is available for families in need through the Diocesan Tuition Aid Program administered by FACTS, Grant & Aid Assessment. All applicants for aid must first apply in February using the Diocesan program. Based on the results of this program, additional assistance may be available from Our Lady of Good Counsel Parish. For information call 703-896-7405.

TUITION AND OTHER FEE SCHEDULES

Registered OLGC Parishioners

One Student \$5,100
Two Students \$8,800
Three Students \$11,850
Four Students \$14,600

Catholic Non-Parishioner

One Student \$6,750
Two Students \$10,100
Three Students \$12,800
Four Students \$15,200

Non-Catholic

One Student \$8,150
Two Students \$11,300
Three Students \$14,450
Four Students \$17,600

The Registration Fee is \$300 per student and the fee is non-refundable. For new students, \$100 is paid at the time of application and the remaining \$200 is paid at time of acceptance.

Learning Resource Center Fee: \$200 per student per month for full-time, \$100 per student per month for part-time

Smart Tuition Family Enrollment Fee: \$31.50 per year per family and is collected with the first tuition payment. The fee will be waived for those who will choose the one (1) time payment due September 1 and who make the payment directly to OLGC School, NOT through *Smart Tuition*.

TUITION PAYMENT PLANS & PAYMENT METHODS

Tuition Payment Plans

- 1 Payment Plan: 1 payment due September 1 paid directly to OLGC School, NOT through *Smart Tuition*
- 2 Payment Plan: 2 payments due September 1 & January 1
- 4 Payment Plan: 4 payments due September 1, November 1, January 1 & March 1
- 10 Payment Plan: 1st Payment due August 1 & the 1st of each month through May 1
- 12 Payment Plan: 1st Payment due July 1 & the 1st of each month through June 1

Tuition Payment Options

- Automatic Deduction: Tuition is taken automatically from either your checking or savings account or credit card: utilizing MasterCard, Discover and American Express. There is a convenience fee based on the amount charged on all credit card transactions. See your Enrollment Form. Visa is NOT accepted.
- Mail in a check: You will receive an invoice each month in the mail from *Smart Tuition*.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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.

SPORTS

OLGC participates in the Northern Virginia CYO League. CYO sports include boys' and girls' basketball (grades 6-8), girls' softball (grades 4-8), track and field (grades 4-8), and baseball (grades 7-8). Our parish house league includes boys' and girls' basketball for grades 4-5. All coaches are volunteers.

BAND

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

ALTAR SERVERS

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

STUDENT COUNCIL

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

STUDENT NEWSPAPER

Wildcat Tales, the OLGC student newspaper is published twice during the school year. Faculty advisors direct the production of the newspaper.

CLUBS

Various clubs meet throughout the year. Information pertaining to participation is conveyed through the *Weekly Chatter* and school newsletters.

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.

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).

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

- Teachers have a right to teach. No student will stop the teacher from teaching.
- 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:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property (see also *Care of School Property*)
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the school's cell phone policy
10. Will comply with the Internet Acceptable Use Policy
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (see also *Dress Code*)
14. Will not give or receive unauthorized assistance on tests, quizzes or assignments
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration
16. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated,

suspension or expulsion may result (see also *Substance Abuse/Weapons* and *Inappropriate Materials*)

17. 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 will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*)
18. 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.
19. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the 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.

1. 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.
2. 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.
3. 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 (See Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.

4. 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 appraise 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:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

SPECIFIC DISCIPLINARY POLICIES

For other infractions of middle school regulations, a Student Discipline Demerit Report will be issued. The report will detail the infraction and will be signed by the teacher and forwarded to the assistant principal. An accumulation of 10 demerits during a quarter will result in a detention..

CLASSROOM DISCIPLINE

Classroom discipline in the Catholic School strives for an atmosphere favorable to concentration, reflective and creative thinking, and student's attention to task. Through discipline, the teacher will promote self-control.

Appropriate student behavior is stressed in the following ways:

- By encouraging a desire for Christ-like behavior among the students
- By recognizing the students' worth as an individual and respecting their God-given individuality
- By assigning the students a share in classroom responsibilities
- By the teacher striving to be firm, just, consistent and impartial

Minor inappropriate student behavior may be dealt with in the following ways:

- By a conference with student and teacher or
- By a conference with student, teacher, and parent or
- By a conference with student, teacher, parent, and principal or
- By loss of minor privileges, and/or behavior journal. (grades 1-5)

A serious infraction of school regulations will result in a suspension or expulsion of a student (e.g. possession of drugs and/or alcohol, fighting with and/or injuring another student, or students found anywhere outside of school designated areas). Once a student has arrived on the school property for the school day, it is imperative that they remain within the designated areas. Leaving the school property without permission will result in suspension.

LUNCHROOM AND PLAYGROUND DISCIPLINE

The students are given a recess at lunch time and at other teacher designated times. This activity is supervised by an adult (teacher and/or parent) at all times. Parent cooperation to supervise this activity at lunch time will be solicited annually.

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

Students may bring suitable toys from home for outside play (e.g. jump ropes, hoola hoops, soft balls, nerf balls, frisbees). On rainy days the students may bring suitable indoor games (e.g. cards, games, etc.). Electronic equipment, CD players, tape recorders, portable radios, walkie-talkies, dolls, and expensive toys are not permitted (See Section VII, Inappropriate Materials). If brought to school, the item may be taken from the student for safekeeping.

For specific playground regulations, please refer to Student Regulations and Procedures, Playground Regulations.

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.

Once the decision to suspend a student has been made by the principal, the student is not allowed back into class until the suspension period has been completed and parent(s) meet with the principal or designee.

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.

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 dismissal of the parent's child(ren).

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:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. 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;
4. 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 by writing to the Superintendent of Schools within 5 working days from the time of written notification. If an appeal is made, the superintendent will appoint a hearing panel to evaluate the decision to expel. The hearing panel will be composed of two principals, one pastor and one member of the Office of Catholic Schools. The parent(s) making the appeal is/are permitted to bring legal counsel. Counsel's participation during the appeal hearing, however, is restricted to providing advice/communication to their client only. The OCS member shall be an advisory non-voting member of the

panel. The decision of the appellate panel is final.

During the pending 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 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:

- The principal, the assistant principal, or the principal's designee shall be alerted;
- The police officers shall report to the principal's office;
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired;
- The principal or a school representative shall be present;
- 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.

Student Property

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

SCHOOL LOCKERS AND DESKS

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

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

1. A locker will not be assigned until both the student and parent sign the OLCG School Locker Regulations agreement.
2. Lockers are the property of the school and may be inspected by school personnel at any time without prior notice.
3. The locker combination must not be shared with anyone for any reason.
4. Only school related items may be kept in the locker.
5. Students may go to their lockers only at times allowed by their teachers.
6. Locker doors must be closed quietly so that other students and teachers in their classrooms are not disturbed.
7. Students may not use anything that has the potential to make marks (paint; draw; scratch; adhesive labels, stickers or tape) on the inside or outside of the locker. Appropriate magnets are allowed. Appropriate photographs of the student's family, friends and pets are allowed. Teacher permission is required for items not specified in this handbook.
8. Food or drink may not be left in the locker overnight.
9. The locker must be locked at any time that it is not in use.
10. All locker vandalism, thefts, broken locks or other locker problems should be reported to the homeroom teacher immediately.
11. Misuse of or tampering with any locker or failure to comply with locker regulations may result in the loss of locker privileges.
12. At specified times throughout the year and at the end of the school year students will clean their lockers. At intervals during the school year students will be given time to clean the lockers. The final report card may be held until the locker has been cleaned.
13. If a locker is damaged, the student(s) responsible for the damage will pay for the full cost of the repairs and may also lose the right to use a locker.

CARE OF SCHOOL PROPERTY

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

DRESS CODE

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior. Final decisions regarding the school uniform rest with the principal/administration.

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

Uniform requirements for OLCG students can be found in the Appendix and on the school website.

If a student is consistently out of uniform, it will be brought to the attention of the parent via a discipline report.

If a student will be out of uniform for a day because of special circumstances, a note must be sent from the parent stating the reason for not wearing the required uniform.

Uniform Enforcement Standards

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

Dress Code for Out of Uniform Days and Theme Days

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

- Students are not allowed to wear sundresses or tank tops.
- No "short" shorts.

- No wide-legged or “sagging” pants/shorts may be worn.
- Skirts should be no shorter than the uniform skirt.
- T-shirts with reference to inappropriate slogans and pictures may not be worn.
- Nice jeans are permitted but they must not be patched or torn.
- Tight shorts or pants are not permitted.
- Tights and/or leggings without skirts or long shorts are not permitted.
- No flip flops, sandals or clogs are allowed. Toes and heels must be covered. No heelies or skater shoes.
- Shirts must meet pants and stomachs must be covered. No exposed midriffs.

A student coming to school dressed inappropriately on a non-uniform day will be required to call his/her parents for a suitable change of clothes. The decision of the principal as to what is appropriate will be final.

INAPPROPRIATE MATERIALS

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

Real or toy guns, real or toy knives	Beepers, pagers, cell phones, walkie-talkies
Sharp objects	Laser pointer devices, shock pens
Matches, lighters	Skateboards, roller skates, rollerblades
Fireworks	Walkmen, I-pods, MP-3/CD players, radios, tape recorders
Devices that cause explosion	Remote control devices, video games

PLAYGROUND REGULATIONS

VOLUNTEER RESPONSIBILITIES

- ♦ A volunteer’s primary responsibility is to monitor the behavior of students on the playground with the goals of promoting Christian behavior, discouraging negative behavior, and keeping all children safe. **Volunteers are asked to be proactive not just reactive.**
- ♦ Volunteers report to the Playground Supervisor (PS) upon arriving for duty. The PS will position volunteers and assign duties.
- ♦ While on duty, volunteers must remain visible to children on the playground. They must avoid standing in clusters and are encouraged to circulate among the students.
- ♦ Students requesting to enter the building for any reason should be directed to the PS.
- ♦ Volunteers bringing preschoolers with them are reminded to remain focused on the job at hand. They are discouraged from placing their toddler(s) in any unsafe situation or any situation that unduly distracts the volunteer from their primary responsibility.
- ♦ Volunteers are asked to focus on and report all positive behaviors to the PS (e.g., helping a hurt child, being inclusive, good manners, etc.)
- ♦ All discipline issues on the playground should be referred to the teacher on duty at the time of the infraction.
- ♦ Volunteers are asked to review the Fire Drill Procedure as detailed in your Volunteer Packet.

PLAYGROUND REGULATIONS FOR STUDENTS

Students are expected to do the following:

- ♦ **Be respectful.**
 - Play actively and have fun.
 - Remember to include other students in your activities.

- Good manners matter because manners mean you care.
- Be aware that you are the hands and voice of Christ.
- Don't push, shove, punch, pull or hit others.
- Name calling, insults and profanity should not occur.
- Always respect the authority of the playground volunteers.
- ◆ **Be Safe.**
 - Play safely and always consider the safety of others.
 - Any playground equipment should be used only for the purposes for which they were designed.
 - Only soft balls are permitted on the playground during recess.
 - Stay inside the cones at all times. (Permission is needed to retrieve balls.)
 - Contact sports and tackling are not permitted. Dodgeball and the intentional "pegging" of balls at students are not permitted.
 - Do not climb trees.
 - Students may sit on benches, but may not stand on or play games around them.
 - The white post marks the boundary of the lower field.
 - No running on the sidewalk and under the classroom windows.
 - No sitting on the brick wall.

LUNCHROOM REGULATIONS

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

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

VIII. 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,

- must comply with applicable reporting and other requirements of state and local law;
- 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 the school principal who in turn will call the Moderator of the Curia, and then contact the Child Protective Services Agency. 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 loc parentis, or school personnel.

ACCIDENTS AND FIRST AID

The school nurse or principal's designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory facility/staff member, treatment/action taken, etc.) in the individual student health record. A separate Diocesan Accident Report Form (see Appendix F-7) is completed for all significant accidents or injuries that may require treatment outside of school. A copy of the accident report is retained as a separate, internal school record, with the original forwarded to the Diocesan Insurance Risk manager at the Chancery within 72 hours of the accident or as soon as possible in the case of major accidents and/or injuries.

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.

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, 2nd edition*.

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

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

MEDICATION ADMINISTRATION OVERVIEW

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

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:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
2. After the first dose of any medication has been given at home;
3. 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;
4. 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;

5. 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;
6. When the appropriate medication authorization form (see Appendix) has been completed, signed and accompanies the medication;
7. 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 that are to be divided in order to achieve their child's proper dosage.

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 (see Appendix). 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 life-saving 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.

PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY

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

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 health care provider 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.

INFECTIOUS/COMMUNICABLE DISEASES

DISEASE

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:

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).

- a. 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.
- b. 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.

Children 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.

School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

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 based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom contacts may be inspected.

When a student is diagnosed with lice, the parent is notified and the student is sent home for treatment. The school health care provider will check all other students in that grade. A notice will also be sent home to all parents in that grade to alert them that there has been an onset of lice in their child's class. The letter provides information on how to check your child for lice and how to treat them. Infected students must be treated prior to returning to school.

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.

FIRE/EMERGENCY DRILLS

Fire and emergency drills are conducted once (1) a week during the first month of the school year, then one (1) time per month for the remainder of the school year.

Other emergency drills such as tornado, evacuation and lock down are conducted twice a year. They will be conducted once (1) in the fall and once (1) in the spring.

A summary of the crisis management plan can be found on the school website, www.olgcschool.org.

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 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 (see 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 prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a) Physical intimidation or assault
- b) Extortion
- c) Oral or written threats
- d) 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

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 incidence 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.

- a) Consequences for students who bully others shall depend on the results of the investigation and may include:
 - Counseling
 - Parent conference
 - Detention
 - Suspension and/or Expulsion
- b) 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.

IX. 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. 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. The refusal to provide such information is grounds for terminating enrollment in the school.

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

The school may request that testing be done with your child in order to help us determine ways to better enable success. This testing must be done in a timely manner and the results shared fully with the school. Failure to arrange testing or share the results with us may result in a determination that OLGC is unable to serve the current educational needs of your student at OLGC.

The Resource Program at OLGC offers each student the tools to reach his/her academic potential in a positive, supportive and structured environment. The goals of our Resource Program are:

- To help students develop academically while maintaining a positive and healthy outlook toward school,
- To help students develop into strong, self-confident individuals.
- To support the classroom curriculum
- To help the child develop skills that will make learning more successful.
- Individual or small group instruction.

An extra fee is paid by parents for Resource instruction.

APPENDICES

DIOCESAN FORMS (Diocesan forms can be found at www.arlingtondiocese.org/schools/school_forms.php)

Permission for Emergency Care Form (*Appendix F-1*)
Confidential Health History Update (*Appendix F-1A*)
Virginia School Entrance Health Form (*Appendix F-2*)
Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
Inhaler Authorization Form (*Appendix F-3*)
Asthma Action Plan (*Appendix F-3A*)
Epipen/Twinject Authorization Form (*Appendix F-4*)
Allergy Action Plan (*Appendix F-4A*)
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
Diabetes Medical Management Plan (*Appendix F-5A*)
Medication Authorization Form (*Appendix F-6*)
Waiver Information/Right to Object Form (*Appendix N*)
Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
Academic Intervention Plan (*Appendix AA*)

SCHOOL FORMS

Elementary/Middle School Handbook Agreement Form
OLGC Uniform Dress Code
PM Transportation Form
Transportation Policies
Car Riders Procedures

HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

I understand that the Parent/Student Handbook is available to me on the school website at www.olgcschool.org. I have explained the content of the document to my child(ren). I acknowledge and agree to the policies contained therein, and will require my son/daughter to comply with the policies which apply to students.

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

PLEASE PRINT CHILD(REN)'S NAME(S):

PARENT SIGNATURE: _____

PRINTED NAME: _____ DATE: _____

FOR MIDDLE SCHOOL STUDENTS ONLY (GRADES 5-8)

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

STUDENT SIGNATURE: _____

PRINTED NAME: _____ DATE: _____

STUDENT SIGNATURE: _____

PRINTED NAME: _____ DATE: _____

OLGC UNIFORM DRESS CODE

June 2009

All uniforms are purchased at The Dress Code, 125 Church Street, NE, Vienna, VA 22180, and 703-242-3929

SUMMER UNIFORM: OPTIONAL (may be worn August - Sept 30 & after April 1)

Girls Kindergarten through 5

Blue pinstriped monogrammed shorts

White monogrammed polo

Navy or white socks covering the ankles (no footies)

Navy or white belt required

Boys Kindergarten through 5

Navy monogrammed shorts

White monogrammed polo

Navy, black, or white socks covering the ankles (no footies)

Navy or black belt required

Girls Grades 6-8

Navy kilt (hemmed no shorter than 2 inches above the center of the knee)

White monogrammed polo

Navy or white socks covering the ankles (no footies)

Boys Grades 6-8

Navy monogrammed shorts

White monogrammed polo

Navy, black, or white socks covering the ankles (no footies)

Navy or black belt required

WINTER UNIFORM (required October 1 – March 31)

Girls, Kindergarten through Grade 5

Plaid monogrammed jumper

White peter pan blouse, long or short sleeves

Navy monogrammed cardigan

White or navy socks covering the ankles (no footies), navy tights or navy knee socks

Optional Slacks for Girls- Navy or black belt required with slacks

Navy slacks with white embroidered turtleneck and navy monogrammed cardigan sweater. It may be taken off at school

Boys, Kindergarten through Grade 5

Navy monogrammed pants

White monogrammed polo, long or short sleeves

Navy monogrammed v-neck sweater

Navy, black, or white socks covering the ankles (no footies)

Navy or black belt required.

Girls Grades 6-8

Grey and navy plaid kilt (hemmed no shorter than 2 inches above the center of the knee)

White oxford blouse, long or short sleeve, monogrammed

Navy v-neck monogrammed sweater required every day with kilt or with slacks. Sweater may be taken off at school

White, gray or navy socks covering the ankles (no footies), gray or navy tights or gray or navy knee socks

Optional slacks for girls - Navy or black belt required with slacks

Navy slacks with white embroidered turtleneck and navy v-neck monogrammed sweater

Boys Grades 6-8

Grey twill monogrammed pants

White monogrammed oxford shirt, long or short sleeves

Navy tie to be worn - October 1 to March 31

Navy v-neck monogrammed sweater is required every day. It may be taken off at school.

Navy, black, or white socks covering the ankles (no footies)

Navy or black belt required

GYM UNIFORM:

The gym sweats must be worn to and from school during the winter uniform season.

Blue OLGC T-shirt--Last name on back in navy 2" lettering

OLGC logo navy cotton shorts

OLGC logo navy sweatpants and sweatshirt

White socks covering the ankles (no footies)

Sneakers - white or black on the outside (does not have to be a solid color) with non-marking soles, no heellies, no skater shoes

Gym uniforms, sweats, shorts*, OLGC t-shirt and sneakers are worn to school on gym days by boys and girls in grades K-8

*Shorts are to be worn during summer uniform season and in the winter only during PE class.

SHOES: Shoes are to be solid navy or black with no other colors (NO brown shoes). Boots or boot shoes, granny high-top shoes, mountain or camping shoes are not permitted. Gym sneakers are listed above.

Revised 8/09

PM Transportation

2009-2010

All families MUST complete this form.

Return to School Office no later than September 4

Family Name: _____

Home Phone : _____ Cell #: _____

Student Names: _____

My student (s) are picked up by:

Parent

Other (specify)

Name: _____ Phone: _____

My student(s) are in a carpool.

Carpool drivers are: _____

My student(s) walk to: _____

Address & Phone

My student(s) go to the OLGCA Extra-Curricular Activity Program (ECAP).

Additional pertinent information:

Parent Signature

TRANSPORTATION POLICIES AT OLG SCHOOL

We are making every effort to ensure the safety of your children upon arrival and dismissal at school and at recess during the school day. The following measures will be strictly enforced.

In the morning:

If your child is late, drop off will be at the morning drop off area or at the upper parking lot if you are walking your child to the front door.

In the afternoon:

No students will be dismissed between 2:30 – 3:00pm.

For pickup - all vehicles must enter through the **rear** Wolftrap Rd entrance and exit via Niblick Dr.

No pickup is allowed at the Parish Center lot or the upper parking lot.

Please be in place by 2:55 pm.

Volunteers and all other visitors must park in the upper lot during the school day. There will be no parking in the parish center lot nor in the center of the main parking lot.

AM CAR RIDERS ARRIVAL PROCEDURE

CHURCH/ADMIN

SCHOOL PARKING

**ENTER
HERE
ONLY**

Wolftrap Rd.

GRASS ISLAND

**CHURCH
PARKING**

**No Drop
Off**

PLAY AREA

NO CARS

Wolftrap Rd.

SIDEWALK

SIDEWALK

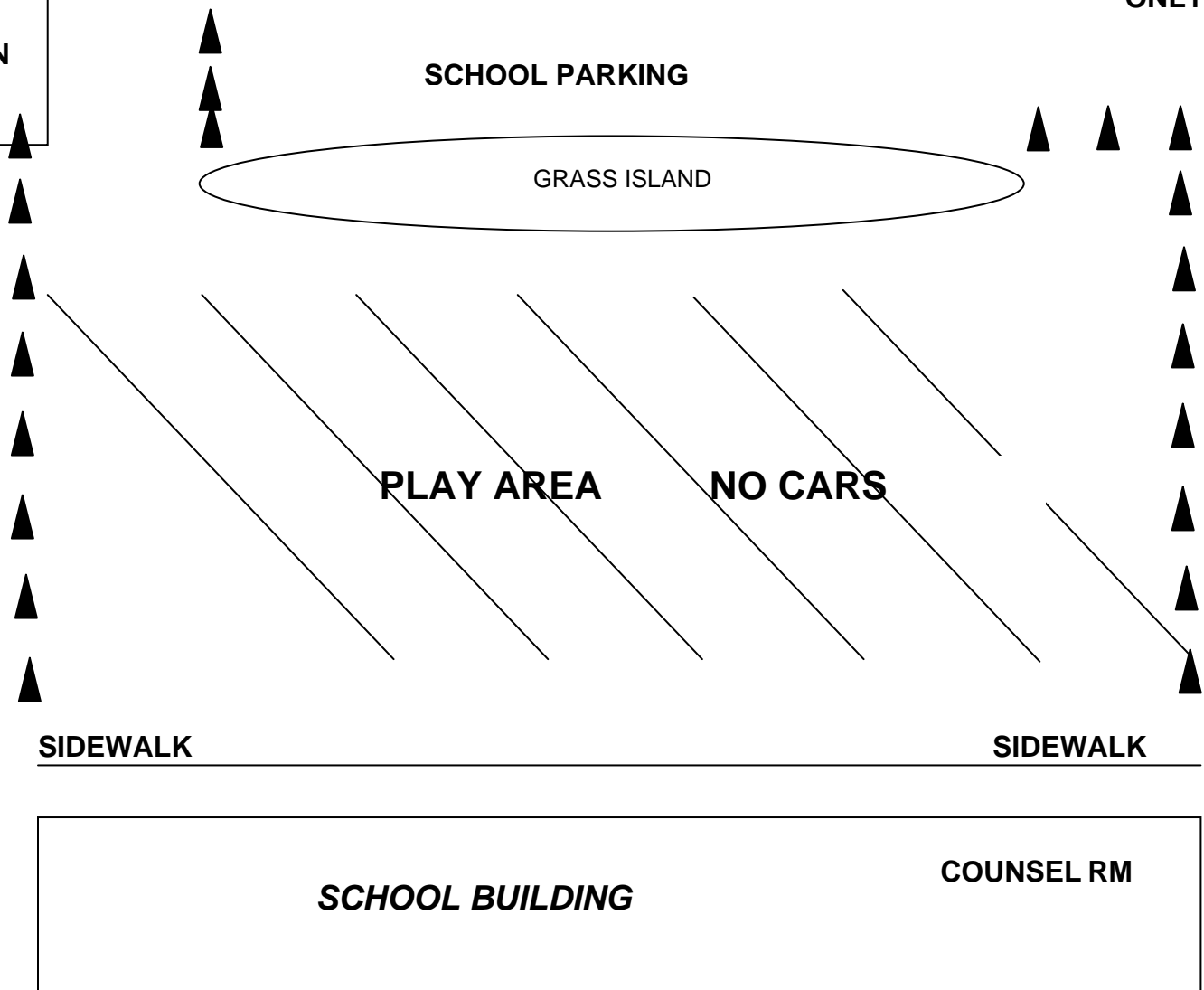
No Drop Off

**PARISH
CENTER**

SCHOOL BUILDING

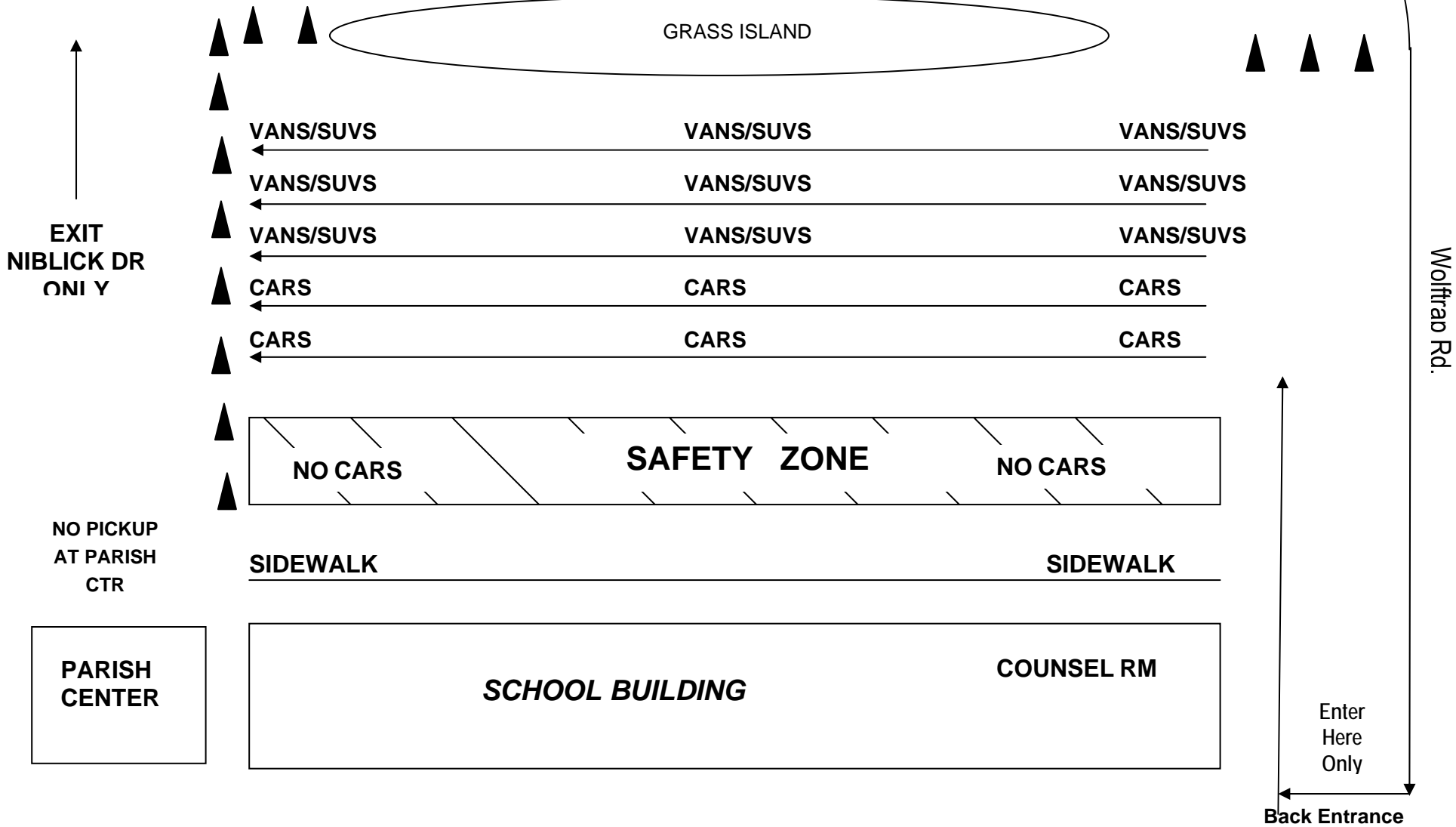
COUNSEL RM

**EXIT
HERE
ONLY**



PM CAR RIDERS DISMISSAL PROCEDURE
(Please be in place by 2:55 PM)

NO PICKUP IN UPPER LOT



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