



Parent/Student Handbook 2023 – 2024



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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

Go, therefore, and make disciples of all nations teaching them to carry out everything I have commanded you.

Matthew 28:19-20

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

¹ Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Our Mission at *ST. MARK* School, is to share the light of Christ as we grow in faith, knowledge, and service.

SCHOOL PHILOSOPHY

We believe each child is a unique creation of God, with his or her own strengths and areas of growth. *ST. MARK* provides a child-friendly environment, where parents and teachers work together to educate the whole child. Each child at *ST. MARK* has the innate capacity to explore, to question, and to reason. Teachers use a variety of methods to help each child reach his or her potential.

STUDENT/PARENT HANDBOOK

Each school shall utilize the Office of Catholic Schools (OCS) template to develop and distribute

a handbook for students and parents/guardians. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). An acknowledgment form will be provided to students upon receipt of the handbook and the form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

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

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

PARENTAL/GUARDIAN ROLE

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

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

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

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

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should

make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

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

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

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

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

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity and biological sex at birth.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic schools and when persons choose careers in Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or

which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

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

TEACHER/PARENT PARTNERSHIP

ST. MARK Catholic School endorses a strong partnership between its faculty and parents with

the goal of enhancing the educational experience for each child. When parents and teachers respect each other, children thrive. This partnership requires a commitment to support each other's goals for the child in accordance with the School's mission statement. This partnership:

- affirms that all communication is open, direct, and honest and conveys messages that are respectful, courteous, and constructive. Please note that electronic communications may convey unintended messages and must be used judiciously.
- requires a willingness and expectation on both sides to work on and nurture the relationship.
- is fostered by mutual trust and respect.
- acknowledges that teachers and parents bring different areas of expertise to the relationship. Each teacher contributes a professional expertise about curriculum and child development, and each parent brings a personal expertise about his/her child.
- respects the privacy and personal boundaries of parents, teachers, and students.

TEACHER/PARENT RESPONSIBILITIES

To achieve the best possible teacher/parent partnership, there are specific responsibilities for both teachers and parents.

Parents:

- will first bring concerns directly to the appropriate staff member in a timely manner and will not engage in in-person or online discussions with children or other parents that are disrespectful, unkind, or hurtful to another child, parent, family, or staff member.
- will keep the teachers informed of any changes at home or other information about their child that might affect their child's performance and/or behavior in school.
- will support the teacher at home when a problem does occur so that the child understands that the parents and teacher are working together.
- will respect professional boundaries and not request personal email addresses, private phone numbers, or “friending” requests through social media sites.
- will do their best to ensure that students arrive at school on time and ready for learning each day.

Teachers:

- will listen to and elicit information about the child from the parent and will respond appropriately when a parent requests time for a consultation.
- will be as specific as possible in giving information about a child's performance and/or behavior.
- will work in concert with the parents to develop specific goals to be worked on at home and at school with regard to behavior and/or performance issues.
- will explain to parents the behavioral and homework expectations for the child and the role of the parents that particular year.
- will describe at Back-to-School Night how best to keep in touch (time and place for calls and communications).

SCHOOL ACCREDITATION

The Virginia Catholic Education Association (VCEA) accredits each school in the Diocese of Arlington. Every five years, schools participate in the Design for Excellence, a self-evaluation program, which leads to reaccreditation. All teachers in diocesan schools meet or are working toward the VCEA or Commonwealth of Virginia certification requirements.

RIGHT TO AMEND

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

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

II. ACADEMICS

CURRICULUM

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

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

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

GRADES FIVE TO SIX

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

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

GRADES SIX TO SEVEN

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 96 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in Pre-Algebra: 93 or above.
- c. Iowa Algebra Aptitude Test results: 85 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

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

GRADES SEVEN TO EIGHT

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

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

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

GRADES SIX TO SEVEN

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

GRADES SEVEN TO EIGHT

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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

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

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

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

VIRTUAL INSTRUCTION

1. Maintain effective communication between teachers, students and families about the virtual learning plan.
2. Teachers should be available throughout the day for questions and feedback even if the day is fully asynchronous.
3. Feedback is paramount and students should be accountable for their work. Assignments shall be assessed in a timely manner to provide feedback to the student.

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.

ST. MARK teaches the Formation in Christian Chastity Program during the fall. (Refer to the Diocesan web site: http://www.arlingtondiocese.org/childprotection/form_christianchastity.aspx for more information.)

TEXTBOOKS/SUPPLEMENTAL MATERIALS

ST. MARK Catholic School issues textbooks and workbooks to students during the course of the school year. Textbooks are to be covered by the student in a way that will protect, yet not damage, the cover (e.g. craft paper, extra large book sox, but NOT contact paper).

Students are to keep the books and school-issued materials in good condition and return them at the end of the school year. If any school-issued books or materials are lost or significantly damaged, the family will be responsible for paying for or replacing the lost item with one of similar quality. If a workbook or student planner is lost, families will be asked to pay for an identical replacement.

TECHNOLOGY – RESPONSIBLE USE POLICY

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

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

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

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

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
 - i. Messages to others shall be polite and shall not be abusive.

- ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
 - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
 - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
 - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
 - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal.
 - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
 - v. Attempt to circumvent system security.
 - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
 - vii. Violate license agreements, or other protected media.
 - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
 - ix. Breach confidentiality obligations of school or school employees.
 - x. Harm the good will and reputation of the school or school employees.
 - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites,

- live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.
- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
 - i. Loss of use of the school network, computers, and software including Internet access.
 - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
 - l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, videos, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

ST. MARK Catholic School believes that when implemented thoughtfully and purposefully, technology has the power to enhance teaching, learning, and communication. Through the use of technology, the teaching staff continues its mission of instilling the love of learning and creating life-long learners. Technology provides an additional avenue for communication, collaboration, and problem solving.

ST. MARK Catholic School has a 1:1 Chromebook policy for students in grades 1 – 8 for the 2023-2024 school year. Through use of the same device, equitable opportunity exists for each student, and the school is able to ensure that all the devices can be managed and maintained effectively and responsibly by the school. For the specific 1:1 Chromebook policy, see *Addendum 1*.

ST. MARK Catholic School uses filtering software that blocks access to certain web sites; however, each authorized user is responsible for his or her own internet use. Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, threatening, discriminatory, and/or illegal, violates the Acceptable Use Policy.

ST. MARK Catholic School administration has the final say about access to specific sites.

- Students may not access any folders or files but their own.

In order to maintain transparency and to provide easy access to student work by teachers, student files that are not part of Schoology are not password protected. Students may only access, view, edit, delete, and save to files and folders that they create. Students who access any other user's folders may be subject to disciplinary action including, but not limited to, loss of technology and/or internet privileges.

- Students are required to provide attribution for downloaded materials and adhere to “Fair Use” policies. Fair use and technology policies will be taught to middle school students within the first months of the school year. Fair Use Copyright Law allows limited use of copyrighted materials without prior permission for educational purposes.
- Once students have been taught how to cite sources, students must cite sources of downloaded or print materials, including:
 - another person’s idea, opinion, or theory
 - any facts, statistics, graphs, or drawings, i.e. any pieces of information that are not common knowledge
 - quotations of another person’s actual spoken or written words
 - a paraphrase of another person’s spoken or written words
- Students may not change computer or desktop settings or appearance.
 - Students may not download software from the internet or install new software on any computer.
- Students will follow teacher instructions. This includes staying on the assigned task and/or web pages, and off pages/tasks for which you have not been given specific permission by the teacher.
- Students will not use e-mail without explicit permission from teachers/staff. Students may not e-mail school related assignments to other e-mail addresses such as their home e-mail account without the explicit permission of the teacher in charge. In cases of school use of the internet/e-mail, the school principal has the final authority.

Students should not e-mail homework or assignments from their home or personal e-mail accounts to school e-mail addresses without the permission of the teacher and the principal. In unusual circumstances where this would be warranted, permission must be given from the school principal and the parent must be cc’d on the e-mail.

- All homework assignments and school projects must be printed at students’ homes prior to due dates.
- Students may not use chat or instant messaging.

At *ST. MARK* Catholic School, computer technology is considered a privilege and utilized for instructional purposes only. It serves to enrich the instructional program and may be revoked at any time.

Additional Technology Concerns

Families are expected to act in a spirit of cooperation and partnership in a manner that the school deems necessary to support both the students and the goals of the school. Online communications are not to include disparaging or damaging comments about individuals, the community, or the

school, whether stated or implied. The school reserves the right to withhold or terminate an enrollment contract of any student whose family does not follow the technology policies outlined in this handbook.

AI Technology

Students should not use AI technology at any time at school or at home on school assignments, tests, or projects, unless directly instructed to do so by a teacher. At no time should any student use AI technology to create an image, video, or writing that is in any way defamatory, insulting, or hurtful to the school, faculty, staff, students, families, or parish. Students should never turn in any work generated by AI technology as their own.

Blogs

Engagement in online blogs such as, but not limited to, Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student’s or parent’s blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent’s Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

Cell Phones, Smartwatches, and digital watches

Use of smartwatches and cell phones in school or on school property during school hours by students is not permitted. (A smartwatch is defined as any device that can be worn on the body, such as the arm or wrist, and could provide a student access to text messages, email, or the Internet.) If a parent feels their child is in need of a cell phone or smartwatch, the cell phone or smartwatch must be kept in the student’s locker (or backpack if the student does not have a locker) and be in the “Off” position. Texting, calls (voice or face), and using the phone as a camera are not permitted. A cell phone or smartwatch will be taken if it is made visible or “rings” during school hours. In that instance, a parent must come to the office to obtain the phone. Because technology is always changing and teachers cannot dedicate valuable instructional time to evaluating student watches, digital watches are also expected to be kept in lockers (or backpacks if students do not have lockers) in silent mode if brought to school.

The use of students’ cell phones and smartwatches is also prohibited on field trips unless specific permission for field trip use has been granted by the Principal. If a faculty member becomes aware of a student cell phone or smartwatch, the faculty member is expected to take the device and turn it in to the principal’s office where it can be collected by the parent.

Students in 6th, 7th, and 8th grades are permitted to bring cell phones to school-sponsored dances for the sole purpose of being able to reach a parent at the end of the dance. Phones and other electronic devices may not be used during the dance. If used, they will be confiscated and will be returned to parents when they pick up their child at the end of the dance.

School personnel are not responsible for any electronic device that a student brings to school.

Instagram®, Snapchat®, Twitter®, and Other Social Media

Photos, captions, or other information on a student's or parent's social media account that depict the school, the faculty, other students, or the parish in a defamatory way will result in disciplinary action which may include suspension and/or expulsion.

Students should be cognizant of their appearances on social media and other electronic devices while wearing anything that could identify one as a *ST. MARK* student. This includes, but is not limited to, official school uniforms, spirit wear, basketball uniforms, etc.

Sexting

Students involved in possession or transmission of inappropriate photos or messages on their cell phones or other electronic devices face suspension and/or expulsion.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

Virtual Reality Sites and Online Games

Virtual Reality Sites and online games such as, but not limited to, www.secondlife.com® and Fortnite®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

School Security

Students will not post their school schedules nor any information pertaining to schedules associated with a *ST. MARK* student or the school on social media or apps. Students should not text any details about their school schedule, nor should they email anyone school schedule information.

TESTING

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

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

Students are tested regularly in most subjects. Graded papers in grades K – 8 are sent home on

Wednesdays for parent signature and should be returned within two school days. Parents of students in Grades 3 – 8 may view grades on the PowerSchool Parent Portal. While parents are able to see some assignments and grades on Schoology, the Schoology gradebook is not the official gradebook. PowerSchool is the official gradebook, and the system used for generating report cards and academic transcripts. Grades and assignments in Schoology and PowerSchool may differ. For example, a teacher may give an exam on paper and not through Schoology, so the grade for that exam would be entered only into PowerSchool, not into Schoology. Additionally, a teacher may opt not to utilize the gradebook function in Schoology, and enter grades only through PowerSchool. While parents are encouraged to monitor gradebooks in both Schoology and PowerSchool, PowerSchool is the only official gradebook.

ST. MARK Catholic School follows the standardized testing program below:

Grades K-8 Academic Assessments

Incoming Kindergarten	Kindergarten Screening	Incoming kindergarten students are screened upon acceptance.
Transfer Students	Students transferring into <i>ST. MARK</i>	A variety of assessments are given to determine best class placement of incoming students.
Grades 1-7	Standardized Testing	Fall, Winter, Spring
Grades K, 5, 6, and 7	End of Year Math Testing Algebra exemption exam	Spring Spring (given at Diocesan high schools)
Grade 8	High School Placement Test Spanish exemption exam Algebra exemption exam Geometry exemption exam	December Spring Spring (given at Diocesan high schools) Spring (given at Diocesan high schools)

Religious Assessment

Grade 5	Assessment of Catholic Religious Education 1 (ACRE)	Spring
Grade 8	ACRE 2	Spring

HOMEWORK

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

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

SUGGESTED TIME ALLOTMENTS

It must be kept in mind that students are individuals and that they work at their own pace. The allotments given below are average times:

Grade	Time/minutes
K	15 -20 (at teacher's discretion)
1 and 2	20-30
3 and 4	30-60
5 and 6	60-90
7 and 8	90-120

Please note that advanced math courses require additional daily homework and/or study time.

At *ST. MARK*, homework and study times are essential for students to be able to practice concepts taught and to encourage personal responsibility. To facilitate this, each student is provided with an assignment notebook (agenda). Each student is expected to write his/her homework in the agenda on a daily basis. Students may be given a grade for appropriately filling in their homework assignment book. They may also receive a grade for a notebook/binder check. Teachers will post assignments online; however, this is the backup. The primary responsibility for recording homework rests with the student.

Please check with the teacher, Schoology, and/or PowerSchool if your child consistently reports having no homework in a class or classes.

Homework allows parents insight as to what is being taught in school and enables them to supervise the practice of concepts taught. Parents help their children by acknowledging the importance of homework and by providing the conditions that children need to accomplish the task in a reasonable amount of time. A set time and place for homework is recommended. Parents should check student assignment books to ensure that all homework has been completed. Discussion about the content of assignments is also recommended to help encourage a child's efforts, understanding, and interest.

In addition to assigned homework, it is important that young children be read to, and that older students spend time reading each day.

If a child has forgotten homework items, parents should call the school office at the conclusion of afternoon dismissal. A staff or faculty member will then escort the student to his/her classroom to retrieve overlooked materials.

The value of homework is greatest when completed on time and brought to class for review. Please note that late assignments will be graded; however, the grade will be lower than if it had been completed on time. Teachers will indicate missing work in Schoology and/or PowerSchool. Teachers will contact parents if there is a consistent pattern of missing work. (For policies on work that is late due to absence, please refer to the *Attendance* section of this document.)

In regard to homework, the following policies are also applicable:

- Homework should never be copied from another student’s work. This is considered cheating and consequences may apply.
- Any concerns about homework should be directed to the child’s teacher.
- Students should not e-mail homework or assignments from their home or personal e-mail accounts to school e-mail addresses without the permission of the teacher and the principal. In unusual circumstances where this would be warranted, the parent must be cc’d on the e-mail.
- All homework assignments and school projects must be printed at students’ homes prior to due dates.

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Parent-teacher conferences are scheduled for each student in the fall. Other conferences may be scheduled throughout the year as needed, and as requested either by the parent or the teacher. Conference requests can be made either by email or telephone, and a response should be expected within one business day. Parents are requested not to go to classrooms or to engage teachers in conversation about students when there has not been sufficient time to prepare for the meeting and a suitable meeting place designated.

Problems can grow out of simple misunderstandings and are often best resolved when parents and teachers communicate directly. If you have a question or concern, please contact the teacher. Teachers will respond to notes, phone messages, and email within one business day. Please note that because e-mails could show on ActivPanels, and because a teacher’s primary responsibility is the education and supervision of the students in front of him/her, teachers cannot respond to e-mail throughout the school day.

Requests may also be made for a conference with the school administration. These conferences follow the same procedure for scheduling a parent-teacher conference. Parents must be aware that if they wish to discuss school personnel, confidentiality of communications cannot be maintained. Parents wishing to discuss a classroom situation should first schedule a conference with the classroom teacher before meeting with administration.

All visitors must first report to the school office to identify themselves and the purpose of their visit. Anyone who would like to enter the building must follow any and all health protocols and safety measures in place at that time. Visitors will be given a visitor badge which must be worn at all times while on campus.

GRADING/REPORT CARDS

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

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

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

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

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

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

INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:

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

Students receiving Level 3 and 4 support services will have an additional or alternative report provided to parents. This report will reflect the evaluation of a student's individual annual goals that have been identified from a student's IEP or other professional testing.

ST. MARK considers a report card to be a reflection of the work completed during the trimester. Class participation, timely completion of assignments, and agenda completion are important aspects of the entire educational program, and will be reflected in students' final grades. Teachers may also choose to weight grades, giving more value to certain categories of work.

With the exception of an “Incomplete” given for a principal-approved reason, report card grades cannot be altered after the end of the trimester. In the event that an error is discovered on the report card, the parents should bring it to the attention of the principal within five business days. **Once five days have passed, absolutely no changes to grades or comments can be made.**

Progress reports, yearbooks, and report cards will not be provided in advance of an absence and will not be sent home with another family. The school reserves the right to withhold final report cards and access to the Parent Portal pending payment of fines, lost items, EDC fees, and tuition.

Parents must access the Parent Portal (also referred to as PowerSchool) in order to keep track of their general education student’s progress in grades 3-8. If a parent has forgotten how to log on or is unable to access the system, he/she should contact the school office.

Parent Portal Considerations:

- Grades will be entered on a regular basis; however, lengthy papers and projects require greater amounts of time to be fairly evaluated.
- Teachers may weight their grades in the grade book. If you have questions regarding grading and weighting policies, contact the teacher directly.
- If you see something that you do not understand, ask your child first, then contact the teacher if you need more information.
- Only core subject assignments in grades 3-8 will be available on the parent portal.
- The portal will be shut down approximately one week prior to the end of the trimester, and will reopen after report cards are issued, to allow teachers to log effort grades and comments.

As noted earlier, while parents are able to see some assignments and grades on Schoology, the Schoology gradebook is not the official gradebook. PowerSchool is the official gradebook, and the system used for generating report cards and academic transcripts. Grades and assignments in Schoology and PowerSchool may differ. For example, a teacher may give an exam on paper and not through Schoology, so the grade for that exam would be entered only into PowerSchool, not into Schoology. Additionally, a teacher may opt not to utilize the gradebook function in Schoology, and enter grades only through PowerSchool. While parents are encouraged to monitor gradebooks in both Schoology and PowerSchool, PowerSchool is the only official gradebook.

Report cards should be signed by the parent and returned to school within three days of issuance. Parents are encouraged to take special note of effort and conduct marks and teacher comments, in addition to the grades for academic areas, in order to assist the child in growth and performance.

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

If retention in the same grade for the next academic year appears to be a possibility, the following procedure is observed:

- The teacher expresses concern regarding the progress of the student at the earliest possible date and provides assistance to remedy the situation.
- The teacher communicates with the parents on a regular basis and collaborates on a plan of action.
- End of Trimester 2: The teacher notifies the parent/guardian that the student may need to be retained. This meeting is followed by a written communication to the parent reviewing the content of the meeting.
- March – April: Assistance continues to be provided and student progress is monitored and discussed between home and school.
- No later than May 1: The school informs the parent in writing if a student will be retained.

ACADEMIC PROBATION

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan. At the end of a three-week period, the student’s academic progress will be assessed.

SCHOOL COUNSELORS

School counselors are available to confer with students in areas which may extend beyond

academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents/guardians, school administration, or other authorities.

For the 2023 – 2024 school year, Social Grace will contract with *ST. MARK* Catholic School to provide a qualified counselor/*SEL specialist* to assist our students with social/emotional learning and other concerns as they may arise.

The Diocese of Arlington has additional resources that can be made available to families, as well.

ADDITIONAL ACADEMIC INFORMATION

SPANISH

ST. MARK provides instruction in Spanish across all grade levels, K – 8. All students are expected to participate in Spanish, with the exception of students qualifying for an academic waiver or other accommodation.

At the conclusion of grade 8, all Spanish students will take a Spanish I exemption exam. Students must achieve the required score in order to receive high school credit for the course. In addition, the Spanish teacher for grade 8 will complete high school Spanish placement recommendation forms for all students matriculating to a Diocesan High School. These forms are considered confidential between schools and will not be disclosed.

STUDY SKILLS

Study Skills will be taught across the grade levels beginning at an early age. An emphasis will be placed on time management, organization, and critical thinking. As students move into intermediate grades, they will practice note taking skills and will be exposed to test taking strategies.

HEALTH

ST. MARK Catholic School utilizes The DARE Program (Drug Abuse Resistance Education) in grade 5 as part of the health curriculum, in conjunction with the Town of Vienna Police Department, pending availability. In addition, the PE teacher, with the assistance of the school nurse and classroom teacher, will present the health curriculum to grades K-8. In order to hold students accountable, health grades may be integrated into science grades.

Other educational programs to be included in a curriculum should only be initiated with the prior knowledge and approval of the Principal and the Office of Catholic Schools.

Courses for which high school credit is expected (Algebra I, Geometry, World Languages) should meet the standards for credit as established by the Diocese of Arlington and the Commonwealth of Virginia.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

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

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

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

AGE FOR ADMISSION TO KINDERGARTEN

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

REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5

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

- f. Completed Diocesan Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)
 - iii. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of exact dates of immunization with signature of licensed healthcare provider
- d. Records from previous school, including standardized test scores
- e. Proof of custody where applicable
- f. Completed Diocesan Elementary or High School Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
 - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.
 - ii. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A

pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)

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

GENERAL CONDITIONS OF ADMISSION

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

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

F-1 (NON-IMMIGRANT)

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 1. Proof of exact dates of required immunization as required by the Code of Virginia with signature of licensed healthcare provider.
 2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening.)
 - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis.
 - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;

- c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house more than two international students. Policy may be amended if requested in writing from a guardian in certain situations. For example, if international students are related to one another and/or related to the guardian.
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees. The Diocese of Arlington does not provide healthcare insurance for international students.
 - e. Carries applicable healthcare insurance, including for emergencies, that may be needed while in the United States;
 - i. The Diocese of Arlington does not provide healthcare insurance for international students.
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
 3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
 - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
 - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
 - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
 4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
 - a. Create and update elementary F-1 (Nonimmigrant) student record in the Student

Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 15 days of the beginning of every semester;

- b. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
 - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
 - d. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.
 - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis.
6. Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

ST. MARK Catholic School expects to receive all teacher narratives and documentation as required in the school application. In addition, students may be asked to shadow for a day. *ST. MARK* Catholic School employees may communicate with school officials from the previous and/or current school. All information shared between schools is considered confidential and will not be disclosed.

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 child is enrolled in the school as a student, it is the duty of the principal and teachers to insist on regular attendance in order that the school can progress successfully through the curriculum. 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.

If efforts to work with a family to improve a student's attendance are unsuccessful, a school should not continue to enroll who is not attending classes. Relatedly, schools should not continue to collect tuition from a family whose student is not regularly attending school.

ABSENCE/TARDINESS/LEAVING SCHOOL

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

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

TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher. A student who is tardy, as determined by local policy, should report to the principal's office or attendance office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate administrative action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian may be contacted.

ABSENCES FOR OTHER REASONS

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

ATTENDANCE/REPORTING PROCEDURES

ST. MARK Catholic School hours are Monday through Friday, 8:30 am to 3:30 pm. Students will be admitted to the building beginning with morning drop-off at 8:05 am, or, for before-school activities, beginning at 7:35 am. **In Trimester 3, the school will institute on a trial basis a one-hour early dismissal day once a week for teachers to attend professional development and necessary meetings.**

If your child is unexpectedly absent, please call the *ST. MARK* Catholic School office and provide the student's first and last name, grade level, and reason for the absence. If due to illness, include primary symptoms. Please call to provide the requested information by 9:00 am, or e-mail attendance@stmark.org by 9am. If your child is not reported present, and we have no record of notification, we will need to call you to verify the child's absence. Upon return to school, student absences must be documented by the parent by a written note or email to the classroom teacher, stating the date(s) of the absence, reason for the absence, and parent/guardian signature.

For the **2023-2024** school year, concurrent instruction **will be considered for long-term health reasons only**, such as the need to quarantine, a scheduled medical procedure that will require significant recovery time, or a pre-existing health condition. Families are asked to keep students home if the student is not feeling well. If the student is required to remain home for multiple days, the student's parent may contact the school to request consideration for concurrent learning for his/her child. The concurrent learning option will be determined on a case-by-case basis in consultation with the principal, school nurse, and teachers, and will not be permitted the entire first day a student is absent. Decisions will be communicated to the family by the homeroom teacher or administration. Please note, teachers will not be expected to post or provide daily work for students during the school day in these instances.

If a student attends school less than 3 hours in a given school day, the student is considered absent for the day.

TARDINESS

ST. MARK Catholic School morning prayer begins at 8:25am and drop off ends at 8:30 am. If arriving after morning drop off has ended, the parent or driver should park, walk their child(ren) into the school, and sign in their child(ren) in the office. Students receive a tardy admit slip to be given to their first-period teacher. Students will not be marked tardy if their lateness is due to drop off taking longer than expected.

Students attending school virtually also are expected to join the class on time in the morning and again after lunch/recess. Attendance will be recorded for all students, both those attending school in-person and online.

A student arriving after 11:30 am or leaving before 12:30 pm will be considered absent ½ day. This applies to both in-person and online learning.

As tardiness poses a serious disruption to the instructional day, late arrivals should be extremely infrequent and avoided. If persistent tardiness occurs, the administration will adhere to the following procedure:

- The principal will contact the parent/guardians to schedule a mandatory conference to address the situation.

If any student is tardy 20 or more school days, the student may be asked to withdraw from school, depending on the circumstances.

MEDICAL EXCUSES

ST. MARK requests that medical and dental appointments be made on non-school days, or before or after school whenever possible. If it is necessary to make such appointments during the school day, please advise the teacher(s) and office in advance. Parents should park in the front parking lot and call the front office when they arrive. Teachers will be contacted when the parent arrives.

If a student is absent due to illness, the student must be fever-free, symptom-free, and have not vomited for at least 24 hours. Temperatures should be normal for twenty-four hours and other symptoms must have subsided. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever-free/symptom-free/vomit-free for 24-hours without taking anti-fever medications, the student may return to school. If a student is not well enough to go outside for recess periods, they should not be in school. The student should remain at home until he/she can follow the regular school schedule.

Students who are absent for more than three consecutive days, whether in-person or online, need to have verification of the illness from the attending physician as well as his or her recommendation

that the student return to school.

Students are required to have a signed physician's note to be excused from P.E. for medical reasons. If a medical situation arises during the school day, which requires the student to be excused from P.E., the student will be excused by the nurse but will need a note from the physician for subsequent days.

ANTICIPATED ABSENCE

If a student will be out of school for any length of time, a note from a parent/guardian is mandatory prior to the absence. It is a student's responsibility to make up all missed work and tests upon his/her return to school and by the due date agreed upon with the teacher(s). The school/teachers are not required to provide assignments in advance or special testing schedules for such a period of absence. Exceptions and/or accommodations will be made for students who miss several days of school for medical reasons.

RELEASE OF STUDENTS

A note or communication from the parent to the teacher and/or office is necessary if a child is to be released during school hours. Students will be released to either parent unless the school has been provided with a legally binding document to the contrary. If students are to be released to anyone other than a parent, signed authorization stipulating to whom the child may be released must be given to the office prior to the time of release. The office must be notified if there is a change in the dismissal designation. If the change is long-term, the change should be in writing.

When taking a student out of school early, the parent should notify the teacher and the front office. Parents should arrive at school or the ELC prior to 3:15 pm or 12:00 noon on a half day. Upon a parent's arrival, the parent should call the school office or ELC office.

No child will be called to the office during normal dismissal. This is necessary to provide for a smooth and safe dismissal for the rest of the school community.

TRANSFERRING TO ANOTHER SCHOOL

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

At *ST. MARK*, records and requested information will be sent to the new school upon receipt of a "Release of Student Records Form" from the new school. Records may not be hand-carried by the parent/guardian, but are sent between schools.

ARRIVAL AND DISMISSAL

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

ST. MARK follows a ride-share program, instituted by Fairfax County regulations, that ensures an average ratio of 2.75 students and/or employees per vehicle entering and exiting the site.

Please note:

- Students may not be dropped off on Vale Road, Trott Avenue, Corsica Street, Woodrow Street, Riviera Drive, or Gerkin Avenue.
- No cars may be parked on any of the surrounding subdivision streets including, but not limited to, Vale Road, Stryker Avenue, Trott Avenue, Woodrow Street, Gerkin Avenue, Corsica Street, Nadine Drive, Oak Valley Drive, or Rocky Branch Road, exclusively for the purposes of “walking” students to school, picking students up, transferring students from one vehicle to another, or parking in someone else’s driveway for these purposes.

To maintain these goals, families are encouraged to carpool when possible. The PTPO is willing to assist parents in arranging carpools.

ARRIVAL PROCEDURES

At *ST. MARK*, the speed limit on the property is 10 MPH.

CARS WITH STUDENTS IN PRE-SCHOOL AND K-8

During the 2023-2024 school year, K-8 morning drop-off will begin at 8:05am, and pre-school morning drop-off will begin at 8:15am. K-8 students should be dropped off first, then the car will carefully go back onto the designated route to the pre-school area to follow pre-school drop-off beginning at 8:15am.

Vehicles enter church property from Vale Road and travel around the perimeter to the third row of the back parking lot, behind the church. Proceed down this row to the drop-off area in front of the Early Learning Center (ELC). At 8:15 am, faculty and staff will begin drop-off procedures. Parents should park in the farthest three rows of the pre-school parking lot. Once it is 8:15am, and you see a member of the ELC staff outside, parents should walk their child(ren) up to the ELC drop-off point.

Once parents have dropped off their child(ren), they should safely merge back into the K-8 drop-off line. Please note that cars must stay in line; passing is not an option.

Departing ELC drivers will merge back into the drop-off line until reaching the intersection by the mailbox. At that point, cars with no students will leave the line and proceed to Vale Road.

CARS WITH STUDENTS IN GRADES K – 8 ONLY

Cars enter from Vale Road. Cars will travel around the perimeter of the property and around the first row of the back parking lot (behind the Church building). Drivers continue enroute and form a line in front of the school. At 8:05 am, staff members and student patrols will begin opening car doors and assisting students exit their vehicles. The children will enter through the main door and proceed directly to their classrooms, or to the gym if they arrive between 8:20 – 8:30. Vehicles will exit via Vale Road. Drivers attending morning Mass may park in front of the church after dropping off their riders.

Students in grades K – 8 are to be dropped off in front of the main school building. They should not be dropped off at the PK entrance.

To be fair to all and in the interest and safety of all the children and faculty/staff, we ask that you please:

- Be OFF your cell phone anytime your car is moving on the property or stopped to load/unload children.
- Do not “cut” the car line near the parish mail box or the white shed. While it may appear that there is no one in line, it is not possible to see drivers who are making their way properly around the back of the car route.
- Have students remain in the car until the vehicle is approached by a faculty member.
- Stay in your car.
- Turn off your ignition prior to loading/unloading students.
- Do not walk children across the car line. Faculty members are more than happy to assist your children in getting their projects and other items out of the car and into the school.
- If the driver needs to come into the school, please go through the regular car line, drop off your children with the faculty, then park and call the school office for further instructions.
- Do not drop off children after faculty have returned to the building. If you arrive after morning drop off has ended, please park your car and walk your child to the school office to complete the arrival procedure.

DISMISSAL PROCEDURES

FULL DAY PRE-SCHOOL

Parents/drivers of pre-school students should follow the right-hand side of the car line past the rectory and white shed, then enter the back parking lot and park in your assigned spot prior to 3:15 pm. Pre-school students will be walked out to the cars. Please follow the directions of

faculty as you leave the parking lot. If a driver is not in place by 3:15 pm, the back parking lot will be re-opened for late arrivals once all of the loaded cars have been dismissed.

All Kindergarten students will be in the Christian Formation Center. Kindergarten students will be dismissed to parents in the parking lot near the gym (the recess lot). All Kindergarten parents must be in the lot and parked by 3:20pm on regular school dismissal days, and by 12:20pm on early dismissal days. Cars arriving after 3:20 (or 12:20) should join the regular car line, and children will be dismissed to them there.

REGULAR AFTERNOON DISMISSAL TO CARS

HOV-5:

Carpools that routinely pick up 4 or more current *ST. MARK* Catholic School students may apply for a spot in the Kindergarten parking lot. Applications will be available in the office. Once we receive an application, spots will be granted to these carpools only if space is available. All rules and procedures governing the Kindergarten lot would extend to others allowed to use that lot during dismissal. Parents must be parked, with the engine off, by 3:20 pm, (earlier at the beginning of the year and on half days) at which time the lot will be closed off. **If access to the HOV lot is already closed, the driver must get in the regular carpool line. Parking and walking the students across the carpool line is *not* an option.** Drivers should follow guidelines from the faculty member as to when to leave the carpool line.

Regular line:

Drivers must have your car tag displayed in the windshield and stop to communicate with the faculty/staff member recording car numbers. Cars must make the complete circle around the perimeter, no cutting, please!

IGNITIONS MUST BE TURNED OFF PRIOR TO LOADING STUDENTS. DRIVERS MUST REMAIN INSIDE OF THEIR VEHICLES. Students may only enter the car from the side closest to the school building. The travel lane will be stopped to allow up to 10 cars at a time to load.

Drivers should follow the faculty member with the front flag to know when it is time to proceed.

WALKERS

Walkers from the north side of the school are to enter and leave through the gate off Gerkin Avenue. Walkers from the south side of the school are to enter and leave the school via the sidewalk along Vale Road leading into the parking lot. Because there is no safety patrol or faculty supervision on Vale Road, parents are strongly urged to escort students across Vale Road.

All walkers must have a note from their parent/guardian granting permission for the current school year on file in the school office. Any other arrangements must be approved by the principal.

BICYCLISTS

Any student who brings a bicycle to school must also have a safety helmet in her or his possession. Bicycle riders must walk their bikes while on school property, using the bike only before entering and after leaving school grounds. Bicyclists will be given direction from the principal regarding where to park their bike. All bicyclists must have a note from their parent/guardian granting permission for the current school year on file in the school office.

Students are not permitted to operate any motorized vehicles on school grounds.

EXTENDED DAY CARE (EDC)

All *ST. MARK* Catholic School students in grades K-8 are automatically registered for EDC.

During the 2023 – 2024 school year, EDC will be available only on a contracted basis. No drop-ins will be allowed.

BIRTHDAYS

The 2006 Diocesan Wellness Policy establishes guidelines for schools to meet the Federal requirements of the USDA Special Milk Program. In addition, schools have a duty to provide a safe and healthy environment for all students conducive to preventing injury, disease, and conditions that may lead to illness, such as food allergies. Parents who wish to acknowledge their child's birthday during the school day are encouraged to consider a non-food celebration or activity in collaboration with the classroom teacher.

Students wishing to pass out invitations to a birthday party or other event must send them via the U.S. Mail or by email unless an invitation will be given to every student in the entire class or the entire gender of a class.

To recognize birthdays, students may dress out of uniform (see guidelines in this handbook under “*Dress Code*”). If a birthday falls on a weekend, a holiday, or a P.E. day, students may choose a different day during that week. Students may not dress down on days we attend Mass, but instead should dress down the day before or day after. If the student’s birthday falls in the summer, students may dress down 6 months later for their “half” birthday.

GIFTS

Students should not exchange gifts with other students at school. This gesture only creates hurt feelings among other students.

CLASS HOLIDAY PARTIES

Classes may have holiday parties at the teacher's discretion. Parents may assist the classroom teacher with any planned parties.

During Holy Week, classes will participate in a prayer service, not an Easter party.

LUNCH/MILK PROGRAM

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

Students should either bring a lunch or participate in the catered hot lunch program from Yay Lunch. The hot lunch program will be in effect four days a week for students in pre-school – grade 8. Parents may also order lunch once a week from *Chick Fil A*. These lunches will be ordered and paid for in advance. Lunches and snacks sent from home should be nutritious and not contain soda or caffeinated drinks. Order forms for milk and water will be available at the beginning of the school year.

Students will eat lunch at tables set up in the gym. Those who wish to have more physical distance from other students during lunch may bring a towel to sit upon on the floor and may choose to eat picnic-style in another part of the gym. Trays will be made available to these students.

Parents are asked not to bring forgotten lunches to school on a routine basis as it prevents children from practicing responsibility. In addition, depending on the time the lunch is dropped off, lunches may not make it to students during their allotted lunch period. Students who forget their lunches will receive an alternate lunch. Parents will be notified if this becomes habitual.

Fast food lunches should be brought in only for a very special occasion such as the child's birthday.

Parents also may not order lunches from fast food vendors to be delivered to the school. This creates a burden on the office staff and leads to feelings of disharmony among the students.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

STUDENT CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

TRANSFER OF RECORDS

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

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

213 transfer with the student.

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

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

CONFIDENTIAL ACADEMIC RECORDS

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

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

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

- e. Psychological reports

SCHOOL VISITORS

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

Parents wishing to visit with teachers should schedule an appointment for a conference.

VOLUNTEERS

Volunteers are encouraged to help in school during school hours, at home with special activities, or with PTPO fundraisers and activities. Volunteers are especially needed to assist in the library, lunchroom, and on the playground. You do not need to have a child enrolled in the school to volunteer.

All volunteers are expected to dress appropriately when in school. Clothing should be modest and neat.

Parents who serve as volunteers during the school day in any capacity may not drop in to a classroom to see their child during the day. This is an interruption to both the teacher and the educational process.

All individuals who volunteer in the school will be asked to complete the Diocesan mandated background check and *Virtus* training before being permitted to volunteer.

VIRTUS COMPLIANCE

In order to volunteer at *ST. MARK* Catholic School, all volunteers must be fully compliant with the Diocese of Arlington Policy on the Protection of Children. There are two requirements:

1. Take part in a 4-hour safe environment training class.
2. Complete forms and clear a background check that will be completed by the Arlington Diocese. (Background checks by other organizations do not qualify for you to volunteer.)

The two requirements are independent of each other and can be completed in any order, but you must do both.

Safe environment training classes are held throughout the diocese on several dates and times. Register for a class at <http://www.virtus.org/virtus/>. You must register online and sign in at the class to receive credit.

You may obtain the forms you need to start the background checks from the Parish Office

Manager. The background check takes some time and there is often a backlog in the fall, so the sooner you are able to take care of this, the sooner you will be available to volunteer in the classroom.

At *ST. MARK* Catholic School, all volunteers must have cleared both the initial and final background checks and appear on the approval list before volunteering.

SIBLINGS

Volunteers are required to devote their full attention to the task at hand; therefore, volunteers may not bring younger siblings along when volunteering in the school or on field trips.

SCHOOL COMMUNICATIONS

PRINCIPAL'S COMMUNICATION

ST. MARK Catholic School will provide parents/guardians with any news items, messages of importance, and changes in schedule or calendar, etc., as the year progresses through a weekly e-mailed newsletter, along with occasional e-mails from the principal as needed. It is essential that the school have a correct e-mail address for this purpose. Please be sure to communicate any change in this information to the school office. If you do not have e-mail access, please inform the school office and a hard copy will be provided.

ST. MARK Catholic School is committed to maintaining effective communication with our parent community.

TAKE-HOME COMMUNICATION

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

Classroom folders will be sent home each Wednesday in grades K-8 with the student's work and any necessary communication from the teacher, school, or PTPO. Parents should remove all papers to be kept at home, sign graded assessments, and return folders and signed papers within two school days.

OTHER COMMUNICATION INFORMATION

The student directory is a tool to be used by *ST. MARK* Catholic School families only and must not be distributed, sold, or shared outside of the school community, or used for purposes of solicitation.

TELEPHONE USE/MESSAGES FOR STUDENTS

Phone calls to and from students are not permitted during the school day. The office will take a message in the case of an emergency. The office telephone is for official business; however, it may be used by the students in special and rare circumstances. Permission to use the phone is granted by *office staff* only. Students may not call home for forgotten items such as homework, lunch, or band instruments. Any after-school arrangements must be made before the child comes to school.

Students are NOT permitted to use any other phone in the building. Student cell phones are to remain in lockers and completely shut down. If a student is found with a cell phone, it will be taken by the faculty/staff member and turned in to the principal for pick up by the parent. For the school's cell phone policy, please see *Technology — Acceptable Uses*.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

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

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

If Fairfax County Public Schools (FCPS):	ST. MARK Catholic School:
is closed due to weather conditions	is also closed due to weather conditions.
is delayed 2 hours	-Full day preschool and grades K – 8 will be open from 10:30 am – 3:30 pm

If Fairfax County Public Schools (FCPS):	ST. MARK Catholic School:
is delayed 2 hours on a 12:25 dismissal day	-Full day pre-school and grades K – 8 will be open from 10:30 am – 3:30 pm. Please note: if teachers have mandatory professional development scheduled on a half day that cannot be rescheduled, then school will be closed, parents will be informed, and asynchronous work may be assigned.
is closed with after-school activities canceled.	is closed with after-school activities canceled.
is not in session, but <i>ST. MARK</i> Catholic School is in session, and conditions force a delay, cancelation or early release	will send electronic communications to parents.
is closing early with after-school activities cancelled	will close early with after-school activities cancelled and students picked up from EDC no later than 1 hour after the announced early dismissal time.

When *ST. MARK* Catholic School is closed for the day due to inclement weather, all school-related activities, interscholastic contests, team practices, and field trips will be cancelled.

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

PHOTOS AND OTHER MEDIA

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

ST. MARK Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. *ST. MARK* Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled in *ST. MARK* Catholic School are forbidden from posting photographs taken at school-sponsored events that include the images of students other

than their own on their personal Facebook® page. Such postings are a violation of *ST. MARK* Catholic School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from *ST. MARK* Catholic School.

MEDIA CENTER

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

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

FIELD TRIPS

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

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

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

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 21 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

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

Cell calls and texting are not permitted while driving.

Parents/guardians are to be furnished with detailed written information about the field trip, and

must be given the opportunity to “opt out” their children from the field trip.

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

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

School-sponsored ski trips are not permitted.

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

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

At *ST. MARK* Catholic School:

- Parents have the opportunity to “opt out” their child from participating in a field trip; however, the education planned for the day IS the field trip. If a family chooses not to have their child participate in a field trip, then the child will need to stay at home in order not to disrupt the learning in other classrooms.
- No refunds will be given for students/chaperones absent on the day of a field trip.
- Teachers of 8th grade school students have the option of making an end of the year field trip “earned” to encourage homework completion, attention to academics, and appropriate behavior.
- A student may be denied the privilege of participating in a field trip. This decision is never made lightly and is always made with the best interest of the student and class in mind. Only the school principal can make this final decision.

Field Trip chaperones

All field trip chaperones must be fully VIRTUS compliant.

Adults chaperones must participate in the entire field trip (including transportation to and from). Adults are expected to help assist with monitoring students throughout the entire field trip and

should disperse themselves along the length of the bus.

Unauthorized chaperones, attempting to meet up with the group, are disruptive to the management and safety of the students, which is not acceptable.

Chaperones are required to devote their full attention to the task at hand; therefore, chaperones may not bring younger siblings along when volunteering on field trips.

On the rare occasion that parents drive on a field trip, drivers may only go to the location(s) authorized on the permission slip. Drivers may not make any unauthorized stops on the way to/from the field trip. The *ST. MARK* Catholic School policy is that only parents of current students may volunteer to be drivers and transport students. If parents are driving students (and this has been approved by the principal), the office will need a current photocopy of each parent's driver's license and insurance card on file in the office at least two days before the field trip. (Please refer to the use of private automobiles policy listed under "Field Trips" for additional information.) It is important to remember that cell calls and texting are not permitted while driving.

Because field trip tickets and buses are reserved in advance and the cost is divided by the number of participants on the field trip, *ST. MARK* is not able to issue refunds for field trips.

OVERNIGHT TRIPS

Overnight trips are not permitted for elementary school children.

MARCH FOR LIFE POLICY

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

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

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

GRADUATION REQUIREMENTS/CEREMONIES

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. In order to graduate, students must satisfactorily complete (by attaining a

passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

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

Graduation ceremonies should be simple and dignified.

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

At *ST. MARK* Catholic School, the parents of the 7th grade will be in charge of the graduation reception.

PARENT ORGANIZATIONS

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

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

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

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

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

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

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

At *ST. MARK* Catholic School all parents are part of the *ST. MARK* Parent Teacher Parish Organization (PTPO).

The parent organization should strive:

1. to build community through its many sponsored events
2. to provide enrichment opportunities for students
3. to raise funds for the school to provide assemblies and other enrichment activities that support and enhance the school curriculum
4. to support and promote the school and the vision of the school administration

ST. MARK is most grateful for the support provided to our school and parish community through the generosity of this organization.

FUNDRAISING

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

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

ST. MARK restricts fundraising out of respect to the parish and financial resources of the community. Fundraising and other types of material collections may not be undertaken without the permission of the principal and the pastor.

TRANSPORTATION/PARKING

ST. MARK Catholic School families must provide transportation for their children both to and from school. Private buses and vehicles are used to transport students to and from approved field trips.

All drivers and visitors to *ST. MARK* are asked to follow the directions under Arrival/Dismissal Procedures (found in this handbook).

Applications, Forms, and Records

Parents may need teachers to fill out applications, behavioral assessments, letters of recommendation, gifted and talented forms, and similar items for their children. Parents should give such requests to the office, where they will be logged and distributed to the appropriate teachers, then returned to the office, collated, and emailed, mailed or faxed directly. Copies of these items are not retained, and once forwarded become the property of the receiver. Communication between schools or with medical providers is considered confidential and will not be given to parents/guardians.

Applying to High School

The *ST. MARK* high school application process consists of the following:

- Parents should investigate and attend open houses at the high schools under consideration in the fall of the 7th or 8th grade years.
- Students have the opportunity to shadow at their top choice of high schools. Parents should contact the high school directly to inquire about their shadowing policy and to set up the appointment. Students are allowed to miss no more than two days for shadowing, as additional days are extremely disruptive to the educational process. Students must notify their teachers in advance of shadow days. Students are also responsible for tests and work missed due to the shadowing appointment.
- Parents should investigate the high school's admission requirements and obtain any applications that require teacher input.
- Representatives of diocesan high schools will be invited to visit *ST. MARK* Catholic School during the school day and present an overview of their school programs to our 8th grade students.
- Complete and return the *ST. MARK* Catholic School high school application packet to the front office by November 17. The packet includes:

ST. MARK Catholic School Résumé form

- The résumé should include information regarding the student's participation in extra-curricular activities, sports, any unique interests, and any awards the student has received over the years, etc., so teachers can reference that information in letters of recommendation.

The High School Placement Test (HSPT) Registration Form

- Test scores will be sent to those high schools indicated by the student on the test sheet the day of the test. Please note that students who have not taken general education standardized tests in the past (e.g. Scantron or **MAP Growth**) will not be required to take the HSPT.

ST. MARK Catholic School Records Request Form

- Copies of student records will be sent directly to each school requested on that form. Records will be sent at no charge to Arlington Diocese High Schools and to one additional high school. After that, a fee of \$30.00 will be charged for each additional records request.

- Requests for non-school-specific letters of recommendation from specific teachers
- Please note that these are ONLY required by private, non-diocesan high schools. These are also considered privileged and confidential correspondence between schools, and will not be released to parents or students.

When returning the packet, the parents must include any additional applications required by specific high schools and requiring teacher input. The student name, address, and similar identifying information should be entered on all such forms in advance by the parent. A stamped envelope addressed to the high school should be included with each application.

- Take the High School Placement Test (HSPT) in November or December. The date of the HSPT is an early dismissal day for 8th grade students.

All verbal or written information, applications, letters of recommendation, etc., shared between schools is considered confidential and is not shared with parents or other interested parties. Copies of these items are not retained, and once forwarded, become the property of the receiver.

V. FINANCES

DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM

APPLICATION PROCESS & REQUIREMENTS

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

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

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

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

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

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

SCHOOL TUITION POLICIES

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

Good stewardship of financial resources has been and is a goal of *ST. MARK* Catholic School. The tuition fees are created on a cost-based assessment and must be paid electronically utilizing the FACTS tuition management system.

Financial aid is available for qualified Catholic applicants through the diocese and parish. Applicants must first apply through the FACTS website and submit all required documentation by the advertised deadlines in order to be considered.

If any student account exceeds thirty days in arrears, the school may begin procedures to withdraw the student for non-payment. Therefore, any family finding themselves in financial difficulty should speak directly to the Principal or Parish Business Manager. All such matters are always treated confidentially. *ST. MARK* Catholic School recognizes the sacrifices that a family makes in providing a Catholic education for their child/children.

TUITION AND OTHER FEE SCHEDULES

Application Fee:

A non-refundable application fee of \$100 per family is due at the time of application.

Registration Fee:

Once a child has been accepted, a registration fee for the upcoming school year is due within three weeks following the mailing of the acceptance letter. If the registration fee is not received within three weeks, the spot will be reopened for another student. It is non-refundable.

Tuition:

ST. MARK Catholic School tuition is "cost-based," meaning the tuition per child is based on the actual cost of educating that child. Through good fiscal management, *ST. MARK* works to keep expenses low.

Because *ST. MARK* is cost-based, the same amount is charged for each child in a family. This helps to ensure that financial assistance goes to those who truly need it. For example, a family with only one child on a limited income may need financial assistance whereas a family with four children and a generous income may not need assistance.

Financial Assistance:

Financial assistance is available to Catholic families for students in grades K-8. Families that are in need of financial assistance must first apply through the FACTS website and submit all required documentation by the advertised deadlines in order to be considered.

To apply for Financial Assistance:

- Go the FACTS Tuition Management web site at <https://factsmgt.com/> and either create a new account or login.
- If you have any questions about the application process, do not hesitate to contact the parish office manager.

In-Parish and Out-of-Parish Rates:

ST. MARK distinguishes between in and out of parish in regard to tuition. **The expectation is that, as Parishioners, families will contribute to the Sunday collections. The Parish reserves the right to confirm a family’s financial commitment and to adjust tuition for those who are not contributing to the Parish on a regular basis.**

To qualify for the *ST. MARK* in-parish rate, a family must be registered as *ST. MARK* parishioners as of February 1 of the previous school year. For example, to qualify for the in-parish rate for the 2023-2024 school year, a family must be registered in the parish prior to **February 1, 2023** OR must be moving to the area from outside of Fairfax County.

In-Parish Tuition per student for 2023-2024

Grades K – 8	\$8,550
5 day <u>full day</u> preschool M-F	\$9,900
5 day <u>half day</u> preschool, M-F	\$7,600

Our **out-of-parish per family fee is \$2,000** in addition to regular tuition for full-time students.

The school reserves the right to withhold report cards or the transfer or completion of records in cases of outstanding financial balances due the school.

Fees for Student Support Services

ST. MARK Catholic School provides services for students with special learning and developmental needs. (See details under “Special Needs Services” section in this handbook.) There is an additional fee for these services:

Fees for special education services will be charged to the family's FACTS tuition management account. Fees are calculated and charged from the month special education services begin through the month they end, not to exceed a charge greater than that for 10 months of service. Payment options may be made in consultation with the Parish Business Manager.

Level I:

- The equivalent of one class period per week. No fee.

Level II:

- Two times per week \$210 per month (not to exceed \$2,100/school year)
- Three times per week \$250 per month (not to exceed \$2,500/school year)

Level III:

- Four times per week \$275 per month (not to exceed \$2,750/school year)

Level IV:

- Five or more times a week \$300 per month (not to exceed \$3,000/school year)

Re-Registration

ST. MARK Catholic School follows a continual enrollment model for all students who will be rising into grades K–8 each school year.

Unless the family receives information from the principal that their child(ren) may not be invited back, or notifies the Admissions Office that the children are not returning, it will be assumed that the child(ren) will be attending *ST. MARK* Catholic School the following year. A re-registration fee will be attached to the family's FACTS account in February.

Therefore:

- If there is a possibility that the child will not be attending *ST. MARK* Catholic School for the following school year, parents must notify the Director of Admissions by January 9.
- If the child(ren) will definitely not be attending *ST. MARK* the following year, parents must notify the admissions director in writing of their desire to not continue their child's education at *ST. MARK* by January 9; otherwise the family's FACTS account will be charged the re-registration fee.

Because hiring is based on the number of anticipated students, once collected, re-registration fees are non-refundable.

If a family is not up to date with tuition payments by February 1, they could jeopardize their child(ren)'s spot(s). If the family's FACTS account is not up to date by May 1, and a payment plan

is not worked out, the child(ren) will not be allowed to attend *ST. MARK* Catholic School the following year. Late payments may also affect your credit history. Therefore, it is imperative that parents/guardians speak with the principal or parish business manager if they are experiencing difficulty meeting their tuition obligations.

Withdrawing a Student

ST. MARK Catholic School desires that each enrolled student graduate from *ST. MARK* as an eighth grade student. We realize, however, that family circumstances may change or the needs of a particular child may change during the course of his/her time in school. If families are considering not re-enrolling at *ST. MARK* for the following year or leaving *ST. MARK* before the year is over, please follow these guidelines:

- As appropriate, please meet first with classroom teachers to discuss your thoughts as well as your child's current situation in school.
- Meet with the principal, who will be in a position to offer counsel regarding your child's education.
- If you intend to apply to another school, as part of that application process, please provide the main office with needed teacher narrative forms and/or applications and include a stamped, addressed envelope.
- In addition, the office will directly mail or FAX copies of your child's cumulative records upon your signed release. *All fees and tuition MUST BE PAID prior to the release of the student's records.*
- If a decision is made to leave *ST. MARK* Catholic School, parents are asked to notify classroom teachers and the principal as soon as possible to discuss how to best share this information and support the child during the transition period.

In the event that *ST. MARK* Catholic School recommends a change in school for your child and initiates this process, teachers and administrators will discuss this directly with parents and will assist in the transition.

During the **2023-2024** school year, if paying monthly, total tuition will be divided into ten equal portions. Multiple payment plans are available to families, and can be established with the Parish business manager once the family is registered at the school. School staffing decisions and year-long budgetary commitments are made based on contracted enrollments. Because we are responsible for honoring those staffing commitments, even if we are directed to close our school and continue our instruction online, families will be expected to fulfill their tuition obligation for the entire year, whether in-person or online.

Additionally, due to the same staffing commitments, if you choose to withdraw your child(ren) at any time, you will still be responsible for paying the entire contracted tuition and fee amount for the year. If a family is required to move out of state during the school year due to military or business transfer, an entire month's tuition is due for any month or part of a month that a child attends, and any registration fees and tuition paid up to that point are non-refundable, but any tuition due for future months will not be charged.

Mid-year entry

In the event that a student is admitted to *ST. MARK* Catholic School after the school year has commenced, tuition will be calculated by multiplying the entire year's tuition by the percentage of remaining days out of 180.

If the family has arrived after the February re-registration process has been completed, and the family intends to attend *ST. MARK* Catholic School in the fall, the family will also need to pay the re-registration fee for the following school year.

VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

PARTICIPATION

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

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct may participate in co-curricular and extra-curricular activities.

When possible, separate athletic teams will be offered for each sex. Young people will participate on teams consistent with their biological sex and may not participate on teams offered for the other sex. When (for example, in swimming or track) a team may include both sexes, individuals will participate in events consistent with their biological sex. In the case of golf, if separate male and female teams are not offered, members of both sexes may participate together on a single team in the same events. Girls are not allowed to participate in boys football and/or wrestling activities.

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

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

TRANSPORTATION OF ATHLETES

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

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right of possible intervention by the school in the event a significant

incident would bring the reputation of the parish and/or school into question within the community.

SUPERVISION OF STUDENTS

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

VII. STUDENT RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and

extra-curricular activities.

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

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/guardians to assist the students in developing a strong Christian attitude toward life.

ST. MARK Catholic School places a special emphasis on Christian virtues. Respect for self and others, the dignity of all living creatures, courtesy, generosity, and hospitality will be fostered among the faculty/staff and students. Honesty, integrity, and compassion will be encouraged, modeled, and lived.

At *ST. MARK*, honorable conduct includes students being honest in *all* matters. We recognize that this takes courage. At the same time, dishonesty implies a breach of trust that cannot be easily repaired. Therefore, we expect that our students will behave honorably and honestly, particularly as their behavioral choices apply to homework completion and test taking. Homework is not to be shared or copied. Plagiarism and cheating are considered serious breaches of honesty.

ST. MARK Catholic School teachers will do their best to promote honesty and to prevent cheating;

however, in the event that it happens, notice will be given to the parents of students involved and it is expected that parents will support the teachers and administration in their efforts to teach ethical behavior and in the teacher/administration's choice of consequences.

Consequences will be dependent on student age/development level, the seriousness of the offense, and whether or not it is the first offense.

Possible Consequences for First Offense:

- The teacher and/or principal will speak to the student about the situation.
- Notification of parents
- The involved student(s) will be required to take the test or complete the assignment over again or to take a different test on the same material. Students will not be notified in advance. This retake may be given during class, during a different class, during lunch/recess, or before or after school; the decision as to when and where the retest will be given is up to the individual teacher.
- A grade of "zero" may be issued for a particular assignment or assessment.
- Both the student sharing the information and the student requesting the information may be similarly penalized.

Second Offense:

- All of the steps stated above will be followed.
- A "1" in effort will be issued in that subject for that trimester for the student(s) involved.

Third Offense:

- All of the above steps will be followed.
- A parent conference will be scheduled with appropriate faculty and administrator present.

STAIRCASE, HALLWAY, AND ELEVATOR USE

Students should walk quietly and in an orderly manner down the hallways when classes are in session. In addition, students must form a line outside a classroom and wait for the teacher's permission to enter. Students may not enter an empty classroom.

The elevator may only be used for injured students, and those students may only take one friend with them.

SMOKING

Smoking of any type is not allowed on campus by students or adults. This includes the use of e-cigarettes and vapors. Cigars, cigarettes, pipes, tobacco of any type, marijuana, e-cigarettes, or vapors are not permitted on campus.

SUBSTANCE ABUSE/WEAPONS

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

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

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

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

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

disciplinary action up to, and including, expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

DISCIPLINE

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

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

USE OF DISCIPLINARY ACTION

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

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

At *ST. MARK*, the learning of every student must be the primary focus of each teacher. Students

make mistakes, and when parents and students partner together, students are afforded the opportunity to learn valuable life lessons.

As disciplinary matters arise, parents should first consult with their child, then contact the appropriate teacher to set up a conference. Parents are encouraged to not rush to judgment until all circumstances are known. Once the parent has spoken with the faculty member involved, the principal is available to dialogue and meet with the parents should that be necessary.

In cases of repeated disruptive behavior by a student, disciplinary action may be required. The teacher will inform the principal of any possible disciplinary infraction, and together they will develop a course of action to be taken to correct the situation. See the “Code of Conduct,” above, for details.

SUSPENSION

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

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

At the principal’s discretion, in-school suspensions may be recorded in the student’s permanent record. Out of school suspensions and expulsions will be recorded in the student’s permanent record.

MANDATORY COUNSELING

The school administration reserves the right to require implementation and monitoring of a professional counseling plan for students.

EXPULSION

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

- a. a serious infraction of school rules occurs;
- b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;

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

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

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

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

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

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTY SEARCHES

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

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

All classrooms are shared spaces, utilized by other groups before and after school hours. Because of this, students should not keep valuables in their desks.

Students in grades five through eight will be assigned a locker. Lockers are considered a privilege, not a right. Students are expected to keep their lockers neat and organized, and may not display items contrary to the mission of *ST. MARK* Catholic School in or on their lockers, and may not decorate the outside of lockers.

Students may not access other students' lockers, may not trade lockers, and may not have more than one locker. Middle school staff and 5th grade teachers determine locker time for their respective students. If a student is using a locker at an inappropriate time, the student will receive a warning. Consistently going to the locker at the wrong time, and leaving needed classroom materials in the locker, may result in a loss of locker privileges or other consequences.

Students in grades 5-8 will be issued a school padlock; only these school-issued locks may be used

on school lockers. Students are expected to return the lock at the end of the year or pay a \$10 replacement cost.

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.

Destruction of school property may result in an in-school or out-of-school suspension. Depending on the destruction, expulsion may be possible.

All school-issued hardcover textbooks must be covered with a paper cover, or other teacher-approved covering, by the end of the second week of school. Covering hard covered textbooks with sticky adhesive such as contact paper is not allowed.

Students who either lose or destroy a library book, textbook, workbook, agenda, or other school-issued materials including Chromebooks, laptops, iPads or similar technology, must pay for the replacement cost of the book or item in order to receive a replacement.

DRESS CODE

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

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

UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION

ST. MARK Catholic School provides many options for students to dress comfortably in all seasons; therefore, it is not appropriate for students to wear out-of-uniform jackets and sweatshirts in the classrooms.

DRESS REQUIREMENTS FOR STUDENTS

ST. MARK Catholic School Uniform
2023-2024 School Year

Uniforms are available for purchase at FlynnO’Hara in Fairfax or through Lands’ End online store.

Pre-school Uniforms

<p>Pre-School Required uniform (if you only want to purchase ONE required uniform):</p> <ul style="list-style-type: none"> • Gray t-shirt with <i>ST. MARK</i> logo • Navy blue mesh shorts with <i>ST. MARK</i> logo • White, navy, or black crew length socks (socks must be solid in color and plain with no logos or writing) • Navy sweat pants with <i>ST. MARK</i> logo are to be worn after Thanksgiving and until the Feast of St. Joseph. • Athletic shoes. Shoes can be Velcro or laced. 	<p>Optional pre-school uniform additions:</p> <ul style="list-style-type: none"> • Gray sweat shirt with <i>ST. MARK</i> logo • Long-sleeved gray t-shirt with <i>ST. MARK</i> logo
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<p>Pre-School GIRLS Optional uniform pieces:</p> <ul style="list-style-type: none"> • <i>ST. MARK</i> plaid jumper with closed top • Short-sleeved white, light blue, or navy knit polo with <i>ST. MARK</i> Logo • White, navy, or black crew length socks (socks must be solid in color and plain with no logos or writing) • Matte finish black Mary Jane shoes with sturdy rubber soles for the playground. Shoes can be Velcro or buckle. 	<p>Optional uniform additions (Not all options available in toddler sizes):</p> <ul style="list-style-type: none"> • Navy tights • Navy leggings may be worn under the jumper. • Long-sleeved white, light blue, or navy polo with <i>ST. MARK</i> logo • Polar fleece with <i>ST. MARK</i> logo • Button front V-neck drifter cardigan with <i>ST. MARK</i> logo
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<p>Pre-School BOYS Optional uniform pieces:</p> <ul style="list-style-type: none"> • Navy blue trousers with elastic waist • Short-sleeved light blue, or gray knit polo with <i>ST. MARK</i> logo (there are some color limitations in the toddler sizes) • Navy or black crew length socks (socks must be solid in color and plain with no logos or writing) 	<p>Optional uniform additions (Not all options available in toddler sizes):</p> <ul style="list-style-type: none"> • Navy blue shorts (may not be worn on cold days), with elastic waist • Long-sleeved light blue, white, or gray knit polo with <i>ST. MARK</i> logo • Polar fleece with <i>ST. MARK</i> logo • Button front V-neck drifter cardigan with <i>ST. MARK</i> logo
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Please note:

The traditional uniform for both boys and girls may be worn throughout the year, but is required each day from Thanksgiving through the Feast of St. Joseph (March 19). The fall/spring uniform options may be worn from August until Thanksgiving, and again from March 20 through the end of the year.

Boys' Uniform (also see PE uniform)

<p>Grades K-8</p>	<p><u>Traditional Boys' Uniform</u></p> <ul style="list-style-type: none"> • Navy blue trousers with solid black, navy, or brown belt • Short-sleeved light blue, white, or gray knit polo with <i>ST. MARK</i> logo • Navy or black crew length socks (Socks must be solid in color and plain with no logos or writing.) • Sturdy, <u>solid black</u> shoes, with black rubber soles. If they have laces or logos, the laces and logos must be black. 	<p><u>Fall/Spring Option</u></p> <ul style="list-style-type: none"> • Navy blue shorts, with solid black, brown, or navy belt 	<p><u>Optional Uniform Additions</u></p> <ul style="list-style-type: none"> • Long-sleeved light blue, white, or gray knit polo with <i>ST. MARK</i> logo • Polar fleece with <i>ST. MARK</i> logo • Button front V-neck drifter cardigan with <i>ST. MARK</i> logo • For Middle School students only: navy blue ¼ zip pullover from FlynnO'Hara • 8th grade boys may wear gray uniform pants from FlynnO'Hara with the navy polo for the 2023-2024 school year.
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Girls' Uniform (also see PE uniform)

<p>Grades K - 2</p>	<p><u>Traditional Girls' Uniform</u></p> <ul style="list-style-type: none"> • <i>ST. MARK</i> plaid jumper with closed top, <i>ST. MARK</i> plaid side-pleat skort, <i>or</i> navy blue pants <u>with solid black, brown, or navy belt</u> • Short-sleeved white, light blue, or navy knit polo with <i>ST. MARK</i> Logo • White, navy, or black crew length socks (Socks must be solid in color and plain with no logos or writing.) • Sturdy, <u>solid black</u> shoes, with black rubber soles. If they have laces or logos, the laces and logos must be black. 	<p><u>Fall/Spring Option</u></p> <ul style="list-style-type: none"> • Navy blue shorts, with solid black, brown, or navy belt 	<p><u>Optional Uniform Additions</u></p> <ul style="list-style-type: none"> • Navy tights or white or navy knee socks • Navy leggings may be worn under the jumper or skort during cold weather. • Long-sleeved white, light blue or navy polo with <i>ST. MARK</i> logo • Polar fleece with <i>ST. MARK</i> logo • Button front V-neck drifter cardigan with <i>ST. MARK</i> logo
<p>Grades 3 – 4</p>	<p><u>Traditional Girls' Uniform</u></p> <ul style="list-style-type: none"> • <i>ST. MARK</i> plaid jumper with closed top, A-line or Pleated <i>ST. MARK</i> plaid skirt (dark colored bike shorts must be worn underneath and hidden by skirt). Please note, skirts must touch the top of the knee when the student is standing straight. <p>OR</p> <p>Navy blue pants <u>with solid black, brown, or navy belt</u></p> <ul style="list-style-type: none"> • Short-sleeved white, light blue, or navy knit polo with <i>ST. MARK</i> Logo • White, navy, or black crew length socks 	<p><u>Fall/Spring Option</u></p> <ul style="list-style-type: none"> • Navy blue shorts, with solid black, brown, or navy belt 	<p><u>Optional Uniform Additions</u></p> <ul style="list-style-type: none"> • Navy tights or white or navy knee socks • Navy leggings may be worn under the jumper or skirt during cold weather. • Long-sleeved white, light blue or navy polo with <i>ST. MARK</i> logo • Polar fleece with <i>ST. MARK</i> logo • Button front V-neck drifter cardigan with <i>ST. MARK</i> logo

	(Socks must be solid in color and plain with no logos or writing.) <ul style="list-style-type: none"> Sturdy, <u>solid black</u> shoes, with rubber soles. If they have laces or logos, the laces and logos must be black. 		
Grades 5-8	<u>Traditional Girls' Uniform</u> <ul style="list-style-type: none"> A-line or Pleated <i>ST. MARK</i> plaid skirt (dark colored bike shorts must be worn underneath and hidden by skirt). Please note, skirts must touch the top of the knee when the student is standing straight. <p>OR</p> <p>Navy blue pants <u>with solid black, brown, or navy belt</u></p> <ul style="list-style-type: none"> Short-sleeved light blue, or navy knit polo with <i>ST. MARK</i> Logo White, navy, or black crew length socks (Socks must be solid in color and plain with no logos or writing.) Sturdy, <u>solid black</u> shoes, with black rubber soles. If they have laces or logos, the laces and logos must be black. 	<u>Fall/Spring Option</u> <ul style="list-style-type: none"> Navy blue shorts, with solid black, brown, or navy belt 	<u>Optional Uniform Additions</u> <ul style="list-style-type: none"> Long-sleeved light blue or navy knit polo with <i>ST. MARK</i> logo Navy tights or white or navy knee socks Navy leggings may be worn under the skirt during cold weather. Polar fleece with <i>ST. MARK</i> logo Button front V-neck drifter cardigan with <i>ST. MARK</i> logo For Middle School students only: navy blue ¼ zip pullover from FlynnO'Hara

PE Uniform for both Boys and Girls

This uniform is worn all day on PE days. The traditional PE uniform may be worn throughout the year, but is required from Thanksgiving through the Feast of St. Joseph (March 19.) The fall/spring uniform option may be worn from August until Thanksgiving, and again from March 20 through the end of the year.

Grades K – 8	<u>Traditional PE Uniform</u> <ul style="list-style-type: none"> Gray t-shirt with <i>ST. MARK</i> logo White, navy, or black crew length socks (Socks must be solid in color and plain with no logos or writing.) Navy sweat pants with <i>ST. MARK</i> logo and gray sweat shirt with <i>ST. MARK</i> logo (or polar fleece with <i>ST. MARK</i> logo) Athletic shoes 	<u>Fall/Spring PE Option</u> <ul style="list-style-type: none"> Navy blue mesh shorts with <i>ST. MARK</i> logo 	<u>Optional PE Additions</u> <ul style="list-style-type: none"> Long-sleeved gray t-shirt with <i>ST. MARK</i> logo
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PURCHASING OF UNIFORMS

All items are to be “uniform,” purchased only from FlynnO'Hara and/or Land's End. Parental cooperation is expected in this matter.

Another source of uniforms is the used uniform sales hosted several times a year by the PTPO.

GUIDELINES FOR WEARING THE UNIFORM

Students are expected to dress neatly and modestly at all times. Anything that detracts from a respectful, caring, **Christian**, and academic setting is inappropriate. Specifically:

- Hairstyles: hair should be well groomed and styled conservatively. Fad hairstyles and hair coloring **or bleaching** are not permitted. **A child's hair color must be their natural color.**
 - Boys' hair should be trimmed above the collar and out of the eyes.
 - Girls' hair should be away from the eyes. Ribbons and other hair accessories **worn to keep hair out of the eyes or away from the face** must be appropriate for school and coordinate with the uniform. **Hair accessories that are solely decorative and serve no useful purpose are not allowed.**
 - Jewelry: All jewelry should be kept to a minimum and be appropriate for the school uniform, as follows:
 - **For girls: Only one necklace may be worn with the uniform, and must be Christian in nature**, such as a small crucifix or cross, a miraculous medal, or a saint medal.
 - Girls may wear **one single small post earring in each ear.**
 - Boys may not wear earrings. **They may wear one necklace. Any necklace worn must be a scapular, simple crucifix or cross, or religious medal on a fine metal chain.**
 - **Bracelets, digital watches, and SMART watches are not allowed.**

Make-up and colored nails are not permitted, with the exception of 8th grade girls' privilege of a clear or *light* shade of pink nail polish. Fake nails **of any kind (gel, acrylic, wraps, press-on, etc.)** are not allowed. The nurse and teachers may have nail polish remover and students wearing non-compliant nail polish may be asked to remove it. Students wearing make-up will be asked to remove it. **Students wearing gel nail polish may need to pay a manicurist to remove it.**
 - Make-up and colored nails are not permitted, with the exception of 8th grade girls' privilege of a clear or light shade of pink nail polish. Fake nails **of any kind (gel, acrylic, wraps, press-on, etc.)** are not allowed. The nurse may have nail polish remover and students wearing non-compliant nail polish may be asked to remove it. **Students wearing gel nails or gel nail polish may need to pay a manicurist for removal.**
 - Hats are not to be worn in the building.
 - Polo shirts are to be tucked in and sleeves may not be rolled up. P.E. shirts may be un-tucked. Pants/shorts are to be worn at the waist (not the hips) and with a belt. Skirt hems are to be a modest length and should touch the top of the knee when the student is standing straight or be longer.
 - Socks must be crew length, plain with no logos or writing, and visible above the shoe at all times.
 - Athletic shoes must be appropriate for school, and not be "Wheelies" or have flashing lights.
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- Masks may be worn for health reasons only and should be clean, well-fitted, and may not have any inappropriate writing or designs.

ST. MARK Catholic School has extra uniform pieces. In the rare event that a child attends school in the wrong uniform or severely soils his/her uniform during the day, a replacement will be issued. Parents are asked to launder the replacement item(s) and return them to the school nurse.

OUT-OF-UNIFORM DRESS-UP & DRESS-DOWN DAY REQUIREMENTS

On out-of-uniform days, students may choose to dress out of uniform, to wear their regular uniform, or if it is the day of their P.E. class, to wear their P.E. uniform.

All out-of-uniform items should be chosen in regard to modesty. Masks may be worn for health reasons only. Masks must be clean, well-fitted, and may not have any inappropriate writing or designs.

DRESS-UP DAY (INCLUDING GRADUATION):

Girls:

- Girls may choose to wear nice slacks or a modest-length skirt or dress.
- Girls’ tops or dresses must not have spaghetti straps, be strapless or an “off the shoulder” style, or show bare midriff.
- Backless shoes and open-toe sandals are not permitted on dress up days. Open-toe shoes are allowed for graduation and Confirmation only.
- Heels may not exceed 2 inches.
- No blue or black jeans may be worn by either boys or girls.

Boys:

- Boys are required to wear a collared shirt (no printing) with nice slacks, a belt, and dress shoes with socks.
- Sneakers/gym shoes are not permitted on dress up days.
- Backless shoes and open toe sandals are not permitted on dress up days.
- No blue or black jeans may be worn by either boys or girls.

DRESS DOWN DAY REQUIREMENTS FOR ALL STUDENTS:

Allowed items	Items <u>NOT</u> allowed
<ul style="list-style-type: none"> • jeans in good repair (no rips or tears) 	<ul style="list-style-type: none"> • open-toe sandals or shoes

<ul style="list-style-type: none"> • athletic shoes • short ankle socks • shorts no shorter than two inches above the knee • sweatshirts • nail polish • jewelry • slacks • skirts, dresses, and skorts that touch the top of the knee when standing straight • loose-fitting athletic pants 	<ul style="list-style-type: none"> • open-back shoes • tank tops, racerbacks, tube tops, bare midriffs, low-cut tops, or see-through tops • shirts, sweatshirts, or jackets with inappropriate writing • tennis shoes that convert to roller skates (Wheelies) • biker shorts or running shorts • pajama pants • undergarments worn as outerwear • any pants with writing on the seat • yoga, exercise, or running pants • any clothing that is extremely tight • tight leggings worn as pants – leggings, if worn, must be worn with a dress or skirt • make-up or colored hair • cutoffs or clothing with rips/holes • hats (in the building)
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Please note: Students wearing immodest or inappropriate clothing will be asked to change into something more appropriate and modest.

SPIRIT WEAR DAYS

The first Monday of every month is a spirit wear day. Students may wear the following top options:

- Any *ST. MARK* spirit wear item, whether old or new (pajama pieces excluded)
- Any navy blue and/or gold shirt
- *ST. MARK* PE shirt or PE sweatshirt
- Regular *ST. MARK* uniform shirt

With a spirit wear top, students may wear the following pants options:

- Jeans in good repair (no rips or tears)
- *ST. MARK* PE shorts (if before Thanksgiving/after March 20), PE sweatpants, or spirit wear sweatpants in good repair.
- Regular *ST. MARK* uniform pants or shorts (depending on the time of year)

Backpacks

During the 2023-2024 school year, students may use a standard backpack. **The allowance for rolling backpacks, which occurred during the pandemic when students were carrying all books home regularly, has been discontinued.**

Dress Requirements for Visitors

Because adults are setting the example for students, volunteers or parents/guardians dropping off and picking up students in the building should be dressed modestly. Revealing exercise attire is not appropriate and at the very least should be covered by a large T-shirt.

INAPPROPRIATE MATERIALS

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

- Weapons (real, toy, or look-alikes)
- Fireworks, explosives, or other incendiary devices
- Laser pens/pointers
- Inappropriate written materials/pictures
- Sharp objects such as pocket knives
- Gum
- E-cigarettes or vapors
- Alcohol, drugs, or any tobacco products
- Electronic games
- Musical devices
- E-readers
- Remote control devices
- Radios, CD players, or DVD players
- Toys and trading cards
- Personal playground equipment
- Scent producing items

Cell Phones

Use of cell phones in school or on school property during school hours by students is not permitted. (See complete cell phone policy on p. 21.)

Interactive Watches

Digital watches or interactive watches, such as Fitbits, may not be used by students at school. Smart watches are also not allowed in school. If a parent feels their child must have a digital or smart watch, it must be kept in the locker and cannot be used during school hours.

PLAYGROUND REGULATIONS

Ensuring student safety on the playground is a high priority at *ST. MARK* Catholic School. A faculty member must always be present on the playground with the students.

Teachers are permitted to take their children outside to the playground area for additional recess time as their schedules permit. The faculty member is responsible for the students under his/her care. Students must remain in the faculty member's line of vision at all times.

ST. MARK Recess Expectations

- STUDENTS MUST ALWAYS RESPECT AND OBEY ADULTS.
- Walk to and play in the assigned area. Students must always be within view of an adult.
- Demonstrate good sportsmanship.
- Play cooperatively and play by the rules.
- Wall ball is allowed only on the brick dumpster walls.
- Students should use the restroom before going to recess; however, in an emergency a student may use the restroom, but must first ask an adult.

Rules Regarding Playground Equipment:

- All students must **sit** with two feet in the middle on the Galaxy (blue merry-go-round).
- Rocks/Mulch must remain on the ground
- No balls, Frisbees, or tag is allowed on or around the equipment.
- Use your own feet to propel yourself on the spinning pole; you may not push any other student. There may be up to 3 students on it at a time.
- Please go up the jungle gym stairs and down the slide.
- Students need to stay off the top of the equipment.
- Take turns on the swings. Do not jump off the swings, run through the swings, swing from side to side, sit spider-style, push someone on the swings, or climb the swing-set poles.
- The main school playground equipment may be used only by students ages 12 and below.

Field areas:

There are three areas for playing: the playground, blacktop, and back field. The number of areas open will depend on teacher availability. Follow the directions of the teacher in charge.

- If the ball/equipment goes out of the blacktop area, alert an adult **before** retrieving the item.
- Light poles/cement bases are to hold up the lights, not to sit or stand on.
- No student may go behind the fence nor cross the **gate** leading to the parking lot.
- Equipment that goes over the fence will be retrieved by faculty/staff on Fridays.
- Absolutely no tackle football is allowed! ONE hand touch style may be played in grades 2-4.
- Jump ropes are for jumping rope only. (No helicopter or rope pulling).
- Balls will not be thrown near windows or doors.

- If a student is injured, students should report the incident immediately to the recess monitor.
- Equipment must be gathered and returned at the end of the recess period.
- When the whistle is blown, students must immediately line up and demonstrate self-control as they enter for lunch or wait for their teachers at the end of recess.

Consequences are situational and are determined by the recess monitor. Possible consequences for not following the rules include, but are not limited to the following:

- Warning
- Re-directing
- Time-out
- Banning of certain games/activities
- For serious or multiple episodes of misbehavior, not listening to, or being disrespectful to the recess staff, students may be sent to the office.
- Loss of recess privileges

LUNCHROOM REGULATIONS

Given the risk of potential harm, students' access and use of microwave ovens is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

The school administration can determine if middle school students may use a microwave oven.

ST. MARK Catholic School lunchroom is supervised by faculty/staff members, and assisted by parent volunteers as needed.

Lunch time should be a period of relaxation and community-building for students. Learning proper social interaction and pleasant conversation are goals. To ensure this, students are expected to follow the directions of lunchroom supervisors during the lunch period.

Expectations for student behavior include the following:

- Enter the cafeteria quietly and walk to assigned spot.
- Practice good manners while eating and demonstrate courtesy toward others.
- Eat your own lunch. Due to food allergies, lunches may NOT be shared.
- Speak in a moderate voice.
- Speak respectfully to lunch monitors, both school employees and parent volunteers.
- Obtain permission from an adult supervisor to leave the lunch area for any reason.
- Clean up your area and throw away your trash.
- Be respectful during prayer.
- Walk to your line when called and cease conversation when the adult supervisor signals for quiet.
- Hold onto your lunchbox, walk to, then place the lunchbox in the designated area. Do not

swing or throw lunch boxes.

ST. MARK Catholic School is not “NUT FREE;” however, we do provide a table in the lunchroom that is “NUT FREE.” Students with nut allergies are required to sit at this table unless parents specify otherwise in writing. Two friends of students with nut allergies may bring completely “NUT FREE” meals and join their classmates at the “NUT FREE” table with parental permission.

Children in Pre-school – grade 4 will be eat morning snack either outside or in their classrooms. Due to the high number of nut allergies, parents are asked NOT to send in snack foods containing nuts.

VIII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

In accordance with the *Code of Virginia*, (Section 63.2–118, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent/guardian, legal custodian, or other person standing in *loco parentis* or school personnel.”

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

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

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which

states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

ST. MARK Catholic School requires parents to share all pertinent health information pertaining to their children. This information must be in writing and verified by a physician. This information is kept on file in the office/clinic. Within reasonable means, all health information is confidential. Information will be shared with the school principal, nurse, and other personnel who work directly with the student. Compliance with these measures is necessary to best ensure each child's safety.

MEDICATION ADMINISTRATION OVERVIEW

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

Parents and guardians must provide and transport medications to and from the school.

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

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

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

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

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

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is recognized in any individual on school campus. Any student receiving naloxone will be transported via EMS to the local emergency room and cleared to return to school. All staff will be trained in how to recognize opioid overdose and administer naloxone.

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

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

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

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications

not claimed within that period will be destroyed.

SPECIALIZED STUDENT CARE NEEDS

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

TOILETING/INCONTINENCE

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

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

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

USE OF CRUTCHES

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a licensed health-care provider order, the parent will be called to take the student home.

LIFE THREATENING ALLERGY

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

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

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms, and parental publications. Schools will select and train staff to be

utilized as anaphylaxis response teams responsible for managing an allergic crisis.

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

ST. MARK Catholic School is not “NUT FREE;” however, we do provide a table in the lunchroom that is “NUT FREE.” Students with nut allergies are required to sit at this table unless parents specify otherwise in writing. For additional information, please see “Lunchroom Regulations.”

Due to the high number of nut allergies in our school, parents are asked NOT to send in snack foods containing nuts.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
 - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (*Appendix F-18*), which will be retained in the student health record.
 - ii. Students who have traveled or resided in a foreign country for five months or more, where tuberculosis is common, are required to provide

documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.

- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish-based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school-based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement. Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

At *ST. MARK* Catholic School, if a case of head lice is suspected, the nurse (or in the nurse's absence, another faculty member) will inspect the child's hair. If a case of head lice is detected, the school will notify the parents to pick up their child and will provide information on how to treat the condition.

The parents of the students in that grade level or in grade levels where desks/chairs are shared, will be notified by the nurse that a case of lice exists and will be asked to check their own students. If the child is in an Extended Day Care Program, families of those children will be notified, as well. This information will be sent home via a letter with no child's name given. Please respect the privacy of the child and family. If there are questions, please contact the nurse

or school principal.

Any student determined to have an active case of lice will be asked to remain home and may attend classes online. The student will not be allowed to return to school until the hair and scalp are free of all lice and nits (eggs). Readmission to school will be determined by the school nurse/administration based upon re-inspection to determine the effectiveness of treatment.

ADDITIONAL HEALTH INFORMATION

Immunizations

At St. Mark Catholic School, religious exemptions will be considered on a case-by-case basis for the following required vaccines:

- Hepatitis A
- Varicella

COVID-19

Information about diocesan pandemic guidelines can be found in *Appendix F-24*.

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 Human Immunodeficiency Virus (HIV) and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

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

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to

bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

FIRE/EMERGENCY DRILLS

Fire drills are a type of evacuation drill that are held regularly, according to state and local regulations. Diagrams showing the exit routes are posted in all classrooms. Upon hearing the fire alarm, students are to maintain absolute silence and calmly, but quickly, exit the building following the teacher in charge. Students should form a line in number order at a designated area so attendance can be taken. Students will remain outside until given the signal to return.

Other evacuation drills as well as tornado and shelter-in-place drills are practiced both in the early fall and spring seasons.

All persons in the building during a drill or emergency, including visitors, must follow the proper procedures.

Emergency plans will not be distributed, published online, nor shared via email; but they will be available for parental review in the school office.

HARASSMENT

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese prohibits it.

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the community who engage in harassment of other school community members at any location and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if such harassment originates outside of school and it comes to the attention of school staff, appropriate action will be taken to maintain a safe and respectful work and academic environment. As the primary educator of their children, parents have the responsibility to handle harassment issues not involving the school and are occurring outside of school.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation on campus. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly, and appropriately investigated and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities. During the investigation of an alleged crime, alleged student may need to be asked to leave campus.

Any student who believes that he or she has been sexually harassed or abused needs to immediately report such information to a trusted employee. If a student makes a report, the employee will report the information to the principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to a trusted employee, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential.

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

Children under 17 years of age cannot legally consent under Virginia State Law to having sex or sexual contact with an adult. **Any sexual contact between a student under 17 and an adult is a crime. It must be reported to the police.**

In addition, any sexual or romantic conduct between a school employee or an employee of a contracted service provider and a present student of any age, even if 17 years of age or older, and even if consented to or welcomed by the student, is strictly prohibited by this Policy while the student is attending a diocesan school and for one year post-date of graduation, and will result in dismissal of the adult involved. As such, this Policy prohibits "sexting" between students and employees or employees of contracted service providers and the showing of pornography to any student by any such adult. Such activity will result in the dismissal of the adult involved and the reporting of such conduct to the appropriate authorities.

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

HAZING

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

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

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

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

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or expulsion

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

BULLYING

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

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing

- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

Bullying is prohibited. School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying or cyberbullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying or cyberbullying 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 person being bullied) and investigate, as appropriate. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

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

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

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

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the

student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

VIDEO SURVEILLANCE CAMERAS

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

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

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

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

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 days and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

IX. STUDENTS WITH DISABILITIES

The Office of Catholic Schools recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the opportunity to provide assistance and services for students with disabilities according to the resources available within/to the school. Parents/guardians are considered an integral part of the process.

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

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

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

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

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

***ST. MARK* Catholic School Student Support Services**

ST. MARK Catholic School recognizes that each child is a unique gift from God and strives to meet each child's educational needs. The staff is committed to the dignity of each student and to working closely with the parents to maximize each child's potential.

ST. MARK Catholic School Student Support Services provides services for students with special learning and developmental needs. These services are provided for students who meet the qualifications, as determined by the Student Support Services Director and the principal, in consultation with the parents. Services are dependent on the availability of the student support

teachers, who must consider and balance the needs of all students.

The specific fee schedule for support programs is based on the program and the time scheduled for each student. Fees are paid through FACTS. See “Tuition and other fee schedules” for details on associated fees.

X. EXTENDED DAY

EXTENDED DAY PROGRAM

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products:

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

- e. children nine years of age and older may administer their own sunscreen, if supervised.

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

LICENSING INFORMATION

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

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

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

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

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

Fairfax Licensing Office
3701 Pender Drive, Suite 125
Fairfax, VA 22030

(703) 934-1505

Northern Virginia Regional Office

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

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

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

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

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

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

INSURANCE

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

TAX INFORMATION

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

PARENTAL/GUARDIAN INVOLVEMENT

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

PHILOSOPHY AND GENERAL INFORMATION

ST. MARK Catholic School offers an Extended Day Care Program (EDC) most days when the

school is in session for students currently enrolled in the school's academic program and who were in attendance in school on the day(s) EDC was utilized. This program is an extension of the school and adheres to the same philosophy and handbook regulations. Each student is treated as a Child of God and Christ is the center of the program.

Extended Day Care (EDC) is a flexible program of recreation, arts and crafts, indoor and outdoor activities, and quiet time for homework, study, and/or rest. The spiritual development of the child is continued. NOTE: Parental involvement in completing and reviewing homework and assignments, projects, etc., is important. The EDC staff provides time to complete homework, but is NOT responsible for the academic success of the child.

The students are provided a snack in the afternoon. The EDC Program is held in the Christian Formation Center Gymnasium. The program also has access to the playground.

See below for fees to utilize this program. Parents/guardians or school faculty must sign child(ren) in/out when they are being placed in/released from the program at the beginning/end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology) apply to the Extended Day Program.

SPONSORSHIP

ST. MARK Catholic School sponsors the Extended Day Care Program. The Office of Catholic Schools and the *ST. MARK* Catholic School administration formulate policies jointly in accordance with the licensing requirements of the Commonwealth of Virginia. The day-to-day operation of the program is the responsibility of the Director, in consultation with the school principal. The Director, with the approval of the school principal, makes organizational decisions. Ultimately, final responsibility for the program rests with the school principal.

Days/Hours of Operation

Morning Program Hours 7:00 - 8:30 am

Afternoon Program Hours 3:30 - 6:00 pm (12:30-6:00 pm on early dismissal days)

EDC is open and available on all scheduled school days with the following exceptions:

- There is NO afternoon EDC:
- on the last day of school before the Christmas holiday begins.
- on Holy Thursday.
- on the Friday before Memorial Day.
- on the last day of school.

Signing In/Out Of EDC

Students attending the morning EDC session must be walked/signed in by a parent/guardian, indicating the time of arrival. Due to safety and licensing concerns, students will not be permitted entry into the EDC program if a parent/guardian is not present.

At the conclusion of the school day, students will be escorted to the gym after dismissal ends. Students must be picked up by 6:00 p.m.

Children attending the afternoon program must be signed out by a parent/guardian, indicating the time of departure. If someone other than the parent is to pick up the child, the program Director must be informed via a handwritten note or email. This person must show identification before any student will be released to him/her. The EDC staff is not responsible for children prior to their being signed in for the morning or after they are signed out at the end of the day.

For students with an EDC contract who attend after-school clubs, staff members will sign-in students to EDC when those students have not been picked up at the conclusion of after school clubs/activities.

Late Pick Up From Afternoon EDC

Parents are expected to be prompt when picking up their children. Any child(ren) picked up after 6:00 pm will be charged \$2.00 per minute, per child. The ONLY exceptions to this are when inclement weather conditions, as declared by the National Weather Service or determined by FCPS, cause the delay.

12:25 School Dismissals

Each student must bring a lunch as lunch is not provided. Snack will be offered, as always, in the afternoon.

Extended Day Care 2023-2024 Tuition

FEES FOR CONTRACTED EVERYDAY USE, PER CHILD IN GRADES K – 8

K-8 Morning & Afternoon (includes Half Days)	\$6,360 Annual (\$636/month if divided over 10 months)
K-8 Afternoon Only (includes Half Days)	\$4,600 Annual (\$460/month if divided over 10 months)
K-8 Morning Only	\$2,480 Annual (\$248/month if divided over 10 months)

Fees for EDC users will be attached to the family’s FACTS tuition management account.

For the 2023-2024 school year, EDC is only available on an annual, contract basis, without the drop-in/pay-as-you-go option.

**FEES FOR OCCASIONAL USE, PER CHILD IN GRADES K – 8
(amounts are per child):**

	Both Morning <i>AND</i> Afternoon	Morning <i>OR</i> Afternoon (not both)
3 days per week	\$4,200 Annual (\$420/month if divided over 10 months)	\$2,400 Annual (\$240/month if divided over 10 months)
2 days per week	\$2,800 Annual (\$280/month if divided over 10 months)	\$1,600 Annual (\$160/month if divided over 10 months)
1 day per week	\$1,400 Annual (\$140/month if divided over 10 months)	\$800 Annual (\$80/month if divided over 10 months)

Extended Day fees are billed through, and collected by FACTS. No checks or cash for payments will be accepted by Extended Day Staff.

Clubs

Children not picked up at the end of an after-school club/ activity will be signed into EDC ONLY IF THEY HAVE A CONTRACT ON FILE FOR EDC. Students who are not picked up in a timely manner following an after-school club must stay in the office until the parent arrives. Every attempt will be made to contact the parent.

Inclement Weather

When the school closes early due to bad weather conditions, EDC will also close early. Children who are in EDC must be picked no later than 1 hour after early dismissal time.

- Any child who is not picked up within 1 hour after the dismissal time will be charged \$2.00 a minute per child until he/she is picked up.
- If *ST. MARK* Catholic School dismisses on time, but Fairfax County Schools cancel after school activities, Extended Day will be open until 5:00pm. (1:30 pm if *ST. MARK* has a 12:25 dismissal).
- If the weather deteriorates during this 1 hour, parents will be called and emailed to pick up children as soon as possible.

You may call the Extended Day phone number at (703) 766--3471 for updates or refer to the *ST. MARK* Catholic School website.

Snacks

Snacks will be provided during the afternoon session at no additional cost. If a child has a food allergy, a substitute snack will be provided. If parents prefer, children may bring a snack from home. *Snacks are not a substitute for a meal.* **On early dismissal days, students must bring a lunch.**

Staffing

The staff includes a full time program Director and assistants. The student/staff ratio shall meet licensing requirements. Each staff member meets or exceeds the educational qualifications recommended by the county and state. All staff members are annually required to present a physician's certificate stating that they are free from any communicable disease or other disability that would prevent them from caring for children.

APPENDICES

School Forms

Any and all addendums to the *ST. MARK* Catholic School Parent/Student Handbook can be found on the school website: <https://www.stmark.org/school>.

- *ST. MARK* Catholic School Chromebook 1:1 Program: Policy, Procedures, and Information, 2023 – 2024 (*Addendum 1*)

All Diocesan forms referenced in the handbook are also available on the school website: <http://www.stmark.org/school>.

Diocesan Forms:

- Permission for Emergency Care Form (Appendix F-1)
- Confidential Student Health History Update (Appendix F-1A)
- Virginia School Entrance Health Form (Appendix F-2)
- Asthma Action Plan with Indemnification (Appendix F-3)
- Nebulizer Treatment Log and Procedure (Appendix F-3A)
- Anaphylaxis Action Plan with Indemnification (Appendix F-4)
- Diabetes Quick Reference and Indemnification (Appendix F-5)
- Virginia Diabetes Medical Management Plan (Appendix F-5A)
- Diocese Medication Authorization Form (Appendix F-6)
- Student Injury Accident Report (Appendix F-7)
- Wind Chill Factors/Heat Stress Index (Appendix F-15)
- Certificate of Religious Exemption (Appendix F-18)
- Seizure Action Plan (Appendix F-20)
- Pandemic Response Plan (Appendix F-24)
- Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)
- Parent Permission for School Sponsored Trip Participation.English (Appendix R)
- Permiso De Los Padres Para Excursiones Patrocinados Por La Escuela.Spanish (Appendix R-A)
- Use of Personal Vehicle (Appendix R-1)
- Elementary/Middle School Handbook Agreement Form (Appendix AG-1)

Signature Page

1ST TRIMESTER REPORT CARDS WILL BE HELD UNTIL AN AGREEMENT IS ON FILE.

ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

I have read a current copy of the Parent/Student Handbook, which can be found on the school website. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

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

(Student's Name including Grade/Class)

(Parent's Signature)

(Student's Name including Grade/Class)

(Printed Name)

(Student's Name including Grade/Class)

(Date)

FOR MIDDLE SCHOOL STUDENTS ONLY

I have read the Parent/Student Handbook and agree to observe all school regulations.

(Student's Signature)

(Second Student's Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)