

# *STAR OF THE SEA SCHOOL*



## **PARENT AND STUDENT HANDBOOK 2017 – 2018**



Dear Parents and Students,

Welcome to Star of the Sea Catholic School. In choosing Star of the Sea, you have demonstrated your support and commitment to Catholic education. As parents, faculty, staff and students, we work together as a community to provide a Christ-centered, academically challenging school program.

It is our hope that this Handbook will be studied carefully in a family setting, so that students and parents alike are familiar with what is expected as stated in the Parent/Student Handbook.

During the first week of school, please take the time at home to read and discuss the content of the Handbook and review it periodically during the year.

As parents, students, faculty, and staff, we work together as a community to provide a Christ-centered and virtue-based school.

*The Administration and Faculty of  
Star of the Sea Catholic School*

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*"Catholic Schools in the Diocese of Richmond, Virginia have a long history of excellence in education rooted in Jesus Christ and Catholic tradition.*

*It is my belief that Catholic Schools are a good formative opportunity to prepare students to take their place responsibly in this world and in service to the Church."*

***Most Reverend Francis X. DiLorenzo  
Bishop of Richmond***

## **STAR OF THE SEA CATHOLIC SCHOOL**

### **MISSION STATEMENT**

Star of the Sea Catholic School, a National Blue Ribbon School of Excellence, is rooted in the Gospel teachings of Jesus. As a Christ-centered learning environment, Star of the Sea is dedicated to spiritual growth, academic distinction, and social responsibility. Welcoming all families, including military and faith communities throughout Virginia Beach, faculty and staff guide students in grades preK-8 to their full learning potential, cultivating respectful, self-disciplined critical thinkers.

## **STAR OF THE SEA CATHOLIC SCHOOL**

### **VISION STATEMENT**

Star of the Sea Catholic School, a National Blue Ribbon School of Excellence, will continue to be a faith-based school of distinction using advancing technology to expand the academic and creative abilities of students in grades preK-8. By developing community partnerships and utilizing the natural resources of an oceanfront setting, Star of the Sea Catholic School will provide innovative opportunities beyond the classroom.

# A PORTRAIT OF A STAR OF THE SEA GRADUATE

Star of the Sea Catholic School Graduates will be...

## **SPIRITUALLY AWARE**

- practicing faith fostered in the truths of the Bible
- growing in a personal relationship with God
- using Christian morals in decision making
- recognizing God's incredible power and ability to influence all situations

## **ACADEMICALLY COMPETENT**

- accepting challenges and striving to achieve goals
- engaging intelligently and confidently with authority
- thinking, solving, creating for the glory of God
- preparing for success in high school and beyond

## **SOCIALLY INVOLVED**

- serving the community as peacemakers
- showing empathy and respect toward others
- leading in school government, mentorship programs, and sports

## **PHYSICALLY FIT**

- integrating healthy eating and exercise within their daily routines
- balancing work and play for optimum health
- demonstrating self-control, modesty, and positive life choices

## **PHILOSOPHY OF LEARNING**

Star of the Sea Catholic School, a National Blue Ribbon School of Excellence, provides students with a quality Catholic education that fosters lifelong learning and moral reflection, preparing students academically, spiritually, socially, and physically for successful scholastic achievement.

Star of the Sea Catholic School develops a community of learners through academic rigor and differentiated instruction. Christian values are encouraged within the enriched curriculum and use of technology.

## **HISTORY**

Star of the Sea Catholic School was established in 1958 as a parish school under the vision and leadership of Father Nicholas Habets. For the next thirty-eight years, the Sisters, Servants of the

Immaculate Heart of Mary (IHM) a teaching order from West Chester, Pennsylvania staffed the school. Under the leadership of the IHM Sisters, Star of the Sea School began the mission of educating the parish children in the Catholic faith. Through the years the IHM and lay faculty collaboratively worked to educate the whole child: spiritually, academically, morally and physically.

In 1996, the IHM order withdrew the Sisters from the school. In September 1996, Star of the Sea Catholic School opened its doors for the first time under the direction of a lay principal, Susan K. Fentress, and an all lay faculty and staff. Mrs. Fentress retired June 2008 and Dr. Cathryn Whisman became principal.

Star of the Sea School celebrated its fiftieth anniversary in 2008. The school looks to the future with confidence in our mission to continue a long tradition of spirituality, scholastic excellence, and service – a proven combination that prepares our Pre-Kindergarten through Eighth grade students for the opportunities of lifelong learning.

## ACCREDITATION

Star of the Sea Catholic School is dually accredited through the Southern Association of Colleges and Schools/Council on Accreditation and School Improvement (SACSCASI) and the Virginia Catholic Education Association (VCEA).

## SCHOOL GOALS

### RELIGIOUS

To guide the students in developing a personal relationship with God so that they may grow in an awareness of His ways in their lives by:

- Leading students in deepening their faith and commitment to God through communal prayer and liturgical celebrations.
- Help students work toward the goal of Christ-like behavior through service to their school, their parishes, and their community. Lead students in developing their conscience in relation to Catholic Christian values and morals through study of the basic doctrines of the faith.

### ACADEMIC

To provide a challenging environment that will enable students to achieve a level of competency that assures growth in learning and responsibility by:

- Helping students acquire academic skills needed to achieve success in their required classes.
- Integrate technology throughout the curriculum to enhance student learning.
- Provide challenging, advanced classes in middle school to help students meet their goals

for moving on to high school.

## **SOCIAL**

To guide the students in developing a positive attitude toward themselves and others, thereby appreciating the God-given gifts of all people by:

- Helping students to grow in self-respect and self-worth through positive reinforcement.
- Teaching students to show respect for authority and peers through acts of kindness and consideration.
- Helping students to grow in self-discipline through responsible completion of school and home assignments.

## **PARENT'S ROLE IN EDUCATION**

Star of the Sea School considers it a privilege to work with parents/guardians in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of Star of the Sea Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, with the Church community and regular reception of the sacraments will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic morality and by an honest personal relationship with God in your family life.

During these formative years at Star of the Sea School, your child needs constant support from parents and faculty in order to develop to his/her fullest potential. As educational partners we cannot doubt the sincerity of the efforts we are each making. It is vital that everyone work together to nurture respect for authority and achieve the positive results needed. Evidence of mutual respect between parents and teachers will model good behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends to times of absence.

Together let us begin this year with a commitment to partnership as we support one another in helping our children fulfill God's plan for them.

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

## **Parents as Partners**

As partners in the educational process at Star of the Sea Catholic School we ask parents:

To support the religious and educational goals of the school.

To support and cooperate with the discipline policy of the school.

To provide good example of a personal relationship with God, and the Church community.

To treat teachers with respect and courtesy in discussing student problems.

To set rules, times, and limits so that your child gets to bed early on school nights.

To make sure your child arrives at school on time and is picked up on time at the end of the day.

To make sure your child is dressed according to the school dress code and presents themselves as young ladies and gentlemen.

To make sure your child completes class assignments on time.

To provide lunch or lunch money each day.

To inform the school of any special situation regarding the student's well-being, safety, and health.

To meet all financial obligations to the school in a timely manner.

To read all school communications and to show interest in the student's total education.

To notify the school of any changes of address or important phone numbers or emergency information.

To actively participate in service to Star of the Sea Catholic School to support the needs of the school.

To make sure that your child(ren) read and understand this handbook.

## ADMISSION POLICIES

Star of the Sea Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Star of the Sea School:

1. Catholic students registered and actively participating in a Catholic parish.
2. Non-Catholic students - Non-Catholic students whose parents accept the philosophy and mission of Star of the Sea School will be accepted on a space available basis.

Students entering 3 year old Pre-Kindergarten must be three (3) years of age by September 30<sup>th</sup>. Students entering 4 year old Pre-Kindergarten must be four (4) years of age by September 30<sup>th</sup>. Students entering Kindergarten must be five (5) years of age by September 30<sup>th</sup>.

Only students transferring from another Catholic school or out-of-state may be accepted into 8<sup>th</sup> grade provided they meet the current 8<sup>th</sup> grade academic standards at Star of the Sea School.

Students applying for admission in Grades 1-8 must present a copy of the current report card, standardized test results, and teacher recommendation. These will be reviewed to determine whether the program at Star of the Sea School will meet the educational needs of the students. New students entering grades 4-8 may be required to have an interview with the principal as part of the admission process.

Other information that must be submitted includes:

- Verification of active parish affiliation/stewardship
- Health Records
- Birth Certificate
- Social Security Number
- Baptismal Certificate (Catholic applicants only)
- Custody agreement if applicable
- Record of IEP or other educational testing if applicable
- Recommendation form from former teacher/principal.

New students are admitted on probation. Their progress both socially and academically will be evaluated during the first quarter. Students who do not comply with school regulations and policies or are unable to meet the academic standards may be asked to withdraw from Star of the Sea School.

## **Academic Standing**

All applicants to Star of the Sea Catholic School must be in good academic and behavioral standing in order to be considered for acceptance. Any student who has been recommended for retention will automatically repeat that grade upon acceptance to Star of the Sea School. Students with special needs will be evaluated on an individual basis. Documentation of any educational and/or psychological testing must be submitted to the school with the application. Testing and ISP's will be reviewed by the Resource Team to determine placement and accommodations that may be required.

# **SPIRITUAL LIFE**

## **Religious Instruction**

Since religion permeates all aspects of life, it should permeate all areas of education. All students, Catholic and Non-Catholic are required to participate in the religious instruction, liturgies, and prayer in school. In regard to curriculum, religion is the core subject and all other subjects intensify and widen the child's growth in a Christian way of life. Throughout its curriculum, Star of the Sea School strives to provide experiences that encourage our students to grow as Christians; however, it is only when parents take an active part in the shaping of their children's spiritual life that this goal is achievable. Parents and children are urged to attend Church as a family.

## **Worship**

School liturgies, weekly masses, and prayer services are scheduled regularly throughout the school year. Please see the monthly calendars for dates and times. Parents are encouraged to join in these liturgical and para-liturgical celebrations. The sacrament of Reconciliation will be celebrated with the students in grades 3-8 during Advent and grades 2-8 during Lent.

## **Prayer**

Students at Star of the Sea begin each day by praying together as a school community and saying Pledge of Allegiance. Students begin and end lunch with prayer. The school day is ended again with a school prayer. Different prayers are taught at each grade level.

## **Sacramental Preparation**

Immediate preparation for First Reconciliation and First Eucharist is a parish function. Please contact your parish for information on sacramental preparation. The school works together with the parishes by providing sacramental studies that are included in the Religion curriculum throughout the school.

# **ACADEMIC POLICIES**

Star of the Sea School follows the Consensus Curriculum set forth by the Diocese of Richmond. A copy of the Consensus Curriculum may be reviewed in the school office or at <http://richmonddiocese.org/office/catholic-schools/?tab=5&sub=3>.

## **Quality Work**

Beginning in the first grade, students are taught the correct way to prepare and present written work. This instruction is progressive and designed to standardize our work and teach our students this important skill. The following guidelines will help reinforce the school's effort:

- Much of the written class work students do at Star of the Sea is done in bound copybooks, usually one for each subject (purchased from Star of the Sea School). Spiral notebooks and binders are not permitted at Star of the Sea School.
- Students are taught from the earliest grades to use headings on their papers (name, date, subject).
- Black ballpoint pen is used for all written work except math in the middle and upper grades. All math work should be completed in pencil.
- Writing is expected to be in complete sentences, using correct grammar, punctuation and spelling for all assignments.
- Rulers are used for underlining.
- Neatness in written work is expected.
- Organizational and study skills are taught at all grade levels.

If parents encourage these good habits and practices at home, it sends a strong message to students that at Star of the Sea, parents and teachers work together.

## **Homework**

Homework is an essential part of the total education of the student. It is intended to reinforce concepts presented in class and includes both written and study assignments. Students should have the skills necessary to complete the assignments independently, and should need only to present finished assignments to parents for approval and signature as required by the teacher. In the primary years, it is essential that the parent accept full responsibility for the students' completion of all home studies. As the student progresses through the primary level, he/she should gradually assume greater personal responsibility. Ultimately, the student should assume total responsibility for both written and study homework. Homework should also stimulate originality and creativity; and for this reason, enrichment assignments and projects are given. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Failure to consistently complete homework assignments on a daily basis affects the student's grades and affects academic growth and responsibility. In order to assist parents and help students with homework and study, Star of the Sea School uses the on-line parent communication component, RenWeb. Each teacher will post homework and other important information for parents and students to access from home. Teachers in grades K – 8 will post grades once a week as assessments are completed and graded.

In grades K-4 homework will not be given on the nights there are school parent meetings scheduled or on weekends.

Grades K and 1 are not encouraged to do homework in After School Care. It is important for parents to supervise homework in grades K and 1.

Teachers in grades 3 – 8 will post homework and test dates in RenWeb to make sure there is a balanced amount of written and study work for those students. No more than 2 major tests will be scheduled on one day.

### **Academic Progress Reports**

Grades for students in grades 3-8 will be continually up-dated on RenWeb for parents to monitor. Paper progress reports will not be sent home during the quarter. Alerts will be sent at the middle of each quarter to notify parents of the “progress report” period.

### **Report Cards**

Report cards are issued four times a year. Report cards are a composite of tests, class participation, home study, projects, and class work. Questions or concerns regarding report cards should be brought to the attention of the teacher within two weeks of being issued.

### **Conferences**

Formal parent/student/teacher conferences are scheduled in November and February. Additional conferences can be arranged at any time during the school year. Conferences are scheduled with the teachers. In order to assure quality instruction and supervision of our students, teachers should not be expected to conference without notice in the morning before class, during instruction time, lunchtime, during carpool, or at home.

### **Diocesan Grade Scales**

#### Kindergarten –Grade 2

- 3 Meeting grade level standard; applies skills consistently and independently
- 2 Developing grade level standard; applies skills inconsistently and with or without support
- 1 Below grade level standard; unable to apply skills with support
- ^ Skill requires improvement

#### Grades 3 - 8

A+ = 100-97	A = 96-93	A- = 92-90
B+ = 89-87	B = 86-83	B- = 82-80
C+ = 79-77	C = 76-73	C- = 72-70
D+ = 69-67	D = 66-63	D- = 62-60
F = 59 & below		

Grades 3-5 - Resource Subjects, Self-Discipline & Study Skills:

- 3 Meeting grade level standard; applies skills consistently and independently
- 2 Developing grade level standard; applies skills inconsistently and with or without support
- 1 Below grade level standard; unable to apply skills with support
- ^ Skill requires improvement

**Academic Awards**

Principal's List - Grades 6-8 - Grade of A (93) or above in all major and A- or above in all resource subjects.

First Honors - Grades 6-8 - Grade of B+ (87) or above in all major and B or above in all resource subjects.

Second Honors - Grades 6-8 - Grade of B- (80) or above in all major and B- or above in all resource subjects.

Super Nova - Grades 4-5

Grade of A or above in all major subjects. All resource subjects and work habits grades must be 2 or above.

Shining Star - Grades 4-5

Grade of B or above in all major subjects. All resource subjects and work habits grades must be 2 or above.

Faith in Action (Grades K-8)

The Faith in Action Award was initiated to honor the student in each class who exhibits outstanding qualities of Christian attitude and character. This award is given each quarter to one student in each class. Awards are presented at a school mass.

Peacemaker Award (Grades K-8)

The Peacemaker Award is given to recognize those students who model the virtue that is highlighted for the month. The award is given to a student in each class that exemplifies that monthly virtue during a school mass each month.

**Academic Concerns**

Academic concerns will be addressed primarily by the teachers and parents working together to assure student success. Teachers will provide a variety of strategies to accommodate different learning needs. If further intervention is needed, a conference will be set up between parents, Principal, and teachers. Students who are struggling academically may also be referred to Star of the Sea School SRT (Student Resource Team) to help identify needs and provide recommendations and support for students and parents.

Sometimes it is necessary to refer a student and his/her family to community professionals for issues that cannot be easily met within the classroom. If the school recommends further testing or educational support, a timely response will be required from the parents in order to assure educational needs can be met at Star of the Sea School. No major accommodations will be made within the classroom without a diagnosis or recommendations from a professional in the community and a written plan from the Student Resource Team. Any modifications of the

curriculum will be noted on the student's report card and permanent record card by the teacher after approval of the principal.

### **Academic Probation/Failures**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. The principal and teacher will meet with parents and students who have averages below 60 in one or more major subject to discuss the academic probation. Students will be evaluated at progress report time (mid-quarter) and at the end of each quarter. Any student who falls into this category will be put on probation until the next progress report or end of the quarter. This would allow for 3 to 4 weeks of probation in order to show improvement. Academic probation impacts a student's ability to participate in co-curricular activities. During the time students are on academic probation they may not participate in any extracurricular activities. These include but are not limited to sports, SCA and school dances. Two successive quarters of multiple failures in major subjects may be cause for dismissal from Star of the Sea School.

### **Promotion and Retention Policy**

Advancement to the next grade at Star of the Sea Catholic School is based on a student's daily performance, test results, recommendations of teachers, and student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend retention in a grade, tutoring or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

- Students in grades K-2 are promoted upon mastery and application of essential skills in Math, Reading and Language Arts.
- Students in grades 3-8 are promoted to the next grade on the basis of earning a passing (60 or above) yearly average in each of the core subjects of Religion, Language Arts (English, Spelling, Reading/Literature), Mathematics, Science and Social Studies.
- Students in grade 8 who do not meet the promotion standards (i.e. have failing yearly average in a core subject) will be retained in grade 8 and may not participate in Graduation exercises.
- Students in grade 8 who have been sent to the principal for any disciplinary actions (i.e. write-ups, suspensions, behavior contract) during their 8<sup>th</sup> grade year will not be eligible to represent their class as a speaker at graduation.

### **Provisions for Transcripts and/or Diploma**

As a general rule the school shall have the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties, e.g. other schools, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract, including the failure to meet all financial obligations.

### **Testing Program**

Star of the Sea School uses Scantron Performance Series, the Diocesan standardized testing

program. The Scantron Performance series tests are computer based and adjust to each child's ability level. Tests in Math and Reading will be administered three times during the school year – September, January, and April/May. The test will provide a valid and reliable score that can be used to measure academic growth as well as creating an individualized learning plan for each student.

### **Extra-Curricular Activities**

Star of the Sea School offers a variety of extra-curricular activities that include athletics, student council, and junior high honor society. Activities are open to students in different grade levels depending on the program. Further information about programs may be found on the school website.

In order to participate in extra-curricular activities a student must pass all courses he/she is currently taking, and which are required for graduation. Any student who has a failing average and/or an unsatisfactory grade in the areas of conduct or effort at progress or report card time, will not be permitted to participate in sports/extra-curricular programs for a probationary period of 1-4 weeks which would include all practices and athletic events for that period. A letter from the Principal will be sent to parents if students have a failing average and will be out of activities for a period of time. Teachers will then assess improvement in order for the student to resume the activity. All extra-curricular activities come under the direct authority of the Principal or a designee.

### **Field Trips**

During the course of the year, classes may plan educational and enriching trips during school time. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

Only the diocesan permission slip, signed by parent/guardian, is acceptable for each child who takes part in the activity. Handwritten letters and phone calls will not be accepted in lieu of the diocesan permission slip.

Field trip instructions will be given to the volunteers by the supervising faculty member, so that there will be no doubt as to the responsibilities of a chaperone.

- All school rules are in force, unless the principal has stated otherwise.
- Supervision is both mental and physical. Be sure that attention is always on students.
- Our first responsibility is the safety of the students.
- Chaperones should refrain from consuming alcoholic beverages while with students.

### **Student Resource Team (SRT)**

Star of the Sea School employs a resource teacher to help meet the varied learning needs of students. The resource teacher works together with the Assistant Principal, school counselor, and other designated teachers as a resource team to identify and assess student needs. For students that are identified, a school learning plan may be developed to outline a specific learning plan.

The SRT looks at meeting needs that range from extra support for those students who need it to enrichment for those that need to be challenged.

## **School Counselor**

Star of the Sea School employs a school counselor to help meet the different needs of students. The counselor assesses needs and works with students individually or in small groups to provide support. Parents are provided the opportunity at the beginning of each school year to opt out of the counseling program if they do not wish their child to see the counselor.

## MIDDLE SCHOOL (GRADES 6-8)

### **Middle School Math Program at Star of the Sea**

The Math program at Star of the Sea Catholic School is in line with the Diocesan Consensus Curriculum and has been developed to challenge our students and prepare them for high school while meeting the diverse learning needs of all students. The goal is to place students where they will be able to build their math skills and achieve success. There are many students who are not developmentally ready for high school level math skills in middle school. This does not mean that they are not successful math students. It means that they need the time to develop strong basic skills in math before moving ahead. Students also need to be challenged when they are ready to move ahead. With that in mind, students are evaluated in 6<sup>th</sup> and 7<sup>th</sup> grade to help determine what level of math classes will be offered for a given year. Students taking algebra in 8<sup>th</sup> grade are taught by an accredited secondary school educator. The following are descriptions of classes that are available for students at Star of the Sea School. Depending on student learning needs the classes offered in a given grade may differ from one year to the next. Students are placed in classes based on performance, standardized math test scores and teacher recommendations. Students may be moved from one class to another during a school year based on demonstrated academic performance.

#### Math 6

- Math 6 builds on math skills that prepare students for pre-algebra.
- Teachers work to build on individual skill levels at an on-grade level pace.

#### Pre-Algebra

- An “A-B” average grade in Math 6.
- Raw score of 70 or higher on the Orleans-Hanna Algebra Prognosis Test administered in the Spring to all 6<sup>th</sup> grade students.
- 70% or higher NPR on the Scantron Performance Series test
- Teacher recommendation.

#### Math 7

- Offered for those students who do not meet the requirements for pre-algebra.

- This class will build on basic math skills as well as some pre-algebra skills in order to prepare students for pre-algebra in 8<sup>th</sup> grade building a strong foundation for Algebra 1 when they enter high school.

### Algebra 1 – HIGH SCHOOL CREDIT COURSE

Students who meet the following Diocesan and Star of the Sea School requirements will be placed in Algebra 1.

- A passing yearly average in Pre-Algebra of 80% or higher.
- Raw Score of 70 or higher on the Orleans-Hanna Algebra Prognosis Test
- 70% or higher NPR on the Scantron Performance Series test
- Teacher recommendation

All students who successfully complete Algebra 1 with a passing final grade for the year will be awarded high school credit for the class from the Diocese of Richmond Office of Catholic Schools.

## **High School Credit Classes – Geo Science, Spanish 1, & World History 1**

### Geo Science (Earth) in 8<sup>th</sup> Grade

At Star of the Sea all 8<sup>th</sup> grade students will take Geo Science (Earth) and will be eligible to earn high school credit. Students taking Geo Science (Earth) in 8<sup>th</sup> grade are taught by an accredited secondary school educator. Students must successfully pass the class for the year in order to earn high school credit from the Diocese of Richmond Office of Catholic Schools.

### Spanish 1

At Star of the Sea School all 7<sup>th</sup> and 8<sup>th</sup> grade students are able to take Spanish and are eligible to receive Spanish 1 high school credit. Students taking Spanish 1 in 8<sup>th</sup> grade are taught by an accredited secondary school educator. Only students who pass Spanish 1, Part 1 in grade 7 AND Spanish 1, Part 2 in grade 8 will receive high school credit for Spanish 1 from the Diocese of Richmond Office of Catholic Schools.

### World History 1

At Star of the Sea, students in 8<sup>th</sup> grade who complete 7<sup>th</sup> grade social studies with a B average or better may elect to take World History 1 for high school credit instead of the Civics and Economics course. Students taking World History 1 in 8<sup>th</sup> grade are taught by an accredited secondary school educator. Students must successfully pass the class for the year in order to earn high school credit from the Diocese of Richmond Office of Catholic Schools.

## **Middle School Technology**

Students and faculty utilize technology to expand the learning experience and to meet the different learning needs of students. Students in grades 6-8 are allowed to bring their own Tablets, iPads or other approved devices to class. Students are expected to follow the acceptable use policy of the Diocese of Richmond and Star of the Sea School. If there are incidents of unacceptable use, students will lose the privilege of bringing their device to school. Parents/students are responsible for the cost and up-keep of their devices.

## Middle School Service Program

The community service program was instituted to expose our children to the joy of giving of their time and talents. Eighth graders are responsible for completing twenty (20) hours; Seventh graders are responsible for completing (15) hours; Sixth graders are responsible for completing (15) hours. This is a total of **50** hours of service needed by graduation.

- These hours may be served at Star of the Sea School or at other organizations where help is needed.
- If hours are served at a location other than Star of the Sea School, please send in a note from that organization with the student's name, number of hours worked, type of community service and the signature of the overseeing adult.
- Hours worked during the summer will be credited in the fall and will count for whichever grade the student is in that fall.
- Students who volunteer to help their parents, at the parent's workplace or their parent works at Star of the Sea School, should serve no more than one third of their hours helping their parent. The student may, however, earn additional hours helping other adults at the workplace.
- **If students earn more than the required hours per grade, they may not carry them over to the next grade.** The intent of the program is to have students do volunteer hours each year so they will experience the satisfaction that serving others brings.
- Students who exceed the recommended number of 50 service hours will receive a certificate of recognition at the end of their 8<sup>th</sup> grade year.
- Students who do not complete the service hours by the end of 8<sup>th</sup> grade will have a letter included in their permanent file that will state the required service hours were not met and they will not be recognized during graduation for fulfilling the requirement.

## DRESS CODE/UNIFORMS

*Flynn & O'Hara is the approved uniform supplier for Star of the Sea School.  
Local address: 1920 Centerville Turnpike, Va. Beach, 479-2100*

The goal at Star of the Sea is to provide an excellent learning environment that is not distracting for students. Students are representatives of Star of the Sea and should be neat and in complete uniform each day. When purchasing items please be sure you are buying the proper size. If clothing does not fit the child properly (too tight, too loose, etc) you will be required to replace the clothing with the proper size.

Uniforms positively affect learning and students accept the responsibility of coming to school prepared each day in the proper uniform. Coming to school out of uniform can reflect on conduct/responsibility grades. If there is a family reason (ex. laundry issues, lost shoes) why a student cannot be in proper uniform, parents may send a note to the teacher to have the student excused for being out of uniform for the day. If a student is not in uniform and does not have a note, a "Uniform Notice" will be completed and sent home. Students with 3 uniform infractions may be required to stay for after school detention until 4:00.

**The length of jumpers, skirts and shorts will be strictly enforced.** If altering the length of the

jumpers, skirts or pants please allow for growth as you will be required to lengthen or replace if there is not enough hem. Skirts should be able to pass the “flamingo test” – when bending the leg up 90° the skirt should touch the back of the leg. Shorts should be the standard length and not altered.

“**Hoodie**” sweatshirts are not acceptable to be worn during the school day. School crewneck or SOS athletic sweatshirts (during the regular season of their sport) are the only sweatshirts that should be worn with the regular uniform when colder. On dress uniform days, students may not wear sweatshirts, so in colder weather the school sweater should be worn.

**Shoes** - Except with Physical Education (PE) uniforms, all students in grades K-8 must wear brown or black leather dress shoes that tie or buckle. Vans, Sketchers, Toms and other sport type shoes are not acceptable. **Girls may not wear slip-ons, ballerina type shoes or shoes with more than a 1 inch heel.** Girls’ shoes should have no other decorations. Shoes should have a tie or strap so they are secure. Uniform shoes are now being provided by Flynn and O’Hara Uniforms as an option. Athletic shoes with PE uniforms may be any color but must be clean, in good condition and supportive for physical activity.

**The principal maintains the final say on what is considered proper length, sizing or proper shoes. If it is determined that a student does not have the proper uniform or shoes, the parents will be notified and will be expected to correct the issue as soon as possible.**

### **Personal Appearance**

**Boys:** Hair must be neatly trimmed. Boy’s haircuts should be short with ears, neck and eyebrows showing. Shaggy, surfer styles may be popular but they are not in line with our dress code. It must be combed off the face out of eyes; no rat or pony tails for boys and boys must be clean shaven where applicable. Hair should remain the natural color during the school year. Boys are not permitted to wear earrings.

**Girls:** No make-up, jewelry, perfume, cologne, colored nail polish (*only clear may be worn*), acrylic, gel or artificial nails. Girls are permitted to wear small modest post earrings (**one per ear**). The earrings may not extend beyond the earlobe. Hair should be brushed and neat and should remain the natural color during the school year. Head bands and barrettes should be in school colors only – no flowers, bright colors or large hair accessories.

**All:** No tattoos are permitted (temporary or permanent).

Older students are encouraged to bathe daily and wear deodorant.

Blouses and shirts should be tucked in at all times. In grades 1-8 belts must be worn with uniform pants and shorts. Polo shirts should have at least two buttons buttoned.

Uniforms should look neat and clean each day. Worn uniforms with holes or outgrown should be replaced.

<b>K-8 Boys Regular Uniform</b>	<b>K-8 Boys Dress Uniform</b>
Navy blue uniform pants	Navy blue uniform pants
White or light blue uniform polo shirt (long /short sleeve)	White dress shirt (long/short sleeve) with school tie
Black/Brown/Navy Belt (In K belt not required)	Black/Brown/Navy Belt (In K belt not required)
<u>Navy blue</u> uniform socks	<i>Navy blue</i> uniform socks

<p>Black/Brown Leather Shoes, not canvas (tie only)  <i>Optional:</i> Navy blue uniform sweater or SOS School Crewneck Sweatshirt</p>	<p>Black/Brown Leather Shoes, not canvas (tie only)  <i>Optional:</i> Navy blue uniform sweater  *No sweatshirts may be worn with the dress uniform during the school day.</p>
<p><b>K-5 Girls Regular Uniform Options</b>  Plaid Split front jumper (length must pass the “flamingo test”)  White uniform round collar blouse (long/short sleeve)  <u>Navy blue</u> uniform knee socks or uniform tights  Black/Brown Leather Shoes, not canvas (tie or buckle only)  <i>Optional:</i> Navy blue uniform sweater or SOS School Crewneck Sweatshirt  <b>OR</b>  Navy blue uniform, flat front pants  White or light blue uniform polo shirt or white uniform round collar blouse (long/short sleeve)  Black/Brown/Navy belt (In K belt not required)  <u>Navy blue</u> uniform socks  Black/Brown Leather Shoes, not canvas (tie or buckle only)  <i>Optional:</i> Navy blue uniform sweater or SOS School Crewneck Sweatshirt</p>	<p><b>K-5 Girls Dress Uniform</b>  Plaid Split front jumper (length must pass the “flamingo test”)  White uniform round collar blouse (long/short sleeve)  <u>Navy blue</u> uniform knee socks or uniform tights  Black/Brown Leather Shoes, not canvas (tie or buckle only)  <i>Optional:</i> Navy blue uniform sweater  *No sweatshirts may be worn with the dress uniform during the school day.</p> <p><b>Gr. 6-8 Girls Dress Uniform</b>  Plaid uniform skirt (length must pass the “flamingo test”)  White oxford button down collar blouse (long/short sleeve)  <u>Navy blue</u> uniform knee socks or uniform tights  Black/Brown Leather Shoes (tie or buckle only)  <i>Optional:</i> Navy blue uniform sweater  *No sweatshirts may be worn with the dress uniform during the school day.</p>
<p><b>Gr. 6-8 Girls Regular Uniform Options</b>  Plaid uniform skirt (length must pass the “flamingo test”)  White, light blue or navy uniform polo shirt or white oxford button down collar blouse (long/short sleeve)  <u>Navy blue</u> uniform knee socks or uniform tights  Black/Brown Leather Shoes, not canvas (tie or buckle only)  <i>Optional:</i> Navy blue uniform sweater or SOS School Crewneck Sweatshirt  <p style="text-align: center;"><b>OR →</b></p> </p>	<p><b>Gr. 6-8 Girls Regular Uniform Options continued</b>  Navy blue uniform, flat front pants  White or light blue uniform polo shirt or white oxford button down collar blouse (long/short sleeve)  Black/Brown/navy belt  <u>Navy blue</u> uniform socks  Black/Brown Leather Shoes, not canvas (tie or buckle only)  <i>Optional:</i> Navy blue uniform sweater or SOS School Crewneck Sweatshirt</p>
<p><b>K-8 Boys Warm Weather Option*</b>  Navy blue uniform shorts  White or light blue uniform polo shirt  Black/Brown/Navy Belt (In K belt not required)  Black/Brown leather shoes, not canvas (tie only)  Navy uniform socks or white or black athletic socks</p>	<p><b>K-8 Girls Warm Weather Option*</b>  Navy blue uniform shorts  White or light blue uniform polo shirt or white uniform round collar blouse  Black/Brown/Navy belt (In K belt not required)  Black/Brown Leather Shoes, not canvas (tie or buckle only)  Navy blue uniform socks or white or black athletic socks  <b>OR</b></p>

	Navy blue uniform skort White or light blue uniform polo shirt or white uniform round collar blouse
<p><b>K-8 ~ PE Uniform – Nov. 1-Mar. 31</b> White or Gray PE t-shirt with logo Navy blue uniform sweatpants w/ logo (Students are permitted to wear the PE shorts under the sweatpants) White athletic socks (reach above the ankle) Athletic shoes – any color but clean, in good condition, and supportive for activity <i>Optional:</i> SOS School Crewneck Sweatshirt</p> <p><b>K-8 ~ PE Uniform Warm Weather Option*</b> Navy blue PE shorts White or Gray PE t-shirt with logo White athletic socks (reach above the ankle) Athletic shoes – any color but clean, in good condition, and supportive for activity</p>	<p><b>*Warm weather options permitted from the first day of school – Oct. 31 and Apr. 1-the last day of school</b></p>

**Free Dress Guidelines**

On days that students are allowed to come to school not in uniform the following guidelines apply:

- Slacks/Jeans are acceptable. They should be neat and clean without any holes. Skin tight, low riding pants, leggings, or yoga pants are not acceptable.
- Skirts must be the same appropriate length as the uniform and pass the “flamingo test”.
- Tanktops, spaghetti straps, low cut tops, strapless are not acceptable. Shirts may not have any inappropriate logos, pictures, or symbols.
- If your child has PE on a free dress day they do not have to change for PE but should where their PE shoes.
- Parents will be notified to bring a change of clothes if a student comes to school dressed inappropriately.
- These guidelines also apply to after school sponsored functions such as school dances.
- The best rule: **When in doubt, don’t wear it!**
- Students who do not comply with free dress regulations could lose any further dress down privileges for the year.

**CONDUCT AND EXPECTATIONS**

All students at Star of the Sea Catholic School are expected to exercise self-control and conduct themselves properly at all times. Behavior must reflect the values of our Catholic Faith. All students are expected to cooperate with the spirit and policies of the school. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, honesty, and appropriate language.

**Respect – Responsibility – Safety**

At Star of the Sea Catholic School students:

- Show respect to peers, faculty, guests, and volunteers through words and actions.
- Respect the rights, opinions and property of others.
- Respect learning for all by working without disturbing teachers and other students during classroom instruction and quiet learning times.
- Cooperate with others including group activities and play.
- Are responsible by coming to school/class prepared. Students come with needed materials and supplies and are appropriately dressed according to the uniform guidelines.
- Respect the safety of all by remaining seated if a teacher must leave the room.
- Enter and exit classrooms and the buildings quietly and in a timely manner.
- Respect the safety of all by walking inside the building or when moving between buildings.
- Show responsibility for all property, personal and school. Students keep textbooks covered at all times; avoid wasting or damaging materials and supplies; use equipment properly.
- Keep classrooms and all areas of the buildings neat and clean. Chewing gum is not permitted in the school buildings or on school property.
- **Conduct themselves according to the school expectations at all school sponsored activities and programs.**

### **Items Brought to School**

Tablets, cell phones, or other approved devices are permitted for grades 6-8 if acceptable use policies are followed. Items that detract from a learning environment are not allowed at school. Items such as, but not limited to, questionable books and pictures, white-out, any type of aerosol can, inappropriate CD's (no "parental advisory" labeled music is allowed for any school function), electronic games (Game Boys, PSP's, etc.), toys, or trading cards are not allowed to be brought to school. Items that are taken away from students will be held until a parent/guardian comes to pick up. Repeat offense in bringing items to school will result in the items being kept until June.

### **Cell Phones**

Cell phones may be brought to school under the following conditions. **Phones must be turned off during the school day and in the student's backpack not in their pocket.** Phones or any devices may not be used for taking pictures, sending text messaging, going on Instagram, Snapchat, or any social media during the school day. If a teacher discovers a student violating these rules the phone will be taken from the student and given to the principal. For a first violation, the student may pick up the phone from the principal at the end of the day. For a second violation, the student will receive an after school detention until 4:00pm and the phone will be returned to a parent who needs to come into the office to pick it up. Subsequent violations may result in losing the privilege of having a cell phone in school.

### **Honor Code**

The Star of the Sea Catholic School Honor Code is established to ensure that students take responsibility for their own actions and thus to create an atmosphere free from suspicion. By means of the Honor Code, Star of the Sea students practice moral leadership, accept personal responsibility, and develop strong character. At the heart of the Honor Code is respect for the

dignity of the human person. Lying, cheating, stealing, and tolerating those who do are damaging to the student's moral virtue and to the reputation of the school. Taking responsibility for one's actions is vital to the maturity of each individual. The students of Star of the Sea Catholic School are citizens of God's family, the school family, and their own respective families. The trust among all members of this family builds confidence in the overall school community and enables all to be grounded in Christ Jesus.

In light of this:

- A Star of the Sea student always tells the truth. He or she is honest and cooperative with the administration, faculty, and fellow students, even when questioned about wrongdoing.
- A Star of the Sea student has integrity. Any homework, reports, exams, tests or other graded or ungraded work is to be the sole work of the student whose name appears on that material. He/she does not claim another's work as his/her own without giving proper credit.
- A Star of the Sea student respects others' property. He/she does not take or use what belongs to another without being granted prior permission.
- A Star of the Sea student upholds the code of honor. He or she does not knowingly tolerate another student's violation of the honor code.

At the beginning of each school year the students in grades 4-8 sign the following pledge:

As a member of Star of the Sea Catholic School, I pledge my honesty, academic integrity, sportsmanship and stewardship to the school community, and I expect others to be responsible and to do the same.

Students will pledge all quizzes, tests, and exams. Teachers may require other work to be pledged as well. A student may pledge a piece of work by writing "I pledge" on it.

## **Peacemakers Program**

The Peacemakers is a school-wide program that promotes a school culture based on gospel values to help create a safe and caring environment for all students. Expectations are shared at the beginning of the year and a different gospel value is highlighted each month. Each month students are recognized for their efforts to be peacemakers.

## **Harassment/Bullying/Violence**

As a reflection of the mission of Star of the Sea Catholic School, it is recognized that bullying, harassing, or violent behavior will not be tolerated. At Star of the Sea we seek to create an environment of learning, compassion, and safety by educating parents, teachers, staff, and students concerning respect.

Bullying/harassment is defined as an abuse of power by an individual (or group) who deliberately targets others for repeated physical and/or psychological abuse. Examples of bullying behaviors include, but are not limited to, a pattern of intimidation, threats, menacing, taunts, teasing, the spreading of rumors, and other psychological abuse; and/or in the extreme, causing injury. Bullying can also include a pattern of deliberate isolation or exclusion of another with the intent to be hurtful. Physical contact such as pushing, punching, kicking, or throwing of

objects between students will not be tolerated. Making fun of, writing notes and encouraging a fight are examples of harassment and will not be tolerated.

All forms of cyber-bullying on computers, cell phones or other electronic devices at school or home are unacceptable. Cyber-bullying includes, but is not limited to, the following misuse of technology: harassing, teasing, intimidating, and threatening another by sending or posting inappropriate or hurtful messages, pictures or images, including Website postings or blogs.

All incidents of bullying/harassing/violent behavior will be investigated. Intervention including students and parents will be conducted to address the issue. If behaviors continue a student could face possible suspension or expulsion. All persons – those engaging in bullying behaviors, victims of bullying, or witnesses to the victimization of another – must realize that bullying is a community concern requiring community-wide accountability and commitment to both its prevention and prompt, appropriate response if and when it occurs.

### **Playground/Recess Expectations**

Recess is a privilege. Please discuss the recess rules with your child(ren). Any student who does not behave according to the rules may forfeit the privilege of participating in recess. Safety of all the students is the primary focus. All classes are scheduled for playground/recess time. No student may leave the playground or designated recess area. The playground is supervised during recess.

In order to provide a safe environment, the following rules must be followed:

1. Students are to listen to the direction of adults supervising the playground at all times.
2. The emergency 3 whistle blast signals means instant freeze and quiet and must be followed immediately.
2. Teasing, name calling, swearing, fighting or vulgar gestures are not allowed and are considered serious behavior infractions.
3. Rough or dangerous play will result in suspended recess privileges.
4. Playground equipment is to be used appropriately. Misuse of equipment that puts others at risk or damages property is unacceptable and can result in suspended recess privileges.
5. Throwing of gumballs, acorns, rocks, sticks, dirt, sand, mulch, etc. is not allowed.
6. Food or drink is not allowed on the playground.
7. Put balls, jump ropes, etc. away when you are called to line up.
8. Students must line up as soon as the whistle is blown.

### **Technology Acceptable Use Policy**

Technology is meant for educational purposes. Access to network services is provided for students to conduct research and other educational goals. Students are expected to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility and any misuse may result in suspension of privileges. All students and their parents in grades 1 – 8 will sign the Diocesan Acceptable Use Policy that outlines the policies for use at Star of the Sea School as directed by the Diocese of Richmond.

Security for all users in the school is a priority. Anyone with reason to suspect a security problem on the Internet must notify a teacher or Principal. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same

responsibility for such guidance as they interface with information sources such as television, telephones, movies, radio and other potentially offensive media.

Violations at school may result in a loss of access as well as other disciplinary or legal action. Violations occurring outside of school that impact Star of the Sea School may also result in disciplinary or legal action. Violations could include, but are not, limited to, the following:

- Sending or displaying offensive or violent messages or pictures.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Transmitting any material in violation of any national or state regulation.
- Taking, posting or transmitting any unauthorized pictures or videos.
- Violating copyright laws.
- Using another's password or attempting to log on to another's account – including faculty and staff.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Misrepresenting oneself on the network.
- Inappropriate contact with a faculty/staff member.
- Publishing information on the Internet which brings discredit to Star of the Sea School whether done on or off premises.
- Taking and publishing photos or other images without permission.
- Doing anything that will limit the use of the network or attempt to alter school system data.
- Star of the Sea School may not be held responsible for users' intentional misuse of the Internet or equipment. Star of the Sea School or the Diocese of Richmond makes no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered, such as but not limited to; loss of data, non-deliveries, mis-deliveries, or service interruptions, user errors or omissions. The school and Diocese denies any responsibility for the accuracy or quality of information obtained through the Internet or its services.

## **DISCIPLINE - RESPONSIBILITY**

The essence of Christian discipline is self-discipline. The philosophy inherent in our school aims at motivating children to develop right attitudes toward discipline and responsibility. Students are expected to comply with school directives and policies. Students are to be courteous, respectful and attentive to teachers and other adults at all times. Teachers should treat students with courtesy, respect and attentiveness as well. Students are expected to show respect and consideration for their classmates. These guidelines extend to all school sponsored activities, i.e. Before/After Care Program, Athletics, Performing Arts, etc.)

A student will be sent to the principal when the teacher feels that the student's improper behavior cannot be corrected through teacher management practices. When a child becomes disruptive or

uncontrollable in a classroom situation, the parent may be called to remove the student from the school immediately. If a child is threatening or exhibiting violent behavior or is in danger of harming him/herself or others, the Star of the Sea administration reserves the right to summon the appropriate authorities to assist with the child.

## **Detention**

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention date and time. Detention takes precedence over appointments, practices, lessons, ballgames, etc.

Students who have 5 unexcused tardies may be required to attend detention.

Students with 3 uniform infractions or conduct notices may be required to attend detention.

## **Off Campus Conduct**

What students do out-of-school can directly impact the school. The administration of Star of the Sea School reserves the right to discipline students for out-of-school conduct that interferes with the school or instructional quality in the school. For example, inappropriate use of technology on a home computer or other electronic devices, may subject the student to consequences.

Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats. Engagement in online blogs or social media including, but not limited to, Facebook, Instagram, Snapchat, etc. may result in disciplinary actions if the content of the student's blog/posting includes defamatory comments regarding the school, the faculty, staff and administration, other students or the parishes.

## **Suspension**

**In-school suspension (ISS) or out of school suspension (OSS) may be imposed for, but not limited to, the following reasons:**

Psychological or physical abuse of another person; disrespect towards fellow students, faculty, staff or volunteers; bullying or harassment (verbal or physical); fighting; defacement of property; cheating; stealing; forgery; truancy; biting; obscene or offensive language; leaving school grounds without permission; conduct unbecoming a Christian student; repeatedly disrupting class and learning; violation of the honor code; or consistent misbehavior which has been documented in writing and sent to parents. In addition chronic non-compliance to the homework policy will result in suspension. Any offense of a sufficiently serious nature, including but not limited to those listed above, may warrant suspension. Cases will be evaluated on an individual basis with the final decision being made by the Principal. Students who are given an in-school suspension will be required to report to school each day. Students must complete all class work and tests from the days of suspension.

Our goal is to create a productive learning environment for all of our students. When students continually disrupt this learning with their actions or talking, multiple conduct notices and detentions will result in:

- The parents being contacted by the principal.
- Three detentions may warrant a suspension. For each incident thereafter, a suspension may be given.
- Three suspensions or one serious offense (see above list) and the student is eligible for dismissal from the school.

- A behavior probation contract will be signed at the meeting. If this contract is not upheld by the student expulsion is in order.

### **Behavioral Probation Contract**

A student may be placed on probation for a clearly specified period of time for serious or continued misconduct. Parents and students are made fully aware of the seriousness of the action and the reason for probation. A conference will be held with parents, student, teacher, and principal and a written form of probation is signed by all. This will outline a plan of action for improvement. Through probation the student is given a specified period of time to show improvement in his/her desire to observe the classroom/school rules. If further misconduct occurs during the time of probation the student may be suspended out of school. Students on a behavioral probation contract may not participate in any extracurricular activities. These include but are not limited to sports, SCA, field trips, school dances. Contracts will generally extend over a six week period.

### **Expulsion**

Expulsion is resorted to when other means of discipline prove ineffectual, and the student's conduct or presence is a definite hindrance to the welfare and progress of the class or school community. Any offense of a sufficiently serious nature may warrant expulsion. Cases will be evaluated on an individual basis with the final decision being made by the Principal after consultation with the Office of Catholic Schools. Parents will be provided written notice of an expulsion.

A student may be immediately expelled from school for, but not limited to: Possession of a weapon or facsimile of a weapon; possession of drugs (prescription, over the counter, illicit, etc.), alcohol, or tobacco; possession of lighters, matches, flares, fireworks or explosives, etc.; possession of flammable chemicals or fluids, gels, etc.; verbally or physically threatening behavior toward another student, teacher or other adult. Police will be called if a student makes a threat against another student, teacher or other adult or brings any weapon or reasonable facsimile of a weapon to school. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

It is the principal's right and sole discretion to dismiss or suspend any student for lack of progress or for conduct that is not in the best interest of the student and/or of the school or for conduct of the parent(s)/guardian(s) that is contrary to the interest of the school.

## **COMMUNICATION**

Star of the Sea Catholic School takes the partnership with parents very seriously. Providing various means of communication is a goal of the school.

### **Renweb Parent Alert**

Star of the Sea School subscribes to the RenWeb Parent Alert. The system has different levels for alerts. With the highest level we are able to notify parents quickly in the event of an emergency by immediately contacting parents through phone, email and text message (if the parent allows. Information submitted through Renweb ParentsWeb is used for Parent Alert.

Parents have the ability to update information in RenWeb and will need to make sure it is updated throughout the year as changes occur.

## **RenWeb**

Star of the Sea School subscribes to RenWeb, a communication tool for parents, teachers and students. Information will be posted regularly to help parents be effective school partners. Each teacher is expected to post grades (grades 3-8), calendars, homework assignments, and other information for students and parents.

## **Website**

Star of the Sea School maintains a website for communication with families and all who are interested in the school. The school website is: [www.sosschool.org](http://www.sosschool.org)

## **STAR News on Wednesday Newsletter**

A weekly newsletter will be posted on the website each Wednesday keeping families up-to-date on important information, activities, and happenings. An email will be sent to the email address(es) to remind parents when a newsletter is posted and for easy access. **If you have an item for the newsletter, it must be emailed to the school office by Monday at 12:00 PM. If Monday is a holiday, it must be in the office by the 12:00 PM the Friday before publication.** Items not received by the deadline may not be published. Complete information must be sent via email to [information@sosschool.org](mailto:information@sosschool.org) and is subject to approval by the principal.

## **Communication Envelopes**

Family envelopes are maintained in each homeroom to send home on Wednesday with information that cannot be posted on the website. Teachers may also utilize the envelope to send home pertinent classroom information. Parents are asked to sign and return envelopes to the homeroom teacher on Thursday morning each week.

## **Calendars**

A yearly school calendar will be posted in RenWeb. The calendar is updated as news and events are added.

## **Telephone/Email**

The school phone is a business phone and may not be used by students without permission. Forgotten books, gym clothes, etc., are not considered serious enough to warrant calling home.

Every faculty/staff person has a voice mailbox and an email address (accessible on our website at [www.sosschool.org](http://www.sosschool.org) or through RenWeb. Parents may access voice mail by calling the office during school hours. After regular school hours, voice mail may be accessed by dialing 428-8400 and following the recorded instructions.

Teachers will not be interrupted for telephone calls during the school day unless it is an emergency.

## DAILY SCHEDULES

### School Hours

7:00 A.M.	Before School Care begins
7:45 A.M.	Students in grades PK* through 8 report to classrooms
8:00 A.M.	Prayers and classes begin – students tardy after this point
12:00 P.M.	Dismissal of PK-Half Day Students*
3:00 P.M.	Dismissal
3:00	After School Care begins
6:00 P.M.	After School Care ends

### Morning Drop-Off

**Option 1:** Parents may drop children in the “Gym parking lot” following these procedures:

- All traffic must enter from the Pacific Ave. entrance. The gate exiting onto 16<sup>th</sup> Street will be the exit for all cars dropping off.
- Form a single line of traffic along the gym building between the cones to drop off students. Do not move in the line until signaled by the adult monitoring the parking lot.
- It is recommended that children disembark cars from driver side so as not to have to cross in front of or behind cars.
- Children will enter through the side gym door. Students in PreK-grade 5 will line up in the gym with a teacher and wait to be escorted over to the main building. Students in grades 6-8 will enter through side gym door and then move to their homerooms.
- **ALL** students must be dropped off **BEFORE 7:55. The gym door will be closed at 7:55.** Students must be in their classrooms by 8:00.
- Parents must bring their child to the main office if dropping off at 8:00 or after to receive a tardy slip.

**Option 2:** Parents choosing to escort their children to the **doors of the main building** must park legally on the streets surrounding the school buildings or the Church parking lot. Students must be escorted by an adult from the Church parking lot or street parking; this is not a “drop off” area. Students may not walk through the Church to get to the main building. Walk students to the main building door where a teacher is stationed, students then should be responsible for walking to their classroom.

Any vehicles illegally parked will be subject to ticketing by the City of Virginia Beach Police.

### Afternoon Pick-up

**Option 1:** Parents must pick up children from the Gym parking lot following these procedures:

- Enter the Gym lot from the Pacific Ave. gate and form parallel lines facing 16<sup>th</sup> Street. Pull as close to the person in front of and beside you as possible. Once a row is filled start a new row. **DO NOT CURVE AROUND TO MAKE THE LINE LONGER.**
- Children will be dismissed from school to the Gym lot. Make contact (eye contact, wave, ect.) with the teacher and your child will be released, load children into cars and wait for traffic director to begin dismissal of cars.
- **ALL TRAFFIC** must exit onto 16<sup>th</sup> Street via the open gate. Traffic must **turn left onto 16<sup>th</sup> Street.**

- Please get children into the cars quickly so no children or parents will be walking in the Gym lot during car dismissal.
- If using this option, please do not use this time to visit with teachers, parents or children as the entire lot of traffic is inconvenienced when all cars are not ready to depart at the same time.

**Option 2:** Remember that safety of all of our students is most important. If you have a meeting or cannot follow option 1 for pick-up, parents may park in the Church lot. Parents **must** come to the gym lot and pick up their student and walk them to their car. **Parents and students must use the marked crosswalk when crossing 15<sup>th</sup> Street.**

## Parking

Parking during the school day is available on the street or in the Church parking lot. The Gym lot is not open to cars during the school day when it is being used for recess and PE classes. **The small lot next to the main school building is not open before, during, or after the school day as it is considered an emergency lane.** Parents should not park there to drop children off in the morning. There is street parking available on 15<sup>th</sup> Street, 16<sup>th</sup> Street and Arctic Avenue when parents are picking up or visiting the school during the day. If you choose to park on the street be sure to do so legally as the school is not responsible for those ticketed or towed for being parked illegally. Also, please be mindful not to park on the lawns of our neighbors.

## School Early Dismissal

These are scheduled as noted on the school calendar. **Early dismissal is at 1:30 P.M.** (unless otherwise noted). Lunch will be served on those days. After school care is not provided for every early dismissal. Check calendar for days that after care is available. The fee charged will be according to the aftercare hourly fees.

## Late Pick-up

Children, whose rides are later than 3:15 P.M., will be taken to the After School Program and appropriate fees will be charged.

## Bicycles/Walkers

If your child(ren) will be riding his/her bike(s) or walking to/from school, must notify the school in writing. Children who ride their bikes or walk to/from school should be familiar with and obey the safety rules that apply to bike riding in traffic. The school will not be responsible for lost or stolen bikes or the safety of children who ride bikes or walk to/from school.

## Returning to School after Dismissal

Students are NOT permitted to return to the school building after the 3:00 p.m. dismissal unless accompanied by a teacher. Students must be in a scheduled activity with a teacher or authorized adult if staying after school. Students may not wait after school for siblings in another activity without a parent present.

## Student Early Dismissal

We discourage medical, dental and optical appointments during the school day. We encourage you to make your child's appointments on half-days, or during Christmas and Easter breaks. In an emergency, it may become necessary for a child to leave early. In this case, a note written by the parent or guardian should be sent to the teacher with the student in the morning. The note will be forwarded to the office. Parents must come to the office to pick up the student and sign

the student out. No one may go directly to the classroom to pick up a student unless cleared by the office. We try to eliminate classroom interruptions as they are an infringement on teaching time and jeopardize security.

### **Emergency Dismissal**

In the event of an emergency school closure, parents will be notified through the Renweb Parent Alert system. If a student is not picked up within 30 minutes of the school closing, the school will attempt to contact parents or others designated as emergency contact. If we are unable to contact a parent or other designated person, Child Protective Services may be called. It is the parents responsibility to make sure that all contact information is up-dated throughout the school year. See Emergency Preparedness Plan for further information.

## **ATTENDANCE**

Regular attendance is imperative for a child to maintain progress in school. Undue absence and tardiness interfere with learning. **It is the duty of parents/guardians to see that their children are present and on time each day.**

### **Absence**

Parents are requested to call the office in case of absence. Upon returning to class, a student must have a written note of excuse signed by a parent or guardian. The reason and dates of absence should be included in the note. **Prolonged absence of 3 or more days requires a doctor's certificate. If a student has been ill, the student must be fever free without medication for 24 hours before returning to school.** Any day a student is tardy or dismissed early and out of school for more than half of the school day it will be counted as a full day absence. Students must be in school a minimum of 5 hours for full day credit. Students must be in school a minimum of 3 ½ hours for a half day attendance credit.

If a student is absent from school for more than half a day, they are not permitted to attend any after school activities, including sports practices on the day of that absence.

If a student is absent for more than 2 days, work may be left in the office between 3:00-3:15 to be picked up or sent home with a sibling/carpool at the request of the parent/guardian. Homework and class information will be posted regularly on RenWeb for parents and students to access. Teachers may also be contacted by email when students are absent because of an illness to help make sure the students can keep up with school work. In cases of prolonged absence (more than 2 consecutive days) the student needs to make arrangements with the teacher to make up work. Late work will be subject to lowered grades. In grades 4-8 it is the student's responsibility to make up the work or tests missed during the time they were absent. All work and/or tests must be made up within one week of returning to school.

The school calendar provides for extended weekends and other vacation times during the year. Parents are encouraged to schedule trips or vacations during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given or test schedules altered in anticipation of the vacation.

## **Tardiness**

Students are considered late if they are not in school by 8:00 A.M. They must report to the main office to obtain an admission slip. The parent or responsible guardian must accompany the child(ren) to the office, not the classroom. Excessive tardies have a direct impact on a student's academic progress, as well as being disruptive to the entire class. Families who are tardy 5 or more times unexcused will receive a letter from the Principal and may result in the student serving a detention after school. Doctor's appointments are excused tardies **with a note from the doctor's office**, "running late" is unexcused.

## **Truancy**

A student who is absent from school without the consent of his/her parents is considered to be truant. This is an unexcused absence and the student must be accompanied by the parents before being readmitted to school. Repeated truancy may be cause for suspension or expulsion.

## **Transfers**

Students withdrawing from school must bring a note from their parents/guardians informing the office of the withdrawal at least 5 days prior to the date of leaving. Parents are asked to come to the office to pick up necessary transfer papers. All textbooks, workbooks, library books and other school property must be returned and all accounts paid in full prior to release of records to the transfer school.

## **Re-admission**

Re-admission to Star of the Sea Catholic School will be decided on an individual basis by the principal.

# **BEFORE/AFTER SCHOOL PROGRAM**

The mission of the Before/After School Care Program is to provide a safe, caring and structured environment for Star of the Sea students before and after school hours. As directed by the Office of Catholic Schools for the Diocese of Richmond, Star of the Sea Before/After School Care Program operates as a Religious Exempt Program under the Department of Social Services (DSS). Documentation is filed yearly with the DSS in order to verify compliance with building, health and safety regulations. All staff members complete background checks and VIRTUS training. Orientation and training is required of all staff yearly. Further procedures and policies for the program are included in the Before/After Care Handbook also posted on the website. Standards require the facility to meet applicable fire, health and building codes. Inspection reports are available in the school office.

<b>Hours:</b>	7:00 - 7:45 A.M.	Before School Care (Monday -Friday)
	3:00 - 6:00 P.M.	After School Care (Monday-Friday)
	1:30 - 6:00 P.M.	Only those early dismissal days noted on the calendar will have After School Care provided. Please check the calendar and plan appropriately for those early dismissal days.

## **Fees:**

- The charge for Morning Care is \$4.00 per day regardless of arrival time.
- PreK through 4<sup>th</sup> grade After Care is \$4.00 per hour per student – includes a healthy snack
- Grades 5 – 8 After Care is \$3.00 per hour per student– snacks will be available for students to purchase, students may also bring their own healthy snacks
- After Care Fees will be charged per hour. A 10 minute grace period will be allowed for pick-up. Any amount of time after the grace period, the full hour charge will apply.
- Any student not picked up by 3:15 will be taken automatically to an After Care room and an hour fee will be charged.
- A late fee of \$1.00 per minute will be assessed for any student picked up after 6:00pm.

## **Billing Information:**

- Statements will be sent home on a monthly basis via email. Statements are sent by the first Wednesday of the month and reflect charges for the prior month.
- All fees for After Care services are payable upon receipt. If your account is not paid in full within 15 days of the date on your current billing statement your account will be considered delinquent. After Care services will no longer be available for any family that has a delinquent account. Students will not be allowed to check into After Care and parents will be called from the office to pick the student(s) up immediately. Families may resume using the service as soon as the account has been brought up to date.
- We suggest that every family evaluate their need for CARES services and the amount of time that the services will be used during this school year. Regular monthly/weekly payments towards your account can be made at any time and is strongly suggested for budgeting purposes. For example, a family using the services for one student consistently during the week could make a \$40.00 to \$50.00 per week payment to keep their account always up-to-date.

## **General Information**

- After Care is open for students when school is in session. Please see the school calendar in RenWeb for any exceptions. After Care is not always provided on early dismissal days.
- Emergency forms must be turned in before students may attend CARES. It is recommended that these forms be turned in before school begins this year if you are planning on using Before/After Care starting the first day of school. Forms may be found on the website.
- No medications are dispensed during before or after care hours. All medications need to be turned into the school nurse to handle during regular school hours. Doctor's orders are required for dispensing of any medications (prescription and over the counter).
- Emergency first aid and CPR training is provided and required for all staff members. Emergency asthma or allergy medications will be made available during after care for students with necessary doctor's orders on file with the school nurse.
- Health screenings if needed will be done by the school nurse during school hours. If a student becomes ill during before/after care hours, the parent/guardian will be called immediately to come and pick the student up.

- Before School Care will be held in the middle school classroom closest to the gym (in the gym building) for ALL grades. Every student must be signed in to Before School Care by a parent or designated guardian.
- Any student not picked up by 3:15 will be automatically taken to the After Care rooms. No student may stay after school unsupervised.
- Every student must be signed out of After School Care by a parent or designated guardian.
- Students will be released only to those persons authorized on the emergency contact form unless the staff is notified otherwise by telephone or in writing. Staff may request I.D. verification when a student is picked up by a new or unknown individual.
- Students in After School Care must be picked up by 6:00P.M. If a child is left after 6:00P.M. and we are unable to contact a parent or guardian, Child Protective Services may be notified.
- Students are not to leave the Before/After Care areas without the permission of a teacher or staff member. Tutors, instructors, and coaches are required to sign a student in/out for any activity and check with the staff before taking a student.

#### **Information for PreK – 4<sup>th</sup> grade After Care:**

- Students in PreK through 4<sup>th</sup> grade will be brought directly to the aftercare room in the main building for After School Care. Parents should notify the teacher by email or note if your child will be attending After Care.
- The school office closes at 3:15P.M. If you need to contact a staff member in After Care after regular school hours you may call 469-3836.
- A healthy snack will be provided each day at After Care.
- Games, toys and activities are provided. No toys may be brought from home. Quiet time for homework will be provided during After Care. Students will also have outside and play time scheduled.
- Students will not be permitted to change out of their school uniform.

#### **Information for grades 5 – 8 After Care:**

- Students will report to the middle school After Care classroom after dismissal. Snacks will be available for students to purchase. Cost will range between \$ .50 and \$1.00.
- The goal for our middle school students is to give them an area to come to after school where they can get homework done. Students will have quiet time to work on homework, quiet reading, or group work. Outside time will be scheduled in for breaks when appropriate.
- A staff member will monitor the After Care program.
- Students must sign in to After Care and may not leave without permission or another teacher/coach signing them out.
- At 4:30P.M. students in the middle school After Care room will be taken to the After Care room in the elementary building and should be signed out and picked up there.

<h2><b>PRE-KINDERGARTEN</b></h2>
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The Pre-Kindergarten class seeks to promote self-discipline, acceptance of others, competence and self-esteem in a Christ centered learning environment. The positive personal attributes for

success in later formal instruction are interwoven with the different play and activity centers made available every day. Our program encompasses the spiritual, emotional, intellectual, physical and social development of the child.

Star of the Sea Pre-Kindergarten Program operates as a Religious Exempt Program through the Department of Social Services (DSS). Documentation is filed yearly with the DSS in order to verify compliance with building, health and safety regulations. All staff members complete background checks and VIRTUS training. Star of the Sea PreK follows Diocesan and DSS guidelines for health and student safety. See Clinic/Health section and Emergency Procedures in the Parent/Student Handbook.

Student safety is most important at Star of the Sea. PreK students are always well supervised by adults. The ratio of 10 students to 1 adult for supervision is maintained for PreK classrooms.

### **Dress Code**

For the pre-kindergarten student, please consider shorts, t-shirts, long pants, sweats — something comfortable and non-confining that you do not mind getting dirty or messy. Girls should wear shorts under dresses/skirts. Uniforms are not required in this class but may be worn if desired.

Shoes should be rubber sole or athletic shoes every day. Socks must be worn at all times. No sandals, flip flops, etc. are permitted.

No nail polish is permitted.

Winter jackets should be easy to put on and take off. They should be easy to zip and/or button for the student. All removable items during school hours should be labeled with the child's name.

### **Snacks**

Snacks are to be brought from home. Nutritious snacks are a must. Snacks should not require refrigeration or special preparation. Snacks should be properly wrapped to prevent them from becoming dirty. Sharing of snacks is discouraged because of possible food allergies or special diets of the other children. Napkins, spoons, forks, etc., if needed must be brought from home.

### **Lunch**

Preschoolers bring lunch from home. On pizza days, generally Fridays, they may order lunch. All pizza days are noted on the monthly lunch calendar.

### **Personal Hygiene**

All pre-kindergarten students must know how to care for all their bathroom needs. Parents will be notified if a student has a complication. Hand washing routines are established and implemented with PreK students as well as the whole school.

## CLINIC/HEALTH

### Health Records

Student health records should be kept up-to-date. If your child has a specific medical problem, it should be brought to the attention of the classroom teacher, the nurse, and the office via a written note.

### Emergency Contact Form

An emergency contact form is given to every student. It needs to be completed by a parent/guardian, signed and returned to school. Parents, or those designated on the emergency form, will be notified in case of illness, accident, or emergency. Information on the emergency form must be kept current. Parents are required to enter emergency contact information in RenWeb as well and keep it updated throughout the school year.

### Medication

Virginia State Mandates Regarding Administration of Medicine at School are strictly adhered to at Star of the Sea School. **Authorization/Parental Consent for Administering Medication forms** are available on our website and in the school office.

Prior to administering medication (prescription or over the counter) the following items must be addressed:

- Signed authorization for medication from licensed prescriber
- Medication must be properly labeled
- Written parental consent
- The use of all prescription and over the counter drugs must be authorized by a licensed prescriber, which includes physicians, dentists, physician assistants or licensed nurse practitioners. This includes Tylenol, which must be provided in an un-opened container/package by the parent/guardian.

Any changes in the original **Authorization/Parental Consent for Administering Medication** form require a new written authorization and a change in the prescription label. Changes of medication via the telephone will be taken on a one-time-order basis. A telephone authorization must be followed by a written order from the licensed prescriber within 24 hours.

In addition to the authorization of administering medication, parental consent must be obtained before medication is given to the student. This information is on the **Authorization/Parental Consent for Administering Medication** form.

The medication must be in the original container before it is given to a student. The pharmacist can divide the medication into 2 containers - one for home and one for school. **Medications in plastic bags or other non-original containers are not acceptable.**

The parent/guardian is responsible for transporting medication to the school so that the child is not responsible for bringing the medication to school. Unused medication must be picked up by the parent. Medication given on a daily basis throughout the school year will be discarded if not picked up by the parent.

All medication must be given to the school nurse. Students' are not permitted to keep any medication with them.

### **Allergy Policy**

Star of the Sea recognizes that asthma and food allergies are conditions that affect many school children. The school welcomes pupils with asthma and allergies and will work with parents to develop a procedure that will ensure the safety of students. Parents must inform the school of any serious conditions so that effective planning can occur.

### **HIV /Hepatitis B Policy**

Star of the Sea School, following the policy of the Diocese of Richmond, Virginia, does not discriminate with regard to students infected with HIV/AIDS. These students would be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services.

### **OSHA Guidelines**

The individual's right to confidentiality will be maintained by those privileged to this information due to the role each play in ensuring a quality school environment for the student.

The following are called universal precautions and should be used by all school and volunteer personnel when handling blood or any bodily fluids (Reprinted from guidelines issued by the Department of Health):

1. Those involved in cleaning surfaces contaminated with blood or bodily fluids (vomit, urine), or rendering first aid to bleeding children should wear disposable gloves and avoid exposure of open skin lesions and mucous membranes to blood.
2. Surfaces contaminated with blood or bodily fluids should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels or tissues.
3. Hands must be washed after gloves are removed.
4. If inadvertent contamination of the skin with blood or bodily fluids were to occur, all that is required is thorough washing of the contaminated areas with soap and water.

Parents, please instruct your child to wash his/her hands frequently, especially after using the rest room and before eating. All cuts should be covered with a Band-aid.

Any student whose clothing has been exposed to bodily secretions (i.e., blood, urine, vomit) must change his or her clothes immediately. This may necessitate a call to the parent unless a change of clothing is available at school. We have a legal responsibility to notify the parent and have the student removed from school if a change of clothing is not available.

### **Immunizations**

Proof of exact dates of required immunizations as required by the Code of Virginia are necessary for school admission for Pre-Kindergarten through Grade 8.

# EMERGENCY PROCEDURES

## **Inclement Weather/Emergency Closing**

In case of inclement weather, announcements of emergency closings or delayed openings for Star of the Sea School will be sent through the RenWeb Parent Alert System to notify each family. These are phone calls, emails and text message (with parentt consent) notifications. In addition it will be announced on the following television stations: WTKR-TV Channel 3, WAVY-TV Channel 10, WVEC-TV Channel 13.

If possible an announcement will also be posted on RenWeb and recorded on our voice mail system as well.

Please do not call the school for closing information. As soon as a decision is made, announcements and alerts will be sent.

## **Emergency Drills**

**Fire drills (evacuations)** are required by law and are an important safety precaution. At the time of a fire drill, everyone (including parent volunteers) **must** leave the building quickly by the designated route. **ABSOLUTE SILENCE MUST BE OBSERVED AT ALL TIMES DURING THE FIRE DRILL.** Escape routes should be posted in each classroom.

Other emergency drills will be conducted during the school year to help prepare for emergency situations. Students will be instructed about procedures and tornado drills will be conducted during the year.

**Internal and external lockdown drills** will be conducted during the year. These drills will be held to practice for intruders inside the buildings or an emergency situation outside of the buildings. Parents will always be notified after we have a lockdown drill so they will be able to discuss with their student. In the event that there is a need for a real lockdown parents will be notified as soon as possible. If the school is in lockdown, parents will not be admitted to the buildings until the emergency is over and notification is sent.

## **Emergency Preparedness Plan**

Star of the Sea School has an Emergency Preparedness Plan in effect. A copy of the plan is on file in the school office. The purpose of the plan is to ensure the well being and safety of our entire student body and staff members. The school administration will work closely with the appropriate local public safety agencies, such as police and fire, to foster a safe school environment. The administration will make every effort to maintain an orderly environment and will communicate with parents as effectively as possible.

**Communication:** Should normal operating hours of the school be affected, the administration will broadcast emergency messages using several methods.

- Official notice will be posted on the school web page, if possible.
- A message will be sent through the Renweb Parent Alert system.
- The television stations will be notified.

**Evacuations:** In the event that the school needed to be evacuated for any length of time, the off-site evacuation site will be Cooke Elementary gymnasium on Mediterranean Avenue at 16<sup>th</sup> Street and parents would pick up students at that location. Any on-site evacuation would involve moving students to the Church or the field by the church offices on 14<sup>th</sup> Street. Parents would contact homeroom teacher to sign out their child(ren) in the case of any evacuation.

## LIBRARY

Students check out books for a one-week period. Books may be renewed once. Penalties are charged for books that are late, defaced, or lost.

### **Policy and Procedure for Challenged Materials**

Star of the Sea School affirms the philosophy of the National Catholic Education Association that: “Students not only need basic skills, but they also need the skills to critically evaluate what they read. Students need to form judgments based on a rational process informed by the light of the Gospel.”

This policy endorses the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States of America and the views expressed in the American Library Association’s Library Bill of Rights.

At times, students may be exposed to materials which present information, ideas or attitudes which some members of the school community may consider to be controversial, inappropriate or offensive. Objections to these materials are an important part of the democratic process and should be treated as legitimate avenues of communication in education. However, challenges are only considered on the understanding that no parent has the right to determine learning or recreational materials for students other than their own. To facilitate the hearing of potential objections and to guide appropriate action, the following procedure will enable differing points of view to be clearly and openly expressed while preserving the principles of intellectual freedom and the professional responsibility and integrity of the school.

In order for a challenge to be made, the material in question must have been read, listened to, or viewed by the challenger in its entirety. No material shall be removed from use until a final decision has been made; however, access to the material can be denied to the child/children of the challenging parent if a written request is submitted. If the material is challenged, the following procedures will be followed:

- Check for previous reconsiderations of the item. If it has already been reviewed, a copy of those findings will be provided and no further action will be taken.
- Provide patron with “Challenged Materials” form which must be completed and returned to the library before further action will be taken.
- On receipt of the completed form, a Material Evaluation Committee will be established composed of: 3 teachers (one from each core), 2 parents, administrator, and librarian

The Material Evaluation Committee will:

- Read, view or listen to the challenged material in its entirety independently.
- Consider published reviews and standard aids.

- Base opinions on the material as a whole and not on passages taken out of context.
- Meet to discuss the challenged material and prepare a Materials Evaluation Committee Report.
- File a copy of the report in the school library, school office and provide a copy to the challenging parent within 30 days.

## LUNCH ROOM

The dining hall staff works hard to have a pleasant and healthy lunch experience for all of the students. Students may bring or purchase their lunch. A lunch menu will be posted in RenWeb each month. All students must remain at school for lunch.

Dining hall expectations:

1. All students must remain in the cafeteria and seated during the lunch period until dismissed by the supervising teacher/adults. A student may only leave the lunch room if given permission by a teacher.
2. Table voices and good table manners are expected from all students.
3. Silence will be expected during part of the lunch period so students can focus on finishing their meal.
4. Students are expected to eat their lunches provided and not waste food.
5. Every student is responsible for the cleanliness of their table area.
6. Violations of dining hall rules may result in the loss of privileges.

Parents are invited to have lunch with their child(ren). If you are planning on having lunch with your child and having a school lunch, you are able to order your lunch on-line with your child's. In setting good examples, we encourage parents not to bring in fast food for lunch. Parents may not bring in any food for other students.

Lunch menus are posted monthly on the website. See website for information items available and prices.

### **Lunch Accounts Program**

An on-line Lunch Account Program is provided as a service for the families at Star of the Sea School.

- Parents must log-in to RenWeb to access their Lunch Account. Parents must order lunches, milk and other items on-line. Orders can be placed by the month or by the week. You are always welcome to send a lunch from home any day with your student. No cash will be accepted in the lunch room. It is the parent responsibility to provide lunch for their child either through ordering a school lunch or sending a bag lunch.
- You can make a deposit into your account in 2 ways. **First** you may use your credit card to put money into your Lunch Account in RenWeb. There is a convenience charge for using each time so it is recommended that you plan ahead and make

deposits monthly. To be able to order your lunches immediately, we suggest you utilize the online option.

- **Second**, you may still put money into your lunch account by check or cash. You may send your check or cash– marked clearly for your Lunch Account – into the school office and it will be credited to your Lunch Account by the bookkeeper. Please be aware that this must be done **one week in advance** as orders may not be placed without an amount in your Lunch Account. Allow 2-3 days for check/cash to be entered into your account. You must send in your check/cash deposit by the week before school begins to be able to order lunches for your child the first week of school.
- A daily lunch order may be made in emergencies. The order must be placed by 7:30am. In order to place an order in the morning, there must be an amount in your Lunch Account.
- You will be able to access your account on-line at any time to monitor your account balance and orders placed.
- **Whoops!** If there is no balance in your Lunch Account or you did not order lunch for your child and your child comes to school with no lunch, a lunch will be provided the first time. The charge will be posted to your account. If there are repeated days that your child comes without lunch provided or no balance in the account, parents will be called to bring a lunch for the child.
- Deficit accounts will not be allowed so there will be no billing for your Lunch Account. The school will not continue to provide lunches when there is a zero or deficit account.
- **PLEASE REVIEW LUNCH ORDERS WITH YOUR CHILD SO THEY KNOW WHAT THEY ARE GETTING FOR LUNCH THAT DAY!** We suggest printing out the lunch calendar for the month and marking what you have ordered so that you can review each morning before school.
- What happens if your child is absent and you have pre-ordered lunch? Please call the school office before 9:00am if your child is absent and the lunch will be deleted from your account. If parents do not notify the school about absence before 9:00am the charge for the lunch will remain as it will have been included in the count for lunches prepared.

## GENERAL POLICIES AND PROCEDURES

### **Asbestos Notification**

As per the Ahera Management Plan this serves as a yearly notification that there is asbestos insulation on pipes that does not need to be removed as it is non-accessible. These are located above dropped ceilings or behind walls. Non-friable asbestos is in the floor tiles of some of the classrooms in the main building. However, because of the nature of non-friable asbestos, this does not require removal. The maintenance staff is responsible for proper upkeep of the tiles according to EPA regulations.

### **Buckley Amendment/FERPA**

Star of the Sea School abides by the provisions of the Family Educational Rights and Privacy Act (FERPA). Parents/guardians have the right to inspect and review the student's education

records. The school abides by the provisions of the Buckley Amendment. Non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

### **Child Abuse Laws**

Star of the Sea School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. The principal should be notified of any suspicions of abuse. The observing employee should report to Child Protective Services.

### **Child Custody/Non-Custodial Parent**

Parents are asked to inform the office, in writing, when custody of the child(ren) resides with one parent. Star of the Sea School abides by the provisions of the FERPA (Family Educational Rights and Privacy Act) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Fundraising**

Star of the Sea Catholic School does not condone door to door fundraising for any school activity.

### **Lockers**

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Lockers and desks are school property. The school is not responsible for the safety of personal items in lockers and desks.

### **Photo/Video Release**

Parents give permission to allow publication on the Internet ([www.sosschool.org](http://www.sosschool.org)) website of student's creative efforts including stories and artwork, use student names (but no picture) or use student photos (but no names) in Star of the Sea Catholic School internet publications, in local newspapers or other external media. Media Release is signed by parents as part of Technology and Internet Acceptable Use Policy.

### **Responsibility for School and Personal Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. All textbooks must have a proper book cover for the entire year. All workbooks must be covered in clear contact paper. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Students may not take textbooks or workbooks home for the summer. All textbooks and workbooks remain the property of Star of the Sea Catholic School. Students will be charged for new books if they are not kept in the condition in which they received them less normal wear and tear. Textbooks paid for by students and needing replacement will remain the property of Star of the Sea Catholic School. Upon withdrawal, all textbooks and workbooks must be returned to Star of the Sea Catholic School.

Chewing gum is **NOT** permitted in school or on school grounds. This includes the gym during practices, games or any other activities.

### **Personal Property**

- Students' belongings should be labeled with their name on each item.
- Lost items will be placed in the "Lost & Found" in the office. Unclaimed items will be donated to charity.
- Students are not permitted to bring non-school items (toys, games, etc.) unless requested by the teacher.
- Cell phones are permitted under the following conditions – the phones must be turned off and kept in book bags during the school day. No texting, using social media, or taking pictures is permitted.

### **Rolling Bookbags**

Students entering grades PK through grade 3 are NOT permitted to have rolling book bags of any kind. Medical exceptions will be made only with a physician's written order. Students in grades 4-8 may choose to have "collapsible" rolling bookbags. No luggage style or non-collapsible bags will be permitted. Bookbags should be cleaned out and organized regularly.

### **School Directory**

FERPA authorizes making student directory information public as permitted under state and federal laws and regulations. In RenWeb Parents Web parents have control over what information may be shared with other families within the school community. This information may not be used or sold for other purposes.

### **Searches of Students and Student Property**

A Principal or designated school official 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 or at school activities (e.g., automobiles, cell phones, etc.) may be conducted by the school Principal or other designated officials. It is only necessary that a search be reasonable and related to the school's 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.

### **Sex Offenders Policy**

The policy provides a means to access the location of registered sex offenders living within the community. **This policy in no way condones the use of this information for intimidation or harassment purposes.** Parents are able to check the VA State Police website at <http://sex-offender.vsp.virginia.gov/sor/index.html> to learn of any sex offenders located within the same or

contiguous zip code area as the school.

## **Student Safety**

Safety of all students at Star of the Sea School is most important. Yearly risk inspections are completed yearly by the Diocese of Richmond. The school is checked for any obvious injury hazards and follow up inspections are completed during the school year by the administration. The school grounds are monitored daily for anyone not properly authorized to be on the grounds. Access to the buildings is prevented by keeping doors locked. Visitors are required to check in at the main office to obtain a Visitor's Badge for proper identification.

## **Student Insurance**

All students are required by the Diocese of Richmond to have school insurance. This fee is included in the tuition.

## **Title IX**

Star of the Sea School adheres to the tenets of the Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to the discrimination under any education program or activity receiving federal financial assistance."

## **Virtus**

The Catholic Church Dioceses of Richmond provides training called, "Protecting God's Children." The National Catholic Risk Retention Group, Inc. developed this course and the Dioceses of Richmond has required all adults that supervise children at Star of the Sea Catholic School or Star of the Sea Catholic Church to take this training. All employees and volunteers must be background screened and attend a live Virtus training. Go to [http://richmonddiocese.org/child\\_protection\\_virtus/](http://richmonddiocese.org/child_protection_virtus/) for more information and to complete the process.

## **Visitors**

Visitors are welcome. In order to insure the safety and continuity of the instructional day, it is requested that all visitors report to the office to check in and receive a visitor's pass, drop off items or messages to the office. Parents/visitors are not to visit a classroom or teacher without an appointment. No unscheduled conferences, however brief, are permitted during regular school hours.

## **Parent Service Hours**

Working together helps to provide the excellent programs for the students here at Star of the Sea. Service is a critical component in Catholic education. With strong volunteerism, we are able to provide all of the needed services and activities that create the quality, affordable, faith-based education for our children.

Each family is responsible for 30 service hours for two-parent families and 15 for single parents (includes families in which one spouse is deployed for a period of 6 months or more). **The hours must be completed between May 14, 2017 and April 30, 2018.** The parent with whom the child resides is responsible for fulfilling the hours. Parent service hours can be entered and tracked through your RenWeb Parent Web account. If a family falls short of fulfilling its hours by April 30, 2018, there will be a balance due to the school in the amount of \$15.00 per hour for each

hour of deficit. Payment must be received before report cards, transcripts, or diplomas are released.

**Service is Essential to Star of the Sea School.** Parents are encouraged to volunteer their services in the cafeteria, on the playground, in the library, health room, etc. We also need volunteers at home in the evenings to make phone calls, type, etc. Volunteers during the school day must sign in and out at the school office.

Sign-up forms for volunteering are posted in RenWeb. In accordance with diocesan policy, all volunteers are required to have screening through ScreeningOne and must attend VIRTUS training. Background screening packets are available in the school office or on our website at <http://www.sosschool.org/school-life/volunteers/>.

### **Confidentiality**

In the performance of their duties, volunteers may learn confidential information about students and/or their families and teachers. Volunteers should understand that they are expected to keep this information confidential in any setting inside or outside the school. At the same time, volunteers must understand that there are times when student confidences cannot be kept. The guideline is: Any information which, if shared with parents and/or administrators, may save someone from harm must be shared with the appropriate person(s) and only the appropriate person(s).

### **Supervision of Volunteers**

The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school.

### **Loyalty to School**

When individuals volunteer at school, they are representatives of the school. Volunteers should support the directions given by staff and administration. If the volunteer disagrees with school policy, the principal will be happy to hear their concerns and discuss them with the volunteer.

## **SCHOOL ORGANIZATIONS**

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association (HSA) promotes the spiritual and educational objectives of the home and school with a program of Catholic education and promotes an understanding of the mutual educational responsibility of parents and faculty. All faculty, staff and parents are members of the HSA.

The primary functions of the HSA are:

- Organize social activities, such as picnics, breakfast with parents, etc. for the school community.
- Provide a forum for faculty and parents to discuss areas of concern to the school.
- Assist in the financial support of Star of the Sea School through fund-raising programs. Two major fund-raisers are held during the school year.

## SCHOOL BOARD

The School Board is a consultative body to the principal in the areas of finance, long range planning, development and building and grounds. Members are chosen from the parish and from the school community. As per diocesan policy, employees and spouses of employees may not serve as members of the board.

## FINANCIAL POLICIES

Yearly tuition rates are available in the school office or on the school website at: [www.sosschool.org](http://www.sosschool.org). Please address all tuition questions to Star of the Sea Catholic School bookkeeper at 428-8400.

### Tuition assistance

Tuition assistance is available to all families who have children registered in PreK through Grade Eight.

- Applicants will be required to submit necessary financial information to FACTS.
- **The application must be completed on-line** directly through FACTS website. There is a fee for processing.
- Tuition assistance is available through the McMahon-Parater Fund of the Diocese for all qualifying families. There is also available from the Diocese Parish Sharing funds for Catholic families only. Families must have applied through FACTS in order to be automatically eligible for Diocesan assistance. No additional application will be needed to be eligible for Diocesan assistance.
- Those meeting certain financial guidelines may also qualify for tuition assistance from the Education Improvement Scholarship Tax Credits Program for students in K-8<sup>th</sup> grade. Families must have applied through FACTS in order to be automatically eligible for this program. No additional application will be needed. It is important that you apply through FACTS when starting Kindergarten or entering the school for the first time in any other grade.

### Tuition Payment Options:

- Pay 100% of the tuition to the school in cash, check or money order by July 15. If choosing this method please be aware that tuition payments not made in full by August 1<sup>st</sup> will be assessed a 2% late charge on the full tuition amount. Please be aware children will not be able to start school if the tuition account is not paid in full prior to the first day or paid using the FACTS tuition management company.
- Make 12 monthly installments (July -June) through FACTS on one's checking, savings, or credit card account. There is an annual non-refundable administrative fee for enrollment in the FACTS program per family which is included in the tuition.

### Fees

*The following fees apply:*

- A \$100.00 graduation fee for 8<sup>th</sup> grade students is payable by January 5, 2018. This fee covers graduation expenses.

## **Enrollment/Re-Enrollment**

- The \$200.00 non-refundable Application Fee for new families must be submitted with the application.
- The non-refundable re-enrollment fee for returning families is \$100.00 if paid by the announced cut-off date, \$200.00 if paid after cut-off date.
- Re-registration for the next school year may not be accepted unless all tuition, fees, charges, etc. are paid in full from the current school year.

## **Withdrawal Policy**

Families must notify the school in writing if a student is withdrawing from the school. The school will not forward records/transcripts for students who withdraw with an outstanding balance. If a student is withdrawn by the parent/guardian without the consent of the school the following applies:

- Parents of registered students who withdraw after July 1 are responsible for 1/3 of the full tuition amount.
- Parents of registered students who withdraw after school begins are responsible for the full tuition amount.

In the event an account is referred to an attorney for collection, parent/guardian/guarantor shall pay an additional sum of 25% of the outstanding balance owed as and for attorneys' fees. Tuition and fees are non-refundable in cases of withdrawal of a student or expulsion of a student. It is the principal's right and sole discretion to dismiss or suspend any student for lack of progress or for conduct that is not in the best interest of the student and/or of the school or for conduct of the parent(s)/guardian(s) that is contrary to the best interest of the school.

## **Additional School Fees/Billing and Payments**

- Before/After School Care fees will be billed monthly and are payable upon receipt. Billing reflects the previous month charges. Students will not be permitted to attend the Before/After School Care if a balance becomes 15 days past due. (See Before/After CARES section of handbook for more information.)
- Lunch Accounts are managed on-line through RenWeb ParentsWeb. Parents are responsible for depositing money into their account in order to order/purchase school lunches, milk or other items. Deposits may be made by credit card, check or cash. Deficit accounts will not be allowed so there will be no billing for lunch accounts.
- Check, cash or money orders are acceptable forms of payment. All cash payments must be brought directly to the main office so a receipt may be issued. Teachers will not accept any cash payments in the classroom. **The school administration will not be responsible for checks, cash or money orders sent via children.**

<h2><b>RIGHT TO AMEND</b></h2>
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**This handbook is intended solely to be a guide to school policy and procedures for the benefit of the school and its students. The principal retains the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.**

**PLEASE SIGN AND RETURN THE SIGNATURE PAGE BELOW.**

**Parent-Student Handbook  
SIGNATURE PAGE**

The [Parent-Student Handbook](http://www.sosschool.org/students/documents/) under School Life>Students>Forms and Documents at <http://www.sosschool.org/students/documents/>

I/We have read the 2017 - 2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Please Print Family Name Here: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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Student Signature

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Date

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Student Signature

\_\_\_\_\_  
Date

**SIGNED FORM DUE TO OFFICE BY August 25, 2017.**