

*Star of the Sea
Catholic School*



**Parent and Student
Handbook
2023 – 2024**

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 Barry Knestout
Bishop of Richmond***



Star of The Sea Catholic School

309 15th Street
Virginia Beach, VA 23451
757-428-8400
www.sosschool.org

MISSION STATEMENT

Star of the Sea Catholic School is rooted in the rich traditions of our Catholic faith to provide a Christ-centered learning environment where students are dedicated to spiritual growth, academic distinction and social responsibility.

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.

SCHOOL INFORMATION

Contact Information

Telephone: 757-428-8400

Fax: 757-428-2794

Website: www.sosschool.org

Administration

Pastor: Father Steven DeLeon

Principal: Dr. Carey Averill

Assistant Principal: Mrs. Diana Socha

School Schedule

School Day: 8:00AM – 3:00PM (Monday – Friday)

Before Care: 7:00AM – 7:40AM (Monday – Friday)

After Care: 3:00PM – 6:00PM (Monday – Friday)

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 in June 2008, and Dr. Cathryn Whisman became principal. School leadership continued under Mrs. Kelly Lazzara until she became the Superintendent of the Richmond Diocese, Office of Catholic Schools, 2017-2023. Since 2017, Dr. Carey Averill has been leading Star of the Sea Catholic School.

Star of the Sea celebrated its 60th anniversary in 2018. 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 Early Learners through Eighth grade students for the opportunities of lifelong learning.

ACCREDITATION

Star of the Sea Catholic School is dually accredited through the Middle States Association Commissions on Elementary and Secondary Schools (MSA-CESS) 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 Catholic 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.

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 Catholic 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 a 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 order lunch 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) reads and understands this handbook.

ADMISSION POLICIES

Star of the Sea Catholic School admits students of any race, color, gender, 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 gender and other school-administered programs.

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

AGE REQUIREMENTS

Students entering the 3 year old Early Learner Program **must be three (3) years of age before September 30th and toilet trained. Students entering 4 year old Junior Kindergarten must be four (4) years of age on or before September 30th. Students entering Kindergarten must be five (5) years of age by September 30th.**

Only students transferring from another Catholic school or out-of-state may be accepted into 8th grade provided they meet the current 8th 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 (Necessary for Catholic tuition Rate)
- Health Records
- Birth Certificate
- Social Security Number
- Baptismal Certificate (Necessary for Catholic Tuition Rate)
- Custody agreement if applicable
- Record of IEP or other educational testing if applicable
- Recommendation from former teacher/principal.
- A non-refundable fee that is charged per student

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 Catholic 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 Catholic 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 Catholic 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 parishes by providing sacramental studies that are included in the Religion curriculum throughout the school.

ACADEMIC POLICIES

Star of the Sea Catholic 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 notebooks, usually one for each subject. Teachers in grades 4-8 will designate how many binders, folders and spiral notebooks are needed.
- 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 Catholic School uses the on-line parent communication component, FACTS SIS. Each teacher will post homework and other important information for parents and students to access from home. Teachers in grades 3-8 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.

Teachers in grades 3-8 will post homework and test dates in FACTS SIS 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.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings 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 in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Attendance

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

Academic Progress Reports

Grades for students in grades 3-8 will be continually updated on FACTS SIS 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 electronically 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

Grades 6–8

The report card will include grades for each quarter and semester, with a final grade reported at the end of the year. Schools will record semester exam grades on the report card for high school credit courses. All high school credit courses will take a midterm and final exam. Mid-terms and finals will each count 20% of the semester grade.

Q1: 40%, Q2: 40%, E1: 20% = Semester 1 grade. The same for Semester 2.

Then, Semester 1 and Semester 2 grades are averaged for the final grade. As students enter another level of transition at this developmental stage, self-discipline and work habits will continue to be monitored, modeled, and supported. While student conduct will not receive a formal grade on the report card, we will continue to incorporate these expectations into teaching and learning experiences.

Academic Awards

Principal's List (Grades 6-8)

Grade of A- (90) or above in all majors and A- or above in all resource subjects.

A/B Honor Roll (Grades 6-8)

Grade of B- (80) or above in all majors and B- or above in all resource subjects.

Principal's List (Grades 3-5)

Grade of A- (90) or above in all major subjects. All resource subjects must be a 2 or above.

A/B Honor Roll (Grades 3-5)

Grade of B- (80) or above in all major subjects. All resource subjects must be 2 or above.

Peacemaker Award (Grades PK-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 Catholic 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 Catholic 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 subjects 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 Catholic 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 a 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 a 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 8th grade year will not be eligible to represent their class as a speaker at graduation.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

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 Catholic School uses MAPS, the Diocesan standardized testing program. The MAPS 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 Catholic 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 extracurricular 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. This 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. Permission slips are due in the office forty-eight hours after receipt of the 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 not consume alcoholic beverages while on any school trip and remain with students at all times.

- Chaperones should not dispense medication.

- Students are to wear school uniforms.

- All grades do not always have the same number of field trips.

- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or conduct.

- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

- All monies collected for field trips are **non-refundable**.

- **Cell phones are not allowed on field trips unless otherwise directed by the teacher or administration.**

- Parents who are not “official” chaperones may NOT drive their car to a field trip destination with the plan of accompanying the class on the trip. Official chaperones and participations by unofficial chaperones jeopardizes the protection for our students and all other official adults on the trip

- All chaperones must be 25 years of age or older.

- All drivers need to turn in a copy of their driver’s license and proof of insurance to Sarah Carlson in the front office.

Student Resource Team (SRT)

Star of the Sea Catholic 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 Catholic 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. With that in mind, students are evaluated in 6th and 7th grade to help determine what level of math classes will be offered for a given year. Students taking algebra in 8th 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 Catholic 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. Based on demonstrated academic performance, students may be moved from one class to another the following summer..

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 80 or higher on the Orleans-Hanna Algebra Prognosis Test administered in the Spring to all 6th grade students

- 80% or higher NPR on the MAPS 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 8th 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 Catholic School requirements will be placed in Algebra 1.

- A passing yearly average in Pre-Algebra of 80% or higher
- Raw Score of 80 or higher on the Orleans-Hanna Algebra Prognosis Test
- 70% or higher NPR on the MAPS 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

Earth Science in 8th Grade

At Star of the Sea Catholic School all 8th grade students will take Earth Science and will be eligible to earn *high school credit*. Students taking Earth Science in 8th 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 Catholic School all 7th and 8th grade students are able to take Spanish and are eligible to receive Spanish 1 *high school credit*. Students taking Spanish 1 in 8th 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.

Algebra 1

At Star of the Sea Catholic School students in 8th grade who complete Pre-Algebra with a B average or better may elect to take Algebra 1 for *high school credit*. Students taking Algebra 1 in 8th 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 issued Chromebooks. Students are expected to follow the acceptable use policy of the Diocese of Richmond and Star of the Sea Catholic School. If there are incidents of unacceptable use, students will lose the privilege of using a Chromebook. 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 Catholic School or at other organizations where help is needed.
- If hours are served at a location other than Star of the Sea Catholic 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 if their parent works at Star of the Sea Catholic School, should serve no more than one third of their hours helping their parents. The student may, however, earn additional hours helping other adults at the workplace.
- **Students can 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 8th grade year.
- **Students who do not complete the service hours by the end of 8th 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

The goal at Star of the Sea Catholic School is to provide an excellent learning environment that is not distracting for students. Students are representatives of Star of the Sea Catholic School 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. Uniform pants and belts are to be worn at the waist, not the hips. No skirts or skorts are to be rolled at the waist. Shirts and blouses are to be tucked in properly. All uniforms need to have a school logo. *Tommy Hilfiger is the approved uniform supplier for Star of the Sea Catholic School. Please visit www.globalschoolwear.com*

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. Shorts should be the standard length and not altered. **The principal maintains the final say on what is considered proper length and proper sizing of all uniform items. If it is determined that something does not fit a student properly, the parents/guardians will be notified and expected to correct the problem promptly.**

Star of the Sea sweatshirts or Catholic High School sweatshirts are the only allowable sweatshirts. Other sweatshirts or “hoodies” are not appropriate.

Shoes – Except during Physical Education (PE), all students in grades K-8 must wear saddle shoes or blue, black, or brown leather dress shoes that tie. Shoes that buckle (must be a buckle, not just decorative) are also acceptable for girls. **With school uniforms, no sandals, flip-flops, sneakers, athletic shoes of any kind, boots (any shoe that comes above the ankle), or clogs/mules may be worn.** Heels should be of a moderate (approximately one inch height) for safety. Shoes with brads, eyes, or any other decorative ornamentation are not acceptable. Shoelaces must be dark in color. **Vans and other casual, sport shoes are not acceptable for regular uniform.**

Personal Appearance

Boys: Hair must be neatly trimmed and above the collar. **Boy’s haircuts should be short with ears, neck and eyebrows showing.** Hair must be combed off the face out of eyes; no shaggy hair, no mohawks, over usage of hair products, 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, neat and should remain the natural color during the school year. Headbands and barrettes should be in school colors only – no flowers, bright colors or large hair accessories. **No fairy hair is allowed.**

Student hair should be clean and well-groomed at all times. Extreme hair coloring, bleaching, and mohawks are not permitted. No beads or scarves should be worn in the hair. No cosmetics (mascara/eyeliners,etc), lip gloss, colored chapstick, nail polish, or artificial nails may be worn. No Hologram contact lenses. No artificial eyelashes.

No tattoos are permitted (temporary or permanent) to include Henna tattoos. Older students are encouraged to bathe daily and wear deodorant. Blouses and shirts must be tucked in at all times. Polo shirts should have at least two buttons buttoned. Uniforms should look neat and cleaned each day. Worn uniforms with holes or ones that have been outgrown should be replaced.

<p>K-8 Boys Regular Uniform Navy blue uniform pants White or light blue uniform polo shirt (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 only) <i>Optional:</i> Navy blue uniform sweater or SOS School Sweatshirt. CHS sweatshirts are allowed in winter.</p>	<p>K-8 Boys Dress Uniform Navy blue uniform pants White dress shirt (long/short sleeve) with school tie. Belt required. Black/Brown/Navy Belt (In Kinder. belt not required) <i>Navy blue</i> uniform socks Black/Brown Leather Shoes, not canvas (tie only) V-Neck Navy blue vests will be worn for Thursday Mass or other designated occasions.</p>
<p>K-5 Girls Regular Uniform Options 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 OR Navy blue uniform, flat front pants</p>	<p>K-5 Girls Dress Uniform 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>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>Gr. 6-8 Girls Dress Uniform 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) V-Neck Navy blue vests will be worn by middle school students for Thursday Mass or other designated occasions. *No sweatshirts may be worn with the dress uniform during the school day.</p>
<p>Gr. 6-8 Girls Regular Uniform Options 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> <p style="text-align: center;">OR □</p>	<p>Gr. 6-8 Girls Regular Uniform Options continued 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 or CHS Sweatshirt in winter.</p>
<p>K-8 Boys Warm Weather Option* 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>K-8 Girls Warm Weather Option* 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</p> <p style="text-align: center;">OR</p> <p>Navy blue uniform skort White or light blue uniform polo shirt or white uniform round collar blouse</p>
<p>K-8 PE Uniform – Nov. 1–Mar. 31 White or Gray PE t-shirt with logo Navy blue uniform sweatpants w/ logo</p>	<p>*Warm weather options permitted from the first day of school through Oct. 31st, and Apr. 1st through the last day of school.</p>

<p>(Students may wear PE shorts under sweatpants) White athletic socks (reach above the ankle) Athletic shoes – any color, but must be clean, in good condition, and supportive for activity <i>Optional:</i> SOS School Crewneck Sweatshirt</p> <p>K-8 PE Uniform Warm Weather Option* Navy blue PE shorts White or Gray PE t-shirt with logo White athletic socks (reach above the ankle) Athletic shoes – any color, but must be clean, in good condition, and supportive for activity</p>	
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Free Dress Down Guidelines

The following guidelines apply on days students are allowed to come to school not in uniform. If in violation, a call will be placed and students will wait until parents bring in appropriate clothing before returning to class:

- 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 touch the top of the knee cap.
- Tank tops, 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, he or she does not have to change for PE but should wear his or her PE shoes.
- Parents will be notified to bring a change of clothes if a student comes to school dressed inappropriately. They will wait in the front office and miss class until they have appropriate clothing.
- **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.**

GRADES 5-8 DEMERIT SYSTEM

Star of the Sea Catholic School administration and faculty recognize the importance that good citizenship and discipline plays in our school and in our lives. To promote a positive, healthy social and educational climate, it is important that students, in keeping with the level of their maturity, understand that acceptable standards of behavior are expected. It is each student's responsibility to display and uphold Catholic values, beliefs, and actions. Good conduct is expected in school as well as beyond the school campus.

In order to facilitate and nurture self-direction and self-control, preventive discipline measures have been established. Working with you, our parents, we can help instill a network of positive, socially accepted values within each child.

Disciplinary Options

Students are given every opportunity to make behavioral choices and decisions. Further, they are held accountable for their actions commensurate with their age and other factors.

For students having difficulty in choosing acceptable modes of behavior, the following measures have been identified as appropriate:

1. Warning (oral or written)
2. Parental contact (oral, written, or phone call)
3. Demerits
4. Detention
5. Suspension
6. Extracurricular ineligibility
7. Loss of social activities (ie dances)
8. Loss of field trip privileges
9. Dismissal or non-renewal of school contract

The guidelines set forth below are only guidelines for the determinations of each case by the Administration. The Administration, when supported by relevant facts, reserves the right to modify the consequence or penalty of the infraction and to notify local authorities if needed.

Violations will be logged in RenWeb to issue demerits.

Guidelines for issuing a demerit:

Minor Infractions (Level 1 or 2)

Major Infractions (Level 3-6)

3 Demerits=Detention (Detention will be held on Mondays from 3:15-4:15)

Minor Infraction:

Student misbehavior will be considered minor if, in the judgment of the administration and/or the authority who witnesses the action of the student:

The behavior was not malicious or intended to cause harm to another person or another person's property

The intention of the student was not to be disrespectful to a peer or authority (i.e. the behavior was careless, not premeditated) and

The behavior did not reflect a pattern of similar misbehavior.

Major Infractions: These are automatic demerits.

Student misbehavior shall be considered major if, in the judgment of the administration and/or the authority who witnesses the actions of the student:

The behavior was malicious or intended to cause harm to another person or another person's property, or

The behavior of the student reflected the intention of being disrespectful to a peer or authority (intentional disobedience), OR

The behavior reflected a pattern of similar misbehavior.

Consequences for Infraction:

A student who is considered to have misbehaved in a minor fashion shall receive the following consequences:

Level 1: A verbal reprimand and/or note to the parent. The child may also be required to write and deliver an apology to the offended party.

Level 2: A second minor infraction will be handled in the same manner as Level 1 above. Subsequent minor infractions will be considered a pattern, (see minor infraction and major infraction) and; barring extenuating circumstances, will be considered a major offense.

A student who is considered to have misbehaved in a major fashion shall receive the following consequences:

Level 3: After-School Detention with time served of one hour. The parents will be notified by the faculty member/administrator assigning the detention.

Level 4: After-School Detention will result a second time if the student misbehaves in a similar manner, or fails to meet the conditions of the first detention.

Level 5 (only issued by Administration): The Principal may impose Suspension at any time for a major infraction of school rules. Whenever a Principal suspends a student, the parents are to sign a formal agreement in which they signify their understanding of the problem and agree to work with the school in correcting the situation. The failure of the parent to execute the above referred agreement shall not, however, preclude the ability of the Principal to suspend a student, provided reasonable notice of the suspension is provided to the parents. This policy applies to the in-school and out-of-school suspensions. Out-of-school suspensions are not permitted to be held in the school building. Parents must meet before the student returns to school.

Students serving a suspension may take no part in the academic or extracurricular events which include but are not limited to dances, sporting events, clubs, musicals, or special events.

Level 6 (Only issued by Administration): Expulsion may be resorted to when a grave infraction of school rules occurs, the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffective, and/or the student's continued presence in the school had the probability of being a serious hindrance to the safety or welfare of the school community and learning environment.

Examples of Violations:

Cell Phone Usage during school hours- phone will be confiscated and parents must retrieve the phone at the end of the day.

Cheating

Chewing Gum

Chromebook not charged

Destruction or misuse of school property

Discharging of Protective Devices-

Disobedience

Display of Anti-Catholicism

Disrespect/insubordination

Disruptive Behavior

Dress Code Violation

Excessive Talking

Excessive Tardiness

Failure to appear for class

Failure to appear for detention

Fighting

Forgery

Homework

Inappropriate language or behavior

Inattentiveness in class/working on other content assignments

Lying

Misuse of technology

Plagiarism

Possession of alcohol or drugs

Possession or use of weapons

Possession of provocative material

Profanity

Report of unsatisfactory conduct

Sexual harassment

Stealing

Truancy

Taunting and teasing (nonverbal, verbal, written, cyber or physical)

Unprepared for class

Vandalism

Vaping/smoking

Safety concerns

This list is not meant to exhaust all possible areas of misbehavior. If students behave in a way that is considered inappropriate, they will receive a penalty that is in keeping with their actions. Even if not specifically cited here, behavior that is disruptive to the school, malicious towards others, destructive of property, or intentionally damaging to the reputation of fellow students or staff members will be considered punishable.

Items Brought to School

Tablets, cell phones, or other devices are not permitted unless specified by a teacher for a special project. Cell phones should be turned off and left in their backpack or where the teacher collects phones each morning. 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, 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.

Gum

Students should not chew gum at school or at any time that they are on school/parish property. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

Lockers

Middle School students will have access to school lockers. Locker times will be established by the middle school team of teachers and will be explained to all students.

Lockers are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has the exclusive use of the locker or desk during the assigned time but has no proprietary rights versus the school. School authorities have the right to inspect and search any locker or desk on suspicion of threat to the health, welfare and safety of other school patrons.

Students that do not keep their lockers neat or abuse them in any way will lose their privilege to use the lockers.

Cell Phones/Apple Watches

Cell phones may be brought to school under the following conditions: **phones must be turned off during the school day which includes Before and AfterCare. They need to be turned off and put away. If your child is in middle school, phones will be collected upon entering by a middle school teacher, not in their pocket.** Phones or any devices to include Apple Watches may not be used for taking pictures, sending text messaging, going on Instagram, Snapchat, or any social media during the school day. **Apple watches are not allowed to be worn during school hours.** If a teacher discovers a student violating these rules the phone/apple watch/etc will be taken from the student and given to the principal. Parents need to pick up the cell phone/device (apple watch) from the principal at the end of the day for the first violation.

Items taken away from students for the second time (to include cell phones) will be returned to the parent(s)/guardian(s) on the last day of the school year. The administration reserves the right to search the contents of a confiscated cell phone.

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.

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

Cheating

Cheating of any type will **not** be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

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 Catholic School 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 cyberbullying 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:

Students are to listen to the direction of adults supervising the playground at all times.

1. 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 Catholic 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 Catholic School may not be held responsible for users' intentional misuse of the Internet or equipment. Star of the Sea Catholic 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.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, vaping products, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, cameras, or anything that will detract from a learning situation are not allowed at school at any time. Key chains, stuffed animals, and toys may not be attached to student backpacks.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

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, ball games, etc.

Off Campus Conduct

What students do out-of-school can directly impact the school. The administration of Star of the Sea Catholic 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.
- The student is not eligible to participate in any after school clubs or sporting events until they return.
- 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.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

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.

FACTS SIS Parent Alert

Star of the Sea Catholic School subscribes to the FACTS SIS 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 FACTS SIS ParentsWeb is used for Parent Alert. Parents have the ability to update information in FACTS SIS and will need to make sure it is updated throughout the year as changes occur.

FACTS

Star of the Sea Catholic School subscribes to FACTS SIS (previously 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 (school lunch).

Website

Star of the Sea Catholic School maintains a website for communication with families and all who are interested in the school. The school website is: www.sosschool.org

STAR News or Class Newsletters

A weekly newsletter from the Front Office will be sent electronically, keeping families up-to-date on important information, activities, and happenings. An email will be sent to email address(es) to remind parents when a newsletter has been 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 Sarah.Carlson@sosschool.org and is subject to approval by the principal. Additionally, teachers will send out monthly classroom newsletters in PreK-5th and quarterly newsletters in middle school.

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 FACTS SIS. The calendar is updated as news and events are added.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. **Official custodial agreements will be kept in a confidential file in the office of the principal.** In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

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 or through FACTS SIS). Parents may access voicemail by calling the office during school hours. After regular school hours, voice mail may be accessed by dialing (757) 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
7:40 A.M.	Students in Early Learner through 8 report to classrooms
8:00 A.M.	Prayers and classes begin – students tardy after this point
12:00 P.M.	Dismissal of Early Learner/Junior K-Half Day Students*
3:00 P.M.	Dismissal
3:00 PM	After School Care begins
6:00 P.M.	After School Care ends

Morning Drop-Off

Parents may drop children in the gym parking lot, the church lot, or the drop off line behind the elementary building.

- There will be a staff member outside to ensure students walk safely to class. Parents are welcome to walk students to the building.
- If you choose to drop your child off from 16th street, **you MUST park your car LEGALLY** on the street (not in the middle of the road). There will be a staff member outside to ensure students walk safely to class.
- 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

Parents are asked to park their car and walk inside to get their child. Students not picked up by 3:15 will be brought to After Care and charged appropriately.

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 (triangle parking lot) next to the K-5 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 15th Street, 16th 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. After school care is not provided for every early dismissal. Check the calendar for days that Aftercare 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 Aftercare 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, you must notify the school in writing. **Please also stop by the main office to pick up the diocesan approved form for student(s) permission to walk/bicycle to and from school.** 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 FACTS SIS 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 updated 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 FACTS SIS 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 schoolwork. 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 notice from FACTS SIS 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.

Attendance Indicators on FACTS SIS

P: Present The student is in attendance, on time.

AE: Absent Excused Student is absent due to personal illness, severe illness or death in the family, exposure to contagious disease, religious holidays, extremely inclement weather or school-related activities for which participation has been granted by the school. Parents have sent notification (note or email) before or after the absence confirming one of these reasons.

AU: Absent Unexcused Student is absent for other reasons, including out-of-school suspension.

EDE: Early Dismissal Excused Student is dismissed early from school due to personal illness, severe illness or death in the family, exposure to contagious diseases, or school-related activities for which participation has been granted by the school. Parents have sent notification (note or email) before the early dismissal.

EDU: Early Dismissal Unexcused Student is dismissed early for other reasons, including family travel, or playing a non-school sports team.

TE: Tardy Excused Student is tardy and an acceptable reason is provided and approved. Some acceptable reasons include but are not limited to doctor's appointments, illness of a sibling, illness of a parent or guardian (causing an unplanned interruption in morning routine), major traffic emergencies (causing for multiple students from different families to be tardy), etc. The SOS front office may occasionally announce that tardies are excused.

TU: Tardy Unexcused Student is tardy without approved reason. Unapproved absences include but are not limited to oversleeping, typical traffic, running late, getting gas, etc.

Consequences for tardies/absences/early dismissals whether excused or unexcused:

- Five (5) tardies/absences/early dismissals in one grading period (Quarter) – Email notification from Registrar stating that the student has reached five tardies/absences/early dismissals in the quarter. This notification is for informational purposes only.
- Ten (10) tardies/absences/early dismissals in one grading period (Quarter) – Letter from administrator to parent expressing concern for reaching ten tardies/absences/early dismissals in grading period
- Twelve (12) tardies/absences/early dismissals in one grading period (Quarter) – Parent/Administrator conference to discuss concern for reaching twelve tardies/absences/early dismissals in grading period
- For 8th graders – caution that tardy, attendance, early dismissal data are regularly requested on high school applications for admission.

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 handwritten note or email our Principal, Dr. Carey Averill, carey.averill@sosschool.org or the Admissions Coordinator, Dr. Michelle Pereira, michelle.pereira@sosschool.org 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.

Hours

7:00 - 7:40 A.M.	Before School Care (Monday -Friday)
3:00 - 6:00 P.M.	After School Care (Monday-Friday)
Dismissal - 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 \$5.00 per day regardless of arrival time.
- **The charge for Aftercare is \$5.00 per hour** and includes a snack.
- Aftercare 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 Aftercare 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 6:00 P.M..

Billing Information

- Statements will be sent home on a monthly basis via FACTS SIS. 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 Before/Aftercare 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. If you wish to make payments towards your account, please send in a check with your student. Prepayment cannot be made through FACTS SIS.

Mrs. Jennefer Powers is the Aftercare Coordinator.

General Information

- After Care is open for students when school is in session. Please see the school calendar in FACTS SIS for any exceptions. After Care is not always provided on early dismissal days.
- Emergency forms **MUST** be turned in before students may attend the Before/Aftercare program . 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 Cafeteria (Crawford Hall) 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 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 Care must be picked up by 6:00 P.M. If a child is left after 6:00 P.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 After Care

- Students will be brought directly to the After Care room in Crawford Hall. Parents should notify the teacher by email or note if your child will be attending After Care.
- The school office closes at 3:15 P.M.
- A healthy snack and drink 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.
- Students must sign in to After Care and may not leave without permission or another teacher/coach signing them out.
- Appropriate behavior is expected. If behavioral problems persist, students will lose After Care privileges.
- Cell phone usage will not be allowed. All phones must be turned off and kept in their backpacks. Phones will be taken if caught in use.

EARLY LEARNERS AND JUNIOR KINDERGARTEN

The Early Learner and Junior Kindergarten classes seek 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 Early Learners and Junior 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 Early Learners and Junior K 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. Early Learners and Junior K students are always well supervised by adults. The ratio of 10 students to 1 adult for supervision is maintained for these classrooms.

Dress Code

For the Early Learner or Junior 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 on days they don't have PE, but may be worn if desired. **PE shirts are required on gym days.**

Shoes should be rubber soled or athletic shoes every day. Socks must be worn at all times. **No sandals, flip flops, boots 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

Early Learners and Junior Kindergarten students bring lunch from home.

Personal Hygiene

All Early Learner and Junior 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 these students as well as the whole school. All students must be fully potty trained before starting 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 FACTS SIS 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 Catholic 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 unopened 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 restroom 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 Early Learners 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 Catholic School will be sent through the FACTS SIS Parent Alert System to notify each family. These are phone calls, emails and text message (with parent 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 FACTS SIS, our Facebook page, and sent out via text 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 Catholic 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 FACTS SIS 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 would be **Cooke Elementary gymnasium on Mediterranean Avenue at 16th 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 14th Street. Parents would contact the 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 defaced or lost.

Policy and Procedure for Challenged Materials

Star of the Sea Catholic 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.
- 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

Parents or guardians are welcome to volunteer in the cafeteria if they are VIRTUS trained and help is needed.

The dining hall staff works hard to have a pleasant and healthy lunch experience for all students. Students may bring or purchase their lunch. A lunch menu will be posted in FACTS SIS 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. Students are expected to eat their lunches provided and not waste food.
4. Every student is responsible for the cleanliness of their table area.
5. Violations of dining hall rules may result in the loss of privileges.

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

Lunch Accounts Program

- Parents will log-in to FACTS SIS to access their Prepay Lunch Account. Parents may order lunches, milk and other items on-line. Orders can be placed daily, weekly, or for the entire month. Parents are always welcome to send lunch from home with your student. No cash will be accepted in the lunchroom. It is the parent's responsibility to provide lunch for their child either through ordering a school lunch or sending a bag lunch.
- You can make payments to your Prepay Lunch Account by logging into FACTS SIS parent portal or you may bring in cash or a check to the school office.
- **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 without a 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 lunch for their child.

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? As a courtesy to our Cafeteria Management please call the school office if you need to cancel lunch for your child due to their absence.

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 Catholic 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. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

Child Abuse Laws

Star of the Sea Catholic 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 Catholic 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.

Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. The school may reserve the right to charge for shipping and processing fees for extra records to be sent to more than one home address. It is most beneficial for the child to receive the support of both parents involved in his/her education.

Fundraising

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

Lockers

Each middle school 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) 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 the 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 lockers during the school day. No texting, using social media, or taking pictures is permitted.

Rolling Bookbags

Students entering grades Early Learner 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.** Rolling book bags should not be brought into the gym.

Library

Parents who would like to have any materials removed from the school must fill out the Objection to Content in the Library form. The completed form should be returned to the librarian or the assistant principal. It will then be submitted to a review committee. The committee members will consist of the principal, assistant principal, Fr. Steve, the librarian, a representative from the CCS School Advisory Board, and at least one faculty representative. The committee's purpose is to make a decision as to whether or not the material should remain on the shelf, have restricted access (i.e. be available only to middle school students) or be removed from the library completely. Until a final decision is made concerning the material in question, the material will continue to stay in circulation in the library.

School Directory

FERPA authorizes making student directory information public as permitted under state and federal laws and regulations. In FACTS SIS 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 Catholic School is most important. Yearly risk inspections are completed 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 Catholic 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 Diocese 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/ for more information and to complete the process.

Visitors

Visitors are welcome. In order to ensure the safety and continuity of the instructional day, all visitors must report to the office to check in and receive a visitor’s pass, or drop off items 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 excellent programs for the students here at Star of the Sea Catholic School. 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 a quality, affordable, faith-based education for our children. We thank you in advance for your time and talent!

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, 2023 and April 30, 2024. The parent with whom the child resides is responsible for fulfilling the hours. Parent service hours can be entered and tracked through your FACTS SIS Parent Portal account. If a family falls short of fulfilling its hours by April 30, 2024, 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, crossing guards, etc. Volunteers during the school day must sign in and out at the school office. All volunteers must be VIRTUS trained if volunteering on school grounds or with students.

Sign-up forms for volunteering are posted in FACTS SIS. 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/>.

Student Service Hours

We encourage life-long commitment to service for our students. Early Learners through 5th graders participate in service projects as a class. The service hours program for Middle School students must be completed by **April 15** and are as follows:

These hours must be documented and signed by the person in charge of the program. Failure to complete service hours may result in restricted participation in end-of-year grade activities or trips.

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 Catholic School through fund-raising programs.

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. Please address all tuition questions to the Star of the Sea Catholic School bookkeeper, Donna Odanga, at 757-428-8400.

Tuition Assistance

Catholic and Non-Catholic families with children enrolled in Kindergarten- Grade 8 may apply for financial assistance through FACTS Grant and Aid.

- Financial awards are need based
- Applicants must complete the online application and submit all supporting documents to FACTS Grant & Aid by March 1st to be considered in Round 1 and by June 1st to be considered in Round 2.
- Awardees will be notified by mid-May for round 1 awards and mid-August for round 2 awards

Tuition Payment Options

- Pay 100% of the tuition to the school by July 15 and receive a \$100 discount.
- Make 12 monthly installments (July–June) through FACTS

Graduation

- A \$100.00 graduation fee for 8th grade students is payable by January 5, 2024. This fee covers graduation expenses.

Enrollment/Re-Enrollment

- The \$25.00 non-refundable Application Fee for new families must be submitted with the application.
- The non-refundable re-enrollment fee for returning families is \$160.00
- 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. Please email our Principal, Dr. Carey Averill (carey.averill@sossschool.org) and/or our Admissions Coordinator, Dr. Michelle Pereira (michelle.pereira@sossschool.org). The school will not forward records/transcripts for students who withdraw with an outstanding balance. **TUITION CONTRACTS ARE BINDING AT THE TIME OF SIGNATURE, with the exception of Military Orders.** 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 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 through FACTS SIS 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 the handbook for more information.)
- Prepay Lunch Accounts are managed on-line through FACTS SIS Parents Portal. Parents are responsible for depositing money into their prepay account. You MAY not order lunch if you do not have funds in your prepay account. Parents will be called to bring a bagged lunch to their students if funds are not available in their prepay account.

RIGHT TO AMEND

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 THIS SIGNATURE PAGE

Parent-Student Handbook

SIGNATURE PAGE

The [Parent-Student Handbook](http://www.sosschool.org/students/documents/) can be found in RenWeb under documents as well as under School Life>Students>Forms and Documents on our website at <http://www.sosschool.org/students/documents/>

I/We have read the 2023–2024 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

Student Signature

Date

SIGNED FORM DUE TO OFFICE BY September 1, 2023