



HOLY MARTYRS OF VIETNAM CATHOLIC CHURCH
The Office of Religious Education and Vietnamese Language

915 S. Wakefield St. • Arlington • Virginia 22204

www.cttdva.org • Email: vpqd@cttdva.com Tel: (703) 982-7515

STUDENT RULES AND RESPONSIBILITIES

To help students grow in faith and become responsible learners, students and parents are expected to follow the guidelines below.

Attendance and Timeliness

- Students must arrive on time and attend classes regularly.
- Students arriving 15 minutes late must be escorted by a parent to the Office for note to enter class.
- Students arriving 30 minutes late will be considered absent.
- Students may enter the campus 15 minutes before class and must leave within 10 minutes after class ends.

Absences

- Parents must notify the teacher or Office in advance if a student will be absent.
- Students with 3 consecutive unexcused absences — teacher calls parents; minimum 65% grade average to advance.
- Students with 5 consecutive unexcused absences — Office calls parents; minimum 65% grade average to advance.
- Students with 7 unexcused absences — minimum 85% grade average to advance.
- Beyond 7 absences — recommend repeating the class or meeting with the Pastor.

Dress Code

- Students must wear appropriate attire or the Vietnamese Eucharistic Youth uniform while on campus.
- Male students: Collared shirt or T-shirt with long trousers or khaki pants.
- Female students: Shirt or blouse with trousers or a knee-length skirt.
- Prohibited: Revealing clothing, tank tops, shorts, or flip-flops.

Classroom Conduct

- Students must be respectful and follow instructions from teachers and teaching assistants.
- Students may not leave the classroom without permission.

- Disruptive behavior or refusal to follow instructions may result in referral to the Office and possible parent contact.

Academic Responsibilities

- Students must complete all assignments and homework.
- Each semester includes a midterm and a final exam.
- Students must maintain a minimum GPA of 65% to advance to the next grade.

Campus Safety and Discipline

- Students must help maintain cleanliness and order on school property.
- Damage, theft, or misuse of school property will result in parental responsibility.
- Sharp objects, explosives, drugs, or weapons are strictly prohibited and will be reported to authorities.

Pick-Up and Drop-Off

- Parents must drop off and pick up students on time.
- Please follow the directions of traffic volunteers during drop-off and pick-up.

Cell Phones and Smart Watches

- Phones and smart watches should not be used during classes or youth events.
- Students may be asked to label and place devices in a designated box before class and retrieve them afterward.
- In case of an emergency, parents should contact the teacher.

Additional Notes

- Parents are responsible for ensuring their children follow these rules.
- Disciplinary actions will be determined by the Office of the Religious Education in consultation with teachers and priests.
- Parents should inform the Main Office of any special needs at the beginning of the school year.
- For questions or concerns, please contact the Main Office.