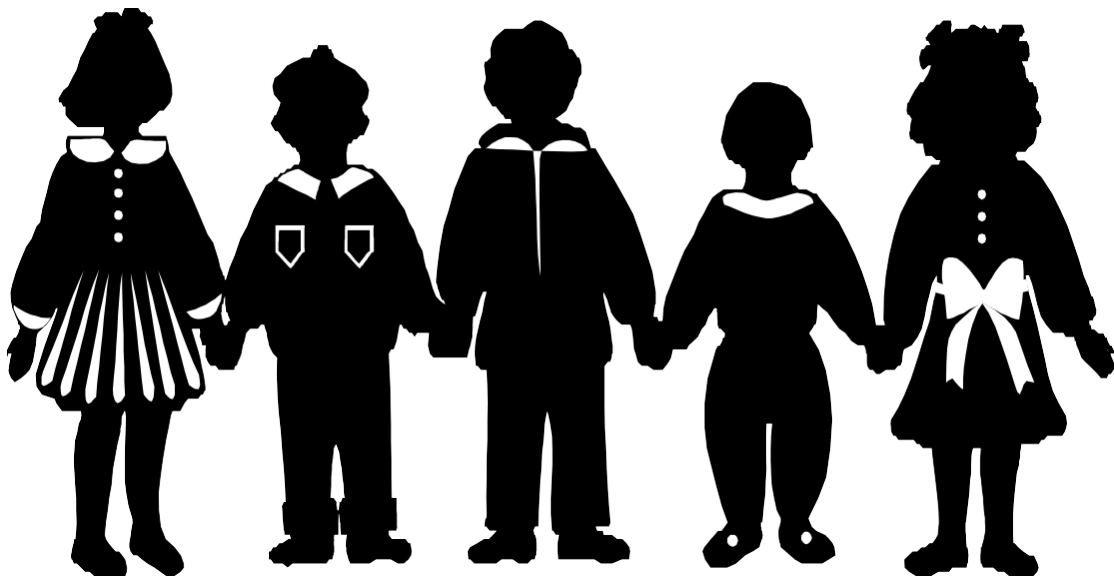


*St. Andrew the Apostle*  
*Catholic School*

Preschool Parent Handbook  
2017-2018

*Jesus Lives Where I learn*



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# I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

## ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

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

*Matthew 28:19-20*

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

<sup>1</sup>Declaration on Christian Education #3

## ***DIOCESAN MISSION STATEMENT***

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

## ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

Jesus Lives Where I Learn

St. Andrew the Apostle Catholic Preschool is a Christ-centered learning environment focused on cultivating the potential of children. The administration, faculty, and staff are committed to the spiritual, intellectual, emotional, and physical growth of the students. The school believes that each child is special and unique in his or her own way. Therefore, the curriculum is dynamic, adapting to meet the developmental needs of the students it serves.

The program develops a love of Jesus and awareness by the children of the presence of God in their lives. Children become aware of the truths of the Catholic faith through positive interactions with Christian adult role models. They learn to appreciate and act on the values of kindness, thankfulness, patience, perseverance, love, joy, and concern.

By recognizing that the first and best growing and learning environment for a child is within the family home, the school builds upon that base and extends learning to the school where children relate positively to the world around them. The childhood program seeks to an environment in which the teacher facilitates each child's learning. This is done through daily interactions with life experiences, responding to each child's innate curiosity, recognizing the child as an

individual, and fostering a creative approach to problem solving. In this light, the curriculum is active, experiential, and sensorial addressing multiple learning modes.

The school program also strives to build a strong relationship based on effective communication with parents or guardians recognizing that consistency between home and school provides a balanced, positive school experience. One of the program's goals is to provide children and their families with experiences that will associate pleasure with formal learning. As such, the program seeks to be a resource to the family, optimizing chances for the student's success.

## ***STUDENT/PARENTHANDBOOK***

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Office of Catholic Schools policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-3). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

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

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

## ***PARENTAL ROLE***

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

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

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

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations. In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal/director may do so, but after an initial meeting with the classroom teacher.

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

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

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

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

## ***NON-DISCRIMINATION CLAUSE***

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

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

## ***NON-CATHOLIC CHILDREN***

The presence of children from other faiths provides a wonderful diversity to the school.

However, the presence of non-Catholic children in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic children are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic children must participate in liturgies, retreats and other religious functions incorporated within the program.
- c. Non-Catholic children may not be exempted from the catechesis held during the school day.
- d. While Catholic teaching respects the various faith traditions of the children attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

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

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



## II. CURRICULUM

The curriculum is not just the goals of the program and the planned activities but also the daily schedule, the availability and use of materials, transitions between activities and the way in which routine tasks of living are implemented. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

Without limiting the rights of the school under section VIII of this handbook, modifications may be made in the environment and staffing patterns for children with special needs.

The daily schedule is intended to provide a balance of activities with attention to the following dimension of scheduling:

- a. Daily outdoor play, weather permitting
- b. Alternating periods of quiet time and active play
- c. A balance of large muscle and small muscle activities is provided.
- d. Various small group or large group activities through most of the day
- e. A balance of child-initiated and staff-initiated activity is provided. The amount of time spent in staff-initiated, large group activity is limited.

Developmentally appropriate materials and equipment that project heterogeneous, racial, gender and age attributes are selected for use.

The school will use media, such as television, films, videotapes and computers, that have been previewed by adults prior to use. Another option for activity is always available. No child is required to view or interact with the program; and the staff discusses what is viewed with children to develop critical viewing skills. Technology is incorporated as an integral part of the day.

The goal of the school is to emphasize concrete experiential learning and to achieve the following goals:

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety and nutritional practices;
- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

Staff provides materials and time for activities, but children choose from among several activities that the teacher has planned or the children initiate. Staff respects the child's right to choose not to participate at times.

Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning.

Planned or routine activities may be changed according to the needs or interests of children, and/or to cope with changes in weather or other situations that affect routines without unduly alarming children.

Routine tasks such as toileting, eating, dressing and sleeping are incorporated into the program as a means of furthering children's learning, self-help and social skills. Through complimentary actions at home, parents are expected to assist and cooperate with staff to make feeding and the development of other independent skills a positive experience for children. Provision is made for children who are early risers and for children who do not nap.

St. Andrew the Apostle Catholic Preschool is a state licensed day care facility. The curriculum places heavy emphasis on socialization skills as well as academic content in both the three and four year old program. It provides a stimulating environment where children can grow physically and mentally. At the same time, the curriculum provides a positive and relaxed atmosphere. The program strives to promote an attitude of warmth and acceptance where each child can acquire individuality and self-worth.

To promote the development of language, students have frequent opportunities to engage in conversations with teachers and classmates. Circle time is a whole group setting where children participate in daily classroom activities such as discussions of the calendar and weather. They also have formal lessons at this time that frequently revolve around a particular unit of study or theme. Children learn to listen to stories and sing songs.

During center time, students have the opportunity to choose from a variety of learning or play centers. Many of the centers engage students in thinking logically, sorting, classifying, and developing fine motor skills. Daily opportunities for physical development are also a part of the curriculum as children take part in group and individual activities for fine and gross motor skills. The Catholic faith permeates life in the preschool as students learn during Religion time. Here they learn basic prayers, listen to Bible stories, talk about their feelings, and discuss how to act as Jesus would in the situations of daily life.

In summary, the daily schedule generally consists of the following with consideration for weather and class needs:

**Circle time:** Whole group activities including weather, development of units of study, story time

**Snack:** Students will be provided snack per VDSS regulations.

Birthday celebrations must be coordinated with the teacher at least one week prior to the anticipated celebration date. **Labeling on all prepackaged food items must be in English.** Food items such as prepackaged, unopened bags of Nabisco Oreo cookies, plain Rice Krispie Treat bars or Dr. Lucy's products are the treat of choice for the Preschool classroom. Non-food items such as pencils or stickers will be placed in each child's cubby bag by the teacher for use at

home. Parents should check the cubby bag after dismissal for any classroom work, birthday “treats” or other items that are going home that day.

**Gross motor activity:** Outdoor activity (weather permitting) or indoor physical activity.

**Religion time:** Jesus Lives Where I Learn: Time for prayer and activities centered on God.

**Centers:** Individual choice of developmentally appropriate learning and play activities, such as art, dramatic play, math manipulatives like counting boards and games, sorting materials, large and small blocks, and book browsing. Children also work individually or in small groups with the teacher to practice skills, do theme-related art activities, play learning games, and engage in conversation.

**Lunch:** Full Day four year old preschoolers will stay for lunch. Parents may pre-purchase hot lunches. All information about lunch purchases is on the website. **However, parents may send a bagged lunch from home. Lunches brought from home must be sealed in a “zip lock” type bag and must be labeled with the child’s name and date per VDSS regulations.** Milk may be purchased through the school at the beginning of the school year.

**Rest time:** In the Full Day four year old preschool program, time is allotted in the afternoon for rest per VDSS regulations. **Parents must purchase a ½ inch thick kindermat and provide two covers and two blankets to be used at naptime.**

**Library:** A once a week opportunity for students in the four year old program to listen to stories and check out a book. **All books remain in the classroom.**

**Music:** Full Day 4’s will have music instruction on a weekly basis.

## ***SUPPLIES AND MATERIALS***

A list of necessary supplies and materials will be distributed to parents prior to the opening of school.

**PLEASE MAKE SURE THAT YOUR CHILD’S NAME IS WRITTEN ON EVERY ITEM IN PERMANENT MARKER...SUPPLIES, RESTING MAT, ARTICLES OF CLOTHING, AND SNACKS/LUNCH!**

## ***ASSESSMENT***

The school’s program is intended to assist staff and administrators in a systematic evaluation of the program, to diagnose children’s strengths and weaknesses and to aid in revision of the curriculum and planning of instruction.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout

the school year if necessary. Parents should first privately contact a teacher with any concerns about a child or class situation before seeking intervention of the director or school administration.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

A **mandatory** Parent-Teacher conference is held in November and Parent –Teacher conferences can be scheduled throughout the school year as necessary. Parents may reach the preschool teacher by email, voice mail or by personal note brought to school by the student. A parent may consult a teacher at any time a need or concern arises by sending a note or e-mail to school, or by calling the school office to request a conference. The school’s phone number is (703) 817-1774; the fax number is (703) 817-1721. Parents may send email messages directly to the teacher or the office at [office@standrew-clifton.org](mailto:office@standrew-clifton.org).

### ***PROGRESS REPORTS***

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort.

A written progress report will be provided in January and at the end of the year. Parents and teachers will have opportunities to schedule conferences throughout the year

### **KINDERGARTEN ASSESSMENT**

A kindergarten screening assessment will be administered in the spring to 4 year old preschool students. This screening program is designed to provide parents with information about a child’s readiness for Kindergarten. There is no passing score on this test.

### ***RETENTION/PROMOTION/PLACEMENT***

A major goal of the school is to assist children to complete each year satisfactorily. Retention is recommended only when it is deemed necessary and advantageous to the particular needs of the child.

- a. The final decision to promote or retain a child is based on the child’s developmental performance and best interests, as determined by the principal/director.
- b. Parents will be kept informed about the inability of their child to progress satisfactorily.
- c. Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

St. Andrew the Apostle Preschool admits students for the three year old program as follows: the child must be three years old in order to begin school and must turn three no later than September 30th. Four year olds are admitted into the four year old program if they turn four by September 30th. Preschool teachers and staff members, in cooperation with the school Principal/Director and the Kindergarten staff of St. Andrew the Apostle Catholic School will determine at the end of the year whether a preschooler in the four year old program demonstrates readiness for Kindergarten.

If a child is being considered for retention, the preschool teacher will communicate the concerns and the possibility of retention to parents no later than the end of the January.

### **III. ADMINISTRATIVE PROCEDURES**

#### **ADMISSIONS**

##### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

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

##### **ELIGIBILITY**

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

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

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

##### **GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION**

There is no testing for pre-school admission. However, readiness assessment may be utilized to determine the developmentally appropriate placement in the pre-school program. The following list of documents/information is required:

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Progress reports (if available)
- e. Completed Diocesan Application Form (Appendix J)
- f. A non-refundable application fee
- g. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of immunization as required by the Code of Virginia
  - ii. Current Certification of Immunization
  - iii. Physical examination covering all required aspects as mandated on the MCH- 213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)

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

### **GENERAL CONDITIONS OF ADMISSION**

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

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

### **INTERNATIONAL STUDENTS**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

- A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
  - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This

policy would also include undocumented children.

## **CLASS PLACEMENT**

The principal/director and faculty reserve the right to place a child in a class to ensure the best interests of the child.

## ***ATTENDANCE***

### **ABSENCE/TARDINESS/LEAVING SCHOOL**

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

Except in cases of emergency as determined by the principal/director and/or a staff member (as applicable or necessary), a child may only be released from school to another authorized adult with the prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.

### **ATTENDANCE/REPORTING PROCEDURES**

#### **ABSENCE**

In addition to the Diocesan Policy on attendance described above, St. Andrew the Apostle Catholic Preschool asks that parents call the school office by 9:00 AM if a child is ill or will not attend class. Upon returning to school, students are asked to bring to the preschool teacher a note bearing a parent's signature and stating the date(s) of absence as well as reasons for absences. This note is in addition to any phone calls made to the school on the days of absence.

#### **TARDINESS**

A student who is tardy should report to the principal/director's office or attendance office. A student who arrives late with an excused reason (i.e. director's note) is counted tardy.

<sup>1</sup> Appendix AJ for a listing of lawful non-immigrants who may attend school.

Frequent cases of tardiness should be brought to the attention of the principal/director so that the parent may be contacted.

Tardiness disrupts the teacher and other students as well as prevents an organized beginning of the day for the tardy child. Parents are asked to please make sure that their children arrive for school on time. **If a child will be late, the parent, guardian, or carpool driver must enter the main school doors and accompany the child to the office so that school records reflect the late arrival. The child must receive an admission slip and he/she will be escorted to class by school personnel.**

#### **MEDICAL EXCUSES**

If a student is absent for more than three consecutive days, the school may also require that a



doctor's note be provided. No student may return to school until 24 hours after a fever has broken. If a student is sent home from the clinic with a fever, he/she may not return the next day. In addition, if a student is put on an antibiotic, he/she must be on the medication for 24 hours before returning to school.

### **ANTICIPATED ABSENCE**

To facilitate class planning, please provide advance notice to the school, if possible, if any absence is anticipated. With such young children, a change in the daily routine by not coming to school can sometimes result in difficulties reintegrating into a school environment. **Please note: The school is not under any obligation to provide a tutor or make-up work for such a period of absence.**

### **RELEASE OF CHILDREN**

Parents must sign their children in/out when arriving late or being released outside of regular school hours. Parents and other adults designated by parents to pick up their children will be asked to provide photo identification before the preschool child will be released.

If a family has a change of address or phone number at any time during the school year, it is required that the school office be immediately notified in writing. This also applies to any changes in work or emergency phone numbers. **It is critical that the school has up-to-date contact information on parents in case of an emergency. Please provide the school with the names, addresses, and phone numbers of three responsible adults who can be contacted in the event of an emergency if the parent cannot be reached.**

### ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" from the new school. All Fees and Tuition **MUST BE PAID** prior to the release of the child's records. Any library books checked out must be returned or fines must be paid for the replacement value of the unreturned library books.

When a student withdraws for any reason, the family must notify the school in writing as soon as possible. Providing the financial account is in good standing, permanent records will be forwarded to a transfer school upon receipt of a written parent request. Families will not be permitted to "hand-carry" permanent records to the transferring school. If a student withdraws from school any time during the month (regardless if it is the first week or the last day of the month) the entire month's tuition is paid. A new family will owe the entire year's tuition and supply fee when the family joins the school anytime in September. A new family joining the school on the first school day of October or a subsequent month will owe full payment for that month and each month through May. There will be no refunds of the current month's tuition fees if a student transfers to another school.

## ***LUNCH/MILK PROGRAM***

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

### **Snack for 3 and 4 year olds**

During the AM preschool programs (i.e. 8:00—11:00/11:30 AM), children will have an opportunity for a scheduled daily snack during the morning. Milk is provided to all preschool children as part of the program. If your child is allergic to, sensitive to or does not like milk, please inform the teacher and we will provide your child with an alternative drink.

### **Lunch for Full Day 4 year olds**

**Lunch boxes cannot be used for full-day programs due to space limitations and allergy awareness concerns.** Four year old students who stay for lunch may pre-order lunches. The school website has the updated ordering information. Alternatively, your Full Day four year old preschool child may bring a lunch to school. Please pack each lunch in a clear gallon-size plastic “zip lock” type bag with your child’s name and date on it. Milk may be purchased at the beginning of the school year to be served with lunch. If your child is allergic or sensitive to milk, please inform the teacher and provide your child with an alternative drink. To avoid food allergy concerns, students are not allowed to share their lunch with other students.

### **Birthday Celebrations**

If your child has a birthday or special occasion and you wish to send a treat to school for the class, **you must coordinate with the teacher at least one week prior to the celebration date.** You may only send in unopened, pre-packed Nabisco Oreo cookies, Dr. Lucy’s products, or plain Rice Krispie Treat bars.

St. Andrew the Apostle Catholic Preschool personnel will gladly distribute party invitations if ALL STUDENTS in the class are being invited. Otherwise, invitations for birthdays and other parties must be mailed to the individual homes of the preschoolers.

## ***ARRIVAL AND DISMISSAL***

Preschool students should arrive between 7:45 AM and 8:00 AM each morning. Please arrive to school on time as tardiness affects the morning routine. Unless your child is enrolled in the morning Extended Day Program, **children may NOT be dropped off before 7:45 AM as there is no staff supervision outside.** Preschool students will enter the building through the front entrance to the school at **Blue Door #1.** Preschoolers will be escorted to the preschool classroom by a school staff member or patrol. Please obtain a *Helping Hands* pass from the school office to facilitate your preschooler’s arrival to the classroom. **Parents must follow the school Arrival and Dismissal Procedures outlined below or refer to the school website, with the following exception:** if for some reason a parent must walk their child into school, follow along

with the carpool line or drive around the back of the church, please park your vehicle in the TEACHERS'/SCHOOL parking lot, walk into the building and sign in at the school office.

Unless you park and walk your child into the school building, please follow the school arrival procedures, as outlined in the diagram below: Drive parallel to Union Mill Road until you reach the end of the lot closest to the wooden privacy fence whereupon you will turn left. Then proceed straight until you reach the area closest to the Church where you will turn left again. Drive next to the Church until you reach the circle near the flagpole. Follow this around until you reach the circle in front of the school, which is the drop-off zone. **See RED lines in the diagram below. Please do not “short-cut” the church parking lot as this may cause a traffic accident and it creates friction with carpool drivers who are following arrival procedures.** Let your child out of the car ONLY on the sidewalk in front of the school as directed by patrols or school staff. **DO NOT drop-off students on the sidewalk next to the Church and drive away, as this area is not supervised by safety patrols and staff.**

**ONLY CARPOOL DRIVERS WHO ESCORT THEIR PRESCHOOLERS INTO THE School Office or to the PRESCHOOL CLASSROOM MAY DRIVE BEHIND THE CHURCH TO PARK IN THE TEACHERS'/SCHOOL PARKING LOT. These drivers should follow the YELLOW lines outlined below. Please be extremely cautious when crossing the road to the sidewalk in front of the school as cars are exiting from the circle. Parents/Others bringing Preschool students into the building MUST stop in the school office and sign in.**

If you plan to use patrols to assist your child's exit from your vehicle, if at all possible, please secure car seats on the passenger side of the vehicle for safe and easy exiting. Patrols or school staff will assist in opening the doors of any vehicles with a “Helping Hands” card in the passenger side windshield. Helping Hands signs are available in the school office. We ask for your patience while in the drop-off lanes during arrival procedures. **After your preschooler has exited your vehicle, you may ONLY exit the property via Compton Road [see BLUE lines below].**



## ***DISMISSAL PROCEDURES***

For safety and security reasons, it is vital that the preschool teachers be informed if students will be carpooling at dismissal. Students will only be permitted to ride with persons listed as **authorized** people to provide transportation after school. If your child is to ride with another carpool or if the carpool changes during the year, the school office must be notified immediately by written communication. In addition, if a child will be going home with a classmate, parents must notify the teacher in writing or email communication, stating the child's name and the date in which this will occur.

### **Half Day 3 and 4 year old Dismissal**

Parents of children in the **morning** three year and four year old preschool **programs MUST enter Compton Road** [See **BLUE lines** in the diagram above] **and park along the circle at 11:00 (3's) and 11:30 (4's) AM. The 3 year old students will be dismissed at Front Door Blue Door #1. The four year old students will be dismissed at the Preschool BLUE door. All vehicles must exit via Compton Road.**

### **Full Day 4 year old Dismissal**

Parents of Full Day 4's preschoolers will pick up students in the church parking lot. Please arrive by 3:15 PM as the parking lot will be coned off by 3:20 PM. If you arrive after 3:20 PM you must use the Compton Road entrance and drive around the back of the school to the late line. Students enrolled in the afternoon Extended Day program will be escorted to the Extended Day staff by the preschool staff. Please follow the Extended Day procedures for pick up.

Afternoon Dismissal for FULL DAY Preschool 4's—Drivers are not permitted to park along the Compton Road entrance or in the fire lane in front of the school to pick up students exiting the building at dismissal. All carpool drivers must enter the parish grounds via Union Mill Road. Turn right into the church parking lot and proceed to the far end of the lot near the woods to start

forming lanes of vehicles from right to left. Once a lane is full, another lane of vehicles should form to the left. Cars are dismissed in this order. The carpool lane closest to the tree line nearest the field may be used for vehicles requiring additional time to buckle children into seatbelts, etc. **For the safety of ALL, carpool drivers must turn off their engines once they have parked in a lane waiting for students to arrive.** Cones will block the Union Mill entrance at 3:20 PM. For safety reasons younger siblings must not play in the church parking lot at dismissal. **See red arrows below for line-up procedure.**

At approximately 3:15 PM the 4's preschool teacher will escort students to the church parking lot and they will wait on the sidewalk until Union Mill is coned off to ensure that there are no moving cars in the parking lot. Preschool parents need to come to the day chapel entrance (awning) to retrieve their children and walk them to the car. Students and carpool drivers should enter their vehicles and fasten their seatbelts so they are ready to depart. As a courtesy to other school families who have after school commitments, parents should not continue to socialize with other parents when students arrive as this delays the dismissal process. No vehicle may exit the parking lot until all drivers and children have boarded their vehicles. School personnel will direct each lane of vehicles to exit the parking lot, beginning with the lane nearest the woods.

**LATE LINE:** Vehicles arriving after 3:20 PM MUST enter the property via Compton Road and proceed around the BACK of the school toward the church parking lot to form a single line. Please remain in line until school personnel give a signal to drive along the sidewalk in front of the church and park. Students will then get into vehicles. [See **BLUE arrows** below].



## ***LATE PICK-UP FEES***

Preschool students that have not been picked up after dismissal will be brought into the school office and parents will be called. If a parent cannot be contacted, only persons listed as emergency contacts will be called. Please make sure emergency contact information is always complete and current. Parents will be charged a fee for every hour or partial hour that the parent

is late. Late arriving Preschool parents must report to the school office to sign their children out with the school personnel. Parents with students in Extended Day should follow the extended Day policies.

## ***PARKING***

During school hours parents must use the teachers' parking lot if they need to conduct business in the school. Vehicles may NOT park in the circle in front of the school, as emergency vehicles MUST have access to this lane.

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **CHILD CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

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

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

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

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

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

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

With certain exceptions, St. Andrew the Apostle Catholic School obtains written parental consent prior to the disclosure of personally identifiable information from the child's education records, per the Family Educational Rights and Privacy Act (FERPA). However, the school may disclose appropriately designated "directory information" without written consent, unless the

parent/guardian advises the school of this in writing by Friday, September 6, 2013. The primary purpose of directory information is to allow the St. Andrew the Apostle School to include this type of information from your child's education records in certain school publications. Examples include showing your students' roles in a class activity; the yearbook; and preschool graduation program rosters.

The school collaborates with the Virginia Departments of Health (VDH) in periodic onsite inspections, audits of student immunization records, and reporting of aggregate vaccination data as required by law. The school nurse is an authorized user of the confidential Virginia Immunization Information Registry (VIIS). The registry ensures that a child receives only the vaccines that are needed and assists in the rapid identification of children at risk in the event of a communicable disease outbreak or other emergency. All children born in Virginia from 2002 on are automatically enrolled in VIIS. Student immunization specific and personally identifiable demographic data may be entered onto VIIS (excludes social security numbers and other health information) if there are gaps in the student's VIIS record. A parent/guardian may opt out of sharing student immunization data with VIIS and/or the VDH inspections by sending a written notice to the school.

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

### **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

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

The following student records are to be retained for 7 years or age 25 whichever is greater:

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

### **SCHOOL VISITORS**

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

Children who are not currently enrolled at St. Andrew the Apostle Catholic School are not



permitted on school grounds (such as using the playground, sports field, curricular or extra-curricular activities), unless they are accompanied by a parent/guardian, are at the school on official business, or have received prior approval from the administration.

All volunteers with significant contact with the children must participate in Protecting God's Children, a Diocesan sexual abuse prevention program prior to their service with the students. This includes attendance at a "Virtus" workshop and completion of associated paperwork which is available from the school office. Please visit [www.virtusonline.org](http://www.virtusonline.org) to register for a Virtus class. Volunteers must also produce medical documentation that they are free of communicable tuberculosis.

## **SCHOOL COMMUNICATIONS**

### **Principal/ Director's Communication**

Each Friday during the school year, the office manager publishes electronic e-notes to parents. This correspondence may include updates on calendar items, information from the principal or teachers/staff, or news about students, teachers/staff, and/or parents. In addition to e-notes, other handouts are sent home weekly to parents via Friday folders through the oldest child in the family. Parents must read through the materials and return the Friday folder and other required materials to school on the next day of school, typically on Monday (4's) or Thursday (3's). Information may also be obtained on the school's website, [www.standrew-clifton.org](http://www.standrew-clifton.org).

Because school communication with parents/guardians is essential, custodial parents should identify in writing other adults who should have access to information regarding their child. When requested, non-custodial parents may receive information regarding the child, unless specific documentation to the contrary is provided in the legal custody agreement.

### **Take-Home Communication**

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

- **The Preschool 3's Newsletter** – The Preschool 3's newsletter will go home once a month. The newsletter will contain information about the units of study covered during that time. The Preschool 3's newsletter will be placed in the cubby bag on the last Thursday of each month.
- **The Preschool 4's Friday Folder** – The Preschool 4's have a weekly newsletter sent on Friday via the Preschool Friday folders. Student work is placed into this folder. Parents should check this folder every Friday for their children's work as well as for notes from the teacher and general information from the school office.

## **TELEPHONE USE**

The office telephone is for school business only. School staff will permit parents to use the telephone only for situations of illness or emergency or of a serious nature. Parents are asked to please respect this policy which is necessary due to the busy nature of the school office.

## INCLEMENT WEATHER/SCHOOL CLOSINGS

St. Andrew the Apostle Catholic Preschool follows the decisions of Fairfax County Public Schools for closing and delayed openings. If Fairfax County Public Schools are not in session, St. Andrew the Apostle Preschool follows the decision of Prince William County Public Schools. In addition, we will utilize our emergency notification system so that all families are called in case of our school's closing. You may also check St. Andrew the Apostle Catholic School's website at [www.standrew-clifton.org](http://www.standrew-clifton.org) for school closings.

If Fairfax County Public Schools have a **one-hour delayed opening**:

- Arrival Time is: 8:45 AM – 9:00 AM
- 3 Year Olds will be in session from 9:00 AM – 11:00AM
- AM 4 Year Olds will be in session from 9:00 AM – 11:30
- AM Full Day 4 Year Olds will be in session from 9:00AM – 3:15 PM

If Fairfax County Public Schools have a **two-hour delayed opening**:

- 3 Year Olds Class will be CANCELLED
- AM 4 Year Olds will be CANCELLED
- Full Day 4-year olds will be in session from 10:00 AM – 3:15 PM (NO SNACK, BRING LUNCH)

In case of an emergency closing during the school day, the school phone emergency notification system will be activated and information will be posted on our website. Because St. Andrew School is air conditioned, we do not close when the heat index is high.

## PHOTOS AND OTHER MEDIA

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

The School requires the use of the Waiver/Right to Object Form when children are participating in videotaping, audio recording, school pictures, other photography, or Internet (see Appendix N) or the website for a printable version.

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the Waiver/Right to Object form (see Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

Individual student pictures and class photos will be taken in the fall of each year. Parents may opt to have a casual photo taken of their child in the spring. Notices will be sent in advance to advise parents regarding ordering procedures.

## **LIBRARY**

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

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal/director. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

## **FIELD TRIPS**

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

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

A child must give to the sponsoring teacher a permission form signed by a child's parent(s) prior to a child participating in each activity (Appendix R).

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

Youth weighing less than 100 pounds may not be seated near the front seat air bag. Cell calls and texting are not permitted while driving. Teachers and other school employees should not drive students in their personal vehicles.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip. It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

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

**St. Andrew the Apostle Catholic Preschool does not take field trips.**

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

### ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the child. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/director for approval prior to implementation and/or distribution.

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

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

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to the principal/director regarding advancement of the school's mission and legislative issues concerning the school as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

Only parents of students enrolled in St. Andrew the Apostle's elementary school may be nominated to serve as a PTO board member and they must receive the approval of the pastor and principal. If a parent serving on the PTO Board withdraws their children from the school, an interim board member will be selected by the PTO President, in consultation with the principal, until a permanent member is approved for appointment through spring PTO elections.

St. Andrew the Apostle Catholic School's PTO Executive Board meets monthly and the PTO General Membership meets at least three times per school year.

The PTO provides a tool through which parents, teachers, and administration can work together to enhance and maintain the school's high quality of education and its integral role in the St. Andrew the Apostle Parish community. **Please refer to the school website for updated information regarding dues and all PTO activities.**

### ***"PARTNERS IN EDUCATION"***

Cooperation between home and school is at the heart of Catholic education. Parent volunteers not only expand the scope of the school's programs, but also contribute greatly to the positive atmosphere of the school community. They assist teachers in many ways while at the same time providing adult role modeling for children. St. Andrew the Apostle School welcomes parent

volunteers.

When parents volunteer in the school, whether sharing a story, talking about a career, helping with a party, or another activity they must sign in at the office before proceeding to the school location where they are expected. This security measure enables the school to keep track of visitors in the building.

Please note: All parent volunteers involved in any way with working with children must comply with the Diocesan policy on the Protection of Children that includes attending a Virtus seminar, filling out important paperwork, and being fingerprinted. Please contact the school office to learn more information about how your family can meet this requirement.

## ***FUNDRAISING***

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

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

Any program of fundraising at the school must have the approval of the pastor and the principal/director. Fundraising activities should be organized and executed so that the school program is not interrupted. Children may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

Since St. Andrew the Apostle Catholic School is a non-profit organization and keeps its tuition at a level affordable to parents, fundraising plays an important role in providing the financial resources for the preschool to carry out many special programs. Parents are encouraged to get involved in fundraising whether it includes organizing and coordinating events, selling tickets, purchasing items, or other jobs.

Fundraising events primarily fall into two categories: those that benefit St. Andrew the Apostle Catholic School and those that benefit charitable organizations. Our major fundraising events include:

- 5 K Race
- Race for Education
- Corks, Forks, and Kegs

Besides the above, students donate food for the homeless during Lent, collect canned goods for local food pantries, and donate to Thanksgiving and Christmas baskets for parish families in need. St. Andrew the Apostle Catholic School realizes that families will probably not be able to participate in all of our fundraisers, but parents are asked to support these events to the extent that they are able to do so. **Please refer to the school website for current information.**

## ***TRANSPORTATION/PARKING***

St. Andrew the Apostle Catholic School does not provide bus service. It is the responsibility of school families to make arrangements for the transportation of children to and from school.

If parents need to come into the building during the school day, please park in designated parking spaces. **Parents must not park along the circle in front of the school. This is an emergency vehicle lane, and, by law, it must be kept clear at all times.**

## V. FINANCES

### ***SCHOOL TUITION POLICIES***

The school reserves the right to cancel enrollment of any student whose family falls two months behind in tuition payments. Any family who is two months in arrears in tuition payments will be reported to the Pastor. Progress report cards will be withheld for students whose tuition accounts are in arrears unless a waiver has been granted. Registration and class placement for the following year will not be finalized until all tuition and fees for the current year are paid in full. At the end of the school year final progress reports will be held and school records will not be released to other schools until all financial obligations to St. Andrew the Apostle Catholic Preschool are met.

### ***TUITION AND OTHER FEE SCHEDULES***

It is important for all school families at St. Andrew the Apostle Catholic Preschool understand that tuition represents the majority of the school's revenues. Therefore, timely tuition payments are essential to the fiscal stability of the school. Tuition accounts are handled by **SMART TUITION MANAGEMENT SERVICES**. Though the **SMART** Program manages tuition payments for St. Andrew the Apostle Catholic School, it takes direction from the school administration. Decisions such as tuition fees, tuition aid and accommodating hardship situations remain with the school administration, parish finance officer and the pastor. Should a problem arise which would delay remitting a tuition payment on time, parents should immediately notify Mrs. Sharon Arduini at the school office at (703) 817-1774. Mrs. Arduini handles any refunds of amounts paid to **SMART**.

New families will be obligated to pay an entire year's tuition over the course of the year if their children enroll in the school any time between the first day of school and September 30th. If there is a waiting list for a specific classroom, a new family arriving after September 30th must pay tuition fees from August until arrival to hold that spot. If no waiting list, new families arriving after September 30th will make payments for one month in arrears, the month of enrollment, and monthly payments will be made through May.

The **SMART** Program allows parents to choose their own payment due dates, either the 10th or 20th day of the month. Parents have a choice of payment methods payment by check or money order through twelve monthly invoices from **SMART** or the use of a coupon booklet that **SMART** provides, automatic deduction from a checking or savings account, or credit card payment (American Express, Master Card and Discover). Tuition is collected on a monthly basis. Families will receive a written reminder if their payments are not made in a timely manner. In accordance with school policy, a late tuition payment will result in a late fee.

**Please note that information about tuition, late fees and bank fees can be found on the school website.**

## VI. CHILD RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and children work together to create a Catholic school environment. Based upon the Catholic moral values and loving respect for others taught by Jesus, children:

- a. will be truthful.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will respect all school and personal property.
- g. will play only in assigned playground areas with good sportsmanship and cooperation.
- h. will bring to school only appropriate show & tell items from home.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/director and staff is to work with the children and parents to assist the children in developing a strong Christian attitude toward life.

### *DISCIPLINE*

Classroom rules are designed to protect persons and property and to promote pro-social behaviors, such as sharing and taking turns. If problems arise, the children in question will be reminded of acceptable behaviors and redirected to more positive activities.

### **USE OF DISCIPLINARY ACTION**

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

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

### **SPECIFIC DISCIPLINARY POLICIES**

St. Andrew the Apostle Catholic Preschool endorses the policy of the National Association for the Education of Young Children that states in its position statement regarding developmentally appropriate discipline, **“Teacher’s facilitate the development of responsibility and self-regulation in children.”**



1. “The teacher sets clear, consistent and fair limits for children’s behavior and holds children accountable to standards of acceptable behavior. To the extent that children are able, teachers engage them in developing rules and procedures for behavior of all class members.”
2. “Teachers redirect children to more acceptable behavior or activity or use children’s mistakes as learning opportunities, patiently reminding children of rules and their rationale as needed.”
3. “Teachers listen and acknowledge children’s feelings and frustrations, respond with respect, guide children to resolve conflicts, and model skills that help children to solve their own problems.”

The following procedures, in order from less to more serious, will be followed in dealing with all serious or repeated inappropriate behaviors:

1. The teacher will contact the family by phone to discuss any concerns.
2. The teacher will set up a conference with the family.
3. The teacher, the principal/director, and a member of the school disciplinary team will meet with the family to develop a plan of action to address behavioral concerns. The plan will include specific things that the student, his/her family, and the school will do. Dates for follow-up action will be included. (This action may also occur at the previous level, if necessary.)

### **SUSPENSION**

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

The failure of the parents to execute the above referenced agreement shall preclude the child from returning to the regular program.

St. Andrew the Apostle Catholic Preschool reserves the right to suspend or cancel the enrollment from school of any student exhibiting behaviors inconsistent with the school’s program. This includes, but is not limited to serious or repeated incidents of teasing others; aggressive physical behavior towards others like biting, hitting, pinching, or punching; abusive language, theft, or destruction of property. Parents will be notified in writing when suspensions or cancellations are warranted.

### **DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school’s Code of Conduct is justification for a principal/director to dismiss a child at the close of the school year.

Children who are dismissed may apply for readmission to any Diocesan school after one full year.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior

toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include dismissal of the parent's child or children.

## **EXPULSION**

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

- a. a serious infraction of school rules occurs;
- b. the child has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the child's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community;
- d. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

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

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

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

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

## ***REGULATIONS AND PROCEDURES***

Privacy of individual children must be balanced against the need to protect the health, welfare and safety of other members of the school community. The principal/director or his/her designee has the right to protect the health, welfare and safety of school patrons by searching a child's person and/or personal property on school grounds or at school activities. Lockers and desks are school property and are subject to searches by school personnel.

## ***CARE OF SCHOOL PROPERTY***

Children are to care for school property in a respectful manner. Children who deface or damage school property or the property of others will make financial restitution.

## ***DRESS CODE***

The dress code provides a standard for our children that fosters an environment conducive to learning and respectful behavior.

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

## **DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION**

Preschool children have the **option** to wear school uniforms that have been preselected through Lands' End.

Children should wear appropriate shoes and clothes that are comfortable. Boots are not acceptable footwear for the playground or classroom. Boots may be worn to school during inclement weather, **but students need to bring a pair of shoes for indoor activities**. An extra pair of shoes is required in case of toileting accidents or to change into if boots are worn to school. Preschool children **must wear shoes with rubber soles and socks** (must cover the ankles) to protect their feet from possible injuries. They may **not wear sandals, Crocs, open-toed shoes, or mules**. Clothing should be appropriate for the weather. Mittens (recommended for 3's), gloves, jackets, and hats should be worn during colder times of the year. Sweaters should be worn during changes of season. **Elastic waistband clothing is required! Jewelry is prohibited because of choking hazards!**

**Spaghetti strap tops and dresses, tops that show the midriff, and halter tops may NOT be worn.** All clothing must be in good repair with no rips or tears. Clothing should not touch the floor. Shorts, if worn, must extend to the knee to protect the child against hot slides, splinters, etc. Girls who wear dresses should wear shorts underneath.

Parents of Preschool 3's must provide two sets of back-up clothes and Preschool 4's must provide one set of back-up clothes in case of emergencies.

## ***PLAYGROUND REGULATIONS***

Since preschoolers generally spend a portion of every day on the playground, safe playground behavior is also very important. The school follows the National Program for Playground Safety guidelines as well as the school's playground rules. The play gym equipment at St. Andrew the Apostle Preschool has been selected for its safety and quality. Children are expected to play safely on the designated preschool equipment. Faculty and staff members monitor its use with great diligence. Acceptable play is discussed with the children as well as what is not acceptable play. If a child persists in inappropriate behavior, he or she may be prohibited from using the playground equipment for a specified period of time.

Students will behave in a respectful manner with supervisors and each other. The following behaviors are not permitted:

- a. Unkind name calling
- b. Ganging up on a student
- c. Pushing, shoving, hitting, kicking
- d. Excluding a student from group play
- e. Screaming or yelling at another
- f. Arguing with a supervisor

When playing outside on the church parking lot or sports court, students will behave in a safe manner:

- a. They will be required to walk in a single file line to the play area.
- b. They will be expected to play in the upper part of the church parking lot. To ensure their safety, students will not be allowed to cross the yellow line to retrieve play equipment. No student may go into the street or driveway for any reason. They will be expected to stay on the asphalt surface of the lot.
- c. They may not go into the woods, run behind the bushes, dig in the dirt, look for or throw rocks, pickup sticks, grass, leaves, weeds, etc. They may not sit at the picnic benches. They must stop at the edge of the tree line on all sides. They may not stand behind the backstop.
- d. They will not be allowed to play Red Rover. This game has led to many student injuries.
- e. They will listen to supervisor directions so as to avoid possible injury with other groups of students. They will not throw objects at others in a manner so as to injure them.
- f. They will stop play when directed to do so by a supervisor.
- g. They will go down the slides, one child at a time, facing forward on his/her bottom.
- h. Preschool students should not use the fire pole.
- i. They will not throw mulch or any other grass cover, or any other objects at others in a manner so as cause injury to another student.

## ***LUNCHROOM REGULATIONS***

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

St. Andrew the Apostle Catholic Preschool morning programs do not eat lunch at school, but they will have a mid-morning snack, with milk provided, in the preschool classroom. Students in the Full Day 4's program eats in the classroom. Before and after eating, students will wash their hands. They will exercise politeness and good manners by saying, "Please," and "Thank you," to their supervisors and their peers, and they will learn to clean up after themselves. Parents are asked to please remember to pack napkins and utensils with their children's bagged lunches.

## ***SHOW & TELL***

Children are allowed to bring toys from home for the purpose of Show and Tell only. Weapons (whether real or toys) of any kind are not appropriate Show and Tell items, and shall not be brought to school for any reasons. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action which may include but not be limited to expulsion.

The Preschool teachers will determine the show and tell schedule and communicate the schedule to the parents. Children in the **Preschool 3** Program may bring a "comfort, lovey" toy from home at the beginning of the school year that will be placed in the cubby bag upon arrival at school. Children in the **Full Day Preschool 4** Program may bring a "lovey" for use at naptime. The Preschool 3's and 4's will have Show and Tell. **Toys from home should come to school only on their Show and Tell day.** All other toys or items should be left at home.

## **VII. HEALTH, SAFETY & WELFARE**

### ***STUDENT HEALTH, SAFETY & WELFARE***

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

#### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

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

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

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
- b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services and to the school principal/director who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the Code of Virginia, (Section 63.2 – 1518) Authority to Talk to a Child or Sibling, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian or other person standing in loco parentis or school personnel.”

#### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy (2006) meets minimum federal standards and establishes goals for physical education, nutrition and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and

evaluate the local wellness program.

### **ACCIDENTS AND FIRST AID**

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal/director, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

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

### **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines., 2nd edition.*

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

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

Should any child develop symptoms of contagious or infectious diseases, including a temperature equal to or above 100 degrees or greater, diarrhea, or vomiting, while attending

preschool, the parent will be contacted and must pick up the student promptly.

Ill children will be sent home promptly and will be excluded from preschool per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the child may return to preschool.

The principal, school nurse, or administration's designee will notify the parents of seriously injured or ill students.

Children will be released only to their parents and authorized persons selected by the parents and named on the Emergency Form. The designated adult to whom the child is released will be asked to sign for the child's release. In extreme cases, students will be taken directly to the hospital by ambulance. If a child has been absent for three or more consecutive days, a note from the licensed health care provider will be required.

### **MEDICATION ADMINISTRATION OVERVIEW**

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is
- f. the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- g. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;
- h. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.
- i. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a

health treatment plan.

- j. Under no circumstances are medications to be shared by other students.
- k. Picc Lines, Heparin/Saline Locks and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

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

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

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

Within one week after expiration of the effective date on the order, or on the last day of school, the parent/guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

### **USE OF MICROWAVE OVEN**

For preschool and elementary schools only; given the risk of potential harm, student's access and use of microwave are prohibited.

### **LIFE THREATENING ALLERGY**

School will utilize current resources and reputable materials such as; Food Allergy Research &



Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms and parental publications.

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

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams for managing an allergic crisis.

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

## ***INFECTIOUS/COMMUNICABLE DISEASES***

### **DISEASE**

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

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

- a. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Children with fevers and/or contagious or infectious diseases will be sent home

promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.

- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

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

## **TUBERCULOSIS (TB) RISK SCREENING**

Please check with the school health office regarding current policy and procedures.

## ***BLOODBORNE DISEASE***

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV to provide a safe environment for students, staff members and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and

Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

## ***FIRE/EMERGENCY DRILLS***

Fire drills and other emergency drills are conducted on a regular basis to help children become familiar with the correct procedures in the event of a real emergency. Children will walk in a single line, stand outside, and return in silence during a fire drill. They will walk out through the exit indicated by the diagram found next to the door in the classroom where they are at the time of the drill. After the all-clear signal has been given, students may reenter the building. All people in the building, including parent volunteers, must vacate the building during a fire drill. Parents are asked not to park at any time in the circle in front of the school to avoid problems with fire drill practice or real emergencies. During the first week of school fire drills will be conducted daily starting with the second day of school. For the month of September, fire drills will be held weekly. During the rest of the year, fire drills will be held monthly.

During school emergency and evacuation drills, the school nurse will take the emergency Go Bag and life-saving medications like Epi-pens and Glucagon to the student assembly site that is designated in the school's crisis management plan. A universal emergency procedure guide is posted in each classroom for easy reference in the event of a crisis, along with an emergency evacuation map.

## **EVACUATION TO ALTERNATE SITE**

In the event that it is necessary to evacuate the school building due to an emergency or crisis in the building, Liberty Middle School will be used as a staging site. Faculty, staff and students will report to the cafeteria at Liberty Middle School. In the event that their cafeteria is already occupied, the school community will report to the lecture hall, which is adjacent to the cafeteria.

## ***SEXUAL HARASSMENT - STUDENTS***

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavor to provide for their students an atmosphere free from sexual harassment.

No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials via any media source which is not necessary for school purposes."

## ***BULLYING***

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

Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. principal/director, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal/director for further investigation.

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

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

- a. Counseling
- b. Parent conference

- c. Detention
- d. Suspension and/or Expulsion

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

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

### **ASBESTOS NOTIFICATION (SAMPLE LETTER)**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retardant capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers.

In 1986, Congress passed the Asbestos Hazard Emergency Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Every \_\_\_\_\_ years, \_\_\_\_\_ School has conducted an inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos- containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. The \_\_\_\_\_ School Asbestos Management Plan has several on-going requirements.

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

\_\_\_\_\_, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

## ***VIDEO SURVEILLANCE CAMERAS***

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

- a. In the discretion of the principal/director or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

- b. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks, that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

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

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

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

## VIII. CHILDREN WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each child. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve children with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

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

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

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

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

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

## IX. PROGRAM INFORMATION

### ***LICENSING INFORMATION***

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

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes. Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

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

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

Fairfax Licensing Office  
3701 Pender Drive, Suite 125  
Fairfax, VA 22030  
(703) 934-1505

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

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

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



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

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

Abingdon Licensing Office 190 Patton  
Street  
Abingdon, VA 24210  
(540) 676-5490

## ***CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN***

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

During school emergency and evacuation drills, the school nurse takes the emergency Go Bag and life-saving medications like Epi-pens and Glucagon to the student assembly site that is designated in the school's crisis management plan. A universal emergency procedure guide is posted in each classroom for easy reference in the event of a crisis situation, along with a color emergency evacuation map.

## ***OVER-THE-COUNTER SKIN PRODUCTS***

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

For all over-the-counter skin products:

- a. written parent authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
- c. does not need to be kept locked but shall be inaccessible to children under five years of age;
- d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- e. children nine years of age and older may administer their own sunscreen if supervised.

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL INVOLVEMENT***

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

## X. APPENDICES

### *School Forms*

Please visit the school office or school website for forms.

### *Additional School Information*

Please see the school website for 2016-2017 preschool faculty and staff.

### *Diocesan Forms*

**PERMISSION FOR EMERGENCY CARE FORM (*APPENDIX F-1*) CONFIDENTIAL HEALTH HISTORY UPDATE (*APPENDIX F-1A*) VIRGINIA SCHOOL ENTRANCE HEALTH FORM (*APPENDIX F-2*)**

**VIRGINIA SCHOOL ENTRANCE HEALTH FORM INSTRUCTIONS (*APPENDIX F-2A*)  
INHALER AUTHORIZATION FORM (*APPENDIX F-3*)**

**ASTHMA ACTION PLAN (*APPENDIX F-3A*) EPIPEN/TWINJECT AUTHORIZATION FORM (*APPENDIX F-4*) ALLERGY ACTION PLAN (*APPENDIX F-4A*)**

**DIABETES REFERENCE EMERGENCY PLAN: HYPERGLYCEMIA & HYPOGLYCEMIA (*APPENDIX F-5*)**

**DIABETES MEDICAL MANAGEMENT PLAN (*APPENDIX F-5A*) MEDICATION AUTHORIZATION FORM (*APPENDIX F-6*)**

**CONFIDENTIAL INDIVIDUAL HEALTH OFFICE VISIT RECORD (*APPENDIX F-11*) WAIVER INFORMATION/RIGHT TO OBJECT FORM (*APPENDIX N*)**

**PARENT PERMISSION FORM FOR SCHOOL SPONSORED TRIP PARTICIPATION (*APPENDIX R*) ACADEMIC INTERVENTION PLAN (*APPENDIX AA*)**

**PRESCHOOL HANDBOOK AGREEMENT FORM (*APPENDIX AG-3*)**

