

St. Francis of Assisi Preschool

18825 Fuller Heights Road

Triangle, VA 22172

703-221-3868

www.stfas.org

PARENT HANDBOOK

2016-2017

Department of Catholic Education

Diocese of Arlington

“The first priority of our Catholic education program is to seek personal commitment to Jesus Christ. This commitment should lead in turn to the creation of a Christian environment in which commitment can grow and develop in the Father’s loving care and can be nurtured and strengthened through the power of the Spirit. It comes to full flower in the form of total involvement in the sacramental life of the church.”

This handbook communicates the policies, procedures, and programs of St. Francis of Assisi Preschool.

Table of Contents

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1
	Diocesan Philosophy of Catholic Education.....	1
	Diocesan Mission Statement	1
	School Mission Statement/Philosophy	1
	Student/Parent Handbook	1
	Parental Role	2
	Non-Discrimination Clause	3
	Non-Catholic Children	3
II.	CURRICULUM	5
	Supplies and Materials	6
	Assessment	7
	Parent-Teacher Communication	7
	Scheduling and Other Conference Information.....	7
	Progress Reports.....	7
	Retention/Promotion/Placement	7
	Additional General Information.....	8
III.	ADMINISTRATIVE PROCEDURES	9
	Admissions	9
	Diocesan Initial Admission Requirements	9
	Class Placement.....	11
	Attendance.....	11
	Absence/Tardiness/Leaving School.....	11
	Attendance/Reporting Procedures	11
	Transferring to Another School.....	12
	Lunch/Milk Program.....	12
	Arrival and Dismissal	12
IV.	GENERAL SCHOOL POLICIES	13
	Administrative.....	13
	Child Custody and Guardianship.....	13
	Access to Records.....	13
	Retention of Records.....	13
	School Visitors.....	14
	School Communications	14
	Telephone Use	15
	Inclement Weather/School Closings.....	15
	Photos and Other Media.....	15

	Library	15
	Field Trips.....	15
	Overnight Trips	16
	Parent Organizations.....	16
	Fundraising	17
	Transportation/Parking	17
V.	FINANCES	17
	School Tuition Policies	18
	Tuition and Other Fee Schedules.....	18
VI.	CHILD RESPONSIBILITIES & BEHAVIOR.....	20
	Code of Conduct.....	20
	Discipline.....	20
	Use of Disciplinary Action.....	20
	Specific Disciplinary Policies	21
	Suspension	21
	Dismissal.....	21
	Expulsion	21
	Regulations and Procedures	22
	Care of School Property.....	22
	Dress Code	22
	Dress Code Requirements & Other Pertinent Information.....	23
	Playground Regulations	23
	Lunchroom Regulations	23
	Show & Tell	23
VII.	HEALTH, SAFETY & WELFARE	24
	Student Health, Safety & Welfare	24
	Prevention of Sexual Misconduct and/or Child Abuse.....	24
	Wellness Policy	24
	Accidents and First Aid	25
	Illness.....	25
	Medication Administration Overview.....	26
	Specialized Student Care Needs.....	27
	Life Threatening Allergy.....	27
	Infectious/Communicable Diseases.....	28
	Lice.....	29
	Bloodborne Disease	29
	Fire/Emergency Drills	29
	Sexual Harassment – Students.....	29
	Bullying	30
	Asbestos Mandatory Yearly Notification.....	31
	Asbestos Notification (Sample Letter)	31

VIII.	CHILDREN WITH SPECIAL NEEDS.....	33
IX.	PROGRAM INFORMATION	34
	Licensing Information	34
	Crisis Management/Emergency Preparedness Plan.....	35
	Over-the-Counter Skin Products	35
	Insurance	36
	Tax Information.....	36
	Parental Involvement	36
X.	APPENDICES.....	37
A.	Diocesan Forms Available Online:	
	• www.arlingtondiocese.org/catholicschool/forms.aspxdiocese.org	
	• forms noted with an asterisk (*) available online at www.stfas.org	
	1. Permission for Emergency Care Form (<i>Appendix F-1</i>) *	
	2. Confidential Health History Update (<i>Appendix F-1A</i>)	
	3. Virginia School Entrance Health Form (<i>Appendix F-2</i>) *	
	4. Virginia School Entrance Health Form Instructions (<i>Appendix F-2A</i>)	
	5. Inhaler Authorization Form (<i>Appendix F-3</i>)	
	6. Asthma Action Plan (<i>Appendix F-3A</i>)	
	7. EpiPen/Twinject Authorization Form (<i>Appendix F-4</i>)	
	8. Allergy Action Plan (<i>Appendix F-4A</i>)	
	9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (<i>Appendix F-5</i>)	
	10. Diabetes Medical Management Plan (<i>Appendix F-5A</i>)	
	11. Medication Authorization Form (<i>Appendix F-6</i>)	
	12. Confidential Individual Health Office Visit Record (<i>Appendix F-11</i>)	
	13. Waiver Information/Right to Object Form (<i>Appendix N</i>) *	
	14. Parent Permission Form for School Sponsored Trip Participation (<i>Appendix R</i>)	
	15. Academic Intervention Plan (<i>Appendix AA</i>)	
	16. Preschool Handbook Agreement Form (<i>Appendix AG-3</i>) *	
B.	School Forms Available Online at www.stfas.org	

St. Francis of Assisi Preschool

Dr. Tricia Barber, Principal
Mrs. Gisela Land, Director
Mrs. Virginia Peitler, Assisting Teacher

St. Francis of Assisi Preschool is committed to providing quality education in all areas of study. The faculty consists of educated professionals who are highly competent and certified or working toward certification licensure through the Virginia Catholic Education Association or the Commonwealth of Virginia.

The student and his/her parents have contracted with St. Francis of Assisi Preschool to impliedly do four things essential to the student-school relationship:

1. Diligently seek to learn and perform as a good student.
2. Be honest and responsible.
3. Maintain reasonable discipline and self-discipline in the academic setting.
4. Pay fees, tuition, and expenses.

St. Francis of Assisi Preschool does not discriminate on the basis of race, color, sex, national or ethnic origin in its school policies.

“How beautiful is a seed - O, God - how beautiful.” St. Francis of Assisi saw in a seed what Jesus saw in people-the becoming, what was yet to be. Our mission to our students stems from our respect for God’s desire that each person reaches his/her full potential as His child - each one a seed - a promise needing to be fulfilled.

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹Declaration 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

The Preschool program for three and four year olds at St. Francis of Assisi School emphasizes Catholic values and is directed toward the developmental needs of children. Because young children grow, develop, and learn by being involved with concrete material, the preschool program is geared toward learning through play.

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop a handbook for students and parents. All local policies and procedures must be in conformity with the Office of Catholic Schools policies, guidelines and regulations. Parents, students, faculty and staff members shall view the school handbooks online at www.stfas.org.

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 is available online at www.stfas.org and 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.

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, and dressing 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.

Classes are structured and planned around a curriculum that is developed specifically for the age group. Your child will explore new situations and concepts based on monthly themes. Each month parents will receive a calendar which highlights the theme and classroom activities. The classroom is set up in developmental areas: home living, building, math, books/reading, office/writing, manipulative and art. These areas are geared toward developing and strengthening:

- Social Awareness-working with peers
- Cognitive Learning-discrimination between sizes and shapes, numbers and letters, reciting rhymes, songs and short verses, encouraging problem solving and increasing attention span
- Fine Motor Skills-working with puzzles, using crayons and pencils, learning to cut, tracing patterns, threading beads
- Gross Motor Skills- learning various exercises, climbing, and using outdoor play equipment

Each day is organized to include religion, academics, socialization, physical skills, the arts, relaxation, and fun. The four-year-old class has a pre-reading program by Celebration Press.

SUPPLIES AND MATERIALS

Each child is asked to supply one box of tissues, one roll of paper towels, and one canister of anti-bacterial wipes (for the tables). **Please provide an open canvas tote bag large enough to hold art projects 12 x 18 (no zippers and no backpacks).** Canvas totes can be found in the crafts department of Walmart or Michaels.

Snack time is an important time of day! You may pack your child's snack (**peanut free**) in a lunchbox or snack pack. Drinks should be in a sippy cup or a flip top container. Please do not use glass bottles or thermos bottles that need to be opened. All snack items must be labeled with the child's name and the date the snack was brought in to school per licensing requirements.

Be sure to label all your child's belongings, including coats, bags, lunchboxes and other supplies.

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

Parent-teacher conferences are ongoing as needed, for both positive and negative behavior and progress, and formally scheduled for January and May.

PROGRESS REPORTS

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

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.

ADDITIONAL GENERAL INFORMATION

SNACKS

Please send your child with a small nutritious **peanut free** snack and drink. Please keep in mind that we are not able to refrigerate the snacks. All snacks need to be labeled with your child's name and the date the snack was brought in to school per licensing requirements. A lunchbox would be extremely helpful for your child to transport his or her snack.

BIRTHDAYS

We want to celebrate each child's birthday. You may send in a homemade or store-bought treat (**peanut free**). Please do not send in cupcakes. Cookies, fruit, pudding cups, etc. are preferred.

HOLIDAYS

Since many preschool children have older brothers and sisters in St. Francis School, the preschool observes all St. Francis school holidays. The monthly and yearly calendars are available for viewing online at www.stfas.org.

TOYS

Since toys from home often create problems among the children, please do not allow your child to bring toys from home unless noted on the monthly calendar to enhance a particular lesson or concept. If your child has a special attachment to an object for security, please make every effort not to withhold that object.

POTTY TRAINING

All students admitted to St. Francis Preschool need to be fully potty trained. No "pull ups" underwear permitted.

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-213 **G** 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.)

- h. 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-immigrant¹ 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

If your child is unable to attend class, please send in a note on the child's first day back to school.

TARDINESS

If your student is tardy, please park in the designated lined parking spot and walk your child to the classroom. **Do not park in the designated "Handicapped" parking spaces (unless your vehicle displays a state issued tag to do so).**

MEDICAL EXCUSES

A sickness of more than one week requires a doctor's note stating the child is able to come back to school.

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

ANTICIPATED ABSENCE

Please contact the preschool at (703) 221-3868 if you anticipate your child will be absent.

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.

LUNCH/MILK PROGRAM

St. Francis Preschool does not have a lunch/milk program.

ARRIVAL AND DISMISSAL

Parents are to park in the parking lot in the designated lined parking spots and proceed to the preschool building. **Do not park in the designated "Handicapped" parking spaces (unless your vehicle displays a state issued tag to do so).**

Students will be dismissed by a staff member to the parent or to the person designated on the emergency form. Morning classes dismiss between 11:10 and 11:15 am and afternoon classes dismisses between 2:55 and 3:00 pm.

Arrival time 8:15am:

3 yr. old

4 yr. old (AM only)

Arrival time 12:00pm:

4 yr. old (PM)

Please make every effort to be on time. If an emergency arises and you will be late picking up your child, please make every effort to get in touch with your emergency contact to pick up the child and call the preschool. ***A late pick up fee will be assessed after 11:15 am for the morning class and after 3:00 pm for the afternoon class in the amount of \$10.00 for every 5 minutes or fraction thereof.*** The preschool staff will set the preschool clock to cell phone time. All late pick-ups will be documented. After notification of a third late pick-up a conference will be scheduled with the parent, staff, and principal.

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.

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.

No one is permitted to go directly to a classroom during the school day.

In addition, due to the sensitivity of the alarm system, no balloons are permitted in the building.

SCHOOL COMMUNICATIONS

PRINCIPAL/DIRECTOR'S COMMUNICATION

The principal publishes a weekly newsletter available for viewing online at www.stfas.org. Please check your child's papers on the first day of class each week.

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.

A preschool calendar is published each month for the following month. Please check your child's papers. Other communication will be sent home as needed.

Electronic communication sent by school parents to other school parents must be (bcc) - blind carbon copied. This refers to the practice of sending a message to multiple recipients in

such a way that conceals the fact that there may be additional addressees from the complete list of recipients.

TELEPHONE USE

A parent may make emergency calls from the telephone in the preschool classroom.

INCLEMENT WEATHER/SCHOOL CLOSINGS

St. Francis of Assisi School follows the Prince William County announcement of emergency closing or delayed opening due to inclement weather. If there is inclement weather on a day that Prince William County is not scheduled to hold school, St. Francis will follow Stafford County. Please listen to the local radio stations or television channels for information. In the event that both Prince William County and Stafford County are not scheduled to hold classes, please listen to WTOP 103.5 FM for information. A message will also be placed on the school telephone recording.

In case of delayed school openings of one hour, school will also start one hour late. Dismissal time will stay the same. Afternoon classes will start as usual. If school opens two hours late the morning class will meet from 10:15 am - 12:15 pm, and the afternoon class will meet from 1:00 pm – 3:00 pm.

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.

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 to 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.

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.

The parent organization should strive:

1. to serve in an advisory capacity to support the principal/director;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the principal/director;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

FUNDRAISING

Any program 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).

TRANSPORTATION/PARKING

Parents are to park in the parking lot in the designated lined parking spots and proceed to the preschool building. Students will be dismissed by a staff member to the parent or to the person designated on the emergency form. *Morning classes dismiss between 11:10 and 11:15 am and afternoon classes dismisses between 2:55 and 3:00 pm.*

Do not park in the designated “Handicapped” parking spaces (unless your vehicle displays a state issued tag to do so).

V. FINANCES

SCHOOL TUITION POLICIES

A non-refundable registration fee of \$75.00 is required at the annual registration/re-registration. A supply fee of \$100.00 is required to complete registration.

TUITION AND OTHER FEE SCHEDULES

Tuition for the 3-year-old program is \$2,134.00 per child annually, and tuition for the 4-year-old program is \$2,387.00 per child annually.

Tuition is collected through FACTS Tuition Management Company and may be paid in full by July 1st or may be made in 11-monthly installments, beginning in July and ending in May. If an outstanding balance has not been paid or approved payment arrangements made, St. Francis School may request that the family consider other options. In the event a check is utilized for any payment or purchase from the school, and the check is returned unpaid from the bank, a fee of \$25.00 will be assessed.

The supply fee for preschool is \$100.00 per child annually. **New students** must submit the non-refundable registration fee and supply fee with their child's school application. The non-refundable re-registration fee and supply fee for **returning students** will be collected through FACTS Tuition Management Company.

Re-registration fee for the 3-year-old program promoted to the 4-year-old program is due February **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your February tuition.** The supply fee is due during the month of May **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your May tuition.**

Re-registration fee for the 4-year-old program promoted to Kindergarten is due February **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your February tuition.** The K-8 book fee is due during the month of May **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your May tuition.** The K-8 technology fee is due during the month of October **and will be charged to your FACTS Tuition Agreement and deducted on the same date as your October tuition.**

The fees are posted online at www.stfas.org listed under the heading Admissions.

WITHDRAWAL POLICY

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

If a student withdraws from school:

- parents must submit a letter in writing one calendar month in advance of the intended date of withdrawal
- tuition installments will be charged for the months which are included within the calendar month. For example, if written notice of withdrawal is received on October 4, tuition installments are due for the months of October and November and will be charged to your current FACTS Tuition Agreement.

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

When a child exhibits inappropriate behavior, the incident is used to teach the child the unconditional love of Jesus.

With respect and love, the child is made aware of the unacceptable behavior.

Without ridicule, the child is removed from the situation.

“Time Out” is used as a means of discipline. The rule is one minute per year (age); for example, 3-year-olds incur a 3 minute time-out.

The safety of all children is a primary concern. Behavior problems that interfere with the well-being of others on a continuing basis will not be tolerated. If problems persist, a parent/teacher/child conference will be held. Parents must understand that continuing serious behavior problems can result in the child’s dismissal from preschool. If the conference fails to result in improved behavior on the part of the child, a written warning from the principal will be sent to the parent, and a conference with the parent/teacher/principal will be scheduled. In the event of the dismissal of a child from the program, the parents will be notified in writing and have the opportunity to file a written grievance to the principal.

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.

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.

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 foster 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

Your child comes to school to have fun and to participate in new experiences. Dress your child as you would take him or her to a playground. Children who are dressed in their “Sunday Best” are often times very apprehensive about participating. Play clothes and tennis shoes should be worn at all times, except on special occasions such as the Thanksgiving Feast, Christmas celebration and Graduation. “Pull ups” underclothes are not permitted.

PLAYGROUND REGULATIONS

Students are required to spend part of their day on the playground, weather permitting. For safety reasons, students need to dress appropriately for the weather and wear non-slip soled shoes.

LUNCHROOM REGULATIONS

St. Francis of Assisi Preschool does not have a lunchroom program for preschool.

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.

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.

MEDICATION ADMINISTRATION OVERVIEW

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

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 the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

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.

LIFE THREATENING ALLERGY

All schools will 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 recruit and train teams responsible 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 teacher(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-213 **G**).
 - 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, 2nd edition, 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.

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

To enhance the safety of children, personnel, and visitors, St. Francis School conducts regular fire drills and schedules inspections of the physical plant for fire safety. During the fire drill everyone must vacate the building. All school windows and doors will be closed.

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 three years, St. Francis of Assisi 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 St. Francis of Assisi School Asbestos Management Plan has several on-going requirements.

It is the intention of St. Francis of Assisi School 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. Mr. Brooks, 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 St. Francis of Assisi School Office.

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.

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

Diocesan Forms can be found at www.arlingtondiocese.org/catholicschools/forms.aspx

School Forms can be found at www.stfas.org