



**ST. RITA  
SCHOOL**  
ALEXANDRIA • VIRGINIA

# Preschool Parent Handbook

2018-19



*This school is accredited by the Virginia Catholic Education Association whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education.*

## Table of Contents

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT .....	5
	Diocesan Philosophy of Catholic Education.....	5
	Diocesan Mission Statement.....	5
	School Mission Statement/Philosophy .....	5
	Student/Parent Handbook .....	8
	Parental Role.....	8
	Non-Discrimination Clause .....	9
II.	CURRICULUM .....	2
	Supplies and Materials.....	3
	Assessment.....	3
	Parent-Teacher Communication .....	3
	Progress Reports .....	3
	Retention/Promotion/Placement .....	2
III.	ADMINISTRATIVE PROCEDURES .....	2
	Admissions.....	2
	Diocesan Initial Admission Requirements.....	2
	Eligibility.....	2
	General Requirements for Preschool Admission .....	2
	General Conditions of Admission.....	3
	International Students .....	3
	Class Placement.....	5
	Attendance .....	5
	Absence/Tardiness/Leaving School.....	5
	Attendance/Reporting Procedures.....	2
	Absence.....	2
	Transferring to Another School .....	2
	Arrival and Dismissal .....	2
IV.	GENERAL SCHOOL POLICIES .....	2
	Administrative.....	2
	Child Custody and Guardianship .....	2
	Access to Records.....	2
	Retention of Records .....	2
	School Visitors .....	3
	Principal/ Director's Communication .....	2
	Photos and Other Media .....	2
	Library.....	2
	Overnight Trips .....	2
	Parent Organizations.....	2

FundRaising .....	2
Transportation/Parking .....	2
<b>V. FINANCES .....</b>	<b>2</b>
School Tuition Policies .....	2
Tuition and other Fee Schedules.....	2
<b>VI. CHILD RESPONSIBILITIES &amp; BEHAVIOR.....</b>	<b>2</b>
Code of Conduct .....	2
Discipline .....	2
Use of Disciplinary Action .....	2
Specific Disciplinary Policies.....	2
Suspension .....	2
Dismissal .....	2
Expulsion .....	2
Regulations and Procedures .....	2
Care of School Property.....	2
Dress Code .....	2
Dress Code Requirements & Other Pertinent Information .....	2
Playground Regulations .....	2
Show & Share .....	2
<b>VII. HEALTH, SAFETY, &amp; WELFARE .....</b>	<b>2</b>
Student Health, Safety, & Welfare .....	2
Prevention of Sexual Misconduct and/or Child Abuse .....	2
Wellness Policy.....	2
Accidents and First Aid .....	3
Illness 3	
Medication Administration Overview.....	3
Specialized Student Care Needs .....	3
Use of Crutches .....	3
Use of Microwave Oven.....	3
Life Threatening Allergy .....	3
Infectious/Communicable Diseases .....	2
DISEASE .....	2
Lice 2	
Bloodborne Disease .....	3
Fire/Emergency Drills.....	3
Sexual Harassment - Students.....	3
Bullying.....	2
Asbestos Mandatory Yearly Notification .....	3
Asbestos Notification (Sample letter) .....	3
Video Surveillance Cameras.....	2

VIII. CHILDREN WITH SPECIAL NEEDS .....	4
IX. PROGRAM INFORMATION.....	2
Licensing Information.....	2
Crisis Management/Emergency Preparedness Plan.....	2
Over-the-counter Skin Products.....	2
Insurance .....	2
Tax Information .....	2
Parental Involvement .....	2
X. APPENDICES .....	2
School Forms	
Additional School Information	
Diocesan Forms	
Permission for Emergency Care Form ( <i>Appendix F-1</i> )	
Confidential Health History Update ( <i>Appendix F-1A</i> )	
Virginia School Entrance Health Form ( <i>Appendix F-2</i> )	
Virginia School Entrance Health Form Instructions ( <i>Appendix F-2A</i> )	
Inhaler Authorization Form ( <i>Appendix F-3</i> )	
Asthma Action Plan ( <i>Appendix F-3A</i> )	
Epipen/Twinject Authorization Form ( <i>Appendix F-4</i> )	
Allergy Action Plan ( <i>Appendix F-4A</i> )	
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia ( <i>Appendix F-5</i> )	
Diabetes Medical Management Plan ( <i>Appendix F-5A</i> )	
Medication Authorization Form ( <i>Appendix F-6</i> )	
Confidential Individual Health Office Visit Record ( <i>Appendix F-11</i> )	
Photo, Press, Audio, and Electronic Media Release for Minors ( <i>Appendix N</i> )	
Parent Permission Form for School Sponsored Trip Participation ( <i>Appendix R</i> )	
Use of Personal Vehicle ( <i>Appendix R-1</i> )	
Academic Intervention Plan ( <i>Appendix AA</i> )	
Preschool Handbook Agreement Form ( <i>Appendix AG-3</i> )	

# 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***

### ***Mission:***

Saint Rita School embraces the principle that “the soul of education is the education of the soul” (Pope Pius XI). We are a small Catholic school dedicated to forming children intellectually and spiritually using the teachings and traditions of the Catholic Church and the patrimony of Western Civilization.

### ***Philosophy:***

St. Rita School believes:

- Children are created in God’s image and therefore have great dignity.
- Parents are the primary educators of their children and they glorify God by bringing their children closer to Him.
- Education enhances a child’s potential to glorify God.
- The school is to teach a strong academic curriculum, the tenets of the Catholic Faith, and the habits of mind and traits of character that are essential for success in this world and the next.
- Teachers are to be living models of faith, animated by love and generosity, and capable of forming young minds and hearts.
- The parish supports this Catholic education of children by providing prayer, the presence of priests and volunteers, and financial subsidies.

- We bring children to the Lord by:
  - praying for the children entrusted to our care;
  - demonstrating Christ's love for each child;
  - fostering a spirit of Christian love, joy and service;
  - forming the conscience and encouraging repentance;
  - providing various religious exercises and devotions.

Following the example of our patroness, Saint Rita, we strive to instill in our students the virtues of patience, perseverance, forgiveness, acceptance of suffering, and a desire for peace.

Pax per sapientiam

Peace through wisdom

### *Saint Rita School Vision Statement*

*In order to be an exemplary Catholic school, Saint Rita School will be:*

- A place where students, teachers, staff and school families work together toward the ultimate goal of human existence - knowing, loving and serving God in this world, so as to live with Him forever in the next.
- A place where school parents actively participate in the education of their children, especially in their religious education.
- A place where Catholic school families provide a model of home living by praying and attending Sunday Mass together, and by participating in the sacramental life of the Church.
- A place where students and families of all faith backgrounds are welcome to share the blessing of a Catholic school.
- A place where teachers witness to the Faith by their words and deeds, and through prayer and example promote the ongoing formation and spiritual growth of their students.
- A place where students grow in the love of learning.
- A place where students experience a challenging curriculum and are given the tools needed for academic success.
- A place where students are exposed to the great works of sacred and secular art, so as to appreciate the role of beauty in faith and education.
- A place where instruction in music, foreign language, technology and physical education provide a well-rounded educational experience.
- A place where students are prepared for a life of service in society.

### ***Philosophy of Learning***

The Sisters of St. Joseph opened St. Rita School in 1952. Their mission was to “live and work so that all people may be united with God and one another” *S.S.J. Constitution*.

The St. Rita School philosophy is built on the charism of the Sisters of St. Joseph: a mission of social outreach, academic excellence, and hospitality.

St. Rita School provides an environment that allows our families and the entire community to become closer to God. We develop the traits of character, habits of mind, and intellect essential for success in this life and the life hereafter. Our School Community recognizes the sacred in every child and celebrates their cultural and economic diversity. We embrace the challenge to instill our students with the necessary skills for success in spiritual growth and life in a global

society.

Our Philosophy of Learning calls us to be models of our Catholic Faith. We provide a traditional, challenging curriculum with differentiated instruction, fine arts, and technology. We endeavor to instill a strong Catholic Faith in partnership with our students' parents.

## ***THE CATECHESIS OF THE GOOD SHEPHERD***

The Catechesis of the Good Shepherd is an approach to the religious formation of children that is based on the conviction that God and the Child are in relationship. Our role as adults is to protect and nurture this bond. In the Catechesis we present age-appropriate themes from the Bible and our liturgy with manipulative materials the children use to internalize and ponder the great mysteries of our faith.

Developed by Sofia Cavalletti, an Italian Hebrew scripture scholar, building on the work and methods of Maria Montessori, the Catechesis seeks to give children the guidance and vocabulary which enable them to become aware of their relationship with God and give expression to it. With the Catechesis we help each child to continue to fall in love with God while building community among peers

### **Developmentally Structured**

Each level of the child's work explores the fundamental theme of covenant, God's call and our response, as reflected in the Bible and as lived in liturgy. At Level I the 3-6 year-olds have the capacity to receive and enjoy the most essential elements of our faith: the mysteries of the Kingdom of God, the announcement of God's love given for us in the person of Jesus, the Good Shepherd.

All students at Saint Rita Catholic Preschool will be instructed in the Faith using the Catechesis of the Good Shepherd in the specially prepared room for this instruction, the Good Shepherd Atrium.



## ***STUDENT/PARENT HANDBOOK***

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 the 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 Office of 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 and 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 action 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 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 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 and eating 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.

## ***SUPPLIES AND MATERIALS***

All school supplies and materials will be provided by the preschool. Each child is asked to retain at school an extra set of weather-appropriate clothing in a sealable plastic bag, as well as an extra pair of socks and underwear. All items should be labeled with the child's full name.

## ***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 the 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 Preschool Director or school administration.

Parents are encouraged to join both the Preschool Director's and their classroom Lead Teacher's Shutterfly Sites for weekly all-preschool and class specific updates and photos.

## **SCHEDULING AND OTHER CONFERENCE INFORMATION**

TWO PARENT-TEACHER CONFERENCES WILL BE HELD – ONE IN THE FALL AND ONE IN THE SPRING. MORE MAY BE SCHEDULED AT THE REQUEST OF EITHER THE PARENT OR THE TEACHER. SIGN UP SHEETS WILL BE AVAILABLE PRIOR TO THE CONFERENCE DAYS FOR PARENTS WISHING TO DISCUSS THEIR CHILD'S PROGRESS. AN ALTERNATE CONFERENCE DATE CAN BE COORDINATE WITH YOUR CHILD'S TEACHER WHEN NECESSARY.

## ***PROGRESS REPORTS***

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort. Preschoolers are assessed twice a year, followed by Parent-Teacher Conferences in both the Fall and Spring.

### ***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.

### **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, siblings may receive special consideration.

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

There is no testing for preschool admission. However, readiness assessment may be utilized to determine the developmentally appropriate placement in the preschool 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. Physical examination covering all required aspects as mandated on the MCH-213G, 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:

1. F-1 (Nonimmigrant) 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;
    - i. 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:
      1. Proof of exact dates of required immunization as required by the Code of Virginia.
      2. Physical examination covering all required aspects as mandated on the MCH 213G 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.)
    - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
  - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) 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;
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
  3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent or guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
    - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
    - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;
    - c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent or guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
  4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
    - a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
    - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or



updated within 30 days of the beginning of every semester;

- c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
  - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
  - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
- a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.
  - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a refugee, asylee, parolee, lawful nonimmigrant or legal 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**

#### Absence

Parents of preschool children who will not be in school are to call the preschool office before 9:00 am and notify the preschool.

#### Tardiness

A student who is tardy should report directly to the preschool. A student who arrives late with an excused reason (i.e. director's note) is counted tardy. Frequent cases of tardiness should be brought to the attention of the Principal/Director so that the parent may be contacted. For security reasons, the Preschool doors are locked at 8:30 am each morning.

#### Medical excuses

Students who are absent more than three days for illness should submit a doctor's certificate detailing the nature of the illness and any restrictions placed on the child's activities.

#### Anticipated absence

Parents should be aware of the impact of any unnecessary absences and plan for family vacations using the school calendar.

#### Release of students

Students will only be released to those adults listed on the emergency form completed in the beginning of the school year. If a student is to be released early from school a note is to be sent to the teacher advising of this fact giving time and who will be picking up the student. Any change in the authorized adults who may pick up a child must be given to the preschool office in writing

## ***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.

## ***ARRIVAL AND DISMISSAL***

Preschool children should not arrive prior to 8:10 am. Parents are required to escort their children into the preschool themselves are asked to park in available slots between the Parish Center and the Church or in the municipal lot on Mt. Vernon Avenue. All parents are to park and come into the preschool

building at the end of their child's session and pick up their child from the classroom. The school office is to be notified of any changes in a student's normal routine the morning this change will occur. This includes arrangements made for a child to go home with another child if this is not the child's normal routine. No child will be allowed to change their dismissal designation without written notice.

## **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 when the student reaches the age of 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.

## **SCHOOL COMMUNICATION**

The school website [www.saintrita-school.org](http://www.saintrita-school.org) is updated regularly and can be used for parents to check on upcoming events. The Preschool parent-student handbook is also available online at the website.

### **Take-Home Communication**

All materials prepared by parents for release to the Parish or school community must be approved by the Director/Principal or his/her designee.

Each family receives a weekly “update” packet via email which includes a letter from the principal, updates from the Parent Teacher Organization and other useful information and event details.

The school maintains a website which covers school history, handbook, calendar and other useful information. The website may be accessed at [www.saintrita-school.org](http://www.saintrita-school.org). In addition, the principal may be reached via email at [saintritaschool@me.com](mailto:saintritaschool@me.com). The Preschool Director can be reached at [preschooldirector@saintrita-school.org](mailto:preschooldirector@saintrita-school.org)

All members of the school faculty and staff have email addresses, which will be published to parents in the school directory. Every effort will be made to answer all email and phone calls from parents within 24 hours of receipt when received during the school week and on Monday if received over the weekend.

### **TELEPHONE USE**

All phone calls to the preschool should be made through the main school office at 703-548-1888. The preschool office has an extension from the school phone system and messages will be relayed immediately to the preschool teachers.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

St. Rita School follows the announcements made for the Alexandria City Public Schools with regard to inclement weather schedule changes:

If the City of Alexandria closes their schools, the Preschool will be closed.

If the City of Alexandria announces a one-hour delay for their schools, the Preschool open at 9am and classes begin at 9:15 am.

If the City of Alexandria announces a 2-hour delay, the Preschool will open at 9:45am, and classes will run from 10-11:45am.

Early dismissals announced by the City of Alexandria Public Schools will not effect the preschool.

Please listen for announcements made on the radio or television for Alexandria City Public Schools.

### **PRINCIPAL/ DIRECTOR'S COMMUNICATION**

The Preschool Director can be reached at [preschooldirector@saintrita-school.org](mailto:preschooldirector@saintrita-school.org) as well as through the preschool office at (703)548-1888 ex 16.

### **PHOTOS AND OTHER MEDIA**

Parents may opt their children out of 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 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**

On campus field trips are provided twice a year on the preschool campus.

### **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.

## ***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).

## ***TRANSPORTATION/PARKING***

Preschool children should not arrive prior to 8:10 am. Parents are required to escort their children into the preschool themselves are asked to park in available slots between the Parish Center and the Church or in the municipal lot on Mt. Vernon Avenue. All parents are to park and come into the preschool building at the end of their child's session and pick up their child from the classroom.



## V. FINANCES

### *SCHOOL TUITION POLICIES*



Tuition is paid through the SMART tuition plans. Forms for this purpose are provided to all St. Rita families and are to be returned as part of the registration/reregistration process.

St. Rita School has the right not to certify a student's graduation or provide transcripts of the student's academic record to third parties such as other schools, if there has been breach of a material condition of the contract, such as a failure to meet financial obligations.

### *TUITION AND OTHER FEE SCHEDULES*

Tuition Rates, Fees and Financial Aid for 2018

Application Fees: Preschool – 8th grade: \$50 per family

Registration Fees: Preschool-8th grade: \$100 per child

Tuition Deposit: Preschool: \$300 per child (non-refundable, deducted from first tuition payment)

2day Angels Tuition: \$3,764

3day Lambs Tuition: \$5,221

5day Shepherds Tuitions: \$6,718

Financial Assistance: If you are in need of financial assistance, please apply online at

Due date for completed financial aid applications: March 16, 2018.

FACTS charge to process application is \$30.

We provide a \$500 tuition discount if you have two or more children in our Preschool program.

## **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**

Preschool teachers will send home for signature a list of classroom expectations and rules. Discipline plans will be age-appropriate and outlined by the teacher along with the classroom rules. The principal will be notified of all disciplinary actions taken with a student and will consult with that student and or his/her parents as she deems necessary.

Any form of physical violence will be dealt with appropriately. Biting and spitting are considered serious infractions and parents of children who bite or spit will be called and the child sent home.

### **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 actions 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 five 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.

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

Children are to wear play clothes that can get dirty and promote active play. Shoes should be closed toed with rubber soles. No hats may be worn during school hours. If sunblock is needed, it should be applied at home. Parents are asked to provide an extra set of clothes and underwear in a labeled, sealed bag to be kept in the classroom.

## ***PLAYGROUND REGULATIONS***

Saint Rita Preschool is blessed to have an enclosed playground for the use of the preschool only.

Children will have time scheduled on the playground each day and will follow basic safety rules as directed by their teacher and aide. No child will be allowed to intimidate any other child by words or actions on the playground and any child who is physically aggressive with another child will be removed from the playground activities. All playground equipment is to be treated with respect.

## ***SHOW & SHARE***

Children are allowed to bring toys from home for the purpose of Show and Share 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 reason. 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 activity 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 a 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.

## **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*.

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**

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 administer the 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 in order to achieve their child's proper dosage.
- h. 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.
- i. Under no circumstances are medications to be shared with other students.
- j. 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 (LHP) 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, students' access and use of microwave ovens is prohibited.

### **LIFE THREATENING ALLERGY**

Schools 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, educating school faculty and staff about 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 responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform the 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 drivers, 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 the 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 the 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. 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 and 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, with the complete evacuation of the school building, will be held as required by state preschool regulations. Records of these fire drills will be kept in the school office. St. Rita School is inspected by the Fire Marshall for the City of Alexandria at least once a year and records of these inspections are also on file in the school office. A permit issued by the Fire Department is displayed in the Parish Center building. All regulations and policies established by the Alexandria City Fire Department are followed by St. Rita School.

St. Rita School has an emergency preparedness policy in place, in coordination with the City of Alexandria emergency services, in the event of a major disaster or weather emergency.

## ***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 advance, 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 contains 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 Response 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. At the discretion of the principal/director or his/her designee, 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 appropriate 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 designed.

## **VIII. CHILDREN WITH SPECIAL NEEDS**

The Office of Catholic Schools 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

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

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

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

### School Forms

]

### Additional School Information

]

### 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*)
- Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
- Insurance Billing Form (*Appendix F-7B*)
- Confidential Individual Health Office Visit Record (*Appendix F-11*)
- Seizure Action Plan (*Appendix F-20*)
- Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
- Parent Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Academic Intervention Plan (*Appendix AA*)
- Preschool Handbook Agreement Form (*Appendix AG-3*)

### Signature Page

[Insert Signature Page here – Mandatory]