

# ***PRESCHOOL PARENT HANDBOOK***

**2022-2023**



Rev. Ramel Portula, C.I.C.M., Pastor  
Mr. Anthony Sahadi, Principal  
Ms. Marie Scheessele, Director

980 North Frederick Street  
Arlington, VA 22205  
(703) 525-7599  
mscheessele@stann.org



*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
	Mission Statement.....	0
	Philosophy of Education .....	0
	Student/Parent Handbook .....	5
	Parental Role.....	1
	Non-Discrimination Clause .....	2
	Non-Catholic Children.....	2
II.	CURRICULUM.....	4
	Supplies and Materials.....	5
	Assessment.....	5
	Parent-Teacher Communication .....	5
	Scheduling and Other Conference Information .....	6
	Progress Reports .....	6
	Retention/Promotion/Placement .....	6
III.	ADMINISTRATIVE PROCEDURES.....	7
	Admissions.....	7
	Diocesan Initial Admission Requirements.....	7
	Eligibility .....	7
	General Requirements for Preschool Admission.....	7
	General Conditions of Admission.....	8
	Class Placement .....	8
	Attendance .....	9
	Absence/Tardiness/Leaving School.....	9
	Attendance/Reporting Procedures.....	9
	Absence.....	9
	Tardiness .....	9
	Release of Children.....	9
	Transferring to Another School .....	10
	Lunch/Milk Program.....	10
	Arrival and Dismissal .....	10
IV.	GENERAL SCHOOL POLICIES.....	12
	Administrative.....	12
	Child Custody and Guardianship .....	12

	Access to Records .....	12
	Retention of Records.....	13
	School Visitors.....	13
	School Communications .....	13
	Principal/ Director’s Communication .....	13
	Take-Home Communication.....	13
	Telephone Use .....	14
	Inclement Weather/School Closings.....	14
	Photos and Other Media.....	14
	Library.....	15
	Field Trips.....	15
	Overnight Trips.....	16
	Parent Organizations.....	16
	FundRaising .....	17
	Transportation/Parking .....	17
V.	FINANCES .....	18
	School Tuition Policies.....	18
	Tuition and other Fee Schedules.....	18
VI.	CHILD RESPONSIBILITIES & BEHAVIOR .....	19
	Code of Conduct .....	19
	Discipline .....	19
	Use of Disciplinary Action .....	19
	Specific Disciplinary Policies .....	20
	Suspension .....	20
	Dismissal.....	20
	Expulsion .....	20
	Regulations and Procedures .....	21
	Care of School Property .....	21
	Dress Code .....	21
	Dress Code Requirements & Other Pertinent Information .....	21
	Playground Regulations .....	21
	Lunchroom Regulations .....	22
	Show & Tell.....	22
VII.	HEALTH, SAFETY, & WELFARE.....	23
	Student Health, Safety, & Welfare.....	23
	Prevention of Sexual Misconduct and/or Child Abuse.....	23
	Wellness Policy.....	23
	Accidents and First Aid .....	24
	Illness .....	24
	Medication Administration Overview .....	24
	Specialized Student Care Needs .....	26

Toileting/Incontinence .....	26
Use of Crutches.....	26
Use of Microwave Oven .....	26
Life Threatening Allergy.....	26
Control of Communicable Diseases.....	27
Disease .....	27
Lice.....	28
Bloodborne Disease .....	28
Fire/Emergency Drills.....	29
Sexual Harassment - Students.....	29
Bullying.....	30
Hazing.....	31
Asbestos Mandatory Yearly Notification.....	31
Asbestos Notification.....	31
Video Surveillance Cameras.....	32
VIII. CHILDREN WITH SPECIAL NEEDS .....	34
IX. PROGRAM INFORMATION .....	35
Licensing Information.....	35
Crisis Management/Emergency Preparedness Plan .....	35
Over-the-counter Skin Products.....	35
Insurance .....	36
Tax Information .....	36
Parental Involvement .....	36
X. APPENDICES .....	37
School Forms:	
Continuous Enrollment Form	
Additional School Information:	
2022-2023 Preschool Tuition	
Diocesan Forms	
Permission for Emergency Care Form ( <i>Appendix F-1</i> )	
Confidential Student 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> )	
Inhaled Medication or Nebulizer Treatment Authorization Form ( <i>Appendix F-3</i> )	
Virginia Asthma Action Plan ( <i>Appendix F-3A</i> )	
Nebulizer Treatment Log and Procedure ( <i>Appendix F-3B</i> )	
Diocese Epinephrine Authorization Form ( <i>Appendix F-4</i> )	
Severe Allergy/Anaphylaxis Action Plan & Treatment Authorization( <i>Appendix</i>	

*F 4A)*

Antihistamine Authorization Form (*Appendix F-4B*)

Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)

Diabetes Medical Management Plan (*Appendix F-5A*)

Medication Authorization Form (*Appendix F-6*)

Student Injury Accident Report (*Appendix F-7*)

Win Chill Factors/Heat Stress Index (*Appendix 15*)

Certificate of Religious Exemption (*Appendix F-18*)

Seizure Action Plan (*Appendix F-20*)

Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)

Parent Permission for School Sponsored Trip Participation.English (*Appendix R*)

Permiso De Los Padres Para Excursiones Patrocinados Por La Esquela.Spanish

(*Appendix R-A*)

Use of Personal Vehicle (*Appendix R-1*)

Preschool Handbook Agreement Form (*Appendix AG-3*)

## **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 Statement:**

The Saint Ann Catholic School family believes, achieves, and inspires. We believe in the Gospel teachings of Jesus Christ, our Lord and Redeemer. We achieve personal excellence in an academic community that strengthens and nurtures mind, body, and soul. We inspire one another to glorify God by embracing His call to love and serve.

#### **Philosophy of Education:**

Saint Ann Catholic School embraces the Gospel of Jesus Christ, our Master Teacher, and recognizes that everyone is created uniquely in the image and likeness of God. We believe that the development of our God-given talents and abilities is a lifelong journey of learning. We believe students achieve best in a loving and nurturing environment where everyone works together to encourage and inspire students to persevere. We realize that learning takes trial, error, reflection, and the opportunity to use their skills to do God's will in the world.

### ***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. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-1 and AG-2). A signature form will be provided to students upon receipt of the handbook and the form must be signed and returned as soon as possible, but no later than the date of the school's Parent/Teacher Conferences. Failure to have a signed form on file will not prevent the school from enforcing its policies and or preventing a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to 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. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

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 (in verbal, written, or digital form), 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 virtual or in person. Young children are expected to learn through active and positive manipulation of the environment and concrete experiences that contribute to concept development.

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

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

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

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

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

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

- a. foster positive self-concept;
- b. foster spiritual development;
- c. encourage children to think, reason, question, and experiment;
- d. develop social skills;
- e. encourage language development;
- f. enhance physical development and skills;
- g. encourage and demonstrate sound health, safety, and nutritional practices;

- h. encourage creative expression and appreciation for the arts;
- i. respect cultural diversity.

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

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

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

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

## ***SUPPLIES AND MATERIALS***

- 1 lunch box
- 3 Elmer's Glue Sticks, purple dries clear
- 1 box "Crayola" washable markers (thin or wide tip)
- 1 pkg. paper napkins (300 count or more, any brand)
- 2 boxes facial tissues (any brand)
- 3 containers Disinfecting Wipes (ex. Clorox or any brand)
- 4 containers Antibacterial Wipes (ex. Wet Ones or any brand)

## ***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 director or school administration.

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

Teachers will provide semi-annual scheduled opportunities for parents to discuss their child's progress and the Preschool program. Conferences may be requested at other times during the school year by the teacher or by the parent.

### ***PROGRESS REPORTS***

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

Teachers will provide semi-annual, written information to parents about their child's development, behavior, adjustment, and needs.

### ***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 other U.S. state equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of required immunization as required by the Code of Virginia. Immunization records are required to be signed and verified by a licensed healthcare provider.

- 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 pre-school physical does not take the place of the required kindergarten entry physical even though it was completed within the 12 months prior to kindergarten entry. This is because some aspects required for kindergarten are not included in a pre-school physical – e.g., hearing and vision screening)
- 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).

**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.

**4-YEAR-OLD CLASS**

- Children must be 4 years old by September 30.
- Morning Option: 5 days, Monday – Friday 8:00 am – 11:45 am
- Full Day Option: Monday, Tuesday, Thursday, Friday 8:00 am – 3pm  
Wednesday 8:00 am – 2:00 pm  
Early Dismissals – 11:45 am

**3-YEAR-OLD CLASS**

- Children must be 3 years old by September 30.
- Morning Option: 5 days, Monday – Friday - 8:00 am - 11:45 am
- Full Day Option: Monday 8:00 am – 11:45 am (all school early dismissal) and Tuesday – Friday 8:00 am – 3:00 pm

Extended Care is available for students attending full day programs and who have registered in the Extended Day Program for this school year. The program is operational 7:00 – 8:00 am and again from dismissal time to 6:00 pm, depending upon your plan.

All children must be toilet-trained

## ***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 a child is ill or cannot attend class for another reason, parents are asked to email the main office at [stann@stann.org](mailto:stann@stann.org) by 9:00 am. It is not necessary to call the school office.

#### **TARDINESS**

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

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

PK3 and PK4 children should be signed-in at the school office when arriving late.

#### **MEDICAL EXCUSES**

An e-mail explaining the medical absence should be sent to the teacher.

#### **ANTICIPATED ABSENCE**

An e-mail explaining any anticipated absence should be sent to the teacher.

#### **RELEASE OF CHILDREN**

Parents must sign their children in/out when arriving late or being released outside of regular school hours.

## ***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***

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

PK3 and PK4 students must bring a snack every day. Students staying for the full day must bring a snack and lunch.

Please send your child’s snack/lunch in a lunch box clearly marked on the outside with their first name. As required by VA State Licensing, a dated tag will be adhered to your child’s lunchbox. Please do not remove the tag.

Glass containers, soda, and candy (including gum and cough drops) are not permitted at school.

## ***ARRIVAL AND DISMISSAL***

Each school should formulate a policy of traffic, pedestrian, bike, and bus safety for its students and communicate this policy to all school personnel, students, and their parents. Older students in elementary schools and secondary school students may serve as traffic/pedestrian safety patrols at the discretion of the school principal. Within the scope of this designation, the students shall work under the supervision of and in cooperation with the school principal and the local police liaison for safety issues.

Preschool children, who have an older sibling attending Saint Ann Catholic School, may use the morning school carpool. PK4 children will be escorted to their building/classroom by Preschool staff.

All children may use the PRESCHOOL carpool. All vehicles must enter the school campus by way of Harrison Street; turn left in front of the rectory; then turn right to the Preschool entrances. Vehicles must remain in single-file on the **RIGHT** side of the road for PK3 and PK4 Full-day classes. Vehicles for PK4 A.M. class must remain in single file on the **LEFT** side of the roadway. Children will be removed from the vehicle at drop-off by the Preschool staff.

PK 3 and PK4 carpool runs from 8:00 am - 8:20 am

PK3 and PK4 A.M. Preschool carpool runs from 8:15 am - 8:30 am

After these times, you must use the main entrance of the school on Frederick Street and report to the school office.

At dismissal, children will be escorted to car and handed to parent/guardian, who is responsible for putting the child in the car and buckling in seat. Parent/guardian should remain with the car. Please do not walk to the entrance doors if you are in the carpool lanes.

All walkers and bike riders should be dropped-off and picked-up at the Preschool entrances. Children will not be allowed to leave with anyone except their parent, designated guardian or pre-authorized person. Authorized changes must be made in writing.

It is expected that parent/guardian will be prompt both in dropping off and picking up their child. If an emergency arises and you will be late for pick-up, please call the school office or e-mail the teacher. Any child not picked up by 12:00 pm (A.M. classes) will wait with the Director. Parents will be required to pay a late fee of \$1.00 per minute. Any Full-day child not picked up by 3:10 pm (11:45 am on early dismissal days) will be escorted to the main office/ Preschool Director's office and charged accordingly.

## **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 COMMUNICATIONS**

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

Preschool weekly units will be e-mailed to parents and posted on the school website. A school newsletter, which includes items of interest to parents, is e-mailed by the school office. A school calendar may be found on the school website ([www.stann.org](http://www.stann.org)).

### **TAKE-HOME COMMUNICATION**

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

The Saint Ann Catholic School folder should remain in your child's backpack at all times. This is our means of sending important notes and paperwork to/from school. Each child will bring home their "Friday Folder" with completed work and other flyers of interest.

## **TELEPHONE USE**

The school office number (703-525-7599) is to be used for all school and student related matters. Phone calls to teachers and staff should be made only to the school.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concern, the school will transition into on-line (virtual instruction) for the required duration and students will meet academic requirements.

When schools are operating in a virtual instruction model and there is a weather related closure of schools, principals shall determine whether a “snow day” is appropriate for the general health and well-being of the students.

Saint Ann Catholic School follows the weather-related opening and closing decisions of Arlington County Public Schools when they are in session. If Arlington County Public Schools are not in session when a weather emergency occurs, the Arlington Parish Schools will coordinate a joint decision about school cancellation, delayed opening, or early closing. Please listen to radio stations WTOP or WASH for announcements.

If Arlington County Schools are closed due to inclement weather, there will be no school.

If Arlington County Schools open one hour late, A.M. Preschool classes will open one hour late (9:00 am) and dismiss at 11:45 am. Full-day Preschool students will report to school at 9:00 am and dismiss at the scheduled dismissal time.

If Arlington County Schools open two hours late, A.M. Preschool classes and will be canceled. Full-day Preschool students will report to school at 10:00 am and dismiss at the scheduled dismissal time.

If Arlington County Schools announce an early closing due to inclement weather, the Preschool will follow the county directive.

Extended Care will remain open for two hours after announced closing time for PK children who regularly attend after-school care.

Parents who consider driving conditions dangerous may keep their child home or pick up their child early.

## **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**

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips are (virtual or in person) 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. Appendix R-1 must be used for this purpose. 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 in the front seat.

Phone 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, that 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.

Saint Ann Preschool classes do not go on field trips.

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

### ***PARENT ORGANIZATIONS***

Parent-Teacher Organizations (and like-named entities) support the critical relationship between schools and parents, the primary educators of their children. These organizations help the head of school/principal advance the school's mission.

"...since parents have conferred life on their children they have a most solemn obligation to educate their offspring. Hence, most parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. For it devolves on parents to create a family atmosphere so animated with love and reverence for God and men that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues which every society needs..." (Declaration on Christian Education – Vatican Council II)

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 helps the principal/director regarding advancement of the school's mission. It can also help mobilize the parents and legislative issues concerning the school as directed by school leadership.

## ***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***

Parking for Preschool is in the church upper parking lot, on Frederick Street or on 10<sup>th</sup> Street. Please do not park in the Parish Office lower parking lot.

## V. FINANCES

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

A family's tuition obligation continues even when the school shifts to an eLearning model. The education of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

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

Saint Ann Catholic School uses FACTS Management Company to collect and process tuition.

Tuition may be paid in full, 2 equal payments (July and December) or 12 monthly payments (July through June).

In addition to tuition, there is an application fee of \$50.00 and a family registration deposit of \$500.00 for new students. The re-registration fee for current Saint Ann Preschool children is \$200.00.

## **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**

Verbal guidance, re-direction, and parent-teacher conferences are used in guiding children's behavior. The goal of all guidance is to help children become individuals who can make appropriate decisions and direct themselves. Within this framework, certain restrictions are enforced. Acts that endanger a child's safety or infringe on the rights of others are prohibited

### **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.

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

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

Please dress your child for active play! Clothes should be comfortable, worry-free for painting and projects, and easy for your child to handle. Sneakers or non-skid shoes are highly recommended for safety reasons. Shoes must have a back or a back strap.

The children must wear sneakers on P.E. day.

The children play outside every day except during extreme weather conditions. They should be dressed in appropriate outdoor clothing.

## ***PLAYGROUND REGULATIONS***

- Students will always remain in sight of the teacher/playground monitor.
- Students will not play outside the fence, in bushes, or on the steps of Fr. Beattie Hall.
- Students will not jump from the top of the slide to the chinning bar or sit on the chinning bar.

- Students will not climb trees, nor should they swing from the branches.
- Ground cover may never be thrown.
- Students may only slide down the slides, on their bottoms or feet first, and will not walk up the slides.
- Jumping is not allowed from the decks.
- Students will not be allowed to pick up sticks that fall on the playground yard.
- An adult will retrieve a ball that goes over the fence for the primary students.
- After a rain the teacher/playground monitor will determine if the playground structure and area are suitable for play. If the structure is unsafe (too slippery), play on the equipment will not be permitted.

## ***LUNCHROOM REGULATIONS***

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

PK children eat lunch in the Preschool classrooms. The PK classrooms are used for rest time.

## ***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 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 Vicar General 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 Vicar General. At that point, confidentiality must be respected.

In accordance with the *Code of Virginia*, (Section 63.2 –118), “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.

### **TOILETING/INCONTINENCE**

Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.

Parents will always be contacted in incidents of soiling.

The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.

For preschool students, it is recognized that continence training is an area of development which is reached at different ages for all children and that every child has individual needs which are respected. The preschool director will determine age appropriate protocols for the student population.

### **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 an order form from a LHCP, the parent will be called to take the student home.

### **USE OF MICROWAVE OVEN**

For preschool, 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.

## ***CONTROL OF 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 form (Appendix F-18), 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, where tuberculosis is common, are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All Diocesan schools are responsible for

compliance with local health department regulations pertaining to tuberculosis screening and treatment.

- 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.

Parents will be notified when a case of head lice is detected in a classroom. Parents will receive an information sheet of necessary precautions and treatment for the concerned student.

## ***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 are conducted weekly during September and monthly for the remainder of the school year. Drills are scheduled at different times of the day.

The school will:

- a. Maintain a record of each fire drill indicating date, time, length of time for evacuation, fire pull used, special circumstances, and problems experienced;
- a. Post fire drill routes in each classroom and emergency exit signs in hallway;
- c. Have all fire extinguishers serviced yearly;
- d. Protect the school environment from all false alarms with appropriate disciplinary action.

Shelter-in-Place, tornado and evacuation drills are conducted twice a year.

## ***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 or cyberbullying 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.

## ***HAZING***

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation. Hazing is prohibited. School personnel will not tolerate any hazing 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 hazing to report it to appropriate school personnel (e.g., principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

In cases of reported hazing, the principal 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 hazing may be subject to appropriate consequences.

- a. Consequences for students who engage in hazing shall depend on the results of the investigation and may include:
  - i. Counseling
  - ii. A parent conference
  - iii. Detention
  - iv. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

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

### **ASBESTOS NOTIFICATION**

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 three years, Saint Ann Catholic 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 Saint Ann Catholic School Asbestos Management Plan has several on-going requirements.

It is the intention of Saint Ann Catholic 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. The principal 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 at 703) 525-7599.

## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school must 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 designee.

Recordings for instructional purposes must be retained no less than one year.

## **VIII. CHILDREN WITH DISABILITIES**

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 opportunity to provide assistance and services for children with disabilities 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 Disabilities.

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 22.1, Chapter 14 of the Code of Virginia gives the Virginia Department of Education 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 Education. 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 call the Office of Child Care Licensing toll-free at 833-778-020

### ***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 ent 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:

Continuous Enrollment Form

### Additional School Information:

2022-2023 Preschool Tuition]

### Diocesan Forms

Permission for Emergency Care Form (Appendix F-1)  
Confidential Student Health History Update (Appendix F-1A)  
Virginia School Entrance Health Form (Appendix F-2)  
Virginia School Entrance Health Form Instructions (Appendix F-2A)  
Inhaled Medication or Nebulizer Treatment Authorization Form (Appendix F-3)  
Virginia Asthma Action Plan (Appendix F-3A)  
Nebulizer Treatment Log and Procedure (Appendix F-3B)  
Diocese Epinephrine Authorization Form (Appendix F-4)  
Severe Allergy/Anaphylaxis Action Plan & Treatment Authorization (Appendix F-4A)  
Antihistamine Authorization Form (Appendix F-4B)  
Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (Appendix F-5)  
Diabetes Medical Management Plan (Appendix F-5A)  
Medication Authorization Form (Appendix F-6)  
Student Injury Accident Report (Appendix F-7)  
Win Chill Factors/Heat Stress Index (Appendix 15)  
Certificate of Religious Exemption (Appendix F-18)  
Seizure Action Plan (Appendix F-20)  
Photo, Press, Audio, and Electronic Media Release for Minors (Appendix N)  
Parent Permission for School Sponsored Trip Participation.English (Appendix R)  
Permiso De Los Padres Para Excursiones Patrocinados Por La Escuela.Spanish  
(Appendix R-A)  
Use of Personal Vehicle (Appendix R-1)  
Preschool Handbook Agreement Form (Appendix AG-3)

**PRESCHOOL HANDBOOK AGREEMENT FORM**

**PARENT/GUARDIAN**

I have received a current copy of the Parent/Student Handbook. In doing so, I have explained the content of this document to my child(ren). I acknowledge and agree to the policies obtained therein, and will require my child(ren) to comply with the policies which apply to students.

I also realize during my child's enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my child's enrollment at the school.

\_\_\_\_\_  
(Parent's Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

Revised 2022

### *2022-2023 Preschool Tuition Rates*

<b>Application*</b>	\$ 200.00 Per Family
<b>Registration Fee*</b>	\$ 500.00 Per Family

<b>2022-2023 Tuition Catholic Pre-K 3 &amp; 4 (per student)</b>	<b>Annual</b>
Pre-K 3 & 4 Half-day Program (AM M-F)	\$6,334
Pre-K 3 & 4 Full-day Program (M-F)	\$10,046

<b>2022-2023 Tuition Other Faiths (per student)</b>	<b>Annual</b>
Pre-K 3 & 4 Half-day Program (AM M-F)	\$7,426
Pre-K 3 & 4 Full-day Program (M-F)	\$11,138

Saint Ann partners with FACTS Tuition Management to collect and process school tuition and miscellaneous fees. ALL Families (unless paying in full) MUST set up a FACTS account for tuition payments. Families have three choices to make payment; pay in full, bi-annually (July 1 and December 1) or monthly. Monthly payments will be prorated over 12 months, beginning in July 2022.

If paying in full, payment must be received on or before July 1, 2022. If paying by check, please make checks payable to **Saint Ann Catholic School**.

\*Application and Registration fees are non-refundable.

Extended Day is available from 7:00am each morning, and again at the end of the school day until 6:00pm. There is a separate fee for this service. Families must enroll in a plan to participate in Extended Day. Information for Extended Day will be provided at a later date. Extended Day is available for all full-day students.



**Continuous Enrollment Agreement  
(one per student)**

By signing the Continuous Enrollment (CE) agreement, Parents/Legal Guardians agree to the following:

- I hereby opt into CE. This means I agree to the CE Policies outlined below and that my child will remain at Saint Ann Catholic School until eighth grade graduation, unless I inform the school otherwise.
- I understand that tuition rates may increase annually and this agreement will apply to all years going forward until such time as I have notified Saint Ann Catholic School of any changes or my plans to withdraw my child.
- I understand that I have until March 1 every year to notify Saint Ann Catholic School’s office of any changes in my plans of CE for my child.
- CE fees for the following school year will automatically be billed to my FACTS account in March each year unless I have notified Saint Ann Catholic School otherwise or other arrangements have been approved.
- If I withdraw my child after March 1<sup>st</sup>, I understand that the CE fee is non-refundable, except under the unique circumstances defined below.
- If I withdraw my child after June 30<sup>th</sup>, I understand that I will be contractually obligated to pay 25% of tuition as a penalty and the CE fee is non-refundable.
- Unique Circumstances:

Saint Ann Catholic School recognizes that family plans change. For the following circumstances, families withdrawing after March 1<sup>st</sup> will be exempt from financial penalties:

- Educational or other needs that can no longer be met for the student at Saint Ann Catholic School as determined by the Saint Ann Catholic School Administration
- Withdrawal at the request of Saint Ann Catholic School
- A relocation out of the local area
- The family has completed the FACTS tuition assistance application by the deadline, and it has been determined that the tuition assistance amount is not sufficient for the family.
- Each Parent/Legal Guardian, as evidenced by the signatures below, has read this agreement carefully and agrees to its terms.

\_\_\_\_\_  
(Student Name)

\_\_\_\_\_  
(Current Grade)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

[ ] Please do not re-enroll my child or charge the CE fee. I understand by signing below that I am giving up my child’s guaranteed spot at Saint Ann Catholic School for the upcoming school year.

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)