

# *Preschool Parent Handbook*

## *2018-2019*



# THE BASILICA SCHOOL OF SAINT MARY

*Founded 1869 - Alexandria, Virginia*

*Saints, Stewards, Scholar*  
*To Jesus, Through Mary*



*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 .....	0
	Diocesan Philosophy of Catholic Education.....	0
	Diocesan Mission Statement.....	0
	School Mission Statement/Philosophy .....	0
	Student/Parent Handbook .....	0
	Parental Role.....	1
	Non-Discrimination Clause .....	2
	Non-Catholic Children.....	2
II.	CURRICULUM.....	3
	Assessment.....	4
	Parent-Teacher Communication .....	5
	Scheduling and Other Conference Information .....	5
	Progress Reports .....	5
	Retention/Promotion/Placement .....	5
III.	ADMINISTRATIVE PROCEDURES.....	6
	Admissions.....	6
	Diocesan Initial Admission Requirements .....	6
	Eligibility .....	6
	General Requirements for Preschool Admission .....	6
	General Conditions of Admission.....	7
	International Students .....	7
	Class Placement .....	9
	Attendance .....	9
	Absence/Tardiness/Leaving School .....	10
	Attendance/Reporting Procedures .....	10
	Absence .....	10
	Tardiness.....	10
	Medical excuses .....	11
	Anticipated absence.....	11
	Release of children .....	11
	Transferring to Another School .....	11
	Lunch/Milk Program.....	12
	Arrival and Dismissal .....	12
IV.	GENERAL SCHOOL POLICIES .....	12
	Administrative.....	12
	Child Custody and Guardianship.....	12

Access to Records .....	13
Retention of Records .....	13
School Visitors.....	14
School Communications .....	14
Principal/ Director’s Communication .....	14
Take-Home Communication.....	14
Telephone Use .....	14
Inclement Weather/School Closings .....	15
Photos and Other Media .....	16
Library	16
Field Trips .....	16
Overnight Trips.....	17
Parent Organizations .....	17
FundRaising .....	18
Transportation/Parking .....	18
V.    FINANCES .....	19
Tuition Assistance .....	20
TUITION AND OTHER FEES.....	20
Kindergarten-8 <sup>th</sup> grade tuition and fees: .....	21
Books Fee and Technology Fee: .....	21
VI.   CHILD RESPONSIBILITIES & BEHAVIOR .....	24
Code of Conduct .....	24
Discipline .....	24
Use of Disciplinary Action .....	24
Specific Disciplinary Policies .....	25
Suspension .....	25
Dismissal.....	25
Expulsion .....	25
Regulations and Procedures.....	26
Care of School Property.....	26
Dress Code .....	26
Playground .....	26
Show & Tell.....	26
VII.  HEALTH, SAFETY, & WELFARE .....	27
Student Health, Safety, & Welfare .....	27
Prevention of Sexual Misconduct and/or Child Abuse .....	27
Wellness Policy.....	27
Accidents and First Aid.....	28
Illness	28
Medication Administration Overview .....	28
Specialized Student Care Needs .....	30

Use of Crutches.....	30
Use of Microwave Oven .....	30
Life Threatening Allergy.....	30
Infectious/Communicable Diseases .....	31
DISEASE .....	31
Lice   32	
Bloodborne Disease .....	32
Fire/Emergency Drills.....	32
Sexual Harassment - Students.....	33
Bullying.....	33
Asbestos Mandatory Yearly Notification .....	34
Asbestos Notification (Sample letter) .....	34
Video Surveillance Cameras.....	35
VIII. CHILDREN WITH SPECIAL NEEDS .....	37
IX. PROGRAM INFORMATION .....	38
Licensing Information.....	38
Crisis Management/Emergency Preparedness Plan.....	39
Over-the-counter Skin Products.....	39
Insurance .....	40
Tax Information .....	40
Parental Involvement .....	40
X. APPENDICES .....	41

The Basilica School of St. Mary  
400 Green Street  
Alexandria, VA 22314  
703-549-1646  
[www.smsva.org](http://www.smsva.org)

*Rather, living the truth in love, we should grow up in every way  
into Him Who is the head, Christ. – Ephesians 4:15*

## SAINTS, STEWARDS, AND SCHOLARS

Dear Parents,

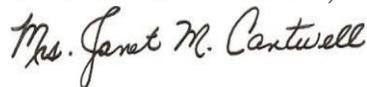
Welcome to a new school year! In choosing the Basilica School of St. Mary, you have demonstrated a commitment to the values and philosophy of a Catholic education. The faculty and staff of your school look forward to working with you to promote spiritual development and academic excellence in the context of the teachings of the Catholic Church.

The *Parent Student Handbook* reflects the policies of our school for the 2018-2019 school year. Please read this document carefully and sign the agreement. As you review the handbook, you will notice yellow highlighting and passages in blue font. These represent changes and updates made by the Diocese of Arlington or the Basilica School, respectively. The agreement states that you intend to abide by the policies of the Diocese and our school during the 2018-2019 school year; therefore, it is important that students and parents review the handbook in its entirety.

This year's school-wide theme is calling us to grow in Christ, who is our model and head. We will strive to keep Him at the center as we make decisions for the good of your children and call them to a deeper relationship with God. We are called to keep striving toward goodness and with humility to teach others the same. Further, our new mission statement "Saints, Stewards, and Scholars" represents what the Basilica School of St. Mary's faculty and staff strives to enkindle in your children every day. I am excited to partner with you to meet these lofty goals.

As we begin the journey of this new school year, let us pray together for God to give us the grace to carry us through to the completion of a successful year. May we become more like Christ every day.

Yours in Christ's Service,



Mrs. Janet M. Cantwell

# 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***

The mission of The Basilica School of St. Mary is to nurture saints, stewards, and scholars. This mission is the cornerstone of our teaching and community. We nurture saints by teaching our students about God's presence, providing opportunities for them to encounter Him in the Eucharist, and emphasizing how their daily interactions with each other are opportunities for sanctification. Our students become stewards through our school's emphasis on community service and prayer for others. The school not only organizes specific community service projects, but also encourages students to serve one another in little ways every day. At the Basilica School of Saint Mary, we strive for academic rigor in all subjects and encourage and support our students to achieve to their highest potential and to develop and utilize the gifts that God has given them.

## ***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 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.

## ***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**

Two individual conferences are scheduled throughout the year with the pre-k teacher where student's progress and needs are discussed.

## ***PROGRESS REPORTS***

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

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

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

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

### **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**

PickUp Patrol – Online system for reporting student Change in Dismissal and Absences

Parents no longer need to call or email the school for notification for their child's absence or change of dismissal plans. PickUp Patrol records all notifications and requests.

PickUp Patrol is the program that parents/guardians use to:

1. Establish a default dismissal plan for each of their children. This is set up through an email link sent to parent in the weeks before the beginning of the school year from PickUp Patrol.
2. Notify the school of any changes in dismissal plans. Changes in dismissal plans may be entered up to 45 minutes before the end of the school day. Only in emergency situations will the school honor phone requests for changes after that time. This time period allows the school adequate time to communicate instructions to your child at the end of the day while avoiding the interruption of instructional time for all students.
3. Notify the school of children's absences due to illness. Report an absence by 8:00 am through the use of PickUpPatrol. If a child is absent from school for an extended period of time, it is advisable to notify the teacher as well in writing.

### **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.

## **MEDICAL EXCUSES**

If an ill student is absent for more than five consecutive school days, he or she may be required to submit a doctor's note upon his or her return to school.

Persistent absences may cause serious academic concerns, including but not limited course failure, retention or dismissal. Every effort will be made to work with the student who has a prolonged and/or serious illness to provide the academic support needed. Each case will be reviewed by the principal, in consultation with the parent and teachers before such decisions are made.

## **ANTICIPATED ABSENCE**

It is the expectation of the Basilica School of St. Mary that family vacations will be limited to the scheduled vacation times on the academic calendar. The school is under no obligation to provide a tutor, make-up work or testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason of the absence prior to the absence. A statement is required for each child who will be absent. Family vacation/trips during scheduled school days are discouraged.

No assignments will be given in anticipation of a family vacation. Do not make such a request to your child's teacher. In extenuating circumstances, the principal may grant a request for assignments and will provide these assignments directly to the parent/guardian. Upon return, the student is responsible for making up any missing assignments.

## **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.

## ***ARRIVAL AND DISMISSAL***

### **Morning Arrival**

The school does not assume the responsibility to supervise students more than 30 minutes before classes begin and 15 minutes after dismissal. Parents should legally park on the street and escort their child directly to the classroom, entering the school through the Royal Street Doors. Siblings of Pre-K students will be considered walkers for morning arrival and may enter through the Green Street Gate. Please send a letter to the school office requesting this Pre-K walker status.

### **Dismissal**

Parents are to meet the children at the front of the school where the teacher has escorted them at 12:00 p.m. or 2pm on Wednesdays.

Rainy day dismissal, please meet the children and the teacher just inside the front door of the school.

## **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**

A weekly newsletter (*The Messenger*) from the principal containing important dates, information and events is sent electronically every Thursday.

### **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.

Weekly updates will be posted on the teacher's LMS page. Student work will be sent home on a weekly basis.

### **TELEPHONE USE**

The telephones in the office and in other areas of the school are not for the children's use. They may not call home for forgotten books, P.E. clothing, assignments, field trip permission forms or for any other reasons unless permission is granted by the principal.

Please do not call to have messages given to the children. Be sure they know the plans for the day before leaving for school in the morning.

**Cell phones or other electronic communication devices are not permitted.** If there are extraneous circumstances (e.g. health and safety for a student who uses public transportation) that may warrant the need for a student in the main building to carry a cell phone or other electronic communication device, the parents must write a note explaining the need for the cell phone/device. The student must bring the note and phone/device to the office where it will remain until the student picks it up at the end of the day. Students who do not abide by this policy will have their cell phone/device confiscated until a parent comes to the school to retrieve it.

Students in the middle school should turn their cell phones in at the Stephens Hall office and retrieve them at the end of the day.

## INCLEMENT WEATHER/SCHOOL CLOSINGS

In addition to the traditional 180 school days, schools should add at least three extra days to the Diocesan school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1,038 hours of instructional time.

If during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

Schools (K-8) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

- Each school must make up the first three (3) days missed. These days have already been added to the school calendar in June. In the event that some or all of these days are not used, it will not be necessary to use these *snow make-up days*.
- If, however, during the course of the year, more than three inclement weather/emergency days are used, it will not be necessary to extend the school year, provided the school has surpassed 1,080 hours of instructional time(as defined by the Commonwealth of VA).
- The principal will keep the parents informed as soon as it becomes apparent that the school year will be extended.

**The Basilica School of St. Mary will follow Alexandria City Public School policy regarding inclement weather** closings, unless you are otherwise informed. Please check the school website for information regarding closings and delays. **Please do not call the rectory.** In the event of emergency school closings, all day and evening school activities will also be canceled. If school opening is delayed, Pre-K will begin at 10:00 a.m. and be dismissed at 2:00 p.m. A one-hour delay means we open at 9:00 a.m. A two-hour delay means we open at 10:00 a.m.

Parents must make the final determination with regard to the safety and welfare of their children. If you feel it is unsafe to drive, please notify the main office via PickUp Patrol that your child/children will be absent.

Radio stations WMAL-AM (630 AM) or WTOP-AM (1500) will carry the school's announcements in the event they differ from the public system. [Parents/guardians need to make certain that they have updated the demographic profile when the PowerSchool](#)

portal is opened in the summer. The cell phone numbers are fed into the emergency notification system from PowerSchool.

In the event of an early dismissal, it is essential that we are able to contact parents and/or babysitters. It is the responsibility of the parents to provide an alternative destination for their children if there will be no one home upon their arrival.

## **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**

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

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

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

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

## **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.

Home and School Association (HSA) meetings are scheduled monthly (September through June) and are announced in the Messenger. All school parents are welcome to attend.

A Families-In-Service Program (FIS) has been established by the Home & School Association to support the financial needs of the school and to provide services and educational enrichment programs for the children. The FIS program ensures that the burden is uniformly distributed and shared among families. Families may serve a predetermined number of hours of creditable service to the school or make a monetary payment in an amount set by the H.S.A., pastor and principal.

## ***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***

For specific carpool instructions, please see ARRIVAL AND DISMISSAL PROCEDURES. Faculty and staff parking is extremely limited. Other than during afternoon carpool, parents are not to enter the school parking lot. Please park in appropriate areas along Green Street or adjacent streets. Check signs to ensure you are parking legally and adhere to the posted time limits.

## V. FINANCES

The Basilica School of St. Mary's tuition program is administered by FACTS Tuition Management Services. All families will have a FACTS account. Once these accounts are set up, the Basilica School will enter the tuition/fee amounts. For those families paying all fees in full, the payment must be made through FACTS by June 1 of the enrollment year. For those families taking advantage of the 12-month payment option, a \$50.00 FACTS fee will be charged.

If tuition payments have been erratic, we reserve the right to request tuition payment in full at the start of the school year.

If tuition payment is not current by the end of the first semester, children may not return for the second semester until their tuition is brought up-to-date.

The In-Parish tuition rate is available to all Catholic families who are active members of the Basilica School of St. Mary. For purposes of school registration or tuition rates, an "active parishioner" is defined as someone who has formally registered in the parish and is an active participant in parish life, which also includes financial contributions to the parish through the use of Faith Direct\* or parish envelopes. The rector of the Basilica of St. Mary parish determines parish status. The Basilica School defers to the rector or his representative at the parish for examination of records to determine the membership of a family and their participation in parish life.

- If you live within the parish boundaries and are a registered, active member of the parish, in parish rates are automatic and then reviewed each year.
- If you live outside the parish boundaries you must be a registered and active Basilica parish member for a period of one year (as of April 1) before you may be eligible for in parish rates. Please contact the parish office for details on registration requirements.

Recently transferred military families have the opportunity for an exemption to the 1 year parish member requirement in order to receive in parish tuition rates, provided they register with the Basilica of St. Mary. You are expected to be an active parishioner as outlined above.

During our annual review, any families who have not been active parish members during the previous year, will be charged the non-parishioner tuition rate for the upcoming school year. Once tuition rates are determined for a school year they do not change during the school year. Any changes to status during a school year will apply for the following school year.

If you are interested in becoming a member of the Basilica School of St. Mary, please visit the parish website at: [www.stmaryoldtown.org](http://www.stmaryoldtown.org).

If a parent is registered at the Basilica School of St. Mary and the children are non-Catholic, the parent must pay the non-Catholic tuition rate.

Registered Basilica Parishioner Families, who have not been fully active during the previous calendar year, will be charged the non-parishioner tuition rate for the upcoming school. Tuition status will not change during a school year; changes will be made for the following year.

\*Electronic giving with Faith Direct: Please consider enrolling in Faith Direct. Faith Direct allows you as a parishioner to make your Church contributions through either direct debit from your checking/savings account or through your credit/debit card. No more writing checks or searching for envelopes on the way out the door. Now you can apply the convenience of direct debit to your parish offerings in much the same way as you may now use it to make your mortgage, car or tuition payments. Faith Direct also offers you personalized offertory cards to replace your envelopes for the collection basket. To enroll securely online, please visit [www.faithdirect.net](http://www.faithdirect.net). Our parish code is VA713.

## **TUITION ASSISTANCE**

Tuition assistance is available from the Diocese and the Basilica school's designated funds. Assistance is awarded based on financial need as determined by FACTS Grant and Aid Assessment. For faster processing, you can electronically file a financial request by creating an account at [www.factstuitionaid.com](http://www.factstuitionaid.com). Generally there is a 60-day turn around for assistance, but online registration can speed this up. The online application applies for all of the Basilica School's tuition assistance and can be filed throughout the year.

Families seeking financial assistance from the Basilica school's funds, must complete the FACTS Grant and Aid Assessment, as well as submitting a request for this assistance directly to the principal. The amount of assistance will be determined by the pastor and principal based on the information supplied by FACTS and the family's circumstances as outlined in the request letter.

At times, families experience unforeseen financial difficulties. Financial aid is available under these circumstances on a case-by-case basis. Prior to falling behind in your financial obligations to the school, you are encouraged to contact the principal when significant financial issues arise. All requests are kept strictly confidential.

## **TUITION AND OTHER FEES**

**KINDERGARTEN-8<sup>TH</sup> GRADE TUITION AND FEES:**

Acceptance Fee:

\$200 per family-non-refundable due at time of acceptance or re-registration

Bad Check Fee:

Because we have been faced with the challenge of collecting monies owed to the school, and a pattern of bad checks passed to us on several occasions, we must institute a \$25 return fee on checks that are returned to us. It would be more acceptable to us if you contact the business manager at the school, should you find yourself in financial difficulty. This check fee is exclusive to the Basilica School of St. Mary.

**BOOKS FEE AND TECHNOLOGY FEE:**

\$350 per child-non-refundable due by June 1, 2018, payable through FACTS.

Besides paying for your child(ren)'s books and technological needs, this payment also holds your child(ren)'s space(s) at the Basilica School of St. Mary.

Field Trip / Activities Fee:

\$110 per child - added to your FACTS account.

The 2018-2019 tuition and fees represent 5% increase in tuition and a \$15 per student increase in the technology fee

All families will have a FACTS account. All families, returning and new, will receive an email from FACTS detailing all the information pertinent to you once the account has been finalized. New families are asked to set up their account with FACTS by going to <http://online.factsmgt.com/signin/3D5H0> and following the three-step enrollment process listed there. If paying tuition/fees in full, payment must be made through FACTS by June 1, 2018. For families taking advantage of the 12 month payment option, a \$50 FACTS fee will be charged.

The First Month's Tuition, First Month's Field Trip/Activity Fee and the Textbook/Workbook/Technology Fee (\$350 per student), are due on June 1, 2018. This payment is non-refundable and will be withdrawn from your FACTS account. Newly accepted families have already paid the \$350 fee as part of their enrollment fees.

	Tuition	Field Trip/Activity Fee (per student)	Total	Monthly Payment - 12 Months
Pre-Kindergarten*	\$5,700* per child	\$110 per	\$5,810	\$484

		student		
In-Parish Families				
One Child	\$7,491	\$110	\$7,601	\$633
Two Children	\$13,060	\$220	\$13,280	\$1,107
Three Children	\$18,117	\$330	\$18,447	\$1,537
Four Children	\$22,118	\$440	\$22,558	\$1,880
Five or More Children	\$22,118	\$110 x # of children		
Out-of-Parish Families				
One Child	\$9,441	\$110	\$9,551	\$796
Two Children	\$18,231	\$220	\$18,451	\$1,538
Three Children	\$25,635	\$330	\$25,965	\$2,164
Four Children	\$30,675	\$440	\$31,115	\$2,593
Five or More Children	\$30,675 + \$2,610 for each additional child	\$110 x # of children		
Families of Other Faiths				
One Child	\$10,582	\$110	\$10,692	\$891
Two Children	\$20,349	\$220	\$20,569	\$1,714
Three Children	\$29,080	\$330	\$29,410	\$2,451

The monthly payment plan schedule runs from June 2018 through May 2019 (with the exception of Extended Day Plan A and B charges which run Aug-May). Payments received after the due date will be charged a late fee of \$25. Payments returned due to insufficient funds will be charged \$30.

\*Pre-Kindergarten tuition - parish status is not considered for tuition rates. If a family has one Pre-K student and one older child, the tuition due would be for one child and pre-K rather than for two children.

For families signed up for Extended Day: The corresponding charges for Plan A or B will be added to your FACTS account and spread over 10 months. For those families using Plan C, monthly charges will be withdrawn automatically from your FACTS account.

Families whose financial accounts are seriously in arrears, as determined by the Principal, will find their children unable to return to school and will not receive report cards/transcripts until their accounts are paid to date. Eighth graders whose accounts are in arrears will not attend their graduation ceremonies and transcripts will not be sent until accounts are cleared. This includes H.S.A. Families-In-Service fees.

**Withdrawal Policy:**

Tuition is withdrawn over 12 months starting in June for each academic year. If you notify us of your student's withdrawal before the 15th of the month, future tuition payments will

not be due. If notification occurs after the 15th of the month the following months' tuition will be due regardless of whether your student is enrolled in that month. Once a month has started the tuition for the full month is due no matter how many days your student is enrolled that month. This notification timeline includes summer months and begins in May as tuition is withdrawn starting in June.

If a student withdraws at any point after March 1st, all remaining annual tuition is due. Transcripts will not be provided until these financial obligations are met.

Email notification to Mrs. Janet Cantwell, Principal is required and a withdrawal form must be completed (this will be sent to you after Mrs. Cantwell has received your notification email). Mrs. Cantwell can be reached at [jcantwell@smsva.org](mailto:jcantwell@smsva.org).

Tuition must be current and up to date before the withdrawal process can begin. The first month tuition, registration fees, acceptance fees, book/technology fees, tuition deposit, extended day registration fees, milk fees; financial aid and scholarships are non-refundable. There is no tuition refund for students expelled for disciplinary reasons.

## **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**

The teacher will work in an age-appropriate way to help develop pro-social skills and self control in the pre-school child. She will from time to time utilize a calming down or time out consequence to help a student who is not able to regulate himself/herself.

### **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***

Preschool students wear school appropriate play clothes.

## ***PLAYGROUND***

Preschool students have the opportunity to play on the small playground every day weather permitting. They practice pro-social skills, develop gross motor skills, and receive an appropriate sensory diet.

## ***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 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***

Preschool children practice fire drills once a month throughout the school year. At the beginning of the year, their practice is more frequent.

## ***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 designee.

## 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

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

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

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

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

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

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

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

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

For all over-the-counter skin products:

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL INVOLVEMENT***

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

## X. APPENDICES

### Diocesan Forms

- 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*)