

Pre-Kindergarten Parent Handbook

Sacred Heart Academy



2018-2019

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August, 2018

Dear Parents,

Welcome to Sacred Heart Academy, a 2013 National Blue Ribbon School of Excellence! In choosing Sacred Heart Academy for your child, you have chosen a school strong in Catholic identity and commitment to the values and philosophy of a quality Catholic education.

At Sacred Heart Academy, you encounter a caring, talented, and supportive school family. Faculty and staff tirelessly work to ensure that your child receives the best education available. Academy families are quick to assist families and support our school. The faculty and staff of Sacred Heart Academy excitedly partner with you to continue our tradition of academic excellence and faith formation in the Tradition of the Catholic faith. We look forward to celebrating this year.

The 2018 – 2019 Parent/Student Handbook reflects the policies and procedures in place for the Catholic Diocese of Arlington and Sacred Heart Academy. It is an important resource that outlines important information for Academy parents and students. After you have read this document, please sign the handbook page, indicating that you read, understand, and support the policies outlined in the handbook. Please return the signature page to Sacred Heart Academy in your Friday Family Envelope.

It is a privilege to welcome you to Sacred Heart Academy. May God bless you and your family.

Blessings,  
Susan Parks Netko  
Principal

## **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***

Strengthened by the Father, led by Jesus, and guided by the Holy Spirit, Sacred Heart Academy nurtures the development of the whole child by providing a Catholic education, cultivating academic excellence, peace and justice, service and spiritual growth.

We pray. ❤️ We study. ❤️ We serve.

## ***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 Office of Catholic Schools policies, guidelines and regulations.

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

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-3). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from

enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

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

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

## ***PARENTAL ROLE***

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

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

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

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

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

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

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

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

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

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

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

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

The presence of children from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic children in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

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

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which

reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

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

## II. CURRICULUM

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

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

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

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

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

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

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

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

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

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

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

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

Children are provided the opportunity to rest and nap, according to state regulations.

## ***SUPPLIES AND MATERIALS***

Students dress in the school uniform, bring appropriate outerwear for weather conditions, and bring a healthy snack each day. Students are provided a supplies list, which is detailed on the school website.

## ***ASSESSMENT***

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

Students receive reports from teachers once per quarter.

## ***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**

Conferences for pre-school students are held in the fall. If a conference with a teacher is desired at other times during the year, the parent/guardian may contact the teacher to set up an appointment. Please keep in mind that teachers cannot be disturbed during class hours, lunchtime, on the playground, or at home. Phone messages will be forwarded to the teacher who

will contact the parent/guardian for a mutually convenient time to meet. Teachers may also be contacted via email.

## ***PROGRESS REPORTS***

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort. Written reports will be provided to parents four times per year, following Sacred Heart Academy's report card schedule.

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

## **GENERAL REQUIREMENTS FOR PRESCHOOL ADMISSION**

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

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

## **GENERAL CONDITIONS OF ADMISSION**

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

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

## **INTERNATIONAL STUDENTS**

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

- A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

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

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

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

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

## **CLASS PLACEMENT**

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

## ***ATTENDANCE***

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

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its

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

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**

Regular attendance is necessary to a student's success in school. However, when absences are necessary, parents are to call the front office at 540-662-7177 by 9:00 a.m. to report the absence. The office will notify the teacher. A note should be provided to the teacher upon return to school.

### **TARDINESS**

A student who is tardy and who is housed in the main school building should report to the principal/director's office or attendance office. The student is issued a tardy slip, which should be given to the teacher upon arrival to the class. A student who is tardy and who is housed in Muldowney Hall should report directly to the classroom, where the teacher will contact the office for tardy students. 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**

Medical appointments should be scheduled outside of school hours. When this is not possible, children are expected to present a written note to the teacher the day of the appointment. Children will be called to the school office for dismissal upon the arrival of the parent/guardian to the main school building. Students located in Muldowney Hall will be released to the parent by the teacher upon arrival of the parent.

### **ANTICIPATED ABSENCE**

### **RELEASE OF CHILDREN**

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

Regular attendance is necessary to a student's success in school. Poor attendance creates a hardship for the student and can result in poor academic performance. If a child is ill or cannot attend class for another legitimate reason, parents are to call the school office by 9:00am. Acceptable excuses

for absence include personal or family illness, death, or other family tragedy. The parent is to provide advance notice to the school for any other absence to be excused. The school requires a signed written note from the parent stating date and reason for all absences. This note is to be given to the teacher upon the student's return to school. It is the parent/student's responsibility to request all missed work during an absence. Homework will be sent home after the end of the **third** day of your child's absence.

***\*\*\*Full-day pre-school 4 will follow the above procedures. Half-day pre-school 3 and 4 students who are absent should call the main school office so that the absence can be noted and notify the teacher.***

## **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.

***\*\*\*Full-day pre-school 4 will follow the above procedures. Half-day pre-school 3 and 4 students who are tardy will report directly to the classroom to sign in with the teacher. The teacher will notify the office that the student is present but tardy.***

## **MEDICAL EXCUSES**

Medical appointments should be scheduled outside of school hours. When this is not possible, children are expected to present a written note to the teacher the day of the appointment. Children are to be picked up in the school office at the required time and signed out by the parent or designated adult.

## **ANTICIPATED ABSENCE**

Absences interrupt a child's learning and can seriously hamper progress during the school year. Family vacations are to be scheduled during regular school vacation or holidays. Homework and classwork should not be assigned in anticipation of student absence.

## **RELEASE OF CHILDREN**

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

Children may not leave school grounds for any reason during the day without the express permission of the Principal and parents. If it is necessary to leave the building during the school day, the child must report to the office before leaving and be signed out by the adult taking the child. If the student is returning to school on the same day, he/she must be signed in again at the office.

Students will be called to the school office for release upon arrival of the parent. Students will not be called to the office in anticipation of parent arrival.

*\*Half-day pre-school 3 and 4 students located in Muldowney Hall will sign out with the teacher in the classroom.*

## ***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.

### **MILK PROGRAM**

Sacred Heart Academy participates in the United States Department of Agriculture School Special Milk Program. Participation in the Federal Milk Program is optional and enables this fee to be minimal. The milk fee is for those who wish to receive milk all year long. It is due by July 1. However, milk may be purchased at any time throughout the year. Each participant receives a half pint of milk at snack and/or lunch.

### **PURCHASED LUNCH PROGRAM**

Full-day pre-school students may purchase lunch at the Academy up to five days a week. Students should bring their own healthy snacks containers clearly marked with name. Glass containers and knives are not permitted, nor are soft drinks and candy. Snacks should be nutritious and healthy.

## ***ARRIVAL AND DISMISSAL***

### **FULL-DAY PRESCHOOL 4 ARRIVAL**

Sacred Heart Academy has established the following procedures for student arrival for maximum safety and efficiency. Parent cooperation is requested to ensure that students arrive at school on time and that student supervision and safety may be maintained.

1. When entering Keating Drive, stay in the left lane. Make a left into the circle in front of the

Academy's main entrance. Drive to the farthest point of the circle and pull up next to the sidewalk on your right. Students are not to exit cars until the 7:45 a.m. bell. They are never to be left unsupervised outside. The drop-off location is the same for students full-day pre-school through eighth grade.

2. Parents are asked to wait in place until cars in front drive forward. For the safety of the students, do not pull around other cars. Staff and safety patrols will monitor and expedite the carpool line as quickly as possible.

3. Parents are encouraged to use the drop-off line. After the first week, parents are to follow the standard drop-off procedure and refrain from accompanying students to class.

4. Children are NOT to be picked up or dropped off at any other location other than the assigned carpool location. This is for the safety of all children.

### **HALF-DAY 3 AND 4 PRE-SCHOOL ARRIVAL**

When entering Keating Drive, stay in the right lane and proceed to Muldowney Hall. Drive to the farthest point of the circle and pull up next to the sidewalk on your right. Students are not to exit cars until the 7:45 a.m. bell when a teacher will be present. The drop-off location is the same for all students.

2. Parents are asked to wait in place until cars in front drive forward. For the safety of the students, do not pull around other cars. Staff will monitor and expedite the carpool line as quickly as possible.

3. Parents are to follow the standard drop-off procedure established by the pre-school 3 and 4 teachers and are not to escort children into the building.

4. Children are not to be picked up or dropped off at any other location other than the assigned carpool location. This is for the safety of all children.

### **HALF-DAY PRE-SCHOOL DISMISSAL**

Half-day pre-school 3 and 4 students will be escorted at 11:30 a.m. from Muldowney Hall to the sidewalk in front of the circle at Muldowney Hall. Parents meet the children at the sidewalk.

### **FULL-DAY PRE-SCHOOL DISMISSAL**

Full-Day Pre-school students are escorted at 3:00 p.m. on full days and 11:30 a.m. on early dismissal days to the sidewalk in front of the circle at Muldowney Hall. Parents of pre-school students meet children at the sidewalk. Pre-school students do not participate in the Academy's K-8 dismissal procedure. Parents should plan to pick up their pre-school child first and then join the pick-up line to pick up other children in K-8. Pre-school students do not participate in the K-8 dismissal procedure.

**REMINDER:** In accordance with the Winchester City Fire Ordinance, the Winchester City Police can ticket any car parked in the fire lane of either building.

Any student not picked up will be signed into Bridges After-School Care. Families will be charged accordingly. Once a child has formally been checked in to the Bridges After-School Care program, he/she will not be released from Bridges without a parent signature.

Parents must send in written notes or call the office and send an email when a student is riding home with someone other than an assigned carpool. Students will not be permitted to go with someone other than the designated carpool unless the school has been appropriately advised.

Parents are asked to **refrain from cell phone usage during carpool and to always observe the 12 mph speed limit throughout the entire school/church campus.**

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

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

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

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

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

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

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

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

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

#### **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

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

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

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

## **SCHOOL VISITORS**

All persons other than school staff and currently registered children must first report to the school office immediately upon entering school grounds, sign in and wear an identification tag when visiting the school. Visitors to Half-Day Pre-school 3 and 4 in Muldowney Hall must sign in and out with the teacher.

## **SCHOOL COMMUNICATIONS**

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

To maintain regular communication between the home and school, the Principal sends home a school newsletter in each Family Friday Envelope. The newsletter will contain relevant information regarding an up-to-date calendar, documentation of school events, and reminders. The newsletter will also be posted on the Academy website.

### **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.

Each Friday an envelope will be sent home with the youngest (PS or older) or only child in each family. It will contain lunch orders due back the following Monday, grocery certificate order forms, the principal's newsletter, miscellaneous notices, field trip permission forms and notes from teachers. Envelopes are to be returned the first day of the next school week. Return envelopes may include: lunch orders, notes to the office, field trip permission forms and other school related materials. This is an important communication tool and is dependent upon parental

cooperation. Families not returning envelopes may not receive relevant information from the school. The principal or his/her designee must approve any items added to the envelopes that are not directly related to school business. Parents or groups wishing to pass information through the school newsletter must have it turned into the office no later than Tuesday at 3:15. (When there is no school on Friday, the deadline is moved to Monday at 3:15).

***\*Part-time pre-school students who attend only 3 days per week will work out a time for Family Folder distribution that best suits the needs of the school and family.***

## **WEBSITE**

The Academy maintains a website. The website includes information about the school, upcoming activities, current fees, Diocesan forms, and email addresses for the teachers and staff. The weekly newsletter is also posted there. There are also links to the Diocese of Arlington and the school uniform company.

## **COMMUNICATION**

All written communications from the Academy must be approved by the Principal before they are distributed. Communications include, but are not limited to, yearbooks, newsletters, and flyers. All items to be reviewed must be submitted before 3:15 on Tuesday to be considered for release on Friday.

## **SCHOOL MESSENGER COMMUNICATION SYSTEM**

The Academy uses an electronic communication system to disseminate messages that have a degree of immediacy, such as changes to sports schedules, meeting reminders, or inclement weather announcements. Messages are sent through text, voice, and email systems. For this reason, it is imperative that parents maintain current emergency information in PowerSchool.

## **TELEPHONE USE**

The office staff and faculty telephones are not intended for public use. Students are required to obtain permission from the teacher or school office staff to use the telephone. Telephone calls should be limited to illness, medication, and/or injury and not be used for forgotten items such as lunch or homework assignments. If it is necessary to relay a message to a staff member, contact the school office at 540-662-7177 and use the voice mail messaging system to leave a short message including your name, reason for calling, and contact information. Your call will be returned at the teacher's earliest convenience. Teachers also have access to email while at school.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

Sacred Heart Academy makes its own decisions regarding delayed openings, early dismissals, and school closures. Announcements for closings, etc., are made through the School Messenger Communications System, the school's website, and social media. In the event of an early dismissal due to inclement weather, all parents are to arrange to pick up their children as soon as

possible. Children not picked up in a reasonable amount of time will go to Bridges After-School Care, which will remain open for up to two hours after the unscheduled school closing. Exceptions must be approved by administration and will be determined based on the safety of all.

## **PHOTOS AND OTHER MEDIA**

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

## **LIBRARY**

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

## **LIBRARY DONATION PROGRAM**

Sacred Heart Academy has a book donation program in place to honor a birthday, First Communion, or other special occasion, while providing new library books for all students. To donate a book in the name of a student, simply send a check to the office made out to the school for a designated cost for each book donated. Please indicate on the memo line “book donation & student’s name”. The librarian will select an age appropriate book, inscribe the student’s name in the front and share the book with the student’s class during a library visit. Parents and friends of the Academy are given the opportunity each year to participate in the Book Donation Program. The book program allows a family or person to donate a book in honor of a student, friend, or family member, and gives the school a way to increase its library materials. If you wish to participate in this program, please see our school librarian. The librarian can provide you with the appropriate book titles and procedures for this special opportunity.

## **FIELD TRIPS**

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

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

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

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

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

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

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

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for preschool children.

## ***PARENT ORGANIZATIONS***

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

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

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

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

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

## ***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***

The primary mode of transportation at Sacred Heart Academy is carpool. The Academy has purchased one activity bus that will be used to transport some students for athletic and other school sanctioned events. The school and its insurance company require that all students wear seat belts or use car seats during field trips. Parents are asked to follow all parking guidelines to help with safety and prevent accidents. Use designated parking spots and cross in crosswalks. Never leave an idling car unattended.

**Pre-school students at Sacred Heart Academy do not travel off campus for field trips.**

## V. FINANCES

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

#### **FULL TUITION**

Tuition for preschool is per child-there is not a price break for multiple students, nor are discounts available, as there are for grades K-8. Preschool students do not qualify for tuition assistance.

#### **EARLY WITHDRAWAL**

If a parent chooses to withdraw their child, the following policy will apply to any refund owing. If the family is paying their tuition through the FACTS and is making ten equal installments, the first installment is non-refundable as it covers the costs of supplies incurred per student. Payments two through ten correspond with attendance during the calendar months of September through May, with installment two covering September's tuition, installment three covering October's tuition, etc. Tuition is due for any month or part of a month that a child attends. Therefore, if a child attends through October 2<sup>nd</sup>, three monthly installments are due, the first to cover costs of supplies incurred, the second to cover the September tuition and the third to cover October tuition. If a fourth installment has been made, that will be refunded.

#### **NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY**

School families failing to pay tuition according to the Academy's Tuition and Fees Policy will be informed that their child(ren) will not be re-admitted. Students whose accounts are not kept current throughout the year might be prohibited from participating in extra-curricular activities such as field trips, athletics, band etc. until the fees are paid.

- **If tuition is delinquent as of August 20:** Students will not be admitted on the first day of school.
- **If tuition is delinquent as of December 20:** Students will not be readmitted on the first day of class in January.
- **If tuition is delinquent as of March 20:** Students will not be readmitted on the first day of class after Easter break.
- **If any financial obligations are delinquent as of May 30:** The Academy will withhold report cards, will withhold transcripts of the student's academic record and will not issue a Certificate of Diploma to a student, or third party if there has been a breach of material condition of the contract, such as failure to meet financial obligations (i.e.: Tuition, Fees, Bridges, Library Books, Service Hours, Band fee, Missing Sports Uniforms etc.) In addition registration for the following school year may be voided and registration fees forfeited.

**If, at any point in the year, tuition is delinquent for 60 days, students will not be readmitted on the next school day. If, at any point in the year, Bridges payments are delinquent for more than 30 days, students will not be admitted to Bridges until the balance has been satisfied.**

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

All families shall be expected to make tuition payments according to one of the following payment plans. (Each family's preferred manner of payment must be submitted each year at the time of student registration.) Options for payment shall include:

**A. Full Payment:** Under this plan, the entire amount of tuition and fees are paid on or before August 6. This payment is to be mailed directly to the Academy office. A \$25.00 late fee will be assessed after August 6. After August 6, all payments are paid through FACTS Tuition Management. A one-time automatic payment will be made through your checking, savings, or credit card account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic payments on a desired date in August. The full amount of the non-refundable fees will be withdrawn as well.

**B. Tri-Annual Payments:** Under this plan, the full amount of the non-refundable fees is withdrawn in July. One third of the tuition is paid in August, one third is paid in January, and the balance is paid in March. Payment plans are through FACTS Tuition Management. This plan is an automatic payment made through your checking, savings or credit card account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic payments on either the 5th or the 20th of the indicated months.

**C. Monthly Payments:** Under this plan, the full fees amount is withdrawn in July and is nonrefundable. Tuition is then spread over 9 or 10 months, if beginning in August. The first payment is August and the last payment is in May or June. Payment plans are through FACTS Tuition Management. This plan is an automatic payment made through your checking, savings or credit card account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month.

### **SACRED HEART ACADEMY TUITION & FEES SCHEDULE 2018-2019**

Application Fee:	\$50.00/student
Registration New Student:	\$150.00/student
Registration Returning Student & Siblings:	\$85.00/student

The application fee is due with the application for new enrollment. This fee is non-refundable. The registration fee is due at the time of acceptance for enrollment or re-enrollment. This fee is non-refundable.

### **2018-2019 Preschool Tuition/School Fees**

<b>Four Year Old</b>	\$3,861.00/child – 5 Half Days	\$7,195.00/child – 5 Full Days
<b>Three Year Old</b>	\$2,710.00/child – 3 Half Days	\$4,794.00.00/child – 3 Full Days
	\$3,861.00 – 5 Half Days	\$7,195.00 – 5 Full Days

*Tuition for Pre-Kindergarten is per child. There is not a price break for multiple students as there are for grades K-8. Pre-Kindergarten students do not qualify for tuition assistance.*

**Tuition & Fees Payment Options:**

1. Paid in full by August 6, 2018-mailed to the Academy. \$25.00 discount, per child, if paid in full by this absolute date.
2. Tri-Annual Payment: Fees are due in July, 1/3 tuition due in August, 1/3 due in January 2019, and 1/3 due in March 2019. Payments are made through FACTS Tuition Management Company by automatic debit or credit card payments only.
3. Monthly Payments: Fees are due in July. First of 9 or 10 tuition payments is made in August with final payment in May or June 2019. Payments are made through FACTS Tuition Management Company by automatic debit or credit card payments only.

**ALL FINANCIAL ACCOUNTS MUST BE RECONCILED BY JUNE 1, 2019. PLEASE REFER TO THE FINANCIAL SECTION OF THE PARENT/STUDENT HANDBOOK.**

**FAMILY IN-SERVICE PROGRAM FOR PRE-SCHOOL FAMILIES**

It is expected that each Academy pre-school family give a minimum of 15 hours\* of service time to the school over the course of the school year. Should a family choose not to participate in this program a fee of \$300.00 will be assessed to that family. A prorated amount, based on the number of hours still owed will be billed to families who fail to accumulate the 15 hours by school’s end. The balance must be paid by June 1st to keep a place for the following school year.

\*Service hours are to be used in the following manner: 10 hours may be completed up to February 1st, however; a minimum of 5 hours must be given after February 1st to have enough help during the spring fundraisers and activities. Students who withdraw prior to the end of the school

## **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.

[Insert additional code of conduct considerations here as needed--optional]

### ***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**  
**SACRED HEART ACADEMY DISCIPLINE CODE**

It is hoped that our approach to discipline will help to identify trends of less than acceptable behaviors and to intervene with the student to identify, accept, and correct less than appropriate behavior. Of course, consequences are necessary for disciplinary offenses. We, at Sacred Heart, strive to assist the student in accepting his/her role in the offense and, hopefully, assist the student with developing and implementing strategies to allow for better choices and decision making, which will promote success for the student.

The Discipline Code is outlined in three levels. Levels I, II, and III represent a continuum of misbehaviors based on the severity and frequency of the occurrence. Our goal is to provide a code that will ensure fairness and consistency. Student expectations are at the core of this code. The examples provided should not be considered as all inclusive.

Leveled offenses will be documented with Discipline Referral Forms.

**LEVEL I**

Level I offenses include minor misbehaviors on the part of the student which are disruptive to the operation and educational environment of the school. Repeated instances of these infractions at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level I consequences.

The list is not intended to be all-inclusive.

- \_ Disrespect toward other students
- \_ Disrespect toward adults and teachers
- \_ Class disruptions
- \_ Uniform violation
- \_ Minor violation of the Technology Agreement
- \_ Chewing gum
- \_ Eating or drinking at unauthorized times or in unauthorized areas
- \_ Tardiness to class
- \_ Missed assignments
- \_ Any other behavior deemed as a Level I violation

**LEVEL I CONSEQUENCES**

Level I consequences will be handled by the teacher who issued the referral.

- \_ After school detention
- \_ Lunch detention
- \_ Conference with student
- \_ Time out period in the office
- \_ Chores around the school
- \_ Mini re-training sessions

## **LEVEL II**

Level II offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These behaviors can result from the continuation of level I misbehaviors or include new offenses. Repeated or more serious instances of misbehavior at this level raise the offense to a higher level. The following list includes examples of behaviors that will result in Level II consequences. The list is not intended to be all inclusive.

- \_ Persistent Level I behaviors
- \_ Cheating, including plagiarism
- \_ Skipping class
- \_ Defiance
- \_ Verbal abuse
- \_ Inappropriate physical contact
- \_ Misrepresentation of parent or guardian
- \_ Serious violation of the Technology Agreement
- \_ Lying
- \_ Bringing or reading inappropriate material in school
- \_ Bullying behavior
- \_ Any behavior that severely disrupts the normal flow of the class or school

## **LEVEL II CONSEQUENCES**

All referrals at this level are to be sent first to Administration. After a meeting with the principal, parents of the behavior and consequence. A second violation of a Level II offense will result in an automatic in-school suspension (ISS). A possible out-of-school suspension (OSS) and loss of all privileges (sports, clubs and field trips) for a time to be determined Administration, could occur.

- \_ Half- or full-day ISS
- \_ 1 week loss of extra-curricular sports and club participation
- \_ Denied participation in a class field trip
- \_ Parent/student conference with the teacher, Assistant Principal, and/or Principal
- \_ Loss of computer privileges

## **LEVEL III**

Level III offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or property. These misbehaviors could endanger the health or safety of those in the school. The following list includes examples of behaviors that will result in Level III consequences. The list is not intended to be all inclusive.

- \_ Possession of weapons, narcotic drugs, or alcohol
- \_ Possession of prescription drugs
- \_ Defiance
- \_ Theft
- \_ Gambling
- \_ Sexual harassment

- \_ Threats
- \_ Physical fighting
- \_ Use of inappropriate language
- \_ Persistent disrespectful behavior

### **LEVEL III CONSEQUENCES**

All referrals at this level are to be submitted to Administration, who, with the teacher, will determine the severity of the behavior and the consequence. The Principal will be notified; parents will be notified of the violation and the consequence. A conference will be automatically scheduled with the parents and student before the student can return to school.

Process: Disciplinary Forms will be kept by the Homeroom Teacher. A Disciplinary Referral Form will be filled out for leveled offenses. The problem behavior will be identified and teachers will discuss with students the reason for the referral. For example, if a student is removed from the class during instruction, a Discipline Referral Form will be filled out. The consequence will be assigned. The Discipline Referral Form will be kept by the Homeroom Teacher. In order to be proactive and allow the student to self-correct, when a less than acceptable trend of behavior is identified, teachers will attempt to speak with the child and help them to identify and brainstorm alternative behaviors to correct the behavior.

Administration will become involved when the severity of the offense calls, or when the teacher involves Administration. Again, some offenses require more severe consequences, so this model will be followed whenever possible. Even after the consequence is given, speaking to the child always is best to help the child to make better choices in the future.

The administration reserves the right to discipline cases on an individual basis and adjust consequences for pre-school students.

### **SUSPENSION**

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

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

### **DISMISSAL**

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

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

## **EXPULSION**

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

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

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

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

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

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

## ***REGULATIONS AND PROCEDURES***

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

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

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

## ***DRESS CODE***

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

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

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

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

*\*All PE uniforms and school polo shirts must be purchased through the Academy.*

### **PRE-SCHOOL 3 AND 4, HALF DAY AND FULL DAY**

Students in pre-school wear the summer and winter Physical Education uniforms all year long according to season.

### ***PHYSICAL EDUCATION\* - BOYS & GIRLS***

Fall/Spring - Red t-shirt w/Sacred Heart Academy logo

Fall/Spring - Navy blue shorts w/Sacred Heart Academy logo

Winter - Navy blue crew neck sweatshirt w/Sacred Heart Academy logo and red PE shirt underneath

Winter - Navy blue sweatpants w/Sacred Heart Academy logo and optional blue PE shorts underneath

Fall/Winter/Spring - White crew or half-crew socks

Fall/Winter/Spring - Sneakers, any style/color (no lights/wheelies)

## ***PLAYGROUND REGULATIONS***

All students must adhere to the playground safety rules of Sacred Heart Academy. Teachers annually review the rules with the students. The rules are for safety of the students and include guidelines including, but not limited to, not climbing on the top of the bars, only sitting in the swings to swing, only one person going down the slide at one time, only going down the slide, no pushing or shoving, and sharing appropriately.

As part of the daily break, all students take part in outdoor recreation. Students are not permitted to leave the school grounds. During inclement weather, students remain indoors and play quiet games under adult supervision. Recess play equipment is provided by the Academy. No games or sports equipment may be brought from home. Students and teachers are in-service on appropriate playground play and safe use of playground equipment. Students are instructed on playground safety rules. It is the expectation of Sacred Heart Academy that students observe all safety rules while playing on the grounds and the equipment.

## ***LUNCHROOM REGULATIONS***

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

Students in full-day pre-school 3 and 4 eat lunch in their classrooms. All pre-school students will have a snack time during the day. Parents are asked to pack a healthy snack, in compliance with Sacred Heart Academy's wellness initiative. Parents are also asked to do their best to provide snacks and lunches in containers that can be easily opened by the child.

## ***SHOW & TELL***

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

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

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

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

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

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

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

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

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

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

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

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

## **WELLNESS POLICY**

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

## **ACCIDENTS AND FIRST AID**

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

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

## **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 (100 degrees), 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 which restricts participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

When arriving for the child, the parent should report to the office. If a parent cannot be reached, the emergency number listed on the child's emergency form will be called. Please keep emergency telephone numbers up-to-date. Contact the school immediately if there are changes to a phone number, or if there is any special problem or special procedure that must be followed in an emergency. It is a parent's responsibility to arrange for PROMPT PICKUP of a child deemed too sick to remain in school. If we are unable to reach a parent, and the situation is deemed serious, we will call 911 for emergency professional assistance.

In the event a child becomes ill, the school will contact the parent. Parents sign out the child in the office and the child is escorted from the nurse's office to the exit. If a parent cannot be reached, the school will call the emergency number listed on the child's emergency form. Please keep emergency telephone numbers up-to-date in Powerschool. Parents must arrange for prompt pickup of a sick child. If a parent or emergency contact cannot be reached and the situation is deemed serious, the school will call 911 for emergency professional assistance.

If your child has any unusual medical needs or problems (i.e. allergies to food, reactions to bee stings, etc.) the appropriate Medical Form must be submitted to the office.

Parents may contact the teacher to collect homework after the end of the second day of absence. If your child has any unusual medical needs or problems (i.e. allergies to food, reactions to bee stings, etc.) the appropriate Medical Form must be submitted to the office. *Sacred Heart Academy defines a fever as 100 degrees or above.*

## **MEDICATION ADMINISTRATION OVERVIEW**

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;

- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.
- 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 by 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 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 are 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 for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

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

Parents and guardians of students with a life-threatening allergy must inform principal/director and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/ guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations

involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus driver, and janitorial staff.

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

### **DISEASE**

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

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

- a. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213G).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination

program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

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

When a case of lice is reported, the infected child will be checked by the clinic aide, or a designated member of administration. If lice are found, student will remain in the clinic and parents will be called for immediate pickup. After student is treated, he/she must be checked again by the office to ensure that there is no further sign of lice.

Parents in the class will be notified that a child in the class was reported to have lice. The informational link to the Center for Disease Control will be provided to parents for further information.

## ***BLOODBORNE DISEASE***

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

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

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

universal/standard precautions.

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

Fire Drills are conducted once per week in the first month of school, and once per month in the following months of school. The Academy also practices tornado drills and intruder alerts. Each classroom and area is provided a Crisis Clipboard, which includes exit information, crisis information, and a current student roster.

Lockdown drills are conducted twice per year. Weather emergency drills are conducted twice per year.

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

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

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

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

## ***BULLYING***

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

Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks

- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

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

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

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

- a. Counseling
- b. Parent conference
- c. Detention
- d. Suspension and/or Expulsion

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

Sacred Heart Academy utilizes Bullying Incident Reports and Advocate Reports to identify potential bullying behavior. When Bullying Incident Reports reach three incidents with the same person, it indicates the potential bullying behavior, as defined by school Administration: repeated unwanted behavior, a power imbalance, and targeted behavior. All reports will be taken seriously. These reports are used to document incidents and are not disciplinary referrals. These reports do not leave the school, but are used in the building as a tool to guide students. **All potential bullying behavior should be reported to teachers, staff, and/or administration to ensure that all are aware.**

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

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

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

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

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

It is the intention of \_\_\_\_\_ to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a health and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan at the school during regular business hours. \_\_\_\_\_, as Director of Operations, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him/her at \_\_\_\_\_.

## ***VIDEO SURVEILLANCE CAMERAS***

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

- a. In the discretion of the principal/director or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.

- c. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

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

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

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

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

## VIII. CHILDREN WITH SPECIAL NEEDS

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

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

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

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

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

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

## IX. PROGRAM INFORMATION

### *LICENSING INFORMATION*

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

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program which will be investigated if it violates a standard.

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

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

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

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

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

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

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

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

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

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

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

## ***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).

<b>EXTENDED DAY</b>
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## ***EXTENDED DAY PROGRAM***

The school offers an extended day program on days when the school is in session for students who are currently enrolled in the school's academic program. See Section V. General School Policies regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology), apply to the Extended Day Program.

## ***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***

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## ***LICENSING INFORMATION***

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

Standards for licensed child day centers address certain health precautions, adequate play space, a ratio of children per staff member, equipment, program and record keeping. Criminal record checks and specific qualifications for staff and most volunteers working directly with children are also required. Standards require the facility to meet applicable fire, health and building codes.

Compliance with standards is determined by announced and unannounced visits to the program by licensing staff within the Department of Social Services. In addition, parents or other individuals may register a complaint about a program, which will be investigated if it violates a standard.

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

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

Fairfax Licensing Office

3701 Pender Drive, Suite 125

Fairfax, VA 22030  
(703) 934-1505

Northern Virginia Regional Office  
320 Hospital Drive, Suite #23  
Warrenton, VA 22186  
(540) 347-6345  
Central Regional Offices  
1604 Santa Rosa Road, Suite 130  
Richmond, VA 23229-5008  
(804) 662-9743

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

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

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

Abingdon Licensing Office  
190 Patton Street  
Abingdon, VA 24210  
(540) 676-549

## ***INSURANCE***

The extended day 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 program staff 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).

## ***GENERAL INFORMATION***

The success of the Bridges Extended Day Program rests with each of us. Communication and cooperation are our best allies. A flexible program of recreation, indoor games, and quiet time

for rest, study or homework is provided. After School Care is provided from 3:15 p.m. to 6:00 p.m., (or from 11:45 a.m. to 6:00 p.m. on early dismissal days), for the children of parents who desire this service. Any child who is not picked up after 15 minutes after dismissal is automatically enrolled in the Bridges After School Care Program. This includes the siblings of any student involved in any after-school activity, e.g., scouts, arts, sports. If the Academy closes due to inclement weather, parents are to pick up their children within two hours of school closing. Early school closing will be announced via School Messenger mass communication system and social media. The program closes promptly at 6:00 p.m. Parents are requested to be on time when picking up their children. There is a late fee of \$1.00 for every 5-minute delay after 6:00 p.m. Repeated delays will result in the removal of your child from the program. A nutritious snack will be served each day. This snack meets the requirements of the US Department of Agriculture. On 11:45 a.m. dismissal days, children will need to bring lunch. Milk will be provided.

## **POLICIES**

Registration and health information must be kept up to date. For changes such as work phone numbers, allergies, or other important data, notify us as soon as possible.

- ◆ Upon arrival, staff will check each student in to the program.
- ◆ Parents must sign their children out daily, including time of pick-up.
- ◆ Respect for Sacred Heart Academy rules must be demonstrated. Repeated and severe violations of the discipline policy or Honor Code will be discussed with parents.

The Director, in consultation with the principal of the Academy, reserves the right to deal with individual discipline problems as they arise. Students who choose not to follow rules may not be allowed to participate in the program. Parents will be notified prior to removal from the program.

- ◆ A parent must pick up a child unless written authorization has been received regarding other dismissal procedures. Students will not be released without such authorization.
- ◆ No one under the age of 18 may pick up a student or sign a student out of the program.

## **FACILITIES**

Sacred Heart Academy is licensed through Social Services of the State of Virginia for After School Care. The Extended Day Program meets or exceeds minimum physical and safety standards. Normal safety rules for indoor/outdoor activities are enforced. All fire exits are posted; children are instructed how to use them in the event of an emergency.

## **PAYMENT**

Payment is due weekly. Any account overdue more than 4 weeks will incur a late payment fee of \$10 per month. Any account that exceeds \$100, or is not paid in full at two-month period, will result in the student(s) not being permitted to participate in the Extended Day program until all fees are paid or arrangements have been made with the office to secure repayment. See appendix for Extended Day rates.

Sacred Heart Academy offers Bridges for Academy students on days when the Academy is in session. The program offers Before School Care and After School Care. The goal of the Bridges program is to assist parents in need of childcare by providing a safe Christian environment.

All students registered at the Academy are to be enrolled in Extended Day Care (AM and PM Bridges) to accommodate unplanned emergency situations that may prevent a child being picked up at 3:15 p.m. As a VA State-licensed facility, state documentation is required for all students who attend PM Bridges.

\*\*Students who attend after-school activities must be accounted for in Bridges or at dismissal. No student is permitted to be unsupervised at any time in the school building. Most after-school activities do not begin until 4:00 p.m. Parents have the option of leaving their children at PM Bridges until the activity commences and the child is signed out by an adult with permission to do so (charges will apply) or picking up their child and returning them at the start of the after-school activity.

### **AM Bridges**

Offered Monday—Friday from 6:45 a.m. to 7:45 a.m. Drop-ins are welcome. Bridges AM will typically open at 6:45 a.m. when the school has a delay. In some instances, this may not be possible. You will be alerted via School Messenger of the status of Bridges AM. All monies due to the Bridges program are to be paid in full on a weekly basis.

Parents are to escort their child to the Multipurpose Room via the gymnasium vestibule doors. Ring the doorbell to alert AM Bridges staff of your arrival.

### **PM Bridges**

Offered Monday—Friday from 3:15 p.m. to 6:00 p.m. (11:45 a.m. to 6:00 p.m. for early dismissal.) A child not picked up at school by dismissal, 3:15 p.m., is automatically enrolled in PM Bridges. A healthy snack is served daily. Bridges staff provides supervised activities, including, but not limited to, outside play, indoor structured play, indoor free play, arts and crafts, and an opportunity to complete homework. All bills are to be paid on a weekly basis. PM Bridges begins billing at 3:15 p.m. and bills in 15-minute increments.

Sacred Heart Academy's Bridges PM program is licensed through Social Services of the State of Virginia. All employees must receive continuing education/recertification points. Our program is inspected twice per year by the state of VA. Employees undergo background checks and are also certified in First Aid and CPR.

All students enrolled in the Academy are required to have a completed Bridges program registration form and health form on file by the end of the first week of school whether you plan to use the program or not. There is no charge to enroll in the program.

In the rare emergency, it is imperative that you are in touch with Bridges personnel in the

uncommon event that you may not be on campus for pickup by 6:00 p.m. We appreciate the communication. Please note that late pickup fees of \$1.00 per minute per child will apply.

### **AM Bridges Fee Structure**

AM Bridges will operate Monday through Friday, when school is in session. The rate is the same for any portion of time that the student is dropped off. Families using the program will be billed weekly.

One child:	\$6.00
Second child:	\$9.00
Third child:	\$12.00

### **PM Bridges Fee Structure**

PM Bridges will operate Monday thru Friday when school is in session, beginning at 3:15 p.m. on regular days and 11:45 a.m. on early release days. Families using the program will be billed weekly.

PM Bridges ends promptly at 6:00 p.m. Parents whose children are not picked up by 6:00 p.m. will incur a late fee charge of \$1.00 per minute per child.

### **Daily Rates:**

One child:	\$6.00/hour
Two children:	\$9.00/hour
Three children:	\$12.00/hour

Any AM or PM billing dispute must be brought to the attention of the Academy Office within 30 days of the disputed charge.

## **APPENDICES**

Signature Page



## PRE-KINDERGARTEN HANDBOOK AGREEMENT FORM

### PARENT/GUARDIAN

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

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

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

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

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