

Sacred Heart Academy

Preschool Parent Handbook



2025-2026



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

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I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

¹ 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.

Sacred Heart Academy is a Christ-centered, family-oriented community of life-long learners. As educators faithful to the Catholic Tradition, we strive in cooperation with the parish and family to nurture and form the whole child: spiritually, intellectually, morally, physically, emotionally, and socially. We believe that we fulfill our role as an extension of the family and the Church by fostering the development of each student's unique skills and talents, by recognizing the diverse needs of the learner, and by integrating subject areas across the curriculum. We seek to foster wonder and love for all that is true, good, and beautiful. Our shared vision is to help students read well, speak well, and think well, helping students to grow in academic and moral virtues. Motivated by Gospel values, we model for our students the virtues that Christ shows us: Faith, Hope, and Charity. Our program of academic studies, co-curricular, and extra-curricular activities thrives in an atmosphere of Christian concern, cooperation, mutual respect, dedication, and service among all members of the parish, family, and school community.

STUDENT/PARENT HANDBOOK

Each school shall utilize the Office of Catholic Schools (OCS) template to develop and distribute a handbook for students and parents/guardians. All local policies and procedures must be in conformity with the Office of Catholic Schools' policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook. The handbook shall be updated annually to reflect policy and procedural changes. Principals shall establish a process for review and revision of local school policy to ensure changes reflect the input of key stakeholders. All parents, along with students in middle and high school, are required to provide a signature of receipt acknowledging they have read the rules and regulations outlined in the handbook, and they agree to abide by those rules (Appendix AG-3). An acknowledgment form will be provided to students upon receipt of the handbook. The form must be signed and returned by Friday of the first full week of school. Failure to have a signed form on file will not prevent the school from enforcing its policies and/or prevent a student from enrolling or continuing to be enrolled at the school.

Faculty and staff members shall be given access to all school handbooks.

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 handbook. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take action in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington, or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students 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.

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/GUARDIAN ROLE

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.

Since parents/guardians 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 Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation 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.

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.

Parents are expected to support the school's mission and commitment to Christian principles and support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies, and regulations.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff (in verbal, written, or digital form), the school may take corrective action. Such corrective action may include, at the discretion of the principal (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.

SEXUAL IDENTITY POLICY

The Diocese of Arlington is committed to providing a safe environment that allows students to develop and prosper academically, physically and spiritually, consistent with Catholic teachings and principles affirming that the body reveals each person as male or female and that the harmonious integration of a person's sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul by God and in the image and likeness of God. In fulfillment of these religious truths, our Catholic educational environment shall reflect a relation to persons (including name and pronoun usage, uniforms, access to facilities and overnight accommodations, and eligibility for single-sex curricular and extracurricular activities) that is respectful of and consistent with each person's God-given sexual identity.

Recognizing that each person is created in the image and likeness of God ensures that dignity is safeguarded, and safe environments are fostered. When parents send their children to Catholic

schools and when persons choose careers in Catholic education, they should expect an environment consistent with the truth that God-created sexual identity speaks to His vision for each person's relationship to Him, oneself and others. Behavior and expressions of a person's sexual identity within the school environment that are inconsistent with these principles and/or which cause disruption or confusion regarding Catholic teachings on human sexuality are prohibited. The full cooperation with this policy of school officials, faculty, parents and students is required and a condition precedent to the continued enrollment of each student and the continued employment of each employee, and the enforcement of this policy by the school is deemed a spiritual mandate.

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

- a. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic students must participate in liturgies (except for reception of the Eucharist), retreats, other religious functions, and religion classes for credit.
- c. Non-Catholic students may be exempt from formal co-curricular or extracurricular sacramental preparation programs but not from the catechesis held during the school day.
- d. All students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents/guardians must be aware that it is the Catholic position that will be taught.

II. CURRICULUM

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

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

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

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

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

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

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

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

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

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

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

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

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

SUPPLIES AND MATERIALS

Pre-school 3 and pre-school 4

Students dress in the school uniform, bring appropriate outerwear for weather conditions, and bring a healthy snack and lunch each day. Students are provided a supplies list, which is available 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 the revision of the curriculum and planning of instruction.

PK3-4 students receive reports from teachers twice per year.

PARENT-TEACHER COMMUNICATION

Teachers are expected to be reasonably available to parents/guardians throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

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 may do so after an initial meeting with the classroom teacher. Similarly, parents should discuss matters of concern with the school principal, and pastor when necessary, before bringing them to the Office of Catholic Schools.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Conferences for preschool 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 interrupted during class hours, lunchtime, or when they are supervising students on the playground. 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.

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 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.

The school sets registration procedures and admission policies. The availability of space and the order of preference for admission are determined by the school according to the following general criteria:

- a. Children from the parish
- b. Children from parishes without schools
- c. Children from parishes with schools (for sufficient reason)
- d. Children from non-Catholic families

If approved by the pastor, and where practicable, siblings may receive special consideration.

REQUIREMENTS FOR PRESCHOOL ADMISSION

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

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

GENERAL CONDITIONS OF ADMISSION

A child is admitted to the school on the premise the child intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, a child may be admitted on a probationary basis

subject to the child successfully completing one or more subsequent interim evaluations. A child with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

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

CLASS PLACEMENT

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

ATTENDANCE

ABSENCE/TARDINESS/LEAVING SCHOOL

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

Except in cases of emergency as determined by the principal/preschool 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 for a student's success in school. However, if a child is ill or cannot attend the class for another legitimate reason, parents are to call the front office at 540-662-7177 or email attendance@shasaints.org by 9:00 a.m. to report the absence. It is the parent/student's responsibility to request all missed work during an absence, after the child returns to school.

TARDINESS

A student who is tardy should report to the principal/preschool 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/preschool director so that the parent may be contacted.

Students arriving after 8:00 a.m. must obtain a tardy slip from the office.

MEDICAL EXCUSES

Students who are absent with a communicable disease must present a physicians' statement certifying their ability to return to school. Students found to have head lice will be sent home immediately for treatment and may return to school after the first treatment is completed and nits have been combed from the hair. The nurse or designated school employee will examine the student's head to determine if the initial treatment was successful and then the student may return to class.

Medical appointments should be scheduled outside of school hours, if at all possible. Students are to be picked up in the school office at the required time and signed out by the parent or designated adult. Students are responsible for making up missed work due to outside appointments. Children who do not feel well in the morning should not come to school until they feel better. Students with fevers of 100.4 degrees or higher are to be kept home until their temperature has been normal for 24 hours. Sending a sick child to school hampers learning and spreads illness. If students become ill or are injured at school to the extent they can no longer fully participate in school activities, parents will be asked to pick them up from school as soon as possible. Children will be released only to an authorized person who signs for their release at the school office. In extreme cases, students will be taken directly to the hospital by ambulance and parents will be contacted immediately.

ANTICIPATED ABSENCE

Family Vacations: Absences interrupt a child's learning and can seriously hamper progress during the school year. Sacred Heart Academy does not provide work before absences due to vacations. It is the responsibility of the student to make up all missed work (classwork, homework assessments, etc.) upon return to school. Students also must turn in projects that are due during the days of absence before leaving for vacation.

If parents are going out of town and leaving another responsible adult in charge of the children, they must notify the school office and nurse in writing and provide in advance the name, address, phone numbers, and other necessary information regarding the care of the children while the parents are absent.

RELEASE OF CHILDREN

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

Excessive tardiness and/or leaving early do affect a student's school performance and is disruptive to the other students in the classroom. Therefore, parents should make every effort to ensure that their children arrive at school on time and remain in school to avoid missing instructional time.

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Student records 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 student’s records.

ARRIVAL AND DISMISSAL

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

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 right lane. Drive around the church, park your vehicle on the upper parking and walk your students to the Academy’s back entrance door number 5. Students will be greeted by the teacher/staff at 7:45 a.m. Parents are to stay with their children until the arrival of the teacher. They are never to be left unsupervised outside. The entrance door will close promptly at 8:00 am. Parents must drive around to the front of the school, park in a parking lot, and walk the child to the front office and sign in the child.

Should there be an infectious disease or communicable disease outbreak, students will have their temperatures taken by staff prior to entering the building. Any student with a temperature of 100.4 degrees or greater will be sent home. Parents will have to initial a Student Symptoms Checker form.

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

PRE-SCHOOL DISMISSAL:

Half-Day pre-school students dismissed to parents from 11:30 am until 11:40 am. **Half Day students not picked up by 11:40 am will be sent to the office and the Bridges After-Care late fee will be charged to parents.** Full-day students (and their siblings) begin dismissal at 3:1 p.m. All preschool students will be dismissed at 11:30 a.m. on early dismissal half days.

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. It is also illegal for unattended cars to be

left with their engines running.

Parents must **refrain from cell phone usage during drop off or dismissal and always observe the 12 mph speed limit throughout the entire school/church campus.**

Locations and procedures may be subject to change during inclement weather. You will receive an all call message with directions and changes to the ordinary dismissal procedures.

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

SUPERVISION OF STUDENTS

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in an extended day/aftercare program. The school will attempt to call parents and all emergency contacts if a child is left on school property. Local authorities will be called if no one is available to pick up the child.

The after-care program closes at 5:30 p.m. A surcharge of \$2 is added for each minute a student remains in aftercare past 5:30 p.m. If a student is frequently picked up after 5:30 p.m., parents may be requested to find other aftercare arrangements for their student(s).

Parents must send in written notes, call the office, or send an email in advance 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.

Locations and procedures may be subject to change during inclement weather. You will receive an all-call message with directions and changes to the ordinary dismissal procedures.

When a child is not picked up in emergency situations including inclement weather or natural or man-made disasters, local authorities will be called.

LUNCH/MILK PROGRAM

Rules for acceptance and participation in the U.S. Department of Agriculture Child Nutrition Programs are the same for all students 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.

Students must bring their own healthy snacks and lunch in containers clearly marked with names. Glass containers and knives are not permitted, nor are soft drinks and candy. Snacks should be nutritious and healthy.

Preschool students are much more successful eating meals supplied from home. Classrooms are

nut free. Students may not bring food (lunch or snacks) that contain nuts due to student food allergies.

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/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student 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/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection, during school hours, of the educational records (cumulative and confidential) of their child. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents' access is limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, 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 student's educational records to parents, but documentation is to be stamped "unofficial."

CONFIDENTIAL ACADEMIC RECORDS

Parents/guardians 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

grounds for terminating enrollment in the school.

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

RETENTION OF RECORDS

Permanent record card (to include transcripts, attendance record, and standardized test results) is to be retained indefinitely.

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 Support Team Minutes

The following student records are to be retained for 7 years, or when the students reaches the age of 25, whichever is greater:

- a. Application
- b. Counselor Notes
- c. Discipline Notes
- d. Court Documents
- e. Psychological Reports

SCHOOL VISITORS

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign-in, and wear an identification tag when visiting the school.

All volunteers must be OPCYP compliant.

SCHOOL COMMUNICATIONS

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

PRINCIPAL’S COMMUNICATION

To maintain regular communication between the home and school, a newsletter will be emailed to all families. The Academy Newsletter contains relevant information including an up-to-date calendar, documentation of school events, and reminders. A Family Friday Envelope will also go home each week.

TAKE-HOME COMMUNICATION

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

Each Friday an envelope will be sent home with the youngest or only child in each family. It will contain order forms, miscellaneous notices, and notes from teachers. Envelopes are to be returned on the first day of the next school week. Return envelopes may include notes to the office, and other school-related materials. This is an important communication tool and is dependent upon parental cooperation. Families not returning envelopes may miss relevant information from the school. The Principal 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 3:00 p.m. for approval (When there is no school on Friday, the deadline is moved to Monday at 3:00 p.m.).

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 p.m. on Tuesday to be considered for release on Thursday or Friday. (When there is no school on Friday, the deadline is moved to Monday at 3:15pm).

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 and faculty room telephones are not for public use. Students are required to obtain permission from the school office to use the telephone. Telephone calls are limited to illness, forgetting medication or glasses, and/or injury and not be used for forgotten items such as lunch, athletic equipment, or homework assignments. If it is necessary to relay a message to a staff member, contact the school office at 540-662-7177. Although teachers have access to email while at school, they must focus on instruction and supervision of students, and thus may not respond during instructional hours. To email, go to the Academy's website at www.sacredheartva.org, select faculty, then the teacher whom you wish to contact, and send an email message.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to, weather, public health, or community concern, the school may transition into virtual instruction for the required duration. These will be count as instructional days.

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. 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 by the end of the dismissal period will go to Bridges After-School Care, which will remain open for up to one hour after the unscheduled school closing. When a child is not picked up in emergency situations including inclement weather or natural or man-made disasters, local authorities will be called. Exceptions must be approved by the administration.

The following is our schedule for **delayed opening days**. Our morning Bridges/Extended Day Program will not be available.

1 HOUR DELAY

Supervised Drop Off 8:45 A.M.

School Starts 9:00 A.M.

2 HOUR DELAY

Supervised Drop Off 9:45 A.M.

School Starts 10:00 A.M.

PHOTOS AND OTHER MEDIA

Parents/guardians may opt their children out of participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise

this right, the school is required to use the Waiver/Right to Object Form (*Appendix N*). All student or parental publications are subject to review and approval by the school administration prior to publication.

MEDIA CENTER

All materials chosen for the media center must be appropriate for students, not only in age level and reading ability, but also for their capacity to foster our students' moral development. All materials shall conform with diocesan policies and guidelines regarding Catholic education.

Parents, guardians, or teachers who object to print or multi-media materials used in the classroom must complete an Objection to Content Form (*Appendix K*) after they have read the book or viewed the media and then submit it to the school principal. Those objecting to materials obtained in the school media center should complete Objection to Content Form for Library Materials (*Appendix K-1*). 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. The Superintendent of Schools has the final say in any subsequent question of this review.

FIELD TRIPS

Class visits to places of cultural or educational significance enhance the lessons of the classroom. Field trips, virtual or in person, are planned by teachers and approved by the school administration in order to achieve educational objectives. Financial considerations may bear on the feasibility and frequency of field trips.

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

A permission form signed by a student's parent(s)/guardian(s) must be obtained prior to a student participating in each activity (*Appendix R*, available in PowerSchool).

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 21 years of age are to be utilized to transport students 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/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Youth weighing less than 100 pounds may not be seated in the front seat. Virginia's child safety laws require that children under eight years old are secured in a child safety seat or booster seat, regardless of height or weight. Children between eight and 12 should remain in a booster seat until they can fit in a seat belt.

Cell calls and texting are not permitted while driving.

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.

Teachers and other school employees should not drive students in their personal vehicles.

It should be understood, in rare instances, world conditions and specifically threats of terrorism against Americans may necessitate the cancellation of school-sponsored trips.

School-sponsored ski trips are not permitted.

Alcohol shall NEVER be served to minors, regardless of cultural norms and/or parent permission while on a field trip.

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.

Sacred Heart Academy Preschool students do not travel off Sacred Heart Parish/Academy grounds for field trips.

OVERNIGHT TRIPS

Overnight trips are not permitted for preschool children.

PARENT ORGANIZATIONS

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

Every school should have an effective Parent-Teacher Organization. It can help mobilize the parent community regarding legislative proposals impacting Catholic education. The work of PTOs and like organizations shall be guided by the PTO Handbook and the direction of the pastor and principal.

All parent organization activities and all materials prepared by parents for release to the Parish or school community must be submitted to the principal or designee 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, the PTO officers should prepare a budget and submit it to the pastor and principal for approval.

PTOs shall have by-laws which establish, among other things, term limits for officers as well as the organization of committees. Persons nominated to serve as a PTO board member must receive the approval of the pastor and principal.

FUNDRAISING

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, head of school). 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, head of school).

LIBRARY DONATION PROGRAM

Sacred Heart Academy has a book donation program in place. This is a wonderful way to celebrate 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. Please indicate on the memo line “book donation AND student’s name.” The librarian, with the approval of the Principal, 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 funds to purchase 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.

TRANSPORTATION/PARKING

The primary mode of transportation at Sacred Heart Academy is carpooling. All students must wear seat belts and follow state laws. All are expected to follow drop-off and pick-up traffic patterns. Failure to follow traffic patterns, parking policy, and pick-up and drop-off regulations could affect student enrollment status.

If it is necessary for a parent to enter the school building with a student, the car should be parked in designated parking spots. Never leave an idling car unattended.

<h2>V. FINANCES</h2>

SCHOOL TUITION POLICIES

A family’s tuition obligation continues even if the school shifts to a virtual model. The education

of each student continues with teachers planning and delivering lessons and assessing student progress. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

TUITION AND OTHER FEE SCHEDULES

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 & ENROLLMENT CHANGES

Sacred Heart Academy is tuition dependent. We set our budget for the school year based on our projected student enrollment. It is critical that parents carefully consider before making a commitment to one full year of tuition prior to signing the tuition payment agreement. However, if a parent chooses to withdraw a student at any time after July 1, the Academy requires 30-days notice prior to withdrawal or unenrollment, made by completing and submitting to the principal, an Official Notice of Student Withdrawal form. If the family is paying 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. Please refer to the Preschool Parent Handbook for financial policies related to making enrollment changes for preschool students.

Payments two through ten correspond with attendance during the calendar months of August through May, with installment two covering August's tuition, installment three covering September's tuition, etc. Tuition is due for any month or part of a month in which the student is enrolled.

Therefore, if a child attends through October 2nd, four monthly installments are due, the first to cover costs of supplies incurred, the second to cover the August tuition, the third to cover September tuition, and the fourth to cover October tuition. If a fifth installment has been made, that will be refunded.

We are tuition dependent for faculty and staff salaries and benefits. Therefore, families making enrollment changes (from full-time preschool to half-time preschool) must first notify administration. A meeting must take place and approval from administration is required before a change in tuition rate (full day to half day) is approved. The change in approved tuition rate will take effect at the start of a new trimester.

NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

LATE PAYMENTS

It shall be the responsibility of each school family to keep the business manager informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

I. Full Payment: If payment is not received on or before August 15th, a new agreement will be made, and all tuition payments will be made through FACTS.

II. Payment Plan: School families who choose the payment plan and miss a monthly payment due to insufficient funds will be assessed a \$30.00 missed payment fee by FACTS and may incur a fee from their own financial institution. If a payment is not received by the 20th of the month, a \$50 late fee will apply.

Please note: If the payments for any Academy family have been returned for insufficient funds more than twice in a school year, the family will be asked to prepay tuition for the remainder of the school year to allow students to remain enrolled. In addition, Academy families whose payments are 60 days late and have not made suitable arrangements within seven (7) calendar days of the second missed payment will be informed that their child(ren) may not be re-admitted to school on the next school day according to the specifications of this policy.

- 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 25: 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, 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.

Families whose tuition are consistently late (received after the 20th of the month in which it is due) or refused by their financial institution more than twice in a school year will be required to prepay the tuition balance for the rest of the year. Families whose Bridges payments are consistently late (more than 30 days past due) or refused by their financial institute more than twice in a school year may be denied the use of Bridges care or may be asked to prepay Bridges fees on the first of each month.

TUITION REFUNDS

Should a family choose to withdraw a child before the start of the school year, the first month's tuition and all fees are non-refundable. This is to cover the cost of supplies incurred per student. Written notification of intent to withdraw (Official Notice of Student Withdrawal) must be received by the

principal no less than 30 days prior to the withdrawal of the student and another month's tuition is non-refundable. An entire month's tuition is due for any month or partial month in which a child is enrolled in school.

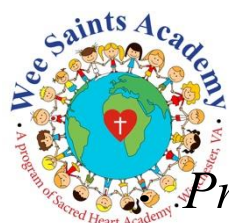
The remaining tuition amount will be prorated according to the family's payment agreement.

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: This payment is to be made through FACTS Tuition Management Company. A one-time automatic payment will be made through your checking, savings, or credit card account. Those choosing this plan will establish an account with FACTS, and 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 in July.

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 establish an account with FACTS, and complete a FACTS agreement form to authorize the automatic payments on either the 5th or the 15th 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 10 months, if beginning in August. The first payment is August and the last payment is in May. 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 establish an account with FACTS, and complete a FACTS agreement form to authorize the automatic payments on either the 5th or the 15th of each month.



Sacred Heart Academy

Tuition & Fees Schedule 2025-2026

Pre-Kindergarten3 and Pre-Kindergarten4



Application Fee	\$150/student
Registration Fee—New Student	\$350/student
Registration Fee Returning Student/Siblings	\$150/student

- The **Application Fee** is due with the application for all new enrollments. 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.

Tuition/School Fees

Three or four-year old \$5,232/child — 5 Half Days \$9,345/child — 5 Full Days
 \$3,401/child — 3 Half Days (PreK 3 and PreK 4)

Tuition for Pre-Kindergarten is per child. There is no discount for multiple students as there is for grades K-8. Pre-Kindergarten tuition does not qualify for tuition assistance.

Tuition & Fees Payment Options:

1. Paid in full by August 1, 2025 — received at the Academy.
2. Tri-Annual Payment: 1/3 due in August 2025, 1/3 due in November 2025, and 1/3 due in February 2026. Payments are made through FACTS Tuition Management Company by automatic debit or credit card payments only.
3. Monthly Payments: The first of 10 payments is made in August with final payment in May 2026
4. Payments are made through FACTS Tuition Management Company by automatic debit or credit card payment only.

**All financial accounts must be reconciled by May 22, 2026.
 Please refer to the financial section of the Parent/Student Handbook.**

Family In-Service Program for Preschool families ONLY:

It is expected that each Academy preschool *family* give a minimum of 15 hours* of service time to the Academy over the course of the school year. Should a family choose not to participate in this program a fee of

\$300 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 May 23, to keep a place for the following school year and/or receive graduation records/ have records forwarded to another school.

*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 in order to have enough help during the spring fundraisers and activities.

FAMILY IN-SERVICE PROGRAM FOR PRE-SCHOOL FAMILIES

It is expected that each preschool Academy family will give a minimum of 15 hours* of service time to the Academy over the course of the school year. Preschool families with K-8 grade children give a minimum of 25 hours of service. Should a preschool family choose not to participate in this program a fee of \$300.00 will be assessed to that preschool 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 May 22, to keep a place for the following school year and/or receive graduation records/ have records forwarded to another school.

Bridges Extended Day Fees

*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 are responsible for a prorated amount, based on the number of hours still owed for the period during which the student was enrolled.

Bridges/Extended Day Care normally operates Monday through Friday when school is in session (exceptions are noted on the school calendar). Families using the program will be billed through their FACTS Tuition Management account and payment is due 10 days after the invoice is posted.

Families who reserve spots in **Bridges PM using Sign Up Genius** will be billed \$13 for AM Bridges and \$10 per hourly period for PM Bridges (please see more details below). The drop-in rate for PM Bridges is \$30 for any portion of the time that the student is dropped off. On early dismissal days, the drop-in rate is \$60 for any portion of the time the student is dropped off.

Please exercise care when you reserve a spot in AM or PM Bridges. The purpose of signing up is to help us provide adequate staffing. Families who reserve spots will be charged.

Rates:

AM Bridges: \$13.00 flat rate*

PM Bridges, reserved: \$10.00/hour, billed per hourly period as noted below*

(Regular Days Hourly Periods: 3:15pm-4:00pm; 4:00pm-5:00pm; 5:00pm-5:30pm)

(Half Days Hourly Periods: 11:45am-1:00pm; 1:00pm-2:00pm; 2:00pm-3:00pm; 3:00pm-4:00pm; 4:00pm-5:00pm; 5:00pm-5:30pm)

PM Bridges flat drop-in rate: \$30 flat rate for regular school days, \$60 for early dismissal days

Note: All students are to be picked up from Bridges by 5:30 pm. There is a \$2 per minute surcharge for each child who remains after 5:30 pm. If children are picked up after 5:30 pm more than three times, parents will be asked to make other after-school arrangements for their children.

See Extended Day Program section for more information.

ALL FINANCIAL ACCOUNTS MUST BE RECONCILED BY MAY 22, 2026.

VI. CHILD RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of the whole person. 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/guardians, faculty, and students work together to create a Catholic school environment. These basic components include:

- a. Teachers have a right to teach. No student will stop the teacher from teaching.
- b. Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

- a. will be honest and committed to integrity.
- 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 complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extracurricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters,

sparklers, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension, or expulsion may result (see Substance Abuse/Weapons and Inappropriate Materials).

- q. will maintain, and support others who maintain, a safe and drug-free environment at, or near, school and at all school-sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden, to include drug paraphernalia, will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*).
- r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
- s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

All of the conduct expectations include student use of the Internet.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff, and faculty is to work with the students and parents/guardians to assist the students in developing a strong Christian attitude toward life.

DISCIPLINE

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, and code of conduct of the school, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

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

Each individual makes his/her own choices regarding behavior. Students of Sacred Heart Academy are expected to make choices that will promote Christian and academic growth in our school. We, at Sacred Heart, strive to assist students in accepting responsibility for their choices and, ultimately, guide the students in making better choices and growing in Christian virtue.

Each PK grade teacher maintains his/her own discipline plan, one that harmonizes with or builds upon the Academy's discipline policy.

Due to varying circumstances and differences in behavior, the school reserves the right to determine the appropriate consequences to be given.

SUSPENSION

Suspension may be imposed as determined by the principal/administration. Once the principal/administration suspends a student, parents/guardians 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 student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

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 student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
- c. the student'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/guardian repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive, or harassing behavior toward teachers, school, parish, or diocesan staff.

If the principal/administration believes it necessary to expel a student, the principal/administration

will notify the student and the student's parents about the student'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/guardian 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 student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed at the discretion of the principal/administration.

Students 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 students must be balanced against the need to protect the health, welfare, and safety of other members of the school community.

STUDENTS AND STUDENT PROPERTY SEARCHES

The principal/administration or his/her designee has the right to protect the health, welfare, and safety of school patrons against drugs, weapons, unauthorized publications, and other contraband materials. Search of a student's person and/or personal property on school property or at school activities may be conducted by the school principal/administration or other designated officials. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

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. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

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

****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 the season.

PHYSICAL EDUCATION* - BOYS and GIRLS

Fall/Spring - red t-shirt with Sacred Heart Academy logo and navy-blue shorts with Sacred Heart Academy logo

Winter - navy blue crew neck sweatshirt with 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) (Velcro shoes highly recommended.)

Non-Uniform Dress Code On special occasions when out-of-uniform days are announced, students are to comply with the dress code guidelines provided for the day. If it is a designated "non-uniform" day, the students may wear casual clothes. If it is designated as a "dress up" day, the students wear dressy outfits (Sunday best). The following guidelines are in place:

- • Shorts and slacks must fit well. No baggy or oversized pants or shorts will be permitted.
- Shirts, t-shirts, and sweatshirts must be plain, neat, and clean. Only logos with sports teams, school names, or containing a religious message will be allowed. No cartoon logos, no music groups, nothing violent or sexual in nature, no political messages or inappropriate slogans or pictures will be allowed.
- Jewelry may be of a religious nature and consist of a cross or a sacramental. A watch may be worn, but it may not be a Smart watch.
- Earrings may consist of small, matching, stud-style earrings in the ear lobe (cartilage pierces and multiple pairs are not allowed). Boys may not wear earrings.
- Make-up is inappropriate for any grade level. No makeup or colored nail polish may be

worn. Clear nail polish is permitted. Cologne or perfume is not permitted.

- High heels, tap shoes, and flip flops are unacceptable.

In addition to receiving a Disciplinary Referral, violation of the non-uniform dress code may result in a student losing his/her non-uniform privilege or other consequences as determined by the Principal or her designee. Parents may be called to bring appropriate clothing and/or the student may be denied the privilege to participate in the activity. A school gym uniform may be loaned to a student who does not comply with the dress code. The loaned uniform must be washed and returned to school the following day.

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 the 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 is prohibited in grades preschool through grade 5. Student meals provided by parents/guardians must not be heated in microwave ovens by school personnel and/or school volunteers.

Students in preschool 3 and 4 eat lunch in their classrooms. All pre-school students will have 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 reason. If weapons of any kind are brought to school, the child shall be subject to immediate disciplinary action which may include, but not be limited to, expulsion.

VII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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 (who in turn will call the Vicar General). The school principal should complete Attachment B found in Appendix G, which must be sent to the Vicar General. The school principal must inform the superintendent as well.

In accordance with the *Code of Virginia*, (Section 63.2–118, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent/guardian, legal custodian, or other person standing in *loco parentis* or school personnel.”

WELLNESS POLICY

The Diocese of Arlington Office of Catholic Schools Wellness Policy 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/guardians 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, 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. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

AIR QUALITY AND PREVENTION OF HEAT/COLD RELATED ILLNESS

When students and activities require time outside, schools will monitor weather related to the "feels like" temperature. To prevent heat and/or cold related illness, outside activities may be restricted based upon a heat index or wind chill factor, which registers in the caution level. Schools will consult local weather reports and Appendix F-15 for guidance in outdoor activities. Schools that do not have air-conditioned classrooms are permitted to provide early dismissals in accordance with Appendix F-15.

GENERAL ILLNESS PROCEDURES

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*.

Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once a child is determined to need to go home, a parent or guardian must pick up their child from school within a reasonable amount of time to control the spread of illness. If parent or guardian is not available, the emergency contact will be called. 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. This policy also applies to resuming after-school and extracurricular activities.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents are required to submit a written statement from their child's physician which states any activity restrictions with regard to participation in Physical Education classes and/or recess. The statement is expected to include a specific time frame for the activity restrictions.

MEDICATION ADMINISTRATION OVERVIEW

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a licensed health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a licensed health-care provider. 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 by the parent/guardian and accompanies the medication;
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Students should not attend school while taking prescribed Schedule II narcotics (e.g. Percocet, oxycodone, hydromorphone) for any legitimate reason. If a student needs a Schedule II narcotic analgesic, they shall remain home until they are able to control pain with OTC medications.
- j. Benzodiazepines (e.g. klonopin, Ativan, diazepam) prescribed as needed (prn), should not be administered in any school setting. This does not apply to students diagnosed with a seizure disorder.

Under no circumstances are medications to be shared with other students.

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, not at school.

When the medication is epinephrine, trained school employees are permitted to administer EpiPen

injections when:

- a. the parents advise the staff most directly involved with the student of the situations when an EpiPen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the EpiPen with a suitable demonstration);
- b. parents of students requiring such injections provide a licensed health-care provider letter attesting to the life-threatening allergy;
- c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the EpiPen.

All diocesan schools will maintain non-student-specific school stock epinephrine. This school stock epinephrine can be used in an allergy-naïve student when anaphylaxis is suspected. Employees at the school will be informed of the location where the medication will be stored, and they will be appropriately educated on its use.

All diocesan schools will maintain naloxone, an opioid antagonist, to be available for use if opioid overdose is suspected in any individual on school campus. Any student receiving naloxone will be transported via EMS to the local emergency room and cleared to return to school. All staff will be trained in how to recognize opioid overdose and administer naloxone.

A student is 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 lifesaving medications (e.g. inhaler, EpiPen).

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, 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/guardian indicates in writing that the student cannot do this.

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.

LIFE THREATENING ALLERGY

Schools will utilize current resources and reputable materials such as: Food Allergy Research & Education (FARE) and the CDC's Voluntary Guidelines for Managing Food Allergies in Schools

and Early Care and Education Programs to develop allergen management communications for student handbooks, classrooms, and parental publications.

All schools must provide an annual in-service educating school faculty and staff about the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management, and incident reporting.

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

Parents/guardians of students with a life-threatening allergy must inform the principal and school health personnel of any allergies and provide schools with fully executed diocesan documents. Parents/guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to: teacher(s), food service, bus drivers, and janitorial staff.

TELEHEALTH

Medical appointments made via telehealth cannot be facilitated in the school building. If a student has been scheduled for a telehealth visit for medical reasons, the parent/guardian will need to check his/her student out of the school building and complete the appointment in the privacy of their vehicle or at home.

If a school is able to adequately support virtual regularly scheduled therapy sessions in the building (e.g., occupational or speech therapy) for students with a documented diagnosis, they can do so on a case-by-case basis after evaluating the specific circumstances.

SPECIALIZED STUDENT CARE NEEDS

The parent/guardian of any student on a continuing regimen for a non-episodic condition shall inform the school principal/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 student’s healthcare management, special emergency procedures, or behavior at school.

TOILETING/INCONTINENCE

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

Parents/guardians will always be contacted in incidents of soiling. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from

a LHCP, with proper authorizations in writing by the parent or guardian.

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

Preschool 3 and 4

Preschool students are expected to become independent in toileting by the time they enroll.

1. Although the vast majority of school staff would assist in an emergency situation, as no child should be left in wet or soiled clothing, it is important to note that there is no expectation that routine and predictable incidents are to be dealt with by school staff.
2. Parents will always be contacted in incidents of soiling.
3. The exception to this policy is the student with a prescribed health-related treatment or procedure plan obtained in writing from a LHCP, with proper authorizations in writing by the parent or guardian.
4. During periods of communicable disease outbreak, staff may wear masks, face shields, gloves, and gowns during the toileting.

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 licensed health-care provider order, the parent will be called to take the student home.

CONTROL OF COMMUNICABLE DISEASES

DISEASE

Parents/guardians 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 great importance in the schools of the Diocese of Arlington. In an effort to enhance the protection of students:

- a. No daycare/preschool, elementary, middle, or secondary school 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 (*Appendix F-2*).
 - i. A certificate of immunization is not required for any student for whom the school has written certification from a licensed doctor of medicine or

osteopathy, licensed nurse practitioner, or the local health department, that one of more of the required immunizations may be detrimental to the student's health. The certification must indicate the specific nature and probable duration of the medical condition or circumstance that contraindicates immunization. The Virginia School Entrance Health Form (MCH-213G) provides a space for such a certification to be made

- ii. On a basic level, for the good of society, the Catholic church generally encourages the use of immunizations. The Church teaches that questions of immunization are "left to a matter of conscience" and parents have the right to decide about the health of their children in this matter. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption form (Appendix F-18), which will be retained in the student health record. Schools may request a statement from their parish priest or affiliate, describing such objection to specific immunizing agents. If an outbreak of a vaccine-preventable illness occurs, the student who is not immunized against that disease, will be excluded from school for an undetermined period of time, as per the instructions of the State Health Commissioner and the public health department.
- b. Students who have traveled or resided in a foreign country for three months or more where tuberculosis is common are required to provide documentation, prior to school entry, of a negative tuberculosis skin test or chest x-ray result. All diocesan schools are responsible for compliance with local health department regulations pertaining to tuberculosis screening and treatment.
- c. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. (See General Illness Procedures.)
- d. 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.
- e. 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 immunization program must comply with all aspects of the Memorandum of Agreement Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the signing of any contract for services.

LICE

All students identified as having 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 school nurse 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 school nurse 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 Human Immunodeficiency Virus (HIV) and to provide a safe environment for students, staff members, and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV), or HIV-related conditions must be provided the opportunity to receive a Catholic school education.

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, lockdown drills, and other safety/emergency drills are conducted throughout the school year, following state and Diocesan guidelines.

HARASSMENT

Harassment can take place in person or in writing and can be physical, verbal, or electronic. Regardless of its form, the Diocese of Arlington prohibits it.

This policy applies to the school site itself, to all school-sponsored and affiliated activities and events, whether in school or out of school, including but not limited to special events, field/service trips, retreats and/or other overnight trips, sporting events and practices, to all forms of transportation used by school personnel and students to come and go to the school and school-affiliated activities, and to all forms/use of technology.

Furthermore, since student behavior, whether inside or outside of school, reflects on our schools and can have a significant impact on life at school, there are times when it is appropriate and important for school administration to respond to incidents that occur outside of school and beyond school hours. Therefore, the schools reserve the right to discipline those in the community who engage in harassment of other school community members at any location and at any time if such harassment takes the form of obscene, libelous, slanderous language or incites violence, invades the rights of others, or contributes to a substantial disruption of the school community. Therefore, if such harassment originates outside of school and it comes to the attention of school staff, appropriate action will be taken to maintain a safe and respectful work and academic environment. As the primary educators of their children, parents have the responsibility to handle harassment issues not involving the school and that are occurring outside of school.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary and/or legal action. Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation on campus. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

SEXUAL HARASSMENT AND/OR SEXUAL ABUSE – STUDENTS

No student is to sexually harass or sexually abuse another person. All reports of harassment or abuse will be thoroughly, and appropriately investigated, and disciplinary action will be taken as appropriate, up to and including expulsion. Instances of sexual abuse, that has been investigated and confirmed, will result in suspension at a minimum. If it appears that a violation of criminal law may have occurred, the matter will be reported to law enforcement authorities. During the investigation of an alleged crime, a student alleged to have perpetrated or participated in it may need to be asked to leave campus.

Any student who believes that he or she has been sexually harassed or abused needs to immediately report such information to a trusted member of the school staff. If a student makes a report, the staff member will report the information to the principal. A student who is uncomfortable for any reason with reporting such alleged harassment/abuse to a trusted member of the school staff, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any

information reported shall, to the extent possible, be treated as confidential.

No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment/abuse made in good faith.

Children under 17 years of age cannot legally consent under Virginia State Law to having sex or sexual contact with an adult. **Any sexual contact between a student under 17 and an adult is a crime. It must be reported to the police.**

In addition, any sexual or romantic conduct between a school employee or an employee of a contracted service provider and a present student of any age, even if 17 years of age or older, and even if consented to or welcomed by the student, is strictly prohibited by this policy while the student is attending a diocesan school and for one year post-date of graduation, and will result in dismissal of the adult involved. As such, this policy prohibits sexting between students and employees or employees of contracted service providers and the showing of pornography to any student by any such adult. Such activity will result in the dismissal of the adult involved and the reporting of such conduct to the appropriate authorities.

In an effort to minimize/address sexual harassment/abuse, students in grades 6 to 12 must receive appropriate age level instruction pertaining to harassment by September 30th of every school year (*Appendix AB*). The Validation of Sexual Harassment Instruction must be completed and submitted annually to the Office of Catholic Schools by September 30th (*Appendix H-1*).

BULLYING

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the person being bullied; involves a real or perceived power imbalance between aggressor or aggressors and person being bullied; and is repeated over time or causes severe emotional trauma. Bullying includes cyberbullying. Bullying does not include inappropriate developmental 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. Cyberbullying

Bullying is prohibited. 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 or cyberbullying to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incident of bullying or cyberbullying to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

In cases of reported bullying, the principal or designee shall interview all students involved (i.e. the alleged aggressor(s) and the alleged target(s)) and investigate, as appropriate. This investigation may include interviews with students, parents/guardians, and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying will 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 may also report incidents of bullying to law enforcement.

HAZING

Hazing is defined as the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.

Hazing is prohibited. School personnel will not tolerate any hazing on diocesan school grounds, in virtual school, or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of hazing to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of hazing to report the hazing to school administration for further investigation.

In cases of reported hazing, the principal or designee shall interview all students involved (i.e., the alleged aggressor(s) and the alleged target(s)) and investigate, as appropriate. This investigation may include interviews with students, parents/guardians, and school staff; review of school

records; and identification of parent and family issues. Any student who retaliates against another for reporting hazing will be subject to appropriate consequences.

Consequences for students who engage in hazing shall depend on the results of the investigation and may include:

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or expulsion

Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement.

RACISM

Racism is defined as prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership in a particular racial or ethnic group, typically one that is a minority or marginalized.

Examples include but are not limited to:

- a. Discrimination
- b. Victimization
- 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 and false accusations
- j. Social isolation
- k. Cyber-racism (racism that takes place using digital devices)

Racism is prohibited. School personnel will not tolerate any racism 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 racism to report it to appropriate school personnel (e.g. principal, teacher, school counselor). The Office of Catholic

Schools expects staff members who become aware of any racism incident to take appropriate steps to intervene unless intervention would be a threat to staff members' safety. Every instance of suspected racism should be brought immediately to the attention of school leadership.

In cases of reported racism, the principal or designee shall interview all students involved (i.e., the alleged aggressor(s) and the alleged target(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 racist behavior will be subject to appropriate consequences.

Consequences for students engaged in racist behavior shall depend on the results of the investigation and may include:

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or expulsion

Depending on the severity of the incident(s), the principal may also report incidents of racism to law enforcement.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials.

The law further requires an asbestos management plan to be in place. You are welcome to review a copy of the asbestos management plan at the school during regular business hours.

VIDEO SURVEILLANCE CAMERAS

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

- a. 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.

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

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules, and other applicable laws or rules, including, but not limited to, use of such images in student 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 in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 60 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. ACCOMMODATIONS FOR INDIVIDUAL DIFFERENCES

The school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the opportunity to provide assistance and services for students with disabilities according to the resources available within/to the school. Parents/guardians are considered an integral part of the process.

In order to accommodate a student 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 grounds for terminating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

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. Students who have a documented disability, but do not qualify for services through the local public school, may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

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

Students 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. The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, ALL Diocese of Arlington Preschools and are religiously exempt from licensure and are classified as a “religiously exempt child day center.”

If you would like additional information about the licensing of child day programs or would like to register a complaint, please call the Office of Child Care Licensing toll-free at 833-778-0204.

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/GUARDIAN 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).

Sacred Heart Academy offers Bridges/Extended Day for Preschool 3 and 4 year olds on days when the Academy is in session, with the exception of a few days noted on school calendar. 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 Catholic environment.

X. EXTENDED DAY

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 IV, *General School Policies*, regarding fees to utilize this program. Parents/guardians 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.

Sacred Heart Academy offers Bridges for PK3-8th Academy students on days when the Academy is in session (unless noted on the school calendar). 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 Catholic environment.

Bridges AM is offered Monday to Friday from 6:45am to 7:45 am, and parents/guardians must sign up in advance. All monies due to the Bridges program are to be paid through FACTS

Management Company monthly. Bridges PM is offered Monday to Friday from 3:15pm to 5:30pm (11:45am to 5:30pm for early dismissal.)

A child not picked up at school by 3:30pm, is automatically enrolled in Bridges PM and charged the drop-in rate. A snack is served daily and help with homework is provided in addition to supervised activities.

All monies due to the Bridges program are to be paid through FACTS Management Company monthly.

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 for elementary students.

Note: All students are to be picked up from Bridges by 5:30 pm. There is a \$2 per minute surcharge for children who remain after 5:30 pm. If children are picked up after 5:30 pm more than three times, parents will be asked to make other after-school arrangements for their children.

Payment is due monthly. Any account overdue more than 30 days will incur a late payment fee of \$50 per month. Any account that exceeds \$100, or is not paid in full within 30 days, 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.

All provisions in this handbook (except Section II, Academics, but including the section on Technology), apply to the Extended Day Program.

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 into the program.
- Staff will sign students out when they are released to a parent or an adult on the authorized pickup list for the student. An ID must be presented to pick up a student from Bridges.
- Respect for Sacred Heart Academy rules must be demonstrated at all times. Repeated and severe violations of the discipline policy will be discussed with parents.

The Extended Day 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. Students will only be released from Bridges to a parent or an adult on the authorized pickup list for the student. An ID must be presented to pick up a student from Bridges.

The Academy uses an electronic communication system to disseminate messages that have a degree of immediacy, such as the need to close Bridges/Extended Day due to inclement weather or natural or man-made disasters. Messages are sent through text, voice, and email systems. For this reason, it is imperative that parents maintain current emergency information in PowerSchool.

In the event of an early closure due to inclement weather, all parents are to arrange to pick up their children as soon as possible. When a child is not picked up in emergency situations including inclement weather or natural or man-made disasters, local authorities will be called.

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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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For all over-the-counter skin products:

- a. written parent/guardian authorization noting any known adverse reactions shall be obtained;
- b. shall be in the original container labeled with the child's name;
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X. APPENDICES

Diocesan Forms

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



SACRED HEART ACADEMY PRESCHOOL HANDBOOK AGREEMENT FORM

PARENT/GUARDIAN

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

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

Name of student/child:

(Parent's Signature)

(Printed Name)

(Date)