



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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August 25, 2025

Dear Students & Parents,

Welcome to the 2025-2026 academic year at All Saints Catholic School!

As we begin the year, I am pleased to share with you this edition of our newly revised *Parent Student Handbook*. I hope that you find this information helpful as you plan for the year ahead.

Should you have any questions about our policies and procedures, please do not hesitate to let us know.

Wishing you blessings in this new year!

A handwritten signature in black ink, reading "David E. Conroy, Jr.", enclosed within a light gray rectangular border.

David E. Conroy, Jr.
Principal

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.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

All Saints Mission Statement

United and nourished by the Word of God and the Eucharist, our culturally diverse Catholic school inspires learning within a nurturing and dynamic environment of academic excellence and Gospel values.

Philosophy of Learning

All Saints Catholic School is a multicultural, faith-filled community integrating sacred tradition, cross-curricular instruction, and collaborative learning to develop the whole child. As educators, we meet the needs of all students by using a variety of differentiated methods. Our rigorous academic curriculum infuses technology using multiple platforms to create a high level of engagement among students.

Our school provides a safe and welcoming environment while nurturing a sense of responsibility in our students to fully develop their relationship with Christ and prepare them for academic success. Through the Liturgy of the Word and Eucharist and instruction of the virtues, faith formation remains at the forefront of our mission. By partnering with families, All Saints fosters the development of a child's moral compass, rooted in Gospel values.

The faculty and staff are committed to challenging each student to reach their full potential with compassion inspired by Christ's understanding and mercy.

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

A list of student supplies is provided to each family enrolling in the program. School supplies may be purchased in stores locally, as well. The school also offers parents the opportunity to purchase necessary supplies in a pre-made package through EPI if they choose. Information can be found on the school website. In this case, orders are received, a deposit is paid in June, and all supplies are provided on Orientation Day in August prior to the opening of school.

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.

BRIGANCE Testing: This screening is administered to all incoming Kindergarten students during the spring prior to their entrance to All Saints Catholic School. Through their observance of each student completing a series of tasks, the screening team is able to determine the developmental readiness of each child. Brigance Testing covers a variety of school based curriculum topics through a series of 12 assessments, including language development, science and math proficiencies and gross motor skills. The goal of the program is to ensure that each student enrolled in Kindergarten or first grade has the developmental skills necessary to achieve success during his/her first year in school.

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

Parent-teacher conferences are scheduled for the end of the first grading period. Since these conferences provide teachers the opportunity to communicate each child's progress, it is mandatory that one or both parents attend this important meeting.

Although the school only schedules one conference per year, regular communication between home and school is encouraged. Either the teacher or parents may request a conference at any point during the year, particularly following the close of each grading period. If at any time parents have a question or concern regarding the progress of their child, they are encouraged to contact the classroom teacher directly by calling the main office or writing a note. Teachers will make a reasonable effort to respond within one day to messages received. All parents are respectfully asked to refrain from contacting teachers at home.

PROGRESS REPORTS

Evaluation of the child must be based on teacher judgment, observation, daily performance, class participation and effort. Pre-Kindergartners receive a progress report at the end of each trimester, i.e. November, January and May. Report cards are submitted to the principal for review.

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.

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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.

Requests for specific teachers are discouraged. Teachers and administration spend considerable time and thought compiling class lists that will be the most productive for all of the students. If there is a specific concern that needs to be addressed, parents are asked to submit a written request to the principal by the end of May stating these concerns. Such requests will be seriously considered, but there is no guarantee that they will be honored.

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 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).

Parents are asked to call or email the school office by 9:00 a.m. if their child will be absent. Parents may call (703-368-4400) or email (ikruppa@allsaintsva.org) the front office and are asked to copy the school nurse (jsullivan@allsaintsva.org) if the student is home for medical reasons. Office personnel will contact the parents of each student who has been noted as absent and for whom no message has been received. A student arriving after 11:10 a.m. or departing prior to noon will be marked present for a half day.

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 prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.

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 are expected to be in their homerooms and ready to begin class when the 8:00 am bell rings. Students arriving after 7:58 am this time are considered tardy. To ensure the safe arrival of all students, parents/guardians are required to sign in their children at the main office when arriving late. Students are also required to report to the school office to obtain a slip admitting them to class. The tardy slip will be issued only when the students have been signed in by a parent/guardian.

MEDICAL EXCUSES

Although daily attendance is important, children who are ill cannot function properly in school and should remain at home. Students with a fever and/or vomiting may not be brought to school for 24 hours.

During periods of brief illness, the health and recovery of the student is of primary importance. For this reason, all assignments will be provided once the student reports back to school. The manner in which the missed assignments are conveyed to the student is left to the discretion of each teacher.

ANTICIPATED ABSENCE

The scheduling of vacations during the school year is strongly discouraged. Parents should seek to schedule doctor and dental appointments around the school day. There is no substitute for the learning that occurs within the classroom under the guidance and direction of the teacher.

RELEASE OF CHILDREN

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

If a child becomes sick or injured or otherwise needs to return home prior to the regular dismissal time, the school will notify the parent/guardian first. The child will be released only to persons whose names appear on the emergency listing provided by the parent/guardian.

Additionally, while parents/guardians may communicate a preferred pick-up time for appointments, etc., students will not be released from the classroom until the parent or authorized guardian has arrived at the front office. This policy is in place to ensure the safety and proper supervision of all students, in alignment with our commitment to the dignity and care of each child entrusted to us.

While we understand that occasional appointments and/or emergencies may arise, regular signing out of a child—especially close to dismissal—create significant disruptions to our school environment. We ask for your cooperation in helping us maintain a structured environment with the least amount of distractions possible. If you have a special circumstance that requires consideration, please contact the administration in advance so we can work together to find an appropriate solution.

TRANSFERRING TO ANOTHER SCHOOL

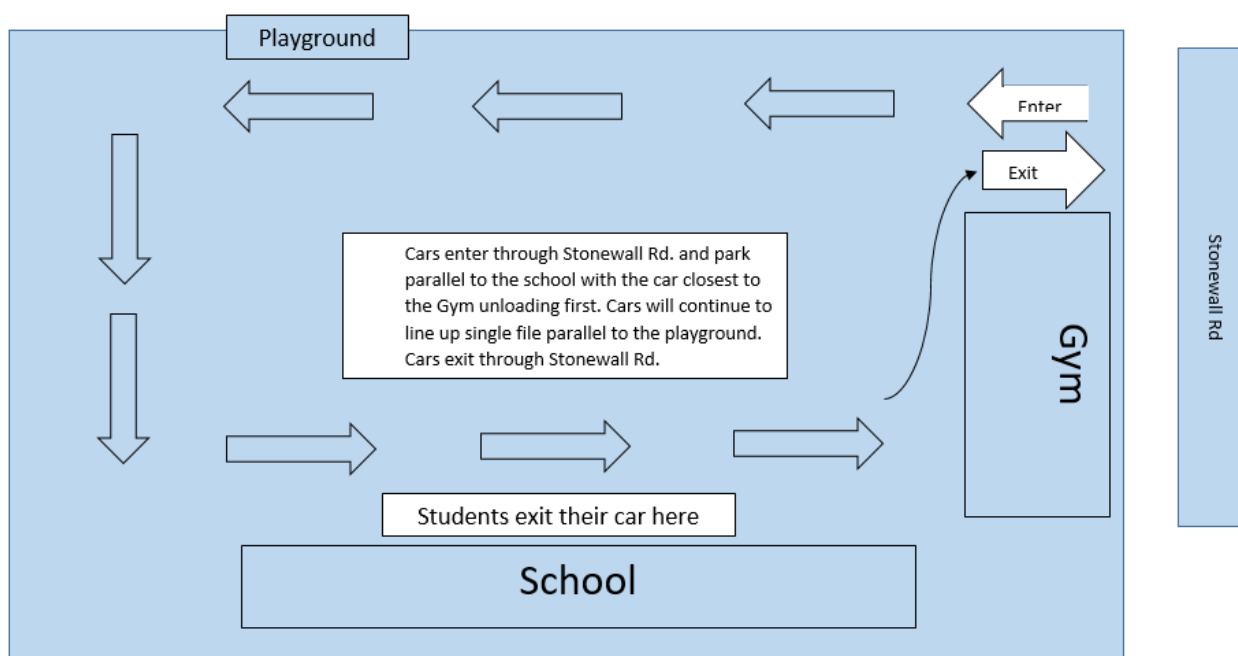
The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid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

In the morning, parents are asked to drop off children between 7:40 a.m. and 7:58 a.m. in the back parking lot, Bay 3. Assistants from the Pre-Kindergarten program will greet students in the back lot carpool line each morning and escort them to their classrooms.

No student will be dismissed prior to the regular dismissal time without the signed permission of a parent/guardian, nor will a student be released to anyone other than a parent without parental authorization.



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.

The children are asked to bring a packed snack and lunch every day to school. Cafeteria purchases are not available for the Pre-Kindergarten Program at this time. Please keep in mind that they will **not** have access to a refrigerator or microwave. Food should be substantive and healthy. The children will enjoy 30 minutes for lunch each day within the classroom. **Parents are respectfully asked to refrain from bringing fast-food lunch for their children.** The administration may ask to

meet with parents if it becomes a repeated pattern. This includes items from restaurants or pre-packaged fast food meals.

Parents who wish to send their child with a drink other than water are asked to send juice or another healthy beverage. **Students are not permitted to drink soda or caffeinated beverages at lunch or snack.**

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.

Anyone visiting the school, including a parent, is required to report to the office for a "Visitor Badge" to be worn in the building. At the office, visitors will be asked to sign in, noting the date, time and purpose of the visit. This practice helps to eliminate many unnecessary interruptions to the teachers and students during class hours and ensures that only authorized persons are in the building. Unscheduled visitors may not visit classrooms without the principal's authorization.

Parents who have made an appointment to observe are welcome in the classrooms. The teachers are happy to speak to parents about their children by phone, note or conference. However,

appointments are necessary in order that the teacher's full attention be given to the class throughout the course of the day.

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/PRESCHOOL DIRECTOR'S COMMUNICATION

A weekly newsletter from the principal is published via e-mail. On occasion the principal may share special information with the school community via an additional letter or memo.

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.

The weekly newsletter, PTO information and other school related flyers are sent home via e-mail each Wednesday, The Sentinel.

TELEPHONE USE

The phones located in classrooms and throughout the school are not for the use of All Saints students during the school day or during evening events/activities. Students may use the front office telephone, with permission, in cases of emergency. (Forgetting lunches, PE uniforms, permission slips, etc. does not constitute an emergency.) Parents are asked to refrain from calling the school office with messages to be relayed to children except in cases of an emergency.

Unauthorized use of the telephone system by a student will result in disciplinary action, including but not limited to suspension from All Saints School.

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.

In the event of inclement weather, All Saints Catholic School will make an independent decision regarding schedule changes. Per diocesan policy, if school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concern, the school will transition

to online (eLearning) for the required duration and the students will meet academic requirements.

All decisions regarding schedule changes, both on those occasions when we follow the county as well as when we make an independent decision, will be announced to the community via SchoolMessenger.

In the event that the County schools are not in session or do not announce an early release due to inclement weather, parents are requested to pick up their children without delay. Students who are not picked up will be cared for in Extended Day until parents can be contacted.

Every family is required to have an official Emergency Form on file in the school office, listing persons authorized to pick up a child in case of emergency and authorizing the school to take appropriate action in the event that we cannot reach a parent/guardian. If information on this form changes during the course of the year, it is the parent's responsibility to provide an update. The name and phone number of the babysitter should be included. No sick or injured student will be released from school without notifying the family. Unless a student's life is in danger and/or immediate emergency treatment is necessary, the parent of the pupil will be consulted before any treatment is administered. If an emergency exists, the student will be taken to the hospital by ambulance.

In the event of a school emergency necessitating immediate closing of school and an inability to return to the facility following evacuation, notification will be provided to parents via School Messenger. In the event that dismissal from the school grounds is not feasible, students will be released from the fields adjoining Pennington School on the opposite side of Stonewall Road or at an alternative location determined by emergency personnel.

The Diocesan Superintendent of Schools will publish annually a Diocesan school calendar for the following school year.

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.

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.

All Saints Catholic School PTO Mission Statement

We, the Parent Teacher Organization of All Saints Catholic School, grounded by our faith in God, commit ourselves to build community amongst school families and within the parish.

As dedicated parents and teachers, we work through fellowship to raise and expend funds necessary to enhance the learning environment of our students.

Empowered by the Holy Spirit, we promote sound communications and social activities in order to cultivate a harmonious relationship between home and school and in our community.

The PTO's main purpose is to promote home to school communication and to provide financial as well as moral support for the school program. The by-laws further state that the PTO shall not directly affect school policies. The general membership of the PTO meets every second month beginning in September. If additional meetings are called, notification will be sent home with the students. Many opportunities are available for parental involvement in PTO activities.

By registering their children for All Saints Catholic School, parents make a commitment to be actively involved in the school through the Stewardship Shares program. This is the program by which parents are encouraged to donate their time and talent in support of our school. While there will be many opportunities to earn Shares again this year, the most important thing to remember is that you can earn Shares for any activity completed in support of our school. Active parental participation creates further awareness of the school's total educational program and support for its mission.

Parents/Guardians are invited to consider volunteering as a Room Liaison. Classroom liaisons assist their child's classroom teacher by helping organize and communicate special classroom events and coordinating volunteers. If you are interested in potentially serving in this capacity, please contact the PTO at ptoroomliaisons@allsaintsva.org.

For many years, the Family Stewardship Points Program has been the mechanism by which parents have earned and tracked their required volunteer hours. Educational research indicates that students excel in school when their parents are highly involved. We value the support that you provide and recognize your involvement as being essential to helping us sustain our mission.

As we enter a new school year, we have taken steps to streamline and simplify the Family Stewardship Program.

For the 2025-2026 school year, families will be required to complete **20 points**. Each point will be earned by completing **one hour of volunteer service** or by contributing **\$20 worth of item donations**.

Each hour of volunteer service will be worth one point regardless of when the hour is completed - during school, after school, in the evening, or on weekends. As a reminder, VIRTUS certification is required for any event taking place during school hours at which students are present. Item donations will still be requested for various school, classroom, and PTO events; however, items will be bundled to equal \$20 increments. All requests for volunteers and item donations will still be posted and tracked through Track It Forward.

We hope that through a combination of lowering the overall point totals, reducing donation requests, and switching to a 1 point/hour system, we will keep the flexibility of our current system while simplifying it.

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).

TRANSPORTATION/PARKING

Parents are urged to form carpools whenever possible to transport children to and from school.

During morning arrival between 7:40 a.m. and 8:00 a.m. the following directions are followed. All Pre-Kindergarten parents are asked to turn onto the property from Stonewall Road using the entrance adjacent to the Knights of Columbus facility. Upon entering the property, cars loop around the perimeter of the rear parking lot and students are dropped off within the existing area behind the school. Pre-Kindergarten assistants escort students to their classrooms. Drivers then exit the rear parking lot by way of the driveway adjacent to the Knights of Columbus. Drivers make only right turns onto and off of the property.

No children may be dropped off prior to 7:40 a.m. All faculty, staff, and safety patrols remain on duty until 7:58 am when they will return to the building for morning announcements.

Dismissal for full day Pre-K, older siblings and carpool companions of Pre-K students will be dismissed close to the Mary statue for pick-up at 2:55 pm. Once Pre-K students are in session, all Pre-K siblings and companions will meet in their regular meeting spot for dismissal throughout the year. This will continue every day regardless of whether or not Pre-K is in session on a particular day (i.e. testing, after Graduation, etc). They will meet their parents/guardians in the regular Pre-K dismissal spot so as not to cause confusion and to ensure dismissal runs effectively and efficiently.

On a rainy day, Pre-K students, older siblings and carpool companions of Pre-K students will dismiss out the front door of the school. Parents will drive up to the crosswalk by the school side of the church and teachers/assistants will escort children to the waiting vehicle. Students will be called as vehicles pull up.

If someone other than a parent is to pick up the child(ren), they will be verified through PowerSchool to ensure they are able to pick up the child(ren). The person must show a photo ID before any child will be released to him/her. If the person is not approved on PowerSchool to pick up the child(ren), the parents/guardians will be called for approval before releasing the child(ren). Prior authorization can be given if the parent or guardian calls the front office for notification.

Under no circumstances may parents or visitors park behind the school building between the hours of 7:00 a.m. and 6:30 p.m.

V. FINANCES

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.

The tuition program is managed by FACTS Tuition. Payments are due beginning in August. Payments are pro-rated over ten months, August through May. The book fee and tuition are rolled into one and pro-rated over this period. For families applying to All Saints for the first time, the registration fee is due at the time of application. Registration fees are non-refundable.

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

The tuition program is managed by FACTS Tuition. Payments are due beginning in August. Payments are pro-rated over ten months, August through May. The book fee and tuition are rolled into one and pro-rated over this period. For families applying to All Saints for the first time, the registration fee is due at the time of application. Registration fees are non-refundable.

Concerning re-enrollment, All Saints is pleased to announce a new approach to the re-enrollment of students. In consideration of the fact that most All Saints' families choose for their child/ren to remain in our program through 8th grade graduation, we now have a process by which your child/ren will be enrolled with us through the coming years. This Continuous Enrollment system will reduce paperwork and increase the efficiency of what has previously been an annual process, thereby providing greater convenience for parents. The Continuous Enrollment contract, signed only once per child, will eliminate the re-enrollment process and instead will continuously enroll your child/ren through 8th grade from All Saints or, if necessary, until such time that you complete the withdrawal process. With submission of this contract, there will be no need for future completion of an annual re-registration form. After signing the contract, the Continuous Enrollment Fee, formerly known as the Re-Registration Fee, will automatically be billed to your FACTS account in the spring. The completion of the Contract and payment of fee confirms enrollment for your child/ren for the upcoming school year. Please note that failure to complete the Continuous Enrollment Contract by the deadline may result in a space not being reserved for a child for the upcoming school year. The Continuous Enrollment contract can be found in the Appendix.

TUITION AND OTHER FEE SCHEDULES

Tuition payments are the primary source of funds used by the School to pay expenses which are

necessary to help the School achieve its mission of “*providing all students with the educational foundation to enable them to go forward in faith and knowledge into the world.*” When tuition payments are not submitted, the School’s ability to meet operating expenses is jeopardized. Therefore, it is imperative that families fulfill their financial obligations to the School in a timely manner.

Families seeking financial assistance may apply through the Diocese of Arlington Tuition Assistance Program. Decisions regarding the level of financial assistance offered will be made by the All Saints Tuition Assistance Committee based upon the objective criteria established in the Diocesan program. Families requiring additional assistance or those who may have been denied assistance through the Diocesan program are encouraged to contact the Parish Director of Administration, Finance & Human Resources who can provide information on how to apply for education loans with outside organizations which provide eligible borrowers with funds to cover the cost of education including tuition, fees and related expenses. Families may also consider speaking with their local bank or credit union regarding education loans.

The School tuition program is administered by FACTS Tuition. Families with delinquent tuition balances greater than 60 days, who have not established an approved alternative payment arrangement, jeopardize their child’s continued enrollment in All Saints School. While it is the intent of the School to work with families facing financial hardships, justice and good stewardship require the School to ensure that families meet their tuition obligations. Therefore, the School reserves the right to take the following actions if delinquent tuition remains unpaid:

1. Withhold release of student records.
2. Prohibit students from participating in School activities.
3. Prohibit re-registration for the succeeding school year.
4. Cancel a student’s current year enrollment with a minimum of 30 days written notice to the family.

If delinquent tuition balances remain unpaid after a student’s enrollment has been cancelled, the account may be turned over to a professional collection agency for recovery.

Tuition refunds and balances due are calculated on a trimester basis. For example, if you decide to withdraw your son/daughter from All Saints Catholic School, you will be responsible for the full tuition due for the trimester in which they have been enrolled and attending.

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.

The tuition program is managed by FACTS Tuition. Payments are due beginning in August. Payments are pro-rated over ten months, August through May. The book fee and tuition are rolled into one and pro-rated over this period. For families applying to All Saints for the first time, the registration fee is due at the time of application. Registration fees are non-refundable.

Concerning re-enrollment, All Saints is pleased to announce a new approach to the re-enrollment of students. In consideration of the fact that most All Saints' families choose for their child/ren to remain in our program through 8th grade graduation, we now have a process by which your child/ren will be enrolled with us through the coming years. This Continuous Enrollment system will reduce paperwork and increase the efficiency of what has previously been an annual process, thereby providing greater convenience for parents. The Continuous Enrollment contract, signed only once per child, will eliminate the re-enrollment process and instead will continuously enroll your child/ren through 8th grade from All Saints or, if necessary, until such time that you complete the withdrawal process. With submission of this contract, there will be no need for future completion of an annual re-registration form. After signing the contract, the Continuous Enrollment Fee, formerly known as the Re-Registration Fee, will automatically be billed to your FACTS account in the spring. The completion of the Contract and payment of fee confirms enrollment for your child/ren for the upcoming school year. Please note that failure to complete the Continuous Enrollment Contract by the deadline may result in a space not being reserved for a child for the upcoming school year. The Continuous Enrollment contract can be found in the Appendix.

TUITION AND OTHER FEE SCHEDULES

All fees and tuition **MUST BE PAID** prior to the release of the student's records. If the student transfers out during the middle of the school year, they will be charged based on the number of trimesters they were enrolled, unless otherwise decided by the principal.

(See Appendix for Tuition Schedule)

Extended Day Fees: The Extended Day Program is self-supporting, i.e., it does not receive financial support from the school, and therefore must rely on prompt payment. The following is a schedule of current fees:

<u>Morning Session:</u>	6:30 a.m. – 8:00 a.m. (Monday – Friday) \$12 per day per child
<u>Afternoon Session:</u>	3:00 p.m. – 6:30 p.m. (Monday – Friday) \$20 per day per child
<u>Early Release:</u>	12:00 noon to 3:00 p.m./Delayed Openings \$20 per child 3:30 p.m. – 6:30 p.m. Additional \$20 per child

Fees are incurred after ten minutes of attendance in the Extended Day Program at the end of the day; i.e. late pick-up once the students have been brought to extended day after dismissal. There is a late pick-up fee of \$5 per child for every 15 minutes for students dropped off before opening at 6:30 a.m. or picked up after closing at 6:30p.m.

Tuition Delinquencies: Parents falling behind in tuition payments will be asked to meet with the principal. The pastor and principal recognize that on occasion families encounter financial hardships that affect the timely payment of tuition. In such cases it is important that parents contact the principal so that a mutual understanding regarding payments may be established.

Tuition payments are the primary source of funds used by the School to pay expenses which are necessary to help the School achieve its mission of “providing all students with the educational foundation to enable them to go forward in faith and knowledge into the world.” When tuition payments are not submitted, the School’s ability to meet operating expenses is jeopardized. Therefore, it is imperative that families fulfill their financial obligations to the School in a timely manner.

Families seeking financial assistance may apply through the Diocese of Arlington Tuition Assistance Program. Decisions regarding the level of financial assistance offered will be made by the All Saints Tuition Assistance Committee based upon the criteria established in the Diocesan program.

The School tuition program is administered by FACTS. Families that miss a tuition payment or make a payment after the scheduled due date will be notified by FACTS via email and/or telephone. Missed payments may result in late fees being assessed in accordance with the signed Tuition Agreement. Families with delinquent tuition balances greater than 60 days, who have not established an approved alternative payment arrangement, jeopardize their child’s continued enrollment in All Saints School. While it is the intent of the School to work with families facing financial hardships, justice and good stewardship require the School to ensure that families meet their tuition obligations. Therefore, the School reserves the right to take the following actions if delinquent tuition remains unpaid:

1. Withhold release of student records.
2. Prohibit students from participating in School activities.
3. Prohibit re-registration for the succeeding school year.
4. Cancel a student’s current year enrollment with a minimum of 30 days written notice to the family.

If delinquent tuition balances remain unpaid after a student’s enrollment has been cancelled, the account may be turned over to a professional collection agency for recovery.

Transfer of Records

Notice of withdrawal of a student should be made by the parent in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and to settle accounts. No student records will be forwarded to another school until the school office has confirmed that all accounts, including tuition, cafeteria and the Extended Day program, have been settled.

Returned Checks

Generally, school tuition payments may be made by any one of the following methods (personal check, certified check, money order, electronic funds transfer, and cash). Personal checks that are returned by the bank for non-sufficient funds or any other reason (e.g., closed account) will result in a \$20 returned check fee. Families will be notified of the returned check via letter from the Parish Finance Office. Families who have more than one check returned by the bank will be required to make all future payments via certified check or electronic payment.

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.

In the Pre-Kindergarten program, disciplinary matters are addressed by the classroom teachers in a positive manner and are presented as opportunities for learning. Students are encouraged to grow in all areas; spiritual, moral, emotional, social and academic. When students act in a manner inconsistent with the mission and philosophy of the school, they are entrusted with the responsibility of showing improvement in their conduct. If a child does not respond to correction or discipline within the context of Christian understanding and charity, the school may request the involvement of parents in an effort to provide the child with the necessary support for their conforming to the school's standards. Discipline is most effective when there is clear communication and cooperation between parents and teachers.

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

The ultimate goal of discipline in a Catholic school is to teach students the self-discipline that strengthens within the school the Catholic faith community. As the school builds community, it develops in the students the awareness that sensible rules serve to safeguard the individual's freedom and provide an atmosphere conducive to learning. Disciplinary measures have as an end the development of the human person who respects one's self, other persons, and those in authority. Consistent with this approach and the philosophy of the school, at no time will corporal punishment be utilized as a disciplinary strategy.

SUSPENSION

Suspension may be imposed as determined by the principal/administration.

WE TEACH AND EXPECT OUR PRE-K STUDENTS TO:

- Use gentle hands and kind words
- Talk through problems or ask a teacher for help when upset
- Take turns and share
- Show respect and listen to grown-ups and friends

We know that little ones are still learning, and we are here to help them grow. But if a child hurts someone or makes unsafe choices, it will be addressed accordingly to ensure a safe environment for all students.

At All Saints, we strive to keep everyone safe and to protect the learning environment for all students. Sometimes, a child might make a choice that is not safe. If this happens in a very serious way, the parents may be notified to come and take the student home. The student will stay at home on the day of the occurrence and may be asked to stay home longer.

Suspension from school is imposed only for a very serious reason. The decision to suspend a student rests with the principal in consultation with the pastor. Prior to suspension, parents will be contacted to discuss the situation. A letter stating the measures to be taken and the reasons for the suspension will follow the student's time at home. The nature of the suspension varies with the severity of the behavior.

SOME BEHAVIORS THAT MAY LEAD TO BEING SENT HOME AND/OR SUSPENDED INCLUDE, BUT ARE NOT LIMITED TO:

- Using threatening or violent words or actions toward teachers or other children
- Hitting, kicking, biting, or hurting someone on purpose
- Running away from the classroom or leaving without asking a teacher
- Refusing to transition either out of the classroom or back into the classroom
- Saying things that scare or threaten others

The administration, teacher, and/or counselor will then work with the parents/guardians to make a plan to help that student learn to make safer and better choices. The student may return to school only after meeting with administration and meeting any conditions for continued enrollment. The student and parents must sign a summary and acknowledgement letter and demonstrate a commitment to partnering with the school in support of a child's improved conduct. We will ask families to help us by talking about these things at home, too. 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 may preclude the student from returning to the regular instructional program.

If a child demonstrates continued actions that are unsafe, that may jeopardize eligibility for continued enrollment.

DISMISSAL

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

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

EXPULSION

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

- a. a serious infraction of school rules occurs;
- b. the 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

Pre-Kindergarten children are now required to wear a uniform. The dress code is as follows below in the chart. The dress code provides a standard for our children that fosters an environment conducive to learning and respectful behavior.

Season	Gender	Grade	Shirt/Blouse	Outerwear	Pant/Skirt	Accessories	Hoisery	Shoes
Fall/Spring	1st day-Oct 31							
	Easter break-Last day							
	Boy	Pre-K	Polo Embroidered logo	3/4 Zip Up Shell Shirt (may be worn on cold days)	Pants, Grey twill, flat front		Socks Black/navy	Athletic, Black, low-cut, tennis style
	Girl	Pre-K	Drop Waist Polo embroidered logo Dress	Sweater, crew neck cardigan Navy, (may be worn on cold days)	Leggings or Tights, Navy	optional matching head accessory	Socks, Knee High Navy/white, solid White, Tights Regular or Ribbed	Athletic, Black low-cut, tennis style or Solid Black, Mary Jane style with one strap
Winter	Nov 1-Easter break							
	Boy	Pre-K	Polo Embroidered logo	3/4 Zip Up Shell Shirt (may be worn on cold days)	Pants, Grey twill, flat front		Socks Black/navy	Athletic, Black, low-cut, tennis style
	Girl	Pre-K	Drop Waist Polo embroidered logo	Sweater, crew neck cardigan Navy, (may be worn on cold days)	Leggings or Tights, Navy	optional matching head accessory	Socks, Knee High Navy/white, solid White, Tights Regular or Ribbed	Athletic, Black low-cut, tennis style or Solid Black, Mary Jane style with one strap

ALL UNIFORMS MUST BE PURCHASED AT FLYNN & O'HARA OR THROUGH THE UNIFORM EXCHANGE.

Flynn and O'Hara Uniforms
Fair City Mall
9650 Main Street
Fairfax, VA 22031
(703) 503-5966

All students enrolled in the program are expected to have already acquired independent toileting skills. Please send in a change of clothes (either an extra uniform or something comparable to the uniforms) in a labeled zip lock baggie that can remain at school throughout the year. In the event of an accident, it is best to be able to offer a fresh change of clothes. If a change of clothes is not available, the parent will be notified and the child will wait with the nurse until the parent arrives with a clean change of clothes.

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

Please be sure that clothing is easy to manage as to encourage independence and self-help skills. All jackets, coats, sweaters, hats, boots, mittens, etc. must be clearly marked with your child's name.

Additional Considerations:

As a Catholic institution, we strive to foster a sense of simplicity and cultivate inner character and spiritual growth. Our policies on dress and appearance are meant to encourage modesty and discourage excessive focus on outward appearances or on comparing with one another. No

emblems, other than the school logo, are to be found on sweaters, blouses, shirts, pants, socks, or any other part of the uniform. Girls with pierced ears may wear one pair of stud earrings in their earlobe only. No dangling earrings or hoops, even small, are permitted. Boys are not permitted to wear any type of earring. Necklaces, bracelets, and rings of any kind are not permitted as these can present a safety concern during recess and PE. Tattoos are not permitted on a student's body, washable or real. Although clear nail polish is permitted, colored nail polish, artificial nails, or French tips are not permitted in any grade. Girls may not wear makeup of any kind. If a student is wearing makeup or jewelry that is not permitted, they will be asked to remove it immediately. If they do not comply with the request, their parent/guardian will be contacted and there may be further disciplinary actions. In addition to the concern of safety, limiting jewelry and makeup also reduces distractions and promotes equality among students, helping everyone focus on academics, faith, and character building. If a student is wearing nail polish, they will be asked to remove it by the next day they return to school. If the student fails to do so, or if the behavior becomes a pattern, a meeting with the assistant principal may be requested.

Trend haircuts of any kind (which includes lines or shapes of any kind), including, but not limited to, dyed hair (even if it is a natural color) and unnaturally colored highlights, streaking, extensions, and tinsels, are not permitted on boys or girls. Boy's hair is to be cut above the collar, eyebrows, and top of ears. Final decisions regarding haircuts rest with the principal/administration.

If a family emergency should prevent a student from wearing the uniform for a given time, the parents are asked to write a note to the principal who will permit the exception as long as it is necessary. Parents are asked to check their children's clothing before they come to school to make sure they are dressed in accordance with the uniform code.

Dress-Down Day Code: On special days designated by the principal, students may be out of uniform. The following code is intended to encourage individuality and style within the framework of the virtue of modesty. **Girls:** dresses or skirts (no bare shoulders or sleeveless dresses; the length may not be shorter than two inches above the knee), blouses or sweaters that are not form-fitting, or jeans. Jeggings, leggings or tights used as pants are not permitted, unless they are worn underneath of a dress or skirt that is no shorter than two inches above the knee. Jewelry worn must be in accordance with uniform guidelines and make up is still prohibited. **Boys:** shirts (no bare shoulders or sleeveless), pants, or shorts (the length may not be shorter than two inches above the knee). **Additional considerations:** Flip flops, sandals, Crocs, open toe shoes and high heels are prohibited. Toes and heels must be covered at all times. Tutu's may not be worn for any dress out of uniform days, even spirit days. Ripped jeans are not permitted. Shirts must reach at least the belt loop/waist of a student; no mid-drifts are allowed.

PLAYGROUND REGULATIONS

Students are reminded to follow the directions of the teachers and assistants at all times while on the playground.

Rules for Playground Structure:

No pushing or pulling on any piece of equipment.
No climbing up the slides in the wrong direction.
No sliding headfirst down the slides.
No children are to be pulled off the equipment.
Only four children permitted on the Megarock climber at one time.
No standing on any railings of the equipment.
No more than one person at a time going down the slides.
No playground equipment (i.e. balls, trucks, hoops) allowed on the apparatus.

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.

The Pre-Kindergarten Program does not use the cafeteria facility or participate in the lunch program. Daily snacks are enjoyed in the classrooms and/or on the playground. Teachers will coordinate monthly birthday celebrations for the students.

Please make sure your child knows that if he/she has a snack problem, such as a forgotten snack, he/she should always inform their teacher. The staff will make every effort to ensure that every child has something to eat for snack and does not go hungry.

If your child has a food allergy, please provide this information in writing to the school nurse and cafeteria staff. Your child should be aware of his/her allergies and instructed to avoid such foods. There is a separate table setup in the cafeteria for those students with food allergies.

Parents who wish to send their child with a drink other than water are asked to send juice or another healthy beverage. ***Students are not permitted to drink soda or caffeinated beverages at lunch or snack unless part of a special school sponsored activity.***

Our students will enjoy ONE small snack and water with their classmates in the morning. **The snacks are provided by the parent and sent to school on a daily basis with their child and should be something that can be consumed within 10 minutes.** Please bring plastic water bottles that can be cleaned and reused.

****Snack MUST be clearly labeled daily with child's name and date****
(This is a mandatory request from the Dept. of Social Services)

Please be sure to send in a healthy snack that is nutritious, nut free, and will provide an energy boost. Some suggestions are fruit, raw vegetables, crackers, pretzels, etc. Please avoid sending candy, chocolate, gum, and sweets to school. Please note that even though parents will be providing a snack for their child each day, it is essential that the teacher be informed of any food allergies. Throughout the year, the children will have opportunities to share in a special class snack relating to the week's theme.

In accordance with the Diocese, we are always looking for ways to promote a healthy diet. We

know that birthdays are an important milestone, and for this reason, if you'd like to celebrate with a special treat, we'd like to suggest that you send in individually wrapped treats or goody bags for each classmate to take home at the end of the day. Please remember this is not mandatory and at your discretion only.

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.

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.

When permission is given for a student to be at school with crutches, the nurse will work with the parent/guardian to make a plan for the student to ensure they are able to safely move throughout the building. Accommodations such as using the elevator can be made in such circumstances.

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.

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

The principal, or his/her designee, shall conduct at least two fire drills in the first 20 days of school and two more during the school year.

Each year the fire drill procedure is explained to the students by the classroom teachers.

Thus each student knows and is expected to follow correct procedures for evacuating the building in the event of a fire or similar emergency. All visitors, staff and faculty must evacuate the building during a fire drill or emergency and remain one hundred feet from the school building until the all-clear signal is given. Tornado drills are held periodically throughout the year.

FIRE

Staff and pupils must be familiar with fire bell signals and the fire drill routes posted in the classrooms.

An orderly evacuation of the building under the supervision of each staff member is imperative. Staff must take the class roster folder and emergency medications with them if at all possible without jeopardizing their own safety or that of their classes, and once outside, call class roll to account for each child. All fire doors shall be kept closed at all times. All staff members should be familiar with the location and correct use of the fire extinguishers.

In case of a fire:

- Dial 911
- Sound the fire alarm

In the event that severe weather threatens while school is in session, the Principal will immediately give verbal notice to the staff. Maintenance personnel will be responsible for turning off the water, electricity, and gas to the building if directed to do so by the local fire officials. The following procedures will apply:

TORNADO

- Staff will count children and take class roster/emergency contact forms and emergency medications
- Immediately go to the inside hallway by the Preschool Classroom
- Avoid places with wide-span roofs such as the Gym
- Get under a piece of sturdy furniture such as a heavy table or desk and hold onto it
- Use arms to protect head and neck
- The staff will remain with the children and the Director will supply a battery-operated radio and battery operated flashlight

EARTHQUAKE: Remain where you are

If inside:

- Take cover under a piece of heavy furniture or against an inside wall and hold on
- Stay inside; the most dangerous thing to do during the shaking of an earthquake is to try to leave the building because of the danger of falling objects
- The staff will remain with the children and the Director will supply a battery-operated radio and battery-operated flashlights
- Evacuate the building after the ground stops shaking

If outside:

- Move to an open area, away from buildings, street lights, and utility wires
- Remain in the open until the shaking stops

SHELTER-IN-PLACE PROCEDURES

The Preschool staff will communicate with parents through the use of the Preschool telephone line or personal cell phones.

The following procedures will be followed:

Inside:

- Shelter-in-Place will be announced over the intercom
- HVAC system will be shut down and exposed individuals will be separated from the rest of the school population
- All windows and doors will be closed
- Towels will be placed under doors and all windows will be covered with duct tape
- Food and water will be rationed
- Lights will be rationed
- Trash cans and bags will be used for waste disposal
- Remain until the “all-clear” is given

Outside:

- Bring exposed individuals into the gym
- Wash in the kitchen and bathrooms
- Dry the exposed and dress in the hallway, using stored clothing
- Escort washed into reception area

DO NOT RE-ENTER THE BUILDING UNTIL IT IS DECLARED SAFE FOR OCCUPANCY.

RELOCATION/REUNIFICATION PLAN

Manassas Baptist Church serves as our relocation site.

Manassas Baptist is located approximately 2/3 miles west of All Saints at the intersection of Stonewall Road & Route 234.

In the event that it is ever necessary to relocate to Manassas Baptist, this information will be communicated to parents via *SchoolMessenger*. Students would be transported via buses provided by the City of Manassas in response to the order to evacuate.

It is important to recognize that, in the event of a crisis, the release of students would take place using a more complex process ensuring that the release of each student is documented and that each parent and child are individually reunited at Manassas Baptist.

While it remains our hope and prayer that we would never need to implement this emergency response, it is important that you know of this plan so that you can respond accordingly.

To recap, here are a few key reminders.

- Do not call the School – Remember that the school would initiate communications via *SchoolMessenger* and social media.
- Do not drive to All Saints – This would only impede the efforts of first responders.
- Drive to our Relocation site - Report to Manassas Baptist calmly, knowing that there is a plan in place to safeguard and care for your children.

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).

X. APPENDICES

School Forms

Continuous Enrollment Contract ([English](#)) ([Spanish](#))

Diocesan Forms

Permission for Emergency Care Form ([Appendix F-1](#))
Confidential Student Health History Update ([Appendix F-1A](#))
Confidential Student Health History Update (Spanish) ([Appendix F-1B](#))
Confidential Student Health History Update (Vietnamese) ([Appendix F-1C](#))
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 F-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](#))