

Corpus Christi School

Pre-school Parent/Student Handbook 2011-2012



*A Blue Ribbon
School of Excellence*

*Committed to the pursuit of Excellence in
Catholic Education*

Elementary Campus
3301 Glen Carlyn Road
Falls Church, VA 22041
Phone 703-820-7450
Fax 703-820-9635
info@corpuschristischool.org

Early Childhood Center
7506 St. Philip's Court
Falls Church, VA 22042
Phone 703-573-4570
Fax 703-573-6832
earlychildhoodcenter@corpuschristischool.org

Corpus Christi School

St. Anthony's Pastor:
St. Philip's Pastor
Principal
CCE Assistant Principal
CCE Extended Day Director
ECC Assistant Principal
ECC Extended Day Director

Rev. Kevin B. Walsh
Rev. Denis M. Donahue
Mr. Al Garcia
Mrs. Marie Bonard
Miss Susan Zaycosky
Mrs. Ann Stich
Mrs. Shagufta Nande

EARLY CHILDHOOD CENTER (ECC)

**Preschool to Kindergarten
7506 St. Philip's Court
Falls Church, VA 22042
(703) 573-4570
Fax (703) 573-6832**

**Office Hours:
During School Year:
Monday – Friday
8:30 a.m. to 3:30 p.m.**

ELEMENTARY CAMPUS

**Grades 1 through 8
3301 Glen Carlyn Road
Falls Church, VA 22041
(703) 820-7450**

**Office Hours:
During School Year:
Monday – Friday
8:00 a.m. to 4:00 p.m.**

TABLE OF CONTENTS

I.	PHILOSOPHY OF EDUCATION/MISSION STATEMENT	1
	Diocesan Philosophy of Catholic Education.....	1
	School Mission Statement/Philosophy	1
	Student/Parent Handbook	3
	Parental Role.....	3
	Non-Discrimination Clause	4
	Non-Catholic Children.....	5
II.	CURRICULUM.....	6
	Supplies and Materials	7
	Assessment.....	7
	Parent-Teacher Communication	7
	Scheduling and Other Conference Information	7
	Progress Reports	8
	Retention/Promotion/Placement	8
III.	ADMINISTRATIVE PROCEDURES.....	9
	Admissions.....	9
	Diocesan Initial Admission Requirements.....	9
	International Students	9
	Class Placement	10
	Attendance	11
	Absence/Tardiness/Leaving School	11
	Attendance/Reporting Procedures.....	11
	Transferring to Another School	13
	Lunch/Milk Program.....	13
	Arrival and Dismissal	14
IV.	GENERAL SCHOOL POLICIES.....	16
	Administrative.....	16
	Child Custody and Guardianship	16
	Access to Records	16
	Retention of Records.....	13
	School Visitors.....	14
	School Communications	17
	Telephone Use	18
	Inclement Weather/School Closings.....	18
	Photos and Other Media.....	19
	Library.....	20
	Field Trips	20
	Overnight Trips	21

Parent Organizations	21
Fund-Raising.....	21
Transportation/Parking	22
V. FINANCES	24
School Tuition Policies	24
Tuition and other Fee Schedules.....	24
VI. CHILD RESPONSIBILITIES & BEHAVIOR	26
Code of Conduct	26
Discipline	26
Use of Disciplinary Action	26
Specific Disciplinary Policies	27
Suspension	27
Dismissal.....	27
Expulsion	28
Regulations and Procedures	28
Care of School Property	29
Dress Code	29
Dress Code Requirements & Other Pertinent Information	29
Playground Regulations	29
Lunchroom Regulations	30
Show & Tell.....	30
VII. HEALTH, SAFETY, & WELFARE.....	31
Student Health, Safety, & Welfare.....	31
Prevention of Sexual Misconduct and/or Child Abuse.....	31
Wellness Policy.....	23
Accidents and First Aid	32
Illness	32
Medication Administration Overview	33
Specialized Student Care Needs	34
Life Threatening Allergy.....	27
Infectious/Communicable Diseases	34
Disease	34
Lice.....	35
Bloodborne Disease	36
Fire/Emergency Drills	36
Sexual Harassment--Students	37
Bullying.....	37
VIII. CHILDREN WITH SPECIAL NEEDS	39

IX.	PROGRAM INFORMATION	40
	Licensing Information	40
	Crisis Management/Emergency Preparedness Plan	41
	Over-the-counter Skin Products.....	41
	Insurance	41
	Tax Information	42
	Parental Involvement	42
	APPENDICES	43
A.	Diocesan Forms	
	1. Permission for Emergency Care Form (<i>Appendix F-1</i>)	
	2. Confidential Health History Update (<i>Appendix F-1A</i>)	
	3. Virginia School Entrance Health Form (<i>Appendix F-2</i>)	
	4. Virginia School Entrance Health Form Instructions (<i>Appendix F-2A</i>)	
	5. Inhaler Authorization Form (<i>Appendix F-3</i>)	
	6. Asthma Action Plan (<i>Appendix F-3A</i>)	
	7. Epipen/Twinject Authorization Form (<i>Appendix F-4</i>)	
	8. Allergy Action Plan (<i>Appendix F-4A</i>)	
	9. Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (<i>Appendix F-5</i>)	
	10. Diabetes Medical Management Plan (<i>Appendix F-5A</i>)	
	11. Medication Authorization Form (<i>Appendix F-6</i>)	
	12. Confidential Individual Health Office Visit Record (<i>Appendix F-11</i>)	
	13. Waiver Information/Right to Object Form (<i>Appendix N</i>)	
	14. Parent Permission Form for School Sponsored Trip Participation (<i>Appendix R</i>)	
	15. Academic Intervention Plan (<i>Appendix AA</i>)	
	16. Preschool Handbook Agreement Form (<i>Appendix AG-3</i>)	
B.	School Forms	
C.	Additional School Information	

Dear Parents,

It is a great honor for me to welcome you to the Corpus Christi Early Childhood Center. Our goal for the school year is to instill in each student a love of learning and a love of neighbor, both of which lead to a greater love of God. Our mission is to serve a diverse group of children with many different gifts to share. We appreciate the sacrifices you as parents make in choosing a Catholic education for your child. It is our duty to be worthy of your trust and to support you in the awesome task of Christian parenting.

Our ministry to the children of the St. Philip and St. Anthony communities is a true vocation for the faculty and staff. Supporting parents as the primary educators is a duty defined for us in the Code of Canon Law (Can. 796) as follows:

“Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principle assistance to parents in fulfilling the function of education. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.”

Parents are asked to be respectful and cooperative with the school; who are in turn asked to value your parental insights and concerns. Only by working together as a team, always focused on what is best for all of the children, can we achieve the success that God has planned for us. Please take time to read and understand this handbook, and refer to it often throughout the school year. I look forward to personally working with each of you to make your child’s earliest school experiences truly joyful ones.

“May the Lord bless you and keep you”

Ann Stich
Assistant Principal, ECC

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 person¹. 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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Corpus Christi School is committed to the tenets and the tradition of the Catholic faith and its educational mission is directed toward the faith development of the students. A Christ-centered learning environment is provided to instill the Christian story and to nourish the love of peace and justice. The school also cultivates intellectual growth, creative expression, and character formation. The students are prepared to translate the Good News into action in a challenging and disciplined setting by caring professional educators.

In order to prepare the student population to face the challenges of the future, the school is committed to the development of the whole person. Religious instruction is integrated into all facets of the curricula to foster a sense of curiosity, confidence, and emotional maturity within each student. The school welcomes and provides assistance to families with children from different cultures, socioeconomic backgrounds, and developmental needs.

As Catholic education begins at home, the parents have the primary responsibility for the moral and religious development of their children. The role of the school is a supportive one. The Christian family and community must teach by example and the faculty and staff members are dedicated to building the Catholic faith.

Early childhood education provides the transition from home to school atmosphere. A Catholic preschool program strives to provide a Christ centered and creative learning environment for the young child. Interaction with other children and adults, in an atmosphere of Christian love and concern, promotes the healthy development of each child. Learning experiences and play activities encourage spiritual, intellectual, social and physical growth.

The child should:

- Develop a positive self-image and acknowledge his/her self-worth.
- Develop basic social skills.
- Increase independence.
- Develop trust in adults other than his/her parents.
- Enjoy being a part of a group and accept the need to share and be cooperative.
- Respect the rights of others and defend his/her own rights.
- Develop the desire to learn.
- Become aware of the fact that he/she is a child of God and will grow in His love.

STRUCTURE

The Corpus Christi Early Childhood Center is a part of Corpus Christi School, which is accredited by the Virginia Catholic Education Association. The Commonwealth of Virginia Department of Social Services licenses the Early Childhood Center. The Early Childhood Center is operated under the direct supervision of the Assistant Principal of the Early Childhood Center and the Principal of Corpus Christi School. An educational staff consisting of teachers, teacher assistants and extended day providers is maintained to provide a ratio of 1 to 10 for three-year-olds and four year olds. Staff members are chosen on the basis of their concern for children, their training, and their commitment to Christian ministry

EXTENDED CARE STRUCTURE

The Corpus Christi Extended day program provides high quality childcare. Our goal is to plan activities to develop individual growth through arts and crafts, outdoor games, and indoor activities. Christian attitudes toward self and others are emphasized in all program activities.

The Extended Program is open to all students attending the preschool program. Our hours of operation are from 7:00 a.m. until preschool begins and from the end of preschool until 6:00 p.m.

We offer several options for extended care.

1. Extended Care Tuition 1,114.00: This is for people who know they need services every day for the majority of our operating hours which are 7 a.m.-6 p.m. This option includes, extended care, preschool, lunch, camp during Christmas and Easter break, and teacher work days when preschool is closed.
2. Extended Care contract rate (\$6 per hour): This number of hours each week. A contract can be signed and you will be charged for these hours each week even if your child is not in attendance.
3. Extended Day drop in (\$7 per hour): The drop in rate can be used by any child on any day. A parent must inform us they will be using extended care as soon as they know so we can make sure we are staffed appropriately.

All Extended Day information will be on the website after August 10, 2011.

The Extended Day staff has an experienced Director and a devoted staff consisting of a lead childcare and assistant childcare providers. The staff is employed on either a full-time or a part-

time basis and works together to help each child grow in maturity and self-respect.

The Corpus Christi Extended Day program continues to provide quality childcare for families. Our professionally operated program allows the children to experience a rich diversity of growth within a Catholic Environment.

STUDENT/PARENT HANDBOOK

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Diocesan policies, guidelines and regulations.

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

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the school from enforcing its policies, but result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

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

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

PARENTAL ROLE

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

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

The Diocese of Arlington Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the

education children

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC CHILDREN

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

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

[Insert additional general school information here as needed--optional]

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

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

II. CURRICULUM

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

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

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

- Daily outdoor play, weather permitting
- Altering periods of quiet time and active play
- A balance of large muscle and small muscle activities is provided
- Various small group or large group activities through most of the day
- 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 respect 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.

[Insert additional Complimentary Curriculum information here as needed--optional]

SUPPLIES AND MATERIALS

The school provides supplies for preschool classes. Individual teachers may request specific items. Kindergarten students are given a supply list of items needed. That goes beyond what the school supplies.

ASSESSMENT

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

PARENT-TEACHER COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a child or class situation before seeking intervention of the director or school administration.

SCHEDULING AND OTHER CONFERENCE INFORMATION

Important Information

Each month parents will receive a calendar and monthly newsletter from the Assistant Principal. In addition parents will receive a monthly newsletter from their child's teacher. Parents will have

access to all teacher's school email accounts.

Each child will be given a take home folder that must be returned each day. This year each classroom will have a website called Homework Now. This can be accessed through the school website. All notices will be posted there as well as other interesting things for your children. If you want a hard copy of notices as well please let the office know. All notices are also posted outside of each classroom and in the showcase outside of the office.

A formal conference will be held each fall to discuss your child's progress. Another formal conference may be requested in the spring by either the parent or the teacher.

PROGRESS REPORTS

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

RETENTION/PROMOTION/PLACEMENT

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

- 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/ECC Assistant Principal.
- Parents will be kept informed about the inability of their child to progress satisfactorily.
- Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

Children who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health and behavioral requirements are eligible for admission to the school.

Eligibility

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

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

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

General Requirements for Preschool Admission

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

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

- months prior to kindergarten entry.)
8. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

General Conditions of Admission

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

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

International Students

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

- A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
 - a. Meets Diocesan admission requirements as stated in Policy 601.2;
 - b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
 - c. Resides at the same U.S. address as the guardian;
 - i. Guardian cannot house not more than two international students;
 - d. Pays tuition in full upon school admission;
 - i. There is no refund given for registration, tuition or other related fees;
1. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
2. For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*);

- b. International students who are currently in B-1, B-2, F-2, or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.
- B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant¹ or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

CLASS PLACEMENT

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

While parental requests are considered other factors go into making the class lists and the request can not always 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/ECC Assistant Principal 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).

Except in cases of emergency as determined by the Principal/Assistant Principal 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.

Tardiness

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

Frequent cases of tardiness should be brought to the attention of the Principal/ECC Assistant Principal so that the parent may be contacted.

Tardiness on a regular basis is very disruptive for the child and the class. If you arrive late report to the office and sign your child in. The assistant teacher will be called for and your child will be brought to the class by them.

Medical excuses

If your child has been absent for more than three days or has had a contagious illness, a physician's note is required upon return. Please call the school and let them know of your child's absence.

Anticipated absence

If you anticipate that your child will be absent for personal and/or medical reasons, please inform your child's teacher. Please remember that regular attendance will assure more progress both academically and socially. You are still obligated to pay your child's preschool or day care tuition. (See School Tuition Policies for more information.)

Release of children

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

TRANSFERRING TO ANOTHER SCHOOL

The school must be notified in writing by the parent(s) of a child regarding a decision to transfer a child to another school, including the last day the child will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records" from the new school. All Fees and Tuition MUST BE PAID prior to the release of the child's records.

LUNCH/MILK PROGRAM

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

A nutritious snack is provided for preschool children each morning and afternoon. If your child has a food allergy, or is on a special diet, the staff must be informed in writing. We are a nut free environment.

EXTENDED CARE LUNCH PROGRAM

The lunch is provided by Schoolhouse Grill and is served at 12:30 p.m. Milk is served daily with the meal. A monthly lunch calendar will be posted in the display case. Lunch is part of the extended care tuition rate (\$1,114.00) or can be purchased by our full day preschoolers (see separate letter). Students using extended care under drop in or contract rate may purchase for \$3.25 a day.

FOOD BROUGHT FROM HOME

In order to ensure the health and safety of all children in our care, the staff asks your cooperation with the following policies regarding food brought from home:

- A snack may be brought for sharing for a birthday, etc., provided:
 - * The date is cleared with the child's teacher no less than 2 days in advance. Notification is needed to notify parents of those children with allergies. If notice is not given the treat will be saved for the next school day;
 - * The snack is shared among all members of your child's class;
 - * Cupcakes, brownies or cookies (keep it simple). Do not send a cake. No candles are permitted.
 - * No chocolate
 - * All preschool class are nut free environments. No items may be brought in that contain nut products.

- * All items must be labeled with name and date.
- All full day Pre-K or K may bring lunch from home or take part in our hot lunch program. If they bring a lunchbox it must be labeled on the outside with their name and the date.
- In accordance with Social Service Standards, the Extended Care Program provides all snacks and lunch. However, children may bring a morning breakfast provided:
 - * Breakfast must be eaten by 8:00 a.m.
 - * The food does not require refrigeration or any special care.
 - * The food is properly wrapped to prevent it from being inedible.
 - * All items must be labeled with name and date.

Your child is instructed not to share food because of the possibility of food allergies or special diets of other children.

ARRIVAL AND DISMISSAL

A parent or designated adult must escort children to the veranda after 8:45 a.m. Parents are encouraged to stay with their child/children until we have said our opening prayer:

“Good morning, Dear Jesus, this day is for you we ask that you bless all we think, say and do.”

Teachers will escort the children into the building at 8:55 a.m. We ask that you do not accompany your child to the classroom. Parents attending Mass can go directly to the Church, using the Church doors.

Extended care parents or designated adults must accompany the child directly to the extended day room where the parent must sign in on the weekly extended care register.

PRESCHOOL DISMISSAL

Preschool dismissal is at 11:50 a.m. for the morning classes and 2:50 p.m. for the full day preschool class and kindergarten. Parents will go directly to the child’s classroom and collect them from the teacher. There is a ten-minute grace period. If a child remains beyond noon (or 3:00 p.m.) they will be transferred to our extended care program. If we provide lunch for a student who remains in our care beyond 12:15 p.m., a \$3.25 lunch charge will be assessed.

If any student is to be picked up by anyone other than a parent, the school must be notified in writing beforehand.

The first time lateness occurs a \$7.00 drop in fee will be charged after that \$1.00 a minute will be charged.

EXTENDED CARE DISMISSAL

Each afternoon a parent must sign out on the Sign-In/Sign-Out sheet located by the front door. If any student is to be picked up by anyone other than a parent, the school must be notified in writing beforehand.

If a child has not been picked up from extended care by 6:00 p.m. the following procedure will apply: the parents will be called at home or work; the emergency contact persons will be called if the parents cannot be reached. If unable to contact any persons and the child remains in the extended care until 7:00 p.m. we will call Fairfax County's Child Protection Service.

If you pick your child up late from Extended a fee of \$1.00 per minute will be charged. Telephoning that you will be late is appreciated; however, it will not relieve you from the late fee.

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/Assistant Principal with a true and correct copy of the legal document for any child for which there is a legal custody agreement or for any child not residing with his/her parent.

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

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

Confidential records for disenrolled students are merged with the students' cumulative files.

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

- IEP/ISP or 504 Plan
- Student Assistance Plan
- Eligibility Minutes
- Student Assistance Team minutes

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

- Application
- Counselor notes
- Discipline notes
- Court Documents
- Psychological reports

SCHOOL VISITORS

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

SCHOOL COMMUNICATIONS

Principal/Assistant Principal Communication

Parents will receive monthly newsletters from the school. These newsletters contain many important details and parents are encouraged to read them carefully. The newsletter supersedes any previous calendar that has been distributed.

Take-Home Communication

All materials prepared by parents for release to the Parish or school community must be approved by the Principal/Assistant Principal/ or his/her designee.

All communication from Mrs. Stich will be posted on our Homeworkknow.com site. If you would like to receive a hard copy please let the office know. Most communication from your child's teacher and the PTO will be placed in your child's cubbie. Last minute notices and other important papers may be placed in your child's folder in the cubby as well. Please check his or her cubbie daily and respond promptly, if required. Also please see the bulletin board located inside the glass window by the school office for general announcements.

Monthly highlights of the ECC are posted under the PARENT INFORMATION>LATEST NEWS section on the Corpus Christi website (www.corpuschristischool.org). Please check the website for news of our activities.

Parent communication is key to a successful school experience for the child, the parent and the staff. This handbook contains important information concerning the program. In addition to the handbook the ECC holds a parent orientation session at the beginning of each school year. This orientation provides a time for the parents to meet the entire staff, review school policy, see the classrooms and meet other parents. Other important means of keeping parents aware of their child's activities include:

1. Parent/teacher conferences are held in the fall and spring to discuss each child's progress. If you have concerns about your child's progress, please schedule an appointment with your child's teacher at a mutually convenient time.
2. Classrooms bulletin boards.
3. Communications with teachers.

TELEPHONE USE

In case of emergency parents will be able to use the telephone in the Main Office.

INCLEMENT WEATHER/SCHOOL CLOSINGS

ECC INCLEMENT WEATHER INFORMATION

Corpus Christi still follows the Fairfax County School system on decisions made due to inclement weather including closings, delays, early closings, and cancellation of after school/evening activities. All decisions on closings/delayed openings should be made by 6:00 AM. For early dismissals, Fairfax County generally makes a decision by 10:30 AM. Fairfax County School decisions can be found on most local television and radio stations.

Corpus Christi will also use the School Messenger system to notify parents via email and phone if the Corpus Christi closing differs from Fairfax County or if Fairfax County Schools are closed on an inclement weather day. Under these circumstances, the school will also use WTOP radio station this year to supplement our inclement weather/emergency closings. WTOP radio will be used if our closing/delay differs from Fairfax County Schools.

WTOP News is available at 103.5FM, 103.9FM, 107.7FM, and <http://WTOP.com>.

If school closes during the school day, a School Messenger will be sent to all

families as soon as the decision is made to do so.

Parents need to listen to local television/radio stations for closings/delayed openings. **Parents will NOT be notified by Corpus Christi’s school-wide emergency notification system if closings occur before or after school hours.** The school-wide emergency notification system will only be used to notify families under three circumstances:

- 1) Changes in school closings occur during school hours
- 2) If we have a closing/delay different from Fairfax County Schools (i.e., power outage)
- 3) If Fairfax County Schools are scheduled closed but Corpus Christi School is not (i.e., teacher workdays)

When parents are notified by the school-wide emergency notification system, they will be contacted by the following methods: home phone, parents’ work/cell phones, family email, and parents’ emails. Please do not call the school.

When possible, information will also be available on the school website as soon as possible.

OPENING/CLOSING SCENARIOS

IF	<u>THEN</u>	AND
School is closed	- Extended Day is also closed	
Two hour delayed opening	- Extended Day opens at 9 AM - Preschool & Kindergarten start at 10 AM	1:30 PM dismissal becomes 2:50 PM and Kindergarten
Two hour early closing	- <i>Extended Day will close at 4 PM</i> <ul style="list-style-type: none"> ■ <i>Parents are encouraged to pick up children as soon as is safely possible</i> - <i>Morning preschool closes on time</i>	12:50 PM dismissal for full-day preschool and kindergarten
Cancelling all afternoon activities	- Extended Day closes two hours after announced closing <ul style="list-style-type: none"> ■ Parents are encouraged to pick up children as soon as is safely possible. 	

PHOTOS AND OTHER MEDIA

The School requires the use of the *Waiver/Right to Object* Form when children are participating in videotaping, audio recording, school pictures, other photography, or Internet (see Appendix). Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or

participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

LIBRARY

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

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

FIELD TRIPS

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A child must give to the sponsoring teacher a permission form signed by a child's parent(s) prior to a child participating in each activity (Appendix).
- In the event private automobiles/vehicles of children, parents or other authorized adults are to be utilized to transport children on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the Principal/ECC Assistant Principal/ECC Assistant Principal for review and approval prior to the use of such vehicles. The Principal/ECC Assistant Principal shall have the right to prohibit for any reason a proposed driver from transporting children on a field trip.

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

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

OVERNIGHT TRIPS

Overnight trips are not permitted for preschool children.

PARENT ORGANIZATIONS

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

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

The parent organization should strive:

1. to serve in an advisory capacity to support the Principal/Assistant Principal;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the Principal/ECC Assistant Principal;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

New Family Service Program. A packet was sent home to each family about all the volunteer opportunities at CCS. Each two parent family to donate 20 hours of their time a year. One parent families are asked for 10 hours per year. If you have any questions feel free to stop by the office. There is a buy out option as well.

FUND-RAISING

Any program of fundraising at the school must have the approval of the pastor and the Principal/Assistant Principal. Fundraising activities should be organized and executed so that the school program is not interrupted. Children may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

TRANSPORTATION/PARKING

Drivers must park outside the orange cones at all times (7:00 a.m. to 6:00 p.m.). Only children arriving and departing by bus will board within the safety zone. Please do not park in the handicapped zone without the proper permit. Remember to maintain a safe speed when entering and exiting the parking lot. The children who attend the ECC are small and feel very comfortable on the property and may dart between cars.

BIRTHDAYS

Birthdays will be celebrated during snack time.

- A snack may be brought for sharing for a birthday, etc., provided:
 - * The date is cleared with the child's teacher no less than 2 days in advance. Notification is needed to notify parents of those children with allergies. If notice is not given the treat will be saved for the next school day;
 - * The snack is shared among all members of your child's class;
 - * Cupcakes or cookies (keep it simple). Do not send a cake. No candles are permitted.
 - * No chocolate.
 - * All preschool class are nut free environments. No items may be brought in that contain nut products.
 - * All items must be labeled with name and date.
 - * Check labels on store bought items for nuts or traces of nuts.

Birthday celebrations are not full-fledged parties (i.e. – **NO** hats, balloons, candles or party favors). Upon parents' request, un-birthdays will be celebrated for those with summer birthdays.

LOST AND FOUND

Parents are reminded to label all belongings. Lost and found items will be collected in the box outside the school office. Any unclaimed items will be donated to a charitable organization.

VOLUNTEERS

Parent volunteers are a very important part of the Corpus Christi School family. Volunteers are appreciated as room mothers, tutors, and library aides and office assistants. We are incorporating a new parent service project for all families. Each family is required to devote 20 hours of service to the school. A list of all activities has been sent to each family. As the year progresses more opportunities may open up. Any volunteer who will have direct contact with children will have to meet the requirements set forth by the Diocese regarding background checks and Virtus training.

The PTO is included on the volunteer form. They help raise money for various student activities such as buses for field trips, needed supplies to the school, cultural arts events such as pumpkin hunt, and art fair.

V. FINANCES

SCHOOL TUITION POLICIES

Rates

The Pastors of St. Philip and St. Anthony Parishes, in consultation with the Administration and School Board, establish the amount of tuition and other fees to be charged each year. A schedule of the current year fees is distributed with registration materials. In addition, copies are available in the School Finance Office.

There are various rates depending on your situation. To receive the supporting family tuition rate, or be eligible for tuition assistance for grades Kindergarten-8, parents must be registered active members in their parish and obtain a "Parish Verification Card" signed by the pastor of St. Anthony or St. Philip to prove eligibility. Discounts are available for families with more than one child in grades kindergarten through eight. There is also a discounted rate for families whose children are enrolled in the Preschool.

A schedule, which lists all tuition rates, is distributed with registration materials each spring. The rate schedule is also available in the School Finance Office.

TUITION AND OTHER FEE SCHEDULES

Preschool Tuition - charged over ten months (August - May)

Registration Fee (non-refundable)	\$125.00 per child
Two Day Program (Age 3 only)	\$1,607 per year
Three Day Program (Age 4 only)	\$2,315 per year
Five Day Program	\$3,260 per year
Five Day Full Day Program (Age 4 only)	\$5,500 per year

Preschool +After Care Tuition

Registration Fee (non-refundable)	\$125.00 per child
Age 4, Three Day Program	\$6,825 per year
Ages 3 & 4, Five Day Program a.m. only	\$11,140 per year

Summer Camp Tuition - June, July and August

Registration Fee (non-refundable)	\$40.00 per child
Ages 3 to rising 4 th grade	\$285.00 per wk
Half Day program 9-1	130.00 per wk

Payments / Past Due Accounts K-8:

All preschool tuition and extended care fees are paid over 10 months, commencing on August 1st. These payments are made through FACTS, our tuition collection company. No other method of payment is accepted. Drop-in extended fees will be billed. And you will be billed monthly from FACTS. You will have an option of mailing in a check directly to FACTS or pay online at factspayment.com. Fees for late or returned payments are charged. Payments are due even if your child is sick, on a family vacation, or if preschool is closed (Easter break, Christmas break, and federal holidays).

Tuition payments are the responsibility of parents/guardians through FACTS. FACTS payments are due on the 5th or the 20th of each month as established by parents/guardians. Parents/guardians must notify FACTS and the finance office of any address changes, changes in credit card information (expiration date, credit card number) and banking account information.

If payment is not received within five (5) days of the due date, the following will occur:

1. The principal will call the parents/guardians to notify them of their delinquency. The parents/guardians will receive written notification from the principal regarding the amount owed the school and the deadline for making payment (within 2 weeks).
2. Payment is to be received by the deadline. If there is a financial hardship, a payment plan can be arranged at the discretion of the pastors, principal and the chief financial officer.
3. If payment is not received and/or the payment plan is not adhered to, then a default letter from the principal will be sent certified mail with a copy sent home with the student. Additionally, the respective pastor will be notified.
4. The account must be made current within 15 days of the date of the letter. Otherwise arrangements will need to be made for your child's education elsewhere.

Returned Checks:

A fee will be charged for all checks returned by the bank for insufficient funds or any other reason. The school reserves the right to require cash payments or certified funds from any parent who has more than one check returned by the bank.

Withdrawal of Students:

If a student is withdrawn from preschool or extended care during the last two weeks of the month a full month's tuition and fees will be charged.

VI. CHILD RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

In all areas of learning, discipline must be considered in the development of children. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, staff and children work together to create a Catholic school environment. Based upon the Catholic moral values and loving respect for others taught by Jesus, children:

1. will be truthful.
2. will be respectful and courteous toward all teachers and adults.
3. will refrain from harassment of any kind.
4. will use appropriate language.
5. will speak respectfully to and about others.
6. will respect all school and personal property.
7. will play only in assigned playground areas with good sportsmanship and cooperation.
8. will bring to school only appropriate show & tell items from home.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the Principal/Assistant Principal and staff is to work with the children and parents to assist the children in developing a strong Christian attitude toward life.

DISCIPLINE

Classroom rules are designed to protect persons and property and to promote pro-social behaviors, such as sharing and taking turns. If problems arise, the children in question will be reminded of acceptable behaviors and redirected to more positive activities.

USE OF DISCIPLINARY ACTION

In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the Principal/ECC Assistant Principal 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

Basic Rules

- Any un-Christian conduct is not permitted.
- Spitting, kicking, hitting and throwing of any objects such as stones and snowballs are not permitted
- Biting (if a child bites another child or staff member the parent will be called immediately. If the child has broken the skin the child will have to be removed from school for the remainder of the day).
- Defacement or destruction of school or personal property is not permitted.
- Physical attack on teachers or fellow students is not permitted.
- Disrespect is not permitted.
- Foul or improper language is not permitted.
- Theft of school or personal property is not permitted.
- Possession or use of illegal drugs, alcohol and tobacco is not permitted.
- A verbal attack on teachers, fellow students or others involved with the school is not permitted.
- Improper conduct on the bus is not permitted.
- No chewing gum or candy is permitted during the school day.
- No fast food (McDonald's, etc.) or canned foods is permitted to be brought for lunch.
- No radios, cell phones, beepers, tape or CD players.
- **Potty training: All children must be potty trained**
- **A change of cloths must be left at school**
- **If a child has an accident 3 days in a row the parent will be asked to keep them home for a week then can return.**
- Toy or games of any kind are not permitted except for "Show and Tell".

SUSPENSION

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

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

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a Principal/Assistant Principal 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:

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

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

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

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

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

REGULATIONS AND PROCEDURES

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

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

Final decisions regarding the school uniform rest with the Principal/Assistant Principal.

DRESS CODE REQUIREMENTS & OTHER PERTINENT INFORMATION

Comfortable, properly fitting play clothes are best; shoes suitable for safe play outdoors are required. Due to safety concerns, no sandals are permitted. Please remember that the children are playing outside, using paints, etc. and their clothes will get dirty.

Please dress your child appropriately for outside play with consideration to the weather. Sweaters, jackets, mittens, etc. should be labeled with child's name.

Please bring one change of clothes (shirt, pants, socks and underwear) in a labeled clear bag, to be left for the year, in case of accidents

PLAYGROUND REGULATIONS

Weather permitting, outdoor activities will be provided for at least 30 minutes each day. All day preschool classes will go out twice. Specific times are set aside for each age group to insure safety and variety. One class is permitted per fenced area. On inclement weather days, children will have supervised play in either the playroom or the cafeteria. No class will go out to the playground if the outside air temperature is below 35° F, or the local weather service has declared Code Red poor air quality that day.

If your child has a medical condition that requires that he/she not be allowed outside, please do not send him to school. We do not have the manpower to supervise children who cannot go outside.

LUNCHROOM REGULATIONS

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

The extended care children and full day Pre-K are served lunch at 12:15 pm. Kindergarten will eat lunch at 12:45. All students are asked to remain seated for the duration of the meal, even if they have finished eating. Children may only move about the cafeteria in order to dispose of trash or ask the staff on duty a question. Children are not allowed to share food. Parents are welcome to eat lunch with their child in the cafeteria but no child will be permitted to be signed-out just for lunchtime. This causes a disruption to the child's routine and may cause them to become upset upon their return. Fast food items are strictly prohibited. All lunchboxes must be labeled with child's name and the date. All students lunches must be ready to eat we cannot microwave or heat anything.

SHOW & TELL

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

We discourage children from bringing expensive toys to school. We cannot be responsible for replacement or repair.

Toys are not permitted at any time other than show and tell. Please insure that your child does not bring any toys from home to school. This includes trading cards and pocket-sized toys.

One stuffed animal is permitted for extended care children to have with them only at naptime.

EXTENDED CARE, FULL DAY PRESCHOOL REST TIME

The children will lie down for a rest at 1:30 p.m. Please make sure to have a clean pillowcase and blanket for storage, and one small stuffed animal each Monday morning. The Extended Day staff will return all items on Friday for laundering. Please make sure you label all items with your child's name.

Full day preschool will rest for a half hour.

VII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

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

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

WELLNESS POLICY

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

schools have wellness committees to implement, sustain and evaluate the local wellness program.

ACCIDENTS AND FIRST AID

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

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

ILLNESS

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines, 2nd edition*.

Children with fevers, contagious or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities.

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

If your child is given antibiotics for any reason, they must have a full 24-hour dose of medicine before they may return to preschool or day care. For example: if your child begins taking the antibiotic at 4:00 p.m. Monday they cannot return until Wednesday morning.

Please do not send your child to school if he/she is ill. A child that is too sick to play outside is too sick to be in school.

MEDICATION ADMINISTRATION OVERVIEW

Detailed Diocesan medication policies and procedures can be accessed on the Office of Catholic Schools website, in the school clinic and in the appendix of this document.

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:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. 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;
4. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate medication authorization form (Appendix) has been completed, signed and accompanies the medication;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets that are to be divided in order to achieve their child's proper dosage.

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). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for

medication unless a health care provider or parent indicates in writing that the student cannot do this.

Students are NOT permitted to self medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case basis for students who demonstrate the capability to carry and self administer emergency life saving medications (e.g. inhaler, Epi-pen).

Within one week after expiration of the effective date on the order, or on the last day of school, the parent /guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

SPECIALIZED STUDENT CARE NEEDS

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and identify in writing the student's supervising health care provider. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the health care provider regarding possible effects on the pupil's healthcare management, special emergency procedures or behavior at school.

LIFE THREATENING ALLERGY

The Diocese of Arlington Office of Catholic Schools Life- Threatening Allergy Policy (2009) aims to minimize the risk of student exposure to known allergens during the school day. All schools will provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will recruit and train teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents, including but not limited to; allergy action plans (F-4A), medication administration forms (F-6), inhaler administration forms (F-3) and Epinephrine administration forms (F-4). Parents/ guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with "safe" foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to; teacher(s), food service, bus driver, janitorial staff.

INFECTIOUS/COMMUNICABLE DISEASES

Parents must notify the school within 24 hours if their child or any member of the immediate

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

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

1. No daycare/preschool student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).
 - a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
 - b. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
2. Children with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
3. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2nd edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
4. The Diocese of Arlington has comprehensive guidelines for school /parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (appendix F-##). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and

adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse. Classroom may be inspected . To return to school after lice has been treated you need to bring in the box used to treat lice.

BLOODBORNE DISEASE

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

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

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

FIRE/EMERGENCY DRILLS

Fire Drills - Fire drills are scheduled monthly so that children are prepared for possible emergencies. Please reinforce the need for listening to the teacher and staying together in an emergency.

Chemical/Biological Incident – In our continuing efforts to provide the safest possible learning and work environment, procedures have been implemented for protection in the unlikely event of an accident or attack involving chemical or biological weapons. The school's administrators will

secure the school building, and no one will be allowed in or out of the building until an all clear signal is given. While we protect our students in school, we recognize that our parents will be sheltered in their own homes or places of work. The school has stocked general supplies to be used in case of such an emergency. We recommend that students with special medical needs send a small supply to school. Please speak with the Director or Extended Care Director regarding this procedure.

Tornado Drills – Tornado drills will be scheduled periodically so that children are prepared for possible emergencies.

SEXUAL HARASSMENT--STUDENTS

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

1. No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
2. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

BULLYING

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

- a. Physical intimidation or assault
- b. Extortion
- c. Oral or written threats
- d. Teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber-bullying

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

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

- a. Consequences for students who bully others shall depend on the results of the investigation and may include:
 - Counseling
 - Parent conference
 - Detention
 - Suspension and/or Expulsion
- b. Depending on the severity of the incident(s), the Principal/ECC Assistant Principal may also report incidents of bullying to law enforcement if appropriate.

VIII. CHILDREN WITH SPECIAL NEEDS

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

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

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

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

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

Children with disabilities are expected to follow the school's policies and honor code.
[Insert additional special needs information here as needed--optional]

IX. PROGRAM INFORMATION

LICENSING INFORMATION

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

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

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

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

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

Fairfax Licensing Office
11320 Random Hill Road, Ste. 200
Fairfax, VA 22030
(703) 934-1505

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

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

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

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

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

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products,

- written parent authorization noting any known adverse reactions shall be obtained;
- shall be in the original container labeled with the child's name;
- does not need to be kept locked but shall be inaccessible to children under five years of age;
- any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;
- 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. The school will send home optional policies each fall for the families to consider.

TAX INFORMATION

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

PARENTAL INVOLVEMENT

Incompliance 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).

APPENDICES