

# BLESSED SACRAMENT GRADE SCHOOL

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## Elementary School Parent/Student Handbook 2020-2021



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

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## INTRODUCTION

Blessed Sacrament School began educating kindergarten through eighth grade students in 1948. At its peak there were approximately 1100 students taught by 16 Holy Cross sisters and a large lay faculty. There was a unique sense of hospitality present in the church community that was reflected in the school. During the 1960's the parish board made a decision to limit its financial commitment to the school, resulting in a tuition cost increase. A decrease in enrollment followed.

In 1970, the parish board voted to further limit the parish subsidy, resulting in an additional increase in tuition. Once again, enrollment dropped. In late 1970, the Holy Cross order notified the pastor, Monsignor Quinn, that it was no longer able to staff Blessed Sacrament School. Efforts to obtain another religious order were unsuccessful and the parish board, after evaluating the situation for one year, recommended that the school be discontinued. Monsignor Quinn reluctantly agreed with the recommendation and Blessed Sacrament School was closed. The students transferred to nearby St. Rita's, St. Mary's, and St. Anthony's schools.

In 1974, the pastor Fr. Justs, concerned that the needs of the young children were not being served, requested that a small preschool be opened in the old school annex. The request was granted with the clear understanding that no financial support be required of the parish community. In September of 1974, Sister Frances Clare Ugast and a group of enthusiastic parents re-opened Blessed Sacrament Early Childhood Center in the old school annex building. A kindergarten was added in 1975. The Blessed Sacrament School Early Childhood Center grew and flourished without parish funding with the support and hard work of the dedicated parents, teachers, school board and ECC director.

In March 1984 the pastor, Fr. Casey, sought and received approval to build a new elementary school. The Parish Council commissioned a study in 1985 and in July 1985 a resolution was made and passed to open a K – 8 school. Additional parish support would not exceed 5% of the annual offertory income. The present school building was opened in fall 1988

Blessed Sacrament School has enjoyed steady enrollment since Sr. Frances Clare Ugast reopened the Early Childhood Center in 1974. Three principals have guided the school since it has re-opened. The late Sr. Marita Ellis celebrated the first graduating class in the new school in June 1991. Dr. Maureen Dowling served for eight years as the next principal of Blessed Sacrament School until 2000. Mrs. Valerie Garcia, the current principal, assumed the position of principal in July 2000. Blessed Sacrament School has been recognized by the United States Department of Education as a "No Child Left Behind Blue Ribbon School of National Excellence" in September 2008 and a "National Blue Ribbon School" in September 2018.

## **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

### ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

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

*Matthew 28:19-20*

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

<sup>1</sup> Declaration on Christian Education #3

### ***DIOCESAN MISSION STATEMENT***

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service, and integrity.

### ***SCHOOL MISSION STATEMENT/PHILOSOPHY***

The primary mission of Blessed Sacrament School is to create an educated community to serve Christ and one another with integrity and respect.

We provide a Catholic environment that fosters spiritual, intellectual, social/emotional, and physical development for diverse and life-long learning.

We partner with parents to prepare our students to live out Gospel values in a global society through prayer, liturgy, integrated academic instruction, and service to God and others.

### ***STUDENT/PARENT HANDBOOK***

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

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

All parents/guardians, along with students in middle and high school, 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). 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, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but will result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

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

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

## ***PARENTAL/GUARDIAN ROLE***

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

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

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

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

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal 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 (in verbal, written, or digital form), the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

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

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 STUDENTS***

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

- a. Non-Catholic students are expected to participate in the religious formation and

education programs of the school.

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

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

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

## **II. ACADEMICS**

### ***CURRICULUM***

Curriculum encompasses the sequentially ordered learning experiences which the school provides for its students. The total curriculum includes the development of Catholic values and attitudes, as well as the attainment of knowledge and skills necessary for the student's spiritual, moral, intellectual, social and physical development.

The basic curriculum for the school (but not necessarily for each grade level) includes the following subjects: Religion, Reading, Language Arts (English, Spelling, Handwriting), Mathematics, Science, Social Studies, Fine Arts (Art and Music), Health and Safety, Physical Education, Technology, Library and World Languages.

#### **GRADES SIX TO SEVEN**

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 6th grade math: 93 or above.
- c. End of year diocesan comprehensive grade-level test: 93 or above (Recommended time of testing – May of 6th grade year).
- d. Favorable teacher and principal recommendation.

#### **GRADES SEVEN TO EIGHT**

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

- a. Math Composite standardized test score National Percentile: 93 or above on the Spring Scantron Performance Series Exam.
- b. Class grade in 7th grade math: 93 or above.
- c. Iowa Algebra Aptitude Test results: 80 or above (Recommended time of testing – May of 7th grade year).
- d. Favorable teacher and principal recommendation.

The Algebra I course incorporates numerous word problems that students need to solve. As such a

teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.

Eighth grade students must satisfy the following criteria to receive credit for Algebra I instruction and placement in the next level of high school math instruction:

- a. Pass the Algebra I course
- b. Score 77% or above on the Diocesan Algebra I exam
- c. Receive teacher recommendation for placement in the next level of high school math instruction

If a student does not score 77% or above on the exam, a compelling case made by the teacher through the use of the Teacher Recommendation Form (*Appendix X*) can be forwarded to the high school. The decision of the high school will be final.

## ***IMPLEMENTATION OF FAMILY LIFE PROGRAM***

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, "As they (children and young people) advance in years, they should be given positive and prudent sexual education." Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional, and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood, and religious life.

Parents of students in Grades Five through Eight are invited to allow their children to participate in a series of Family Life Seminars each year. Parents are encouraged to attend a parent information session held prior to the student programs.

Formation in Christian Chastity Program is presented to applicable grade levels. Information for parent use is posted on our school website.

## ***TEXTBOOKS/SUPPLEMENTAL MATERIALS***

Students are responsible for the care of the books they use. All books must be covered and carried to and from school in a book bag or backpack. The school provides book covers at no cost. Clear plastic book covers are NOT to be used on hard cover textbooks. Soft-covered workbooks should be covered with clear contact paper. Students must pay for damaged or lost books, including library books. Final report cards will be held until fees are received for missing or damaged books. Students are responsible for providing supplemental materials listed on the yearly supply list for use in the classroom.

## ***TECHNOLOGY – RESPONSIBLE USE POLICY***

There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the school's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the Office of Catholic Schools.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use which includes, but is not limited to, unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation, denial, suspension and/or revocation of those privileges by the school administration and also subject the user to other disciplinary action.

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to, or in support of illegal activities, may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s), or system(s) may be denied access to the school's computers, networks, and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - i. Messages to others shall be polite and shall not be abusive.

- ii. Messages shall use appropriate language and shall not use obscenities, vulgarities, or other inappropriate language.
  - iii. Use of the network shall not disrupt use of the network by others.
- g. The Diocese/school makes no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, user errors, or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- h. Examples of Unacceptable Uses – Users are not permitted to:
  - i. Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
  - ii. Post, publish, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.
  - iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent/guardian, and the principal.
  - iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent/guardian, and the principal.
  - v. Attempt to circumvent system security.
  - vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
  - vii. Violate license agreements, copy disks, CD-ROMs, or other protected media.
  - viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
  - ix. Breach confidentiality obligations of school or school employees.
  - x. Harm the good will and reputation of the school or school employees.
  - xi. Transmit any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.
- i. Users must immediately report damage to the appropriate school officials.
- j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images, video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and/or video-sharing sites,

live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

- k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:
  - i. Loss of use of the school network, computers, and software including Internet access.
  - ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.
- l. The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

Students may not change the Desktop appearance or any other settings on any of the school computers without authorization or direction of the teacher. In addition, nothing shall be downloaded from the Internet without teacher consent.

No student may use school technology until the Handbook Agreement Form, which covers the Acceptable Use Policy, is signed.

## ***TESTING***

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses, and to aid in the revision of the curriculum and planning of instruction.

In addition to academic tests for grading purposes, the school will administer standardized religion and achievement tests according to the diocesan testing program. All eighth grade students take the high school placement test used in determining placement in diocesan high schools. Eighth grade teachers are encouraged to review only the format and style of the high school placement test with their students.

## ***HOMEWORK***

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Although homework has different purposes at different grades, homework is required at all grade

levels. The amount of homework a child may have on any given day will vary depending upon the nature of the assignment, the amount of work the child completes in school that day and the speed at which the child completes his/her work at home.

### **SUGGESTED TIME ALLOTMENTS**

Below are suggested time allotments for homework. Please remember that each student works at a different pace and that the time frame for completing homework will vary from one student to another. The following time frame for homework is recommended:

Grades 1 and 2 15 to 45 minutes

Grades 3 and 4 45 minutes to 1 hour

Grades 5 and 6 1 to 2 hours

Grades 7 and 8 1 ½ to 2 ½ hours

### **PARENT- STUDENT RESPONSIBILITIES**

Parents are responsible for fostering systematic home study habits for their children by providing adequate study space, lighting and an environment free from distraction. Parents should be aware of their child's progress on homework and encourage daily student responsibility. Parents should support the independent work of their children and should be available to quiz students and provide minimal guidance, but not do the assigned homework for them.

### **STUDENT RESPONSIBILITIES**

1. Each student is expected to copy daily and long-range assignments into their agenda each day accurately and completely.
2. It is the responsibility of the student to inform the teacher if he/she does not understand the assignment as it is being assigned.
3. Each student is expected to exert his/her best effort to complete assignments as directed.
4. Each student is expected to turn in assignments before or on the due date.
5. Students who are absent due to illness are responsible for requesting makeup work and missed homework assignments and for submitting work in a timely manner.
6. Major tests and long-term assignments are posted on teacher web pages.

## ***PARENT-TEACHER COMMUNICATION***

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

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

The presence of the student is often requested at Parent-Teacher conferences for middle school, and

at the discretion of the administration. Teachers' time to reply to parents is limited due to their instructional responsibilities. Teachers will make their best effort to reply to parents in a reasonable amount of time but the goal is to encourage each student to be responsible for their own learning.

Mandatory Parent-Teacher conferences are scheduled for each family after the first trimester in November. November conferences give teachers in grades K-8 an opportunity to discuss a student's progress and to discuss strategies to assist their child. Conferences at any other time can be scheduled if requested by a parent or a teacher. The presence of the student is required at all Parent-Teacher conferences for middle school at the discretion of the school administration.

Conferences are not to be scheduled during teacher's instructional time. Every effort will be made to schedule a mutually agreeable conference time. Telephone conferences will not be made during teacher's instructional time. Teachers are advised to return telephone and email communication to parents within three business days.

## ***GRADING/REPORT CARDS***

Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests (to include but not be limited to projects, portfolios, and other tools of assessment).

The purpose of report cards is to alert the parents/guardians and present to them an assessment of their child's achievement in his/her academic studies.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level, or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

### **GRADING SYSTEM**

#### **Grades 1-2**

- M Meets Grade Level Standards – Child consistently meets skills
- P Progressing Towards Grade Level Standards - Child is in process of developing skill
- NI Needs Improvement – Child is not demonstrating skill

### **ACADEMIC PROGRESS SCALE**

The letter M, P or NI is indicated in the appropriate box for each subject area.  
\* (asterisk) indicates modified curriculum

**Grades 3-8** use numeric (percentage) grades. Below 70 is designated by an F.

## **INDICATORS FOR EFFORT, SPECIALS, AND PERSONAL DEVELOPMENT:**

- 3      Very Good
- 2      Satisfactory/Good
- 1      Needs Improvement
- X      Unsatisfactory

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

A major goal of the school is to assist students to complete each academic year satisfactorily. The repetition of a grade is recommended when it is deemed by the school to be necessary and advantageous to the particular needs of the student.

- a. The final decision to promote or retain a student is based on the student's academic performance and best interest as determined by the principal.
- b. Teachers will notify parents/guardians if their child is not progressing satisfactorily toward a passing grade in the course.
- c. Elementary students failing one or two academic areas must successfully complete summer school or another program approved by the principal in order to be promoted to the next grade. If a student fails three or more core academic subjects, the student will not be promoted to the next grade.
- d. Students who have not successfully completed summer school or another program approved by the principal but would not benefit from being retained in the grade may be "placed" in the next grade level; however the school must prepare and implement an "Academic Intervention Plan" for the student as a condition of placement.

Interim Reports are distributed three times per year in grades Four through Eight and as needed to communicate progress in grades One through Three at the mid-trimester point.

Report cards are distributed three times per year for students in Grades One through Eight at the end of each trimester. Kindergarten students receive two report cards per year – one in January and one in June. All financial obligations must be up-to-date in order for report cards to be distributed and/or to be processed.

Academic Honor Roll recognizes students in grades 6 – 8 who meet the following criteria:  
Academic Marks: 90% or better.

Behavior: Student observes the Code of Conduct (see Student Responsibilities & Behavior) Codes for Effort, Social and Work Characteristics, Arts and Skills: 2 or better Each trimester students in grades two through eight may receive the St. Joseph the Worker Award. The homeroom teacher recognizes one student in the class who has put forth excellent effort to work to his/her full potential.

## ***SCHOOL COUNSELORS***

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents/guardians, school administration, or other authorities.

The Director of the Academic Resource Center is available to confer with teachers and parents to assist in meeting the needs of students and to assist in referring students for specialized testing. The Director meets with local public school officials at eligibility meetings and implements plans to aid in the success of students with special learning needs. Students who are eligible to receive testing and/or classroom accommodations due to a documented disability may meet periodically in the Academic Resource Center.

Education evaluations must be updated every three calendar years. Requests for outside testing forms may not be hand-carried by a parent, must be submitted to the Academic Resource Center with sufficient time to complete, and must include the address of the testing group.

### **III. ADMINISTRATIVE PROCEDURES**

#### ***ADMISSIONS***

##### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

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

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

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

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

##### **AGE FOR ADMISSION TO KINDERGARTEN**

Children who will have reached the age of five years by September 30th may be admitted to a kindergarten program. Readiness testing, at the discretion of school officials, may be used to determine, among other things, the developmentally appropriate placement in the kindergarten program. Readiness testing (fine/gross motor, speech, and language screen) is required for kindergarten entry and within 60 days of school admission for new students in grades 1 – 3. Additional school readiness testing may be conducted at the discretion of school officials. In those cases where the school has sufficient reservations regarding the potential for success, those students may be admitted on a conditional basis with dates and criteria of evaluation established in writing; however, the decision of whether to extend or remove conditional admission status should be made by school officials at their discretion.

##### **REQUIREMENTS FOR SCHOOL ADMISSION: PRESCHOOL – GRADE 5**

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of custody where applicable
- d. Current report card and previous academic years' report card as applicable
- e. Current standardized test scores and previous years, if applicable

- f. Completed Diocesan Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. A fully executed MCH-213G Commonwealth of Virginia School Entrance Form (*Appendix F-2*) or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  - i. Proof of exact dates of immunization as required by the Code of Virginia
  - ii. Physical examination covering all required aspects as mandated on the MCH-213 G, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- i. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

#### **REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12**

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of exact dates of immunization
- d. Records from previous school, including standardized test scores
- e. Proof of custody where applicable
- f. Completed Diocesan Elementary or High School Application Form (*Appendix J*)
- g. A non-refundable application fee
- h. Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school

#### **GENERAL CONDITIONS OF ADMISSION**

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students 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

1. F-1 (Nonimmigrant) students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:
  - a. Meets Diocesan admission requirements as stated in Policy 601.2;
    - i. A fully executed MCH 213G Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
      1. Proof of exact dates of required immunization as required by the Code of Virginia.
      2. Physical examination covering all required aspects as mandated on the MCH 213G within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A pre-school physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
    - ii. F-1 (Nonimmigrant) students who enroll in a school in the Diocese for the first time must provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).
  - b. Currently holds or is in the process of obtaining an F-1 (Nonimmigrant) student visa;
  - c. Resides at the same U.S. address as the guardian;
    - i. Guardian cannot house more than two international students;
  - d. Pays tuition in full upon school admission;
    - i. There is no refund given for registration, tuition or other related fees;
2. Students meeting the above criteria and accepted for admission must complete the Diocese of Arlington *I-20 Application Form* and return the form to the school the student will be attending. The school must forward the Diocese of Arlington *I-20 Application Form* to the Office of Catholic Schools with the original signature of principal or admissions director.
3. When a student is transferring *from* another school outside the Diocese, the originating school must transfer the existing I-20 in active status to the Diocese of Arlington. A Diocese of Arlington *International Student Transfer Report* must be completed by the originating school and returned to the Office of Catholic Schools along with the *I-20 Application Form*. It is the responsibility of the parent/guardian to contact the originating school within 15 days of leaving that school to have the I-20 transferred;
  - a. A student must maintain status by attending classes until the transfer release date. Lack of attendance before the transfer date would be a violation of status and the student's SEVIS record should be terminated;
  - b. The student must report to the school within 15 days of the program start date and enroll full time in the first required session/term at the school;

- c. When a student is transferring *to* a school outside the Diocese of Arlington school system, the Diocese of Arlington must transfer the existing I-20 in active status to the new school. It is the responsibility of the parent/guardian to contact the Office of Catholic Schools within 15 days of leaving the Diocesan school to have the I-20 transferred.
4. In order for international students to maintain F-1 (Nonimmigrant) student status, the Department of Homeland Security requires ongoing accounting. In that regard, schools are responsible for ensuring the enrollment status of all F-1 (Nonimmigrant) students is reported correctly. High Schools will report via the Diocese of Arlington *Semester Report on Status of F-1 (Nonimmigrant) Students* form (Appendix AH). Reports for elementary school international students will be accessed through the Student Information System district database. Specifically, the school shall:
  - a. Submit a *Semester Report on Status of F-1 (Nonimmigrant) Students* form for each high school international student who has been issued an I-20 regarding the enrollment status of any F-1 (Nonimmigrant) student. This form is due to the Office of Catholic Schools within 30 days of the beginning of every semester;
  - b. Create and update elementary F-1 (Nonimmigrant) student record in the Student Information System, ensuring all fields pertaining to international students are completed. All F-1 (Nonimmigrant) student records must be completed and/or updated within 30 days of the beginning of every semester;
  - c. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form if an F-1 (Nonimmigrant) student has been accepted by that school and fails to report to the school within 30 days of their Program Start Date;
  - d. Notify the Office of Catholic Schools via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form within 15 days when an F-1 (Nonimmigrant) student transfers to another school or departs the United States;
  - e. Report via the *Semester Report on Status of F-1 (Nonimmigrant) Students* form any legal change in the name, address, or guardianship of an F-1 (Nonimmigrant) student within 10 days.
5. For students who hold a visa other than F-1, refer to Appendix AJ (*Visa Types*);
  - a. Students who are currently in B-1 or B-2 status cannot begin their studies prior to approval of their change to F-1 (Nonimmigrant) student. Obtaining a change of status is the responsibility of the parent/guardian.
  - b. Students who are currently in B-1 or B-2 status may be enrolled to audit classes at the discretion of the principal for a limited time (generally not more than two months) but must still meet Diocesan admission requirements pertaining to the MCH 213G Commonwealth of Virginia School Entrance Form and provide documentation that they are free from communicable tuberculosis. (Policy 624.1.b).

Any student applicant whose passport, United Nations travel document or other United States Citizenship and Immigration Services (USCIS) documents indicates that the student is a

refugee, asylee, parolee, lawful nonimmigrant or legal permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

## ***ATTENDANCE***

### **DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS**

In order to achieve the goals and objectives of the curriculum, regular attendance by the student is mandatory.

The school (K-8) is normally in session not less than 180 days per academic year or the length of time as required by the Virginia Catholic Education Association.

- a. Once a student is enrolled in the school, the principal/administration and teachers will insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school, nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- b. Students in grades kindergarten through grade eight who miss ten or more days of the school year, whether excused or unexcused, and who have not satisfactorily completed the required work, may be considered for retention. Certification of absence by a physician is an exception to the ten-day limit. However, satisfactory completion of required work is still required.

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

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

- a. A written excuse, explaining the reason for absence and signed by the parent/guardian, must be presented upon a student's return to school.
- b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents/guardians before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
- c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from

school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.

## **TARDINESS**

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy, as determined by local policy, should report to the principal's office or attendance office.

A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy.

The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent/guardian may be contacted.

## **ABSENCES FOR OTHER REASONS**

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is under no obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

## **ATTENDANCE/REPORTING PROCEDURES**

### **ABSENCE**

When a student is absent from school, a parent should call the office by 9:00 a.m. each day of the absence.

A written statement giving reasons for absence should be brought to the school office on the student's return.

The school calendar provides for extended weekends throughout the school year. Parents are strongly encouraged to schedule family trips during these times to eliminate the need to interrupt a child's learning process. Teachers are not required to give make-up tests or assignments for absences due to vacation trips. No assignments will be given in anticipation of the vacation. Tests missed due to illness may be made up on the day designated by the individual teacher and should be taken within one week of the original test. Parents of students with excessive absence will be required to meet with the Principal.

Students who are absent for any portion of the school day due to illness may not participate in after school activities.

## TARDINESS

Excessive tardiness has a direct impact on a student's academic preparedness and, therefore, can hinder progress. It is also a severe disruption to the learning environment. Students arriving to school for the day should arrive between 8:00 am and 8:15 am on the gym side of the school building. Students who arrive after the "Kiss and Ride" carpool is completed (after 8:15 am) MUST proceed to the main office doors on the Braddock Road side for tardy slip. Students who enter the building through the main office doors (Braddock Rd. Entrance) will be marked tardy regardless of their arrival time.

Unless there is a major accident on the roadway, traffic is not an acceptable excuse for being tardy.

Parents of students with excessive tardiness will be required to meet with the Principal.

## ANTICIPATED ABSENCE

Parents are strongly urged to schedule family trips during summer, Christmas, and Easter vacation times or on extended weekends throughout the school year to avoid interruptions in a child's learning process. Teachers are not required to give assignments in anticipation of family vacation trips. Missed assignments are the responsibility of the student. Teachers are not required to give make-up tests for absences due to vacation trips

## RELEASE OF STUDENTS

Students may not leave the school grounds without prior written permission from a parent/guardian. Students will not be released to any person/s not listed on the approved permission form. In cases of emergency, special permission to leave school may be given by the principal in consultation with the parent.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials such as textbooks and library books must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a "Release of Student Records Form" from the new school. All fees and tuition MUST BE PAID prior to the release of the student'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 students without regard to race, color, sex, age, handicap or national origin. Any person who believes he or she has been discriminated against in any USDA related

activity should write to the Secretary of Agriculture, Washington, DC, 20250.

## ***ARRIVAL AND DISMISSAL***

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

Always drive slowly and with great caution on school grounds. Students arriving at school must use the doors on the gym side, which open at 8:00 a.m. and close at 8:20 a.m. Students are to go directly to their classrooms and begin preparing for the school day. All students who arrive before 8:00 a.m. and are left unsupervised will be escorted to Extended Day and appropriate fees will be charged. After 8:20 a.m., students must go to the main office doors (Braddock Rd. entrance) and report to the office for a tardy slip. Students who enter the school building through the main office doors (Braddock Rd. entrance) will be marked tardy, regardless of their arrival time.

School patrols are available to assist students during arrival and dismissal. For security and safety it is requested that parents refrain from entering the school building during arrival and dismissal times to escort their children to class.

Grade School dismisses at 3:15 p.m. except for noon dismissal days. Students are dismissed to parents waiting in cars in the parking lot on the school gym side near the flagpole. Beginning at 2:50pm (or 11:40am on noon dismissal days), parents are permitted to pull into the designated lanes and park their cars. As parents pull in, a staff member inputs their family number into the Driveline app. This app allows staff to communicate with classrooms so teachers know when to release their students. Parents are asked to turn off their cars while waiting for their students. At 3:10pm (or noon) the parking lot is closed for the first round of pick-up. Parents who are not in the first round may wait in their cars for admittance to the second round of pick-up. After the parking lot is closed, students from the first round are released from the school building. When all students are safely in their cars, the first round will be released and the second round will pull in. This will repeat with a third round if necessary. No student will be allowed to leave with an unauthorized person without written permission from a parent or guardian. All arrangements for pick-up should be made prior to dismissal time.

When a student is dismissed before 3:15, he/she must be signed out by an authorized adult at the office. At regular dismissal time, only students whose parents have given written permission for their child to leave school alone (Walker Pass) will be released from the school. Walkers are expected to vacate school premises promptly.

Parents are reminded to drive slowly and observe the one-way flow of traffic.

Due to strict Virginia State Licensing regulations, students are NOT permitted to play on school grounds when Extended Day is outdoors.

## **IV. GENERAL SCHOOL POLICIES**

### ***ADMINISTRATIVE***

#### **STUDENT CUSTODY AND GUARDIANSHIP**

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

School communication with the appropriate guardian is essential. Accordingly:

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

#### **ACCESS TO RECORDS**

Parents/Guardians have a right (unless prohibited by the courts in a custody agreement) to the timely inspection 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 education records of a student contain information on more than one student, 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 student's educational records to parents, but documentation is to be stamped "unofficial."

#### **TRANSFER OF RECORDS**

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records is received, or when those individuals to whom the custodial parent/guardian has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information, or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents/guardians may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges, or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

### **CONFIDENTIAL ACADEMIC RECORDS**

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

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

### **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

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

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

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

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

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

- e. Psychological reports

## **SCHOOL VISITORS**

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

## **SCHOOL COMMUNICATIONS**

### **PRINCIPAL'S COMMUNICATION**

The Principal will regularly communicate with the parent community through the weekly school newsletter. Newsletters are distributed weekly via email to all parents and are archived on the school website. The principal is available to speak with parents by appointment via telephone or in person as needed. Please feel free to call the school office to schedule an appointment time that is mutually convenient.

Every effort will be made to promptly respond to voice mail, e-mail, and other messages; however, the supervisory nature of a principal often requires that the principal be present in the school building with the students and teachers and, as such, is limited in the ability to respond to inquiries immediately.

Blessed Sacrament School uses a School Messenger Alert System for emergency announcements whereby alerts will be sent via text, voice mail, and email

### **TAKE-HOME COMMUNICATION**

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

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

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

PTO communication, including emails from room parents, must be submitted to the principal in advance for approval. Requests for class funds by room parents must be approved by the principal prior to making a request to parents in the class.

### **TELEPHONE USE/MESSAGES FOR STUDENTS**

The school telephone is not for student use except in an emergency. Forgotten items, such as lunches or assignments are not considered an emergency. The school maintains a small supply of non-perishable food for students who occasionally forget their lunch. The pay phone near the gym

is NOT for student use during the school day. Students are required to check-in all cell phones in the morning with the homeroom teacher. The student can pick up the phone after closing prayer is completed in the gym.

IF ANY STUDENT IS FOUND TO HAVE VIOLATED THE CELL PHONE POLICY, THE PHONE WILL BE CONFISCATED AND THE PARENT WILL BE CONTACTED TO COME TO THE SCHOOL AND PICK UP THE PHONE FROM MRS. GARCIA OR A DESIGNATED STAFF MEMBER. IF THIS STUDENT VIOLATES THE POLICY A SECOND TIME, THE PHONE WILL BE CONFISCATED AND RETURNED TO THE STUDENT ON THE FINAL DAY OF CLASSES FOR THE SCHOOL YEAR, NO EXCEPTIONS.

### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1038 hours of instructional time (as defined by the Commonwealth of Virginia).

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

If school closes unexpectedly for a single day, there will be no academic requirements for that day. If, however, the school will be closed for an extended period due to weather or public health concern, the school will transition into on-line (eLearning) for the required duration and students will meet academic requirements.

Blessed Sacrament School follows the snow-related opening and closing decisions of the Alexandria City Schools when they are in session. If Alexandria City schools are closed, Blessed Sacrament School will be closed. If Alexandria City schools are delayed, Blessed Sacrament School will be delayed. If there is a two hour delay on a scheduled noon dismissal day, the grade school will open two hours late, but will remain in session until 3:15 p.m. Please call the Alexandria City Public School hotline at 703-866-5300 and/or check our website for updates.

School Messenger Alerts will be issued as information becomes available.

### **PHOTOS AND OTHER MEDIA**

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

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

In the event private automobiles/vehicles of students, parents, or other authorized adults of at least 20 years of age are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. Appendix R-1 must be used for this purpose. The principal/administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.

Youth weighing less than 100 pounds may not be seated in the front seat.

Cell calls and texting are not permitted while driving.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.

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

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, that it may be necessary to cancel school-sponsored trips due to world and national developments at any time.

School-sponsored ski trips are not permitted.

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

### **OVERNIGHT TRIPS**

Overnight trips are not permitted for elementary school children.

### **MARCH FOR LIFE POLICY**

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration's decision, students in grades 7 and 8 may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed. Students in grades K through 6 will not participate as a group in the March for Life. Students with written parental/guardian permission may accompany their parents on the March for Life.

Students who accompany parents on the March for Life should not be marked as absent for that day.

### **GRADUATION REQUIREMENTS/CEREMONIES**

Students must earn their certificate of completion. The school does not guarantee the award of this certificate to students. In order to graduate, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia. In addition, students must comply with all school regulations and policies.

The principal shall have the right to withhold certification of a student's graduation or provide transcripts of the student's academic record to other schools, or to issue a Certificate of Completion to the student, if there has been a breach of a material condition of the contract (i.e., failure to meet financial obligations or infractions against the school's code of conduct).

Graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.

A celebration of the Eucharist should be held for the graduates close to the date of graduation.

## ***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 student body. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted to the principal/administration for approval prior to implementation and/or distribution.

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

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

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

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

## ***FUNDRAISING***

Any program of generating additional revenue should have the approval of school leadership (pastor, principal, head of school). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in, and cooperate with, worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (pastor, principal, head of school).

## ***TRANSPORTATION/PARKING***

Due to COVID-19 mitigation strategies, arrival and dismissal locations and procedures may be adjusted for the 2020-2021 school year. Changes will be communicated in a timely manner to all families.

The parking lot on the gym side will be used for arrival and dismissal. Students may begin drop off at 8:00 am. Grade School dismisses at 3:15 p.m. except for noon dismissal days. Students are dismissed to parents waiting in cars in the parking lot on the school gym side near the flagpole. Beginning at 2:50pm (or 11:40am on noon dismissal days), parents are permitted to pull into the designated lanes and park their cars. As parents pull in, a staff member inputs their family number into the Driveline app. This app allows staff to communicate with classrooms so teachers know when to release their students. Parents are asked to turn off their cars while waiting for their students. At 3:10pm (or noon) the parking lot is closed for the first round of pick-up. Parents who

are not in the first round may wait in their cars for admittance to the second round of pick-up. After the parking lot is closed, students from the first round are released from the school building. When all students are safely in their cars, the first round will be released and the second round will pull in. This will repeat with a third round if necessary. No student will be allowed to leave with an unauthorized person without written permission from a parent or guardian. All arrangements for pick-up should be made prior to dismissal time. Parents must drive cautiously in the parking lot at all times and observe the one-way flow of traffic.

Due to strict Virginia Licensing Requirements, students are not permitted to play on school grounds when Extended Day is outdoors.

There is **NO PARKING IN THE FIRE LANES AT ANY TIME DURING THE DAY.**

## **V. FINANCES**

### ***DIOCESE OF ARLINGTON TUITION ASSISTANCE PROGRAM***

#### **APPLICATION PROCESS & REQUIREMENTS**

All school families participating in the program must submit the same application form (available in English and Spanish) along with all supporting tax documents as required and a processing fee payable to the private vendor.

To be eligible to receive funds from this program, students must satisfy all of the criteria described below:

- a. A baptized Catholic or convert officially received into the Church
- b. Family resides within the boundaries of the Diocese of Arlington
- c. Family is registered and an active member of the parish
- d. Student attends, or is accepted by, a Catholic school in the Diocese of Arlington

The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

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

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

Blessed Sacrament School is funded to the maximum extent possible through tuition income. Timely payment is essential to the fiscal stability of the school.

Families are required to use the FACTS Management Company for tuition payment. A link to FACTS Management Company can be found on our website.

Tuition assistance is available for qualified families. Application forms can be obtained in the office. BSS also uses the FACTS Management Company for tuition assistance assessment.

If for any reason a parent is not able to make a payment on time, the school office should be notified immediately so that an alternate arrangement can be made. Delinquent accounts may jeopardize registration for the following school year or participation in 8th grade graduation. All tuition and fees must be up to date in order for student transcripts to be provided to other schools. A fee of \$50 will be assessed for transcript/recommendation requests in excess of two requests per year. (This fee is also applicable for high school requests.)

Tuition/fee payments are nonrefundable.

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

### **K-8 TUITION AND OTHER FEE SCHEDULES**

Tuition:	<b>1<sup>st</sup> child</b>	<b>2<sup>nd</sup> child</b>	<b>3<sup>rd</sup> child</b>
K-8 (in parish)	\$7,539	\$6,887	\$5,773
K-8 (out of parish)	9,279	8,365	6,994
K-8 (non-Catholic)	9,868	8,892	7,430

Application Fee: \$35.00

Registration Fee (non-refundable): \$175

Plus one month's tuition for new students only (non-refundable)

Workbook Fee (due July 1) K-8: \$125 per student

Technology Fee (due July 1) K-8: \$145 per student

Activity Fee    K-5: \$133  
                      6-8: \$158

### **EXTENDED DAY PROGRAM FEE SCHEDULE**

#### **REGISTRATION FEE**

A yearly non-refundable fee of \$35.00 per new student or \$25.00 per returning student must be paid when the application for enrollment is submitted. (Maximum of \$75.00 per year per family.)

Before School Care (7:00 a.m. – start of school)

<b>1<sup>st</sup> child</b>	<b>Sibling</b>
5 day - \$159.00/month	\$75.00/month

3 day - \$97.00/month	\$45.00/month
2 day - \$63.00/month	\$32.00/month

Before School Care (8:00 a.m. - 8:35 a.m. (Grade School ECC Siblings))

5 day - \$102/month  
 3 day - \$59/month  
 2 day - \$41/month

Session A (11:45 a.m. - 3:00 p.m.)

5 day - \$415.00/month	\$243.00/month
3 day - \$250.00/month	\$147.00/month
2 day - \$166.00/month	\$98.00/month

Session A (1:30 p.m. – 3:00 p.m. (Rainbows & Shooting Stars))

5 day - \$213.00/month	\$124.00/month
3 day - \$128.00/month	\$75.00/month
2 day - \$87.00/month	\$51.00/month

Session B (3:15 p.m. - 6:00 p.m. (grade school)); (3 p.m. – 6 p.m. (preschool))

5 day - \$388.00/month	\$215.00/month
3 day - \$233.00/month	\$129.00/month
2 day - \$156.00/month	\$89.00/month

Session B with Early Release (12:00 p.m. - 6:00p.m.)

5 day - \$415.00/month	\$235.00/month
3 day - \$250.00/month	\$142.00/month
2 day - \$165.00/month	\$96.00/month

Early Release only (12:00pm - 3:00pm)

\$38.00	\$29.00
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Drop-in Rates

<b>1<sup>st</sup> child</b>	<b>Sibling</b>
BSC - \$12.50/Session	\$8.00/Session
Sessions A & B - \$12.50/hour	\$8.00/hour

**ADMISSION POLICY**

Early Childhood Center students may use the Before School Care and Session A segments. Kindergarten and Grade School students may use the Before School Care, Session B and Early Release segments. The “B” session (3:15 PM – 6:00 PM) and ER is also available to students in Rainbows, Shooting Stars, and Sunshines. Availability to Fuzzy Bears is with the approval of the Principal, Director of the Preschool, and Director of the Extended Day Program. On the registration form, it is possible to register for Early Release without the B session. The fee for this session is clearly listed above.

Families are required to use the FACTS Management Company for Extended Day Program payments. A link to FACTS Management Company can be found on our website.

Regular users will be billed monthly in advance through FACTS and payment must be collected in advance. The first payment for the school year is due on September 1st. All remaining payments are due on the 1st of each month. Fees for Grade School students will be collected September – May (9 payments), whereas payments for preschool students will be collected September – April (8 payments). Credit will not be given if the student fails to use the program on any regularly scheduled day due to sickness, etc. These fees include a provision for snow days and holidays. All changes in schedule must be made known prior to the end of the current month for billing purposes, and must apply to the entire month to be considered.

**Drop-in users** are charged for **each hour or part of an hour** from the time the student is checked in till the student is picked up. The Session A is counted as 4 hours, and Session B as 3 hours.

#### RETURNED CHECK FEE

A fee of \$15.00 per returned check will be added to the total bill.

#### SESSION A, LATE PICK-UP FEES

A penalty equivalent to the **hourly drop-in rate** will be imposed on a family who picks up its child/children after 3:00 p.m. Billing for late pick-ups will appear in the following month's statement.

#### SESSION B LATE PICK-UP FEES

A penalty of \$1.00 **per minute** will be imposed for pick-ups after 6:00 p.m. Cash or check payments **will not be accepted** for late pick-ups at the time of pick up. The charge will be collected through FACTS.

## **VI. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### ***PARTICIPATION***

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes, and fans display respect, civility, and responsibility in words and actions before, during, and after all athletic contests and/or practices. These policies are developed to assist the four diocesan high schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Girls are not allowed to participate in boys' football and/or wrestling activities.

Students participating in school-sponsored team athletic activities must have proof of an annual physical. Submission of a pre-sport participation physical examination form and consent form for elementary- and middle school-based athletic program participation is required, excluding parish CYO.

When a student is requesting a waiver from participating in Physical Education classes and/or recess, parents/guardians are required to submit a written statement from their child's physician that 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.

### ***TRANSPORTATION OF ATHLETES***

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have a written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

Although CYO athletic teams are separate and distinct from parish/school activities, the pastor/principal retains the right of possible intervention by the school in the event a significant incident would bring the reputation of the parish and/or school into question within the community.

## ***SUPERVISION OF STUDENTS***

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is enrolled in an extended day/after care program, or participating in a school-sponsored activity (such as athletics or theater).

## VII. STUDENT RESPONSIBILITIES & BEHAVIOR

### *CODE OF CONDUCT*

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends parents/guardians, faculty, and students work together to create a Catholic school environment. These basic components include:

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

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

- a. will be honest and committed to integrity.
- b. will be respectful and courteous toward all teachers and adults.
- c. will refrain from harassment of any kind.
- d. will use appropriate language.
- e. will speak respectfully to and about others.
- f. will complete all assignments and participate fully in class.
- g. will respect all school and personal property (see *Care of School Property*).
- h. will refrain from any deliberate disruption in the school.
- i. will adhere to the school's cell phone policy.
- j. will comply with the Internet Responsible Use Policy.
- k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
- l. will be present for all required activities unless officially excused by the administration.
- m. will adhere to the dress code (see *Dress Code*).
- n. will not give or receive unauthorized assistance on tests, quizzes, or assignments.
- o. will not leave school grounds during the school day for any reason without permission from the principal/administration.
- p. will not bring to school, nor possess at school, any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof. It is understood if this term is

violated, suspension, or expulsion may result (see *Substance Abuse/Weapons* and *Inappropriate Materials*).

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

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

## ***SUBSTANCE ABUSE/WEAPONS***

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

It is unlawful for any person to manufacture, sell, distribute, or possess with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.) If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance or marijuana or (b) used, possessed or distributed alcohol, tobacco, or e-liquids while upon the property of the school; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents/guardians will be notified, and the student will be removed from class. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted (see also Policy 615).

A student shall not possess or use drug paraphernalia, including, but not limited to, e-cigarette delivery devices, e-cigarette accessories, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus and/or at any school-sponsored activity, whether discovered in an authorized search of his or her private property (Policy 615.1) or on school property (e.g., lockers – Policy 615.2). Any student who violates this provision will be subject to disciplinary action up to and including, expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments [which may sometimes be known as nun chucks or fighting chains], sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray, or other similar propellant or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the school's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to, and including, expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency, will be immediately contacted.

## ***DISCIPLINE***

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

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

### **USE OF DISCIPLINARY ACTION**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will apprise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Students 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 student, 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.

## **DISCIPLINARY MEASURES**

The following are some approved disciplinary measures:

- a. Counseling and/or conference with the student and family
- b. Assignment of special tasks
- c. Denial of privileges
- d. Detention
- e. Probation
- f. Suspension
- g. Dismissal
- h. Expulsion

## **SPECIFIC DISCIPLINARY POLICIES**

When parents send their child to Blessed Sacrament School, it is understood that they agree to uphold the discipline policy.

Physical and/or verbal abuse will not be tolerated. Physical abuse includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but is not limited to kicking, shoving, pushing, hitting, and fighting. Verbal abuse includes but is not limited to taunting, name-calling, insults, verbal teasing, bullying, or threatening. Parents may be notified if the administration determines the need to send a disruptive student home from school for the day.

Students are expected to follow conduct rules. Action will be taken for disrespectful behavior (i.e. answering back, rudeness) to school personnel and/or each other, deliberate disobedience, continual talking, throwing food or school objects, interfering with the education of others, etc.

Teachers will review specific grade-level appropriate discipline procedures with students during the first week of school. Parents will be informed of the procedures and the consequences for misbehavior at Back-to-School Night. Faculty, staff, and administrators may issue demerits and/or detentions for infractions of school rules. The report card will reflect misbehavior.

Students in grades 5-8 who receive 5 demerits will serve an automatic lunch detention. Those students who receive 5 detentions will receive an automatic one-day out of school suspension. Automatic detentions may be issued for inappropriate behavior at any time. Demerits and detentions will be reflected by an NI in the appropriate category on the report card. Demerits do not carry over to a new trimester but detentions accumulate throughout the year.

The administration reserves the right to notify parents if it is determined that a student needs to leave school for the day for any disciplinary infraction.

Repeated violations of school conduct rules or serious violations to the code of conduct may result

in a suspension. If the discipline procedures do not effect a positive change in student behavior, a conference will be held to determine whether the student's and the school's best interests would be served by the withdrawal of the student.

Parent signature of the handbook agreement form indicates acceptance of the school discipline policies.

## **SUSPENSION**

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

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

## **DISMISSAL**

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

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

## **EXPULSION**

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

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

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

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

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

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

## ***STUDENT REGULATIONS AND PROCEDURES***

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

### **STUDENTS AND STUDENT PROPERTY SEARCHES**

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

### **INTERROGATION OF STUDENTS**

Unless provided with a court-issued warrant, the pastor (or principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- a. The principal, the assistant principal, or the principal's designee shall be alerted.
- b. The police officers shall report to the principal's office.
- c. Permission from the student's parent/guardian must be acquired, either by phone or in person, prior to questioning.
- d. The principal or a school representative shall be present.
- e. The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

### **STUDENTS AND STUDENT PROPERTY**

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school. It is the responsibility of the student to turn in wallets, watches, and other valuables to the physical education teacher/coach when participating in athletic events away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

### **SCHOOL LOCKERS AND DESKS**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned, has *vis-a-vis* other students, exclusive use of the locker or desk but has no proprietary rights versus the school.

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

Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal/administration.

Students are expected to provide their own school supplies to include: poster board, markers and crayons, and other project supplies. Students must also arrange to print assignments outside of school.

## ***DRESS CODE***

The dress code provides a standard for our students, which fosters an environment conducive to learning and respectful behavior.

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

### **UNIFORM REQUIREMENTS & OTHER PERTINENT INFORMATION**

#### **INSTRUCTIONS ON ORDERING UNIFORMS**

In order to purchase uniforms, you must go to our school store on the Land's End website. A direct link is available on the Blessed Sacrament School website. When ordering your clothing selection, the appropriate logo will appear as part of your selection. Each logo is an additional

\$5.95. The only clothing that does not require a logo is the girls' jumper, girls' skirt, girls' peter pan shirt, turtleneck shirts, and the gym shirt. All other items of clothing will require a logo.

Please follow the Blessed Sacrament Dress Code when selecting the appropriate clothing items. Please contact the office staff with questions about the uniform policy.

## UNIFORM REQUIREMENTS

For 2020-2021 all students must wear a face mask as part of the uniform when in-person school is in session. The masks must be in a solid color (primary or secondary colors, no neon) and should be washed daily.

Shorts are an allowable uniform option prior to November 1 and after April 1. If wearing khaki pants or sweats, long pants are required between November 1 and April 1.

### Boys

Navy polo with logo and Khaki chino shorts with logo (Shorts allowable prior to November 1 and after April 1)

OR Khaki slacks with logo (Long pants required between November 1 – April 1)

*Optional: Navy sweater/vest/sweatshirt with logo (no hooded sweatshirts). White turtlenecks are also allowed with all dress uniforms (no logo required).*

Socks: White, navy or black socks (must cover the anklebone)

Shoes: see below

### Girls Grades K-5

Navy polo with logo OR White knit Peter Pan shirt (no logo required) and Khaki chino shorts with logo (Shorts allowable prior to November 1 and after April 1)

OR Khaki slacks with logo (Long pants required between November 1 – April 1)

OR Blessed Sacrament jumper (no logo required).

*Optional: Navy sweater/vest/sweatshirt with logo (no hooded sweatshirt). White turtlenecks are also allowed with all dress uniforms (no logo required).*

Socks: White, navy or black socks (must cover the anklebone)

OR White, navy or black tights with feet/knee socks

White, navy or black leggings with matching socks are allowed. **SOCKS MUST MATCH THE LEGGING.**

In cold weather, sweatpants can be worn under jumpers outdoors only, with the exception of PE days.

Shoes: see below

### Girls Grades 6-8

Dress Uniform Navy polo with logo and A-line Blessed Sacrament skirt (no logo required) (CREASE LINE AT BACK OF KNEES)

OR Khaki chino shorts with logo (Shorts allowable prior to November 1 and after April 1)

OR Khaki slacks with logo (Long pants required between November 1 – April 1)

*Optional: Navy sweater/vest/sweatshirt with logo (no hooded sweatshirts). White turtlenecks are also allowed with all dress uniforms (no logo required).*

Socks: White, navy or black socks (must cover the anklebone).

OR White, navy or black tights with feet/knee socks

White, navy or black leggings with matching socks are allowed. **SOCKS MUST MATCH THE LEGGING.**

In cold weather, sweatpants can be worn outdoors only, with the exception of PE days

Shoes: see below

### **Gym uniforms K-8** **Should be worn to school on gym days only**

Navy gym shorts with logo (**Shorts allowable prior to November 1 and after April 1**)

OR Navy sweatpants with logo (**Long pants required between November 1 – April 1**)  
and

Optional: Sweatshirt with logo (no hooded sweatshirt)

Socks: White, navy or black socks (must cover anklebone).

### **Shoes**

**PE Shoe Requirement** - (May be worn any day but are required on gym days): All white or all black low- top rubber-soled sneaker. (Example for K-5 Boys and Girls: New Balance – KV624; Example for 6-8, Boys: Reebok – NPCII 6836; 6-8 Girls: Reebok Classic Leather – J90120).

**Dress Shoe Requirement**- All white or all black low top rubber-soled sneaker OR all white, or all black, or all brown shoe. (Example for K-5 Girls: Lands End 427531-BP8; K-5 Boys – Lands End 393279-BP0; Example for 6-8: Girls: LLBean – TA137104; 6-8 Boys: Lands End – TA130448). All tan or all dark brown Sperry's are also permitted.

### **Dress Down Day Guidelines**

Skirts should be no shorter than 2 inches above the knee.

Shoes should be closed heeled with a heel less than 1 ½ ". No flip flops.

Shirts should be modest, not overly tight or low cut. No spaghetti straps or tank tops.

Jeans without holes are permitted.

Leggings or tights worn with tunics or sweaters that cover the bottom when bending over.

Tee-shirts with appropriate messages only are acceptable.

Students may wear shorts that are the same length as their gym shorts.

## **ADDITIONAL REQUIREMENTS**

**Belts** must be worn with pants or shorts that have belt loops.

**Scouting Uniforms**: Scouting uniforms may be worn on scout meeting days.

School sponsored club/team shirts may be worn on gym days upon approval of the principal.

Coats, windbreakers, or hoodies are not to be worn inside the school building.

Make-up and nail polish may not be worn to school.

Girls may wear one set of small-posted earrings in the lobe.

Boys may not wear earrings.

Jewelry is limited to one ring per hand, a wristwatch, and one necklace with a single religious pendant.

Boys' hair is to be cut above the ears, above the collar and the eyebrows, with no tails.

No colored/dyed or spiked hair, including Mohawks, feathers, or other extreme styles.

All uniform shirts are to be tucked in at all times while on school grounds.

Repeated uniform infraction will result in that particular student being denied participation in the next dress down day and may also be reflected on the student's report card.

## ***INAPPROPRIATE MATERIALS***

Students are not permitted to possess the following items on school property or at school functions:

No real or toy knives or guns, no sharp objects, matches, lighters, laser pointers, palm pilots, Walkman, Game boys, pornographic materials, Discman, headsets, or offensive literature is allowed on school property. If permission has been given to use certain items during the after school programs, these items must remain sealed in backpacks during the entire school day and will be removed from a student's possession if they are not contained in the student backpack.

Students are required to check-in all cell phones in the morning to their homeroom teacher. (Please see Cell Phone Policy).

## ***PLAYGROUND REGULATIONS***

During outdoor recess periods students must obey the playground supervisors, play in assigned areas, refrain from physical contact beyond the rules of the game, use all equipment properly, and line up quietly and promptly when the bell has rung.

During indoor recess periods, students must stay in the assigned room, be respectful to supervisors, use moderate voices, refrain from running, and behave appropriately at all times.

## ***LUNCHROOM REGULATIONS***

Due to COVID mitigation strategies, the use of the lunchroom is suspended until further notice. Changes to this protocol will be communicated in a timely manner to all families.

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

The lunchroom is considered a classroom to promote good eating habits and good manners. While in the lunchroom, students are expected to use the same manners required in the classroom. Courtesy toward other students and cooperation with the lunchroom supervisors are in order at all times. Parents are allowed to bring a lunch from carryout restaurants on their child's birthday and ONLY on this day. Parents wishing to take their child(ren) out to lunch during the school day must sign them out at the office when leaving and sign them in upon returning. Due to space constraints, parents may not eat in the lunchroom with their child(ren) during the school day.

## VIII. HEALTH, SAFETY, & WELFARE

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

Due to COVID mitigation strategies, updated health procedures are adjusted for the 2020-2021 school year and explained in depth in the BSS Re-Entry Document, July 2020. Further changes will be communicated in a timely manner to all families.

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

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

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

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

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

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

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

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

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

#### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition, and healthy environments in

schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments, and the elimination of foods of minimal nutritional value during the school day. All schools have wellness committees to implement, sustain, and evaluate the local wellness program.

## **ACCIDENTS AND FIRST AID**

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

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure a professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

No pets are allowed on school property.

## **ILLNESS**

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

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

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

## MEDICATION ADMINISTRATION OVERVIEW

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

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

- a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);
- b. After the first dose of any medication has been given at home;
- c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;
- d. When there is a health care provider's written order signed by the parent/guardian requesting the school administer the medication or to permit the student to self-administer the medication;
- e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
- f. When the appropriate medication authorization form (*Appendix F-6*) has been completed, signed and accompanies the medication.
- g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.
- h. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
- i. Under no circumstances are medications to be shared with other students.
- j. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.

When the medication is epinephrine, trained school employees are permitted to administer Epi-pen injections when:

- a. the parents advise the staff most directly involved with the student of the situations

- when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;
  - c. parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (*Appendix F-6*).

All OTC and prescription medications are to be kept locked in the clinic/school office and be administered by the school nurse, clinic aide, principal or trained designee. No student is to carry/possess medications, without appropriate medical authorization. No medication will be administered unless the school has received a signed copy of the Medication Authorization Form (*Appendix F-6*). OTC medications do not require a health care provider's signature unless the medication is required for four (4) or more consecutive days.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a health care provider or parent/guardian indicates in writing that the student cannot do this.

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

## **TOILETING/INCONTINENCE**

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

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

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

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

#### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider (LHP) is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home.

#### **USE OF MICROWAVE OVEN**

Given the risk of potential harm, students' access and use of microwave ovens is prohibited for preschool through grade 5.

For middle school students, the school administration can determine if middle school students may use a microwave oven.

Blessed Sacrament School middle school students may not use a microwave oven.

#### **LIFE THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC's *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms, and parental publications.

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

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

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

## ***CONTROL OF COMMUNICABLE DISEASES***

Due to COVID mitigation strategies, updated health procedures are adjusted for the 2020-2021 school year and explained in depth in the BSS Re-Entry Document, July 2020. Further changes will be communicated in a timely manner to all families.

### **DISEASE**

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

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

- a. No daycare/preschool, elementary, middle, or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form MCH-213G (*Appendix F-2*).
  - i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
- b. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to the Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider, or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
- c. School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
- d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics for children during school hours, and in the absence of the parent, with the exception of a

state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (*Appendix F-18*). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## **LICE**

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

Blessed Sacrament School has a NO NIT policy. After proper scalp treatment and the removal of ALL nits, the student may return to school the following day but must report to the clinic with his/her parent and be checked before returning to the classroom. If the student is found to have nits, he/she will not be permitted to return.

## ***BLOODBORNE DISEASE***

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

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

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

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

Fire, tornado, intruder, and shelter-in-place drills are conducted periodically to ensure safety for the students in case of fire or other emergencies. Each room clearly posts directions and exits. Students are expected to follow teacher directions for each drill.

Students who have elevator privileges are supervised in a “safe room” during a fire drill until first responders arrive to safely evacuate them from the building.

In the event of a bomb threat, the school community has made arrangements to evacuate to nearby TC Williams High School at 3330 King Street, Alexandria, VA (703) 824-6800 until authorities verify the security of the building.

## ***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 Office of Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

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

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

Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official.

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

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the “Safe Environment Program” endorsed by the Office of Catholic Schools. This program will be

presented annually to students in selected grades (Policy 616.5).

Parents/guardians should be afforded the opportunity to review the materials prior to presenting the program at any given grade level and reserve the right to remove their children from the classes.

## ***HAZING***

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

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

In cases of reported hazing, the principal or designee shall interview all students involved (i.e. the 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 hazing may be subject to appropriate consequences.

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

- a. Counseling
- b. A parent conference
- c. Detention
- d. Suspension and/or Expulsion Depending on the severity of the incident(s), the principal may also report incidents of hazing to law enforcement if appropriate.

## ***BULLYING***

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

Examples include, but are not limited to:

- a. Physical intimidation or assault
- b. Extortion

- c. Oral or written threats, including text messaging
- d. Malicious teasing
- e. Putdowns
- f. Name calling
- g. Threatening looks
- h. Gestures or acts of aggression (Overt and Covert)
- i. Cruel rumors & false accusations
- j. Social Isolation
- k. Cyber bullying

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

In cases of reported bullying, the 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.

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

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

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

## ***RESPECT FOR LIFE***

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in

an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

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

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

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

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

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

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

## ***VIDEO SURVEILLANCE CAMERAS***

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

- a. At the discretion of the principal/head of school or his/her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms, and grounds, or to monitor any location at all times.

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

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

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

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

## **IX. STUDENTS WITH SPECIAL NEEDS**

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

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

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

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

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

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

## **X. EXTENDED DAY**

### ***EXTENDED DAY PROGRAM***

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

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

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

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

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

For all over-the-counter skin products:

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

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

## ***LICENSING INFORMATION***

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

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

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

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

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

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

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

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

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

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

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

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

## ***INSURANCE***

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

## ***TAX INFORMATION***

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

## ***PARENTAL/GUARDIAN INVOLVEMENT***

In compliance with state regulations for state licensed programs, a custodial parent/guardian 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).

### **Hours of Operation**

The Program operates from 7:00 to 8:35 a.m. and again from 11:45 a.m. to 6:00 p.m. on each day that the school is open. The Program does not operate during school vacations or holidays. If there is a one-hour delayed opening of the school, the Program will open at 8:00 a.m. If there is a two-hour delayed opening, our Program will open at 9:00 a.m. If there is an early dismissal due to inclement weather, the BSSEDP will close .

When weather conditions become dangerous after the school closes, parents will be contacted and asked to pick up their children as soon as possible. If the school is closed because of snow or other inclement weather, the BSSEDP will be closed.

Blessed Sacrament School follows the emergency closings and delayed openings of the Alexandria City Public Schools. If the principal feels that road conditions or the parking lot at Blessed Sacrament necessitate a different decision from that of the Alexandria schools, the staff will notify parents.

School Messenger Alerts will be issued as information becomes available.

### **Admission Policy**

The BSSEDP is open to the following children who are enrolled in Blessed Sacrament Grade School and Early Childhood Center during the time periods indicated:

#### **Before School Care (BSC):**

7:00 a.m. to 8:00 a.m.	Kindergarten and Grade School Students
7:00 a.m. to 8:35 a.m.	ECC (attending alone or with Grade School sibling(s))
8:00 a.m. to 8:35 a.m.	Grade School ECC siblings (ECC students who are siblings of a Grade School student or students, attending after the GS sibling entered school)

#### **Session A:**

11:45 a.m. to 3:00 p.m.	Fuzzy Bears
1:30 p.m. to 3:00 p.m.	Sunshines, Shooting Stars & Rainbows

#### **Session B:**

3:00 p.m. to 6:00 p.m.	Shooting Stars, Rainbows & Sunshines (Fuzzy Bears with Administration's approval)
3:15 p.m. to 6:00 p.m.	Kindergarten and GS

#### **Session ER (Early Release):**

12:00 p.m. to 3:00 p.m.	All Grade School students on "Early Release" days (i.e., when the Grade School has "Half Days" - refer to School Calendar)
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Each child's health records, immunization information and Emergency Care form must be on file in the school office prior to attendance in the Extended Day Program. No student may use the BSSEDP unless registered for the Program with appropriate emergency and health information submitted to the school office. **All families are strongly encouraged to register their children.** The registration fee will not be charged until the first time the Extended Day Program is used.

Students can use the Program on a "Regular Basis" (i.e., from 3-5 days per week, every week of

the month), or on a “Drop-in Basis” (i.e., day-to-day on an irregular basis).

To use the Program on a Drop-in Basis, it is preferred that the student’s parent notify the Extended Day Director no later than two days prior to the desired attendance date. Drop-in use will be charged through the FACTS system after the fact. Admittance will be granted if space is available. In case of emergency use, parents should contact the Director (703-998-4170, x-136; [cberrigan@bssva.org](mailto:cberrigan@bssva.org)) and/or the school office by phone or email.

Enrollment in each session is limited by the size of available space and our ability to maintain the necessary adult-to-student ratios. Priority will be given to children whose custodial parents work outside the home, are actively studying towards employment outside the home, or are gainfully employed while working from their home, in that order. In addition, the following rules apply:

Priority in BSC and Session A will be given to students enrolled on a regular weekly basis (eg. 5 days per week); who have siblings in the Grade School; who are enrolled on a regular weekly basis; then to “Drop-in” users (one day at a time) on a first-to-sign-up basis.

Priority in Sessions B and ER will be given to students who use the Program on a regular weekly basis (eg. 5 days per week); then to “Drop-in” users (one day at a time) on a first-to-sign-up basis.

## **Supervision**

The Blessed Sacrament School Extended Day Program is staffed by an Administrator/Principal (who is in charge of the total operation of the Program), a Director, child care supervisors, child care aides, and a bookkeeper.

The Administrator and other staff have at least the minimum educational background and/or related work experience required by the Virginia Department of Social Services.

Classes including preschoolers have a minimum caregiver/student ratio of 1/10. All other classes will have a minimum caregiver/student ratio of 1/18 for students 5-8 years old, and 1/20 for students 9 years old and up.

Due to COVID-19 mitigation strategies, updated ratios are adjusted for the 2020-2021 school year and explained in depth in the BSS Re-Entry Document, July 2020. Further changes will be communicated in a timely manner to all families

## **Registration**

Yearly registration for the Program occurs at the time of school registration. The registration form **must include two local emergency contact persons** that are not the parents of the child. If space is available, applications for registration will be accepted throughout the year. Every child who will use the Program, whether on a regular or drop-in basis must be registered.

## **Termination**

A decision whether to terminate enrollment of a child will be made only for good cause after consultation with the child's parents or guardians and written approval of the Principal and the Director of the Program. Parents will be notified in writing in advance of any proposal to terminate the enrollment of any child.

When a parent wishes to terminate the enrollment of their child in the Program, they must give at **least one week's written notice to the Director**. Any payment of fees made for care beyond the termination date will be refunded to the parents when the Director is given one week's written notice.

## **Transportation**

BSSEDP does not supply transportation for students. When students are picked up, care should be taken to drive safely, park legally and be alert for pedestrian traffic. No cars are allowed to park in the fire lanes.

While students are at recess outdoors, barriers will be placed on the parking lot to clearly mark the limit of the parking area for pickups that occur at this time.

## **Activities**

Each segment of the Program provides the children an opportunity to eat lunch or snack (depending on the time of day), to rest, play (outdoors when weather is permitting), study, and participate in loosely structured supervised activities such as arts and crafts, games, and sports appropriate to the children's ages

Time is allowed for homework after snack. This does not mean that all homework will be completed. Parents are asked to sign a homework agreement clarifying their expectations concerning homework for their child. Be certain to check your child's assignments. The Program is located in the main preschool room, the cafeteria (Quinn Hall), the STEM Lab, the library, the gym, and outdoor play areas.

Due to COVID-19 mitigation strategies, updated rooms used are adjusted for the 2020-2021 school year and explained in depth in the BSS Re-Entry Document, July 2020. Further changes will be communicated in a timely manner to all families

## **Check-In Procedures**

For the Before School Care session, parents are to bring their child to Quinn Hall through the church side doors by the back parking lot.

For the After School sessions, preschoolers are escorted by the staff to their meeting place in the Big ECC Room. Grade School children are to report directly to Quinn Hall or alternate announced Program rooms upon dismissal from school. Attendance is taken immediately each

day.

Upon arrival, the children are instructed as to the appropriate place to store their belongings (i.e., coat, backpack, change of clothes).

If a child arrives at the center with obvious signs or symptoms of a communicable disease, the child shall not be allowed to attend for that day.

### **Absences**

If a child is expected to be absent, late, or leaving earlier than usual, the Director and school office must be notified in writing as soon as possible in either hard copy or email (cberrigan@bssva.org). Emergency or unexpected changes may also be notified by phone (703-998-4170, x-136 or (cell)703-727-3896), but should be followed-up in writing (preferably by email).

### **Change of Clothes**

Parents of Kindergarten and Grade School students are encouraged to send play clothes with their children each day. Children are given an opportunity to change their clothes before play begins. It is strongly recommended that girls change into a pair of pants or wear shorts under the jumper or skirt, so that they may comfortably engage in physical play.

### **Rest Period Policy**

Preschoolers are given a one-hour rest period on cots during the 11:45 a.m. to 3:00 p.m. segment. Sheets are provided for the cots. In addition, a small pillow, light blanket, or small object of security may be brought from home.

Kindergarten and Grade School students are not given a special rest period.

Children showing symptoms of fatigue or illness will be permitted to rest on a cot if needed in a quiet area separate from the rest of the students until picked up.

### **Dismissal and Pick-Up Procedures**

The students wait under the supervision of an appointed staff person for their parents or other designated pick-up person. They may not wait outside unattended. All persons picking up a child must come to the center and sign out that child. On non-early release days, persons picking up before 4:00 p.m. should approach the building at the front entrance on Braddock Road. After 4:00 p.m., and on early-release days, the building should be entered by way of the church side cafeteria/Quinn Hall door. At these times admittance is gained by knocking on the door. Only adults are permitted to open the door. Signs will be placed on the doors advising of alternate locations when the students are not in their assigned rooms.

**Due to COVID-19 mitigation strategies, updated pick-up locations are adjusted for the 2020-**

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2021 school year and explained in depth in the BSS Re-Entry Document, July 2020. Further changes will be communicated in a timely manner to all families

If someone other than the parent or planned pick-up person is picking up the child from the Program, their name must be on the registration form under “EMERGENCY CONTACTS,” or on the school Emergency Care form, **and** a note must be sent by the parent to the Director stating that person’s name. This note should be received ideally no later than upon arrival of your child at the Program that day. Alternate pick-up information may also be emailed to the Director (cberrigan@bssva.org). Persons other than the regular pick-up people are to show identification to the staff before signing a child out of the Program. Any change in the regularly expected pick-up routine should be communicated in writing (including email), or by phone (703-998-4170, x-136 or 703-727-3896 (texting is acceptable)) if unplanned. If no advance notification of a change in pick-up has been received, the parents will be called for verification before the student is released.

In the event that a child has not been picked up at closing time, the staff of the BSSEDP will attempt to reach the parents or guardians, using all the available phone numbers. Attempts will also be made to reach all listed emergency contact people for that child. The radio will be monitored for news of adverse weather conditions or traffic problems that would cause a delay in arrival.

If, after employing these measures for 1 ½ hours beyond closing, no contact is made and the person picking up has not made known to the BSSEDP his/her impending arrival, the Director (or staff person in charge), after consulting with the Administrator/Principal, shall call the local office of Child Protection Services.

### **Communication Between Parent and Staff**

On-going communication between parent/guardians and staff members is encouraged at all times. Visits during hours of operation are welcome. No advance notice is required. Due to COVID-19 mitigation strategies, updated visitation guidelines are adjusted for the 2020-2021 school year and explained in depth in the BSS Re-Entry Document, July 2020. Further changes will be communicated in a timely manner to all families

Parents or guardians may leave messages for the staff or your child until 4PM at the school office (703-998-4170). When the school office is closed, you may contact the caregivers by email addressed to the Director (cberrigan@bssva.org) or at the following telephone numbers: 703-998-4170, x-136; (cell)703-727-3896. Informational notices are posted on the bulletin boards in the Program Rooms and updates are published on the school’s web page as well as in the school’s weekly newsletter. In an emergency, information will be dispensed via the school website and/or through the School Messenger system.

The BSSEDP requests that at least once during the year parents confirm that all required information on their child is up to date, and that any changes in contact information be communicated immediately.

## **Child Abuse**

The Blessed Sacrament School Extended Day Program follows the Diocesan guidelines concerning child abuse as found earlier in this handbook under the subsection entitled: **Prevention of Sexual Misconduct and/or Child Abuse.**

## **Emergency Procedures**

Emergency evacuation procedures are posted in locations that are conspicuous to staff and children. Emergency procedures are practiced with drills at various intervals throughout the year.

Emergency telephone numbers are posted in a conspicuous place near each telephone.

The Program staff will notify a parent immediately in the event of a serious accident or injury, and will notify the parent of a minor accident or injury at the end of the day. Written documentation of the type of injury, date, steps taken and method of notification will be kept on file at the center for two years after the injury or accident.

There is at least one staff person on the premises during all hours of operation trained in rescue breathing, CPR & AED, and certified in standard first aid from a course approved by the Department of Social Services, as well as trained in daily health observation of children.

In case of illness or accident, appropriate first aid will be administered. If the illness or injury is serious, the child's parent or guardian, as designated on the student's "Registration Form", will be contacted and emergency care will be solicited immediately.

## **Medication Policy**

The Extended Day staff with MAT (Medication Administration Training) may administer prescription and non-prescription medication to a child only when written authorization from the parent or child's physician is on file.

Authorization from the parent shall be for a limited time period (not to exceed 4 consecutive school days). Authorizations for a longer period of time must be signed by a physician, and will be retained during the effective period. All medication must be in the original container, labeled with the child's name, the name of the medication, the dosage amount and the method of administration. In addition, the first dose should have been administered at home. All medication will be kept in a locked area and returned to the parent as soon as it is no longer being administered. Forms authorizing the staff to administer medication are available in the office and on the school website.

The Extended Day staff will not administer sunscreen or insect repellent unless required by prescription. For students nine years of age and up, parents desiring their child to have sunscreen must supply a labeled container to be kept at Extended Day, which the student may apply on his/her own. Any insect repellent should be applied prior to sending the child to school.

## Discipline Policy

The discipline policy of the Blessed Sacrament School Extended Day Program complements the School's established policy on discipline. Discipline will be positive, gentle, timely and appropriate to the infraction. There will be no physical punishment of any form administered to a child. Children will never be shaken. No staff member will force or withhold food, force or withhold naps, or punish toileting accidents. No staff member shall verbally abuse a child, including but not limited to, threats or belittling remarks about any child or the family.

Students are expected to abide by the same discipline policy in force in the school. Violence and/or verbally abusive behavior will not be tolerated. This includes but is not limited to fighting, punching, pushing, or any activity that causes or could cause injury, verbal teasing, bullying or threatening. If a student behaves violently or is verbally abusive, the parents will be notified to come and take the student home. The student will remain at home for that day and will serve an out-of-school suspension the following school day.

Students who exhibit disrespectful behavior (i.e. answering back, rudeness) to Extended Day personnel and/or each other, deliberate disobedience, continual loud talking during homework time, throwing food, school or personal objects will be subject to the following disciplinary actions.

1. Students will be given a written notification of misbehavior to be signed by a parent or guardian and returned on the following school day.
2. **Three** such notifications will warrant a **mandatory conference** with the Director, parent or guardian, and student, which must take place within three school days of the third notification. If the conference has not taken place in this time period, the student may not use the Extended Day Program until a conference has taken place.
3. **Two more** notifications of misbehavior after this conference will result in an immediate **one-day suspension** from the Program and an **additional conference**.
4. Continued misbehavior and a **total of three suspensions** may result in the dismissal of the student from the Extended Day Program.

## Food Policy

ECC students, Kindergarten and Grade School students are expected to bring a lunch and drink for consumption during 11:45 a.m.-3:00 p.m. segments. Milk can be ordered through the school office. Due to COVID-19 mitigation strategies, updated milk policies are adjusted for the 2020-2021 school year and explained in depth in the BSS Re-Entry Document, July 2020. Further changes will be communicated in a timely manner to all families. A nutritious snack is provided during the Before School segment and after 3:00 p.m. The snack menu is posted in each of the base rooms used by the Program.

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

1. The food must not require refrigeration.

2. The food must be properly wrapped to prevent it from becoming dirty or otherwise inedible.
3. The food container must be sealed and clearly **dated** and **labeled** in a way that **identifies the owner**.
4. You must instruct your child **not** to share his/her food because of possible food allergies or special diets of other children.
5. The food must be nutritionally sound. We ask that you not send candy or other empty calorie foods. While cookies or other dessert-type foods may be sent, they should only be as a supplement to a nutritional component such as fruits, vegetables, muffins, cold dry cereal, or fruit juice (not sweetened, water-based beverages).
6. If your child has a food allergy or is on a special diet, the staff must be informed in writing, even if you provide a daily snack from home.
- 7. Because of the possibility of nut allergies, peanut butter and other nut containing products are not permitted.**
8. All unused portions will be discarded or returned to parents (if the parents so wish) at the end of each day.

***IF A CHILD FORGETS OR LOSES HIS/HER LUNCH OR BRINGS A LUNCH WHICH IS NOT NUTRITIONALLY SOUND, THE STAFF WILL FURNISH THE CHILD WITH A SUITABLE REPLACEMENT FROM THE STOCK OF FOOD KEPT FOR EMERGENCIES, AND THE PARENT WILL BE BILLED***

## APPENDICES

### School Forms

All form are available at <https://bssva.org/parent-resources/school-forms/>

### Diocesan Forms:

- Permission for Emergency Care Form (*Appendix F-1*)
- Confidential Health History Update (*Appendix F-1A*)
- Virginia School Entrance Health Form (*Appendix F-2*)
- Virginia School Entrance Health Form Instructions (*Appendix F-2A*)
- Inhaler Authorization Form (*Appendix F-3*)
- Asthma Action Plan (*Appendix F-3A*)
- Epipen/Twinject Authorization Form (*Appendix F-4*)
- Allergy Action Plan (*Appendix F-4A*)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (*Appendix F-5*)
- Diabetes Medical Management Plan (*Appendix F-5A*)
- Medication Authorization Form (*Appendix F-6*)
- Diocesan Student Accident Report (*Appendix F-7*)
- Letter to Parents Regarding Possible Reimbursement of Medical Cost (*Appendix F-7A*)
- Insurance Billing Form (*Appendix F-7B*)
- Certification of Religious Exemption CRE-1 (*Appendix F-18*)
- Seizure Action Plan (*Appendix F-20*)
- Wellness Policy (*Appendix F-23*)
- Pandemic Response Plan (*Appendix F-24*)
- Photo, Press, Audio, and Electronic Media Release for Minors (*Appendix N*)
- Website and Social Media Policy (*Appendix P-1*)
- Parent/Guardian Permission Form for School Sponsored Trip Participation (*Appendix R*)
- Use of Personal Vehicle (*Appendix R-1*)
- Elementary/Middle School Handbook Agreement Form (*Appendix AG-1*)

### Signature Page



**OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON**  
**CONFIDENTIAL STUDENT HEALTH HISTORY UPDATE**

**PARENT/GUARDIAN:** Please complete this form at the beginning of each school year.

Name \_\_\_\_\_ ☐ M ☐ F DOB: \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_  
 Mother / Guardian \_\_\_\_\_ Work # \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_  
 Father / Guardian \_\_\_\_\_ Work # \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_  
 Physician \_\_\_\_\_ Phone# \_\_\_\_\_ School Year \_\_\_\_\_

**Complete the following checklist by indicating any of the following student conditions, past or present.**

	YES*	DATE
Allergies / Environmental	<input type="checkbox"/>	
Allergies / Food	<input type="checkbox"/>	
Allergies / Insect Stings or Bees	<input type="checkbox"/>	
Allergies / Latex	<input type="checkbox"/>	
Allergies / Medications	<input type="checkbox"/>	
Allergies / Other	<input type="checkbox"/>	
Asthma / Breathing Problem	<input type="checkbox"/>	
Behavioral Problem	<input type="checkbox"/>	
Bladder / Kidney Disorder	<input type="checkbox"/>	
Bleeding / Clotting Disorder	<input type="checkbox"/>	
Bone / Joint / Muscular Disorder	<input type="checkbox"/>	
Cancer	<input type="checkbox"/>	
Convulsions / Epilepsy / Seizure	<input type="checkbox"/>	
Dental Problem	<input type="checkbox"/>	
Developmental Problem	<input type="checkbox"/>	
Dizziness or Fainting	<input type="checkbox"/>	
Diabetes	<input type="checkbox"/>	
Dietary Restriction	<input type="checkbox"/>	
Digestive / Bowel Problem	<input type="checkbox"/>	
Eating Disorder	<input type="checkbox"/>	
Endocrine Disorder	<input type="checkbox"/>	
Head or Spinal Injury	<input type="checkbox"/>	
Headaches / Migraines	<input type="checkbox"/>	

	YES*	DATE
Hearing Problem	<input type="checkbox"/>	
Heart Defect or Disease	<input type="checkbox"/>	
Hepatitis or Liver Problem	<input type="checkbox"/>	
Hernia	<input type="checkbox"/>	
Hypertension	<input type="checkbox"/>	
Immune System Disorder	<input type="checkbox"/>	
Infectious Disease, Current	<input type="checkbox"/>	
Infectious Disease, Inactive	<input type="checkbox"/>	
Lead Poisoning	<input type="checkbox"/>	
Menstrual Problem	<input type="checkbox"/>	
Mobility Limitation	<input type="checkbox"/>	
Mononucleosis	<input type="checkbox"/>	
Orthodontic Treatment	<input type="checkbox"/>	
Physical Education Restriction	<input type="checkbox"/>	
Psychological / Emotional Problem	<input type="checkbox"/>	
Scoliosis	<input type="checkbox"/>	
Skin Condition	<input type="checkbox"/>	
Soiling / Incontinence	<input type="checkbox"/>	
Speech Disorder	<input type="checkbox"/>	
Surgery or Hospitalization	<input type="checkbox"/>	
Tuberculosis	<input type="checkbox"/>	
Vision or Eye Disorder	<input type="checkbox"/>	
Other: (explain below)	<input type="checkbox"/>	

\*Provide details for all items above marked **YES** : \_\_\_\_\_

Does the student's health condition require medically necessary medications or specialized health care treatments in school? ☐ YES ☐ NO

Explain \_\_\_\_\_

Does the student take any medications, homeopathic supplements, or nutritional & performance supplements?

☐ YES  
☐ NO Explain \_\_\_\_\_

Specifically **during or after exercise**, has the student experienced any of the following? Check all that apply:

☐ Fainting / Passing-Out ☐ Heat Stroke ☐ Severe Lightheadedness / Dizziness ☐ Coughing / Wheezing ☐ Excessive Bruising  
☐ Extreme Shortness of Breath ☐ Chest Pain ☐ Numbness / Tingling in \_\_\_\_\_ ☐ NONE APPLY

Was a Medical Evaluation done as a result of any of the above symptoms during exercise? ☐ YES ☐ NO Outcome: \_\_\_\_\_

☐ YES ☐ NO **CONSENT FOR TREATMENT:** I give my permission for qualified school personnel to provide routine health care and first aid to my child as may be necessary during school and after school activities. I assume full responsibility for providing the school with all necessary student over-the-counter or prescription medications as well as necessary medical treatment supplies and authorizations.

☐ YES ☐ NO **CONSENT TO SHARE INFORMATION:** The school nurse and/or health aide have my permission to share my child's confidential health information, on a need-to-know basis, with appropriate members of the educational staff, primary healthcare providers, and extended day, for use in meeting the educational and health needs of my student. This consent includes the sharing of personally identifiable health record information during immunization and communicable disease surveillance audits by the Virginia Department of Health and the Virginia Department of Social Services for licensed program compliance, if applicable.

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMONWEALTH OF VIRGINIA**  
**SCHOOL ENTRANCE HEALTH FORM**  
**Health Information Form/Comprehensive Physical Examination Report/Certification of Immunization**

**Part I – HEALTH INFORMATION FORM**

State law (Ref. Code of Virginia § 22.1-270) requires that your child is immunized and receives a comprehensive physical examination before entering public kindergarten or elementary school. **The parent or guardian completes this page (Part I) of the form.** The Medical Provider completes Part II and Part III of the form. This form must be completed no longer than one year before your child's entry into school.

Name of School: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_  
 Student's Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last First Middle Sex: \_\_\_\_\_ State or Country of Birth: \_\_\_\_\_ Main Language Spoken: \_\_\_\_\_  
 Student's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Name of Parent or Legal Guardian 1: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work or Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Name of Parent or Legal Guardian 2: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work or Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work or Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Condition	Yes	Comments	Condition	Yes	Comments
Allergies (food, insects, drugs, latex)			Diabetes		
Allergies (seasonal)			Head injury, concussions		
Asthma or breathing problems			Hearing problems or deafness		
Attention-Deficit/Hyperactivity Disorder			Heart problems		
Behavioral problems			Lead poisoning		
Developmental problems			Muscle problems		
Bladder problem			Seizures		
Bleeding problem			Sickle Cell Disease (not trait)		
Bowel problem			Speech problems		
Cerebral Palsy			Spinal injury		
Cystic fibrosis			Surgery		
Dental problems			Vision problems		

Describe any other important health-related information about your child (for example; feeding tube, hospitalizations, oxygen support, hearing aid, dental appliance, etc.): \_\_\_\_\_

List all prescription, over-the-counter, and herbal medications your child takes regularly: \_\_\_\_\_

Check here if you want to discuss confidential information with the school nurse or other school authority. ☐ Yes ☐ No

Please provide the following information:

	Name	Phone	Date of Last Appointment
Pediatrician/primary care provider			
Specialist			
Dentist			
Case Worker (if applicable)			

Child's Health Insurance: ☐ None ☐ FAMIS Plus (Medicaid) ☐ FAMIS ☐ Private/Commercial/Employer sponsored

**I, \_\_\_\_\_ (do \_\_) (do not \_\_) authorize my child's health care provider and designated provider of health care in the school setting to discuss my child's health concerns and/or exchange information pertaining to this form. This authorization will be in place until or unless you withdraw it. You may withdraw your authorization at any time by contacting your child's school. When information is released from your child's record, documentation of the disclosure is maintained in your child's health or scholastic record.**

**Signature** of Parent or Legal Guardian: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature** of person completing this form: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature** of Interpreter: \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**COMMONWEALTH OF VIRGINIA  
SCHOOL ENTRANCE HEALTH FORM**

**Part II - Certification of Immunization**

***Section I***

**To be completed by a physician or his designee, registered nurse, or health department official.  
See Section II for conditional enrollment and exemptions.**

A copy of the immunization record signed or stamped by a physician or designee, registered nurse, or health department official indicating the dates of administration including month, day, and year of the required vaccines shall be acceptable in lieu of recording these dates on this form as long as the record is attached to this form.

Only vaccines marked with an asterisk are currently required for school entry. Form must be signed and dated by the Medical Provider or Health Department Official in the appropriate box.

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*Last*
*First*
*Middle*
*Mo.*
*Day*
*Yr.*

IMMUNIZATION	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOSES GIVEN				
*Diphtheria, Tetanus, Pertussis (DTP, DTaP)	1	2	3	4	5
*Diphtheria, Tetanus (DT) or Td (given after 7 years of age)	1	2	3	4	5
*Tdap booster (6 <sup>th</sup> grade entry)	1				
*Polio (IPV, OPV)	1	2	3	4	
*Haemophilus influenzae Type b (Hib conjugate) *only for children <60 months of age	1	2	3	4	
*Pneumococcal (PCV conjugate) *only for children <60 months of age	1	2	3	4	
Measles, Mumps, Rubella (MMR vaccine)	1	2			
*Measles (Rubeola)	1	2	Serological Confirmation of Measles Immunity:		
*Rubella	1		Serological Confirmation of Rubella Immunity:		
*Mumps	1	2			
*Hepatitis B Vaccine (HBV) <input type="checkbox"/> Merck adult formulation used	1	2	3		
*Varicella Vaccine	1	2	Date of Varicella Disease OR Serological Confirmation of Varicella Immunity:		
Hepatitis A Vaccine	1	2			
Meningococcal Vaccine	1				
Human Papillomavirus Vaccine	1	2	3		
Other	1	2	3	4	5
Other	1	2	3	4	5

I certify that this child is **ADEQUATELY OR AGE APPROPRIATELY IMMUNIZED** in accordance with the MINIMUM requirements for attending school, child care or preschool prescribed by the State Board of Health's *Regulations for the Immunization of School Children* (Reference Section III).

**Signature of Medical Provider or Health Department Official:** \_\_\_\_\_ **Date (Mo., Day, Yr.):** \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section II**  
**Conditional Enrollment and Exemptions**

Complete the medical exemption or conditional enrollment section as appropriate to include signature and date.

**MEDICAL EXEMPTION:** As specified in the *Code of Virginia* § 22.1-271.2, C (ii), I certify that administration of the vaccine(s) designated below would be detrimental to this student's health. The vaccine(s) is (are) specifically contraindicated because (please specify):

\_\_\_\_\_

DTP/DTap/Tdap: [\_\_\_\_]; DT/Td: [\_\_\_\_]; OPV/IPV: [\_\_\_\_]; Hib: [\_\_\_\_]; Pneum: [\_\_\_\_]; Measles: [\_\_\_\_]; Rubella: [\_\_\_\_]; Mumps: [\_\_\_\_]; HBV: [\_\_\_\_]; Varicella: [\_\_\_\_]

This contraindication is permanent: [\_\_\_\_], or temporary [\_\_\_\_] and expected to preclude immunizations until: Date (Mo., Day, Yr.): \_\_\_\_/\_\_\_\_/\_\_\_\_.

Signature of Medical Provider or Health Department Official: \_\_\_\_\_ Date (Mo., Day, Yr.): \_\_\_\_/\_\_\_\_/\_\_\_\_

**RELIGIOUS EXEMPTION:** The *Code of Virginia* allows a child an exemption from receiving immunizations required for school attendance if the student or the student's parent/guardian submits an affidavit to the school's admitting official stating that the administration of immunizing agents conflicts with the student's religious tenets or practices. Any student entering school must submit this affidavit on a CERTIFICATE OF RELIGIOUS EXEMPTION (Form CRE-1), which may be obtained at any local health department, school division superintendent's office or local department of social services. Ref. *Code of Virginia* § 22.1-271.2, C (i).

**CONDITIONAL ENROLLMENT:** As specified in the *Code of Virginia* § 22.1-271.2, B, I certify that this child has received at least one dose of each of the vaccines required by the State Board of Health for attending school and that this child has a plan for the completion of his/her requirements within the next 90 calendar days. Next immunization due on \_\_\_\_\_.

Signature of Medical Provider or Health Department Official: \_\_\_\_\_ Date (Mo., Day, Yr.): \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section III**  
**Requirements**

**For Minimum Immunization Requirements for Entry into School and  
Day Care, consult the Division of Immunization web site at  
<http://www.vdh.virginia.gov/epidemiology/immunization>**

**Children shall be immunized in accordance with the Immunization Schedule developed and published by  
the Centers for Disease Control (CDC), Advisory Committee on Immunization Practices (ACIP), the  
American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP),  
otherwise known as ACIP recommendations (Ref. *Code of Virginia* § 32.1-46(a)).  
(Requirements are subject to change.)**

### Part III -- **COMPREHENSIVE PHYSICAL EXAMINATION REPORT**

A qualified licensed physician, nurse practitioner, or physician assistant must complete Part III. The exam must be done no longer than one year before entry into kindergarten or elementary school (Ref. Code of Virginia § 22.1-270). Instructions for completing this form can be found at [www.vahealth.org/schoolhealth](http://www.vahealth.org/schoolhealth).

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: ☐ M ☐ F

<b>Health Assessment</b>	<b>Date of Assessment:</b> ____/____/____ Weight: _____lbs. Height: _____ft. ____in. Body Mass Index (BMI): _____ BP: _____ <input type="checkbox"/> Age / gender appropriate history completed <input type="checkbox"/> Anticipatory guidance provided	<b>Physical Examination</b> 1 = Within normal    2 = Abnormal finding    3 = Referred for evaluation or treatment <table style="width: 100%; text-align: center;"> <tr> <td></td><td>1</td><td>2</td><td>3</td><td></td><td>1</td><td>2</td><td>3</td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr> <td>HEENT</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td>Neurological</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td>Skin</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Lungs</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td>Abdomen</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td>Genital</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td>Heart</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td>Extremities</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> <td>Urinary</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>		1	2	3		1	2	3		1	2	3	HEENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Genital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extremities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Urinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	Lungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Genital	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																						
	Heart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extremities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Urinary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																						
<b>TB Screening:</b> <input type="checkbox"/> No risk for TB infection identified <input type="checkbox"/> No symptoms compatible with active TB disease <input type="checkbox"/> Risk for TB infection or symptoms identified																																																		
<b>Test for TB Infection:</b> TST IGRA Date: _____ TST Reading _____mm    TST/IGRA Result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative CXR required if positive test for TB infection or TB symptoms.    CXR Date: _____ <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal																																																		
<b>EPSDT Screens <u>Required</u> for Head Start – include specific results and date:</b> Blood Lead: _____ Hct/Hgb _____																																																		

<b>Developmental Screen</b>	<b>Assessed for:</b>	<b>Assessment Method:</b>	<b>Within normal</b>	<b>Concern identified:</b>	<b>Referred for Evaluation</b>
	Emotional/Social				
	Problem Solving				
	Language/Communication				
	Fine Motor Skills				
	Gross Motor Skills				

<b>Hearing Screen</b>	<input type="checkbox"/> Screened at 20dB: Indicate Pass (P) or Refer (R) in each box.				<input type="checkbox"/> Referred to Audiologist/ENT <input type="checkbox"/> Unable to test – needs rescreen <input type="checkbox"/> Permanent Hearing Loss Previously identified: ____Left ____Right <input type="checkbox"/> Hearing aid or other assistive device
		1000	2000	4000	
	R				
	L				
<input type="checkbox"/> Screened by OAE (Otoacoustic Emissions): <input type="checkbox"/> Pass <input type="checkbox"/> Refer					

<b>Vision Screen</b>	<input type="checkbox"/> With Corrective Lenses (check if yes)					<b>Dental Screen</b>	<input type="checkbox"/> Problem Identified: Referred for treatment <input type="checkbox"/> No Problem: Referred for prevention <input type="checkbox"/> No Referral: Already receiving dental care
	Stereopsis	<input type="checkbox"/> Pass <input type="checkbox"/> Fail			<input type="checkbox"/> Not tested		
	Distance	Both	R	L	Test used:		
		20/	20/	20/			
<input type="checkbox"/> Pass <input type="checkbox"/> Referred to eye doctor <input type="checkbox"/> Unable to test – needs rescreen							

<b>Recommendations to (Pre) School, Child Care, or Early Intervention Personnel</b>	<b>Summary of Findings (check one):</b> <input type="checkbox"/> Well child; no conditions identified of concern to school program activities <input type="checkbox"/> Conditions identified that are important to schooling or physical activity (complete sections below and/or explain here): _____ _____ _____	
	____ Allergy <input type="checkbox"/> food: _____ <input type="checkbox"/> insect: _____ <input type="checkbox"/> medicine: _____ <input type="checkbox"/> other: _____ Type of allergic reaction: <input type="checkbox"/> anaphylaxis <input type="checkbox"/> local reaction    Response required: <input type="checkbox"/> none <input type="checkbox"/> epinephrine auto-injector <input type="checkbox"/> other: _____	
	____ <b>Individualized Health Care Plan needed</b> (e.g., asthma, diabetes, seizure disorder, severe allergy, etc)	
	____ <b>Restricted Activity</b> Specify: _____	
	____ <b>Developmental Evaluation</b> <input type="checkbox"/> Has IEP <input type="checkbox"/> Further evaluation needed for: _____	
	____ <b>Medication.</b> Child takes medicine for specific health condition(s). <input type="checkbox"/> Medication must be given and/or available at school.	
	____ <b>Special Diet</b> Specify: _____	
	____ <b>Special Needs</b> Specify: _____	
	____ <b>Other Comments:</b> _____	

<b>Health Care Professional's Certification</b> (Write legibly or stamp) <input type="checkbox"/> By checking this box, I certify with an electronic signature that all of the information entered above is accurate (enter name and date on signature and date lines below).	
Name: _____	Signature: _____ Date: ____/____/____
Practice/Clinic Name: _____	Address: _____
Phone: _____ - _____ - _____	Fax: _____ - _____ - _____ Email: _____

## **MCH 213G School Health Entrance Form Instructions**

### **Part I-Health Information Form**

Part I is to be completed by the parent or guardian and reviewed for accuracy by the health care provider conducting the comprehensive physical examination.

Please note that there are three signature lines at the bottom of the page. The first two signatures are required.

1. Signature of the legal guardian or parent (located inside the box)- provides written authorization for the child's health care provider and the designated provider of health care in the school setting to discuss the child's health concerns and/or exchange information pertaining to this form.
2. Signature of the person completing the form- this may or may not be the parent or legal guardian.
3. Signature of the Interpreter-needed only if the form was completed with the assistance of an interpreter.

### **Part II-Certification of Immunization**

Instructions for completing *Part II, Sections I and/or II*, are located under each section respectively.

For current immunization requirements, consult the Division of Immunization web site at <http://www.vdh.virginia.gov/epidemiology/immunization>.

### **Part III-Comprehensive Physical Examination Report**

The Code of Virginia requires documentation of a comprehensive physical examination upon entry to public kindergarten or elementary school. The physical examination must be completed by a qualified licensed physician, nurse practitioner, or physician assistant, and must be completed within 12 months prior to the date such child first enters public kindergarten or elementary school. The physical examination is required to protect the public from communicable disease, and to identify physical, social-emotional, or developmental needs the child has so that the school (1) can prepare to assist with meeting their needs, and (2) initiate necessary interventions to maximize the child's school readiness. Public school divisions may require additional components. The school entrance health form is also widely used by providers of child care, Head Start, Virginia Preschool Initiative (VPI), and the Infant and Toddler Connection (Part C Early Intervention) services.

The content of the comprehensive physical examination is based on *Bright Futures Guidelines for Health Supervision of Infants, Children, and Adolescents, Third Edition (revised 2008)*. Wherever possible, documentation meets expectations for Early Periodic Screening, Diagnosis, and Treatment (EPSDT) requirements.

Part III-Comprehensive Physical Examination Report is to be completed by a qualified licensed physician, nurse practitioner, or physician assistant.  
Complete the child's name, date of birth, and check the appropriate box indicating child's sex.

### ***Health Assessment***

Complete the Health Assessment section as appropriate. Check the boxes for "age/gender appropriate history completed" and "anticipatory guidance provided" to indicate that you have completed these tasks.

### ***TB Screening***

All children should be screened for risk factors for tuberculosis (TB) prior to school entry. Some school systems have specific requirements for screening certain populations, and providers should be knowledgeable of the requirements for their localities.

All children should be screened for symptoms of active TB disease. Older children can present with classic TB symptoms to include productive cough, fever, night sweats, weight loss, poor appetite and fatigue. Younger children may present with non-specific symptoms such as failure to gain weight, poor appetite and fatigue instead of the classic TB symptoms. All children with symptoms should receive further evaluation with a chest x-ray, and/or other examinations as appropriate to rule out active disease.

Children should then be screened for potential risks for acquiring TB infection. Those with a risk factor should receive a test for TB infection, either a tuberculin skin test or an interferon gamma release assay (IGRA). Children testing positive for TB infection should have a chest x-ray and any additional follow-up needed, based on the results of the x-ray and clinical evaluation.

Risks for acquiring TB infection include: close contact with a household member or other individual with active TB disease, birth or residence in a TB endemic country, and travel to or visitors from TB endemic countries. A list of low risk countries (non-TB endemic countries), is available at [http://www.vdh.virginia.gov/tb/documents/ExceptionList\\_2013\\_000.pdf](http://www.vdh.virginia.gov/tb/documents/ExceptionList_2013_000.pdf).

A sample TB risk assessment form and instructions is available at:  
<http://www.vdh.virginia.gov/tb/documents/Form512withsite.pdf> and  
<http://www.vdh.virginia.gov/tb/documents/512Instructions.pdf>.

If a child has no risk factor for acquiring TB infection, and no symptoms compatible with active TB disease, check the appropriate box, "no risk for TB infection identified" or "no symptoms compatible with active TB disease". All others will require further evaluation prior to school entry.

Information on diagnosing active TB disease and TB infection in children and adolescents is located in the American Academy of Pediatrics *Redbook: 2012 Report of the Committee on Infectious Diseases*. For additional questions regarding Tuberculosis screening, contact the Virginia Department of Health TB Control and Prevention Program by telephone at 804.864.7906.

*Note: Some localities may require TB tests on all children for school or other program entry.*

### ***Physical Examination***

Check the appropriate box for each body system examined using the following guide:

1= Within normal limits

2= Abnormal finding

3= Referred for evaluation or treatment (Indicates that the provider has made a direct referral to another provider, or advised the parent/guardian to follow up with another provider)

### ***Early Periodic Screening, Diagnosis, & Treatment (EPSDT) Screens Required for Head Start***

EPSDT screening and diagnostic tests are required for students entering Head Start programs. EPSDT screening includes: blood lead (test at age 1 and 2, or age 3 if not previously done) and a screen for anemia (hemoglobin or hematocrit annually at ages 2 - 5). Document the specific results and the date of each in the spaces provided. For other children, lead or anemia screen test results may be noted in this section as information for the personnel reviewing the form.

### ***Developmental Screen***

Screening for age appropriate development is a critical component of well child care and is integral to identifying children who may need assistance in the school or other structured environment. The established standard of well child care recognizes the use of a standardized tool for assessing development. Examples of tools that have been validated and found to be efficient for use in provider offices include: Parent's Evaluation of Developmental Skills (PEDS) and Ages and Stages Questionnaires (ASQ). *Bright Futures* milestones are also used in such screening.

Assessment Method: Indicate the tool or method used to evaluate the child. Note the results:

- Check in the column if findings are within the normal range
- Specify any/all concerns identified in the appropriate row/column
- Check if you referred the child for further evaluation (either made a direct referral to another provider, or advised the parent to follow up)

### ***Hearing Screen***

Check the box for the screening method used and indicate the results for each method. Pure tone audiometer should be screened at 20 dB HL in each ear.

Check the boxes as applicable:

- Referred to audiologist/ENT (if child does not pass at the 20 dB level)
- Permanent hearing loss previously identified: \_\_\_\_ Left \_\_\_\_ Right
- Hearing aid or other assistive device (such as cochlear implant)
- If you are unable to complete a hearing screen, check the box "unable to test – needs rescreen". This will alert school personnel to conduct a hearing screen.

### ***Vision Screen***

Check the box indicated if the test was performed with the child wearing corrective lenses.

Indicate the results of a stereopsis screen, if conducted (up to age 9); check the appropriate box if not.

Indicate the results of the distance acuity screen and note the test used; examples include Snellen letters, Snellen numbers, tumbling E chart, Picture tests, Allen figures. Distance testing at 10 feet is recommended.

Check the boxes as applicable:

- Pass
- Referred to eye doctor (results greater than 20/40 with either eye if child is 3 – 5 years old, or 20/30 if 6 years or older, or if there is a two-line difference between the eyes even in the passing range)
- If you are unable to complete a vision screen, check the box “unable to test – needs rescreen”. This will alert school personnel to conduct a vision screen.

### ***Dental Screen***

Dental caries (tooth decay) is the most common chronic disease in children. At the time of school entry, all children should be receiving routine preventive care in a dental office (dental home). “The American Academy of Pediatric Dentistry (AAPD) supports the concept of a dental home for all infants, children, adolescents, and persons with special health care needs. The dental home is inclusive of all aspects of oral health that result from the interaction of the patient, parents, dentists, dental professionals, and nondental professionals. . .Children who have a dental home are more likely to receive appropriate preventive and routine oral health care. Referral by the primary care physician or health provider has been recommended, based on risk assessment, as early as six months of age, six months after the first tooth erupts, and no later than 12 months of age. . .The AAPD encourages parents and other health care providers to help every child establish a dental home by 12 months of age” (American Academy of Pediatric Dentistry, 2012).

Perform a visual examination of the teeth and mouth, lifting the lip to observe the condition of the gums.

Based on your exam findings, check the appropriate box:

- Problem Identified: Referred for treatment (there are signs of caries, periodontal disease, soft tissue pathology, or a significant abnormal orthodontic condition requiring additional evaluation or corrective intervention in a dental office), [www.vdh.virginia.gov/ofhs/childandfamily/dental/](http://www.vdh.virginia.gov/ofhs/childandfamily/dental/)
- No Problem: Referred for prevention (there is no evidence of pathology and the mouth appears normal, but the child is not currently receiving routine preventive dental care) to include dental sealants and fluoride varnish applications
- No Referral: Already receiving care in a dental home (the mouth appears normal, and the child receives regular dental care, including preventive dental services; sealants and fluoride varnish applications, as reported by the parent). *Note:* the child may have had a single or recent dental visit for an acute problem such as a broken tooth. This alone does not constitute a dental home.

**Use the *Recommendations to (Pre) School, Child Care, or Early Intervention Personnel* section to summarize any diagnoses, abnormal findings, or concerns from the physical examination that are of significance.**

### ***Recommendations to (Pre) School, Child Care, or Early Intervention Personnel***

This box communicates specific information about the child to the school or other program he/she will be entering. It is your opportunity to inform the school/program about this child’s health status, special needs or considerations, and communicate any concerns that may help the school/program prepare for the child. ***This box must be completed in order for the form to be accepted by (pre)school personnel.***

**Summary of Findings:** Check the box “Well child; no conditions identified of concern to school program activities” if the findings from your examination and screening are all within normal range, or not significant to the child’s school entry, e.g., an acute upper respiratory infection. Check the box “Conditions identified that are important to schooling or physical activity” if there were any diagnoses or substantive abnormal findings on your examination or screening that should be flagged for school personnel, e.g., asthma, eczema, heart murmur. Use the space provided to summarize such findings from your exam or screenings.

- **Allergy:** Check the type of allergy, specify the allergen, the type of reaction, and the response required.
- **Individualized Health Care Plan (IHP) Needed:** Note if an individualized care plan (IHP) is needed for any identified health condition such as asthma, diabetes, seizure disorder, severe allergy, etc. The parent will need to collaborate with the child’s health care provider and provide required physician orders for school personnel. The care plan will be initiated by the school nurse and does not need to accompany this form at the time of enrollment.
- **Restricted Activity:** Indicate any restrictions to physical activity, required assistive devices, or any limitations the child has which needs to be communicated to school personnel.
- **Developmental Evaluation:** Note if the child already has a current individualized education plan (IEP), or specify any further evaluation needs.
- **Medication:** Note if the child routinely takes medication, and further document if medication must be administered while student is at school. If this is the case, parents will need to provide the school with physician orders, parental authorization, and medication/supplies to administer medication. The parent should check with the school for the appropriate form and documentation needed. Parental authorization does not need to accompany this form at the time of enrollment.
- **Special Diet:** Document special dietary needs that have medical implications, e.g., metabolic restrictions, tube feedings. The parent will need to communicate any special dietary requests to school nutrition services and/or the school nurse. Parents will need to provide physician orders, parental authorization, and supplies to school personnel.
- **Special Needs:** Summarize any special health care needs (not otherwise addressed here) of which school personnel should be aware, i.e., oxygen, treatments, etc.
- **Other Comments:** Document any other findings or recommendations that will help school or other program personnel prepare for the child, or assist the child’s family.

***Health Care Professional’s Certification:***

Provide the requested information about the provider who completed the exam and practice location contact information. ***The signature line must be completed.*** An electronic signature as well as a signature stamp is acceptable.

**References-**

American Academy of Pediatrics. [Summaries of Infectious Diseases]. In: Pickering LK, Baker CJ, Kimberlin, DW, Long SS, eds. *Red Book: 2012 Report of the Committee on Infectious Diseases*. Elk Grove Village, IL: American Academy of Pediatrics; 2012:736-759

American Academy of Pediatric Dentistry [AAPD]. (2012). *Policy on the dental home*. Retrieved March 28, 2014, from [http://www.aapd.org/media/Policies\\_Guidelines/P\\_DentalHome.pdf](http://www.aapd.org/media/Policies_Guidelines/P_DentalHome.pdf)

Hagan JF, Shaw JS, Duncan PM, eds. 2008. *Bright Futures: Guidelines for Health Supervision of Infants, Children, and Adolescents*, Third Edition. Elk Grove Village, IL: American Academy of Pediatrics.

**Reference website resources-**

Healthy Futures Virginia (Bright Futures)-[www.healthyfuturesva.com](http://www.healthyfuturesva.com)

Virginia Child Day Center Regulations-  
[http://www.dss.virginia.gov/facility/child\\_care/licensed/child\\_day\\_centers/](http://www.dss.virginia.gov/facility/child_care/licensed/child_day_centers/)

Virginia Department of Education School Health Specialist-  
[http://www.doe.virginia.gov/support/health\\_medical/index.shtml](http://www.doe.virginia.gov/support/health_medical/index.shtml)

<http://www.vdh.virginia.gov/epidemiology/Immunization/requirements.htm>-VDH immunization schedule/requirements

Virginia Department of Health Division of Child and Family Health-  
<http://www.vdh.virginia.gov/ofhs/childandfamily/>

Virginia Head Start Association- <http://www.headstartva.org/index.php>-

Virginia Department of Health School Age Health Specialist-  
<http://www.vdh.virginia.gov/ofhs/childandfamily/childhealth/schoolhealth/>

## OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON

### INHALED MEDICATION or NEBULIZER TREATMENT AUTHORIZATION

Release and indemnification agreement

PLEASE READ INFORMATION AND PROCEDURES ON REVERSE SIDE

<b>PART I TO BE COMPLETED BY PARENT</b>			
<p>I hereby request designated school personnel to administer an inhaler as directed by this authorization. I agree to release, indemnify, and hold harmless the designated school personnel, or agents from lawsuits, claim expense, demand or action, etc., against them for helping this student use an inhaler, provided the designated school personnel comply with the Licensed Healthcare Provider (LHCP) or parent or guardian orders set forth in accordance with the provision of part II below. I have read the procedures outlined on the back of this form and assume responsibility as required</p>			
<p>Inhaler/Respiratory Treatment   <input type="checkbox"/> Renewal   <input type="checkbox"/> New   (If new, the first full dose must be given at home to assure that the student does not have a negative reaction.)</p>			
<p>First dose was given: Date _____ Time _____</p>			
Student Name (Last, First, Middle)			Date of Birth
Allergies	School		School Year
_____ Parent or Guardian Signature		_____ Daytime Telephone	_____ Date
<b>PART II TO BE COMPLETED BY LICENSED HEALTH CARE PROVIDER (LAY LANGUAGE, NO ABBREVIATIONS)</b>			
DIAGNOSIS:		LIST TRIGGERS:	
SIGNS / SYMPTOMS		MEDICATION AND ROUTE:	
DOSAGE TO BE GIVEN AT SCHOOL		INTERVAL FOR REPEATING DOSAGE:	
TIME TO BE GIVEN:		COMMON SIDE EFFECTS:	
EFFECTIVE DATE: Start: _____ End: _____		If the student is taking more than one medication at school, list sequence in which inhalers and/or respiratory treatments are to be taken:	
<p>Check <input checked="" type="checkbox"/> the appropriate boxes:</p> <p><input type="checkbox"/> I believe that this student has received information on how and when to use an inhaler and that he or she demonstrates its proper use.</p> <p><input type="checkbox"/> The student is to carry an inhaler during school and school sanctioned events with principal approval. (An additional inhaler, to be used as backup, WILL BE kept in the clinic or other approved school location.)</p> <p><input type="checkbox"/> It is not necessary for the student to carry his/her inhaler during school, the inhaler will be kept in the clinic or other approved school location.</p> <p><input type="checkbox"/> Asthma Action Plan is attached (if appropriate).</p>			
_____ Licensed Health Care Provider (Print)	_____ Licensed Health Care Provider (Signature)	_____ Telephone or Fax	_____ Date
_____ Parent or Guardian	_____ Parent or Guardian Signature	_____ Telephone	_____ Date
_____ Student Signature (Required if student carries inhaler)			_____ Date

**PART III TO BE COMPLETED BY PRINCIPAL OR REGISTERED NURSE**

Check ✓ as appropriate:

- ☐ Parts I and II above are completed including signatures. (It is acceptable if all items in part II are written on the LHCP stationery or a prescription pad.)
- ☐ Inhaler/Respiratory Treatment Medication is appropriately labeled.

\_\_\_\_\_ Date by which any unused inhaler/respiratory treatment medications and/or supplies is to be collected by the parent (within one week after expiration of the physician order or on the last day of school).

I have reviewed the proper use of the inhaler with the student and, ☐ agree ☐ disagree, that student should self carry in school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PARENT INFORMATION ABOUT MEDICATION PROCEDURES

1. **In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined here in the *Office of Catholic Schools Policies and Guidelines* and *Virginia School Health Guidelines* manual.**
2. **Schools do NOT provide medications for student use.**
3. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
4. Medication forms are required for each Prescription and Over the Counter (OTC) medication administered in school.
5. **All medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and OTC medications taken for 4 or more consecutive days **also** require a licensed healthcare provider's (LHCP) written order. **No medication will be accepted by school personnel without the accompanying complete and appropriate medication authorization form.****
6. **The parent or guardian must transport medications to and from school.**
7. Medication must be kept in the school health office, or other principal approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel, unless the student has prior written approval to self-carry a medication (inhaler, Epi-pen). If the student self carries, it is advised that a backup medication be kept in the clinic.
8. Parents/guardians are responsible for submitting a new medication authorization form to the school at the start of the school year and each time there is a change in the dosage or the time of medication administration.
9. A Licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information written in lay language with no abbreviations must be included and attached to this medication administration form. Signed faxes are acceptable.
  - a. Student name
  - b. Date of Birth
  - c. Diagnosis
  - d. Signs or symptoms
  - e. Name of medication to be given in school
  - f. Exact dosage to be taken in school
  - g. Route of medication
  - h. Time and frequency to give medications, as well as exact time interval for additional dosages.
  - i. Sequence in which two or more medications are to be administered
  - j. Common side effects
  - k. Duration of medication order or effective start and end dates
  - l. LHCP's name, signature and telephone number
  - m. Date of order
10. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
11. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
  - a. Name of student
  - b. Exact dosage to be taken in school
  - c. Frequency or time interval dosage is to be administered
12. The student is to come to the clinic or a predetermined location at the prescribed time to receive medication. Parents must develop a plan with the student to ensure compliance. Medication will be given no more than one half hour before or after the prescribed time.

13. **Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student.** Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life saving medications (e.g. inhaler, Epi-pen)
14. Within one week after expiration of the effective date on the order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

# Virginia Asthma Action Plan

Appendix F-3A

## School Division:

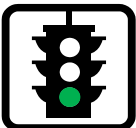
<b>Name</b>			<b>Date of Birth</b>	
<b>Health Care Provider</b>	<b>Provider's Phone #</b>	<b>Fax #</b>	<b>Last flu shot</b>	
<b>Parent/Guardian</b>	<b>Parent/Guardian Phone</b>		<b>Parent/Guardian Email:</b>	
<b>Additional Emergency Contact</b>	<b>Contact Phone</b>		<b>Contact Email</b>	

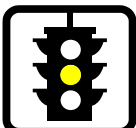
**Asthma Triggers** (Things that make your asthma worse)

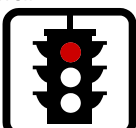
<input type="checkbox"/> Colds	<input type="checkbox"/> Dust	<input type="checkbox"/> Animals: _____	<input type="checkbox"/> Strong odors	Season <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Winter <input type="checkbox"/> Summer
<input type="checkbox"/> Smoke (tobacco, incense)	<input type="checkbox"/> Acid reflux	<input type="checkbox"/> Pests (rodents, cockroaches)	<input type="checkbox"/> Mold/moisture	
<input type="checkbox"/> Pollen	<input type="checkbox"/> Exercise	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Stress/Emotions	

▼ **Medical provider complete from here down** ▼

**Asthma Severity:** ☐ Intermittent or ☐ Persistent: ☐ Mild ☐ Moderate ☐ Severe

<b>Green Zone: Go!</b>	<b>Take these CONTROL (PREVENTION) Medicines EVERY Day</b>
<p>You have <b><u>ALL</u></b> of these:</p> <ul style="list-style-type: none"> <li>Breathing is easy</li> <li>No cough or wheeze</li> <li>Can work and play</li> <li>Can sleep all night</li> </ul>  <p><b>Peak flow:</b> _____ to _____ (More than 80% of Personal Best)</p> <p><b>Personal best peak flow:</b> _____</p>	<p><b>Always rinse your mouth after using your inhaler and remember to use a spacer with your MDI.</b></p> <p><input type="checkbox"/> No control medicines required.</p> <p><input type="checkbox"/> Aerospin _____ <input type="checkbox"/> Advair _____ <input type="checkbox"/> Alvesco _____ <input type="checkbox"/> Asmanex _____ <input type="checkbox"/> Budesonide _____</p> <p><input type="checkbox"/> Dulera _____ <input type="checkbox"/> Flovent _____ <input type="checkbox"/> Pulmicort _____ <input type="checkbox"/> QVAR _____ <input type="checkbox"/> Symbicort _____</p> <p><input type="checkbox"/> Other: _____</p> <p>_____ puff (s) MDI _____ times a day <b>Or</b> _____ nebulizer treatment(s) _____ times a day</p> <p><input type="checkbox"/> (Montelukast) Singulair, take _____ by mouth once daily at bedtime</p> <p><b>For asthma with exercise, ADD:</b> <input type="checkbox"/> Albuterol <input type="checkbox"/> Xopenex <input type="checkbox"/> Ipratropium, MDI, 2 puffs with spacer 15 minutes before exercise (i.e., PE class, recess, sports)</p>

<b>Yellow Zone: Caution!</b>	<b>Continue CONTROL Medicines and ADD RESCUE Medicines</b>
<p>You have <b><u>ANY</u></b> of these:</p> <ul style="list-style-type: none"> <li>Cough or mild wheeze</li> <li>First sign of cold</li> <li>Tight chest</li> <li>Problems sleeping, working, or playing</li> </ul>  <p><b>Peak flow:</b> _____ to _____ (60% - 80% of Personal Best)</p>	<p><input type="checkbox"/> Albuterol <input type="checkbox"/> Levalbuterol (Xopenex) <input type="checkbox"/> Ipratropium (Atrovent), MDI, _____ puffs with spacer every _____ hours as needed</p> <p><input type="checkbox"/> Albuterol 2.5 mg/3ml <input type="checkbox"/> Levalbuterol (Xopenex) _____ <input type="checkbox"/> Ipratropium (Atrovent) 2.5mg/3ml one nebulizer treatment every _____ hours as needed</p> <p><input type="checkbox"/> Other: _____</p> <p><b>Call your Healthcare Provider if you need rescue medicine for more than 24 hours or two times a week, or if your rescue medicine doesn't work.</b></p>

<b>Red Zone: DANGER!</b>	<b>Continue CONTROL &amp; RESCUE Medicines and GET HELP!</b>
<p>You have <b><u>ANY</u></b> of these:</p> <ul style="list-style-type: none"> <li>Can't talk, eat, or walk well</li> <li>Medicine is not helping</li> <li>Breathing hard and fast</li> <li>Blue lips and fingernails</li> <li>Tired or lethargic</li> <li>Ribs show</li> </ul>  <p><b>Peak flow:</b> &lt; _____ (Less than 60% of Personal Best)</p>	<p><input type="checkbox"/> Albuterol <input type="checkbox"/> Levalbuterol (Xopenex) <input type="checkbox"/> Ipratropium (Atrovent), MDI, _____ puffs with spacer <b>every 15 minutes</b>, for <b>THREE</b> treatments.</p> <p><input type="checkbox"/> Albuterol 2.5 mg/3ml <input type="checkbox"/> Levalbuterol (Xopenex) _____ <input type="checkbox"/> Ipratropium (Atrovent) 2.5mg/3ml one nebulizer treatment <b>every 15 minutes</b>, for <b>THREE</b> treatments</p> <p><input type="checkbox"/> Other: _____</p> <p style="text-align: center; color: red;"> <b>Call your doctor while administering the treatments.</b>  <b>IF YOU CANNOT CONTACT YOUR DOCTOR:</b>  <b>Call 911 or go directly to the</b>  <b>Emergency Department NOW!</b> </p>

### REQUIRED SIGNATURES:

I give permission for school personnel to follow this plan, administer medication and care for my child and contact my provider if necessary. I assume full responsibility for providing the school with prescribed medication and delivery/ monitoring devices. I approve this Asthma Management Plan for my child.

PARENT/GUARDIAN \_\_\_\_\_ Date \_\_\_\_\_

SCHOOL NURSE/DESIGNEE \_\_\_\_\_ Date \_\_\_\_\_

OTHER \_\_\_\_\_ Date \_\_\_\_\_

CC: ☐ Principal ☐ Cafeteria Mgr ☐ Bus Driver/Transportation ☐ School Staff  
☐ Coach/PE ☐ Office Staff ☐ Parent/guardian

### SCHOOL MEDICATION CONSENT & HEALTH CARE PROVIDER ORDER

#### Check One:

- ☐ Student, in my opinion, can carry and self-administer inhaler at school.
- ☐ Student needs supervision or assistance to use inhaler, and should not carry the inhaler in school.

MD/NP/PA SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**Effective Dates** ▶ \_\_\_\_\_ to ▶ \_\_\_\_\_

Virginia Asthma Action Plan approved by the Virginia Asthma Coalition (VAC) 04/2015

Blank copies of this form may be reproduced or downloaded from [www.virginiaasthmacoalition.org](http://www.virginiaasthmacoalition.org)

Based on NAEPP Guidelines 2007 and modified with permission from the D.C. Asthma Action Plan via District of Columbia, Department of Health, D.C. Control Asthma Now, and District of Columbia Asthma Partnership

**OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON**

**EPINEPHRINE AUTHORIZATION  
FOR USE WITH ANTIHISTAMINE AUTHORIZATION AND ALLERGY ACTION PLAN**

Release and indemnification agreement

**PLEASE READ INFORMATION AND PROCEDURES ON REVERSE SIDE**

<b>PART I TO BE COMPLETED BY PARENT OR GUARDIAN</b>			
<p>I hereby request designated school personnel to administer an epinephrine injection as directed by this authorization. I agree to release, indemnify, and hold harmless the designated school personnel, or agents from lawsuits, claim expense, demand or action, etc., against them for administering this injection, provided the designated school personnel comply with the Licensed Healthcare Provider (LHCP) or parent or guardian orders set forth in accordance with the provision of part II below. I am aware that the injection may be administered by a specifically trained non-health professional. I have read the procedures outlined on the back of this form and assume responsibility as required</p> <p><b>I understand that emergency medical services (EMS) will always be called when epinephrine is given, whether or not the student manifests any symptoms of anaphylaxis.</b></p>			
Student Name (Last, First, Middle)		Date of Birth	
Allergies	School	School Year	
<p>No LPN or clinic room aide shall administer inhaler or treatment, unless the principal has reviewed all the required clearances</p> <p>_____</p> <p style="text-align: center;">Parent or Guardian Signature                      Daytime Telephone                      Date</p>			
<b>PART II TO BE COMPLETED BY LICENSED HEALTH CARE PROVIDER WITH NO ABBREVIATIONS.</b>			
<p>Emergency epinephrine injections may be administered by trained non-health professionals. These persons are prepared by licensed health care personnel to administer the injection. For this reason, only pre-measured doses of epinephrine (auto injector) may be given.</p> <p>After report of student exposure to _____, via (route of exposure) <input type="checkbox"/> Ingestion <input type="checkbox"/> Skin contact <input type="checkbox"/> Inhalation <input type="checkbox"/> Insect bite or sting the following action will be taken; _____ (specific allergens)</p> <p><input type="checkbox"/> The following injectable epinephrine dosage will be given <u>immediately</u>, as prescribed below.</p> <p><input type="checkbox"/> The following injectable epinephrine dosage will be given as noted below and as detailed on the attached Allergy Action Plan (F-4A), in conjunction with the Antihistamine Authorization Form (F-4B )</p>			
<p>Check <input checked="" type="checkbox"/> appropriate boxes:</p> <p><input type="checkbox"/> EpiPen 0.3                      <input type="checkbox"/> Teva Generic EpiPen 0.3                      <input type="checkbox"/> Impax 0.3                      <input type="checkbox"/> Auvi-Q 0.3</p> <p style="padding-left: 20px;"><input type="checkbox"/> Give the pre-measured dose of 0.3 mg epinephrine 1:1000 aqueous solution (0.3cc) by auto injection intramuscularly in anterolateral thigh.</p> <p style="padding-left: 20px;"><input type="checkbox"/> Repeat the dose in 15 minutes if EMS has not arrived. (Two pre-measured doses will be needed in school.)</p> <p><input type="checkbox"/> EpiPen Jr. 0.15                      <input type="checkbox"/> Teva Generic EpiPen 0.15                      <input type="checkbox"/> Impax 0.15                      <input type="checkbox"/> Auvi-Q 0.15</p> <p style="padding-left: 20px;"><input type="checkbox"/> Give the pre-measured dose of 0.15 mg epinephrine 1:2000 aqueous solution (0.3 cc) by auto injection, intramuscularly in anterolateral thigh.</p> <p style="padding-left: 20px;"><input type="checkbox"/> Repeat the dose in 15 minutes if EMS has not arrived. (Two pre-measured doses will be needed in school.)</p>			
<b>COMMON SIDE EFFECTS</b>			
EFFECTIVE DATE: Start: _____ End: _____		If the student is taking more than one medication at school, list sequence in which medications are to be taken	
<p>Check <input checked="" type="checkbox"/> appropriate box:</p> <p><input type="checkbox"/> I believe that this student has received adequate information on how and when to use an epinephrine auto injector, and has demonstrated its proper use.</p> <p style="padding-left: 40px;">a. The student is to carry an auto injector during school hours with principal approval. The student can use the auto injector properly in an emergency.</p> <p style="padding-left: 40px;">b. One additional dose, to be used as backup, should be kept in clinic or other school location.</p> <p><input type="checkbox"/> The auto injector will be kept in the school clinic or other school approved location _____.</p>			
_____ Licensed Health Care Provider (Print or Type)	_____ Licensed Health Care Provider (Signature)	_____ Telephone or Fax	_____ Date
_____ Parent or Guardian (Print or Type)	_____ Parent or Guardian Signature	_____ Telephone	_____ Date
_____ Student Signature (Required if student carries Auto injector)			_____ Date

**PART III TO BE COMPLETED BY PRINCIPAL OR REGISTERED NURSE**

Check ✓ as appropriate:

- ☐ Parts I and II above are completed including signatures. (It is acceptable if all items in part II are written on the LHCP stationery or a prescription pad.)
- ☐ Auto injector is appropriately labeled. \_\_\_\_\_ Date by which any unused Auto injectors are to be collected by the parent (within one week after expiration of the physician order or on the last day of school).

I have reviewed the proper use of an Auto Injector with the student and, ☐ agree ☐ disagree that student should self carry in school.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 2019

**PARENT INFORMATION ABOUT MEDICATION PROCEDURES**

1. **In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined here in the *Office of Catholic Schools Policies and Guidelines* and *Virginia School Health Guidelines* manual.**
2. **Schools do NOT provide medications for student use.**
3. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
4. Medication forms are required for each Prescription and Over the Counter (OTC) medication administered in school.
5. **All medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and OTC medications taken for 4 or more consecutive days **also** require a licensed healthcare provider's (LHCP) written order. No medication will be accepted by school personnel without the accompanying complete and appropriate medication authorization form.**
6. **The parent or guardian must transport medications to and from school.**
7. Medication must be kept in the school health office, or other principal approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel, unless the student has prior written approval to self-carry a medication (e.g. inhaler, autoinjector). If the student self carries, it is advised that a backup medication be kept in the clinic.
8. Parents/guardians are responsible for submitting a new medication authorization form to the school at the start of the school year and each time there is a change in the dosage or the time of medication administration.
9. A Licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information written in lay language with no abbreviations must be included and attached to this medication administration form. Signed faxes are acceptable.
  - a. Student name
  - b. Date of Birth
  - c. Diagnosis
  - d. Signs or symptoms
  - e. Name of medication to be given in school
  - f. Exact dosage to be taken in school
  - g. Route of medication
  - h. Time and frequency to give medications, as well as exact time interval for additional dosages.
  - i. Sequence in which two or more medications are to be administered
  - j. Common side effects
  - k. Duration of medication order or effective start and end dates
  - l. LHCP's name, signature and telephone number
  - m. Date of order

Revised 2019

10. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
11. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
  - a. Name of student
  - b. Exact dosage to be taken in school
  - c. Frequency or time interval dosage is to be administered
12. The student is to come to the clinic or a predetermined location at the prescribed time to receive medication. Parents must develop a plan with the student to ensure compliance. Medication will be given no more than one half hour before or after the prescribed time.
13. **Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student.** Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life saving medications (e.g. inhaler, auto injector)
14. Within one week after expiration of the effective date on the order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

# FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN & TREATMENT AUTHORIZATION

Appendix F-4A



## PART I - TO BE COMPLETED BY PARENT

Student: \_\_\_\_\_ D.O.B: \_\_\_\_\_ Teacher/Grade: \_\_\_\_\_  
Allergy to: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.  
Asthma: ☐ Yes (Higher risk for severe reaction) ☐ No

**Note: Antihistamines and Inhalers are not to be depended upon to treat a severe reaction. USE EPINEPHRINE**

## PART II - TO BE COMPLETED BY LICENSED HEALTH CARE PROVIDER

**Extremely reactive to the following allergens:** \_\_\_\_\_

Therefore:

- ☐ If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- ☐ If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

### FOR ANY OF THE FOLLOWING: SEVERE SYMPTOMS

- LUNG Short of Breath, wheeze, repetitive cough
- HEART Pale, blue, faint, weak pulse, dizzy, confused
- THROAT Tight, hoarse, trouble breathing or swallowing
- MOUTH Significant swelling (tongue or lips)
- SKIN Many hives over body, widespread redness
- SKIN Hives, itchy rashes, swelling
- GUT Repetitive vomiting, severe diarrhea
- OTHER Feeling something bad is about to happen, anxiety, confusion

**OR A COMBINATION** of symptoms from different body areas.

### MILD SYMPTOMS

- NOSE Itchy or runny nose, sneezing
- MOUTH Itchy mouth
- SKIN A few hives around mouth/face mild itch
- GUT Mild nausea/discomfort

### 1. INJECT EPINEPHRINE IMMEDIATELY

2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
- Consider giving additional medications following epinephrine:
    - Antihistamine
    - Inhaler (bronchodilator) if wheezing
  - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie down on their side.
  - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
  - Alert emergency contacts.
  - Transport patient to ER, even if symptoms resolve. Patient should remain in ER at least 4 hours because symptoms may return.

### FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

### FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW BELOW DIRECTIONS

1. **GIVE ANTIHISTAMINE** if ordered.
2. Stay with student, alert emergency contact.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

### MEDICATIONS/DOSES:

Epinephrine Brand or Generic: \_\_\_\_\_ Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: \_\_\_\_\_ Antihistamine Dose: \_\_\_\_\_

(Antihistamines should NOT be used as a first line of treatment during an anaphylaxis episode. It will treat itching ONLY-it will not halt vascular collapse or swelling!)

Other (e.g., Inhaler-bronchodilator if wheezing): \_\_\_\_\_

**It is my professional opinion that this student SHOULD/SHOULD NOT carry his/her epinephrine auto-injector.**

\_\_\_\_\_  
Licensed Health Care Provider Authorization (Print / Signature)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

# FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN & TREATMENT AUTHORIZATION

Appendix F-4A



## PART III - PARENT SIGNATURE REQUIRED

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

**Administration of an oral antihistamine should be considered only if the student's airway is clear and there is minimal risk of choking.**

### MONITORING

**Stay with student, Call 911 and then emergency contact.** Tell 911 epinephrine was given, request an ambulance with epinephrine. Note time when epinephrine was administered. A second dose of epinephrine can be given about 5 minutes or more after the last dose.

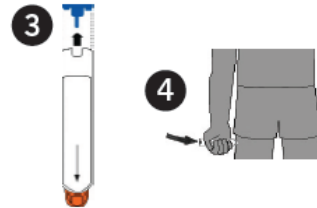
#### HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.



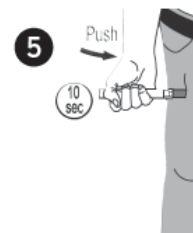
#### HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.



#### HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALICK®), USP AUTO-INJECTOR, IMPAX LABORATORIES

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. Call 911 and get emergency medical help right away.



#### HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, pull off the blue safety release.
4. Place the orange tip against the middle of the outer thigh (upper leg) at a right angle (perpendicular) to the thigh.
5. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
6. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
7. Remove and massage the injection area for 10 seconds.
8. Call 911 and get emergency medical help right away.



#### ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

**OTHER DIRECTIONS/INFORMATION** (may self-carry epinephrine, may self-administer epinephrine, etc.):

# FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN & TREATMENT AUTHORIZATION

Appendix F-4A



A food allergy response kit should contain at least two doses of epinephrine, other medications as noted by the student's physician, and a copy of this action plan and treatment authorization. A kit must accompany the student if he/she is off school grounds (i.e., field trip).

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can get worse quickly.

## **EMERGENCY CONTACTS:**

Name/Relationship: \_\_\_\_\_  
Name/Relationship: \_\_\_\_\_  
Name/Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Phone: \_\_\_\_\_

I hereby authorize for school personnel to take whatever action in their judgment may be necessary in providing emergency medical treatment consistent with this plan, including the administration of medication to my child. I understand the Virginia School Health Guidelines, Code of Virginia, 8.01-225 protects school staff members from liability arising from actions consistent with this plan.

\_\_\_\_\_  
Parent / Guardian Authorization Signature

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

# FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN & TREATMENT AUTHORIZATION

Appendix F-4A



## PARENT INFORMATION ABOUT MEDICATION PROCEDURES

1. **In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined here in the *Office of Catholic Schools Policies and Guidelines* and *Virginia School Health Guidelines* manual.**
2. **Schools do NOT provide medications for student use.** (However, High Schools may have a limited stock of Over the Counter (OTC) medications in their clinic. A parent/guardian may sign the OTC High School Medication Authorization Form and these medications can be given to your student should the need arise.)
3. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
4. Medication forms are required for each Prescription and OTC medication administered in school.
5. **All medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and OTC medications taken for 4 or more consecutive days **also** require a licensed healthcare provider's (LHCP) written order. **No medication will be accepted by school personnel without the accompanying complete and appropriate medication authorization form.****
6. **The parent or guardian must transport medications to and from school.**
7. Medication must be kept in the school health office, or other principal approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel, unless the student has prior written approval to self-carry a medication (inhaler, Epi-pen). If the student self carries, it is advised that a backup medication be kept in the clinic.
8. Parents/guardians are responsible for submitting a new medication authorization form to the school at the start of the school year and each time there is a change in the dosage or the time of medication administration.
9. A Licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information written in lay language with no abbreviations must be included and attached to this medication administration form. Signed faxes are acceptable.
  - a. Student name
  - b. Date of Birth
  - c. Diagnosis
  - d. Signs or symptoms
  - e. Name of medication to be given in school
  - f. Exact dosage to be taken in school
  - g. Route of medication
  - h. Time and frequency to give medications, as well as exact time interval for additional dosages.
  - i. Sequence in which two or more medications are to be administered
  - j. Common side effects
  - k. Duration of medication order or effective start and end dates
  - l. LHCP's name, signature and telephone number
  - m. Date of order
10. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
11. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
  - a. Name of student
  - b. Exact dosage to be taken in school
  - c. Frequency or time interval dosage is to be administered
12. The student is to come to the clinic or a predetermined location at the prescribed time to receive medication. Parents must develop a plan with the student to ensure compliance. Medication will be given no more than one half hour before or after the prescribed time.
13. **Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student.** Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life saving medications (e.g. inhaler, Epi-pen).
14. Within one week after expiration of the effective date on the order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.

**OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON**  
**QUICK REFERENCE EMERGENCY PLAN**  
**Part A of Diabetes Medical Management Plan**  
**HYPOGLYCEMIA**  
**(Low Blood Sugar)**

Appendix F-5

Student Name \_\_\_\_\_

See reverse for  
Part B and  
signatures

School \_\_\_\_\_

Teacher/grade \_\_\_\_\_

Mother/Guardian \_\_\_\_\_

Father/Guardian \_\_\_\_\_

Home phone \_\_\_\_\_

Work phone \_\_\_\_\_

Cell \_\_\_\_\_

Home phone \_\_\_\_\_

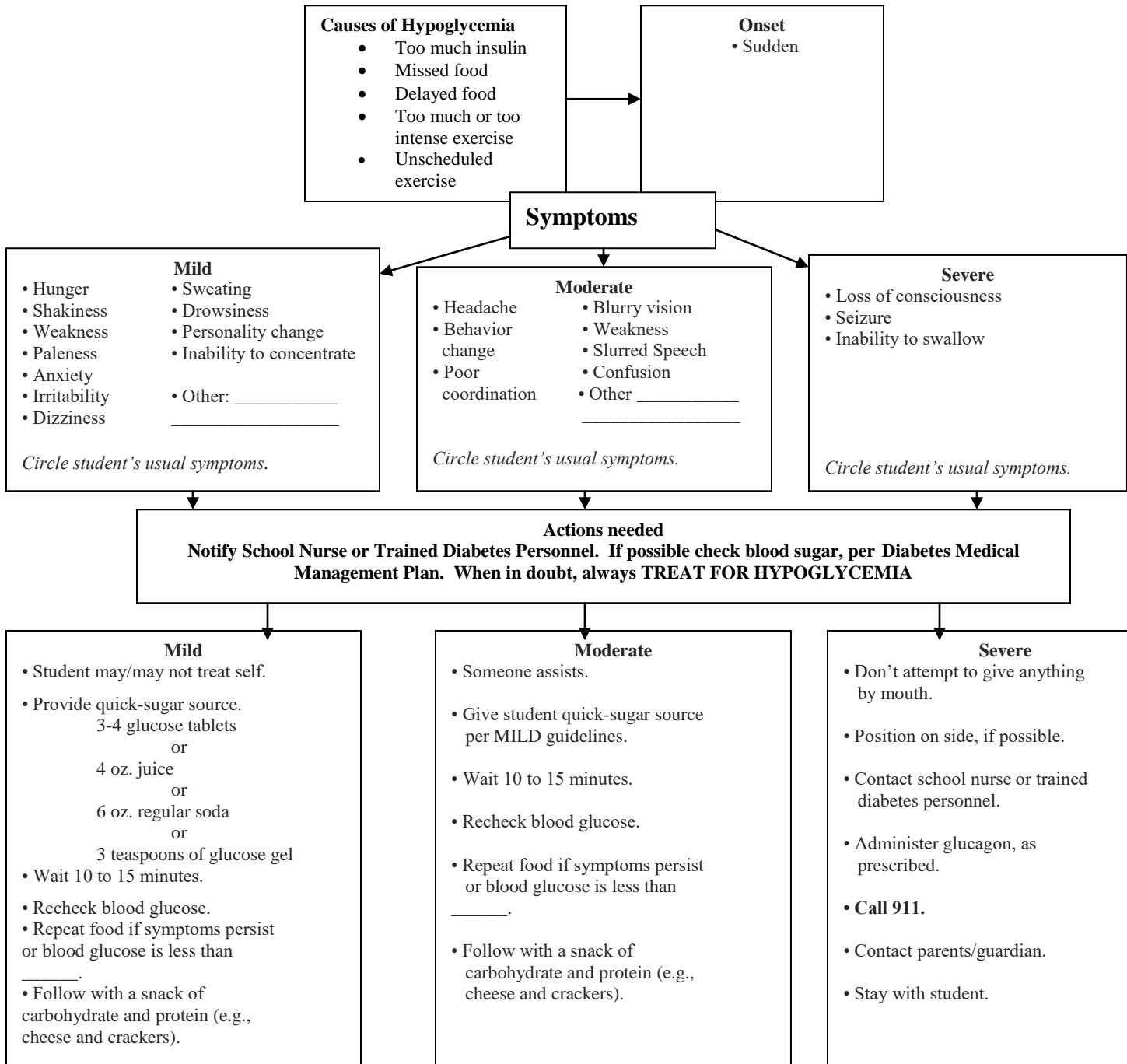
Work phone \_\_\_\_\_

Cell \_\_\_\_\_

Trained Diabetes Personnel \_\_\_\_\_

Contact Number(s) \_\_\_\_\_

**NEVER SEND A CHILD WITH SUSPECTED LOW BLOOD SUGAR ANYWHERE ALONE.**

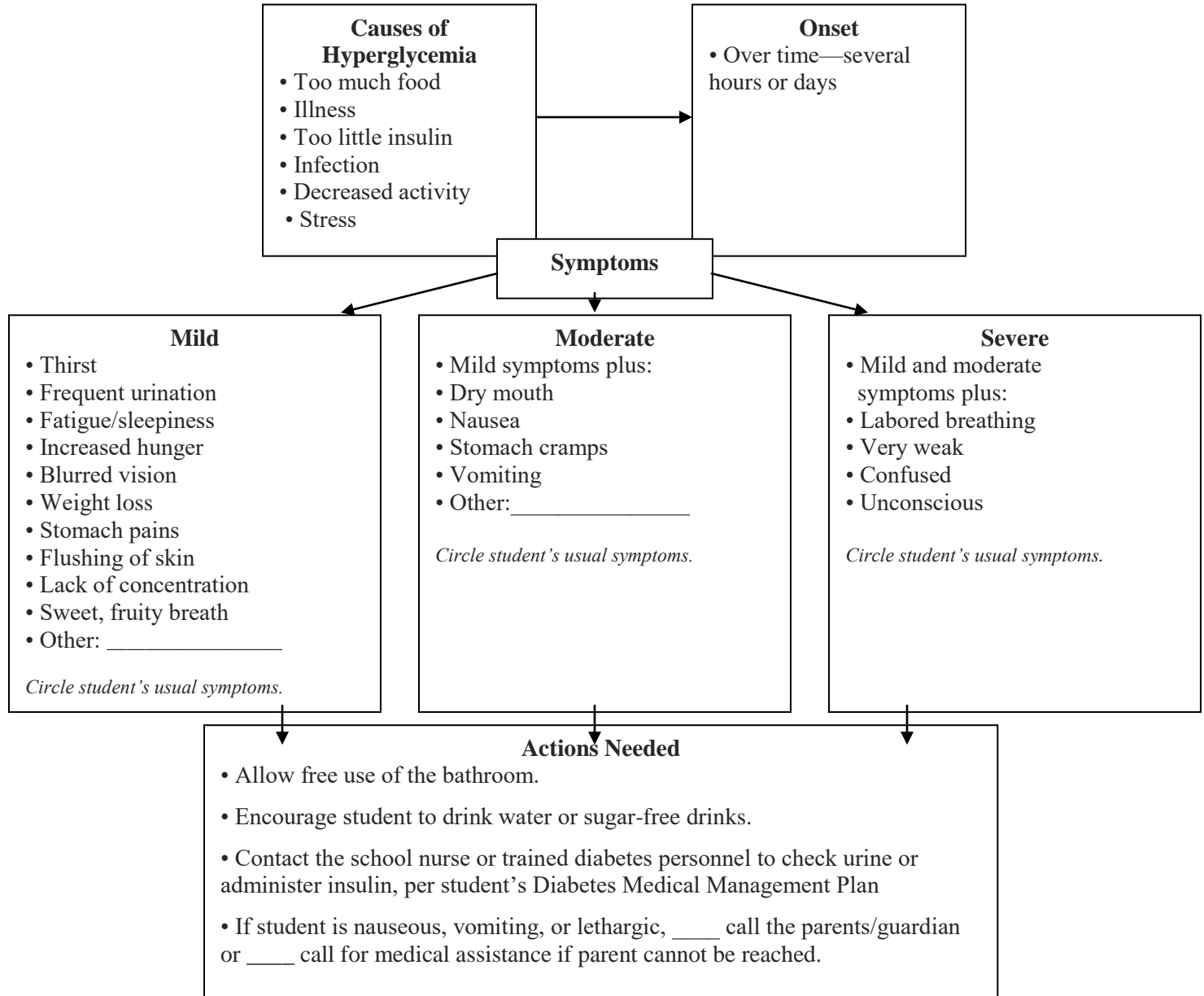


**OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON**  
**QUICK REFERENCE EMERGENCY PLAN**  
**Part B of Diabetes Medical Management Plan**  
**HYPERGLYCEMIA**  
**(High Blood Sugar)**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
School

\_\_\_\_\_  
Teacher/grade



***This quick reference emergency plan reflects orders stated in the Diabetes Medical Management plan and is authorized by;***

\_\_\_\_\_  
Licensed Health Care Provider

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date

**OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON**  
**DIABETES MEDICAL MANAGEMENT PLAN**

Page 1 of 5

**PART I TO BE COMPLETED BY PARENT OR GUARDIAN**

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_ Date of Diagnosis \_\_\_\_\_

School \_\_\_\_\_ Grade/ Teacher \_\_\_\_\_

Physical Condition: *check all that apply* ☐ Diabetes type 1 ☐ Diabetes type 2

**Contact Information**

**Mother/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Father/Guardian:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Licensed Health Care Provider:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ Emergency \_\_\_\_\_

**Emergency Contact other than listed above:**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**Notify parents/guardian or emergency contact in the following situations:**

☐ Blood glucose less than \_\_\_\_\_ mg/dl ☐ Blood glucose greater than \_\_\_\_\_ mg/dl

☐ Insulin pump problems ☐ Vomiting or feeling ill

☐ Presence of urine ketones

Other: \_\_\_\_\_

**PART II TO BE COMPLETED BY LICENSED HEALTH CARE PROFESSIONAL**

**BLOOD GLUCOSE MONITORING**

Type of blood glucose meter student uses: \_\_\_\_\_

Target range for blood glucose is 70-150 70-180 Other \_\_\_\_\_

Usual times to check blood glucose \_\_\_\_\_

**(Blood Glucose Monitoring continued)**Times to do extra blood glucose checks (*check all that apply*)

- ☐ Before exercise
 ☐ After exercise  
☐ When student exhibits symptoms of hyperglycemia
 ☐ When student exhibits symptoms of hypoglycemia  
☐ Other (explain): \_\_\_\_\_

Can student perform own blood glucose checks? Yes No

Exceptions: \_\_\_\_\_

Student may test discreetly in the classroom setting Yes No

Student must test in the school health room Yes No

**Blood Glucose Management**

Refer to appropriate treatments as indicated on Parts A and B Quick Reference Emergency Plan

**FOR STUDENTS TAKING ORAL DIABETES MEDICATIONS***Administration of medications during school-sanctioned activities requires complete appropriate Medication Authorization forms*

Type of medication: \_\_\_\_\_ Timing: \_\_\_\_\_

Other medications: \_\_\_\_\_ Timing: \_\_\_\_\_

**INSULIN***Administration of insulin during school-sanctioned activities requires complete appropriate Medication Authorization forms.***Type of insulin therapy at school**

- ☐ Adjustable Insulin
 ☐ Fixed Insulin
 ☐ No insulin

**Usual Lunchtime Dose**

Base dose

\_\_\_\_\_ (name of insulin) \_\_\_\_\_ units by \_\_\_\_\_ (route)

**Insulin Correction Doses**

Parental authorization required before administering a correction dose for high blood glucose levels.

- ☐ Yes
 ☐ No

**Carbohydrate Coverage / Correction Dose**

Name of insulin \_\_\_\_\_

**Carbohydrate Coverage** / Insulin to Carbohydrate ratio

Lunch: 1 unit of insulin per \_\_\_\_\_ grams of carbohydrate

Snack: 1 unit of insulin per \_\_\_\_\_ grams of carbohydrate

Grams of Carb in meal	=	_____ units of insulin
Insulin to Carb ratio		

**Correction Dose**

Blood glucose correction factor / insulin sensitivity factor = \_\_\_\_\_

Target blood glucose = \_\_\_\_\_

Actual blood glucose – Target blood glucose	=	_____ units of
Blood glucose correction factor/insulin		insulin
sensitivity factor		

- \_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl
- \_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl
- \_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl
- \_\_\_\_\_ units if blood glucose is \_\_\_\_\_ to \_\_\_\_\_ mg/dl

Can student give own injections? ☐ Yes ☐ NoCan student determine correct amount of insulin? ☐ Yes ☐ NoCan student draw correct dose of insulin? ☐ Yes ☐ No

Parents are authorized to adjust the insulin dosage under the following circumstances \_\_\_\_\_

**FOR STUDENTS WITH INSULIN PENS**

Type of pen: \_\_\_\_\_

Insulin / carbohydrate ratio: \_\_\_\_\_

Correction factor: \_\_\_\_\_

Special instructions, if any: \_\_\_\_\_  
\_\_\_\_\_**FOR STUDENTS WITH INSULIN PUMPS**

Brand/Model of pump: \_\_\_\_\_ Basal rates: \_\_\_\_\_ 12 am to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ to \_\_\_\_\_

Type of insulin in pump: \_\_\_\_\_

Type of infusion set: \_\_\_\_\_

Insulin/carbohydrate ratio: \_\_\_\_\_ Correction factor: \_\_\_\_\_

Special instructions if any: \_\_\_\_\_  
\_\_\_\_\_***Student Pump Abilities/Skills***

Count carbohydrates

Bolus correct amount for carbohydrates consumed

Calculate and administer corrective bolus

Calculate and set basal profiles

Calculate and set temporary basal rate

Disconnect pump

Reconnect pump at infusion set

Prepare reservoir and tubing

Insert infusion set

Troubleshoot alarms and malfunctions

***Needs Assistance***

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

**MEALS AND SNACKS EATEN AT SCHOOL**

Is student independent in carbohydrate calculations and management?

☐ Yes☐ No***Meal/Snack******Time******Food content/amount***

Breakfast

Mid-morning snack

Lunch

Mid-afternoon snack

Dinner

Snack before exercise?

☐ Yes☐ No

Snack after exercise?

☐ Yes☐ No

Other times to give snacks and content/amount: \_\_\_\_\_

Preferred snack foods: \_\_\_\_\_

Foods to avoid, if any: \_\_\_\_\_

Instructions for when food is provided to the class (e.g., as part of a class party or food sampling event):  
\_\_\_\_\_  
\_\_\_\_\_

## **EXERCISE AND SPORTS**

Check blood glucose levels prior to PE/activity \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Student should **not** exercise if blood glucose level is below \_\_\_\_\_ mg/dl or above \_\_\_\_\_ mg/dl  
 or if moderate to large urine ketones are present.

Student will carry a fast-acting carbohydrate such as \_\_\_\_\_ to the site of exercise.

Restrictions on activity, if any: \_\_\_\_\_

Other considerations: \_\_\_\_\_

## **HYPOGLYCEMIA (Low Blood Sugar)**

### **Complete Part A of Diabetes Medical Management Plan**

Usual symptoms of hypoglycemia: \_\_\_\_\_

Treatment of hypoglycemia: \_\_\_\_\_

## **GLUCAGON ADMINISTRATION**

*Administration of Glucagon during school sanctioned activities requires complete appropriate Medication Authorization forms*

Glucagon is to be given if the student is unconscious, having a seizure (convulsion), or unable to swallow.

Route IM Dosage \_\_\_\_\_ Site: ☐ arm ☐ thigh ☐ other.

**If Glucagon is required, administer it promptly. Call 911 and the parents/guardian.**

## **HYPERGLYCEMIA (High Blood Sugar)**

### **Complete Part B of Diabetes Medical Management Plan**

Usual symptoms of hyperglycemia: \_\_\_\_\_

Treatment of hyperglycemia: \_\_\_\_\_

Urine should be checked for ketones when blood glucose levels are above \_\_\_\_\_ mg/dl.

Treatment for ketones: \_\_\_\_\_

For blood glucose greater than \_\_\_\_\_ mg/dl. **AND** at least \_\_\_\_\_ hours since last insulin dose give correction dose of insulin as noted on page 2.

## **DISASTER PLANNING**

Special considerations, if any, to prepare for an unplanned disaster or emergency (72 hours).

Requires emergency supply kit from parent / guardian

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **OTHER CONSIDERATIONS FOR THE PLAN**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PARENTAL PROVIDED SUPPLIES TO BE KEPT AT SCHOOL**

Blood glucose meter and test strips  
 Batteries for meter  
 Lancet device and lancets  
 Urine ketone strips  
 Insulin vials and syringes  
 Insulin pump  
 Batteries for pump  
 Infusion set and supplies  
 Insulin pen, pen needles, insulin cartridges  
 Fast-acting source of glucose  
 Carbohydrate containing snack  
 Glucagon emergency kit  
 3 days supply of food and drink (disaster preparedness)  
 3 days supply of insulin and syringes (disaster preparedness)

**Signatures and Authorizations**

This Diabetes Medical Management Plan has been formulated and approved by:

\_\_\_\_\_  
**Licensed Health Care Provider**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Date**

I give permission to the school nurse, trained diabetes personnel, and other designated staff members of \_\_\_\_\_ School to perform and carry out the diabetes care tasks as outlined in \_\_\_\_\_'s Diabetes Medical Management Plan. I also consent to the release of the information contained in this Diabetes Medical Management Plan to all staff members and other adults who have custodial care of my child and who may need to know this information to maintain my child's health and safety. I hereby request school personnel to administer the ordered medications and treatments as prescribed in this Office of Catholic Schools Diocese of Arlington Diabetes Medical Management Plan. I agree to release, indemnify and hold harmless the designated school personnel or agents from lawsuits, claim expense, demand or action etc. against them for administering these injections /treatments provided the designated school personnel comply with the LHCP or orders as set forth above. I am aware that these injections / treatments may be administered by a specifically trained non- health professional. I have read the procedure outlined on this form and assume responsibility as required.

**Acknowledged and received by:**

\_\_\_\_\_  
**Parent/Guardian**

\_\_\_\_\_  
**Date**

**PART III TO BE COMPLETED BY PRINCIPAL OR REGISTERED NURSE****ACTION PLAN CHECK LIST FOR SCHOOL PERSONNEL**

- |   |     |    |     |              |     |    |     |  |
|---|-----|----|-----|--------------|-----|----|-----|--|
| • Diabetes Medical Management Plan pages 1-5 completed  | yes | no |     |              |     |    |     |  |
| • Quick Reference Emergency Plan Part A and B completed | yes | no |     |              |     |    |     |  |
| • Medication authorization complete                     | yes | no |     |              |     |    |     |  |
| • Medication maintained in school-designated area       | yes | no |     |              |     |    |     |  |
| • Expiration date of medication (s)                     |     |    |     |              |     |    |     |  |
| • Parental provided supplies maintained in school       | yes | no |     |              |     |    |     |  |
| • Staff trained in medication administration            | yes | no |     |              |     |    |     |  |
| • Staff trained in Diabetes education                   | yes | no |     |              |     |    |     |  |
| • Copies of plan provided to:                           |     |    |     |              |     |    |     |  |
| Educational   | yes | no | n/a | After school | yes | no | n/a |  |
| Athletic  | yes | no | n/a | Food service | yes | no | n/a |  |

Full Diabetes Action Plan has been implemented

\_\_\_\_\_  
 Principal or Registered Nurse

\_\_\_\_\_  
 Date

**OFFICE OF CATHOLIC SCHOOLS DIOCESE OF ARLINGTON**  
**MEDICATION AUTHORIZATION**  
**NOT FOR EPINEPHERINE OR INHALER AUTHORIZATION**  
 Release and indemnification agreement

PLEASE READ INFORMATION AND PROCEDURES ON REVERSE SIDE

<b>PART I TO BE COMPLETED BY PARENT OR GUARDIAN</b>			
I hereby request designated school personnel to administer medication as directed by this authorization. I agree to release, indemnify, and hold harmless the designated school personnel, or agents from lawsuits, claim expense, demand or action, etc., against them for helping this student use medication, provided the designated school personnel comply with the Licensed Healthcare Provider (LHCP) or parent or guardian orders set forth in accordance with the provision of part II below. I have read the procedures outlined on the back of this form and assume responsibility as required			
Medication <input type="checkbox"/> Renewal <input type="checkbox"/> New (If new, the first full dose must be given at home to assure that the student does not have a negative reaction.) First dose was given: Date _____ Time _____			
Student Name (Last, First, Middle)			Date of Birth
Allergies	School		School Year
No LPN or clinic room aide shall administer medication or treatment, unless the principal has reviewed all the required clearances.			
_____ Parent or Guardian Signature		_____ Daytime Telephone	_____ Date
<b>PART II TO BE COMPLETED BY PARENT OR GUARDIAN FOR OCCASIONAL OVER THE COUNTER (OTC) MEDICATION. LICENSED HEALTH CARE PROVIDER (LHCP) MUST COMPLETE AND SIGN FOR ALL OTHER MEDICATIONS AND OTC'S ADMINISTERED FOR 4 OR MORE DAYS.</b>			
The school discourages the use of medication by students in school during the school day. Any necessary medication that possibly can be taken before or after school should be so prescribed. Injectable medications are not administered in schools except in specific situations with appropriate forms that comply with LHCP orders and are signed by parent or guardian. School personnel will, when it is absolutely necessary, administer medication during the school day and while participating in outdoor education programs and school crisis situations according to the procedures outlined on the back of the form. Information should be written in lay language with no abbreviations.			
DIAGNOSIS:		SIGNS / SYMPTOMS:	
MEDICATION:		ROUTE:	
DOSAGE TO BE GIVEN AT SCHOOL:		TIMES OR INTERVAL TO BE GIVEN:	
EFFECTIVE DATE: Start: _____ End: _____		If the student is taking more than one medication at school, list sequence in which medications are to be taken	
COMMON SIDE EFFECTS:			
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Licensed Health Care Provider (Print or Type)</div> <div>_____ Licensed Health Care Provider (Signature)</div> <div>_____ Telephone and Fax</div> <div>_____ Date</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Parent or Guardian Name (Print or Type)</div> <div>_____ Parent or Guardian (Signature)</div> <div>_____ Telephone</div> <div>_____ Date</div> </div>			
<b>PART III TO BE COMPLETED BY PRINCIPAL OR REGISTERED NURSE</b>			
Check <input checked="" type="checkbox"/> as appropriate: <input type="checkbox"/> Parts I and II above are completed including signatures. (It is acceptable if all items in part II are written on the LHCP stationery or a prescription pad.)  <input type="checkbox"/> Medication is appropriately labeled. _____ Date by which any unused medication is to be collected by the parent (Within one week after expiration of the physician order or on the last day of school).  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Signature</div> <div>_____ Date</div> </div>			

## PARENT INFORMATION ABOUT MEDICATION PROCEDURES

1. **In no case may any health, school, or staff member administer any medication outside the framework of the procedures outlined here in the *Office of Catholic Schools Policies and Guidelines* and *Virginia School Health Guidelines* manual.**
2. **Schools do NOT provide medications for student use.**
3. Medications should be taken at home whenever possible. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction.
4. Medication forms are required for each Prescription and Over the Counter (OTC) medication administered in school.
5. **All medication taken in school must have a parent/guardian signed authorization. Prescription medications, herbals and OTC medications taken for 4 or more consecutive days **also** require a licensed healthcare provider's (LHCP) written order. **No medication will be accepted by school personnel without the accompanying complete and appropriate medication authorization form.****
6. **The parent or guardian must transport medications to and from school.**
7. Medication must be kept in the school health office, or other principal approved location, during the school day. All medication will be stored in a locked cabinet or refrigerator, within a locked area, accessible only to authorized personnel, unless the student has prior written approval to self-carry a medication (inhaler, Epi-pen). If the student self carries, it is advised that a backup medication be kept in the clinic.
8. Parents/guardians are responsible for submitting a new medication authorization form to the school at the start of the school year and each time there is a change in the dosage or the time of medication administration.
9. A Licensed Health Care Provider (LHCP) may use office stationery, prescription pad or other appropriate documentation in lieu of completing Part II. The following information written in lay language with no abbreviations must be included and attached to this medication administration form. Signed faxes are acceptable.
  - a. Student name
  - b. Date of Birth
  - c. Diagnosis
  - d. Signs or symptoms
  - e. Name of medication to be given in school
  - f. Exact dosage to be taken in school
  - g. Route of medication
  - h. Time and frequency to give medications, as well as exact time interval for additional dosages.
  - i. Sequence in which two or more medications are to be administered
  - j. Common side effects
  - k. Duration of medication order or effective start and end dates
  - l. LHCP's name, signature and telephone number
  - m. Date of order
10. All prescription medications, including physician's samples, must be in their original containers and labeled by a LHCP or pharmacist. Medication must not exceed its expiration date.
11. All Over the Counter (OTC) medication must be in the original, small, sealed container with the name of the medication and expiration date clearly visible. Parents/guardians must label the original container of the OTC with:
  - a. Name of student
  - b. Exact dosage to be taken in school
  - c. Frequency or time interval dosage is to be administered
12. The student is to come to the clinic or a predetermined location at the prescribed time to receive medication. Parents must develop a plan with the student to ensure compliance. Medication will be given no more than one half hour before or after the prescribed time.
13. **Students are NOT permitted to self medicate. The school does not assume responsibility for medication taken independently by the student.** Exceptions may be made on a case-by-case basis for students who demonstrate the capability to self-administer emergency life saving medications (e.g. inhaler, Epi-pen)
14. Within one week after expiration of the effective date on the order, or on the last day of school, the parent or guardian must personally collect any unused portion of the medication. Medications not claimed within that period will be destroyed.



CATHOLIC DIOCESE OF  
ARLINGTON

Office of Risk Management

200 North Glebe Road, Suite 630 • Arlington, VA 22203  
Office (703) 841-2503 • Fax (703) 778-9118  
[riskmanagement@arlingtondiocese.org](mailto:riskmanagement@arlingtondiocese.org)

**STUDENT INJURY ACCIDENT REPORT**

***THIS FORM MUST BE FILLED OUT IF THE INJURY REQUIRES ANY PROFESSIONAL MEDICAL ATTENTION  
AWAY FROM THE SCHOOL.***

**INCOMPLETE FORMS WILL NOT BE PROCESSED.**

**\*\*\*PLEASE PRINT\*\*\***

Name of School: \_\_\_\_\_

Name of Injured Student: \_\_\_\_\_ Gender: ☐ M ☐ F DOB: \_\_\_\_\_  
mm/dd/yyyy

Student's **Complete** Mailing Address: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Date of Accident (mm/dd/yyyy): \_\_\_\_\_ Time: \_\_\_\_\_

Location of Accident (e.g., gym, field, playground, etc.): \_\_\_\_\_

**Detailed** Description of Accident and state what sport if an athlete:

\_\_\_\_\_

Description of Aid Given:

\_\_\_\_\_

Staff Person Giving Aid: \_\_\_\_\_

Did injury require medical treatment away from School: ☐ Yes ☐ No ☐ Unknown

Nature and Type of Injury (e.g., right arm, left leg, etc.): \_\_\_\_\_

Determined by (e.g., nurse, doctor, urgent care, etc.): \_\_\_\_\_

Date and Time Parent Notified (mm/dd/yyyy): \_\_\_\_\_ Time: \_\_\_\_\_

Parent Email (if known): \_\_\_\_\_

Future plans to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_

Name of Person Completing Report: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Title/Position of Person Completing Report: \_\_\_\_\_

Signature of Person Completing Report \_\_\_\_\_

**SUBMIT TO RISK MANAGEMENT WITHIN 72 HOURS OF THE INJURY**

[riskmanagement@arlingtondiocese.org](mailto:riskmanagement@arlingtondiocese.org)

FAX: 703-778-9118



## Catholic Diocese of Arlington – Volunteer/Student Accidents

---

RE: Recent Injury, Possible Reimbursement of Medical Cost

Dear Parent(s):

The Catholic Diocese of Arlington purchases Volunteer/Student Accident Insurance Policy for students and volunteers injured in an activity sponsored by a diocesan church, school, or its Catholic Charities. The policy does not require any premium from you; in fact, it is secondary coverage to your primary insurance coverage. This Volunteer/Student Accident Insurance policy may provide coverage for some or all of your claimed out-of-pocket medical expenses related to the injury reported on the attached form.

In order to process your claim, please send the following to the claim administrators, BMI Benefits, LLC (BMI):

- **Complete part 1B of the attached claim form and mail to BMI to initiate a claim file.**
- Notify Hospital(s)/Doctor's office(s) to bill BMI Benefits, LLC directly as secondary insurance (*note: BMI Benefits, LLC is primary for active military families*):
  - BMI Benefits, LLC  
P.O. Box 511  
Matawan NJ 07747  
Tel# 1-800-445-3126  
Fax# 732-583-9610
- Hospital(s)/Doctor's office(s) must bill BMI directly using **form UB04** for any hospital visits and **form HCFA 1500 CMS** for any doctor visits.
- If you have utilized other medical insurance coverage, please include your insurance carrier's Explanation of Benefits (EOB).
- Attach copies of receipts for any out-of-pocket expenses paid.

BMI Benefits will review and adjudicate your claim when submitted. Should you have any questions or concerns, please feel free to contact Gayle McTernan of BMI Benefits at 1-800-445-3126 x310. Thank you.

Kind regards,

*Mary L. Stewart, ARM-P, CPCU*

Director of Risk Management  
Catholic Diocese of Arlington  
200 North Glebe Road, Suite 600  
Arlington, VA 22203

# HOW TO FILE A CLAIM:

1. Complete this form within 90 days.
2. Attach Itemized Bills and Primary Carrier Statements
3. Mail to: BMI Benefits, LLC. PO Box 511, Matawan, NJ 07747 Fax: 732-583-9610 / Phone: 800-445-3126

**BMI Benefits, LLC. Accident Claim Form**

Appendix F-7B



ANY PERSON WHO KNOWINGLY AND/OR WITH INTENT TO INJURE, DEFRAUD OR DECEIVE AN INSURANCE COMPANY OR OTHER PERSONS FILES A STATEMENT OF CLAIM CONTAINING FALSE, INCOMPLETE OR MISLEADING INFORMATION, MAY BE GUILTY OF INSURANCE FRAUD AND SUBJECT TO CRIMINAL AND SUBSTANTIAL CIVIL PENALTIES.

*This part must be completed and signed by an official of the policyholder or the claim cannot be processed*

## PART 1A: POLICYHOLDER

School/Organization Diocese of Arlington		Policy#	
School Mailing Address		City, State, Zip	
Injured Person's Name		Birth date	
Date of Injury	Time	Type of Sport	Part of body injured
How did Injury occur?			
Accident Type: Interscholastic <input type="checkbox"/> Classroom <input type="checkbox"/> PE Class <input type="checkbox"/> Recess <input type="checkbox"/> Other <input type="checkbox"/>			
At the time of the injury, was the injured involved in an activity sponsored and supervised by the policy holder?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Name of Supervisor		Was he/she a witness to the accident? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Signature of Supervisor/Official		Title	Date

## PART 1 B: INJURED PERSON'S INFORMATION

**THE INJURED PERSON'S SOCIAL SECURITY NUMBER MUST BE PROVIDED AS REQUIRED BY THE CENTER FOR MEDICARE SERVICES**

Injured Person's Social Security Number	
Injured Person's Home Address (Street, City, State, Zip)	
Are you covered by any other insurance policy, either as a dependent, group, individual, automobile medical or liability YES <input type="checkbox"/> NO <input type="checkbox"/>	
If Yes: Name of Insurance Carrier _____ Policy #: _____	
Is the above insurance a Medicaid Plan or a Military Insurance such as Tricare YES <input type="checkbox"/> NO <input type="checkbox"/>	

## PARENT/GUARDIAN INFORMATION

Father/Guardian Name	Mother/Guardian Name
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
Home Phone	Home Phone
Is the Father Employed? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is the Mother Employed? YES <input type="checkbox"/> NO <input type="checkbox"/>

## SECTION A (INSURED/FATHER)

## SECTION B (SPOUSE/MOTHER)

Employer	Employer
Address (Street, City, State, Zip)	Address (Street, City, State, Zip)
Business Phone	Business Phone
Insurance Company	Insurance Company
Policy#	Policy#

## MEDICAL INFORMATION AUTHORIZATION ASSIGNMENT OF BENEFITS:

You are hereby authorized to furnish at the request of and to BMI Benefits, LLC or the underwriting companies with which it works, information which you may possess; including findings and treatment rendered, X-rays and copies of all hospital and medical records, all occasioned by professional services and hospital care rendered on my behalf. The foregoing authorization is granted with the understanding that any legal rights I may ordinarily have to claim communications between us as privileged are hereby expressly and voluntarily waived. A Photostat of this authorization shall be considered as effective and valid as the original, PAYMENT WILL BE MADE TO THE PROVIDERS OF SERVICE (HOSPITAL, PHYSICIAN AND OTHERS), UNLESS A PAID RECEIPT OR STATEMENT ACCOMPANIES THE BILL AT THE TIME THE CLAIM IS SUBMITTED.

**New York:** Any person who knowingly and with intent to defraud any insurance company or other person files a statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall also be subject to a civil penalty not to exceed five thousand dollars and the stated value of the claim for each such violation.

Claimant or Authorized Person's Signature	Date
---	------

**COMMONWEALTH OF VIRGINIA  
CERTIFICATE OF RELIGIOUS EXEMPTION**



Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

Student I.D. Number \_\_\_\_\_

The administration of immunizing agents conflicts with the above-named student's/my religious tenets or practices. I understand that, in the occurrence of an outbreak, potential epidemic or epidemic of a vaccine-preventable disease in my/my child's school, the State Health Commissioner may order my/my child's exclusion from school, for my/my child's own protection, until the danger has passed.

\_\_\_\_\_  
Signature of parent/guardian/student

\_\_\_\_\_  
Date

**AFFIRMATION**

State/Commonwealth of \_\_\_\_\_ }  
County/City of \_\_\_\_\_ } to-wit:

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me, a Notary Public in and for the County/City and State aforesaid, \_\_\_\_\_, who did swear or affirm that there are no falsifications or willful misrepresentations in the above statements.

\_\_\_\_\_  
Notary Public

**S E A L**

My commission expires: \_\_\_\_\_

Registration number: \_\_\_\_\_

# Seizure Action Plan

Effective Date \_\_\_\_\_

**This student is being treated for a seizure disorder. The information below should assist you if a seizure occurs during school hours.**

Student's Name	Date of Birth
Parent/Guardian	Phone _____ Cell _____
Other Emergency Contact	Phone _____ Cell _____
Treating Physician	Phone _____
Significant Medical History	

## Seizure Information

Seizure Type	Length	Frequency	Description

Seizure triggers or warning signs: \_\_\_\_\_

Student's response after a seizure: \_\_\_\_\_

## Basic First Aid: Care & Comfort

Please describe basic first aid procedures: \_\_\_\_\_

Does student need to leave the classroom after a seizure? ☐ Yes ☐ No

If YES, describe process for returning student to classroom: \_\_\_\_\_

## Basic Seizure First Aid

- Stay calm & track time
- Keep child safe
- Do not restrain
- Do not put anything in mouth
- Stay with child until fully conscious
- Record seizure in log

### For tonic-clonic seizure:

- Protect head
- Keep airway open/watch breathing
- Turn child on side

## Emergency Response

A "seizure emergency" for this student is defined as: \_\_\_\_\_

### Seizure Emergency Protocol

(Check all that apply and clarify below)

- ☐ Contact school nurse at \_\_\_\_\_
- ☐ Call 911 for transport to \_\_\_\_\_
- ☐ Notify parent or emergency contact
- ☐ Administer emergency medications as indicated below
- ☐ Notify doctor
- ☐ Other \_\_\_\_\_

### A seizure is generally considered an emergency when:

- Convulsive (tonic-clonic) seizure lasts longer than 5 minutes
- Student has repeated seizures without regaining consciousness
- Student is injured or has diabetes
- Student has a first-time seizure
- Student has breathing difficulties
- Student has a seizure in water

## Treatment Protocol During School Hours (include daily and emergency medications)

Emerg. Med. ✓	Medication	Dosage & Time of Day Given	Common Side Effects & Special Instructions

Does student have a **Vagus Nerve Stimulator**? ☐ Yes ☐ No If YES, describe magnet use: \_\_\_\_\_

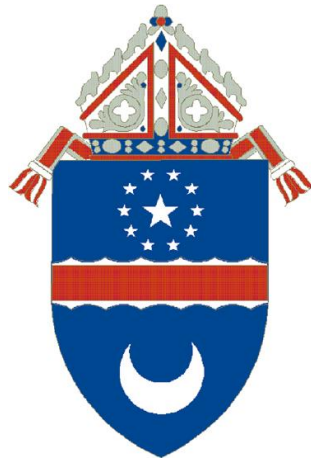
## Special Considerations and Precautions (regarding school activities, sports, trips, etc.)

Describe any special considerations or precautions: \_\_\_\_\_

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Office of Catholic Schools wellness Policy



**DIOCESE OF ARLINGTON**

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## **A Vision for School Health and Wellness**

Health and success in school are interrelated. Schools have a duty to provide a safe and healthy environment, conducive to preventing injury, disease and conditions that may lead to illness, disability or even death. Schools cannot achieve their mission of education and faith formation unless students and staff are encouraged to be healthy and fit. Evidence based research strongly supports positive student academic outcomes when health and wellness strategies are utilized in the school setting.

In passing the Child Nutrition and WIC (Women, Infants and Children program) Reauthorization Act of 2004, Congress mandated that all school districts participating in federal school meal programs create and implement school wellness policies by July 2006. In 2010, the Healthy, Hunger-Free Kids Act strengthened local wellness policy requirements and added requirements for public participation, transparency and implementation. These policies must address nutrition education, nutrition standards for foods sold, and physical activity, and must include measures for evaluating the policy's effectiveness.

On February 26, 2014, the proposed rule for wellness policies was published in the Federal Register. The public comment period closed on April 28, 2014. FNS appreciates the valuable comments provided by stakeholders and the public. FNS received 57,838 public comments that included 546 distinct submissions and 57,285 form letters that were submitted through four large letter campaigns and four small letter campaigns. FNS considered all comments in the development of this final rule.

On July 21, 2016, the final rule was published in the Federal Register. The final rule strengthens the requirements on public involvement, transparency, implementation, and evaluation among other topics.

The Diocese of Arlington Office of Catholic Schools, hereafter referred to as district, Wellness Policy, has been developed using best practice resources to meet the minimum requirements of the legislation. Each diocesan school will adopt and implement this district policy. Affiliated schools may choose to adopt the district policy or may choose to formulate their own policy following federal guidelines. Schools will evaluate their individual fulfillment of the policy, and any added enhancements to the policy based on that individual school health team's assessment of needs.

The Office of Catholic Schools endeavor to provide a coordinated school health program consistent with the Centers for Disease Control's Coordinated School Health Model and practices outlined in the *Virginia School Health Guidelines*. The eight components of this framework are; a safe, health enhancing school environment, sequential health education curriculum, sequential physical education curriculum, a nutrition services program, a school health services program, a counseling/psychosocial services program, integrated family and community involvement, and a staff health promotion program. The Office of Catholic Schools wellness policy is to be implemented within this framework.

## **Office of Catholic Schools Wellness Policy**

This policy promotes student health and fitness by creating a school environment conducive to healthy activity, lifestyle, and nutrition choices.

The Diocesan School Health Task Force, in consultation with school administrators, educators, staff, food service team, parents, community members and students, developed this policy to provide strategies to help students eat healthier, be more physically active and to help curb the epidemic of childhood obesity.

**This policy meets minimum requirements, and establishes the following for diocesan schools:**

- **Goals for physical education and activity;**
- **Goals for other school-based activities which promote wellness;**
- **Goals for nutrition education;**
- **Nutrition guidelines for all foods and beverages available on school campuses during the school day;**
- **Strategies for implementation;**
- **Plan to measure outcomes from policy implementation of policies;**
- **Designation by the principal of a school health team and the coordinator at the school level, who has operational responsibility for ensuring the school health team, meets the policy requirements.**

## **I. Physical Education and Activity**

### **Physical Education Curriculum**

To learn skills and knowledge needed to establish and sustain an active lifestyle, every diocesan student from kindergarten through grade 10 will have the opportunity to participate in quality comprehensive physical education and physical activity.

Physical education shall be taught by well-prepared specialists. All PE teachers shall regularly participate in professional development activities to effectively deliver the PE program. A quality physical education program must provide learning opportunities, appropriate instruction, meaningful and challenging content for all children recognizing their development and movement abilities. Physical education should not be compared to, or confused with, other physical activity experiences such as recess, intramurals, or recreational endeavors.

The Office of Catholic Schools physical education, health and nutrition curricula will be reviewed and revised regularly to assure a vision for healthy and balanced living. Concepts and skills in health and physical education (PE) will be integrated in a sequential, comprehensive, standards-based fashion that is developmentally appropriate. The physical education program helps students develop the knowledge, motor skills, self-management skills, attitudes and confidence to maintain physical activity throughout their lives. Classroom based health education will complement PE by reinforcing these skills, and reduce time spent on sedentary activities.

Health related fitness testing, such as the Presidential Fitness Challenge will be integrated into the curriculum as an instructional tool. Staff will maintain the confidentiality of these results, which will be available only to the students and their parents or guardians.

Diocesan schools will strive to increase the activity portion of PE instruction to periods totaling between 100 to 150 minutes per week (elementary and middle school) and 225 minutes per week (secondary school) during the school day, for the entire school year. Students should spend 50% of PE class time participating in moderate to vigorous physical activity. High schools should encourage students to participate by expanding elective health and physical education course options for juniors and seniors.

### **Physical Activity Recommendations for Children**

The district supports the Dietary Guidelines for Americans recommendation that children and adolescents engage in at least 60 minutes of physical activity on most, preferably all, days of the week.

When activities, or events, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and be moderately active.

## **Daily Recess**

Quality physical education and daily recess are components of the curriculum that enable students to develop physical competence, health-related fitness, self-responsibility, and enjoyment of physical activity so that they can be physically active for a lifetime. The Office of Catholic Schools supports the National Association for Sports and Physical Education (NASPE) recommendations for recess. Recess should not replace physical education. A minimum 20-minute daily recess is to be scheduled for students who attend preschool or elementary school. Exceptions can be made to this policy on early release days where recess is at the discretion of the individual school.

Scheduling recess before lunch is recommended as an effective strategy to increase meal consumption and promote better behavior.

## **Other School Based Activities Involving Physical Activity**

### **Extracurricular Physical Activity Programs Before and After School**

The Office of Catholic Schools encourages opportunities for youth in regular physical activity (e., g., CYO intramural sports, walking/running clubs) beyond the school day. These opportunities can assist students with meeting daily physical activity recommendations.

Diocesan schools are in a position to support many safe opportunities, as well as provide the physical facilities, for students to participate in quality intramural and interscholastic athletic programs. Schools will continue to support structured activities like organized individual and team sports and instructional programs. Other programs can be accessed through local community and parish youth sports programs.

### **Physical Activity and Punishment**

Physical activity provides students with positive experiences that will motivate them to pursue and develop active lifestyles. The Office of Catholic Schools prohibits withholding PE class as a consequence for negative student behavior or incomplete course work. Withholding recess should be a last resort measure as physical activity promotes release of negative energy.

## **Safety**

Current school safety policies aim to minimize injury and illness related to physical activity. The PE instructor will regularly inspect, for health and safety hazard, all spaces, facilities, school grounds and equipment used by students for PE and recess. PE equipment hazards will be removed from use until the school corrects the safety deficiency.

When appropriate, schools can work with community partners to make it safer and easier for students to walk and bike to school.

## **Incorporating Physical Activity into the Classroom**

The Office of Catholic Schools supports learning using a variety of techniques and modalities. Periodic physical activity should be incorporated into the classroom as part of the learning process of used as an energizing break.

## **II. School Nutrition**

### **Nutrition Education**

Schools will provide classroom based nutrition education to grades K through 10, as part of a sequential, comprehensive, standards-based program. Nutrition instruction will be integrated within the comprehensive school health education curriculum, with the goal to influence students' actual eating behaviors. Curriculum will be taught by educators, following diocesan health curriculum guidelines.

Health enhancing nutrition practices such as; food intake versus energy expenditure, eating more fruits and vegetables, and healthy food preparations, should be included in the curriculum. A comprehensive program will incorporate the food service program, and other academic areas such as language arts, science, and math. Instruction practices should be enjoyable, developmentally appropriate, culturally relevant, and include participatory activities for students.

### **School Meal Program Guidelines**

All student meals will provide varied and nutritious food choices that are consistent with USDA nutrition standards and the Dietary Guidelines for Americans. Diocesan schools with full service cafeteria facilities are encouraged to offer the National School Lunch and Breakfast Programs.

#### **School meals will:**

- **Meet minimum nutrition requirements established by local, state and federal statutes and regulations;**
- **Offer a variety of fruits and vegetables;**
- **Serve only low-fat (1%) fat-free milk and nutritionally equivalent flavored or nondairy alternatives as defined by USDA;**
- **Ensure that half of the grains served are whole grain;**
- **Share information about the nutritional content with students, families and school staff members;**
- **Be appealing and attractive to children.**

Schools with less than full service cafeteria facilities will strive to meet these guidelines to the best of their ability, given their existing resources.

### **Menu Planning**

**National School Lunch menus shall be planned with input from students, parents and other school personnel, taking into account students' cultural norms and preferences.**

### **Breakfasts**

Diocesan schools with full service cafeterias are encouraged to offer breakfast at school per USDA guidelines, in order to meet student nutritional needs and enhance the student's ability to learn.

## **Special Dietary Needs**

**With appropriate medical documentation, reasonable efforts will be made to modify meals for students with food allergies or other special dietary needs. Parents will incur the additional costs which may result from such dietary requests.**

## **Foods and Beverages Outside of School Meal Program**

### **Food or Beverage Contracts**

Agreements with food or vending companies to sell foods or beverages in schools should ensure that contractors follow the district's nutrition standards.

### **Cafeteria A La Carte Sales, Vending and School Stores**

**A variety of healthy foods and beverages will be sold at school in the cafeteria, vending machines and school stores. These foods and beverages must be consistent with the USDA and Dietary Guidelines for Americans and in keeping with the State of Virginia Action for Healthy Kids Food Health Guidelines.**

**During meal periods, the sale of food with minimal nutritional value is prohibited by federal regulations in areas of the schools where USDA school meals are sold or eaten. All snacks, sweets, or side dishes sold or served on school sites outside of the federal school meal programs will strive to meet all of the following guidelines:**

- **Have 30% or less of its total calories from fat;**
- **Have 10% or less of its total calories from saturated plus trans fat;**
- **Have 35% or less of its weight from sugars, excluding naturally occurring sugars in fruits, vegetables and dairy ingredients;**
- **Have 200 calories or fewer;**
- **Be limited in portion size based on national competitive food standards.**

### **Energy Products**

Energy products are beverages sold as performance-enhancing aids (containing ephedra, creatine and excessive caffeine), which impact cardiac output. There are significant health risks associated with the use of these products, including heart rhythm irregularities, nervous system disturbances, gastrointestinal problems and stroke. It is prohibited to possess and/or consume these products during school hours and school activities at both the elementary and secondary level. Product name examples may include; Red Bull, Kronik, Go Fast and others.

## **Closed Campus**

Students are not routinely permitted to leave school grounds during the school day to purchase food or beverages. Special considerations will be given to those in 12th grade programs, where prior parental and school permission has been granted for the student to leave the campus.

## **School-Sponsored Events**

A variety of healthy foods and beverages will be offered or sold at school-sponsored events. School-sponsored events include, but are not limited to, athletic events, dances, and performances.

## **Fundraising**

School fundraising activities should be diverse in nature. Sales that may involve food or beverages should promote healthy product choices that meet or exceed the USDA Smart Snacks in Schools nutrition standards.

Schools should consider the use of non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, Jump Rope for Heart, fun runs, etc.)

Lists of healthy fundraising ideas to consider are available from the Alliance for a Healthier Generation and the USDA.

## **Classroom Snacks**

**Snacks provided in extended day or enrichment programs will feature healthy choices that meet the USDA and Dietary Guidelines for Americans nutrition standards. School personnel will not withhold student access to snacks as punishment.**

**Schools that participate in the After-School Snack Program must provide snacks that meet USDA requirements.**

## **Food Brought Into School**

Schools will encourage families to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the Dietary Guidelines for Americans. Parents are discouraged from providing students fast food meals at school.

It is recommended that all food to be shared with other students should be commercially prepared, prepackaged, unopened and, when possible, individually wrapped.

## **Celebrations**

All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School Nutrition standards.

Schools are encouraged to provide non-food celebrations and rewards. Healthy party ideas are available from the Alliance for a Healthier Generation and from the USDA.

Classroom snacks brought by parents should meet or exceed Smart Snacks nutrition standards.

## **Water**

To promote hydration, free, safe, unflavored drinking water will be available to students throughout the school day. Water should be available where school meals are served during mealtimes.

Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.

All water sources and containers should be maintained on a regular basis to ensure good hygiene and health safety standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, water jets and other methods for the delivery of drinking water.

It is a decision on a local level to determine if students be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

## **Specific Dietary Guidelines for School Meals**

**District schools must ensure that reimbursable USDA school meals meet the USDA School Wellness standards for nutrition, as specified by the U.S. Department of Agriculture’s policy regulations for school meals, as well as all state and local requirements.**

**USDA reimbursable menus will support and reinforce the Dietary Guidelines for Americans. These guidelines encourage increased consumption of nutrient-dense foods and beverages, such as whole grains, vegetables, fruits and low fat dairy products, while limiting levels of cholesterol, fat, saturated fat, trans fat, sodium, and added sugars.**

All non-USDA reimbursable meals served in Diocesan schools will strive to meet USDA nutrient standards, as specified in the federal regulations.

- To the extent possible, schools should offer at least two different non-fried vegetables and two different fruit options each day.
- To the extent possible, schools should offer whole-grain foods. At least half of the recommended daily servings of grains should be whole grains.
- Low-fat and non-fat dairy products, including yogurt, milk and cheese, will be offered.

**Schools will make the nutritional content of meals and other foods and beverages sold available to students, families and school staff members. Nutrition information will be displayed at point of purchase in the cafeteria line.**

## **Other School Based Activities Related to Healthy Nutrition**

Schools may choose to enhance these recommendations to meet local needs, health concerns, food preferences and dietary practices of the community.

### **Surroundings for Eating**

School meals will be served in clean and pleasant settings. Adequate time to eat meals, and access to hand washing or hand sanitizing facilities before meals shall be provided.

### **Scheduling of Meals**

Meals shall be scheduled at appropriate times, as near the middle of the day as possible, e.g., lunch should be scheduled between 11 a.m. and 1 p.m. The U.S. Department of Agriculture's regulations specify that meals cannot be served before 10:00 a.m. or after 2:00 p.m. unless an exemption is requested from the State Department of Education.

Scheduled meal times should provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes to eat after sitting down for lunch. This time does not include the time needed to walk to the cafeteria from the classroom, select and pay for the meal, sit down at a table and walk back to the classroom after the meal. Activities such as tutoring, clubs or organizational meetings or activities should not be scheduled during meal times unless students may eat during such activities. For elementary grades, scheduling recess before lunch is recommended as an effective strategy to increase meal consumption and promote better behavior.

Schools should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

### **Free and Reduced-Price Meals**

**USDA prohibits schools from making others in the cafeteria aware of the eligibility status of children for free, reduced-price or paid meals. Diocesan schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.**

### **Financial Operation of Child Nutrition Programs**

**The school's food service program will strive to be financially self-supporting. Budget neutrality or profit generation should not take precedence over the nutritional needs of the**

**students. If additional funds are needed, they should not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals.**

## **Qualifications of Food Service Staff Members**

Qualified food service personnel will administer the school meal programs. All food service personnel shall have adequate pre-service training in food service operations. **Food service staff participating in the National School Lunch program will regularly participate in professional development activities that address requirements for child nutrition programs, menu planning and preparation, food safety, strategies for promoting healthy eating behaviors and other appropriate topics.**

## **Food Safety**

All school food service operations and foods made available must comply with state and local food safety and sanitation regulations.

**Federal HACCP Requirement: Section 111 of the Child Nutrition and WIC Reauthorization Act of 2004 (Public Law 108-265) amended section 9(h) of the Richard B. Russell National School Lunch Act by requiring school food authorities (SFA's) to implement a food safety program for the preparation and service of school meals served to children in the school year beginning July 1, 2005. The program must be based on Hazard Analysis and Critical Control Points (HACCP) principles and conform to guidance issued by the Department of Agriculture (USDA). All SFA's must have a fully implemented food safety program that complies with HACCP principles or with this optional guidance no later than the end of the 2005-2006 school year.**

## **Sharing of Foods and Food Allergies**

Students will not share foods or beverages with one another during meal or snack times; given concerns with allergies and other restrictions on some children's diets.

## **Food Rewards and Punishment**

Schools will not routinely use foods or beverages as rewards for academic performance or good behavior. Alternative rewards shall be developed and promoted. Schools shall not withhold food or beverages (including food served through school meals) as a punishment.

### **III. Staff Wellness and Healthy Environments**

#### **Staff Wellness**

Health promotion services for all school staff members can positively affect their eating and physical behaviors as well as their effectiveness in teaching and modeling healthy behaviors. Schools should encourage all school staff members to improve their own personal health and wellness. Successful staff wellness promotion can aid in building a commitment to help improve the school nutrition and physical activity environment.

Schools should consider incorporating staff wellness programs as part of the school health team's responsibility. Many staff wellness programs are administered through the Employee Assistance Program and local hospital based wellness programs.

#### **Consistent Health Messages**

Students shall receive positive, motivating messages, about healthy eating and physical activity throughout the school environment. Foods and beverages sold or served at school should not contradict healthy eating messages.

#### **Engaging Families**

The schools will encourage partnering with community organizations such as the Alliance for a Healthier Generation, the Healthy Schools Program, Team Nutrition, Action for Healthy Kids, the Mid-Atlantic Dairy Council. Local nutritionists, health departments, colleges and health care providers. Relationships with the American Diabetic Association, American Heart Association and other community organizations are encouraged. These partnerships should help to provide consistent health messages and support educational strategies, which promote healthy eating and physical activity.

#### **Food Marketing in Schools**

School-based marketing of food and beverages should be consistent with nutrition education and health promotion. Schools should limit such marketing to the promotion of foods and beverages that meet the USDA nutrition standards for meals or the district's nutrition standards for foods and beverages. Schools shall promote healthy food choices and not allow advertising that promotes less nutritious food and beverage choices. The promotion of healthy foods, including fruits, vegetables, whole grains and low-fat dairy products shall be encouraged.

## **IV. Policy Implementation and Outcome Measurement**

The law requires that the district develop a plan for implementing, sustaining and measuring outcomes of the wellness policy. To ensure program success, accountability will rest on the diocesan wellness policy coordinator who will collaborate with local diocesan schools.

### **Diocesan Wellness Policy Coordinator**

The district will designate one person, the diocesan wellness policy coordinator, with operational responsibility to ensure that all schools meet the policy. The district coordinator will provide support to the schools, to implement and sustain the wellness policy. This coordinator will communicate wellness policy, outcomes and feedback to the Office of Catholic Schools, school health advisory group, regional USDA representative, and principals.

The diocesan wellness coordinator will be responsible for guiding related curriculum developments. The district's health and physical education curriculum committees will regularly evaluate all nutrition and physical education curricula for accuracy and consistency with the district's wellness policy and current standards of practice. A professional school nurse will serve on each committee. Virginia's most recent health education standards of learning will be considered in this process.

### **School Health Team Formation**

The school health team is responsible for providing and supporting a healthy school environment. Each school principal will designate a school health team and school health team coordinator. This coordinator will have operational responsibility for school implementation and evaluation of the diocesan wellness policy. School health team should include an administrator, food service team member, health education teacher, physical education teacher, school nurse parent representative from the PTO, a student, and a community representative. The school health team coordinator will report to the diocesan wellness policy coordinator.

It is recommended that each school utilize cited online resources to implement this policy such as:

Virginia Action for Healthy Kids (<http://www.actionforhealthykids.org>), Health Smart Virginia (<http://healthsmartva.pwnet.org>), and Eat Smart Move More North Carolina ([www.eatsmartmovemorenc.com](http://www.eatsmartmovemorenc.com)).

Schools should utilize TEAM Nutrition resources for education and meal program support at <http://teamnutrition.usda.gov/library.html>.

A free School Food Allergy Program manual should be obtained at <http://www.foodallergy.org>, and kept in the school health office, as a guide in managing life threatening food allergies in school.

## School Needs Assessment

An annual evaluation of local program progress shall be conducted to review program progress, recognize success and overcome obstacles that may arise. During this process the school health team may need to revise its individual action plan to accomplish goals. Evaluation tools may be used at the team's discretion.

## Implementation

Each school health team will formulate an individual action plan to achieve the desired improvements. The action plan should identify; the specific actions needed to meet all policy objectives, the materials, resources and personnel needed for implementing each action, timelines for achieving each action, and methods to document accomplished actions.

For example;

- Students could be surveys on changes in healthy habits, eating choices, and a la carte options.
- Students could receive pre-and post-tests on health knowledge.
- Student body mass index data may be collected, keeping personally identifiable student health information confidential.

## Evaluation and Measurable Outcomes

It is important to review program progress, recognize success and overcome obstacles that may arise. During this process the school health team may need to revise its individual action plan to accomplish goals. Evaluation tools may be used at the team's discretion. The school health team will also respond to the survey questions below regarding the implementation process. The team will summarize activities that took place, and describe how well the process worked. The questions below will provide a summary framework.

What changes to nutrition education, physical activity, the nutritional quality of foods available to students, and other aspects covered by the policy occurred in the school as a result of the district wellness policy?

- a. Did the number of students participating in nutrition education change?
- b. Did the students have a different number of minutes or physical activity?
- c. Did any of the campuses change available food options?
- d. Did participation in the National School Breakfast or Lunch Program change?

Did the policy and implementation address the issues identified in the needs assessment?

- a. Is it making a positive difference?
- b. What is working?
- c. What is not working?

How can the impact of the policy be increased to enhance its effect on student health and academic learning? Staff wellness and healthy environments?

The schools may also identify future plans to sustain policy implementation efforts. Specifics might include staff training, planning events and activities for the school community, expanding the team to include additional members, and addressing new issues.

An annual wellness program evaluation will be due to the district wellness coordinator by the 10th business day after the end of school in June. The Diocesan Wellness Coordinator will report its cumulative evaluation to the Office of Catholic Schools, school health advisory team, and principals. Details on district wide progress achieved, policy impact and future recommendations for policy revisions will be provided. The district coordinator will be the district liaison to the USDA, completing all USDA Food and Nutrition Service Mid-Atlantic Regional Office questionnaires and required communications.

## **Communication**

Schools will help win support for healthy school environment strategies by informing the parents and community about its activities. Invite parents and families to participate as often as possible. Effective communication will also help the school gain recognition and encourage others to join the wellness team. Sustaining change requires a full team commitment to action from the school, district, parents and the community.

Leadership, commitment, communication and support are keys to local program success. A sustained effort will be necessary to meet the above guidelines in accordance with federal law.

## Acknowledgements

The Office of Catholic Schools Diocese of Arlington acknowledges the following for their policy guidance in this process: National Association of State Boards of Education; National Alliance for Nutrition and Activity; USDA and its local representative, Mark Durma; Action for Healthy Kids; Gillian Davis, Registered Dietitian Mid-Atlantic Dairy Council; TEAM Nutrition; National Association for Sports and Physical Education; Connecticut's *Action Guide for School Nutrition and Physical Activity Policies*; Arlington Virginia Public Schools; Sherry Shrader, RN, BSN, School Health Specialist; Virginia Department of Health; Gwen Smith, RN, MSN, School Health Specialist, Virginia Department of Education; Timothy McNiff, PhD, Superintendent of the Office of Catholic Schools. The Office of Catholic Schools extends its appreciation to the School Health Task Force for their extensive collaboration in the development of this policy, as well as the many other consultants who advised them.

School Health Task Force Members (Past and Present) responsible for initial Policy Development:

Maureen Blackwell, RN, Queen of Apostles Catholic School  
 Theresa Ferlotti, RN, MSN, St. Leo the Great Catholic School  
 Julie Hayden, RN, Bishop O'Connell High School  
 Sr. Karl Ann Homberg, SSJ, Assistant Superintendent, Office of Catholic Schools  
 Lisa Pannoni, RN, St. Bernadette Catholic School  
 Jane Uperti, RN, St. Thomas Aquinas Regional School  
 Collette White, RN, BSN, St. Thomas Aquinas Regional School  
 Andra Wild, RN, BS, Task Force Secretary, Holy Spirit Catholic School  
 Deborah Zeller, RN, BSN, Task Force Chair, St. Andrew the Apostle Catholic School

Special thanks go to Janet Vetrano, Administrative Assistant, Office of Catholic Schools, for her administrative support during the initial implementation of these efforts.





## **PANDEMIC RESPONSE PLAN FOR INFLUENZA OR OTHER HEALTH CRISIS**

### **Introduction:**

This plan provides guidance to parents, students, faculty and staff in the event normal school activities are suspended due to a pandemic flu or other health related crisis. A decision to implement this plan will be based on the best available information supplied by the appropriate Federal, state and local governmental agencies, and by the Diocese of Arlington Office of Catholic Schools. This plan is intended to be fluid in nature, and will be modified, at the direction of the Principal, to respond to the circumstances dictated by a particular health crisis.

### **Guidance to Faculty:**

- Communicate to students the appropriate strategies for reducing the spread of a virus (for example, covering sneeze or cough, hand washing, and telling parents or teacher of flu related symptoms).
- Maintaining in the classroom an adequate supply of materials (tissues, ant-bacterial wipes or hand sanitizer) to prevent the spread of a virus.
- In the event the school must be closed for an extended period of time:
  - Prepare and maintain a contingency education plan and learning packets that can be supplied to parents and students by the most appropriate form of communication. These materials should include grade-appropriate reading lists, math packets, research and writing exercises;
  - Utilize appropriate learning tools (for example, educational websites, educational television channels, like the History Channel, Discovery Channel and Animal Planet).
  - Communicate on a daily basis with the students and parents on homework assignments or other learning activities relating to the teacher's areas of responsibility.

### **Guidance to Staff:**

- Communicate to parents the appropriate strategies to prevent or reduce the spread of a virus.
- Keep parents and faculty informed of relevant information supplied by Federal, state or local agencies and the Office of Catholic Schools.
- Maintain appropriate health and attendance records and be prepared to provide on a timely basis any reports requested by an appropriate governmental agency or the Office of Catholic Schools.
- Identify students most vulnerable to a health crisis because of a compromised immune system or chronic illness.
- Ensure that maintenance staff, food handlers and after school staff are adequately trained in infection control and disinfection procedures.
- Create a contingency plan for faculty/staff absences. Identify substitute teachers/staff and alternate procedures in support of essential operations.
- Implement cross-training in support of essential operations.

- In the event of a school closure:
  - Immediately activate the school emergency communications system to provide information on the closure. Notify other news agencies of the closure as appropriate and necessary;
  - Update the school website to provide the most recent and relevant information to parents and the community relating to a school closure;
  - Maintain constant communication with the faculty to ensure that a learning environment is provided that takes into account the nature and magnitude of the health crisis;
  - Ensure that the school is properly cleaned and disinfected prior to the resumption of any in-school activities; and,
  - Establish a symptom free protocol for the return of students.

**Guidance to Parents:**

- Ensure that your most recent contact information (home phone, cell phone, and email addresses) are on file with the schools in the event the school emergency system must be activated.
- Practice and educate your children on appropriate strategies to prevent or reduce the spread of a virus.
- Monitor governmental agencies' websites for updated information on any health crisis.
- Continually monitor the school website for updates.
- Check on a daily basis for communications from teachers on assignments and homework.
- Provide a good learning atmosphere during a school closure, taking into account the effects the crisis is having on your family.
- Strictly follow any guidance provided by the school on when a sick student can return to school once the school is reopened.

**PHOTO, PRESS, AUDIO, AND ELECTRONIC MEDIA RELEASE FOR MINORS**

Student Name: \_\_\_\_\_

The Office of Catholic Schools of the Diocese of Arlington (OCS) and any of its schools and/or the Arlington Catholic Herald may produce or participate in video tape, audio recording, website or still photographic productions that may involve the use of students' names, likenesses, or voices. Such productions may be used for educational and/or official school marketing purposes and may be copied or copyrighted with the school retaining any and all rights to such productions.

Keep in mind that this also includes photographs, video, or audio, such as those taken on field trips and during typical school activities, and that, if you provide your permission, these may be used for school/diocese marketing materials as well as end of the year video montages and other school based productions. Some of these productions are illustrated in the attachment. (see attachment)

You have the right to prohibit the use of your child's name, while still giving permission for the use of their picture and/or voice in these productions. Please read the options below carefully as you consider your decision and sign and return this form to the school office. This agreement is binding for the **2018-2019** school year. No adaptations, changes or alterations may be made for the **2018-2019** academic year. Please sign this form reflecting your decision, and return it to the school office.

**Image and Audio: I DO** authorize the Catholic Diocese of Arlington, its parishes, its schools and/or the Arlington Catholic Herald to use and publish MY CHILD'S PHOTOGRAPH, VIDEO AND/OR AUDIO RECORDING for news stories, educational, illustration and/or marketing purposes.

Signature of parent/guardian \_\_\_\_\_  
Date \_\_\_\_\_

**Identity: I DO** authorize the Catholic Diocese of Arlington, its parishes, its schools and/or the Arlington Catholic Herald to use MY CHILD'S NAME identifying them in photographs, videos and/or audio recordings for news stories, educational, illustration and/or marketing purposes.

Signature of parent/guardian \_\_\_\_\_  
Date \_\_\_\_\_

**OR**

**I DO NOT** authorize the Catholic Diocese of Arlington, its parishes, its schools and/or the Arlington Catholic Herald to use and publish MY CHILD'S PHOTOGRAPH, VIDEO AND/OR AUDIO RECORDING for news stories, educational, illustration and/or marketing purposes **EXCEPT FOR THE SCHOOL YEARBOOK.**

Signature of parent/guardian \_\_\_\_\_  
Date \_\_\_\_\_

**I DO NOT** authorize the Catholic Diocese of Arlington, its parishes, its schools and/or the Arlington Catholic Herald to use and publish MY CHILD'S PHOTOGRAPH, VIDEO AND/OR AUDIO RECORDING for news stories, educational, illustration and/or marketing purposes.

Signature of parent/guardian \_\_\_\_\_  
Date \_\_\_\_\_

**Choose ONE**



## Office of Communications

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# **Website and Social Media Policy for the Catholic Diocese of Arlington**

For All Personnel and Volunteers

Released June 25, 2018  
(Takes effect in all diocesan entities September 3, 2018)

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## **I. Purpose and Application**

This policy is designed to aid all Diocesan Entities in implementing specific standards and ensuring that personnel adhere to appropriate usage, boundaries, and best practices related to websites and social media.

All employees and volunteers of the Diocese must 1) review this policy 2) return the “Official Receipt” to his or her respective pastor/administrator, school principal, or the Diocesan HR Director.

## **II. Official Diocesan Websites and Social Media Accounts**

### **A. Establishing a Diocesan Entity Website or Social Media Account**

A website or social media account officially associated with any Diocesan Entity, or that will be published on behalf of any Diocesan Entity, shall not be established without the written approval of the entity’s pastor/administrator or director.

An account’s location (i.e. URL), name or handle may not be changed without the express approval of the pastor or director.

Personal email addresses must not be used in the creation of any Diocesan Entity website or social media account. Any email address used as a login credential to obtain administrative access to a Diocesan Entity website or social media account should be generated through a corporately-owned domain that is controlled by the Diocese or the respective Diocesan Entity. All accounts must be created and maintained with diocesan email addresses, preferably the office or ministry’s main email address. This protects the sensitive information that may be received and affords the Diocesan Entity transparent access to the account.

### **B. Diocesan Entity Account Management**

A Diocesan Entity must ensure that it establishes and maintains control over any website or social media account it creates or manages. The Diocese of Arlington or an appropriate entity controlled by the Diocese of Arlington must, whenever possible, be the registered owner of the domain. *Note:* In some cases, it may not be possible to obtain ownership over a website, such as a Diocesan Entity’s Facebook page, because some social media organizations will insist on retaining ownership rights.

Only Diocesan Entity pastors/administrators and directors, appropriate information technology personnel, and account managers may have administrative access to a Diocesan Entity website or social media account or access to administrative login credentials. Diocesan Entity pastors/administrators and directors must retain administrative access to their respective Diocesan Entity’s website(s) and social media account(s). In the event that a Diocesan Entity does not have adequate staff to meet its social media needs, a volunteer cleared through the Safe Environment Program may operate under the same conditions and responsibilities within this Policy as those of an employee.

Diocesan Entity pastors/administrators and directors must ensure that, acting alone or through information technology personnel, they can terminate the administrative access of any designated account manager. Diocesan Entity heads, information technology personnel, and account managers must ensure that login credentials are secured against unauthorized access, such as by storing them in an encrypted file. In the event that an account administrator ends employment with the Diocese, administrative access must be ensured by the respective Diocesan Entity and account passwords should change.

Any email address used as a login credential to obtain Administrative Access to a Diocesan Entity website or social media account should be generated through a corporately-owned domain that is controlled by the Diocese or the applicable Diocesan Entity. For instance, the email address should not be a Gmail or Yahoo email address—rather, it should be through @arlingtondiocese.org or @[parishname].org. Exceptions can be made for social media platforms that require a non-diocesan email address. For instance, YouTube requires a Gmail email address for the primary login to a YouTube account. However, the verification email address used in the creation of the account should be a Diocesan Entity email address.

Social media activity conducted on behalf of a Diocesan Entity in an official capacity should emanate from accounts issued and branded by the Diocese or a Diocesan Entity. For example, if Amy Smith works in the Diocesan Office of Youth, Campus, and Young Adult Ministries, she should use a Twitter handle similar to “@YouthDirectorCDA.” This affords the Diocese ownership over the account and its content, and the account can be passed on to successive employees who serve in the role.

## **C. Standards for Diocesan Websites and Social Media Accounts**

The *Code of Conduct for Church Personnel of the Diocese of Arlington* applies to activity on social media and Diocesan Entity websites. All content published on behalf of a Diocesan Entity must be consistent with the teachings and tenets of the Roman Catholic Church, for which the Bishop of the Diocese of Arlington has responsibility and authority, and must not otherwise be inappropriate, create a risk of reputational harm to the Diocese or any Diocesan Entity, or compromise the Diocese or any Diocesan Entity legally or morally. Examples of Diocesan Entity-published content this standard prohibits include, but are not limited to, content that would reasonably be considered dishonest, derogatory, sexually suggestive, sexually explicit, defamatory, fraudulent, degrading, malicious, disrespectful, or threatening. Personnel must maintain an appropriate, professional demeanor when communicating on or through a Diocesan Entity website or social media account.

Social media content should be monitored frequently. The Diocesan Office of Communications recommends monitoring website and social media accounts periodically over weekends and holidays to ensure immediate response to any inappropriate content. When the primary administrator of the social media account is absent, either a supervisor or another administrator of the account must monitor the account. Individual site administrators are responsible for adequate monitoring and responding to content on their sites. Conflicts over posted content that are not resolved at the local ministry site are to be referred to the Diocesan Office of Communications for resolution.

## **D. Commenting Policy and Disclaimer for Diocesan Websites and Social Media Accounts**

Every Diocesan Entity website or social media account that offers the ability to “comment” should be frequently checked to ensure that all comments are appropriate and in keeping with the standards for Diocesan websites and social media accounts set forth in this policy. Comments may be subject to deletion at the discretion of the Diocese or its entities.

Additionally, whenever commenting is available, a clearly visible “Commenting Policy” should be displayed if possible.

Note: Displaying the policy, or the full policy, may not always be possible. In cases where it is possible to post a Commenting Policy, here is a sample text that could be used:

Readers and patrons of this site are welcome to comment. Discussion is encouraged, but proper etiquette must be followed. Obscenities, spam, bashing, bullying, verbal abuse, insults, link solicitations, repetitive or fraudulent comments, and off-topic comments will be removed. It may be decided that comments will require approval prior to publication. We reserve the right to block a user at any time.

Diocesan Entity websites should clearly display a disclaimer that communicates, “Users of this website should have no expectation of privacy.”

Diocesan Entity publications, social media sites, and similar websites or platforms that promote interactive dialogue should clarify that the conversation is not *intended* to represent the views of the Diocese or any Diocesan Entity. An example of such a disclaim could be, “The opinions expressed are those of the author/commenter and do not necessarily reflect the views of the Catholic Diocese of Arlington or its entities.”

It is the responsibility of the administrator of the Diocesan Entity account and his or her supervisor to block and remove obscene, indecent or off-topic/irrelevant content as soon as possible. Content is considered indecent if it attacks a specific person or group of persons, uses expletives, or could be interpreted as insulting or inappropriate. When disputed, final determination of whether content should be removed is up to the Diocesan Entity supervisor or the Diocesan Chief Communications Officer.

## **E. Transparency of Diocesan Websites and Social Media Accounts**

Websites and social media accounts should clearly display the contact information of the account manager and declare that they are an “Official” website or account of the Diocesan Entity whenever reasonable.

Any website or social media account operating under the guise of the Diocese of Arlington or of one of its entities, without proper approval and refusing to remove the page/account, should be reported to the Diocesan Chief Communications Officer immediately.

### **III. Guidelines for Personal Websites and Social Media Accounts**

These guidelines (Section III) apply to personal websites, social media accounts, and online content (i.e., websites, social media accounts, and content owned, managed, and/or created by Diocesan Entity personnel and volunteers other than on behalf of a Diocesan Entity). Personnel and volunteers are solely responsible for content they make available online, including, but not limited to, posts, comments, tweets, and “likes” (which may suggest approval of a post or other related content). Before creating online content, Diocesan Entity personnel and volunteers should consider the risks and rewards that are involved. They should keep in mind that any conduct, including failure to adhere to these guidelines, that adversely affects their job performance, the job performance of other personnel or volunteers, or that otherwise adversely affects other persons, the legitimate interests of the Diocese of Arlington or any Diocesan Entity, or that is inconsistent with the moral and ethical teaching of the Roman Catholic Church, may result in disciplinary action up to and including termination of employment and/or his or her ability to serve as a volunteer.

Members of the clergy and/or consecrated men and women serving in any Diocesan Entity must consider that their social media and website activity is often viewed as representing the Diocese and the Office of the Bishop in an official and direct manner. As such, the utmost caution should be taken to avoid even the appearance of scandal, disunity, immorality, partisanship, imprudence, or the taking of a position contrary to the teachings of the Catholic Church. This protects one’s sacred ministry and credibility as a representative of a Diocesan Entity, as well as the reputation of all Diocesan Entities.

Despite privacy setting options, all content posted or communicated via any website or social media account will be treated as though it is universally or publicly available. At no time should Diocesan Entity personnel or volunteers publicly stand in opposition to the teachings of the Catholic Church, over which the Bishop of Arlington has responsibility and authority. Such a public stance could impact the ability of that person to continue in their role.

All personnel represent the Diocese, even in personal use of social media. Personal online postings should be in line with Catholic values, should not offend or contradict the faith, morals, and teachings of the Catholic Church, and should not be otherwise inappropriate. Efforts to adhere to this standard should include the following:

- Personnel and volunteers should not post discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.
- Personnel and volunteers should always be fair and courteous to others, whether or not they are personally Catholic.
- Personnel should keep in mind that work-related complaints are best resolved by speaking directly with their co-workers or through their supervisor, rather than by posting complaints online.
- If personnel decide to post online content, they should avoid posting anything that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or

that disparages clergy, personnel, volunteers, parishioners, or other persons associated with the Catholic Church.

- Personnel and volunteers should not post sensitive or confidential information obtained in connection with their employment or volunteer status.
- Personnel and volunteers should be honest and accurate when posting content online.
- Personnel and volunteers should never represent themselves as spokespeople for the Diocese or a Diocesan Entity. If they post content related to their position with a Diocesan Entity, they should make clear that their views do not represent those of the Diocese or any Diocesan Entity, such as by including a disclaimer such as “Posts are my own and do not necessarily reflect the views of the Diocese of Arlington or [the relevant Diocese Entity, such as a school, if appropriate].” Such a disclaimer does not exempt personnel and volunteers from accountability and responsibility for what they communicate.

Personal websites should not be used to conduct business for any Diocesan Entity, nor should it appear as though diocesan business is conducted through that website. All materials, resources, and electronic media created on behalf of a Diocesan Entity that are intended for public consumption should be made available on diocesan websites and not solely on a personal website. If the domain of a website is owned by the Diocesan Entity, it is a diocesan website and should be consistent with the rest of this policy. If the domain of a website is owned by the personnel, it is a personal website. For example, if [www.mylocalparish.com](http://www.mylocalparish.com) is registered to “St. Ignatius Catholic Church,” it is a Diocesan Entity website and should be consistent with the rest of this policy. If the website is registered in the name of the Director of Religious Education, regardless of who manages it and how it is used, it is a personal website.

There should be no linking from Diocesan Entity content or websites to personal social media accounts or websites. This would create confusion for some as to which account is the official account of the Diocesan Entity. Personnel are welcome to post or repost diocesan content on their personal social media accounts.

## IV. Other Policies of the Catholic Diocese of Arlington

All Diocesan Entity websites and social media, as well as personal websites, must be in accord with all Diocese of Arlington policies. This document in no way contradicts what is stated in other CDA Policies, including, but not limited to, those listed below. *Please note: some policies require being logged in to the Diocesan Intranet for access.*

The *Code of Conduct for Clergy in the Diocese of Arlington* is published here:  
[arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-clergy.pdf](http://arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-clergy.pdf)

The *Code of Conduct for Volunteers in the Diocese of Arlington* is published here:  
[arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-laity.pdf](http://arlingtondiocese.org/Child-Protection/bgc-code-of-conduct-laity.pdf)

The Office of Child Protection’s *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* is published here:  
[arlingtondiocese.org/Child-Protection/policy-child-protection-smca.pdf](http://arlingtondiocese.org/Child-Protection/policy-child-protection-smca.pdf)

The Office of Human Resources' *Employee Policy Manual* is published here:  
[arlingtondiocese.org/employeepolicy/](http://arlingtondiocese.org/employeepolicy/)

## V. Definitions

The term “**administrative access**” shall mean access to website management tools or a social media account/profile that allows a person to modify, create, delete, or publish content.

The term “**content**” shall mean any digital information that communicates a message, including, but not limited to, text, photos, audio files, and video files.

The term “**diocesan entity**” or “**Diocese**” shall mean any organization, department, office, ministry, outreach, parish, school, agency, committee, task force, advisory board, or institution by, or with the supervision of, the Diocese of Arlington. This shall include Catholic Charities of the Diocese of Arlington and the Arlington Catholic Herald and their respective entities as well.

The terms “**Diocese Entity Website**,” “**Diocese Entity Social Media Account**,” and “**Diocese Entity Website [and/or] Social Media Account**” shall mean a website and/or social media account that is owned or managed by or on behalf of the Diocese or a Diocese Entity. This term does not include personal websites or social media accounts.

The term “**personnel**” or “**employee**” shall mean the bishop, priests, deacons, seminarians, non-ordained consecrated men and women, lay employees, and lay volunteers who are involved in work for the Diocese of Arlington, its parishes and agencies and who represent the Church by virtue of office, designated position, employment or contract.

The term “**personal**” shall refer to any website, social media account, or online content, the website, social media account, or content of an individual or external group that is not owned, managed, or published by or on behalf of the Diocese of Arlington or a Diocese Entity. This term does not include Diocese Entity websites or social media accounts.

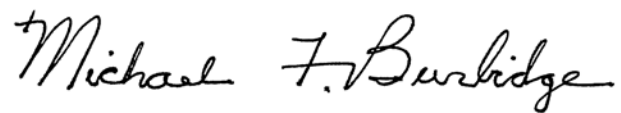
The term “**social media**” shall mean an account associated with a social media service including, but not limited to, Facebook, Twitter, YouTube, Instagram, Pinterest, Google +, LinkedIn, Snapchat, Reddit, etc.

The term “**website**” shall mean any web presence, including any website that displays social media content or features

## VI. Addendum for Additional Policies

Parish pastors/administrators, school principals, regional directors, and similar management personnel may develop written directives particular to their Diocesan Entity’s mission and operation that provide additional guidance to personnel in the use and management of websites and social media. No such directive should contradict the contents of this policy. If such an addendum is created, it should be included with this policy when presented to the personnel so that they understand their full responsibilities and accountability when they sign the “Official Receipt” below.

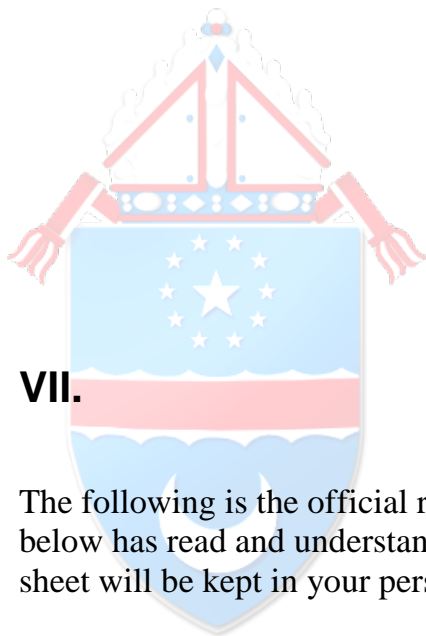
*Approved by the Office of the Bishop of the Diocese of Arlington on June 22, 2018*

A handwritten signature in black ink that reads "Michael F. Burbidge". The signature is written in a cursive style with a small crossbar on the "M" and a long, sweeping tail on the "B".

Most Reverend Michael F. Burbidge

Bishop of the Diocese of Arlington

**Catholic Diocese of Arlington**  
**Office of Communications**  
**Social Media Policy**  
**Released FY 2018-2019**



**VII.**

**OFFICIAL RECEIPT**

The following is the official receipt denoting that the individual whose signature appears below has read and understands the guidelines contained in the attached document. This sheet will be kept in your personnel file.

While updated versions of this policy will be shared with personnel and Diocesan Entities, it is the responsibility of the personnel to ensure they are aware of the most recent version and adhere to it.

Please complete and return this sheet to your parish/school/office location.

***I have read and understand the guidelines contained in the Policy for the Diocese of Arlington as well as any Addendums provided by my respective Diocesan Entity. I promise to follow these guidelines in my service to the Church.***

---

Full Legal Name (Please Print)

---

Signature

---

Date

---

Position/Title

---

Parish/School/Ministry/Organization

---

Email

---

Phone Number

# PARENT PERMISSION FOR SCHOOL-SPONSORED TRIP PARTICIPATION

Appendix R

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a location away from the school building. This activity will take place under the guidance and supervision of employees from

\_\_\_\_\_ School. A brief description of the activity follows:

Curriculum Goal: \_\_\_\_\_

Destination: \_\_\_\_\_

Designated Supervisor of Activity: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_ Student Cost: \_\_\_\_\_

If you would like your child to participate in this event, please complete and sign the statement of consent below and return the form to school. As parent or legal guardian, you remain fully accountable for any legal responsibility which may result from any personal actions taken by the named student. Please be advised that parents retain the right to opt-out of any field trip planned for their children. It should also be understood, in light of world conditions, in particular threats of terrorism to Americans, it may be necessary to cancel any school-sponsored trip due to world and national developments. If restrictions are imposed, the school/Diocese will not be responsible for the loss of any monies advanced for the planned trip.

## STATEMENT OF CONSENT

*I hereby request that my child, \_\_\_\_\_, be allowed to participate in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation. If I cannot be contacted in an emergency, the school has my permission to take my child to the emergency room of the nearest hospital and I hereby authorize its medical staff to provide treatment which a physician deems necessary for the well-being of my child. I understand it may be necessary to cancel any school-sponsored trip due to world and national developments and the school/Diocese will not be responsible for the loss of any monies advanced for these planned trips.*

Parent's Name (Please Print) \_\_\_\_\_ Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Cell Phone # \_\_\_\_\_

I accept responsibility for my behavior: \_\_\_\_\_  
Signature of Student

Emergency Contact (Print): \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

## MEDICAL INFORMATION

Student's Current Medical Conditions: \_\_\_\_\_

Name of Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ ID: \_\_\_\_\_

Allergies (Including to medications): \_\_\_\_\_

Indicate any medication student should take during trip: \_\_\_\_\_

Do you request the designated supervisor of activity to administer the above on this field trip? ☐ Yes ☐ No

Will student bring: **Inhaler** ☐ Yes ☐ No **Epi-pen** ☐ Yes ☐ No **Glucagon Emergency Kit** ☐ Yes ☐ No



## CATHOLIC DIOCESE OF ARLINGTON

### USE OF PERSONAL VEHICLE

Individuals who operate a personal vehicle for transporting passengers to or from a parish or school must:

- 1) Possess a valid US driver's license
- 2) Must be in compliance with all driving and motor vehicle laws
- 3) Maintain current automobile insurance as required by the Commonwealth of Virginia

I understand and acknowledge that my personal automobile insurance is the primary coverage for both liability and physical damage to my vehicle. In the event of an automobile accident, I agree to indemnify the Parish, Youth Ministers, Volunteers, and the Diocese of Arlington for any costs or expenses arising out of the accident, including the cost of any medical care or lost-time wages or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by my driving in the course of using my personal vehicle.

\_\_\_\_\_  
Name of Driver (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Insurance Carrier

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Signature of Driver

\_\_\_\_\_  
Date

**ELEMENTARY/MIDDLE SCHOOL HANDBOOK AGREEMENT FORM**

**PARENT/GUARDIAN**

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

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

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

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

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

**FOR MIDDLE SCHOOL STUDENTS ONLY**

**I have read the Parent/Student Handbook and agree to observe all school regulations.**

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Second Student's Signature)

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

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

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

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