

**ELEMENTARY SCHOOL  
PARENT-STUDENT HANDBOOK  
2009-2010**



**SAINT TIMOTHY SCHOOL  
A School to Believe In**

*Our Mission is to spread the Word of God  
while providing for the spiritual, academic,  
social, emotional and physical growth of our students.*

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August 2009

Dear Partners in Education:

Welcome to a new school year!! We look forward to continuing with you the work of spreading the Word of God, while fostering the spiritual, academic, social, emotional and physical growth of the students.

Our patron, Saint Timothy, was a companion of Saint Paul. With Paul, Timothy was among the first to spread the “Good News” of salvation through Jesus Christ. How appropriate that our primary mission mirrors the work of Saint Timothy.

This is a very exciting year for St. Timothy School as we continue to see the improvements from some fabulous programs that we began to put in place last school year. The elementary school began differentiating spelling and reading instruction. There was a fabulous collaborative effort among the staff and the results were telling. We saw some exciting improvements in student learning. Based on those results and our ongoing efforts, I am looking forward to a very rewarding year for our elementary students.

At the end of the last school year, we also began implementing some changes for our sixth, seventh and eighth graders as we announced our new middle school model. As you know, over the summer, the students received a Choices and Challenges pamphlet outlining their elective options. With excitement and enthusiasm for their new challenges, they selected electives and returned those forms to the office so that we could complete scheduling for the 2009-2010 school year. I hope that you share our enthusiasm for this new model.

Looking forward, this handbook serves as a guide and a contract. It lays out our mission and philosophy as well as our mutual day to day expectations, duties, responsibilities and commitments. As partners in education, it is important that we ask you to take the time to read through this handbook and familiarize yourself with school procedures.

On a specific note, please be sure to review arrival and dismissal procedures. We must strictly adhere to these policies for the safety of our children and all persons assisting with arrival and departure. Also, please note arrival times. With the advent of our security system, students will be unable to access the building until 7:55 a.m. Please be careful not to drop them off early as there will not be adult supervision prior to arrival times.

Thank you for sharing your children with us for this academic year. We are looking forward to joining with you as companions on this journey. We assure you of our dedication to the success of our endeavors, and of our prayers on your behalf.

May God bless you abundantly this year and always.

*Mrs. Patricia M. Kobyra*

# 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

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

Saint Timothy School is a Catholic coeducational elementary school in the Diocese of Arlington.

***Our mission is to spread the Word of God,  
while providing for the spiritual, academic, social  
emotional, and physical growth of our students.***

Our first priority at Saint Timothy School is the spiritual development of our students, based on God's message of love, service and worship. These virtues are encouraged through prayer, liturgy, and the sacraments. Spiritual development is fostered in a Christian environment where religious instruction is taught and expressed through the words and actions of the students, faculty, and staff. Students are aided in acquiring skills, virtues, and habits of heart and mind required for effective service to others. This reinforces a deep personal commitment to Jesus and strengthens the relationship among family, parish, and community.

The intellectual development of our students is based on the guidelines of the Diocese of Arlington, and the state of Virginia and promotes the mastery of skills and knowledge. The presentation of the curriculum is designed to encourage curiosity, creativity, and the desire for knowledge. The prescribed curriculum is taught so that the potential of each student is developed while emphasizing critical thinking skills in a Christian environment.

An essential element of our mission is to develop social and emotional skills. The development of a Christian character stressing the values of Christian family life is emphasized. This is reinforced in both school and social events. Students are encouraged to participate in community events where charity, loyalty, leadership, self-discipline, and a responsibility toward the community are fostered.

We assist in the development of a good self-image in our students, and aid the parents in helping

their children grow and mature in mind and character. The ability to cope with problems, work with people, and to find God in themselves, others, and their world is emphasized throughout the curriculum.

Physical fitness and health values are essential for the development of the total student. These are encouraged through classroom instruction and athletic programs. By promoting these values, the emphasis is that, as Christians, we have a duty to God to care for the life He has so graciously given us.

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

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

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

All parents, 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 (see Appendix AG-1 and AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, 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 result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

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

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

## ***PARENTAL ROLE***

The Catholic Church recognizes parents as the primary educators of their children. 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 student'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.

Parents are expected to display an attitude of respect and support toward the school, the staff, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations. In addition, parents are to ensure their son/daughter has read this handbook;
- Participating fully in school programs that are developed to support the education of their children;
- Remaining informed about and involved in the religious instruction of their children.

In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish), the following:

- imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff;
- restriction or termination of the parent's access to school or parish property;
- dismissal of the parent's child(ren).

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

## ***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:

- Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- Non-Catholic students must participate in liturgies, retreats, other religious functions, and religion classes for credit.
- 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.
- 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 must be aware that it is the Catholic position that will be taught.

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

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

All parents (and middle school students) 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. This signature form will be distributed with 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 may result in disciplinary action being taken and/or prevent a student from enrolling (or continuing enrollment) in the school.

# 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, Computer Education, Library and Foreign Language (full implementation 2006-07).

Students must satisfy the following criteria to be placed in Algebra I:

- Math Composite standardized test score  
National Percentile: 90 or above
- Class grade in Math : 90 or above
- Iowa Algebra Aptitude Test results: 80 or above  
(Recommended time of testing – May of seventh grade year)
- Teacher evaluation/recommendation  
(Because the Algebra I course incorporates numerous word problems that students need to solve, a teacher's recommendation should take into consideration the reading comprehension standardized test score when making a final decision for placement in Algebra I.)

A student who does not meet this criterion must receive a favorable teacher recommendation to be considered for placement in Algebra I.

Prior to entering Algebra I as an eighth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through pre-algebra.

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:

1. Passing the Algebra I course
2. Scoring 77% on the Diocesan Algebra I exam
3. Receiving teacher recommendation for placement in the next level of high school math instruction

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

Eighth grade students must satisfy the following criteria to receive credit for Foreign Language Level I instruction and placement in high school Foreign Language Level II:

1. Passing the eight grade Foreign Language course
2. Scoring 77% on the Diocesan Foreign Language exam
3. Receiving teacher recommendation for placement in Level II

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

Curriculum guidelines, as specified by the diocese of Arlington, can be located on the diocesan website. Follow the link for Catholic Schools and Curriculum Guidelines. The Diocesan website may be accessed through a direct link from the school website.

## ***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.

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

Saint Timothy School provides textbooks in all subject areas. In lieu of an annual book fee, all fees have been rolled into the tuition payment. This includes fees which help to cover the cost of supplemental workbooks also provided by Saint Timothy School. In addition, each student receives a list of supplies required at each grade level. During the school year, students may place orders through the school store. Orders should be in writing and accompanied with appropriate payment (cash or check – charges are not accepted) and placed in the daily brown envelope in their homeroom classroom. Order forms are available on the website. Orders will be filled and delivered to the classroom usually within two school days.

## ***TECHNOLOGY***

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. Where appropriate, the school should submit a completed Internet Threat Report form to the Superintendent of Schools and to the local police department. Vandalism is defined to include any malicious attempt to harm or destroy data of another user, the Internet or any agencies or networks connected to the Internet. The creation and/or uploading and/or downloading of “computer viruses” are expressly prohibited.

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

1. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
2. 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.
3. 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. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists. 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. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - a. Messages to others shall be polite and shall not be abusive.  
Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.  
Use of the network shall not disrupt use of the network by others.
7. The Diocese/schools make 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 or 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.

## ***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 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.

Saint Timothy School follows the standardized testing program below:

### **Grades K – 8**

Kindergarten	PALS KAMC – Kindergarten Assessment of Math Competency	September/May May
Grades 2 – 7	TerraNova Testing	Spring
Grade 8	High School Placement Test	December

### **Religious Assessment**

Grade 5	ACRE 1*	Spring
Grade 8	ACRE 2*	Spring

\*Assessment of Catholic Religious Education

In addition, incoming kindergarten students are screened upon acceptance. The screening includes the PPVT (Peabody Picture Vocabulary Test), VMI (Test of Visual Motor Integration) and DAP (Draw A Picture). Parents are also asked to complete a parent inventory form at this time.

## ***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**

Minimum Office of Catholic Schools' guidelines for daily homework (note: the Diocese supports requirements beyond the Office of Catholic Schools' minimum):

- Grades 1 – 3: 10 to 30 minutes daily
- Grades 4 – 6: 40 to 60 minutes daily
- Grades 7 – 8: 60 minutes to 2 hours daily

Homework and study times are essential for teaching the students a sense of personal responsibility. To facilitate this, each student is provided with an assignment pad that matches the classroom assignment board. Each student must write his or her homework in that pad on a daily basis. If you have not checked with the teacher, please do not accept that a child has no homework consistently.

Please note: **No student may return to school after dismissal for books, etc. This includes after school care students. This is a safety issue.** Students are required to make up class work and homework missed due to absences. A student will be allowed one day for each day absent to turn in missed assignments. **Missing work will be provided to students upon their return to school after an illness.** If your child is home sick, please do not call in for missing work. Allow them the time needed so that they will be well enough to return to school.

Please be aware that middle school students may be given a grade for appropriately filling in their homework assignment book. They may also receive a grade for a notebook check. Maintaining their assignment pad and notebook are their personal responsibility. It is also mandatory that daily homework be in class on the due date. The value of homework is greatest when completed on time and in class so that the student gets value in reviewing the previous lesson.

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

Teachers are expected to be reasonably available to parents 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.

Teachers may be contacted via a note to school, email through TeachersWeb, email through the school system (first initial and last name – with no spaces – followed by @sainttimothyschool.org), or by calling the main school phone number. Teachers will notify you of individual preferences at back to school night. However, all methods are acceptable.

## **SCHEDULING AND OTHER CONFERENCE INFORMATION**

Parent-teacher conferences are scheduled for each student in the fall following the first marking period. The date and time of the conference is provided in a letter. Middle school conferences will require a sign up and parents will be notified of that in advance. Other conferences may be scheduled throughout the year, as needed, and as requested either by the parent or the teacher.

Please do not hesitate to contact your child's teacher prior to the first conference or at any time throughout the year, if you are interested in scheduling a conference.

## ***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 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 1-3:**

1	(O)	97-100 (reserved for exceptional student performance)
2	(VG)	90-96
3	(S/G)	89-76
4	(I)	70-75
5	(U)	Below 70
*		Indicates modified curriculum

#### Academic Program

A numbered grade is indicated in the appropriate box for each subject area.

\* (asterisk) Indicates modified curriculum

It should be noted that for Primary Progress Reports, the established scale (1 -5) has not been designed to be synonymous with the traditional letter grades (A, B, C, D, F).

**Grades 4-8** use numeric grades. Below 70 is designated by an F.

Codes for Social and Work Characteristics

ME Meets Expectations  
NI Needs Improvement

Codes for Effort and Arts & Skills:

1 - Outstanding  
2 - Above Average  
3 - Average  
4 - Below Average  
5 -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.

- 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.
- Teachers will notify parents if their child is not progressing satisfactorily toward a passing grade in the course.
- 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.
- 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.
- Due to the developmental nature of grades K – 3, those students who are placed socially as opposed to being promoted, will be provided a contract with a specifically designed summer program that must be completed prior to their return for the next school year.
- The following standards must be met for promotion in grades 4 – 8:

- A passing grade in math for the year-end average
- A passing grade in language arts (including reading, English, and spelling) for the year-end average
- An overall average greater than 70.

If the above standards have not been met, the student may be placed socially, or may be retained in the same grade level for another year. If the student fails math or language arts he/she must attend summer school for social placement in the next grade level. If the student fails a second year, the parent will be advised to find another educational setting which might better meet the student's needs.

## ***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, school administration or other authorities.

# 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:

- Children from the parish
- Children from parishes without schools
- Children from parishes with schools (for sufficient reason)
- Children from non-Catholic families

If approved by the pastor, and where practicable, the 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: Pre-school – Grade 5

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of custody where applicable
- 4) Current report card and previous academic years' report card as applicable
- 5) Standardized test scores and previous years, if applicable
- 6) Completed Diocesan Application Form (Appendix J)
- 7) A non-refundable application fee

- 8) A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
  1. Proof of exact dates of immunization as required by the Code of Virginia
  2. Current Certification of Immunization
  3. Physical examination covering all required aspects as mandated on the MCH-213, within 12 months prior to entering school for the first time. Equivalent school entrance physical forms from another state may be acceptable. (Note: A preschool physical does not take the place of the required kindergarten entry physical unless it is completed within 12 months prior to kindergarten entry.)
- 9) Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

#### Requirements for Admission to Grades 6 – 12

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of exact dates of immunization
- 4) Records from previous school, including standardized test scores
- 5) Proof of custody where applicable
- 6) Completed Diocesan Elementary or High School Application Form (Appendix J)
- 5) Current Certification of Immunization
- 7) A non-refundable application fee
- 8) If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former 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).

#### Foreign Students

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

- A. Foreign students who apply for admission to a Diocese of Arlington School will be considered for admission, if all the following requirements are satisfactorily demonstrated:
1. Students with F-1 Visas:
    - a. if a foreign student is a baptized Catholic, valid proof of baptism is required;
    - b. student guardian has guardianship of no more than two students at same local address;
    - c. documentation of legal guardianship
    - d. tuition payment is made in full upon admission;
    - e. if the student is represented by an educational consulting firm, an I-20 Sponsorship Survey is completed and returned to the Office of Catholic Schools.
  2. The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Immigration and Naturalization Service I-20 form for eventual admission and stay in the United States as an F-1 student. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
  3. In order to maintain a better accounting of F-1 (non-immigrant) status students, the Immigration and Naturalization Service requires ongoing accounting. In that regard, schools are responsible for reporting the status of these students via the Report on Status of F-1 (non-immigrant) Students form. Specifically, the school shall:
    - a. Report each semester to the Office of Catholic Schools regarding the status of any F-1 (non-immigrant) student as long as that child is enrolled in the school;
    - b. Notify the Office of Catholic Schools if an F-1 (non-immigrant) student who has been issued an I-20 and has been accepted by that school, fails to report to the school within 30 days of the designated start date;
    - c. Notify the Office of Catholic Schools within 15 days when an F-1 (non-immigrant) student transfers to another school or departs the United States;
    - d. Report any legal change in the name or address of an F-1 (nonimmigrant) student within 10 days.
  4. Foreign students enrolling in a school in the Diocese must show a B-1 or a B-2 Visa. In addition to a B-1 or B-2 Visa, any foreign student seeking temporary enrollment, must provide the following documentation:
    - a. Diocesan Emergency Care Form
    - b. State Immunization Form
    - c. Local Admissions Forms
    - d. Signed statement indicating no grades will be given (i.e. the student is maintaining audit status)
    - e. Tuition Agreement

- B. Foreign students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.
- C. Any student applicant whose passport, United Nations travel document, or other Immigration and Naturalization documents indicate that he or she is a refugee, asylee, parolee, lawful non-immigrant, or permanent resident, may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## **CLASS PLACEMENT**

The principal/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.

Requests for specific teachers are discouraged. Teachers and the administration spend considerable time and thought compiling class lists that will be the most productive for all of the students. If there is a specific concern that needs to be addressed, parents are asked to submit a written request to the assistant principal by May 1 stating these concerns. Such requests will be seriously considered, but there is no guarantee that they will be honored.

Requests for student placements with friends and/or relatives who are also students will not be accepted.

## ***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.

- 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).
- 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:

1. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
2. 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 before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
3. 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, 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 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 not under any 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

Saint Timothy School hours are: Monday, 8:15 a.m. to 2:00 p.m.; Tuesday through Friday, 8:15 a.m. to 3:15 p.m. Students are not permitted to enter the school building before 7:55 a.m., at which time they will be supervised by staff as they wait in the hall for their teachers to welcome them into the classrooms by 8:10 a.m.

Student absences must be accounted for by a written note to the classroom teacher upon return to school stating the reason for the absence. Parents should notify the office when their child will be absent for more than three days. Parents of middle school students must call the office each day that a student will be absent.

### Tardiness

A student coming to school late must sign in at the office and obtain a tardy slip before reporting to the classroom. The tardy slip must be given to the classroom teacher. **Middle school students who are tardy more than twice in a week will automatically serve a Thursday detention.**

### Medical excuses

Medical and dental appointments should be made on non-school days, or before or after school if possible. Parents must meet students in the office before leaving for an appointment, and the student must check back in at the office when returning.

A student must not return to school until at least 24 hours after an illness. Temperatures should be normal for twenty-four hours and other symptoms must have subsided. If a student is not well enough to go outside for recess periods, they should not be in school. The student should remain at home until heshe can follow the regular school schedule.

### Anticipated absence

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

Vacations during the school year are not compatible with achieving the goals and objectives of the curriculum. Therefore, every effort must be made to plan vacations with the school calendar in mind. Advance assignments will not be given out.

### Release of students

Early release of a student should be requested in writing. Parents must come to the office to sign out their student who will then be called to the office. **No child will be called to the office during normal dismissal.** If you need to have your child dismissed early, you must come to the office **no later than 20 minutes before dismissal.** That means 1:40 p.m. on Monday and 2:55 p.m. Tuesday through Friday. Do not park directly in front of the school when you come to pick up your child.

## ***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” 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.

### **Available Daily:**

\$0.75	chips, popcorn, cheese curls, nachos
\$0.50	peanut butter crackers
\$0.50 or \$1.00	ice cream
\$0.75	granola bar
\$1.00	yogurt/fruit cup
\$0.50	applesauce
\$0.50	milk
\$0.50	bottled water
Varied	fresh fruit

### **Available Monday Only:**

\$1.50	PBJ “Uncrustables”
\$2.00	cereal and milk
\$2.00	bagels

### **Available Tuesday through Friday:**

\$2.00	hot lunch (hamburger, pizza, tacos, etc.)
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### **Forgotten lunches:**

Students who forget their lunches will receive an alternative. This does not include chips or ice cream.

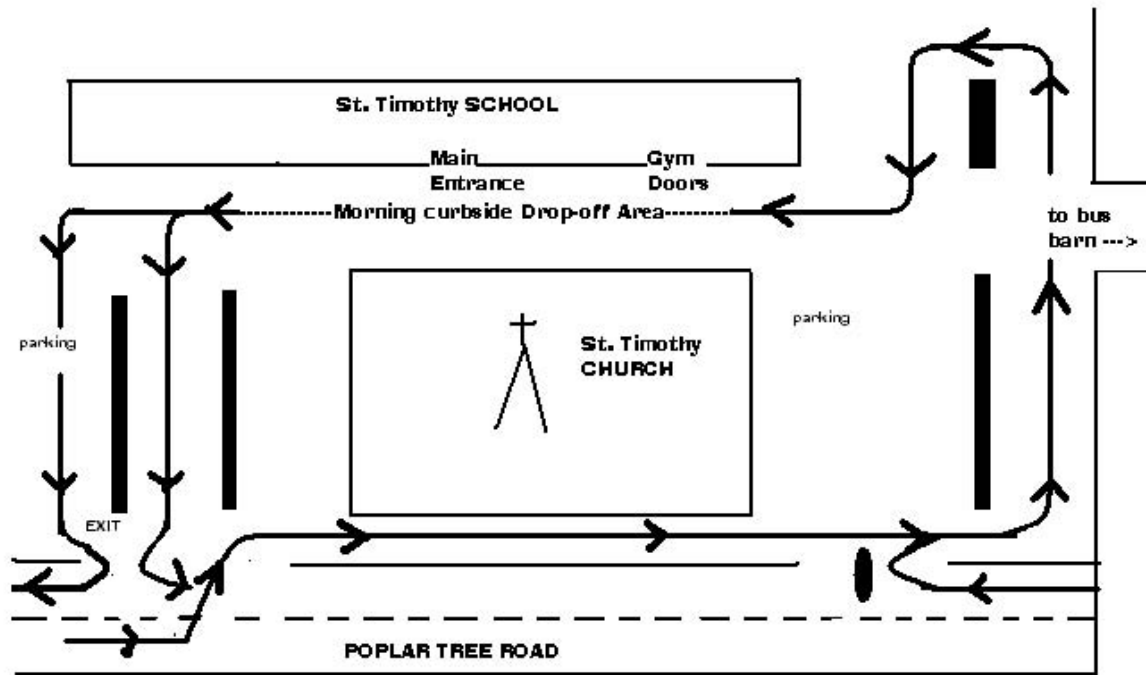
## Snack Policy:

Snacks are available for students in grades K – 2 on specified days of the week as determined by the kitchen manager. Snacks are available for kindergarteners only after the Christmas break.

## ARRIVAL AND DISMISSAL

### Arrival Procedures:

Please follow the directions of the traffic person who will be directing you each morning. All traffic enters on the right side of the church into one of the two bays. You will be directed by our parent volunteers to alternate bays so that traffic forms one line in front of the school. When vehicles have stopped, students will exit vehicles, and come directly into the school building. Parent volunteers will indicate when it is safe to continue to exit. You will do so by entering the second bay on the left side of the church, and continuing onto Poplar Tree Road.

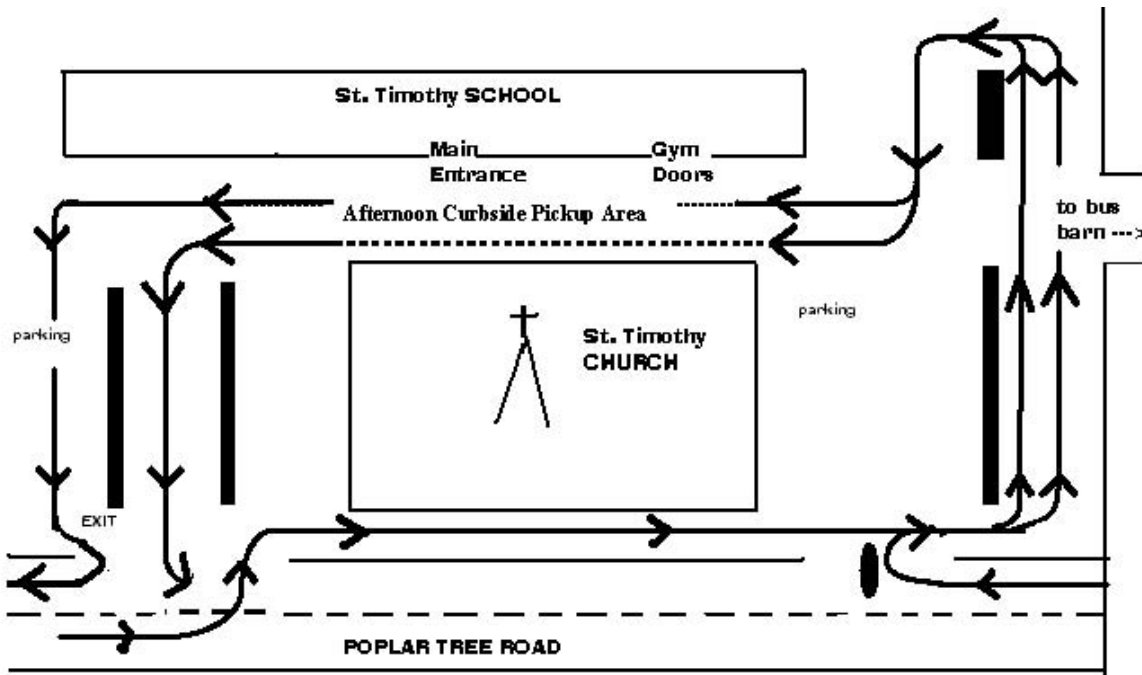


### Dismissal Procedures:

Please note that during preparation for dismissal and dismissal, the last twenty minutes of the school day, neither the phone nor the security door buzzers will be answered. This will allow staff to tend to the needs of the children as they prepare to dismiss.

- There will be no parking in the area in front of the school during school/dismissal hours.
- Line up according to the diagram above.

- Once busses have been loaded and dismissed, cars will be directed to move forward.
- **Directions given by staff must be followed.**
- **Cars must come to a complete stop.**
- **Drivers must be free of distractions including the use of cell phones.**
- **Engines must be turned off for the safety of all persons.**
- After the whistle, students will load themselves into their carpools.
- Teachers will monitor student behavior and help to ensure safety.
- Once cars have been loaded, there will be a whistle to indicate that engines may start.
- Teacher direction will indicate when cars are to begin moving from the front of the school.
- If your student was not with the rest of the car riders, or was not paying attention when the cars were being loaded, **you will need to exit with the group and circle back to the end of the line.**
- **If you are late, you must come into the building to sign out your student. St. Timothy reserves the right to send students who are not picked up to the after school care program. Any fees incurred will be the responsibility of the parent.**
- The following consequences will be imposed on those families who do not follow the proper car pool procedures:
  - Students will be required to wait in the office until carpool is complete
  - Parents will be required to sign out their child in the office at the end of carpool.



# 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 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.

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, or when those individuals to whom the custodial parent 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 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).

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

Confidential records are to be retained for ten years after the student leaves school or his/her class graduates, whichever occurs first, according to the Library of Virginia General Schedule #21, Records Retention and Disposition Schedule. However, there are certain student records that must be retained indefinitely. They are the most recent copies of the IEP/ISP, 504 Plan, Student Assistance Plan, Eligibility Minutes and/or Student Assistance Team minutes. Ten years after the student leaves school or his/her class graduates, only the most recent copy of the forms listed above must be retained.

## **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/out, and wear an identification tag when visiting the school.

If you need to bring forgotten books, birthday treats, etc. to your child during school hours, leave these items in the office. **Do not go to the classroom.** Items will be delivered to the classroom at a time convenient for the teacher and the class. Please label all items with your child's name and grade.

## **SCHOOL COMMUNICATIONS**

### Principal's Communication

The primary form of communication from the Principal is through a weekly letter on the school's webpage, [www.sainttimothyschool.org](http://www.sainttimothyschool.org). In addition to the principal's letter, the website contains an updated calendar, PTO information, student activity information, class pages, and contact information for faculty and staff. A copy of the handbook, school policies, and curriculum guidelines are also available through the website.

### Take-Home Communication

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

As mentioned above, the school webpage is an excellent source of communication from school. There is a “brown envelope” system in place which goes to the oldest or only child in a family. While increasingly more information is available on the webpage, there are still some communications that go home through the brown envelope system. The “Tiger Talk” newsletter is an excellent source of information that is delivered through the monthly brown envelope. This envelope generally goes home on the last day of the month, with some exceptions based on the calendar.

A school calendar will be provided in the August brown envelope. Any necessary changes will be communicated through the Principal’s letter as soon as possible and will be updated on the school webpage.

A student directory will be published by October of each school year. It is a tool that is to be used for and by Saint Timothy families only and only for the purpose of school communications. It should not be sold, shared outside of the school community, or used for any other purposes.

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

Office phone calls to and from students are not permitted during school hours. The office will take messages only in the case of an emergency. No phone calls will be made for forgotten articles. After school arrangements must be made before the child begins school.

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

Schools (K-8) shall be in session for 180 days. If during the course of the year, the school uses inclement weather/emergency days, it is necessary for the school to adhere to the following schedule:

- Each school must make up the first five (5) days missed either by borrowing days from spring break or holidays (e.g. Memorial Day) or by extending the school year;
- Days 6-10 do not need to be made up;
- For days 11 and on, schools may either add the necessary days to their calendar or borrow days from spring break or holidays. In addition, schools may extend a previously scheduled half day to make up those days that were missed due to weather and/or emergencies.

In case of inclement weather (heat, ice, snow) Saint Timothy School, in accordance with diocesan policy, follows the Fairfax County’s announcements of “NO SCHOOL”, “DELAYED OPENING”, or “EARLY CLOSING”.

If Fairfax County extends its Monday hours to a full day, we will also. On the rare occasion when we are scheduled for a noon dismissal and there is cause for an alteration in schedule, the following procedure applies: If Fairfax County announces a one hour delayed opening, we will have school from 9:15 a.m. to 12:00 p.m. If Fairfax County announces a two hour delayed opening, we will not have school.

If Fairfax county schools are having a scheduled holiday, and we are not, you will receive notification from the school via our school messenger system if school will be delayed or closed. The message will be sent via email and phone. Please also note that any changes due to inclement weather will be posted on the school website by 6:00 a.m. in the event of a cancellation or delayed opening. In the event of an early dismissal, postings will be made as soon as possible. In an emergency, you will receive notification through our school messenger system.

Please note that the St. Timothy School Extended Day Program will be cancelled in the event that there is an early dismissal or in the event that Fairfax County Schools cancel after-school activities.

## **PHOTOS AND OTHER MEDIA**

Schools must state in their Parent/Student Handbook the right for parents to forbid their children from participating in videotaping, audio recording, school pictures, other photography, or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (see Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication.

It is our school policy that no identifiable children's photographs will be posted on the school website.

## **LIBRARY**

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

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

## **FIELD TRIPS**

- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.
- Field trips are considered an extension of the school day and the code of conduct will apply.
- A 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 (see Appendix).
- In the event private automobiles/vehicles of students, parents, or other authorized adults 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. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip. Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to “opt out” their children from the field trip.
- It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time. School-sponsored ski trips are not permitted.

The principal has final authorization for field trip approval and attendance.

## **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 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**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students

must satisfactorily complete (by attaining a passing grade) all courses for credit in the school's academic program, satisfy their financial obligations, and be in compliance with the school's code of conduct and comply with all school regulations and policies.

The 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 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 by and for the graduates close to the date of graduation.

Graduation ceremonies for both Kindergarten and eighth grade students occur in the spring.

## ***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, and 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.

The parent organization should strive:

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

7. to unify parents in an effort to raise funds each year for the school.

Coordinated through the PTO, Saint Timothy School welcomes the help of parents, relatives, and friends. Volunteers are encouraged to help in school during school hours; at home with special activities; or, on a once a year basis, for PTO fundraisers and activities. We especially need volunteers to assist in the library, art classes, computer classes, lunchroom and playground. You do not need to have a child enrolled in the school to be a volunteer.

All volunteers are required by the diocese of Arlington to have initial and on-going VIRTUS training and to have completed the required state fingerprint and background checks maintained on file.

The school administration will be hosting a meeting for volunteers in the fall to review the requirements for volunteering with the school. All parents are encouraged to attend.

## ***FUND-RAISING***

Any program of fundraising at the school must have the approval of the pastor and the principal/administration. Fundraising 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 the school or parish.

## ***TRANSPORTATION/PARKING***

- Transportation is via bus, car, carpool, and walking. No bicycles are permitted.
- The mode of transportation is a parent decision.
- Bus transportation, subsidized by the parish, is available for an additional fee.
  - Ridership is available on a first come – first serve basis providing you are located on an existing bus route.
  - Applications for existing students are sent home in the spring. New students receive applications as part of their acceptance packet.
  - Cross-busing is prohibited at all times.
- **The office must be advised, in writing, of changes in transportation for the day.**
- **Students who are car riders must be picked up using the car rider directions. Students must not be picked up across the street from the church.**
- Walkers must live within a reasonable distance from the school.
- Car riders must be picked up within twenty minutes of dismissal.
- Those students not picked up within twenty minutes of dismissal will be sent to the office to wait for their ride. Parents will be required to park their car, enter the office, and sign out their student.
- If a child is consistently picked up late, the child/ren will be sent to the Extended Day Care Program. Applicable fees will be charged to the family for each time that the student needs to access this program.

## **FINANCES**

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

#### **Application Process & Requirements**

- a. All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.
- b. To become eligible for receiving funds from this program, students must satisfy all of the criteria described below:
  - A baptized Catholic or convert officially received into the Church
  - Family resides within the boundaries of the Diocese of Arlington
  - Family is registered and an active member of the parish
  - Student attends or is accepted by a Catholic school in the Diocese of Arlington
- c. 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.
- d. 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.
- e. 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***

Our tuition policy is determined by parishioner status. It is essential that the parents of Saint Timothy School students understand that the school must operate within its tuition and income to pay for salaries and supplies. The Parish subsidizes the building and its maintenance. If a family is having trouble meeting its financial obligations, it is very important that the school be informed. If any student account exceeds thirty days behind in payment, the school may begin procedures to withdraw the student for non-payment. The school will hold all academic records for students whose tuition accounts are not paid to date.

At Saint Timothy School, we use the “FACTS” system for tuition collection. The “FACTS” application fee is in addition to application and re-registration fees.

Parent/guardians fill out the necessary FACTS form or enroll online in anticipation of the following

school year, but no later than June 1<sup>st</sup> or upon acceptance. Payments may be made monthly, quarterly, or semi-annually, at the beginning or middle of the month. Please consult the material on the “FACTS” system that is available through our school website and the “FACTS” website. The “FACTS” tuition collection service provides for automatic withdrawals from either a savings or checking account. Families who would prefer to pay by credit card may do so through the “FACTS” tuition collection, as well. MasterCard, Discover, and American Express are accepted. VISA is not accepted. There is a monthly convenience fee for selecting the credit card option.

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

The first tuition payment due in July is non-refundable. Upon withdrawal and/or removal of the student from Saint Timothy School, the current monthly tuition is due in full. Any subsequent monthly tuition is refunded provided that all other fees or expenses have been paid.

All current fee schedules are listed on the St. Timothy School website, [www.sainttimothyschool.org](http://www.sainttimothyschool.org). Please be advised that bus fees must be paid in full even if a child’s bus service is suspended for a period of time due to misbehavior. The transportation office can answer any questions relating to bus service.

### **Mid-Year Enrollment**

Students entering Saint Timothy School after the initial registration process are required to pay tuition on the day of enrollment plus one month. Students enrolling prior to the 15<sup>th</sup> day of the month must pay the full month plus one month tuition. Students enrolling after the 15<sup>th</sup> day of the calendar month will pay 50% of the tuition for the current month, plus one month.

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

### ***PARTICIPATION***

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 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 to 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.

Students who participate in after school sports are required to maintain a 2.0 grade point average. Interims provide a warning that their grade must be improved to remain active on these teams.

### ***THE NATIONAL JUNIOR HONOR SOCIETY***

The Anne P. Clark Chapter of NJHS was established in 1994. Membership is bestowed upon 7<sup>th</sup> grade students who excel in the areas of scholarship, leadership, character, citizenship, and service. Selection of new members is based on the following NJHS guidelines:

- Academically eligible students are identified and notified in writing. This refers to students with a cumulative average of 90 or above. An eligible student must not have more than one NI (needs improvement) on the left side of their report card. If there is one NI it must not have occurred after the first quarter and it must show subsequent improvement.
- Eligible students pick up a Student Activity Information Form from the school office and respond in writing to the questions regarding their school and extra-curricular activities, service, and character.
- A five member faculty council, appointed by the principal (but not including the principal) evaluates each candidate's information along with input from other faculty members. The Honor society Advisor is an ex-officio, non-voting member of the faculty council. The faculty council may use the left side of the report card in assessing the criteria of character.
- Candidates will be notified in writing of acceptance into the NJHS. A special ceremony will be held to formally induct the new members. Members will maintain all standards by which they were selected.
- Members who do not maintain the 90 cumulative average will be informed in writing at the close of each quarter. Members will have a probationary period of one quarter to raise their cumulative average to a 90.
- A member who serves a detention is required to meet with the faculty advisory board. The faculty council will review a member who earns a demerit or detention for cheating.

## ***THE STUDENT COUNCIL ASSOCIATION***

The Student Council Association promotes service projects that aid in the social development of the child. Activities include sponsorship of dances, social service projects, and school-wide activities. Officials are selected by student vote the last two weeks of the school year. The following election procedures are followed:

- Seventh graders submit their names for offices.
- A primary election is conducted to narrow the ballot to two selections for each office.
- The last week of school, speeches are heard and students in grades 4 – 7 vote.
- The vote is tabulated. The officers are announced, and a contract is signed between the newly elected officers and their parents.
- Student council officer Qualifications are:
  - Students must be a rising eighth grader who has been at Saint Timothy School for at least one year
  - Student must maintain a strong academic average with no course average lower than an 77.
  - Student must not have an NI (needs improvement) in conduct or effort for either the third or fourth quarters

## ***ALTAR BOYS***

All Catholic boys (grades 4 – 8) are eligible to be altar servers. The director is a parish priest.

School altar boys are assigned on a rotating basis to serve daily Mass. Sunday Masses, as well as weddings, funerals, and other parish services provide other opportunities for the boys to serve.

## ***SCOUTS***

Saint Timothy School has a very active scouting program. Boys and girls who are members of the scouts may wear their scout uniform on the day that they have meetings. Information on scouting may be obtained from the school office.

## ***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 participating in a school-sponsored activity (such as athletics or theater).

# 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, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- 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:

1. Will be honest and committed to integrity
2. Will be respectful and courteous toward all teachers and adults
3. Will refrain from harassment of any kind
4. Will use appropriate language
5. Will speak respectfully to and about others
6. Will complete all assignments and participate fully in class
7. Will respect all school and personal property (see also *Care of School Property*)
8. Will refrain from any deliberate disruption in the school
9. Will adhere to the school's cell phone policy
10. Will comply with the Internet Acceptable Use Policy
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities
12. Will be present for all required activities unless officially excused by the administration
13. Will adhere to the dress code (see also *Dress Code*)

14. Will not give or receive unauthorized assistance on tests, quizzes or assignments
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration
16. 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 also *Substance Abuse/Weapons* and *Inappropriate Materials*)
17. 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 will result in suspension or expulsion from school (see also *Substance Abuse/Weapons*)
18. 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.
19. 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 to assist the students in developing a strong Christian attitude toward life.

During recess, students are also expected to follow the playground rules which are posted outside on the playground. These rules are also listed under *Playground Regulations* in this handbook.

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

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

1. It is unlawful for any person to manufacture, sell, or 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.

2. 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 or tobacco 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 will be notified. 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.
3. A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines, and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property (See Policy 615, paragraph 1) or on school property (e.g., lockers—see Policy 615, paragraph 2). Any student who violates this provision will be subject to disciplinary action up and including expulsion.
4. 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 nunchucks 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 appraise 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:

1. Counseling and/or conference with the student and family
2. Assignment of special tasks
3. Denial of privileges
4. Detention
5. Probation
6. Suspension
7. Dismissal
8. Expulsion

### **SPECIFIC DISCIPLINARY POLICIES**

In order to apply discipline in a just and orderly manner, Saint Timothy School has established the following demerit/detention system for all students in grades 4 – 8. Teacher and/or administrative discretion will be used for those incidences not mentioned below as this is not meant to be an exhaustive list.

#### **Demerit System:**

##### **One Demerit:**

- Not following classroom or school rules
- Lack of neatness in the classroom (including the desk or cubby), or locker
- Chewing gum
- Not returning a demerit

**Two Demerits:**

- Disrespect in work or action
- Unacceptable behavior in Church
- Unacceptable behavior in the cafeteria, hallways, library, playground, or on the bus
- Unauthorized use or inappropriate use of the computers or misbehavior in the Computer Lab

**Three Demerits:**

- Throwing food in the cafeteria
- Copying another student's work
- Forging a parent's signature

**Four Demerits:**

- Fighting
- Destruction of school property

**Recording of Demerits:**

- Demerits will accumulate during each marking period.
- No demerits will carry over into subsequent marking periods.
- Demerits may be given by the principal, any faculty member, or by other adults responsible for the welfare and safety of the students, including but not limited to the playground supervisor.
- Demerit forms must be acknowledged and signed by the adult giving the demerit, the student, and the parent/guardian.
- Records of demerits will be kept electronically by the administration and by the classroom teacher.
- An additional demerit will accumulate if the signed form is not returned within two days of receipt.
- A detention will be served when five demerits have accumulated during one marking period.
- A detention notice will be sent home for signature by the parents. Parents will be given at least 48 hours notice. Please make arrangements for the pick-up of your student.
- Detention will be held weekly from 3:15 – 4:15 p.m. on Thursdays.
- Detention assignments will include a written presentation on the need for Christian behavior.
- Drill sheets or other academic work will also be submitted for use in the detention center.
- Teachers will rotate detention duty.
- **Two accumulated detentions result in an in-house suspension, regardless of the marking period in which the detentions were served.**
- For those students who engage in fighting or destruction of school property, in addition to demerits, they will be given a **remainder of the day suspension and their parents will be called to take them home for the remainder of the day. The student will lose all credit for any graded work missed.**

In addition to behavior demerits, students may also receive academic demerits for missing or incomplete assignments, or for missing necessary supplies. Academic demerits will not be calculated in the total demerits and will not earn after school detentions or in-house suspensions. Academic

demerits serve as notice to parents that students are not completing their required work.

For students in younger grades, where the demerit system does not apply, students will be expected to follow the school rules as posted in every classroom. Rewards and consequences for following these rules are posted in each classroom and reviewed periodically by each teacher. Those students, who continue to disregard the rules, will be sent to the office to meet with the Principal or Assistant Principal. Both teachers and administration will use “Think Sheets” to help these children understand their choices and how to improve them so that their behavior will be consistent with the expectations set by the school administration.

As with our older students, students in the younger grades who engage in fighting or destruction of school property will be given a remainder of the day suspension and their parents will be called to take them home for the remainder of the day. The student will lose all credit for any graded work missed.

## SUSPENSION

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

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

The following accumulated detention schedule will be followed:

- |               |                                                                                                                                                                                                                                                                 |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1</b> | Two detentions require a <b>1 day in-school suspension</b> , and a parent-teacher-student conference.                                                                                                                                                           |
| <b>Step 2</b> | Three detentions require a <b>2 day in-school suspension</b> , and a principal-parent-teacher-student conference chaired by the principal. At this time, a plan of action is formulated by the parent, student and teacher, with the approval of the principal. |
| <b>Step 3</b> | Four detentions require a <b>3 day in-school suspension</b> , and a team conference chaired by the principal. The student and the parent will present an acceptable plan of action to the principal that includes individual counseling.                        |

### **In-School suspension includes the following:**

- The student will spend the entire day separated from their class in a designated area under the supervision of an adult designated by the principal.

- The student will be assigned work to be completed by the end of the day. If the assignments are not completed, the student may be required to stay after school until the work is done.
- Students serving an in-school suspension will not receive credit for any graded work/tests that are completed in the classrooms on that day.

## **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.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish, or diocesan staff, the school may take corrective action. Such corrective action may include dismissal of the parent's child(ren).

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:

1. a serious infraction of school rules occurs;
2. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
3. 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;
4. a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the principal/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 whose child is expelled may appeal this decision by writing to the Superintendent of Schools within 5 working days from the time of written notification. If an appeal is made, the superintendent will appoint a hearing panel to evaluate the decision to expel. The hearing panel will be composed of two principals, one pastor and one member of the Office of Catholic Schools. The

parent(s) making the appeal is/are permitted to bring legal counsel. Counsel's participation during the appeal hearing, however, is restricted to providing advice/communication to their client only. The OCS member shall be an advisory non-voting member of the panel. The decision of the appellate panel is final.

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 in the discretion of the principal/administration.

Students who have been expelled from any Diocesan school may not apply for admission to 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:

- The principal, the assistant principal, or the principal's designee shall be alerted;
- The police officers shall report to the principal's office;
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired;

- The principal or a school representative shall be present;
- 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.

Middle school staff and 5<sup>th</sup> grade teachers determine locker time for their respective students. If a student is using the locker at an inappropriate time, the student will receive a warning. On the second offense, locker privileges will be removed for a one-week period. Appropriate maintenance of the lockers is required at all times.

### ***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.

### ***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**

The summer uniform for both boys and girls may be worn until the Columbus Day weekend in October, and may be worn starting the first Monday in May. Tennis shoes may be worn with this uniform. Crew socks (white only) must be visible above the top of the shoe, and cover the ankle. Knee length socks are not permitted with this uniform.

Specifics of the uniform policy by grade can be found on the school website, [www.sainttimothyschool.org](http://www.sainttimothyschool.org). This includes information on both summer and winter uniforms. Sixth graders may choose to wear either the elementary uniform or the middle school uniform.

Additional information for all grades including Dress Up Day requirements, Dress Down Day requirements and Unifun day requirements can be found on the website under the Uniform Policy. Please familiarize yourself and your student with these requirements.

## ***INAPPROPRIATE MATERIALS***

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

**cell phones or pagers, musical devices or electronic games, real or toy weapons,  
laser  
pointers, or incendiary devices**

## ***PLAYGROUND REGULATIONS***

Students in grades kindergarten through six are dismissed to recess directly to the playground, prior to their scheduled lunch period on Tuesday through Friday. Classes are alternately assigned to the playground, soccer field or bus barn for recess. The following code of behavior is expected:

### **Recess Rules:**

- Treat everyone with respect and include everyone in the game – no bullying, teasing, fighting, etc.
- Keep your hands to yourself.
- Play with toys in the manner that they were designed.
- Follow playground rules for equipment.
- Field sports must be played in a grassy area.
- No leaving the recess area without permission.
- Follow directions of parents/teachers on recess duty.
- No food/drink permitted in the recess area.

### **Consequences for not following the rules:**

- Warning
- Minutes on the bench, as deemed necessary by the recess volunteer
- Students may be sent to the office
- Demerits may be given
- For multiple episodes of misbehavior, the student may be required to walk the perimeter of the field/bus barn for the duration

The consequences are situational and are determined by the recess person.

### **Playground Safety Rules:**

- Playground is for St. Timothy Parish use only.
- During school hours, playground is for school use only.
- Do not climb or sit on the fence.
- Athletic shoes only – no cleats.
- Pets are prohibited.
- Bikes, skateboards, and roller blades are not allowed inside the fence.
- Equipment is to be used only as the manufacturer intended.
- One child at a time on the slide – feet first, sitting position.
- Do not climb up the slide or stand at the bottom.
- One child at a time on the zip wire.
- Do not run or play underneath the zip wire.
- Climbing on roof tops is not allowed.
- Please report any broken or damaged equipment to the school office.

## ***LUNCHROOM REGULATIONS***

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

### **Rules for lunch behavior are as follows:**

- No running.
- No random wandering. Once seated, a student must raise his/her hand and one of the aides will assist him/her.
- Use a six inch voice at all times.
- No teasing or inappropriate language.
- Students must obtain a pass to use the restroom.
- All students are responsible for clearing up after themselves.
- Food throwing is strictly forbidden and will not be tolerated.

## ***BUS REGULATIONS***

**Strict adherence to bus rules is necessary for the safety of our students. They are as follows:**

- There will be no cross busing.
- Students are required to remain seated at all times.
- Hands are to remain inside the bus at all times.
- No food or drink is permitted at any time.
- No musical or electronic devices are permitted.
- Students will be held responsible for all damage to the busses.
- Students must respect the personal property of others at all times.

Failure to follow the above regulations will result in disciplinary action as outlined previously in the handbook. All school employees and volunteers acting in a supervisory capacity are authorized to issue demerits.

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

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

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

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

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

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

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

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

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

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

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

#### **ACCIDENTS AND FIRST AID**

The school nurse or principal’s designee will record the circumstances of all accidents, (e.g., date, time, injured party, immediate cause, involved parties, supervisory facility/staff member, treatment/action taken, etc.) in the individual student health record. A separate Diocesan Accident Report Form (see Appendix F-7) is completed for all significant accidents or injuries that may

require treatment outside of school. A copy of the accident report is retained as a separate, internal school record, with the original forwarded to the Diocesan Insurance Risk manager at the Chancery within 72 hours of the accident or as soon as possible in the case of major accidents and/or injuries.

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

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

## **ILLNESS**

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

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

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

## **MEDICATION ADMINISTRATION OVERVIEW**

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

All school clinic, administrators and staff are required to administer medication within the

framework of the procedures outlined in Diocesan policy and summarized here..

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

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

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

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

Students are NOT permitted to self medicate. The school does not assume responsibility for medications taken independently by the student. Exceptions may be made on a case by case

basis for students who demonstrate the capability to carry and self administer emergency life saving medications (e.g. inhaler, Epi-pen)

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

### **SPECIALIZED STUDENT CARE NEEDS**

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

### **PARTICIPATION IN SPORTS AND MODIFICATION OF PHYSICAL ACTIVITY**

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

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 health care provider 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.

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

### **DISEASE**

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

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-213 ).

- a. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
- b. Students who have traveled or resided in a foreign country for five months or

more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

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

School health personnel will follow the Virginia Department of Health Communicable Disease Chart, found in the Virginia School Health Guidelines, 2<sup>nd</sup> edition, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.

### **LICE**

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

If a student is suspected of having an infestation of lice, the parents will be notified and asked to pick the student up from school. The school will provide detailed information concerning treatment; however the student will not be allowed to return to school until the hair and scalp are free of all nits. The parents of the students in that grade level will be notified that a case of lice is suspected and asked to check their own students.

## ***BLOODBORNE DISEASE***

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

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and

Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

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

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

To enhance the safety of children, personnel and visitors to Saint Timothy School, it is necessary to conduct regular fire drills and to inspect the physical plant for fire safety.

At the beginning of the school year, fire/emergency drill instruction will be provided in each homeroom with the continued instruction and practice throughout the year.

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

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington 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 advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

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 (see Policy 616.5).

Parents 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.

## ***BULLYING***

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

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

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

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

- Counseling
  - Parent conference
  - Detention
  - Suspension and/or Expulsion
- b) Depending on the severity of the incident(s), the principal may also report incidents of bullying to law enforcement if appropriate.

Saint Timothy School has implemented a school-wide anti-bullying program that is intended to deter bullying behaviors. This program is a comprehensive program that is customized for Saint Timothy School. The administration can provide additional details of this program, if requested.

### ***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.

## STUDENTS WITH SPECIAL NEEDS

The Catholic school 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 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. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

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

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

To complement the teaching staff and to aid the students who need extra help in reaching their potential, Saint Timothy School has instituted a Resource Center. The center includes the services of resource teachers, a reading specialist, a counselor, and an independent speech/language pathologist. Although testing for learning disabilities is not completed by the Resource Center staff, they are able to assist you in advocating for testing for your child through the county or can direct you for private evaluation. The Resource Center staff and classroom teachers implement both ICEP (Individualized Catholic Education Plans) and SAP (Student Assistance Plans). Speech evaluation and therapy are also available to our students through a private agency for an additional fee. Parents or teachers can make a referral to the Resource Center. Students identified as needing special services through the Resource Center will be charged an additional monthly fee.

All records pertaining to learning disabilities will be maintained in a confidential file with access provided by the Resource Center to appropriate personnel only. This information will not be part of the student's cumulative file.

## **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 V. General School Policies regarding fees to utilize this program. Parents must sign their child(ren) in/out when they are being placed in/released from the program at the beginning and end of the school day, respectively. All provisions in this handbook (except Section II., Academics, but including the section on Technology), apply to the Extended Day Program.

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

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

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

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

For all over-the-counter skin products,

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

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

### ***LICENSING INFORMATION***

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

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

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

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

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

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

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

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

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

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

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

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

## ***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. The school will send home optional policies each fall for the families to consider.

## ***TAX INFORMATION***

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

## ***PARENTAL INVOLVEMENT***

Incompliance with state regulations for state licensed programs, a custodial parent shall be admitted to any child day program. Such right of admission shall apply only while the child is in the child day program (63.2-1813 of Code of Virginia).

## ***EXTENDED DAY HANDBOOK***

All information regarding hours of operation, licensure, attendance procedures (including sign-in and sign-out procedures), snack information and daily schedules can be found in the Extended Day Handbook, which is also available on-line. It can be located under handbooks on the website, [www.sainttimothyschool.org](http://www.sainttimothyschool.org).

## ***APPENDICES***

All forms listed under Appendices in the Table of Contents are available on the diocesan website which can be accessed via direct links from the St. Timothy School website, [www.sainttimothyschool.org](http://www.sainttimothyschool.org). Please feel free to examine these forms on-line. If requested, copies of these forms can be obtained through the school office.