

SAINT TIMOTHY SCHOOL

A School to Believe In

Father Gerald Weymes, Pastor
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Mrs. Karen Toohey, Assistant Principal

PRESCHOOL PARENT HANDBOOK

2008-2009



*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 2008

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 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 to note some changes in the handbook for this school year. Please note the following changes/clarifications.

- *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. Staff is not available to watch students who are dropped off early and the building will not be unlocked. Leaving students outside and unattended is a safety hazard.*
- *Regular attendance in school is necessary for students to achieve their potential. Every attempt should be made to adhere to the attendance policy.*
- *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. With our new security system, it is important that students are not dropped off early.*
- *Take some time to review the student responsibilities and behavior with your child in an age appropriate fashion. In preschool the teachers will be reviewing this information constantly with their students. However, it is important that we have your support. Children strive to meet the expectations that are set for them so let's join together to share our expectations for Christian behavior.*

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

I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person¹. The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

¹Declaration 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 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. 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 child's natural or adopted parent, but to a child'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;
- 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 CHILDREN

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

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

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

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

All parents are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules. This signature form must be signed and returned as soon as possible. Failure to have a signed form on file will not prevent the School from enforcing its policies, but may prevent a child from enrolling (or continuing enrollment) in the school.

II. CURRICULUM

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

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

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

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

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

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

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

- a. foster positive self-concept
- b. foster spiritual development
- c. encourage children to think, reason, question, and experiment
- d. develop social skills
- e. encourage language development
- f. enhance physical development and skills
- g. encourage and demonstrate sound health, safety, and nutritional practices
- h. encourage creative expression and appreciation for the arts
- i. respect cultural diversity

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

participate at times.

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

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

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

SUPPLIES AND MATERIALS

Supply fees are included in the total tuition price. Students are each asked to bring some individual supplies which vary depending on age. Please refer to the Preschool Booklet that is distributed during orientation for a listing based on your child's program.

ASSESSMENT

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

PARENT-TEACHER COMMUNICATION

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

SCHEDULING AND OTHER CONFERENCE INFORMATION

Scheduled conferences are held in November for all students. Additional individual conferences with teachers and staff may be requested at any time. Calendars and newsletters will be sent home regularly to inform parents of the activities and events at pre-school. E-mail communication is regularly utilized.

PROGRESS REPORTS

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

Written progress reports will be sent home in January and June.

RETENTION/PROMOTION/PLACEMENT

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

- The final decision to promote or retain a child is based on the child's developmental performance and best interests, as determined by the Principal/Director/director.
- Parents will be kept informed about the inability of their child to progress satisfactorily.
- Children who would not benefit from being retained may be "placed" in the next level; however, the school may prepare and implement an Intervention Plan for the child as a condition of placement.

III. ADMINISTRATIVE PROCEDURES

ADMISSIONS

DIOCESAN INITIAL ADMISSION REQUIREMENTS

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

Eligibility

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

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

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

General Requirements for Preschool Admission

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

- 1) Presentation of an original Birth certificate (schools are expected to keep a copy of the certificate on file)
- 2) Baptismal certificate for Catholic students
- 3) Proof of custody where applicable
- 4) Current report card and previous academic years' report card as applicable
- 5) Standardized test scores and previous years, if applicable
- 6) A non-refundable application fee
- 7) A fully executed MCH-213 Commonwealth of Virginia School Entrance Form or equivalent, which stipulates the following must be submitted prior to the student beginning school:
 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.)
- 8) Proof of satisfying tuition requirements at any former Diocesan school if previously enrolled in a Diocesan school.

General Conditions of Admission

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

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

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

ATTENDANCE

ABSENCE/TARDINESS/LEAVING SCHOOL

Regular attendance in the program is strongly encouraged for setting the groundwork for a successful school experience. Neither the school, the Diocese, the Office of Catholic Schools, nor

any of its employees/staff are responsible for ensuring actual attendance; this is the responsibility of the child's parent(s)/guardian(s).

Except in cases of emergency as determined by the Principal/Director/director and/or a staff member (as applicable or necessary), a child may only be released from school to another authorized adult with the prior written or verbal authorization of the child's parent. The adult will be required to produce identification before the child is released.

ATTENDANCE/REPORTING PROCEDURES

Absence

On the first day of absence, please call the school office, leaving a message on the answering machine if necessary. A written excuse explaining the reason for absence and signed by the parent must be presented upon return to school.

Tardiness

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

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

Medical excuses

If your child has been absent for more than three days or has had a contagious illness, a physician's note is required upon return.

Anticipated absence

If you anticipate that your child will be absent for personal and/or medical reasons, please inform your child's teacher. Although attendance is not mandatory, please remember that regular attendance will assure more progress both academically and socially.

Release of children

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

TRANSFERRING TO ANOTHER SCHOOL

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

LUNCH/MILK PROGRAM

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

Snack is provided for the 3 year old pre-school program. However, 4 year-old students are asked to bring a snack from home. Food containers brought into school for snack must be labeled with both the child's name and the current date **EACH DAY**. This must be done by the child's parent and includes labeling of lunch boxes. This may be done with masking tape inside the lunch box so that the date can be easily changed.

Children must wash their hands before and after snack (with wipes or running water and soap).

ARRIVAL AND DISMISSAL

The morning preschool program begins promptly at 8:15 a.m. Those students in the morning program may arrive at school either individually or in a carpool. There will be an aide at the main doors of the school to meet the children and escort them into the building. Parents should follow the regular morning drop off procedure outlined in the final section of this handbook.

Dismissal for the morning preschool program is promptly at 10:45 a.m. on Mondays and promptly at 11:15 a.m. on Tuesday through Friday.

The afternoon preschool program begins promptly at 11:30 a.m. on Mondays, and 12:15 p.m. on Tuesdays through Friday.

Dismissal for the afternoon preschool program is promptly at 2:00 p.m. on Monday, and 3:15 p.m. on Tuesday through Friday. Parents may pick up their child in the regular carpool line. The children will remain with an aide until their parent comes from the line to accompany them to the car. Regular carpool procedure is outlined in the final section of this handbook.

Parents who are arriving late for pick-up should make every effort to make alternative arrangements and notify the office of these arrangements as soon as possible. Students who are not picked up on time will be brought to the school office to wait for pick-up. Parents/guardians will then need to park their car and report to the office to pick-up the student. Every effort should be made to pick-up students in a timely fashion. While it is understandable that emergencies arise from time to time, any families who are consistently late for pick-up will be asked to meet with the Principal to discuss alternate transportation arrangements to insure that students are picked up on time.

IV. GENERAL SCHOOL POLICIES

ADMINISTRATIVE

CHILD CUSTODY AND GUARDIANSHIP

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

School communication with the appropriate guardian is essential. Accordingly:

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

ACCESS TO RECORDS

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

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

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

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

Confidential records 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 children must first report to the school office immediately upon entering school grounds, sign in/out, and wear an identification tag when visiting the school.

Doors are locked promptly at 8:30 a.m. and visitors will need to use the security system to gain access to the building.

SCHOOL COMMUNICATIONS

Principal/Director/Director's Communication

The primary form of communication from the Principal is through a weekly letter on the school's webpage, 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/Director/Director 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 monthly "Tiger Talk" newsletter, containing information regarding upcoming events and a principal's letter, is sent home via the 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.

TELEPHONE USE

Preschool students do not have access to the school telephones. If a parent needs to reach a teacher for any reason, they may do so through the school office.

INCLEMENT WEATHER/SCHOOL CLOSINGS

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 an 11:30 a.m. 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 9:30 a.m. to 11:30 a.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, please listen to the radio for the name of our school. If weather problems appear likely, the principal will contact the radio station. We suggest WMAL AM 630 as a good source of information. 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, it would be impossible to contact each family. Emergency dismissal will be made through public announcement. If you are unable to obtain accurate scheduling information, please find a friend, etc., who will be able to contact you. There is no way that Saint Timothy School can contact individual parents.

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

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

LIBRARY

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

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and

decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

Lost library books will be charged at the replacement cost.

FIELD TRIPS

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

At this time, Saint Timothy School preschool children do not go on field trips.

OVERNIGHT TRIPS

Overnight trips are not permitted for preschool children.

PARENT ORGANIZATIONS

Parent-teacher (and/or home-school) organizations are sponsored by the School to promote a cooperative effort at meeting certain needs of the child body. The parent organization is subject in all respects to the control of the school, and all parent organization activities and all materials

prepared by parents must be submitted to the Principal/Director/director for approval prior to implementation and/or distribution.

The parent organization should strive:

1. to serve in an advisory capacity to support the Principal/Director/director;
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/Director/director;
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 within 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/Director/director. Fundraising activities should be organized and executed so that the school program is not interrupted. Children may participate in and cooperate with worthy collections and fundraising projects conducted by the school or parish.

TRANSPORTATION/PARKING

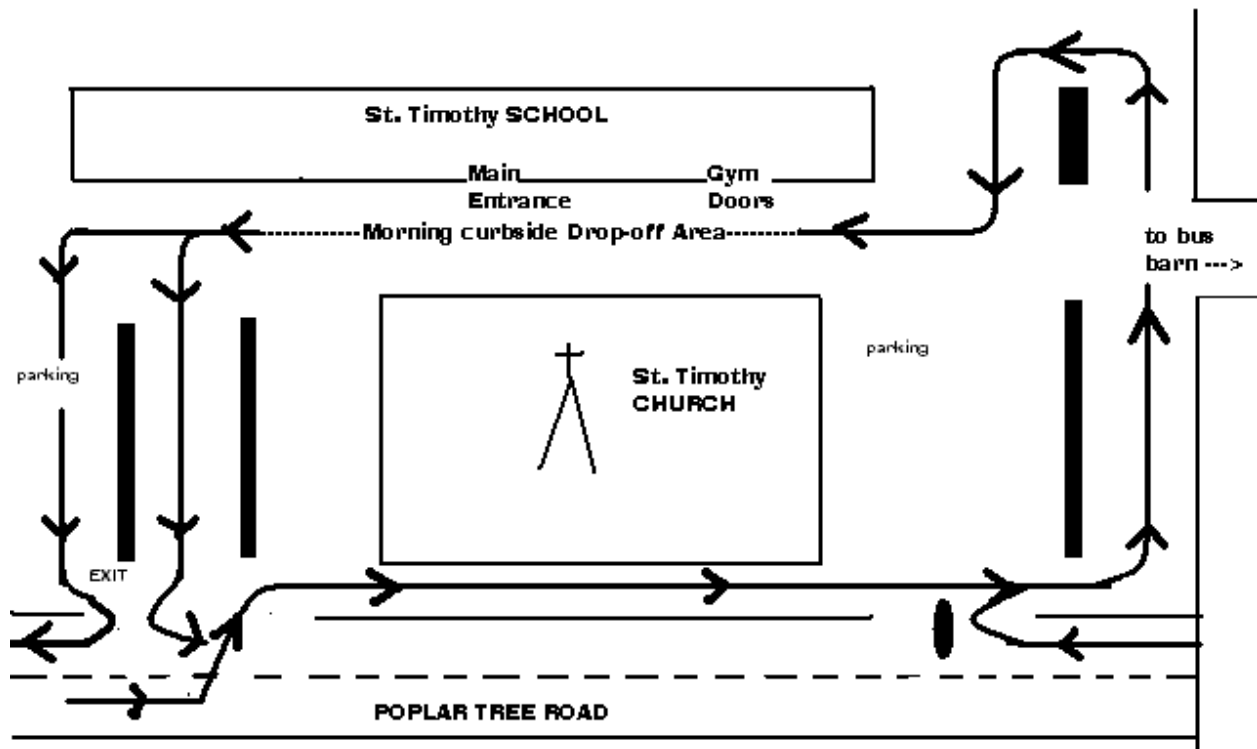
Please see the section under arrival and dismissal procedures.

It is important that all families follow the carpool procedures. Please familiarize yourself with all procedures listed. On special days, when preschool hours are altered or days are changed, it may be necessary to follow carpool procedures that you do not normally follow. Use these pages as a reference for those days.

ARRIVAL AND DISMISSAL

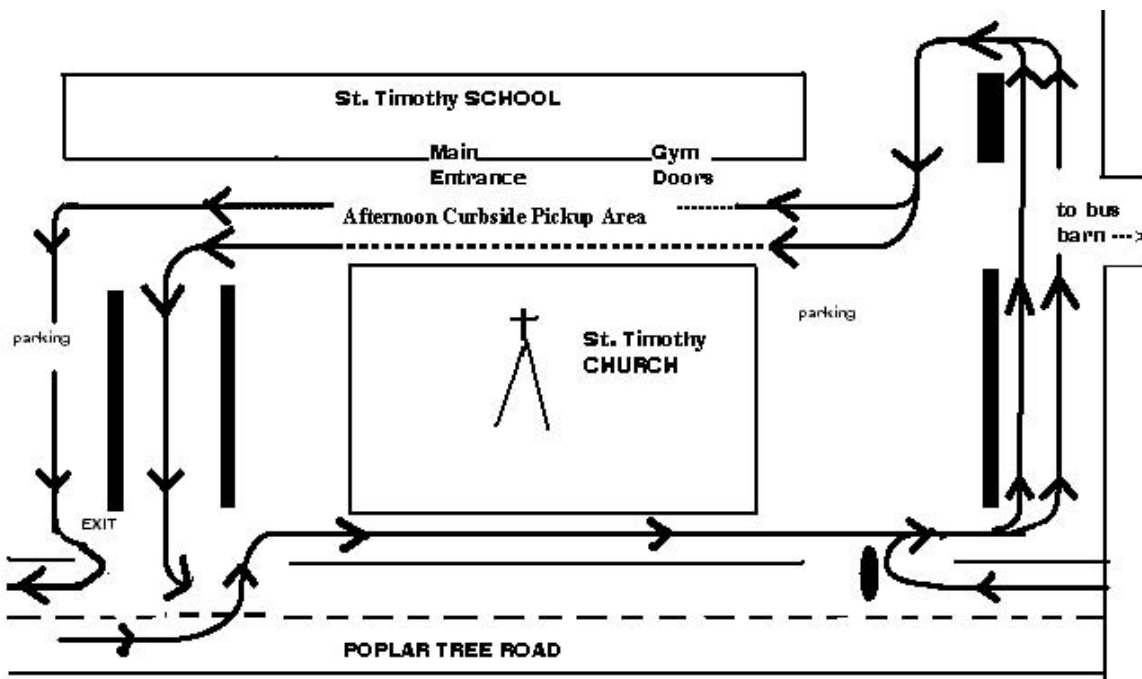
Morning Arrival (for a.m. preschool):

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 the farthest bay. You will be directed by our parent volunteers to follow the flow of traffic according to the diagram below to form a single 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.



Afternoon dismissal (for p.m. preschool):

There will be no parking in the area in front of the school during school hours. Please line up as you do for morning arrival. When the buses have been loaded and dismissed, teachers will direct the cars to move to the front of the school, maintaining the double line. Please follow the directions of the staff on duty. Cars will come to a complete stop **with the engines turned off for safety**. We further ask that drivers be free of distraction including the use of cell phones so that we can be sure our carpool operates in a safe manner for the benefit of all of our students. After the whistle has blown, the students will load themselves into their carpools. It is the responsibility of the student to stand with the rest of their carpool and watch for their car. Teachers will monitor student behavior and help to ensure safety. When the first cars have been filled, they will be dismissed to exit the two farthest bays of the parking lot. If your student(s) 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**. The next group of cars will be moved up to the loading areas and the procedure will be repeated until all cars are loaded. **Please be here on time to pick up your children. If you are late, you must come into the building to sign out your student.**



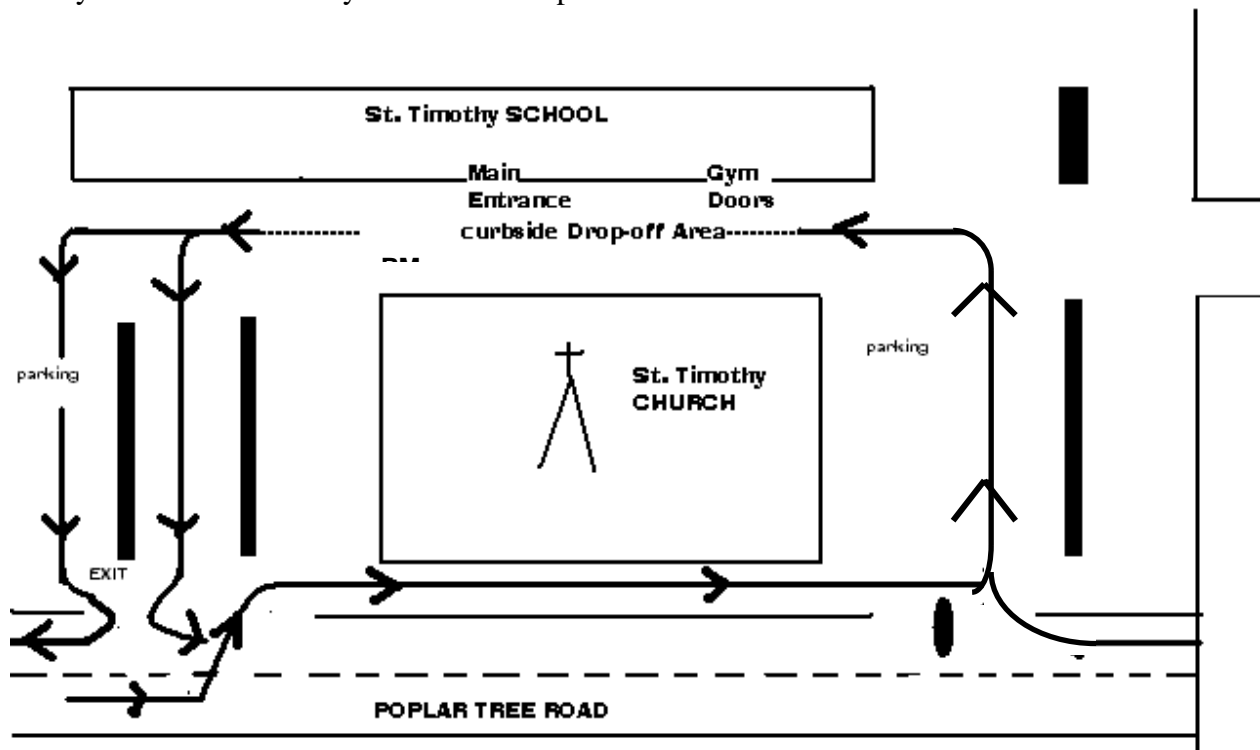
A.M. Preschool Pick-Up Instructions:
Monday 10:45 a.m. Tuesday through Friday 11:15 a.m.

Cars must be in a single file line as they drive in front of the school for pick-up. They will use the bay closer to the church, as elementary students may be outside for recess. As cars come to a stop, the engines must be turned off and parents/drivers must exit their car to pick up their child at the front of the building. Please be sure to close your car door behind you and hold your child's hand as you walk out into the street to get back in your car.

As there is minimal time between preschool sessions, we ask that you be prompt and expedient as you pick up your child. If there is a need to come into the school building, we ask that you park your car in the church parking lot rather than go through the car pool line. We do expect all students to be well behaved and respectful while at school, including during the carpool procedures.

P.M. Preschool Drop-Off Instructions:
Monday 11:25 a.m. Tuesday through Friday 12:10 p.m.

Cars must be in a single file line as they drive in front of the school for drop-off. We will ask that you use the bay closest to the church as elementary students may be outside for recess. As cars come to a stop, the engines must be turned off and parents/drivers should walk their child to the front door of the school. Parents are not to be entering into the building for drop-off purposes. If there is a need to come into the building then we ask that you park your car in the church parking lot rather than go through the car pool line. Please be sure to close your car door behind you and hold your child's hand as you walk them up to the front door.



General Remarks:

Please do not drop off your student prior to 7:55 a.m. We do not have staff to stay with children who are dropped off early or picked up late. For drop-off first thing in the morning, we ask that students be discharged on the right side of their car which prevents them from walking through the carpool lane. Laminated bunnies and sailboats will be provided for car windows so that volunteers can easily identify preschool students. Parents of walkers do not need to walk their students through the car pool line. A cross walk, manned by the morning volunteers and staff, will be monitored for walkers to cross the carpool line when the vehicles have been stopped.

During carpool, as always, students are expected to behave in a respectful, appropriate manner. We ask that you make every attempt to keep the front door area clear so that students can see their cars and teachers can see their students. Students need to be ready to leave their car as the car pulls up in front of the school. We further ask that drivers be free of distraction including the use of cell phones so that we can be sure our carpool operates in a safe manner for the benefit of all of our students.

In the event that a student is not picked up from school within twenty minutes of dismissal, please park your car and proceed to the main office. You may pick up your child from the office staff.

V. FINANCES

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.

TUITION AND OTHER FEE SCHEDULES

Tuition and other Fee Schedules

PRESCHOOL TUITION AND FEES

Two day program	\$150/month
Three day program	\$225/month
Five day program	\$350/month

PRESCHOOL TUITION AND FEES

The registration fee for new students is \$75.00. The re-registration fee for students is \$25.00 and \$35.00 for their siblings who are new to the school.

There is no longer a yearly supply fee. It has been rolled into the total tuition cost.

Tuition payments are made through a tuition collection company called “**FACTS**” . Parents/guardians must fill out the necessary “**FACTS**” form in anticipation of the following school year, no later than June 1 st 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.

VI. CHILD RESPONSIBILITIES & BEHAVIOR

CODE OF CONDUCT

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

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

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

DISCIPLINE

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

USE OF DISCIPLINARY ACTION

In cases where a child is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the Principal/Director/director of the situation. They will assist in the development of a course of action to be taken to correct the situation.

Children who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the child, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

SPECIFIC DISCIPLINARY POLICIES

On the preschool level, teachers and children work together to formulate rules for their class. This is done at the beginning of each school year. Understanding what constitutes appropriate and inappropriate behavior, and why, is an important learning process that leads children toward the goal of self-discipline.

Children in this learning process receive positive reinforcement for appropriate behavior, and redirection, understanding, counseling and if needed, a time out consequence for inappropriate behavior. Children with behavior difficulties will be asked to sit and verbalize their problems with a staff member, come to a good solution and rejoin activities as soon as they are ready.

Repeated behavior problems will be brought to the attention of the parents, so that parents and teachers together can better understand any underlying problems and work towards a solution. In this regard, we ask all parents to communicate with us concerning any problems their children may be facing outside of school, as they will affect a child's attitude and behavior. Good communication between home and school is essential.

In the event of a serious incident or repeated behaviors, parents may be contacted and asked to pick their child up during the school day as the student may not be prepared to return to class.

SUSPENSION

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

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

DISMISSAL

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a Principal/Director/director to dismiss a child 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).

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

EXPULSION

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

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

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

A parent whose child is expelled may appeal this decision 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 child shall be removed from the school community in compliance with the expulsion notice unless otherwise directed in the discretion of the Principal/Director/director.

Children 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.

REGULATIONS AND PROCEDURES

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

CARE OF SCHOOL PROPERTY

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

DRESS CODE

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

Final decisions regarding the school uniform rest with the Principal/Director/director.

DRESS CODE 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. Uniform descriptions are as follows:

Preschool – Kindergarten Boys

Summer - Optional

Khaki pull-on elastic shorts
Gold t-shirt with silkscreen
White crew socks
Tennis shoes

Winter - Traditional

KHAKI pull-on elastic pants with WHITE polo shirt (short or long-sleeved) with school logo
Brown v-neck cardigan sweater with crest
White crew socks
Tennis shoes

Preschool – Kindergarten Girls

Summer - Optional

Khaki pull-on elastic shorts
Gold t-shirt with silkscreen
White crew socks
Tennis shoes

Winter - Traditional

KHAKI pull-on elastic pants with WHITE polo shirt (short or long-sleeved) with school logo
Brown crew neck cardigan sweater with crest
White crew socks
Tennis shoes

PLAYGROUND REGULATIONS

Preschoolers will use the playground daily when weather permits. Children will be taught safe and courteous procedures for using the equipment.

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

LUNCHROOM REGULATIONS

Preschool students do not have lunch during their school hours.

SHOW & TELL

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

Show and tell days will be noted on your child's class calendar. This activity fosters children's expressive and receptive language abilities and self esteem, while making personal learning connections with the topics or units being presented. Parents can help their children make interesting and relevant choices for show and tell.

VII. HEALTH, SAFETY, & WELFARE

STUDENT HEALTH, SAFETY, & WELFARE

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

PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE

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

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

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

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

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

School personnel who suspect the abuse or neglect of a student must report the matter directly to 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, 2nd edition*.

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

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

Children who are ill will be sent to the school office while waiting to be picked up.

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.

No lip ointment (chapstick, etc.), cough drops, or lozenges of any type, sunscreen, hand sanitizer, diaper ointment or insect repellent will be applied during school hours unless the appropriate school forms have been completed through the school clinician. These items should not be in the children's backpacks or in their lunch containers.

ALLERGIES AND MEDICATIONS

The school will make reasonable efforts to work with individual families regarding allergies, intolerance to food, and medications. Medications will not be administered by staff at the school. However, the school will maintain emergency medications for severe allergic reactions if provided by the parent(s) to the Principal/Director/director with authorization in writing from the family physician. Parents will be responsible for ensuring that all medication is current and will not expire during the course of the school year.

CHRONIC MEDICAL CONDITIONS

The parent of any child on a continuing regimen for a non-episodic condition shall inform the school Principal/Director/director and identify in writing the child's supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil's behavior at school and special emergency procedures.

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, 2nd 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. Evacuation routes are posted in each classroom.

Shelter-In-Place, an emergency preparedness plan is in place and will be practiced throughout the school year. Plan details are available in the office. In addition, each classroom contains a Shelter-In-Place folder, basic classroom instructions, and Shelter-In-Place snacks and drinks.

Emergency codes, used throughout the school, are also posted in each classroom.

SEXUAL HARASSMENT--STUDENTS

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

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

BULLYING

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

- a) Physical intimidation or assault
- b) Extortion
- c) Oral or written threats
- d) Teasing
- e) Putdowns
- f) Name calling

- g) Threatening looks
- h) Gestures or acts of aggression (Overt and Covert)
- i) Cruel rumors & false accusations
- j) Social Isolation

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/Director, 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/Director for further investigation.

In cases of reported bullying, the Principal/Director 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/Director 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. This program is a comprehensive program that is customized for Saint Timothy School. The administration can provide additional details of this program, if requested.

VIII. CHILDREN WITH SPECIAL NEEDS

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

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

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

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

Parents should be aware that Fairfax County Public Schools offer free testing and programs for students with special needs from ages 20 months to 5 years, through "Child Find".

IX. PROGRAM INFORMATION

LICENSING INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

CRISIS MANAGEMENT/EMERGENCY PREPAREDNESS PLAN

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

OVER-THE-COUNTER SKIN PRODUCTS

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

For all over-the-counter skin products,

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

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

INSURANCE

The program is covered by public liability insurance through the Diocese of Arlington and the Catholic Mutual Relief Society of America. Student insurance must be provided by the family through their own policy, or purchased through an independent school insurance provider. The school will send home optional policies each fall for the families to consider.

TAX INFORMATION

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

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. Please feel free to examine these forms on-line. If requested, copies of these forms can be obtained through the school office.