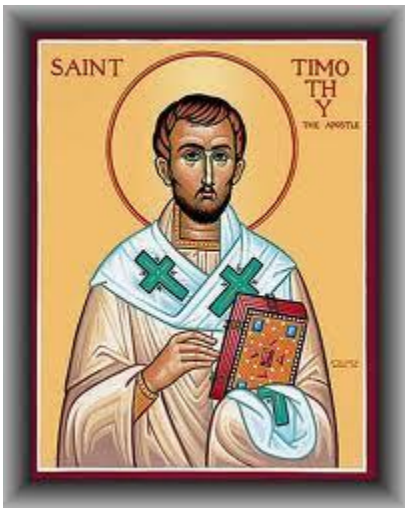
Saint Timothy

Catholic School



Elementary Parent/Student Handbook

2016-2017

Father GeraldWeymes, Pastor
Mr. Joseph McLaughlin, Principal
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Dear Saint Timothy Catholic School Parents and Prospective Parents:

Welcome to a new school year! We look forward to partnering with you on behalf of your children.

Each year, with the help and guidance of the Holy Spirit, our school community embraces a scriptural theme that provides a framework for our school's faith based activities and formation efforts throughout the year. The theme this year comes from a quote from Pope Emeritus, Benedict XVI and nicely complements our focus on Pursuing Excellence in all that we do. The theme is *"You are not made for comfort, you are made for greatness". You will be hearing more about this theme and its significance to our school's mission throughout the school year.*

I'm pleased to highlight some of the recent academic initiatives and facilities investments made at St. Tim's that improve the quality of teacher instruction, enhance the learning environment and heighten our safety efforts.

Academic Initiatives:

- Over the past few months we repurposed the STEM Lab to include an interactive section where students will be exposed to the latest instructional technologies and apps.
- Added two full time instructional assistants in second grade and another full time aide in kindergarten to help individualize instruction.
- Hired three remediation specialists for Math & Language Arts, to work with the classroom teachers in grades 3rd through 5th.
- Hired a new dedicated 6th grade Math teacher; this allows us to have two middle school Math teachers in each class.
- Piloting the Saxon (Spiraling) Math Program in our 4th grade classes.
- Expanded our Advanced Academics Program (Math and Language Arts) to include 1st and 2nd grades (in addition to grades 3, 4 and 5).
- Expanded our reading remediation program to include Title I resources (a new teacher) and we also added an additional resource teacher to help meet the individual learning needs of our students.
- Unveiled a student anti-bullying program is based on a virtues focused program created by the Nashville Dominican Sisters.
- Purchased two new mobile interactive Smart Boards for student and teacher use.
- Upgraded the first grade math program to include more manipulatives and additional hands on learning opportunities.
- Added a new middle school "Expect Excellence" elective to expose students to project based learning, organizational and time management skills, remediation and enrichment opportunities and homework help.
- Implemented a formal training program for our instructional assistants to provide them with the tools to further differentiate our instructional approach in the classroom.

Facilities:

- Two new classrooms were added to accommodate enrollment growth.
- New front entrance to be completed in September 2016 to greatly enhance student safety.
- A new Pre-K Playground was added last spring.
- Added 22 new surveillance cameras throughout our campus to expand our commitment to student safety.
- Upgraded school bathrooms.

- Upgraded our lighting (to LED) in numerous classrooms and across our campus.
- Installed new sound system in the gym and cafeteria.
- Purchased a new mini bus to accommodate our families in Haymarket and Gainesville.
- Expanding our use of Chromebooks, to include the 5th grade classes, to help prepare them for our middle school one to one device program.

Back in June our enrollment management committee distributed a parent survey to solicit helpful feedback on our school's strengths and opportunity areas. Many of our strategic school improvement efforts for this coming school year are focused specifically on enhancing the strengths, and addressing the weaknesses and opportunity areas identified in the survey responses. To that end, we will be implementing specific strategic initiatives to:

- Enhance our Science, Language Arts and Math curriculums.
- Increase the quality and quantity of our parent communications, especially in communicating academic progress (Scantron Testing) , advanced academics, our use of instructional technologies and more details associated with our expansion plans (for student enrollment and facilities).
- Develop, implement and track our teacher professional development efforts focused on understanding and leveraging student performance data, designing lessons and assessments for differentiation and enabling a heightened focus on establishing and achieving individual goals.
- Attracting, hiring, training and retaining high quality teachers and staff.
- Establish partnerships with local college teacher preparation programs.
- Continue to enhance our school safety and emergency response efforts.
- Expand STREAM programs to expose children to 21st Century skills (Robotics and Math Competitions, extracurricular programs, STS business partner sessions, etc.).
- Implement teacher performance incentives to reward teachers for student performance gains and exemplary performance.

Saint Timothy Catholic School remains committed to providing our students with an individualized, supportive, faith based learning environment. I greatly appreciate your active support of our wonderful school.

As always I welcome your comments, questions and suggestions.

God Bless You,

Mr. Joseph M. McLaughlin
Principal

PHILOSOPHY OF EDUCATION/MISSION STATEMENT

DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION

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

Matthew 28:19-20

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

[1] Declaration on Christian Education #3

DIOCESAN MISSION STATEMENT

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

SCHOOL MISSION STATEMENT/PHILOSOPHY

Saint Timothy Catholic School serves God by providing each child with an individualized approach, academic excellence, rich Catholic traditions, a solid foundation in the Catholic faith, and opportunities to serve the community.

***S**pirit*
***T**radition*
***S**cholarship*

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 the Office of Catholic Schools policies, guidelines and regulations.

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

All parents, along with students in middle and high school, are required to sign a form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-1). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

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

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

PARENTAL ROLE

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

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

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

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

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

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

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

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

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

NON-DISCRIMINATION CLAUSE

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

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

NON-CATHOLIC STUDENTS

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

a. Non-Catholic students are expected to participate in the religious formation and education programs of the school. (except for reception of the Eucharist)
b. Non-Catholic students must participate in liturgies, retreats, other religious functions and religion classes for credit.
c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.

d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents 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 thesame or similar kind.

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 World Languages

This path would be followed by those students capable of completing High School Geometry in the eighth grade.

FIVE TO SIX

Prior to entering Pre-Algebra as a sixth grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the sixth grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile:96 or above
b. Class grade in 5th grade math: 93 or above
c. End of year diocesan comprehensive grade-leveltest: 93 or above (Recommended time of testing – May of 5th grade year)
d. Favorable teacher and principal recommendation

SIX TO SEVEN

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

For Placement in Algebra I in the seventh grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile:96 or above
b. Class grade in Pre-Algebra: 93 or above
c. Iowa Algebra Aptitude Test results: 85 or above(Recommended time of testing – May of 6th grade year)
d. Favorable teacher and principal 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.

SEVEN TO EIGHT

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

For Placement in Geometry in the eighth grade:

Students must satisfy the following criteria:

a. Math Composite standardized test score National Percentile:96 or above
b. Class grade in Algebra I: 93 or above
c. Scoring 77% on the Diocesan Algebra I exemption exam
d. Favorable teacher and principal recommendation

This path would be followed by those student identified as capable of completing High School Algebra in the 8th grade.

SIX TO SEVEN

Prior to entering Pre-Algebra as a seventh grader, the student will have mastered all Diocesan Mathematics Curriculum for students in grades kindergarten through seven.

For Placement in Pre-Algebra in the seventh grade:

Students must satisfy the following criteria:

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

SEVEN TO EIGHT

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.

For Placement in Algebra I in the eighth grade:

Students must satisfy the following criteria:

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

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.

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

a. Passing the Algebra I course
b. Scoring 77% on the Diocesan Algebra I exam
c. 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.

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 – ACCEPTABLE USE

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

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

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

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

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

a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.

b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.

c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.

e. Any attempt to log onto the Internet or the school's network/system as a systems administrator will result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.

f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:

    i. Messages to others shall be polite and shall not be abusive. 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.

g. The Diocese/schools make no warrantyof 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.

h. Examples of Unacceptable Uses – Users are not permitted to:

    i. Use technology in sexting orcyber bulling: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.

    ii. Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar,

rude, or threatening language. Users must not knowingly or recklessly post false information about persons, students, staff, or any other organization.

iii. Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the principal.

iv. Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the principal.

v. Attempt to circumvent system security.

vi. Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

vii. Violate license agreements, copy disks, CD-ROMs or other protected media.

viii. Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

ix. Breach confidentiality obligations of school or school employees.

x. Harm the good will and reputation of the school or school employees.

xi. Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

i. Users must immediately report damage or change to the school's hardware and/or software.

j. The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

k. Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:

i. Loss of use of the school network, computers, and software including Internet access.

ii. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and other technology related activity.

For information on the acceptable use of the 1-to-1 Chromebook program in sixth through eighth grades, please check our school website.

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	September/May
	KAMC – Kindergarten Assessment of Math Competency	May
Grades 3 – 7	Scantron Performance Series	Fall, Winter, 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), along with portions of the Brigance. 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

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. 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: **Student may return to school after dismissal for books, etc. Students returning to school must do so prior to 4:00 p.m. and check in with the office staff before going down to their classroom. This is for the safety of the students as they should not be in the building after school personnel have left.** 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.

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 <u>should not</u> be denoted.

GRADING SYSTEM

Grades 1-2

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

ACADEMIC PROGRESS SCALE

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

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

INDICATORS FOR EFFORT, SPECIALS AND PERSONAL DEVELOPMENT:

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

PROMOTION/RETENTION/PLACEMENT POLICY

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

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

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:

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.

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

a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
b. Baptismal certificate for Catholic students
c. Proof of custody where applicable
d. Current report card and previous academic years' report card as applicable
e. Current standardized test scores and previous years, if applicable
f. Completed Diocesan Application Form (Appendix J)
g. A non-refundable application fee

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

REQUIREMENTS FOR ADMISSION TO GRADES 6 – 12

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

INTERNATIONAL STUDENTS

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

A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

a. Meets Diocesan admission requirements as stated in Policy 601.2;

b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;

c. Resides at the same U.S. address as the guardian;

i. Guardian cannot house more than two international students;

d. Pays tuition in full upon school admission;

i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*);International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student.Obtaining a change of status is the responsibility of the parent or guardian.

B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant[1] 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.

[1] Appendix AJ for a listing of lawful non-immigrants who may attend school.

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.

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

ABSENCE/TARDINESS/LEAVING SCHOOL

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

a. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student’s return to school.
b. Persistent absences may cause serious academic problems (including but not limited to course failure) and could result in the dismissal of the student. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
c. Except in cases of emergency as determined by the principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent, 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 officeor 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 appropriatedisciplinary 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 under no obligation to provide a tutor, make-up work or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

ATTENDANCE/REPORTING PROCEDURES

ABSENCE

Saint Timothy School hours are: Monday through Friday, 8:00 a.m. to 3:15 p.m. Students are not permitted to enter the school building before 7:35 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 7:50 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.

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 he/she 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. Written requests will be accepted by noon on the day of request. 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 2:55 p.m. Monday 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 Form" from the new school. All fees and tuition MUST BE PAID prior to the release of the student's records.

LUNCH/MILK PROGRAM

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

$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

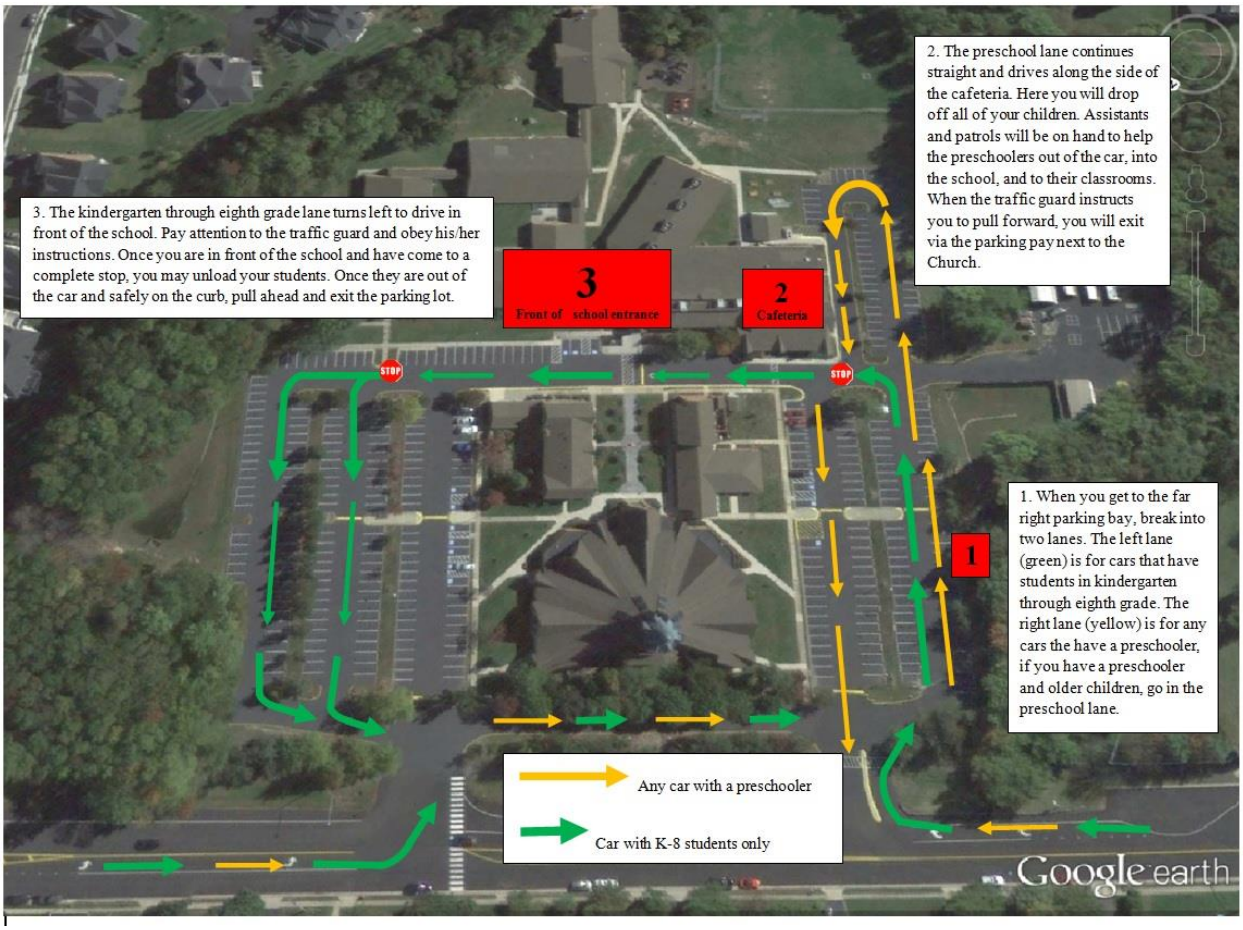
Available Tuesday through Friday:

$2.00	hot lunch (hamburger, pizza, tacos, etc.)

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 the bay farthest to the right. You will be directed by our parent volunteers to form 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. Carpool begins at 7:35 a.m. daily. **Cell phones are not permitted to be in use while in the carpool line.**

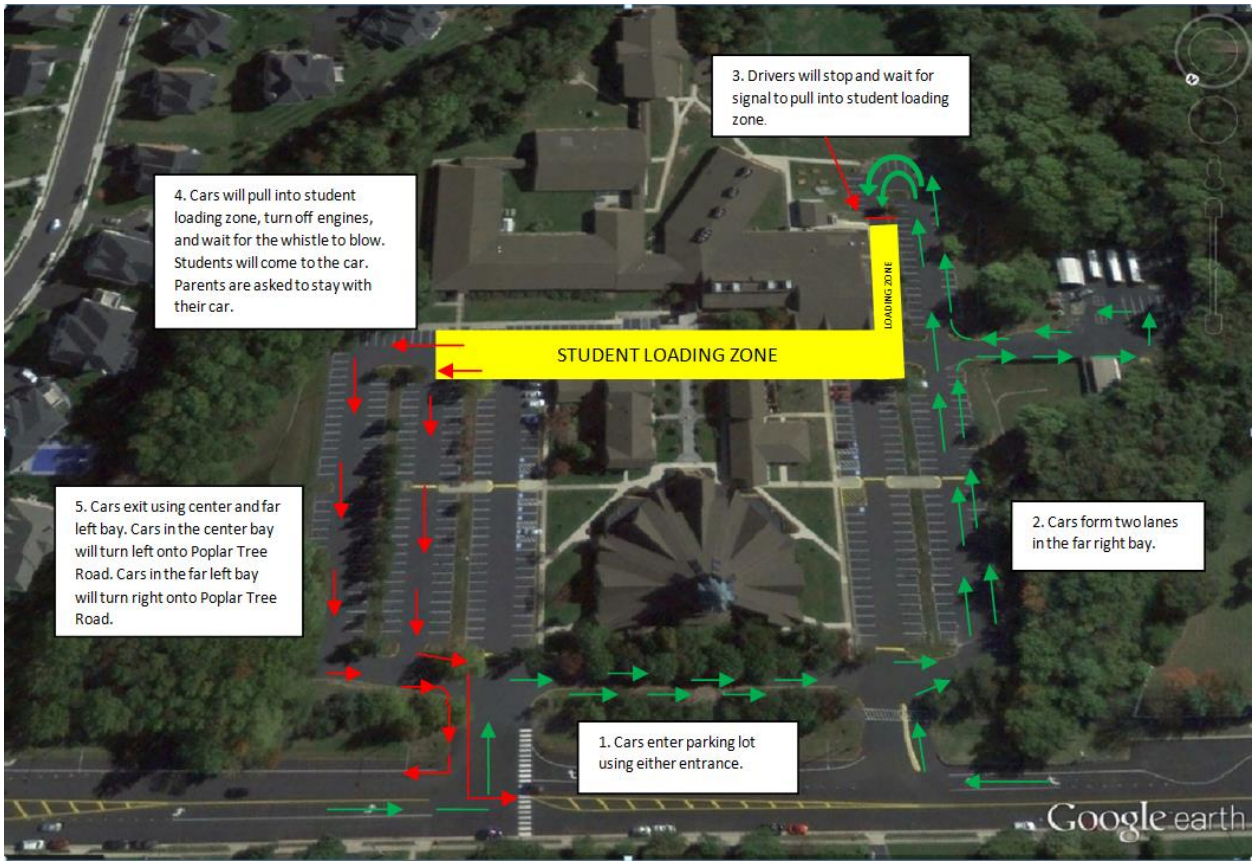


Dismissal Procedures:

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.
- Traffic should line up according to the diagram below.
- 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.**
- Teachers will monitor student behavior and help to ensure safety.
- All carpools will be assigned a number prior to the start of school.
- Teacher direction will indicate when cars are to begin moving from the front of the school.

- **<u>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 Extended Day Care Program. Any fees incurred will be the responsibility of the parent.</u>**



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.

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

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

TRANSFER OF RECORDS

Schools may disclose a student’s cumulative record (i.e. Permanent Record card,attendance card, test results) to another school with legitimate educational interestprovided a written request for such records, or when those individuals to whom thecustodial parent has given written permission, have requested the child's recordsto be released. Parent signature is required for release of a student’s confidentialfile (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 grounds for terminating enrollment in the school.

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

RETENTION OF RECORDS

The following student records are to be retained indefinitely:

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

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

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

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

a. Application
b. Counselor notes
c. Discipline notes
d. Court Documents
e. Psychological reports

SCHOOL VISITORS

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

If you need to bring forgotten books, forgotten lunch, 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 weeklyemail blast called the "Tuesday Tidbits." In addition to the principal's tidbits, St. Timothy Catholic School will send home a monthly newsletter with upcoming events and important information. A copy of the handbook, school policies, and curriculum guidelines are 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. In addition to the school website, the principal will send weekly email blasts called the "Tuesday Tidbits" which will provide up-to-date information regarding school activities and important issues.

A school calendar will be provided prior to the start of the school year in a mailing that goes home to each family. Any necessary changes will be communicated through the Principal 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

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

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

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".

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 9:00 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 Catholic School Extended Day Program will remain open in the event that there is an early dismissal or in the event that Fairfax County Schools cancel after-school activities. While we encourage parents to pick their students up as soon as possible, extended day will remain open until the last student is picked up.

PHOTOS AND OTHER MEDIA

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

LIBRARY

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

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

FIELD TRIPS

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

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

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

Youth weighing less than 100 pounds may not be seated near the front seat air bag.

Cell calls and texting are not permitted while driving.

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

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

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

School-sponsored ski trips are not permitted.
All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

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, students must satisfactorily complete (by attaining a passing grade) all courses as required by the Diocese of Arlington and the Commonwealth of Virginia.In addition students must comply with all school regulations and policies.

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

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

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

PARENT ORGANIZATIONS

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

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

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

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

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

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.

FUNDRAISING

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

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

TRANSPORTATION/PARKING

- 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.**
- Dismissal is at 3:15 p.m.
- Walkers must live within a reasonable distance from the school.
- Parents will be required to park their car, enter the office, and sign out their student who was not picked up on time.
- 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

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.

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

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

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

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

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

Saint Timothy Parish Statement from the Financial Aid Committee

The Pastor and Committee for Financial Assistance at St. Timothy Parish in conjunction with the Administration of St. Timothy Catholic School wish to be able to offer a Catholic education to all those families who desire a Catholic education for their children. When financial assistance is required, the Pastor, Committee for Financial Assistance and School Administration believe that each family must be able to make some contribution toward the tuition.

St. Timothy Parish along with the Diocese of Arlington utilize the FACTS Tuition Management Program to make a determination of need. Families must apply through FACTS Tuition Management for financial assistance. Deadlines are generally early in the calendar year. This information is available on the school website (www.sainttimothyschool.org), in correspondence from the school (Tiger Talk and Tuesday Tidbits) and through the main office. Individual families are responsible for completing an application, paying the $25 application fee, providing additional documentation as required (included W-2 statements and Federal Income Tax returns) and meeting the necessary deadlines. Since this information is subject to change from year to year, families are encouraged to check with the school to determine the current year requirements.

Once FACTS makes a determination of need, the Committee for Financial Assistance meets to make final awards. The committee is composed of voting members from the Parish Finance Committee and school administration which hold non-voting membership positions. The amount of financial assistance is dependent on both the church budget for the upcoming school year and funds provided by the diocese.

While FACTS Tuition Management evaluates need based strictly on financial criteria, the Committee for Financial Assistance may also take into consideration parishioner status, time, talent, and financial contributions to St. Timothy Catholic Church and School, special family circumstances, and the length of time that students have attended the school. Regular Mass attendance and participation in the sacraments is valued by the Pastor, the Committee, and the Administration.

Final awards are ultimately determined by the Committee for Financial Assistance and will be communicated confidentially to individual families by the school administration prior to June 15 of the given year. Any questions or concerns should be directed to the Assistant Principal of St. Timothy Catholic School and/or the finance department of the school.

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 1st or upon acceptance. Payments may be made monthly, on the fifth or twentieth of the month, or semi-annually. 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 most current tuition and fees are listed on our website. Please refer to www.sainttimothyschool.org for up-to-date information.

Parents/guardians are encouraged, when possible, to pay tuition fees in full by July 1st. If tuition is received in full by this date, parents/guardians need not participate in our monthly tuition collection system.

Tuition payments are made through a tuition collection company called "FACTS". Parents/guardians must fill out the necessary information on the "FACTS" website, no later than June 1st or upon acceptance. "FACTS" provides for automatic withdrawals from either a savings or checking account. There is a monthly convenience fee for selecting the credit card option.

In the event that a parent chooses to withdraw their child, the following policy will apply to any refund owing. If the family is paying their tuition through the "FACTS" tuition collection company and is making ten equal installments, the first installment is non-refundable as it covers the costs of supplies incurred per student. Payments two through ten correspond with attendance during the calendar months of September through May, with installment two covering September's tuition, installment three covering October's tuition, etc. Tuition is due for any month or part of a month that a child attends. Therefore, if a child attends through October 2nd, three monthly installments are due, the first to cover costs of supplies incurred, the second to cover the September tuition and the third to cover October tuition. If a fourth installment has been made, that will be refunded.

Subsequently, any family who has paid their tuition in full by July 1st, will have their tuition prorated in the same manner. The total tuition will be divided into ten equal portions. One portion will be to cover the cost of supplies incurred per student with the subsequent portions corresponding to the months of September through May, as outlined above. This system will be used to determine the number of payments (1/10 the total tuition) that would cover the time the student attended school and the remainder of the payments would be refunded.

While we understand that circumstances within families can change, if a family applies, is accepted, and enrolls but is unable to attend St. Timothy Catholic School and notified the school office prior to June 30, no additional fees will be incurred. If a family applies, is accepted, and enrolls but is unable to attend St. Timothy Catholic School and does not notify the school office until July 1st or later, the first tuition payment will be owed. The school is required to make many contractual obligations based on enrollment figures that cannot be modified.

Mid-Year Enrollment

Students entering Saint Timothy School after the initial registration process are required to pay one month's tuition on the day of enrollment plus one additional month to cover books and expenses. The total number of tuition payments (each corresponding to 1/10 of the yearly tuition) will be determined using the same system outlined above.

CO-CURRICULAR ANDEXTRA 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.

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:

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

b. Students have a right to learn. No student will stop another student from learning.

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

a. will be honest and committed to integrity.

b. will be respectful and courteous toward all teachers and adults.

c. will refrain from harassment of any kind.

d. will use appropriate language.

e. will speak respectfully to and about others.

f. will complete all assignments and participate fully in class.

g. will respect all school and personal property(*Care of School Property*).

h. will refrain from any deliberate disruption in the school.

i. will adhere to the school's cell phone policy.

j. will comply with the Internet Acceptable Use Policy.

k. will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.

l. will be present for all required activities unless officially excused by theadministration.

m. will adhere to the dress code (*Dress Code).*

n. will not give or receive unauthorized assistance on tests, quizzes or assignments *(Honor Code).*

o. will not leave school grounds during the school day for any reason without permission from the principal/administration.

p. will not bring to schoolnor 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 *(Substance Abuse/Weapons* and *Inappropriate Materials).*

q. will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in suspension or expulsion from school *(*see also *Substance Abuse/Weapons).*

r. will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsoredactivities.

s. will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of the school.

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

St. Timothy School students are expected to follow these classroom rules in any and all classrooms as well as the specific expectations of individual teachers. Students in grades 4 – 8 are expected to adhere to the following honor code:

ST. TIMOTHY HONOR CODE

St. Timothy School desires to create a learning environment which fosters and is conducive to the educational development of its students in a manner consistent with Catholic values and the commandments. When we look at the seventh commandment, "You shall not steal," we see that it forbids unjustly taking or keeping the goods of one's neighbor and wronging him/her in any way with respect to his goods, both personal and intellectual. The commandment further commands justice and charity in the fruits of man's labor, and for the sake of the common good, it requires respect for private property.

With the eighth commandment, "You shall not bear false witness against your neighbor," the full meaning of the commandment includes both the prohibition against telling a lie and the precept of telling the truth. We know the temptation to lie never ceases. But, we need to follow

God's example of truthfulness and honesty in our actions and words. God wants us, as his children, to commit ourselves to truth and reflect it in everything we do. Thus, we need to understand and apply true values to life and concentrate on building character traits that will endure.

A cornerstone of St. Timothy School is the school's commitment to the principles of academic integrity. With the Ten Commandments as their life's guide, St. Timothy students are also responsible for conducting themselves according to the virtues of integrity, honesty, fairness, accountability, responsibility, and trust in all academic matters. An Academic Honor Code accepts that students will act responsibly to complete academic assignments in an ethical manner in order to maintain an environment of trust among students, faculty, and administrators. St. Timothy's Academic Honor Code outlines the basic requirements and responsibilities to be used to guide conduct in academic performances.

The following kinds of honesty violations are not meant to be all inclusive but to serve as examples of unacceptable academic conduct.

a. ***CHEATING***

To violate or to intend to violate the rules deliberately for one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage. Conduct that constitutes cheating or the intention to cheat includes, but is not limited to the following examples:

1. collaborating on assigned work or work submitted by any student including papers, projects, lab reports, other reports, and homework without permission;

2. using a cheat sheet, marks/writings on body, teacher textbook, note cards or notebooks, calculators/computers, cell phone, or any other technological device that would inappropriately enhance one's work without authorization;

3. accessing prior knowledge and/or using tests, quizzes, midterms, finals, or other assignments (discussing a quiz or test with someone who has taken that quiz or test already in an earlier class period);

4. having another student take a test or prepare an assignment, or assist in the test or assignment without approval;

5. sending or receiving unauthorized information through hand signals or other gestures, talking, looking at someone else's test, showing your own test, or text messaging;

6. submitting the same work in two or more classes without the teacher's approval.

b. ***LYING***

To make a statement one knows (or should know) is false, with the intent to deceive or with disregard for the truth. Lies can be made verbally or in writing, or by gestures that intend to convey a false impression or understanding. Conduct that constitutes lying includes, but is not limited to, the following examples:

1. fabricating data or information;

2. falsifying data or information;

3. forging a signature on documents for school records;

4. making statements that you know or should reasonably know have caused a false impression or understanding to have been created and failing to correct the false impression or misunderstanding.

c. ***STEALING***

To take, get, or give another's property or ideas without permission or acknowledgement. Conduct that constitutes stealing includes but is not limited to:

1. **PLAGIARISM**

   Plagiarism is defined by Webster's Dictionary as "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source; to commit literary theft: to present as new and original an idea or product derived from an existing source." (*Merriam-Webster's collegiate dictionary*, 2002)

   i. copying writings, ideas, thoughts, images, or computer work of another without proper acknowledgement and/or citation;

   ii. purchasing and/or using another's work or thoughts as your own;

   iii. using computer technology to plagiarize or violate copyright law or tamper with another's work.

Based on the principle that St. Timothy students want to be trusted, the Honor System helps create and strengthen a school wide community of trust. As such and as part of the St. Timothy Honor Code, each student is required to sign at the end of each assignment the following: "On my honor, I have neither given nor received any unauthorized assistance on this (homework, quiz, test, paper)."

CONSEQUENCES FOR STUDENT OFFENSES AGAINST THE ACADEMIC HONOR CODE

Violations of the St. Timothy Honor Code accumulate for the student's current year at St. Timothy. The consequences imposed for a specific violation of the St. Timothy Honor Code will reflect the seriousness of the violation as well as promote respect for the rules of St. Timothy. In order to protect the students of St. Timothy from further violations, the St. Timothy Honor Code will demonstrate that justice and integrity matter, and, when appropriate, provide the student with opportunities to prove that he or she sincerely regrets any wrongdoing and is committed to making things right. The consequences which will be imposed will be determined by the appropriate administrator. In determining the consequences for a violation, the administrator will take into consideration the severity of the offense and implement an appropriate response.

a. For a first offense of the St. Timothy Honor Code, the student:

    1. will be referred to the administration for informational purposes and the recording of the violation;

    2. will have his/her parents informed of the violation by the classroom teacher;

    3. will receive a grade of zero on any test or assignment where there has been cheating, lying, or stealing;

    4. will receive a detention;

    5. if a member of the St. Timothy National Junior Honor Society or St. Timothy Student Government, will have the advisor(s) of that organization notified of the violation by the principal;

    6. will appear before the St. Timothy Honor Code Council, and, if a member of the St. Timothy National Junior Honor Society, before the Honor Society's Advisory Board as outlined by the bylaws of the National Junior Honor Society.

b. For a second offense of the St. Timothy Honor Code, the student:

    1. will be referred to the administration for informational purposes and the recording of the violation;

    2. will have his/her parents informed of the violation by the classroom teacher;

    3. will receive a grade of zero on any test or assignment where there has been cheating, lying, or stealing;

    4. will receive a detention;

5. will be referred to the principal for a disciplinary conference to discuss the situation and other potential consequences;

6. will attend a conference with his/her parents, the principal, counselor, and teacher(s) to discuss the situation and additional sanctions as deemed appropriate by the administration;

7. if a member of the St. Timothy National Junior Honor Society or St. Timothy Student Government, will have the advisor(s) of that organization notified of the violation by the principal;

8. will appear before the St. Timothy Honor Code Council, and, if a member of the St. Timothy National Junior Honor Society before the Honor Society's Advisory Board as outlined by the bylaws of the National Junior Honor Society.

c. For a third offense of the St. Timothy Honor Code, the student

1. will be referred to the administration for informational purposes and the recording of the violation;

2. will have his/her parents informed of the violation by the classroom teacher;

3. will receive a grade of zero on any test or assignment where there has been cheating, lying, or stealing;

4. will receive a detention;

5. will be referred to the administration to determine sanctions based on the severity of the infraction or offense;

6. will attend a conference with his/her parents, the pastor, principal, counselor, and teacher(s) to discuss the situation and additional sanctions as deemed appropriate by the administration.

7. if a member of the St. Timothy National Junior Honor Society, or St. Timothy Student Government, will be dismissed from said society or organization.

SUBSTANCE ABUSE/WEAPONS

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

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

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 (see also Policy 615).

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 (Policy 615, paragraph 1) or on school property (e.g., lockers–Policy 615, paragraph 2).Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

A student shall not possess, use or threaten to use on the property of the school, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as 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 apprise the principal/administration of the situation. They will assist in the development of a course of action to be taken to correct the situation.

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

DISCIPLINARY MEASURES

The following are some approved disciplinary measures:

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

SPECIFIC DISCIPLINARY POLICIES

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 (including bullying/harassment)
- Unacceptable behavior in Church
- Unacceptable behavior in the cafeteria, hallways, library, playground, or on the bus
- Unauthorized use or inappropriate us of the computers or misbehavior in the Computer Lab

Three Demerits:

- Throwing food in the cafeteria
- Copying another student's work or anything without proper citation
- 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 that aligns with our Code of Conduct.
- 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. Whenever possible, email notification will accompany the issuance of an academic demerit.

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 infighting 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.

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.

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:

Step 1 Two detentions require a **1 day in-school suspension**, and a parent-teacher-student conference.

Step 2 Three detentions require a **2 day in-school suspension**, 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.

Step 3 Four detentions require a **3 day in-school suspension,** 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 receive a zero 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.

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

EXPULSION

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

a. a serious infraction of school rules occurs;
b. the student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual;
c. the student's continued presence in the school is considered by school officials to bea serious hindrance to the safety or welfare of the school community;
d. 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 in writing to the Superintendent of Schools within five (5) working days from the time of written notification.

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

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

school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

STUDENT REGULATIONS AND PROCEDURES

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

STUDENTS AND STUDENT PROPERTYSEARCHES

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

INTERROGATION OF STUDENTS

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

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

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

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

STUDENTS AND STUDENT PROPERTY

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

SCHOOL LOCKERS AND DESKS

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

Middle school staff and 5th 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. This includes information on both summer and winter uniforms. Sixth graders, as part of the middle school, are required to wear the middle school uniform.

Additional information for all grades including Dress Up Day requirements and Dress Down 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, electronic games, or any electronic devices
real or toy weapons,
laser pointers,
or incendiary devices

If students have cell phones or other electronic devices with them upon arriving to school, they are required to check these into the office with staff. They may pick up their devices at the end of the school day. Any student not following this policy will have their item taken from them during the day and stored in the office. The item will not be released to them until a parent comes in to pick up the item. The student will receive a demerit for not following school policy.

PLAYGROUND REGULATIONS

Recess Rules:

- Treat everyone with respect and include everyone in the game – follow the anti-bullying rules and virtues
- 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

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

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.
- Follow our anti-bullying rules and virtues.
- 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,

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

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

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

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

WELLNESS POLICY

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

ACCIDENTS AND FIRST AID

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

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

ILLNESS

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

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

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

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:

a. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration);

b. After the first dose of any medication has been given at home;

c. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant or a senior member of the school administration;

d. When there is a health care provider's written order signed by the parent/guardian requesting the school to administer medication or to permit the student to self-administer the medication;

e. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;

f. When the appropriate medication authorization form (Appendix F-6) has been completed, signed and accompanies the medication;

g. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel.If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.

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

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

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

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

SPECIALIZED STUDENT CARE NEEDS

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

LIFE THREATENING ALLERGY

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

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

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

INFECTIOUS/COMMUNICABLE DISEASES

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

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

a. No daycare/preschool, elementary, middle or secondary school student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health's school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).

   i. Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
   ii. Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.

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

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

d. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics.The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency.Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18).Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

LICE

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

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

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

In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the "Safe Environment Program" endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

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

Examples include but are not limited to:

a. Physical intimidation or assault
b. Extortion
c. Oral or written threats, including text messaging
d. Malicious teasing
e. Putdowns
f. Name calling
g. Threatening looks
h. Gestures or acts of aggression (Overt and Covert)

i. Cruel rumors & false accusations
j. Social Isolation
k. Cyber-bullying

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

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

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

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

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

RESPECT FOR LIFE

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. In the event of a student pregnancy or participation in an abortion, the school may condition continued enrollment in the school upon the student's/family's compliance with the foregoing and other corollary tenets of the Catholic Church.

ASBESTOS MANDATORY YEARLY NOTIFICATION

ASBESTOS NOTIFICATION (SAMPLE LETTER)

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

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

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

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

VIDEO SURVEILLANCE CAMERAS

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

a. In the discretion of the principal/head of school or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.

b. Restrooms, changing rooms, private offices, nurse’s offices and locker rooms are excluded from security camera use.

c. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

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

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

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

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

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. The refusal to provide such information is grounds for terminating enrollment in the school.A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

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

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

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

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

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:

a. written parent authorization noting any known adverse reactions shall be obtained;

b. shall be in the original container labeled with the child's name;

c. does not need to be kept locked but shall be inaccessible to children under five years of age;

d. any center-kept sunscreen shall be hypo-allergenic and have a minimum SPF of 15;

e. children nine years of age and older may administer their own sunscreen if supervised.

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

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
3701 Pender Drive, Suite 125
Fairfax, VA22030
(703) 934-1505

Northern Virginia Regional Office
320 Hospital Drive, Suite #23
Warrenton, VA22186
(540) 347-6345

Central Regional Offices
1604 Santa Rosa Road, Suite 130
Richmond, VA23229-5008
(804) 662-9743

Eastern Regional Office
Pembroke Office Park
Pembroke Four Office Building, Suite 300
Virginia Beach, VA23452-5496
(757) 491-3990

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

Piedmont Regional Office
Commonwealth of Virginia Building
210 Church Street, S.W., Ste. 100
Roanoke, VA24011-1779
(540) 857-7920

Abingdon Licensing Office
190 Patton Street
Abingdon, VA24210
(540) 676-549

INSURANCE

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

TAX INFORMATION

Because the Internal Revenue Service requires identification of care givers in order to claim a credit for child and dependent care expenses, the program staff will complete and return to the parent 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).

I. APPENDICES

All diocesan forms are posted on the school website. If there is any question regarding availability of forms, please see the school office.