



13625 EDS Drive, Herndon, Virginia 20171

Main Office 703-713-3332

Fax 703-713-3336

2023 - 2024

# PARENT HANDBOOK

This page intentionally blank.

# CONTENTS

ADMINISTRATIVE STAFF	6
GENERAL INFORMATION	6
<b>Important Numbers &amp; Information</b>	<b>6</b>
<b>Directions to The Nysmith School</b>	<b>6</b>
<b>Introduction</b>	<b>7</b>
<b>Goals</b>	<b>7</b>
<b>Faculty</b>	<b>7</b>
SCHOOL POLICIES	8
<b>Hours of Operation</b>	<b>8</b>
<b>Admissions</b>	<b>8</b>
<b>Safe Environment</b>	<b>9</b>
<b>Custodial Rights</b>	<b>9</b>
<b>Differentiated Learning Environment</b>	<b>10</b>
<b>Calendar of Events</b>	<b>10</b>
<b>Electronic Communication</b>	<b>10</b>
<b>Electronic Equipment/Cell Phones</b>	<b>10</b>
<b>Videotaping while in the school</b>	<b>11</b>
<b>Transporting Nysmith Children</b>	<b>11</b>
<b>Inclement Weather Policy</b>	<b>11</b>
<b>Inclement Weather &amp; Snow Policy</b>	<b>12</b>
<b>Field Trips</b>	<b>13</b>
<b>Report Cards, Conferences, Communication</b>	<b>13</b>
<b>Contacting a Teacher</b>	<b>13</b>
<b>Meet the Teachers Open House</b>	<b>14</b>
<b>Back to School Night</b>	<b>14</b>
<b>November Conference Days</b>	<b>14</b>
<b>Attendance</b>	<b>14</b>
<b>Make-Up Assignments</b>	<b>14</b>
<b>Trip Policy</b>	<b>15</b>
<b>Homework</b>	<b>15</b>
<b>Standardized Testing</b>	<b>15</b>
<b>Clubs</b>	<b>15</b>
<b>School Traditions</b>	<b>15</b>
<b>Lost and Found</b>	<b>16</b>
<b>Hiring Nysmith Teachers</b>	<b>16</b>
HEALTH POLICIES	16
<b>Physicals &amp; Immunizations</b>	<b>16</b>
<b>Communicable Diseases</b>	<b>16</b>
<b>Illness Policy</b>	<b>18</b>
<b>Medication Policy</b>	<b>19</b>
<b>Seasonal Allergies</b>	<b>19</b>

<b>Food Allergies</b>	<b>19</b>
<b>Head Lice</b>	<b>19</b>
<b>Exclusion from Activities</b>	<b>20</b>
<b>Absences and Late Arrivals Due to Illness</b>	<b>20</b>
<b>Emergency Care Form</b>	<b>20</b>
<b>Playground</b>	<b>21</b>
<b>Backpacks</b>	<b>21</b>
<b>Accident Reports</b>	<b>21</b>
<b>Required Reporting</b>	<b>21</b>
MEALS	21
<b>Breakfast</b>	<b>21</b>
<b>Lunches &amp; Snacks</b>	<b>21</b>
<b>Birthday Parties</b>	<b>22</b>
BEHAVIOR MANAGEMENT	22
<b>Behavior Guidance</b>	<b>22</b>
<b>Termination of Student’s Enrollment</b>	<b>22</b>
TUITION PAYMENTS & FEES	23
<b>Contracts for Enrolling Next Year</b>	<b>23</b>
<b>Late Pick Up Charges and Policies</b>	<b>23</b>
<b>Additional Fees &amp; Money</b>	<b>23</b>
<b>Returned Check Fee</b>	<b>23</b>
TRANSCRIPT AND STUDENT RECOMMENDATION POLICY	24
<b>Students currently enrolled</b>	<b>24</b>
<b>Students no longer enrolled</b>	<b>24</b>
<b>All transcripts</b>	<b>24</b>
<b>Gifted Behaviors Rating Scale</b>	<b>24</b>
SPECIAL NOTES FOR BEGINNERS AND PRESCHOOL	25
<b>Change of Clothes</b>	<b>25</b>
<b>Clothing</b>	<b>25</b>
<b>Toys from Home</b>	<b>25</b>
<b>Quiet Time</b>	<b>25</b>
<b>Transition Care</b>	<b>25</b>
EXTENDED CARE PROGRAM	26
PARENT GROUPS	26
BOOKS FOR PARENTS IN THE MEDIA CENTER	27
ACCEPTABLE USE POLICY	27
<b>Network</b>	<b>27</b>
<b>What is possible</b>	<b>27</b>
<b>What is expected</b>	<b>28</b>
<b>Privacy</b>	<b>28</b>
<b>Succinct Advice</b>	<b>28</b>
<b>Chromebooks</b>	<b>29</b>

<b>Tools</b>	<b>29</b>
CARPOOL PICK-UP AND DROP-OFF	29
<b>Morning Arrival/ Drop Off</b>	<b>29</b>
<b>Afternoon Pickup</b>	<b>30</b>
DRESS CODE	31
<b>General Statements</b>	<b>31</b>
<b>Shirts, Blouses, Sweaters, Sweatshirts, and Dresses</b>	<b>31</b>
<b>Pants, Skirts, Capris, Shorts, Culottes, Skorts, and Jumpers</b>	<b>31</b>
<b>Hats/ Headbands</b>	<b>31</b>
<b>Shoes</b>	<b>31</b>
<b>Jackets and Coats</b>	<b>32</b>
<b>Middle School (6th – 8th) PE Dress Code</b>	<b>32</b>
<b>Holiday Attire</b>	<b>32</b>
COVID-19 ADDENDUM: RETURN TO CAMPUS POLICY FOR STUDENTS	33

## ADMINISTRATIVE STAFF

Head of School	Ken Nysmith
Lower School Director	Beth McCloskey
Middle School Director	Nora Webb
Admissions Director	Katy Meadows
Admissions	Jenny Rakshys
Director of Guidance	Jody Amberly
Human Resources Director	Sonya Starling
Communications Director	Alex Nysmith
Operations Director	Peter LaMon
Extended Care Director	Sara Miller
Technology Director	Johan Fremlin
Finance Administrator	Gabrielle Silver
Librarian	Cathy Goff
Office Administrator	Catherine Schrembs
Administrative Assistant	Alexandra Sutherland
Administrative Assistant	Celia Kelly
Administrative Assistant	Emily Lee
School Nurse	Rachelle Bordelon
Registrar	Stephen Currie
Administrator	Linda Nysmith
Videographer/Marketing	Joshua Holibonich
Photographer	Alain Gutierrez
IT Manager	Mark Kairis
Facilities Support	Rick Nigh
Facilities Support	Aaron Jackson
Facilities Support	Alexandra Martinez
Facilities Support	Milton Castro
Facilities Support	Karen Guaman

## GENERAL INFORMATION

### IMPORTANT NUMBERS & INFORMATION

Address:	The Nysmith School Inc. 13625 EDS Drive Herndon, VA 20171-3413
Main Office Phone:	(703) 713-3332; for daily status press 2
FAX:	(703) 713-3336
<b>Front Office Email</b>	<b><a href="mailto:FrontOffice@Nysmith.com">FrontOffice@Nysmith.com</a></b>

### DIRECTIONS TO THE NYSMITH SCHOOL

From the Dulles Toll Road, take exit 9A (Route 28 South). Exit off of the second off-ramp which is McLearn Road. At the second street, turn right onto EDS Drive, (note that both the

first and second streets are EDS Drive). Nysmith is the first building on the right; visitor parking is located in the first parking lot on the left.

## INTRODUCTION

We believe that a world-class education is a joy-filled experience. We are committed to providing a happy, comfortable, relaxed, safe, and stimulating environment for children. Students are encouraged and nurtured to think, reason, anticipate, question, and discover. We challenge students to be creative in their problem solving by providing a variety of hands-on experiences. Nysmith is concerned with developing well-balanced individuals and provides activities to enhance all developmental areas: social, emotional, physical, and intellectual. The curriculum is structured for children who have an aptitude and desire to learn. All children have valuable contributions to make and Nysmith offers a safe physical and emotional environment for children to practice and hone skills relating to independence, self-assertion, critical thinking, and problem solving.

Every child is treated with respect and dignity. The student population represents a wonderfully diverse group of cultures, religions and nationalities.

## GOALS

- Help children achieve their full potential
- Allow children to pace themselves according to their abilities
- Provide daily challenges for each child in a fun filled and stimulating environment
- Provide the opportunity for the children to interact with their peers in a manner that best suits the unique social, emotional, and academic needs of each student
- Offer a rich, accelerated program of study
- Provide low student-to-teacher ratios
- Employ teachers with diverse experience and teaching styles
- Provide logical thinking exercises in the daily routine
- Give students the academic foundation necessary to continue their education beyond Nysmith

## FACULTY

Nysmith teachers and staff members are dedicated, caring professionals who listen, encourage, praise, and instill enthusiasm for learning. Teachers must hold one or more degrees and have prior teaching experience. Our low teacher-to-student ratios ensure that all students receive affection and attention.

Teachers and staff participate in annual in-service training to learn new teaching techniques and gain valuable information to be used in the classroom. Teachers and staff also undergo criminal record background investigations, yearly TB testing, and mandatory OSHA training, all of which help to ensure a safe environment for the students and staff alike.

# SCHOOL POLICIES

## HOURS OF OPERATION

Homeroom	8:00 AM – 8:30 AM
Preschool Instructional Program	8:30 AM – 2:30 PM
Kindergarten - 8th Instructional Program	8:30 AM – 3:00 PM
Morning Extended Care	7:00 AM – 8:00 AM
Preschool Afternoon Extended Care	2:30 PM – 6:30 PM
Kindergarten – 8th Afternoon Extended Care	3:00 PM – 6:30 PM

## ADMISSIONS

During the months that school is in session, The Nysmith School will hold weekly Tour and Information Sessions on Thursdays at 10:00am. During the summer months when school is not in session, we will offer onsite school tours. We encourage all prospective parents to tour The Nysmith School. The Admissions Office is happy to provide further details.

### For Current Year/Mid-Year Admission 2023-2024:

Admission is offered when space is available. The Admissions Office is always delighted to speak to prospective families about potential openings.

#### ***Admission to Preschool and Kindergarten:***

- Completed Nysmith application (available online)
- Application fee
- If a child is or has been enrolled in school, please provide a copy of your school's progress report
- If a child is or has been enrolled in school, we would like a Teacher Recommendation
- Student visit: For mid-year enrollment, children will visit Nysmith for one full day.

\*\*\*\*Please note: we do not require intellectual testing for admission to Nysmith Preschool or Kindergarten.

#### ***Admission to Grades 1-8:***

- Completed Nysmith application (available online)
- Application Fee
- Copy of an intellectual test with a qualifying score of 120 or higher in at least one category. We accept public school IQ tests such as the CogAT and NNAT, and also accept WISC V and WPPSI IV tests administered by a licensed psychologist.
- Copy of final report cards from the previous 2 years of school
- Teacher Recommendation: please provide a teacher email and we will obtain the recommendation
- Two Day student visit.



### For Next Year Admission 2024-2025:

We will begin accepting applications for the 2024-2025 school year on October 1<sup>st</sup>. Please see the above guidelines and requirements for admission. If student visits are not possible, we will ask all prospective students to virtually meet with either the Upper or Lower School Directors for a "get to know you" chat online. This chat is for parent and child plus Nysmith Director.

Nysmith enrollment is considered complete when we have received the following:

- Signed Enrollment Agreement
- Tuition arrangements are made
- The following paperwork has been received by the Front Office:
  - Copy of passport or birth certificate
  - Updated Emergency Care Form
  - Copy of the Commonwealth of Virginia School Entrance Health Form

### SAFE ENVIRONMENT

We begin early in a student's academic career to promote peace and work towards the prevention of violence by teaching vital life skills, modeling appropriate behaviors and making sure that all students, faculty, and parents are aware of our "zero tolerance" policy for violent behavior and weapons at school. Preschoolers are taught that "hands are not for hurting" and to "use your words". This approach is integrated into all subject matters and staff will use all "teachable moments" to remind students of the importance of social responsibility and respect. To enhance self-esteem and create both a climate and a community that helps students feel safe and secure is our highest priority.

Students are taught to solve problems, resolve conflicts, deal with peer pressure, manage anger, de-escalate situations, and appreciate cultural diversity and to use their influence in a positive manner. Additionally, we ensure that all students are able to ask questions and report any concerns either directly to staff or anonymously. Older students have discussions on sexual harassment, drug awareness, and personal safety issues.

All students from kindergarten through eighth grade attend character education classes with the school teachers and counselors on a weekly basis one semester each year. Character Education is taught under the direction of the Guidance Department and school directors. This positive group guidance program ensures that every student knows a school counselor and has one more adult to turn to for guidance and support. The safety of the children is paramount to all teachers and staff at The Nysmith School.

### CUSTODIAL RIGHTS

As required by the Code of Virginia (Section 63.2-1813), every student enrolled at The Nysmith School is required to have information concerning authorized and unauthorized person(s) for pick-up on file in the school office.

Please provide this information on the "Authorized Pick-Up Release" section found on the *Emergency Care Form*.

## DIFFERENTIATED LEARNING ENVIRONMENT

The Nysmith School offers a highly differentiated learning environment. Our small student to teacher ratio allows teachers to differentiate their methods to reach individual students. Our program is designed to be experiential; repetition is greatly reduced. Teachers consciously use a variety of methods, including oral exams, small group work, peer editing, open book exams, and labs. Nysmith's differentiated instruction, combined with our nurturing teachers, provides an environment that some students with minor learning differences find helpful.

Students who require accommodations beyond our regular program and who wish to document that accommodations are in place must provide a written diagnosis and request for such accommodations from his or her parents. This documentation will remain in a student's file and will result in our answering in the affirmative on questions concerning these accommodations on recommendation forms in the event that the student transfers or when the student graduates from Nysmith.

## CALENDAR OF EVENTS

Each family receives an official copy of the school calendar prior to the start of the school year. Periodically, there will be changes made to the calendar and any updates will be sent home with your child in the Wednesday folders. You may also access the live calendar on the Nysmith community website.

Nysmith is closed on all federal government holidays. Please note that the extended care programs are also closed on federal holidays as well as on Christmas Eve and New Year's Eve. The day before Thanksgiving, school will be closed (including extended care). Instructional and extended care will also be closed for a week for Spring Break. Work days, as deemed necessary, may be added.

Please note that while the school will attempt to notify all families of any changes in the calendar, Nysmith reserves the right to make changes.

## ELECTRONIC COMMUNICATION

The Parent Community Portal is located at <https://www.nysmith.com/community-portal/>. This website is provided expressly for the convenience of the families of The Nysmith School.

Parents will also receive a weekly newsletter, The Look Ahead. We use this to notify families of class field trips, illnesses in your child's classroom, and schoolwide information, not to mention the invaluable information in the Look Ahead that will help parents get the most out of their child's experience at Nysmith.

## ELECTRONIC EQUIPMENT/CELL PHONES

Preschool through 5<sup>th</sup> grade may not bring electronics, including smart watches, to class. 1<sup>st</sup>-5<sup>th</sup> graders may bring electronics for use only in designated supervised areas on code red days and only during recess time. 6<sup>th</sup>-8<sup>th</sup> graders may use electronics in their free time if

they are responsible and demonstrate good judgment. 6<sup>th</sup>-8<sup>th</sup> graders are provided Chromebooks for use in school, which they may check out and return daily.

All-electronic games/equipment and cell phones brought to school must be labeled with the student's name. We recommend that electronic games/equipment be left at home as The Nysmith School is not responsible for lost or stolen property.

## VIDEOTAPING WHILE IN THE SCHOOL

Except for School events where videotaping is expressly permitted (i.e school plays, shows, musicals and other "open to the public" events), it is expected that faculty, students, parents and staff will respect the privacy of other individuals in the workplace and educational setting and will not record or videotape their child, the classroom or any activity within the School facility at any time.

Video recordings present privacy concerns and potential concerns with copyright and intellectual property issues. Therefore, video recording is prohibited within the School grounds except as listed above.

The foregoing does not prohibit the School itself from videotaping areas within the School for purposes of security for the School and all students, faculty and parents consent to such videotaping and understand such videotaping shall be confidential and not available to the general public since its primary purpose is to prevent or deter crimes and protect public safety for the School.

## TRANSPORTING NYSMITH CHILDREN

It is against our school policy for teachers to provide transportation of students to and from school. This includes transportation provided during the normal school day, after school activities, tutoring, clubs, etc.

## INCLEMENT WEATHER POLICY

In an effort to simplify the **Inclement Weather & Snow Policy**, we *usually* follow the decision of Fairfax County for the Instructional Program, and the decision of the Federal Government for the Extended Care program. If however, the school determines that the criteria that Fairfax County has used for their determination does not apply to Nysmith, Nysmith will make an independent decision.

Announcements for delayed openings, early closings and cancellations are made on local TV news stations 4, 5, 7 and via email. The school will also communicate via SMS in the event of an emergency or unforeseen event. Parents may also check The Nysmith School status line for the current status, 703-713-3332 ext. 2. School status may change as weather conditions change. Parents are encouraged to pick up their child(ren) early if they determine that the weather is severe and could create treacherous driving conditions for their family.

If the federal government closes early, *all students* must be picked up within two hours of the federal government’s closing. We encourage parents to have an alternate arrangement in place in the event that they will not be able to meet the deadline. Parents should notify the school immediately by fax (703-713-3336) or email ([frontoffice@nysmith.com](mailto:frontoffice@nysmith.com) and [smiller@nysmith.com](mailto:smiller@nysmith.com)) with new arrangements for their child’s release. It is in everyone’s best interest to be transported home safely and as soon as possible (**see the 2023-2024 INCLEMENT WEATHER & SNOW POLICY below**)

## INCLEMENT WEATHER & SNOW POLICY

FAIRFAX COUNTY SCHOOLS	The Nysmith School
If Fairfax County Schools are <b>CLOSED</b> , then:	Nysmith Instructional Program is <b>CLOSED</b> Extended Care is OPEN – 7:30 AM – 6:30 PM
If Fairfax County Schools are CLOSED due to extreme temperature:	Nysmith will determine closure on a case-by-case basis.
If Fairfax County Schools have a <b>2 hour DELAYED OPENING</b> , then:	Nysmith has a <b>1 HOUR DELAYED OPENING (9am)</b> Morning and afternoon bus service will be determined based on road conditions. Extended Care is OPEN: 7:30 – 9:00 AM 2:30 – 6:30 PM
If Fairfax County Schools have an <b>EARLY CLOSING</b> , then:	Nysmith Instructional Program follows the same closing guidelines as Fairfax County. Example: <b>If Fairfax County closes two hours early, Nysmith closes two hours early (1pm)</b> Extended Care will CLOSE at 5:00 PM <b>*See Bus/Transportation Policy below</b>
FEDERAL GOVERNMENT	The Nysmith School
If the Federal Government is <b>CLOSED</b> , then:	All Nysmith programs are <b>CLOSED</b>
If the Federal Government has an <b>EARLY CLOSING</b> , then:	All Nysmith programs will <b>CLOSE 2 HOURS AFTER</b> the Federal Government closes

**Note: \*Bus/Transportation Policy - There may not be any bus service AM on days when there are delayed openings. Nysmith reserves the right to cancel bus service and/or transport children to designated drop off locations any time the driving conditions are questionable.**

**Note: Extended Care charges \$1/minute after announced closings. Drop-ins for Extended Care charges are \$25 per hour.**

**Note: Any time the weather and driving conditions deteriorate once school/extended care is already in session for the day, you do not have to wait for an announced closing to pick up your child. We want you to use your own judgment and transport your children home when you are comfortable with the road conditions. If there is an early closing, you must make arrangements to pick up your child.**

## FIELD TRIPS

Forms granting permission for local field trips are signed at the time of enrollment. *Local field trips* include any trip within a 15 mile radius of the school. Additional permission slips will be sent home as field trips are scheduled. **WRITTEN PERMISSION MUST BE SUBMITTED BEFORE THE DEPARTURE TIME. NO ORAL PERMISSION WILL BE ACCEPTED FOR LONG-DISTANCE FIELD TRIPS.** If a fee is required for a field trip, we ask that the money be sent in with the permission slip in advance. Suggestions for field trips are always welcome.

## REPORT CARDS, CONFERENCES, COMMUNICATION

Students are evaluated formally four times a year. Parents will have a scheduled conference in early November and receive four written reports, one at the end of each quarter. During the November conference, the emotional, social, and intellectual growth of your child will be discussed. Written report cards will include grades, a checklist of social skills, and a written evaluation of brief comments from each teacher.

Additional conferences may be requested by either the teacher or the parent(s). Should you wish to contact a teacher, please send a note or email to the teacher with a suggested time you would like to meet and a brief description of the issues you would like to address. Advance knowledge of the issues permits the teacher to gather any pertinent information or materials that may be useful in the conference.

Students in grades K-3 will bring home a colored folder daily. Students in grades 4-6 will bring home a colored folder on the first and third Wednesdays of each month. The folder will contain homework, class work, important notices from the administration, PTO, etc. Teachers will post class information in their Google Classroom.

## CONTACTING A TEACHER

Teachers are generally unavailable during school hours unless an appointment has been made. Appointments can be arranged by contacting the teacher directly. All efforts will be made to accommodate a requested date and time. Messages for teachers can also be left through the voice mail system via phone number 703-713-3332 or the school's email system. To send an email the protocol is first initial, last name, e.g. Knysmith@nysmith.com. Please leave your phone number and the hours you will be

available at that number. Please note that not all teachers have access to email during the school day.

## MEET THE TEACHERS OPEN HOUSE

An Open House to meet the teachers is held the day before school begins each year. This is a good time to visit classrooms and meet teachers prior to the first day of school. For returning students, this event may be held virtually.

## BACK TO SCHOOL NIGHT

Back to School Nights are scheduled early in the school year. Teachers introduce themselves, present an overview of their course, and share expectations and goals for the year. We realize however that many families are not able to attend in person for a variety of reasons. Therefore the teachers will record and distribute a video recording that will cover the introduction, overview of their course, share goals and expectations so that all parents will have access to the critical information. During the Back to School Night, parents are welcome to meet the teacher and ask general questions. Please note that this is not the time for questions concerning individual students.

## NOVEMBER CONFERENCE DAYS

The instructional program is closed for two days when the pre-scheduled conferences are held. Parents of preschool students will conference with the lead teacher; parents of K-8 students will conference with a core-subject teacher. (Extended care is open for currently enrolled students in the aftercare program.) To make it easier for all parents to meet with teachers, parents are welcome to meet in person or via Zoom. Please watch for an email with a sign-up link.

## ATTENDANCE

Children may be dropped off in the morning between 8:00 - 8:30 AM. Classes begin promptly at 8:30 AM. Please be sure that you drop off your child so that he or she has ample time to go to his or her locker, greet friends, and get ready to start the day. Students arriving late must be signed in by an adult at the main office. It is important that parents drop off their child prior to 8:20 AM to ensure they do not feel rushed to class or arrive late. When a student is habitually late to school, it disrupts the entire class and puts all of the students at a disadvantage. Habitual tardiness is not condoned. Parents need to leave the building by 8:30 AM.

## MAKE-UP ASSIGNMENTS

If your child is absent from school for several days, please contact your child's director, who will coordinate the collection of missed assignments in a file which will be available at the office for pickup. We are unable to submit homework to the office for pickup on a daily basis.

## TRIP POLICY

While we understand that children are occasionally absent from the school for a variety of reasons, we discourage planning trips during the school year. If you know that your child will miss school for an extended period of time due to vacation, travel, etc., please notify your child's homeroom teacher. It is the student's responsibility to submit all projects that are assigned prior to the absence which will become due during the absence. Any work, including tests, that is missed while the student is away may be made up upon his/her return to school. Because our curriculum is differentiated, teachers will be unable to send work with the student to be completed during their trip. It is the student's responsibility to pick up missed assignments upon return to school.

## HOMEWORK

Nysmith believes in minimal homework and minimal repetition. Students should expect no more than ten minutes of homework per grade level. For example, third graders thirty minutes per day, seventh graders seventy minutes per day, four to five times a week. Students move at various paces through their work, so the time required will vary from child to child. Please inform the teacher if assignments are taking longer than the teacher's stated expectations. Our goal is to work together to find the right balance between meaningful homework and a happy childhood.

## STANDARDIZED TESTING

Students in grades four and six take the Iowa Test of Basic Skills in the spring. This is a standardized, nationally normed test which allows students to gain experience with this type of test. For the past nine years, Nysmith students have scored in the top 1% of the country.

## CLUBS

During the 2023-2024 school year, clubs will be held on campus from 3:00-4:00 pm. Students in grades kindergarten through eight are able to participate in a variety of after school clubs that vary from year to year. These after school activities have included such clubs as Math Olympiad, Drama Club, French Club, Geography Club, Bug Club, Math Counts, Creative Writing Club, Chess Club, Debate Club, Sports Club, Yoga, Art Club, Service Club, and Glee Club. Nysmith also offers leadership growth opportunities through its Student Council Association and National Junior Honor Society.

## SCHOOL TRADITIONS

Halloween Party  
Winter Holiday Party  
Valentine's Day Party  
End of the Year Party  
Grandparent's Day  
Concerts  
Eighth Grade Graduation Ceremony  
International Fair  
Career Day

Pre-School Gatherings  
Movie Night  
SCA Dances (grades 6-8)  
Book Fairs  
Special Olympics Basketball Event  
Field Day  
Pajama Bingo  
Parent Education  
Student Productions

## LOST AND FOUND

Please label raincoats, jackets, boots, mittens, and lunch boxes with your child's first and last name. **Unidentified articles are collected and stored in the Blue Pod. Please check the lost and found frequently, as unclaimed items are periodically collected and given to charitable organizations.** Eyeglasses, jewelry, electronics, and other valuables are not routinely placed with other articles; please ask for them in the main office. At the end of each month, unlabeled items that are not claimed will be donated.

## HIRING NYSMITH TEACHERS

The Nysmith School has a wonderful staff of talented teachers. Still, it is important for everyone to understand that The Nysmith School is not responsible for the behavior or performance of individuals who are employed by The Nysmith School when they are hired by families for services that are not performed on school grounds.

The Nysmith School conducts all required background checks for all school personnel. The school, however, also has multiple safeguards in place to protect the children when physically at the school, including windows in every room as well as two teachers in each classroom to minimize the risk of any possible predatory behavior. It is the responsibility of any family who chooses to hire a member of the Nysmith staff to work with their children to take precautions to safeguard their child's wellbeing.

## HEALTH POLICIES

### PHYSICALS & IMMUNIZATIONS

A completed and signed physical examination form must be on file in the office at all times. Newly enrolled students and all kindergartners must have a physical examination dated within twelve months prior to enrollment. Students who enroll midyear must submit a current physical examination within 30 days of enrollment and an immunization record before attending the first day of class.

Evidence of the following immunizations is required by Virginia State law: MMR (Measles, Mumps, & Rubella), DTP (Diphtheria, Tetanus, & Pertussis), Varicella (Chickenpox), Polio, PCV (Pneumococcal), Hib (Haemophilus Influenza Type B), and Hepatitis B. Booster doses of MMR and Varicella are required by law as a prerequisite for entry into kindergarten. All prospective seventh graders must provide verification of a Tdap booster. Please contact the office if your child has medical or religious exemptions precluding him or her from receiving immunizations.

### COMMUNICABLE DISEASES

**The Code of Virginia requires that certain communicable diseases be reported to the local health department. Please see the list below. Those listed in UPPERCASE must be reported within 24 hours of suspected or confirmed diagnosis by the most**



**rapid means available. All others are required to be reported within 72 hours of suspected or confirmed diagnosis.** The most up-to-date [reportable disease chart](#) can be found on the website of the [Virginia Department of Health](#).

- Amebiasis
- ANTHRAX
- Arboviral infection (e.g., EEE, LAC, SLE, WNV, Zika)
- BOTULISM
- BRUCELLOSIS
- Babesiosis
- Campylobacteriosis
- Candida auris
- Carbapenemase-producing organism
- Chancroid
- Chickenpox (Varicella)
- Chlamydia trachomatis infection
- CHOLERA
- CORONAVIRUS INFECTION, SEVERE (SARS-CoV, MERS CoV)
- Covid-19
- Cryptosporidiosis
- Cyclosporiasis
- DIPHTHERIA
- DISEASE CAUSED BY AN AGENT THAT MAY HAVE BEEN USED AS A WEAPON
- Ehrlichiosis
- *Escherichia coli* infection, Shiga toxin-producing
- Giardiasis
- Gonorrhea
- Granuloma inguinale
- HAEMOPHILUS INFLUENZAE INFECTION INVASIVE
- Hantavirus pulmonary syndrome
- Hemolytic uremic syndrome (HUS)
- HEPATITIS A
- Hepatitis B (acute and chronic)
- Hepatitis C (acute and chronic)
- Hepatitis, other acute viral
- Human immunodeficiency virus (HIV)
- Influenza
- INFLUENZA-ASSOCIATED DEATHS IN CHILDREN < 18 YEARS OF AGE
- INFLUENZA A, NOVEL VIRUS
- Lead-elevated blood levels
- Legionellosis
- Leprosy (Hansen's disease)
- Leptospirosis
- Listeriosis
- Lyme disease
- Lymphogranuloma venereum
- Malaria
- MEASLES (Rubeola)
- MENINGOCOCCAL DISEASE
- MPOX / MONKEYPOX
- Mumps
- Neonatal abstinence syndrome (NAS)
- Ophthalmia neonatorum
- OUTBREAKS, ALL (including but not limited to food borne, healthcare-associated, occupational, toxic substance-related, and waterborne)
- PERTUSSIS
- PLAGUE
- POLIOVIRUS, including POLIOMYELITIS
- PSITTACOSIS
- Q FEVER
- RABIES, HUMAN AND ANIMAL
- Rabies treatment, post-exposure
- Rocky Mountain spotted fever (Spotted fever rickettsiosis)
- RUBELLA, including congenital rubella syndrome
- Salmonellosis
- SEVERE ACUTE RESPIRATORY SYNDROME (SARS)
- Shigellosis
- SMALLPOX (Variola)
- *Staphylococcus aureus*, infection (invasive methicillin-resistant and any vancomycin-intermediate or vancomycin-resistant)
- Streptococcal disease, Group A, invasive
- *Streptococcus pneumoniae* infection, invasive, in children <5 years of age
- Syphilis (report PRIMARY and SECONDARY syphilis by rapid means)
- Tetanus
- Toxic substance-related illness
- Trichinosis (Trichinellosis)
- TUBERCULOSIS, ACTIVE DISEASE (MYCOBACTERIA)
- Tuberculosis infection
- TULAREMIA
- TYPHOID/PARATYPHOID FEVER
- UNUSUAL OCCURRENCE OF DISEASE OF PUBLIC HEALTH CONCERN
- VACCINIA, DISEASE OR ADVERSE EVENT
- VIBRIOSIS
- VIRAL HEMORRHAGIC FEVER
- YELLOW FEVER
- Yersiniosis

**NOTE:** In addition to informing the health department, parents are to inform the school within 24 hours of the next business day after their child, or any member of the immediate household, has developed any of the above reportable communicable diseases, except for life threatening diseases, which must be reported to the school immediately.

If deemed advisable by the Head of School, the appropriate letter will notify the parent community of the potential health risks.

## ILLNESS POLICY

Illness spreads rapidly in school environments. **If your child has vomited or has an above normal temperature (100° F or above), a contagious disease, or any other condition that could be detrimental to the other children or adults, they may not come to school.** Likewise, if a student is absent due to a contagious illness, they may not attend school events that are held after hours. As disappointing as it might be for a student to miss Bingo Night or a social event, it is more important that others are not exposed to an illness.

**If your child becomes ill during the school day, you will be contacted immediately and expected to pick your child up immediately. Your child must stay home for the rest of that day and the following day. At that point, if your child has been symptom-free and fever-free (without the use of fever-reducing medication) for a full 24 hours, they may return to school.**

### Examples:

Scenario	Return to School
At 9:00 AM on Monday, you are asked to pick up your child because they have a high temperature. Their fever breaks on Monday night.	Your child must stay home for the rest of Monday and the following day. They may return on Wednesday.
At 2:00 PM on Monday, you are asked to pick up your child because they vomited.	Your child must stay home for the rest of Monday and the following day. They may return on Wednesday.
At 2:00 PM on Monday, you are asked to pick up your child because they vomited. They vomit again at home on Tuesday.	Your child must stay home for the rest of Monday, Tuesday, and Wednesday. They may return on Thursday.
At 7:00 PM on Sunday, your child vomits. They feel fine on Monday morning.	Your child must stay home on Monday. They may return on Tuesday.

## MEDICATION POLICY

Medications that need to be administered at school are carefully regulated. Specific requirements necessary to dispense prescriptions and other medications vary, depending on the classification of medication. The office has complete information and the forms necessary for a parent's and/or a doctor's signature, as required by the Virginia Department of Social Services. In general, medication must be in the original container with the original directions clearly printed. Both long term prescription and long term over-the-counter medication may be administered *with a physician's signature*. Prescription and over-the-counter medication may be administered for ten days or less when a parent completes the required form. We are not permitted to administer medication of any kind without a written statement of informed consent, signed by the student's parent, guardian, or physician, absolving the school of any liability.

## SEASONAL ALLERGIES

In order for your child to stay indoors during recess, please submit a physician's note stating that the child is exempt from outside activity due to allergies. There will be a table in the cafeteria designated for indoor recess where children can do a quiet activity such as reading or drawing, etc. Electronic devices are permitted if the sound is disabled as long as it does not create a problem. If a student is disruptive, the child will either need to go outside with the rest of the class or a parent will need to supervise the child. Each physician's note will be effective for no longer than two weeks. A new form will need to be signed by the physician for each two-week period.

## FOOD ALLERGIES

Several students in the school have potentially fatal peanut, dairy and/or wheat allergies. There is a No Nut Table in the lunchroom for students with allergy sensitivities. For snack time, please send in a No Nut Snack in a separate container, labeled with the student's name and class, to eat in the classroom.

## HEAD LICE

If we encounter cases of head lice, it is usually during the first semester of school before the students leave for winter break. If we do discover a case or cases of head lice, we will send a notice home immediately. If a case of lice can be caught early, the problem can be eradicated rather easily. Once a child's head is fully infected, treatments become more involved and other family members and classmates run a greater risk of becoming infected. If you find that your child has nits (the unhatched lice eggs attached to the lower end of the hair shaft) or lice, you must treat every place and everything with which your child has come in contact...car seats, rugs, bedding, sofas, drapes, etc. All cloth items, including stuffed animals, should be sealed in plastic bags for at least two weeks, OR washed in hot water and dried in the dryer on HIGH for 20 minutes, OR dry-cleaned.

Recent information indicates that head lice are becoming immune to some of the standard treatments, and the nits have a four-day period during which they are immune to any

treatment. Please talk to your doctor or pharmacist about all available options. Manual nit removal and environmental clean-up are just as essential as pharmaceutical treatments in eradicating head lice.

If lice or nits are found on a child a parent must pick up the child and treat him or her, and the child may not return until the next day. Our policy on treating head lice is as follows: Children must be NIT-FREE before they may go back in the classroom. Upon your child's return to school after being treated for lice, you must accompany your child into the office and wait until a staff member checks your child's scalp. If nits are found the child must go home again and may return to class the next day if no nits are found upon the second check by a staff member. If there is a second occurrence, you must accompany your child into the office every day for two weeks and wait until he or she is checked. You also must bring in the bottle from the treatment that you used. Should there be a third occurrence, your child must remain at home for three days for thorough treatment. After the third day, you must follow the second occurrence. If it is discovered that your child does have lice, we will call you to pick up your child immediately.

## EXCLUSION FROM ACTIVITIES

Written notification from a parent or guardian is necessary anytime a child is to be excused from regularly scheduled activities such as physical education, an academic class or outdoor activities due to illness. If your child needs to be excused from physical activities for over a week, you must provide a doctor's note.

## ABSENCES AND LATE ARRIVALS DUE TO ILLNESS

If your child will be absent or late due to illness, please advise the school by phone at 703-652-0032 or email [Frontoffice@nysmith.com](mailto:Frontoffice@nysmith.com). Please let us know if your child has any highly contagious illness such as chicken pox, strep throat, head lice, etc. We always like to keep other parents informed of illnesses that are going around.

## EMERGENCY CARE FORM

All new parents must complete an emergency care form online. Information should be updated regularly; please let us know anytime a phone number, address, place of employment, e-mail address, etc. changes. The purpose of the form is to help us locate you in the event of an illness or emergency. For parents who travel, locally or interstate, please leave detailed information about where you may be contacted. Please be sure to provide a current email address so that you can be updated regularly about school events and emergency information. A parent or pre-designated adult must be within telephone contact at all times. Please be certain to list on the form the names and telephone numbers of individuals authorized to pick up your child if you cannot be reached. No child will be released to persons not authorized to pick up. Please remember that a sick child may not remain in school until the end of the day, and he or she may not ride home on the bus.

In the appropriate section on the **Emergency Care Form** please list:

- All allergies, chronic illnesses, or special health needs your child may have. Parents must state a course of action for each of these concerns. This will help to ensure a healthy and pleasant learning environment for all.
- Any special concerns such as asthma, history of seizures, reactions to bee stings, hearing or sight impairments, etc. should also be noted on the emergency care form.

Any emotional concerns or changes in your child's development should be mentioned to the director or the child's teacher; this information will be held in the strictest confidence.

## PLAYGROUND

The playground is supervised at all times while children are present during designated class times. The staff checks and reports any unsafe equipment. They are instructed to anticipate when situations between children are becoming volatile and redirect when possible. The Preschool playground has equally distributed, resilient surfacing to assist in preventing serious injury from falls. Only during indoor recess will electronic games and trading cards be permitted. Violent electronic games are not permitted at any time. Cell phone use will not be permitted during recess at any time.

## BACKPACKS

All backpacks must fit in the designated lockers.

## ACCIDENT REPORTS

If there is a serious accident or injury, you will be notified immediately. If the injury is minor, first aid attention will be given, and the parents will be notified.

## REQUIRED REPORTING

**All Nysmith employees are required by Virginia Law to report suspected child abuse or neglect to Child Protective Services (CPS). Employees will also notify their respective Director.**

## MEALS

### BREAKFAST

Any child in the morning extended care program may bring a simple breakfast from home to eat during extended care. We do not provide breakfast for the students.

### LUNCHESES & SNACKS

All students in preschool through eighth grade are responsible for bringing their own lunch, snacks, and drinks. **As a reminder, social service regulations require that all**

**preschool lunches must be dated and labeled with the student's name.** Snack time is scheduled for pre-kindergarten through third grade, but snacks must be provided from home.

## BIRTHDAY PARTIES

Parents may send in an individual, nut-free treat for each child in the class on a child's birthday. Please give your child's teacher advance notice if you would like to send in a treat. Please be sure to ask your child's teacher if there are any allergies or dietary restrictions in the class.

If you are planning a party outside of school, please do not hand out invitations unless all students are invited. No gifts or party favors should be brought to school. Please counsel your child not to discuss any such outside parties in front of uninvited children. We strongly recommend that you do not invite all but one or two children from your child's class.

## BEHAVIOR MANAGEMENT

Since parents are the primary and principal influence on their children's lives, it is essential that both parents and staff afford themselves every opportunity to establish a positive relationship in support of the students. Effective communication between the adults in a child's life will allow for coordination between actions at home and at school to modify behavior and enhance individual progress.

At Nysmith, we believe that discipline means teaching and not *punishing*. We are devoted to nurturing children and helping them develop positive self-esteem, practice self-control, and achieve a sense of self-respect. Careful supervision by skilled teachers enables us to redirect negative behavior.

## BEHAVIOR GUIDANCE

Discipline shall be constructive in nature and includes techniques such as:

- Using limits that are fair, consistently applied, appropriate and understandable for the child's level
- Providing children with reasons for limits
- Giving positively worded directions
- Modeling and redirecting children to acceptable behavior
- Helping children to constructively express their feelings and frustrations to resolve conflict
- Arranging equipment, materials, activities, and schedules in a way that promotes desirable behavior

## TERMINATION OF STUDENT'S ENROLLMENT

Although Nysmith's behavior management procedures are preferred as the method of controlling student behavior, the administration reserves the right to terminate a student's enrollment on the basis of his or her behavior at any time during the behavior management process. Please see your tuition contract for the conditions of termination/withdrawal.

## TUITION PAYMENTS & FEES

Tuition payments are due on the first day of each month, as your monthly statement will indicate. If a child is enrolled after the first day of the school year, a billing statement will be sent to the party responsible for payment within one week of the child's first day of classes. The tuition schedule will be prorated to the date of the child's first day of class. Payments for field trips are handled through classroom teachers. Fees for late student pick-ups are due on the day the charges are incurred. If you need a financial reimbursement receipt to submit to your place of employment, please notify the finance office in advance and a statement will be prepared. Please specify the information required by your employer.

## CONTRACTS FOR ENROLLING NEXT YEAR

Re-enrollment contracts will be made available to current students in their Parent Portal (where online applications were completed) during the first week of January. All re-enrollment contracts are due to Nysmith (signed contract and Enrollment Fee) **by January 31<sup>st</sup>**. Access to online re-enrollment contracts may be denied after January 31<sup>st</sup> so we may determine how many openings we have in each grade, and thus, how many new applicants we may offer admission to for the following year. Please contact the Nysmith Admissions Office for further information.

## LATE PICK UP CHARGES AND POLICIES

There is a late pick up charge for children in the instructional program who are not picked up within 15 minutes of dismissal time for preschool (2:45 PM) and 30 minutes for elementary students (3:30 PM). For any child in extended care who is picked up after closing time (6:30 PM) there will be a charge. These payments are due on the date the charges are incurred. If the child is not picked up and no one on our "authorized to pick up" list can be reached, our only option will be to call CPS (Child Protective Services).

## ADDITIONAL FEES & MONEY

Anytime you need to send money or checks to school with your child, please seal the check or cash in an envelope and clearly mark the envelope to be delivered to the appropriate teacher or administrator. There is a secured mailbox into the financial office where Nysmith tuition payments may be dropped. Please encourage your child to drop off any money or checks before classes begin. Children should also be discouraged from bringing extra money to school.

## RETURNED CHECK FEE

There is a \$25.00 charge for all returned checks.

# TRANSCRIPT AND STUDENT RECOMMENDATION POLICY

## STUDENTS CURRENTLY ENROLLED

The Nysmith School makes every effort to help graduates gain admission to the high school of their choice. The high school application process is discussed at Back to School Nights with 7<sup>th</sup> and 8<sup>th</sup> grade parents and is repeated throughout the fall and early winter as students, parents, Nysmith teachers, and administrators work together to handle the paperwork that is required for this important process.

Nysmith staff also makes every effort to facilitate paperwork for younger students who find that they must leave our community. Forms requesting transcripts, teacher recommendations, and school records are available at the front desk and should be returned to the front desk when completed. We ask that you allow us two weeks to complete teacher recommendations; teachers plan their time very carefully and they need the full two weeks to manage their other responsibilities while writing thoughtful, helpful recommendations. In an emergency, we will try to meet a shorter time frame, but the resulting recommendations will not be as thorough and therefore, not as helpful to your child.

## STUDENTS NO LONGER ENROLLED

A final transcript is sent to the next school for every student who leaves the Nysmith program. For families who request a transcript from Nysmith after the student has begun attendance at their new school, we will provide a copy of the grades portion of the report cards for each year the student attended Nysmith and a copy of their final transcript. We regret that we cannot write recommendations for students who no longer attend the Nysmith School. Young people develop very quickly, and we cannot rely on the knowledge we had of a child when years or even months have passed. Schools need to have current information for their applicants, so you will need to ask for recommendations from the school your child currently attends.

## ALL TRANSCRIPTS

As applicable, a copy of the Iowa Test results will be included in a student's transcript. IQ Test Reports are kept confidential at all times. As such, the information is used for enrollment decisions only, never becomes part of a student's permanent file, and is shredded following the admission decision. Parents should submit their transcript request forms with the address where the transcript is to be sent. Please sign permission for us to release information to the school. Nysmith will make up to three copies of a child's transcripts free of charge. For each transcript after the third, there will be a fee. Please allow ten business days for your request to be fully processed.

## GIFTED BEHAVIORS RATING SCALE

Informational forms for parents either for application to FCPS AAP program or recommendations for another school may be picked up at the front desk. Submit your written requests and forms to the main office and it will be given to the appropriate Director.



All teacher recommendations, references and AAP forms must be processed and sent out by the appropriate Director. Since Gifted Behaviors Rating must be current for a student, we regret we cannot write recommendations for students who no longer attend the Nysmith School. Please allow ten business days for your request to be fully processed.

## SPECIAL NOTES FOR BEGINNERS AND PRESCHOOL

### CHANGE OF CLOTHES

**Each preschool child should have a complete change of clothes at school at all times. These clothes should be in a plastic bag labeled with your child's name and sent in on the first day of school. If your child needs to change clothes, the soiled clothes will be sent home in the plastic bag in your child's backpack. Please send in a clean change of clothes as needed. Be sure that your child's clothes are appropriate for the weather and that you update the change of clothes seasonally.**

### CLOTHING

Children should wear comfortable clothing. For their safety, we prefer rubber soled shoes; sandals and jellies are not recommended. We encourage children to be actively involved in hands-on projects that are occasionally messy. Comfortable clothing gives children the freedom to run, explore, and climb.

### TOYS FROM HOME

Preschool children are discouraged from bringing toys from home. Teachers may specify certain days as *show and share* days, at which time items important to the child may be brought in and shared with classmates. Teachers will encourage items that relate to themes, colors, beginning sounds, etc. to enhance learning activities.

### QUIET TIME

Children in the Preschool classes will have a rest time/quiet time. Sheets for the cots/rest mats will be provided by the school and must be laundered on a weekly basis. After 30 minutes of quiet time, non-sleeping students may engage in quiet activities. Those who fall asleep during the first 30 minutes will be allowed to nap until they wake up or until it is time for dismissal.

### TRANSITION CARE

Supervised transition care is available (for a nominal charge) to preschoolers who have older siblings in the upper grades or who carpool with older students.

## EXTENDED CARE PROGRAM

Nysmith provides extended care before and after the instructional program for children age three through grade eight. The morning extended care program opens at 7:00 AM and goes until 8:00 AM, at which time students are dismissed to go to their first classroom of the day. Children may be dropped off anytime between 7:00 - 8:00 AM. The afternoon extended care program starts at 2:30 PM for preschool, 3:00 PM for elementary and closes at 6:30 PM. The preschool after school program provides a variety of enriching activities. Outside time is provided daily, weather permitting.

For scheduled drop-in care, there is a per hour charge. Drop-in care may not be available on the day requested. We must receive written notice and payment 24 hours in advance for the child to attend extended care at the scheduled rate. You will be billed for any additional charges incurred should you be delayed longer than anticipated. In order to provide the staff the necessary means to meet social services regulations, we need this advance notice. If you schedule extended care and find that your plans change, we will not be able to refund your payment; at that time we would already have added staff. The rates for unscheduled drop-in care are higher than for scheduled drop-in care. Drop-in students are not part of the regular extended care program.

## PARENT GROUPS

Our Parent-Teacher Organization (PTO) is very active at the Nysmith School. The PTO exists as an unincorporated association of its members. This organization meets periodically throughout the school year and elects officers each spring. The PTO fosters a close relationship between parents and teachers, handles fund-raising activities, organizes parent education seminars, and orchestrates student-parent social activities.

Nysmith has a support group of parents working closely with the teachers and administration to provide parties and activities, etc. for the children. Examples of activities include coordination of the Book Fair and Field Day. All parents are welcome to attend PTO Executive Committee meetings as scheduled and join in the activities provided. Parents in this organization send a volunteer form to the parents each fall to give parents the opportunity to indicate an interest in the various social functions.

Please keep in mind that while the Nysmith School is a very child friendly environment and siblings are eager to participate, the activity at hand or field trip is meant only for the children in the class. On most occasions, class parties, field trips, and other events at the school are only for adults and the students; siblings may not be allowed. Occasionally there are activities in which siblings are welcome to participate. If you have any questions about whether a particular event is sibling friendly, the office staff will be happy to provide assistance.

## BOOKS FOR PARENTS IN THE MEDIA CENTER

Nysmith has a collection of books for parents in the Media Center. Many of these books have been purchased using Book Fair funds. These books are in a separate shelf area, and are available for parents to check out whenever the Media Center is open. You can come in and browse the books, or you can use the Nysmith Library Search to locate a book.

You are also encouraged to donate books that you no longer need at home, and that you would like to share with other Nysmith parents. Just drop those books off, or send them in to the Media Center with your student. Once donated, they can't be returned.

To help narrow your search to only the parent books, a reading list for parents has been created. The books in that list have also been tagged with "Parent Ed" as a keyword for the search.

The Nysmith Library Search (<https://nysmithschool.library.site/>) allows you to search by Author, Title, Series Title, and Subject. The search results show you whether a book is Available, but you cannot use the system to reserve or checkout a book. Once you have located a book that you would like to check out, please feel free to stop by the library and check it out with Mrs. Cathy Goff ([cgoff@nysmith.com](mailto:cgoff@nysmith.com)).

Nysmith and the PTO hope that parents find this resource a valuable tool and encourage its use.

## ACCEPTABLE USE POLICY

### NETWORK

The Nysmith School is pleased to offer student access to the Internet through the Nysmith computer network. This is an exciting opportunity that brings with it added responsibilities. Guidelines for appropriate network use are outlined below.

### WHAT IS POSSIBLE

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the school's goal is to use Internet resources for constructive educational pursuits, students may find ways to access other materials. Although no computer program is fail-proof, the internet content monitoring program, SmartFilter, has been installed as part of the Nysmith computer network. We believe that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

## WHAT IS EXPECTED

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

## PRIVACY

Network storage areas may be treated like school lockers. Technology staff members may review student files to maintain system integrity and to ensure that students are using the system responsibly.

Storage capacity: users are expected to remain within allocated disk space and delete material that takes up excessive storage space

Illegal copying: students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have *written* permission from the Technology Director. Nor should students copy other people's work or intrude into other people's files

Inappropriate materials or language: profane, abusive or impolite language should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

## SUCCINCT ADVICE

These are guidelines to follow to ensure a safe and productive learning environment for all students using computers at the Nysmith School.

- Do not use a computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do not interfere with the operation of the network by installing illegal software, shareware, or freeware
- Do not violate copyright laws
- Do not view, send, or display offensive information, to include text or pictures
- Do not waste limited resources such as disk space or printing capacity
- Do not trespass in another's folders, work, or files

## CHROMEBOOKS

We are excited to offer our upper grade students with Chromebooks for daily in-school use. We hope that the use of the personal Chromebook will be an added positive educational experience for our students and teachers. The Chromebooks are the property of Nysmith which we are supplying for the benefit of our students during school hours. Each morning, students may check out their individual Chromebook, use it throughout the day and then check it back into its assigned dock before leaving school for the day. We expect students to be responsible and treat all the school's Chromebooks with care by not leaving them in precarious situations where damage or loss could be caused to them. Safe practice would be to store them in a padded section of backpacks, in the student's locker, or in the appropriate docking station when not being attended. Each student will be responsible for their assigned Chromebook. Abandoned Chromebooks in the hallways, classrooms, playgrounds etc., can lead to the loss of usage privileges. If the administration feels the need to restrict student(s) usage of the Chromebook they may do so they feel needed.

## TOOLS

To enhance student skills and their learning experience, some classes will offer the students the usage of tools such as lab equipment, hammers, saws, drills, screwdrivers, scissors etc. Every reasonable effort will be used to teach safe practice procedures and proper usage of tools in school. To follow safe practices, students may only use these tools while being directly supervised by their classroom teacher. If a student continuously disregards safety procedures and uses the tools inappropriately, possibly endangering themselves or others, the teacher may limit further usage of the tools and/or other disciplinary action may be taken. If the inappropriate use of tools by a student is in an elective, the student may be required to transfer into a different available elective.

## CARPOOL PICK-UP AND DROP-OFF

***Please be patient and remember that the Nysmith carpool line is a NO CELL PHONE ZONE.***

### MORNING ARRIVAL/ DROP OFF

The Nysmith School encourages parents to drop off children in the dismissal drop off line between 8:00 AM and 8:15 AM. Children need to be in their classes at 8:30 AM sharp.

**Main Entrance:** All students may be dropped off at the Main entrance. Families dropping their children off in the drop off lane should proceed past the transition lot entrance, past the Directors parking island, to the front of the school. Parents may choose to pull forward to the front of the line where teachers are positioned to assist children getting out of the car. Students are welcome to exit their cars on their own in the blue striped area in front of the Main entrance. Parents are asked to remain in their cars at all times. After dropping off your child, please exit via the secondary entrance.

**Silver Wing entrance:** If all the students in the car are 4th grade and above—and do not need assistance getting out of the car—they may be dropped off in front of the Silver wing where a teacher will be on duty to ensure the children’s safety. Because of the traffic patterns in the drop off area, please do not drop children at *both* entrances. If there are children 3rd grade and below in your car, please be sure to drop off all the students you are transporting at the Main entrance.

## AFTERNOON PICKUP

Be sure to bring your pick-up pass every day.

### **Preschool Dismissal**

Preschool students may be picked up in front of the Main entrance from 2:30-2:45 unless they are enrolled in childcare or riding the bus. When their car reaches the entrance, parents will show their pick-up pass to the teacher and the child will be brought out and helped into the car.

### **Main Entrance**

All students can be picked up from the Main entrance, where parents will be required to show their pick-up pass to the administrator on duty. The administrator will then call the children from their classroom to the Main entrance to be dismissed. Teachers will be on duty outside the entrance to assist children into their cars.

### **Lunchroom Walk-Up (Kindergarten and older)**

When you arrive at Nysmith, please park in the Transition Parking Lot and proceed through the gate at the back of the lot. Turn right on the path to pick up your child from the lunchroom Walk-Up. Show your pick up pass to the teacher on duty, the teacher will release your child to you. Please note that there are a lot of families that choose to pick up their children from the Lunchroom Walk-Up, when your child is dismissed into your care, please proceed to the parking lot so that other families may pick up their child as well.

### **Silver Wing Pick-Up (5th grade and older: direct texting to the student is required)**

Children being picked up at this location must be able to get into the car without assistance.

When you arrive at Nysmith, please text your child to have them come outside to be picked up. We regret that if your child does not have a phone, they will need to be picked up from the main entrance.

# THE NYSMITH SCHOOL DRESS CODE

**\*\*The dress code applies to students in kindergarten through eighth grade\*\***

## GENERAL STATEMENTS

- Clean, presentable, appropriately sized clothing is required.
- No torn clothing of any kind may be worn.
- Logos or writing of any kind must be no more than 1½" by 1½".
- No jeans or denim are allowed.
- Hair color must be a natural hue.
- Ear piercing is the only body piercing that is permitted.

## SHIRTS, BLOUSES, SWEATERS, SWEATSHIRTS, AND DRESSES

- Shirts, blouses, and dresses must have collars.
- Dresses must be solid colors; may have design of same color.
- Turtlenecks are allowed.
- No tank tops or bare midriffs are permitted.
- All tops must be solid colors without stripes, pictures, or other designs. Solid colored shirts with white collars are acceptable.
- All solid colors are acceptable. *\*No black tops with black bottoms\**
- T-shirts are allowed *under* collared shirts.
- Appropriately fitted, solid-colored sweatshirts, including those with hoods, are permitted. They may not have logos larger than 1½" by 1½".
- Plain sweaters, sweatshirts, and jackets may be worn inside the school. *\*Heavy coats may not be worn inside\**

## PANTS, SKIRTS, CAPRIS, SHORTS, CULOTTES, SKORTS, AND JUMPERS

- Colors allowed: Any solid color.
- Jeans and sweatpants are not permitted.
- Shorts, skirts and skorts must be no higher than 6" above the knee in length.
- Legging worn as tights under a dress or skirt may be patterned.
- Shorts and capris may not be worn between October 1- April 1.

## HATS/ HEADBANDS

- No hats of any kind may be worn in the building.
- Head coverings worn for religious purposes are permitted.

## SHOES

- Shoes must be in good condition.
- If laced shoes are worn, they must be laced and tied.
- Please do not wear black soles that leave marks on the floors.
- No mules, clogs, flip-flops, or other heel-less slip-ons are allowed.

## JACKETS AND COATS

- Any coat design will be acceptable, but all coats must remain in the lockers.
- Students may wear plain, one-colored sweaters/vests or solid blazers.

## MIDDLE SCHOOL (6<sup>TH</sup> – 8<sup>TH</sup>) PE DRESS CODE

If changing for PE, the acceptable uniform will be plain solid shirts (with or without collars, all colors acceptable), and solid colored *mid-thigh* (*no higher than 6" above the knee*) shorts, or pants (black, beige or navy acceptable). Stripes and piping are allowed. Logos may be no larger than 1½" by 1½". As is policy, bare midriffs, tank tops, and spaghetti straps are not allowed.

## HOLIDAY ATTIRE

- Holiday attire will be allowed on the day of holiday parties.
- "Theme" days and dress down days will be held periodically.



# The Nysmith School

## COVID-19 ADDENDUM: RETURN TO CAMPUS POLICY FOR STUDENTS (JUST IN CASE)

### Introduction and About this Policy

While the COVID-19 pandemic begins to wane, the school recognizes that COVID-19 is highly contagious, in the intervening months, we have learned more about the precautionary measures available to help reduce the community spread of COVID-19. In order to facilitate a return to campus and in-person learning for our students, Nysmith is implementing safety measures to reduce the spread of COVID-19.

The purpose of this Return to Campus Policy (the "Policy") is to outline the safety measures Nysmith students and their families will be expected to adhere to as they return to campus. In addition to this Policy, Nysmith has also developed and implemented COVID-19 Safety Protocols and Procedures (the "Safety Protocols"), which can be accessed here [GJP1]. The Safety Protocols more fully detail the measures that Nysmith is putting in place to mitigate the risk of the spread of COVID-19 as Nysmith reopens its' campus.

To prepare both this Policy and the Safety Protocols, Nysmith reviewed guidance issued by the following: Centers for Disease Control and Prevention (the "CDC"), Occupational Safety and Health Administration, the Virginia and Fairfax County Departments of Education, and the Virginia and Fairfax County Departments of Health.

Both this Policy and the Safety Protocols may be revised or updated from time to time, as necessary or appropriate and as guidance issued by the above is revised or modified. This Policy and the Safety Protocols, as revised from time to time, will be in effect from August 10, 2020 until otherwise rescinded by Nysmith.

Parents (and students, when age appropriate) are expected to read, understand and adhere to this Policy and the Safety Protocols. Parents are responsible for ensuring that their child(ren) understand what is expected of them. The School reserves the right to take necessary action to ensure compliance with this Policy and the Safety Protocols. Failure to comply with this Policy or the Safety Protocols may result in a student's exclusion from on campus learning, disciplinary action, expulsion of the student and/or any other such actions deemed necessary or appropriate, in the sole and exclusive discretion of the Head of School. Parents who have questions about this Policy or the Safety Protocols should contact the Head of School, Ken Nysmith.

### While on Campus

- **Screening Before Coming to Campus (Performed by Parents):** Each day and prior to arriving on campus, parents are required to assess their child's health. If a child is ill, they must stay home for at least 24 hours and take either an antigen or PCR test to confirm that they have not exposed any students or staff to Covid. If a student will not be coming to campus, please notify the school nurse.
- **Periodic Wellness Checks (Performed by Nysmith Employees):** The School may periodically check the temperature of students on campus and will otherwise visually observe students for symptoms of COVID-19. If a student presents with a temperature or other symptoms of COVID-19 while on campus, the student will be isolated, antigen screened, and if positive, the parent or other emergency contact will be notified. A student must be picked up within one (1) hour of the

parent/emergency contact being notified. If necessary, the School will call emergency medical personnel. Students must remain home, as further discussed in this Policy.

- **Face Masks.** Students must wear a face mask at some times based on the activity of the child or if a positive case of Covid -19 has been detected in the classroom. A student is required to have at least 3 cloth masks and at least 1 KN95 or N95 mask at all times so they are available when needed. The school will provide masks at a nominal charge if the family has not provided masks required for attendance or activities.
- Students are expected to know how to properly use and remove a face mask. Students must bring masks with them each day regardless of whether they choose to wear a mask or not. Masks are worn to protect others, therefore masks with vents will not be permitted because they do not inhibit particulates from being exhaled. If students are using cloth masks, the mask must be cleaned regularly. Students needing a medical accommodation should contact the school nurse, Mollie Salette, at [nurse@nysmith.com](mailto:nurse@nysmith.com).
- **Proper Hygiene.** Students must wash hands frequently throughout the day, for at least twenty seconds, including before and after meals and after using the restroom. In addition, Nysmith will ensure that there is hand sanitizer, paper towels, tissues, and other supplies available throughout the buildings. Students are expected to cover their mouth and nose with a tissue when coughing or sneezing, or cough or sneeze into their elbow. Students are expected to avoid touching their eyes, nose or mouth.
- **Restroom Use:** Only one individual may use the restroom (including multi-stall restrooms) at a time. While Nysmith will be performing regular, frequent cleaning, restrooms will have sanitizing wipes or sanitizing spray which should be used on any surfaces the students touched before and after each use.
- **Flu Shots.** All students attending on-campus classes during the 2023-2024 school year are expected to receive a flu shot.
- **Vaccines.** All students must receive all vaccinations required under state law.
- **Students' Personal Items.** Students are expected to limit the number of items brought onto campus each day and follow the policies around sharing of food, school supplies, toys and other items with fellow students.
- **Medical Forms; Emergency Contacts.** Parents must complete and submit all required student medical forms prior to the first day of school. Parents must provide at least 2 emergency contacts who are able to pick up their child(ren) from the School within one (1) hour of receiving a call from the school.
- **Comply With Posted Signage:** Students must adhere to all posted signage, including those directing social distancing, use of elevators and common spaces.

## When (and How Long) To Stay Home

Students who are symptomatic and/or have tested positive and/or have had close contact with someone who has COVID-19 must stay home as outlined below, or as otherwise directed by the local health department and/or their health care provider.

Students who are required to stay home under this policy must notify Nurse Rachelle Bordelon and the Covid Response Team at [covidcommunication@nysmith.com](mailto:covidcommunication@nysmith.com) and consult a healthcare provider.

- **Symptomatic and/or Positive Test:** A student who shows symptoms of COVID-19 and/or tested positive for COVID-19 should consult a health care provider and may not return to campus until:
  - at least 5 days have passed since diagnosed,
  - symptoms have abated (defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath)),
  - and the student has screened negative on an antigen test and is no longer contagious.
- **Asymptomatic and Positive Test:** Students who did not show symptoms of COVID-19 but did test positive for COVID-19 should consult a health care provider and must stay home until:
  - at least 5 days have passed since diagnosed,
  - and the student has screened negative on an antigen test and is no longer contagious.
- **Close Contact:** Students who have been in close contact with someone who has COVID-19 should consult a health care provider and must stay home for 6 days **after exposure**. "Close Contact" includes the following:
  - The student was within 6 feet of someone who has COVID-19 for at least 15 minutes.
  - The student provided care at home to someone who is sick with COVID-19.
  - The student had direct physical contact with someone who is sick with COVID-19 (touched, hugged, or kissed them).
  - The student shared eating or drinking utensils with someone who is sick with COVID-19.
  - Someone who is sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on the student.

## **Right of the School to Require Additional Testing/Home Isolation**

If the School is concerned about the health of a student, including possible exposure to COVID-19 or if the School is concerned that other elements of this Policy or the Safety Protocol have not been followed, the School reserves the right to require the student to either (1) be tested for COVID-19 and provide proof of a negative test before returning to campus or (2) remain off campus for 14 days or until the symptoms dissipate, whichever is longer.

## **Expectations for Families While Not On Campus**

- **Avoiding Unnecessary Risk of contracting Covid:** Students are expected to avoid unnecessary risk in their lives outside of school.
- **Adhere to Social Distancing Recommendations:** Students and families are expected to adhere to any and all social distancing guidelines when recommended by the CDC while not on campus to minimize the risk of contracting COVID-19 and the

risk of exposing employees and/or Nysmith's students to COVID-19. Students and their families are further expected to adhere to any restrictions issued by their home state, as well as those issued by the Commonwealth of Virginia. [GJP5]

- **Practice Good Hygiene:** Families and students are expected to practice and reinforce good hygiene practices at home.

## **Privacy**

The School respects the right to privacy of any student who has a communicable disease, including COVID-19. All student records or information regarding communicable diseases will be confidentially maintained by the School Nurses. The student's medical condition will be disclosed only to the extent necessary to minimize the health risks to classmates, employees, and the greater School community.

## **Assumption of Risk**

COVID-19 is extremely contagious and is believed to spread by person-to-person contact; and, as a result, federal and state health agencies recommend social distancing and various other measures to mitigate the risk of contracting the virus. Nysmith has implemented reasonable preventative protocols, policies and procedures designed to reduce the spread of COVID-19. Students and their families are expected to adhere to these protocols in order to reduce the risks of contracting or spreading the virus at Nysmith.

Despite the Safety Policies and other measures in place to mitigate the risk of transmission of COVID-19 on campus, there are inherent risks that students and/or their families may become infected with COVID-19 due to the student's presence on campus at Nysmith. These risks include, but are not limited to, the following: exposure to COVID-19, becoming infected with COVID-19, or becoming a symptomatic or asymptomatic carrier of the virus. It is possible that a student is already an asymptomatic carrier of the virus and that the student may infect other students, employees, or other individuals at Nysmith as a result of their attendance. Any person who receives a positive diagnosis of COVID-19, including a student or his family member, may encounter extended quarantine/self-isolation, additional tests, medical care, hospitalization, other potential complications, and the risk of death. By allowing their child to come to campus for any reason, parents understand, acknowledge and voluntarily assume these risks on behalf of themselves and their child(ren).