

SCHOOL MISSION AND PHILOSOPHY

St. Timothy School was established in 1958, in West Los Angeles in the Rancho Park area, between Century City and Santa Monica. It is a Catholic private school, PreK-8 with Extended Day Care, fully accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges. Our school seeks to inspire each student to assume his/her unique role as a child of God. We recognize the importance of teachers and parents, as the primary educators, in developing our students to their maximum potential. Our school goals embrace the spiritual, intellectual, social, aesthetic, physical and psychological needs of the students we serve. Emphasis is on excellence in education with high expectations of student achievement, Catholic/Christian values and liberal arts. The principal and faculty of St. Timothy School are committed to these goals:

SPIRITUAL

- to instill Catholic/Christian values and guiding students to a meaningful relationship with God through the teachings and traditions of the Catholic Church.

INTELLECTUAL

- to provide a balanced curriculum according to individual needs.
- to build a strong base for lifelong learning.
- to develop techniques of critical thinking, analysis and logic.

PSYCHOLOGICAL

- to develop positive attitudes, self-esteem, confidence and social and emotional security in each student.
- to be able to accept strengths and weaknesses in ourselves and others.

SOCIAL

- to develop self-discipline and good citizenship within the school, home and community.
- to foster an appreciation and respect for self, others, our culture, heritage and our American democratic principles.

PHYSICAL

- to develop physical skills related to growth and development for individual and team sports stressing values of good sportsmanship.
- to develop acceptable and important standards of good nutrition, health & hygiene.

SCHOOLWIDE LEARNING EXPECTATIONS

A St. Timothy Student is...

A Spiritual Catholic

Who is an active participant in the Church.
Who is reverent and respectful of God, self, and others.
Who shows tolerance for all life.
Who makes moral decisions based on Catholic teachings.

A Globally and Culturally Aware Citizen

Who is a responsible leader in their community.
Who is just and civic-minded.
Who is proactive in preserving the environment.
Who is knowledgeable of and appreciate diverse cultures.

An Active Learner:

Who uses logic, critical thinking, and problem solving.
Who applies effective oral and written communication skills.
Who can work both independently and cooperatively.
Who is a quality producer and committed to lifelong learning.

A Motivated Individual:

Who shows sensitivity and courtesy.
Who maintains a healthy and fit lifestyle.
Who sets purposeful goals.
Who has a strong sense of self.

A Creative Thinker:

Who is aesthetically minded.
Who appreciates and participates in the performing and fine arts.
Who is innovative and adapts to different learning styles.
Who connects what is learned across the curriculum and applies it in daily life.

A. GENERAL POLICIES AND INFORMATION

PASTOR	Rev. Paul E. Vigil
PRINCIPAL	Ms. Lena Rowland
SECRETARY/OFFICE MANAGER	Mrs. Lorraine Lowder Longo
PRE-KINDERGARTEN DIRECTOR/TEACHER	Ms. Geetha Sugunan
PRE-KINDERGARTEN TEACHER	Mr. James Lem
KINDERGARTEN	Ms. Gabriela Contreras
GRADE 1	Ms. Lauren Huddleston
GRADE 2	Mrs. Belinda Lanese
GRADE 3	Mrs. Pina Di Giuseppe
GRADE 4	Mrs. Sunny Lee
GRADE 5	Mrs. Kathleen Lyon
GRADE 6	Ms. Angela Marino
GRADE 7	Mr. Clarence Clark
GRADE 8	Mrs. Christy Novak
TECHNOLOGY	Planet Bravo
PE/ATHLETIC DIRECTOR	Mr. Richard Beloz
MUSIC	Mrs. Rebecca Florido
SPANISH	Mrs. Teresa Covington

COUNSELOR	Mrs. Yolanda Oleniacz
DIRECTOR OF ADMISSIONS	Ms. Mary Bunster
KINDERGARTEN TEACHER ASSISTANT	Ms. Catherine Kwan
LIBRARIANS	Mrs. Nikki Adkins
	Mrs. Elizabeth Dragga
STS Afterschool Care	St. Timothy School
	Ms. Susan Santino
BUSINESS MANAGER	Mrs. Yolanda Garcia
BOOKKEEPER	Ms. Stacy Brown
MAINTENANCE	Mr. Jose Henriquez
RELIGIOUS ED. DIRECTOR	Ms. Deborah Chan (310) 474-1216

SCHOOL ADDRESS
ST. TIMOTHY SCHOOL OFFICE PHONE (310) 474-1811
10479 West Pico Blvd. OFFICE FAX (310) 470-1391
West Los Angeles, CA 90064

SCHOOL OFFICE HOURS
Monday - Friday 7:30 - 4:00 P.M. *(Closed on all school holidays.)*

SCHOOL DAYS
Monday - Friday 7:55 to 3:00 P.M. *(Refer to Calendar for Exceptions)*

COMMUNICATION BETWEEN SCHOOL AND HOME

1. **Family Envelopes**, containing important information, **are sent home with the oldest child in the family envelope each Tuesday** and must be returned the next day - Wednesday. Families whose envelopes are lost will be issued a new envelope at a cost of \$1.50.
2. **Deficiency Notices** are sent home quarterly for grades 1 - 8. These should be a “red flag” to parents that the student needs extra help! Students receiving a Deficiency Notice will be dropped from the sports program and Student Council unless waived by the Principal.
3. **Discipline Referral Forms** in grades Pre-K through 8 are sent home as necessary and must be signed by a parent or guardian.
4. **Report Cards for grades 1 - 8** (Pre-K and K are by semester) are sent home at the end of each quarter period (replacement Reports Cards cost \$5.00).
5. **Parent-Teacher Conferences** are arranged at the end of the first quarter and when teachers or parents initiate a conference.
6. **Appointments** with teachers will gladly be arranged when requested. A message may be left with the school secretary, or teachers may be reached by telephone between 7:25 - 7:55 A.M. Teachers will not be called to the phone during school hours and private numbers of teachers will not be released. **Please refrain from making casual drop-in visits with the teacher.** To assure the full attention of the teacher, we ask that parents arrange all appointments and/or conferences ahead of time and refrain from addressing classroom questions to teachers immediately before and after school. Teachers or aides on supervision duty of the playground should not be distracted by conversation. They are there to supervise the children. If an emergency arises, do not hesitate to come to the office. The principal is always available to consult with parents after a matter has been discussed with the classroom teacher. Appointments may be made through the school secretary.

NOTE: Please see the Los Angeles Archdiocesan Policies and Procedures insert for information on custodial and non-custodial parents accessing student records. St. Timothy School requires any divorced or separated parents to provide a court-certified copy of the custody section of the divorce or separation decree with the principal's office.

ONGOING COMMUNICATION AND COOPERATION BETWEEN SCHOOL AND HOME IS ESSENTIAL - WE MUST WORK TOGETHER BECAUSE “A CATHOLIC EDUCATION IS AN ADVANTAGE FOR LIFE.”

PARENT/TEACHER ORGANIZATION MEMBERSHIP

Purpose: The Parent/Teacher Organization is established at St. Timothy School to: “provide school support” and “provide parents with opportunities for social, spiritual and educational enrichment.” All parents are automatically members of the St. Timothy Parent/Teacher Organization. In addition to membership all parents must be actively involved in the education of their children and actively participate in St. Timothy PTO. Parents are required to attend Back-to School Night and other mandatory parent meetings as scheduled throughout the school year (refer to Calendar for Required Meetings), especially Parent-Teacher Conferences, which employers must allow you to attend by law.

Nature and Function: Like other parish organizations; the Parent/Teacher Organization is governed by Archdiocesan policy (Administrative Handbook, Archdiocese of Los Angeles). Its purpose is solely to provide volunteer and financial support to the school in order to help defray costs of operation and provide enrichment. This additional support provided by the PTO is vital in providing the extras we want for our children. This support is accomplished through two types of activities, fundraising and socials, which are scheduled throughout the school year and listed on the

school calendar. Activities have a COMMITTEE CHAIRPERSON, who manages the event, reports to the PTO board and recruits other parent volunteers to assist.

2011- 2012 ST. TIMOTHY SCHOOL PARENT/TEACHER ORGANIZATION OFFICERS

Presidents Vivian Servin & Megan Valnes
Vice President Mary Wickham
Secretary Erica Robbins
Treasurer Richard Meraz

PTO Coordinators
Room Parent Evelyn Vizzi
Community Building Debbie Lingard
Communication Stephanie Terry
School Support Amy Romine
Marketing Valerie Braxton & Erika Fischer
Accounting Liaison Yogini Purohit

PTO Liasons

Service Hours and Committee Coordinators
 Eric Braxton, Jillisa Steckart, Melanie Sapasap, & Gioia Bearden

Room Parents for 2011-2012

Grade 8 Vivian Servin, Kirstin Tolentino & Manette Fajardo
Grade 6 Ana Maria Gutierrez-Dubose and Steven Rojas
Grade 4 Jenny Rager- Madariaga and Kelli Martin
Grade 2 Eric Braxton
Kindergarten Brian Anderson

Grade 7 Mary Wickham and Chukee Lim
Grade 5 Anastasia Staley and Melanie Sapasap
Grade 3 Moira Gibbons and Michelle Wilson
Grade 1 Cherrie Teves and Viviane Ntanios
Pre-K Rose Parekh, Alma and Jess Cortez

PARENT BEHAVIOR POLICY

As stated in the School Philosophy, we are a Catholic Private School endeavoring to educate each student as a whole person. We build strong character and instill values. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive. We hold the students and their parents to a standard of civility. **Therefore, we request and expect that all parents show respect to the faculty, administration, staff, parents and students of St. Timothy school at all times. This includes:**

During drop off and pick up each day in the alley	At the classroom doors	In the classrooms
During meetings or any school sponsored event	On the school yard	In the school offices
During Extended Day Care pick up	In the parish rectory or hall	In the school halls

Parents model behavior for their children and other children everywhere they go. We expect every parent to follow all of the rules established by the school without exception. Each rule was set forth to address the needs of the students and school for safety and management reasons.

Parental cooperation is essential for the welfare of the students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

Anonymous letters:

The administration and faculty of St. Timothy School welcome and respect parent input regarding school matters. However, parents are asked to follow the established channels of communication as published in this Parent/Student Handbook. School personnel and the Archdiocese will not acknowledge nor address any issues made known through anonymous letters, phone calls or any other means of anonymous communication.

Misuse of School Name:

It is unacceptable to use St. Timothy School's name, mascot, initials or logo, or names, pictures or titles of staff, students, the school or school activities with anything that is degrading, lewd, threatening or violent. Deliberate publication of the above on the Internet or anywhere else may result in serious disciplinary action including expulsion. If a student posts libelous statements, with or without parental knowledge, parents/guardians could be held legally liable for damages. If a student posts threats of any kind, she/he could be liable for criminal prosecution.

LOST AND FOUND

Lost articles, i.e., clothing or lunch boxes are placed in the lost and found can near the pre-kindergarten classroom. Jewelry is kept in the office. Please check Lost and Found periodically since PTO Representatives will collect, clean and resell clothing at least twice per year.

LUNCH

If your child does not participate in the Hot Lunch Program, please send your child to school with a lunch. **PLEASE DO NOT HAND YOUR CHILD A LUNCH THROUGH THE FENCE OR GATE.** Our Hot Lunch Program is with Campus Kitchen, www.campuskitchen.com.

NOTE: Students may not leave the school grounds before, during or after school to purchase lunches, snacks or drinks.

The school cannot heat student lunches in the microwave. All food and drinks must be eaten at the lunch tables only – not in the yard.

SNACK

Please send healthful snacks for recess, i.e. no sodas or candies.

TELEPHONE/CELL PHONES

School telephones are for school business and emergency use only. Students are not permitted to use the school telephone unless expressed permission has been obtained from the principal in case of emergency. Forgotten lunches, materials and assignments are not considered to be emergencies. Students are not permitted to have a cell phone, a pager, or any communication devices on campus. If a student has an emergency or need for use of a phone, (s)he must notify the office and it must be approved by the Principal. Only students who are given permission to walk home by the Principal and parent(s)/guardian(s) may check their cell phones in to the office upon arrival and check them out at dismissal. Students found with a cell phone without permission will have the cell phone confiscated until the end of the school year.

TRAFFIC

For the safety of all students, we would greatly appreciate your attention to and cooperation in following school traffic regulations. **Do not stop in front of the bus stop to let your children in or out of the car. Younger children should be dropped off via the alley.** We request that you go **ONE-WAY** in the alley, entering from Beverly Glen Blvd. and exiting right on Patricia Ave. For the consideration of our neighbors and as a safety factor, we request that you follow **these important policies and regulations below:**

- (1) Dismissal is between 3:00-3:15 PM sharp. At 3:15 PM students will be escorted to the STS afterschool program in the parish hall.
- (2) Speed limit is **5** miles per hour. Drive on the right side of the alley, **not** in the middle.
- (3) Do **not** park at Kentucky Fried Chicken or in the alley because the police will cite you and/or tow your car.
- (4) Do **not** honk your horn. Tell your children to be ready at the time you know you will pick them up.
- (5) If your child is not immediately ready, please circle the block.
- (6) Children should be ready to get out of the car when you drop them off. Teach them safety rules about getting in and out of the car.

A full and complete traffic policy is included in the St. Timothy School Traffic and Safety Policy, which is incorporated herein by reference and made a part of this Parent/Student Handbook.

UNIFORM POLICY

All students are required to be in full school uniform. Uniforms are to be purchased at (or through mail-order): **Dennis Uniform Co., 250 South Flower St., Burbank, CA 91502, (800)473-8130**, (or over the Internet www.dennisuniform.com, not from Dept. Stores). Students are expected to wear uniforms that are **clean** and reflect pride in our school. Jackets, sweaters and/or sweatshirts **MUST** have St. Timothy's logo. Options are available from Dennis Uniform Co. **Dress uniform** (includes the required cardigan) is **required on all Mass days and Stations of the Cross**, and may be worn other days. On rainy days, all weather or raincoats may be worn over uniforms. Families may purchase **Dennis Uniform Co.** walking shorts for boys and girls, and pants for girls. Walking shorts may only be worn September, October, April, May and June, and **may not be worn on Mass days. Junior High girls are required to wear uniform skirts (not skorts) on Mass days and special events such as School Tours.** For P.E., students wear special logo P. E. uniforms and their regular school shoes. On cold days, school logo sweatpants and sweatshirts may be worn. **It is the responsibility of the parents and teachers to enforce this policy.** **Written excuses from parents must be received each day a student is out of uniform. Minus points will be issued to students out of uniform and an out of uniform form will be sent home.**

General All Students:

1. St. Timothy School uniform sweaters, jackets or sweatshirts only, with students' names clearly printed.
2. Uniform shoes **MUST** be the **solid white Adidas Superstar II or solid white K-Swiss Classic (available with Velcro option)**. The **required** shoes are available at Brooks Shoes for Kids at the West Side Pavilion (one of many retailers) for all St. Timothy students, **PreK-8th grades**. Let the sales team know you are from St. Timothy School and they will extend the 10% discount. Shoelaces must be white. Shoes may also be ordered through K-Swiss in August at the school uniform sale or through the website. They will provide a discount and a percentage will go back to the school.
3. Hair styles for boys and girls are to be conservative. NO FAD hairstyles, haircuts, or coloring and no tails. Boys' hair must not touch their collar.

4. Black, navy blue or white socks only. **Uniform socks are required from Dennis Uniform.**

Boys

1. White polo shirts with St. Timothy's logo. **ALL SHIRTS ARE TO BE TUCKED IN AT ALL TIMES.**
2. Navy blue cotton-twill pants (no brand names).
3. Uniform walking shorts only.
4. Solid navy or solid black belts **MUST** be worn.
5. Earrings are not permitted.
6. **No** baseball caps or any caps or hats may be worn.

Girls

1. Standard uniform jumper for grades PreK-5 and white blouse. Pleated skirt or skort for grades 6, 7 and 8 and white polo with St. Timothy's logo. **ALL BLOUSES/POLOS MUST BE TUCKED IN AT ALL TIMES.** Sweaters, vests or sweatshirts with school logo may be worn.
2. **Only** uniform walking shorts and pants with navy or black belts.
3. Please wear shorts under skirts and jumpers and on cold days, black, blue or white tights may be worn.
4. The only items of jewelry allowed are small, stud earrings and a small, chained cross (no expensive jewelry please).
5. Hair accessories and headbands may be worn in blue, black, or white and must not cause a distraction to the learning environment.
5. Makeup, nail polish and acrylic nails are not permitted!
6. Skirts and skorts **must not be more than 3" above the knee.**

Non-uniform Dress Policy

A St. Timothy student will be dressed conservatively and modestly at all times while on this campus. The following will be required for all special dress occasions including Family Nights, Olympic Day, Heritage Day, May Crowning, Christmas Program, Halloween Carnival, Valentine's Day Concert, Graduation, Monthly Special Dress, and all Special Dress activities.

- Sandals must be securely strapped to the foot - no flip flop styles.
- Shirts and blouses will fully cover the shoulders and body - no tank tops, spaghetti straps or bare midriff. No low rise pants.
- Skirts, skorts, and shorts must not be more than 3" above the knee. No low cut, see-through, or particularly tight blouses or tops.
- No baggy, saggy torn clothes.
- See Dress Code - GIRLS - #5
- Students who do not comply will receive a minus point, call home for proper dress, and/or lose special dress privileges for the next event.

YARD SAFETY

Please do **not** drive or park on the school grounds during school hours. Parents are required to supervise small children and avoid visiting other parents in parking areas or entrances at dismissal times. Students **must** wait on the playground of the school under the supervision of the teachers and the aides. When you are stopped in the alley, your child(ren) will be dismissed to walk to your car. Please support our efforts and instruct your

child(ren) **not** to run blindly out into the alley. Students are **not** to wait in front of the church or hall, on Pico Blvd. or Patricia Ave. Students may **not** go across the street to Kentucky Fried Chicken. Students who wait for buses are required to wait in front of our school or across the street at the bus stops in the supervised areas. For their safety, they may **not** leave these areas while waiting for the bus, parent, or a school-sponsored event.

B. ADMISSION AND ATTENDANCE

ADMISSION:

Acceptance into St. Timothy School is based upon the following guidelines:

1. Children of practicing Catholic parents registered in and supporting St. Timothy Parish and siblings of current St. Timothy students have preference in admission.
2. Baptismal certificate, report cards, and immunization records must be presented at registration time. Assessment tests are given to applicants by Chancy and Bruce Educational Resources, Inc.
3. Report cards must reflect acceptable grades. Behavior and effort grades should be average or above.
4. Parents agree to actively support the spiritual and academic standards, as well as the rules, regulations and dress code of the school.
5. ***Tuition obligations must be met through FACTS Tuition.***
6. Acceptance of any student is decided by the principal as set forth by the guidelines.
7. All students are required to participate in religion classes, masses and religious ceremonies.

Readmission policy: is based upon #3, 4, and 6 above. The principal may decide against readmission of a student whose conduct, effort or attitude is not in keeping with the standards of the school or whose parents have not kept up with tuition payments or whose attitudes do not support the school.

Non-discrimination Policy:

St. Timothy Elementary School in the Archdiocese of Los Angeles, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. St. Timothy Elementary School does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of its educational policies, scholarship programs, and athletic and other school-administered programs. Likewise, St. Timothy Elementary School does not discriminate against any applicant for employment on the basis of sex, age, handicap, veteran status, race, and color or national and/or ethnic origin. While St. Timothy School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

Visitation and consultation with the Principal or Teachers

Class visits may be made by appointment by telephoning the school in advance. Parents **may visit the classrooms only** with prior permission of the Principal and the Teacher. **This is necessary in order to eliminate classroom interruptions.**

ATTENDANCE:

Prompt and regular attendance is important. Missed school days can never be made up, even if missing assignments are completed. **If a student is ill, parents are to call the school before 9:00 A.M. and write a note to the teacher.** Students are expected at school by 7:55 A.M. (School supervision begins at 7:15 A.M. to accommodate parents who need to be at work early. Students arriving **after 7:55 A.M.** are considered tardy and must report to the Office for a Tardy Slip. ." **Consequently, after a student has been late three times in a quarter, s/he will receive a minus point for each day tardy beginning with the 4th tardy.** Arriving late to school is not only a disservice to your child; it disrupts the class and teacher. A medical excuse is the only excused tardy. A child arriving after recess is to be marked a half-day absent according to Archdiocesan rules and regulations.

Absences with Acceptable Excuse

"When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit."

Extended Absences

"When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld." *Note: In addition to the policy stated above, St. Timothy School has its own extended absence policy, which is provided includes,* After a period of absence, students are required to complete all missing work. Parents may request from teachers a list of assignments in the case of an extended illness. Written parental permission is required before a student is excused from school. The student is met at the Office by the parent who signs a release before taking him/her. Parents may **not** go directly to classrooms to get children. Parents must sign their child out in the office book provided.

Leaving School Early

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

Perfect Attendance

Includes both NO absences and NO tardies.

Truancy

According to the Archdiocese of Los Angeles, Department of Catholic Schools, “A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal. If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.”

DISMISSAL POLICY

1. Students may be picked up from the schoolyard or by car from the alley by an authorized person between 3:00 and 3:15 p.m. Mon. –Thurs. and every other Friday. Students will be dismissed between 12:00-12:15 p.m. on half days.

2. Students may leave the school building via the front office only with written parental permission.

NOTE: If a child is not picked up by the time the dismissal bell rings, they must check in to STS afterschool care.

HEALTH AND SAFETY INFORMATION

Accident Insurance:

A Student Accident Insurance Program is provided for all full time students in the archdiocesan schools/parish. If an injury takes place during school hours or at a school-sponsored activity, ask for a claim form at the school office. These must be submitted within a 48 hour period. See Archdiocesan insert on policies and procedures for more detailed information.

Allergies:

Some students may have severe, life threatening allergies, such as a peanut allergy. While St. Timothy School will make reasonable efforts to prevent or minimize an allergic student’s contact with allergens, the school does not promise an allergy-free environment.

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a). A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Emergency Information

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency. In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date. When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted. Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

Medications

The school will not furnish medications. All medications administered at school shall be provided by parents. See *Medication Authorization and Permission Form*.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Emergency Procedures

In the event of a regional emergency, students will be kept in the safest place on the school grounds until a parent or authorized representative signs them out. Parents are to complete the emergency form and update as needed. Fire drills and evacuation drills are conducted regularly at school so that students may respond confidently and calmly in the event of an emergency.

The following recommendations and procedures are designed to provide as much safety and calm as possible during and after an earthquake:

1. During an earthquake, the teacher will initiate the drop procedure. Everyone will take cover under desks. If an earthquake occurs during a play period in the yard, students will be directed to move away from the building and power lines.
2. The buildings will be evacuated following the Emergency Procedures in place by the school.
3. Students will be assembled on the playground away from buildings and overhead wires. All gates will remain closed.
4. Teachers will take roll and render first aid. (Teachers trained in CPR will be available).
5. The buildings will be checked for total evacuations and for any utility disruption. Gas, water and electricity will be turned off.
6. Personnel will be assigned to monitor radio communications.
7. Students will stay under the protection of the school staff until a parent or other authorized person is available to take the child home.
8. Do **not** telephone the school. The phone lines must be kept free for emergency calls.
9. Listen to the radio. We will be cooperating with the directives given for the public schools in our area.
10. Have a definite plan for reuniting your family. Discuss these plans with your child in order to eliminate a tendency to panic.
11. Encourage your child to use the same route every day when going to and from school.

Emergency Situations regarding student threats:

St. Timothy School will take seriously all threats to inflict serious harm to self or others. The school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well being of students, staff or others and any weapon possession. St. Timothy School has an obligation to keep our school safe and will take this matter seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all-potential concerns. If you become aware of a threatening situation, you must immediately report it to a teacher or the principal. Please see Archdiocesan policies and procedures for more information.

Emergency Supplies

In a gallon size ziplock bag (labeled with student's name) include the following:

1. 2 drinks (juice in aluminum cans are best. No plastic or cardboard juice boxes, no carbonated beverages and NO glass.)
2. 2 meats (such as tuna, chicken, Vienna sausage)
3. 2 sweets (such as puddings, granola bars)
4. 2 fruits (such as fruit rolls, raisins, dried fruits, trail mix)
5. 1 large trash bag

- *Foods must be commercially sealed in paper, plastic, or pop-top cans. Also include 2 plastic spoons and a change of underwear, packed discreetly.
- *Label, with student's name, a liter size plastic bottle of water (to be kept separate but near bag of emergency supplies in classroom).
- *Please bring these items to school by the **2nd Friday after school begins.**

EXTENDED DAY CARE

Before school supervision on the school grounds begins at 7:15 A. M. There is **no** charge for this. After school day care begins at 3:15 p.m. and is provided by the St. Timothy School after school program. A separate fee is assessed for the after school program. The school provides a semi-structured program made up of homework time, snack time and playtime. Parents who pick up their children after 6:00 P.M. will be charged \$5.00 for the first 10 minutes late and \$1.00 for each additional minute. Frequent violators will be asked to leave the program. Payment is due the first of each month. After the tenth of the month a late fee of \$15.00 is charged. Once students arrive on campus, they may not leave the school grounds for any reason other than to go home with an adult after checking out with the St. Timothy School personnel. We ask you to cooperate with us in ensuring the safety of your children by making appropriate arrangements ahead of time.

C. ACADEMICS AND CO-CURRICULAR ACTIVITIES

BOOKS

Textbooks are numbered and assigned to students who are expected to be responsible for the proper care. **All school textbooks must be covered with fabric covers** and carried to and from school in a book bag or backpack to minimize wear and tear. **Lost and/or damaged books** should be reported and paid for immediately. The office will bill you. Library books may be borrowed from the school library for a period of one week unless otherwise agreed upon by the teacher, librarians, and parent(s). Overdue books are subject to a \$.50 per week fine and lost books must be replaced at market price. If a library book is overdue after two weeks, your child will lose library privileges. If any book, textbook or library book has been damaged or lost and you pay for a new book, then find the old one, the school has the right to the new book (you may keep the old one).

CLASS BIRTHDAY CELEBRATIONS

Please refer to your child's teacher for classroom birthday celebration policies.

EDUCATIONAL FIELD TRIPS

Each class may participate in two educational field trips during the school year. Teachers and volunteer parents will supervise field trips. Chaperones must be fingerprinted and VIRTUS certified through the Los Angeles Archdiocese prior to the field trip. Each student must have an official field trip permission form signed by his/her parent in order to participate. Permission via the telephone or FAX is illegal. There must be one supervisor for every seven students.

GRADING SCALE/REPORTING OF STUDENT PROGRESS

Students in Pre-Kindergarten and Kindergarten receive a semester report at the close of each semester (18 week periods). Students in Grades 1 - 8 receive a Report Card following the close of each quarter (9 week period), as well as Deficiency Notices (See #2 under COMMUNICATION BETWEEN SCHOOL AND HOME).

GRADES Pre-K & K

O	Outstanding
G	Good
S	Satisfactory
NI	Needs Improvement
P	Poor

ACADEMIC SUBJECTS, P.E., Art, Music, Spanish, Technology, GRADES 1-8

A	97-100%	C+	80-84%
A-	93 - 96	C	75-79
B+	90 - 92	C-	70-74
B	87 - 89	D	65-69
B-	85 - 86	F	Below 65

HOMEWORK

Homework is a necessary part of the learning process. It strengthens the skills learned in school and develops good study habits. Assignments should be completed neatly, carefully and promptly. The amount of time spent doing homework differs with each student's needs and ability. Parents are encouraged to supervise the time period and show interest. Parents should provide an atmosphere that is conducive to good study habits. If a student has consistent difficulty with homework assignments, or if too much time is spent in their completion, the teacher should be contacted. An explanatory note from the parent is required for incomplete work. If a child consistently claims no assignments were given, the parents should contact the teacher immediately.

Homework assignments are not ordinarily given on weekends (Saturdays and Sundays) or holidays (except for long-range assignments or make-up work), but may be at the teacher's discretion. Because the completion of homework assignments is such a contributing factor to student success, St. Timothy School assigns and expects the completion of homework assignments each Monday through Friday.

INTERNET AND COMPUTER USE POLICY

The Archdiocese of Los Angeles has defined guidelines for use of electronic communication systems and devices and our school has a clear, written Internet use policy. Please refer to the "Archdiocesan Policies and Procedures" insert. Abuse of Internet use at home or at school (e.g., for purposes of cheating including but not limited to using the worldwide web to obtain answers to tests, plagiarism on papers or projects, etc.) will result in severe penalties, to be determined by the administration and faculty as they see fit. Similarly, establishing accounts on various websites or establishment of personal websites that reflect poorly upon our school, its faculty and/or students is strictly forbidden. Please misuse of school name policy under the section titled "Parent/Student behavior". St. Timothy School cannot and will not monitor or attempt to control posting of pictures from school events on Facebook and/or other social networking sites. If parent A does not want parent B posting a picture, then they must direct that to the parent. If students engage in this risky behavior, parents are responsible to ensure that the online content of these

accounts and websites and general student use is in keeping with the high standards of the Archdiocese and of St. Timothy School. Failure to comply with these regulations will result in administrative action.

PARTIES

Coed parties involving pupils of the upper grades even when they are held at home or at school are not encouraged by the Archdiocese. Parents are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. The only exception to this regulation would be a school-sponsored graduation celebration having the approval of the pastor, the principal and the parents.

PROMOTION

Pupils who satisfactorily complete the prescribed course of study are promoted to the next highest grade at the end of the school year. Exceptions are made at the discretion of the principal. Although the recommendations of teachers and the opinions of parents are significant factors, the final decision to retain a pupil is the responsibility of the principal. (Administrative Handbook, Archdiocese of Los Angeles).

SACRAMENTAL PREPARATION

In Grade 2, Catholic students are generally prepared for their first reception of the sacraments of Reconciliation and Eucharist. Students in upper grades who have not received these Sacraments have the opportunity to do so through the Parish Sacramental Program. Because the basic philosophy underlying the existence of Catholic schools includes the recognition of the parents as the primary religious educators of their children, parents whose children are being prepared for the reception of sacraments during the school year are required to attend special parish meetings to help them prepare their children for the sacraments. Information regarding these meetings will be sent home. Many are already listed on the calendar.

SPORTS

Students in grades 4-8 may be involved in after school CYO competitive sports as well as privately sponsored tournaments during the school year. **Students must have B- or better in Conduct and Effort and at least a B- in each academic subject or with permission from the principal.** All qualified students may try out for membership on sports teams. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal, is final. Ordinarily, the principal will not intervene in non-selection decisions, unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

STUDENT GOVERNMENT

Developing responsible Christian leadership qualities in the students is an important focus at St. Timothy School. The Student Council, in conjunction with its advisor, plans activities throughout the school year. Student Council members ordinarily meet bi-monthly and times and dates are TBD. **Members must have a B- or better in Conduct and Effort and at least a C+ in each academic subject.**

TESTING

In addition to textbook-provided tests, which are part of the regular school program, the ITBS Test is administered to all students in grades 1-8 in accordance with Archdiocesan scheduling and guidelines. The ACRE Religion test is administered to grades 5 and 8.

D. TUITION AND FEES

PARENT SERVICE HOURS POLICY

Parental support and active involvement in the educational enterprise at St. Timothy School is necessary. Therefore, a minimum of 30 service hours is required per family. The waiver fee is \$15.00 per hour. Please consult the St. Timothy School Service Hours Policy and Directory of Volunteer Opportunities & Fundraisers, which is incorporated herein by reference and made a part of this Parent/Student Handbook. Failure to submit to St. Timothy School a signed **St. Timothy School Service Hours Agreement** may jeopardize your child's continued enrollment at St. Timothy School.

PARENT SERVICE HOURS AND PARTICIPATION:

Parents of a St. Timothy School student are required to serve at least thirty (30) service hours as defined by the School Service Hours Policy. Fifteen (15) of the total thirty (30) service hours per family must be completed by December 31, 2011 and the remainder no later than May 18, 2012. The completed Service Hour record must be returned to the school no later than January 6, 2012 for hours completed by December 31, 2011, and no later than May 18, 2012 for the hours completed by May 18, 2012. If you do not submit the Service Hour record by the date listed, a **\$50.00 per quarter** late processing fee will be assessed. This fee will accumulate quarterly until the sheet is submitted (summer, fall, winter, and spring quarter). Additionally, within the school year each family is required to raise three hundred dollars (\$300.00) via their participation in one or more of the following fundraising activities:

- **Fall Fundraiser:** QSP; each family is required to sell \$200 of merchandise or donate \$100 in lieu thereof. The School profits 50% of each QSP sale. A late fee of \$25.00 will be issued for failing to submit payment by the deadline.
- **Spring Fundraiser: Raffle Mania 2012;** Each family is required to sell \$200 worth of raffle tickets or donate \$200.00. A late fee of \$25.00 will be issued for failing to submit payment by the deadline.

Any outstanding fees will be deducted from your FACTS tuition account.

NOTE EXCEPTION: ALL 8th grade fees are due before May 31, 2012 in order to participate in the field trip or any other graduation activity.

TUITION

Tuition payments are now made to **FACTS Tuition Management Services** and may be paid in full by June or paid in 12 monthly installments beginning in June and continuing on a monthly basis. A late charge of \$25.00 is assessed to families whose tuition is **not** received by the dates specified by FACTS Tuition. Prompt payments are appreciated and save billing expenses. Unexplained delinquencies over 60 days will necessitate your child being dropped from class. After two (2) payments of insufficient funds have been received, future payments **must** be made by cash, cashier's check or money order directly to the school. **All tuition payments must be settled by May 31.** Tuition rates are determined by

supporting Catholic families (as shown through consistent weekly use of St. Timothy Parish Sunday envelopes). In order to receive the Parish Tuition rate, you must use the Sunday envelopes and become a contributing member for at least one year. If not, tuition will increase to the non-parish rate. There is a \$20.00 charge for **any** check returned by the bank due to insufficient funds.

E. DISCIPLINE POLICY

One of our goals at St. Timothy is to maintain a school environment that is conducive to learning, giving each child an opportunity to be as successful as he or she can be. The school provides an environment in which each child can feel safe and secure. Teachers as well as staff members discourage any student behavior that impedes teaching, prevents learning, or is not in the best interest of other students. In order to insure that this environment is possible, certain basic standards of behavior need to be set by the school, communicated to the students, parents and staff; then enforced throughout the year at home and at school. At the beginning of each year, St. Timothy's behavior standards are discussed by each teacher in the classroom. The consequences are discussed and implemented when a student chooses to misbehave. Consistency is the key to reinforcing appropriate behavior. Teachers also provide ways to reward appropriate behavior using positive reinforcement. On an ongoing basis, the principal and staff recognize students for improvement, effort, achievement and appropriate behavior.

School Rules:

1. Show respect for God, others, self, and property.
2. Use appropriate language, voice control, and behavior.
3. Be responsible and prepared with work and materials.
4. Keep hands, feet, and objects where they belong.
5. Be in complete uniform for class and P. E.
6. Follow directions and school policies.

Rewards:

1. Free time for games.
2. Movie (school video or DVD).
3. Helping Hand Raffle Ticket
4. Surprise!!!

Consequences:

1. Warning
2. Minus points are used when school rules are not followed and directly impact Behavior/Discipline and Work Habits grades on Report Cards. Behavior/Discipline includes class and school ground behavior, behavior at church, on field trips and at STS aftercare during the hours of 7:15 A.M. - 6:00 P.M.

(Points correspond with percentage grades in all other subjects):

1 - 3	A	16 - 20	C+
4 - 7	A-	21 - 25	C
8 - 9	B+	26 - 30	C-
10 - 13	B	31 - 35	D
14 - 15	B-	36 & Below	F

NOTE: There is only one warning per quarter. Each new quarter starts out with a clean slate. Action is required as indicated for assigned quarterly Behavior/Discipline and Work Habits grades:

- 15 Minus points teacher/parent initiates conference
- C Student/parent/teacher/principal conference
- D Student/parent/teacher/principal conference
- C- or D in any core curriculum subject will necessitate a drop from current Sports Programs and Student Council.
- D or lower in Behavior/Discipline or Work Habits will result in suspension. Three suspensions in any given year or multiple years equals expulsion from school.

Severe Clause: Serious offenses warrant an immediate action by the principal. Cheating and plagiarism are serious offenses and must be reported to the principal for disciplinary action. St. Timothy School has zero tolerance for cheating and plagiarism, which may warrant a suspension. St. Timothy School has zero tolerance for bullying which may warrant a suspension. The principal is the final recourse in all-disciplinary matters and can, for just cause, waive any disciplinary regulation.

Bullying: Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening words spoken to another person. Bullying is a form of harassment which typically consists of direct behaviors, such as teasing, taunting, threatening, hitting and stealing, that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse. Bullying is a form of harassment and may result in serious disciplinary action, up to and including multiple minus points, at the teacher's discretion, suspension and possible expulsion.

Grounds for Suspension and Expulsion: Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance

- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Suspension

- Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student
- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

No pupil shall be suspended or expelled for acts, which are enumerated unless such act is related to school activity or school attendance. The following offenses are grounds for expulsion: 1) conduct detrimental to the reputation of the school; 2) immorality in talk or action; 3) an accumulation of three suspensions.

A pupil may be suspended or expelled for any of the acts enumerated in this section and related to school activity or attendance which occur at anytime, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) going to or coming from a school sponsored activity.

St. Timothy School norms of conduct are predicated on two premises: first, that every student has the right to certain protections (such as the protection of his/her personal property, the physical integrity of the facilities, an atmosphere conducive to personal growth and development) and, second, that every student has the duty to preserve those rights for others. **The underlying concept is not one of legalism, punishment, or discipline for discipline's sake. Rather, it is one of personal and corporate privileges bound of necessity to personal and corporate responsibilities. Since no list of norms can cover every situation, the administration presumes common sense,**

mature judgment, and Christian charity are the guides by which every St. Timothy student should measure his/her actions. The principal is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. Please see the Los Angeles Archdiocesan policies and procedures insert for more information on expulsion procedures.

Other General Rules are:

1. Personal toys and/or P. E. equipment, i.e. balls, and expensive items are NOT to be brought to school.
2. Proper manners and behavior before and after school, and during recess and lunch are expected from each child.
3. Gum chewing is NEVER permitted on school campus at ANY time.
4. Dangerous objects are NOT ALLOWED in school.
5. Playground equipment must be used properly.
6. Tackling games and play fighting, including martial arts, are unsafe and are NOT permitted.
7. The following are NOT to be brought to school: magazines, comics, card collections, PlayStation, Game Boy, iPods or accessories, or any other electronic games/toys, or any other electronic devices.
8. Rudeness and disrespect towards adults or other students will NOT be tolerated.
9. No pranks or practical jokes.
10. No drawing on your skin with markers, ink or anything else.
11. All food and drinks must be eaten at lunch tables only – not in the yard.
12. Proper conduct in the school building includes, no running, no loud voices, and walking up and down the stairs on the right side and holding the handrail.

NOTE: The school retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes made. In addition, St. Timothy School observes all “Archdiocesan Policies and Procedures”. Please see insert.

Thank you for your continued support and cooperation.