

## SCHOOL MISSION AND PHILOSOPHY

**St. Timothy School** was established in 1958, in Westside Rancho Park, 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 adopt 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 respects 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 appreciates 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.  
 Who is committed to lifelong learning.

**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 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.

**GENERAL INFORMATION**

PASTOR Rev. William J. Brelsford  
 PRINCIPAL Iselda E. Richmond  
 Mr. Dana Howell

SECRETARY/OFFICE MANAGER  
 GRADE 1 TEACHER ASSISTANT

Mrs. Lorraine Lowder Longo  
 Miss Lauren Huddleston  
 PREKINDERGARTEN Miss Megan Konieczny

KINDERGARTEN Miss Gabriela Contreras  
 Mr. Jose Henriquez

GRADE 1 Miss Lena Rowland  
 Care Catholic Charities (310) 446--1715

GRADE 2 Miss Belinda Rodriguez  
 Yolanda Garcia (310) 474-1216

GRADE 3 Mrs. Pina Di Giuseppe  
 Deborah Shraibati (310) 474-1216

GRADE 4 Miss Keri Eaton

**ADDRESS**

GRADE 5 Ms. Kathleen Jensen  
 OFFICE PHONE (310) 474-1811

GRADE 6 Mrs. Sally Weinstock  
 OFFICE FAX (310) 470-1391

GRADE 7 Mr. Clarence Clark  
 90064

GRADE 8 Mrs. Christy Novak

**OFFICE HOURS**

TECHNOLOGY Planet Bravo  
 4:00 P.M. (*Closed on all school holidays*)

PE/ATHLETIC DIRECTOR

Mr. Richard Beloz  
 to 3:00 P.M. (*Refer to Calendar for Exceptions*)

MUSIC

KINDERGARTEN AND

MAINTENANCE

A.D.E.S.T.E. Ex. Day

BUSINESS MANAGER

RELIGIOUS ED. DIRECTOR

**SCHOOL**

ST. TIMOTHY SCHOOL

10479 West Pico Blvd.

West Los Angeles, CA

**SCHOOL**

Monday - Friday 7:30 -

**SCHOOL DAYS**

Monday - Friday 7:55

## GENERAL POLICIES

### 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 have preference in admission.
2. Baptismal certificate, report card, 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.

**Special Education** St. Timothy School cannot accommodate children with special education needs. Please contact the Archdiocese of Los Angeles for guidance and available resources.

**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.

### ACCIDENT INSURANCE

A Student Accident Insurance Program is provided for all students. 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.

### 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. Parents are to write notes as to the reason of the tardiness. A student is considered a **truant** after three unexcused tardies. According to the Archdiocese of Los Angeles, Department of Catholic Schools, and California State Education Code 48260: "A child is considered truant after three unexcused tardies in one school year and considered an habitual truant after four consecutive, unexcused tardies in one school year and will be reported to the attendance officer of the local public school district." **Consequently, after a student has been late three times in a quarter, s/he will receive a minus point for each day 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.

When a student has been **absent, A WRITTEN EXCUSE** stating the reason and date of absence and signed by the parent is required even though the school was notified by phone. The written excuse is to be presented to the teacher by the child upon return. A medical excuse is the only excused absence.

When students miss school for medical/dental appointments, written verification from the doctor's office is required following the visit.

If a student is absent ten or more consecutive school days, a doctor's release must be obtained before your child will be allowed to return to school. 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.

### **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 workbooks covered with clear contact paper at all times** and carried to and from school in a book bag to minimize wear and tear. **Lost** and/or **damaged books** should be reported and paid for immediately. You will be billed by the office. Library books may be borrowed from the school library for periods of two weeks. Overdue books are subject to a \$.25 per day 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).

### **CELL PHONES**

**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. Students found with a cell phone will have the cell phone confiscated until the end of the school year.**

### **CLASS 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.**

**CLASS BIRTHDAY CELEBRATIONS** Please limit treats to donuts, cupcakes, juice boxes and water at recess please.

### **COMMUNICABLE DISEASES**

Please report any such disease upon discovery. Any child who is absent 10 or more consecutive days due to illness must furnish a doctor's note.

### **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.

3. **CONDUCT REFERRALS** in grades K through 8 are sent home as necessary.
4. **REPORT CARDS for grades 1 - 8** (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: St. Timothy School voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records and staff will be available to discuss the student's records, unless a court order providing otherwise is filed with the school. Divorced or separated parents must file 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."**

### **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. Snack treat.

#### 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 ADESTE 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, and expulsion.

**GROUNDS FOR SUSPENSION:** (Calif. Ed. Code 48900) A Pupil shall not be suspended from school nor recommended for expulsion unless the principal determines that the pupil has:

a. Caused or attempted to cause damage to school property or stolen or attempted to steal school property; or

b. Caused or attempted to cause damage to private property or stolen or attempted to steal private property; or

- c. Caused, attempted to cause, or threatened to cause physical injury to another person; or
- d. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object the pupil has obtained written permission from a certificated school employee, which is concurred in by the principal or the designee of the principal; or
- e. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind; or
- f. Possessed or used tobacco, except as provided in Sec. 48903.6; or
- g. Committed an obscene act or engaged in habitual profanity or vulgarity; or
- h. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, or administrators.

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.

**Other General Rules are:**

1. **Personal toys and/or P. E. equipment, i.e. balls, and expensive watches 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, "Ninja Turtle" and "Power Ranger" moves, 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, 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.

### DISMISSAL POLICY

1. Students may be picked up by car from the alley by an authorized person.
2. Students may be picked up from the schoolyard by an authorized person.
3. Students may leave the school building via the front office only with written parental permission.

### DRESS CODE

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](http://www.dennisuniform.com), not from Dept. Stores. Students are expected to wear uniforms that are **clean** and reflect pride in themselves and in our school. Jackets, sweaters and/or sweatshirts **MUST** have St. Timothy's logo. Options are available from Dennis Uniform Co. 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, 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 Open House.** 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.

### GENERAL ALL STUDENTS:

1. St. Timothy School uniform sweaters, jackets or sweatshirts only, with students' names clearly printed.
2. Shoes **MUST** be the **solid black** 620/621 AB Cross Trainer. The **required** 620/621 AB Cross Trainer is available at [New Balance Santa Monica](#) for all St. Timothy students, **PreK-8<sup>th</sup> grades**. Let the sales team know you are from St. Timothy School and they will extend the 20% discount. Shoelaces must be black.
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. Light blue 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. P. E. shorts and t-shirts **must** be worn under uniform. On cold days, black, blue or white tights may be worn.
4. Please wear shorts under skirts and jumpers.
5. The only items of jewelry allowed are small, stud earrings and a small, chained cross (no expensive jewelry please).
6. Makeup, nail polish and acrylic nails are not permitted!
7. Skirts and skorts **must not be more than 3" above the knee.**

#### **NON UNIFORM DRESS CODE**

***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, Spirit Day, 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.

\*No excessively short skirts or shorts. 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.

#### **EDUCATIONAL FIELD TRIPS**

Each class may participate in two educational field trips during the school year. Field trips will be supervised by teachers and volunteer parents. 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.

#### **EMERGENCY INFORMATION**

Each child must have on file in the school office an emergency card supplying certain necessary information, including the names of two adults who may be contacted in the event one parent cannot be reached, and the name, address and phone number of your family physician. If there are changes in this information (address, employment, phone numbers), the school office must be notified in writing **immediately**. Emergency cards **must** be kept up-to-date. This is according to California Education Code (Title V). Simple first aid will be given to an injured child. Parents will be called to pick up a child who is injured or ill. No medication will be given to children at school unless written permission/direction is given by a physician/health care provider. Children should not have in their possession any medication while on school grounds. All medication must be taken to the school office by parent or guardian with written instructions (prescriptions must be in original containers). If a student needs medication either for a few days or over an extended period of time, and it must be given during schools hours, an "Administration of Medication During School Hours" form must be requested from the school health office. Physician/health care provider will write directions on the form. It must be signed and dated. Students carrying inhalers must have a physician/health care provider's release on file stating that he/she may have it with him/her while at school or at a school activity.

**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.

### **EMERGENCY PROCEDURES**

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 SITUATION 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.

### **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 **2<sup>nd</sup> 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 A.D.E.S.T.E. Program through Catholic Charities. They charge their own fees and provide a very structured program made up of homework time, snack time and play time. Parents who pick up their children after 6:00 P.M. will be charged \$10.00 for every 15 minutes late. 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 ADESTE personnel. We ask you to cooperate with us in ensuring the safety of your children by making appropriate arrangements ahead of time.

### **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 study. 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.

### **GRADING SCALE/REPORTING OF STUDENT PROGRESS**

Students in Kindergarten receive a progress 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).

#### **HANDWRITING, ART & P. E.** **GRADES 3-8**

**(ALSO GRADES 1 & 2)**

**C+**      **O**      Outstanding  
80-84%

#### **ACADEMIC SUBJECTS FOR**

**A**      97-100%

<b>G</b>	Good	<b>A-</b>	93 - 96
	<b>C</b> 75-79		
<b>S</b>	Satisfactory	<b>B+</b>	90 - 92
	<b>C-</b> 70-74		
<b>NI</b>	Needs Improvement	<b>B</b>	87 - 89
	<b>D</b> 65-69		
<b>P</b>	Poor	<b>B-</b>	85 - 86
	<b>F</b> Below 65		

## HONORS

### PERFECT ATTENDANCE

Includes both NO absences and NO tardies.

## LOST AND FOUND

Lost articles, i.e., clothing or lunch boxes are placed in the lost and found can near the kindergarten classroom. Jewelry is kept in the office. Please check Lost and Found periodically since PTA 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 Bonne Bouffe. Students must sign up for a two-month period, but may order as few as five lunches to be included in the program.

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.

## NONDISCRIMINATION 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 of all races, 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, sex, color, national or ethnic origin in the administration of its educational policies, scholarship programs, or 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, color or national and/or ethnic origin.

## 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. We hold the students and their parents to a standard of civility which is above the aggressive behavior exhibited by some in our society. 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:

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

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.

#### **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 \$10.00 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.

Each family is required to serve at least ***fifteen (15) of the thirty service hours*** in one or more of the following fundraising activities listed below:

1. PTA Board
2. Annual Fund Committee
3. Marketing Committee
4. School Improvement Board
5. 50<sup>TH</sup> Anniversary Committee
6. Alumni Relations

Fifteen (15) of the total thirty (30) service hours per family must be completed by December 31, 2007 and the remainder no later than May 15, 2008.

The completed Service Hour record must be returned to the school no later than January 15, 2008 for hours completed by December 31, 2007, and no later than May 31, 2008 for the hours completed by May 15, 2008. 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:

**World's Finest Fundraiser:** each family is required to sell \$200 of merchandise or donate \$100 in lieu thereof. The School profits 50% of each World's Finest sale.

**Raffle Mania 2008:** Each family is required to sell \$200 worth of raffle tickets. Any outstanding fees will be deducted from your FACTS tuition account.

**NOTE EXCEPTION:** ALL 8<sup>th</sup> grade fees are due before May 31 in order to participate in the field trip or any other graduation activity.

## **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.

## **ST. TIMOTHY SCHOOL PARENT/TEACHER ASSOCIATION**

**MEMBERSHIP** All parents are automatically members of the St. Timothy Parent/Teacher Association. In addition to membership all parents must be actively involved in the education of their children and actively participate in St. Timothy PTA. Parents are invited to attend the regular Officer meetings on the THIRD Monday of each month; however, parents are required to attend Back-to School Night and other 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 Association 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 PTA is vital in providing the extras we want for our children. This is accomplished by two types of activities, fund raising and socials, which are scheduled throughout the school year and listed on the school calendar. Activities have an ACTIVITY COORDINATOR, who manages the event and selects other parent volunteers to help.

**PURPOSE** The Parent/Teacher Association is established at St. Timothy School to: “provide school support” and “provide parents with opportunities for social, spiritual and educational enrichment.”

**2008 - 2009 ST. TIMOTHY SCHOOL PARENT/TEACHER ASSOCIATION**

**OFFICERS**

**Presidents** Mirian Avalos & Manette Fajardo

**Vice Presidents** Mimi Campbell, Susan Minor

**Treasurer** Martha Gaitan  
Terrie Chan & Kirstin Tolentino  
Sapasap

**Secretaries**  
**Room Parent Coordinator** Melanie

**Non Board Positions**

**Annual Fund** Rosa Irajpanah

**Marketing & Development** Kari Garcia

**Service Hours Coordinators** Jillisa Steckart, Vivian Servin, Gioia Bearden

**Class Parents for 2008-2009**

**Grade 8** Chyna Farrell, Claudia Uribe  
Judaken, Peg Patrick  
Irajpanah

**Grade 7** Ana  
**Grade 6** Naomi Cox, Rosa

**Grade 5** Vivian Servin, Kirstin Tolentino

**Grade 4** Terrie Chan, Mary Wickham  
Coxwell Jesse, Barbara Moreno

**Grade 3** Ana

**Grade 2** Elizabeth Hada, Melanie Sapasap  
Shepherd, Holly Standefer

**Grade 1** Mary

**Kindergarten** Erika Lewis, Riza Ventura

**Prekindergarten**

**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.** 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 weekly. Times and dates to be announced. **Members must have a B- or better in Conduct and Effort and at least a C+ in each academic subject.**

### **TELEPHONE**

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.

### **TESTING**

In addition to textbook-provided tests, which are part of the regular school program, the I.T.B.S. 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.

### **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.

### **TRAFFIC**

For the safety of all students, we would greatly appreciate your attention to and cooperation in following school traffic regulations. Older children with siblings may be escorted through the Pico gates. **Do not stop in front of the bus stop to let your children out of the car. Younger children should be dropped off in 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 ADESTE 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.
- (4) Do **not** honk your horn. Tell your children to be ready at the time you know you will pick them up.
- (5) 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.

### **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.

**NOTE: The school retains the right to amend the handbook for just cause. Parents will be given prompt notification of any changes made.**

Thank you for your continued support  
and cooperation.