

ST. TIMOTHY SCHOOL
PARENT / STUDENT HANDBOOK
2011-2012

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Revised March 13, 2012

I. ADMINISTRATIVE POLICY

A. Introduction

All parish and Archdiocesan school programs are governed by the policies and regulations of the Department of Catholic Schools as set down in the Administrative Handbook for Elementary and Secondary Schools, Archdiocese of San Francisco and in interim communications.

Non-Discrimination Policy: The Catholic schools in the Archdiocese of San Francisco, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and /or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at St. Timothy School. The Catholic schools in the Archdiocese of San Francisco do not unlawfully discriminate on the basis of race, color, national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

This Parent/Student Handbook contains the philosophy, policies, and procedures for St. Timothy School for the 2011-2012 school year. Parents and students are to familiarize themselves with its contents and return the Parental Agreement Form. The Parental Agreement Form can be printed from the school website, under the *For Parents* tab.

B. St. Timothy School Mission Statement

St. Timothy School is a multicultural Roman Catholic elementary school, inspired by Gospel values, as modeled by Jesus, serving the children of our parish and the neighboring communities. We work in partnership with our school families to create a positive and safe learning environment where students develop their skills as loving Christians, innovative learners, giving citizens, humble students and thoughtful communicators.

C. St. Timothy School Philosophy

St. Timothy School is an active Roman Catholic community dedicated to the education of the whole child. We acknowledge and support the role of parents as the primary educators of their children. Aligned with Archdiocesan curriculum standards and guidelines, St. Timothy School prepares students to think critically, integrate Gospel values, and learn the Church's mission and traditions, as reflected in the life and teachings of Jesus Christ. We promote skills necessary to be productive, contributing citizens in a global society. We involve students in Christian service projects that benefit the school, parish, and larger community. We encourage self-expression through student involvement in the visual and performing arts. We honor our students' achievements and instill a respect for people of all cultures, as well as a concern for the needs of the world.

D. Faculty and Staff

Pastor	Rev. Francis M. Garbo
Principal	Ms. Monica Miller
Administrative Assistant Administration (Scrip, Hours, Fundraising)	Mrs. Denise A. Allen
Development Director	Mrs. Donna Wetteland
Technology Co-ordinator	Mrs. Rosemary Stuebing
	Mr. Jim Rohrbach
Kindergarten	Mrs. Kate Beene
Instructional Aide	Ms. Janine Pascual
First Grade	Mrs. Christina Ramos
Instructional Aide	Mrs. Gina Dy
Second Grade	Mrs. Lara Hansen
Instructional Aide	Mrs. Donna Wetteland
Third Grade	Mrs. Vanessa Nickel
Fourth Grade	Mr. Thomas Moore
Fifth Grade	Ms. Jennifer Esola
Sixth Grade	Mrs. Margaret Flynn
Seventh Grade	Mr. Mark Lanza
Eighth Grade	Mr. David Rathbun
Resource Program	Ms. Yvonne Olcomendy
Technology	Mr. Jim Rohrbach
Spanish	Mrs. Virginia Sink
Music	Mrs. Irene Navarro
Physical Education	Ms. Kristi Howell
Instrumental Music	Mr. Bill McClanahan
Extended Day Care Director	Mrs. Gina Dy
School Custodian	Mr. Juan Nuñez
Atheletic Program Director	Mr. Vince DeFriese

E. St. Timothy Parish School Advisory Board (SAB)

The St. Timothy School Advisory Board serves in an advisory capacity to the Pastor and Principal. Members of the Board shall consist of the Pastor, the Principal, other designated administrators of the school as *ex-officio* members, and up to nine appointed lay representatives of the parish.

The School Board meets on the second Tuesday of each month during the school year, at 7 PM in the Library. All regularly scheduled meetings are open. The Principal and the SAB President should be notified of agenda items one week prior to the meeting. The minutes of each meeting are available in the school office.

The purpose of the Board shall be to provide advice and assistance to the Pastor in establishing goals and defining policies for the school, subject to such rules and regulations that precede from the Archbishop through Canon Law and the corporate structures of the Archdiocese and the Archdiocesan Board of Education. The Board can be discontinued at any time at the prudent wisdom of such authority.

F. Application, Admission and Tuition

1. Application and Registration

St. Timothy School accepts applications for admission beginning in January of each year. Parents may contact the school office for an application, or download one from the website www.sttimothyschool.org. Students will be given a readiness test and new families will be interviewed by the Principal prior to admission. Kindergarten students must be five years old by November 1st.

Priority in acceptance of students is given to families who are members of St. Timothy Parish. Out of parish Catholic students and non-Catholic students are welcome when there is additional space available.

There is a NON-REFUNDABLE registration fee of \$350 per year for each student. The registration fee covers student accident insurance, books, Catholic Telemedia Network fees, testing costs, Archdiocesan fees, and some classroom supplies. The registration fee must be paid before the student enters school.

If a tuition account is delinquent at the conclusion of the Fall or Spring semester, the student will not be readmitted until the tuition is paid in full. Parents cannot re-register their child/children for the following school year unless tuition is paid in full by the end of the current school year.

Learning Differences

St. Timothy School will attempt to accommodate the special needs of each student;

however, the school is not legally obligated to accept children with disabilities. Special accommodations made for individual students may be discontinued at the discretion of the School Administration.

2. Tuition Plans and Parent Participation Options

Tuition Payment Options

Each family may select one of the following four tuition payment options.

Option #1 - The full year's tuition payment is paid directly to the school by July 1, 2011. The family will receive a \$100 discount on their family tuition when this option is selected. Families who select this option and fail to pay their tuition in full by July 1, 2011, will automatically be assigned to Option #3 overseen by the FACTS Tuition Management Company.

Option #2 - Two semester payments are made directly to the school with 50% due July 1, 2011 and 50% due January 1, 2012. The family will receive a \$50 discount on their family tuition when this option is selected. The discount will be applied at the time of the January 1st payment. Families who select this option and fail to make the first payment by July 1st, 2011 will automatically be assigned to Option #3 overseen by the FACTS Tuition Management Company.

Option #3 - Twelve (12) monthly payments will be electronically transferred from the designated bank account by the FACTS Management Company on the 5th or 20th of the month. The first payment will be deducted in July, 2011 including a \$41.00 annual fee by FACTS for their services. FACTS will assess a \$30.00 late fee to all delinquent accounts. FACTS will reattempt to accept payment once if funds are unavailable.

Option #4 - Ten (10) monthly payments will be electronically transferred from the designated bank account by the FACTS Management Company on the 5th or 20th of the month. The first payment will be deducted in July, 2011 including a \$41.00 annual fee by FACTS for their services. FACTS will assess a \$30.00 late fee to all delinquent accounts. FACTS will reattempt to accept payment once if funds are unavailable.

Tuition Rates

Alternative #1. Tuition - Participating Rate

The following tuition rates are for families who choose to complete Service Hours and participate in our **SCRIP** Program (see Service Hour Commitment and Scrip Program below):

	One child	Two children	Three children	Four children
Yearly	\$ 5,700	\$ 11,245	\$ 16,635	\$ 22,026
Monthly	475	937	1,386	1,836

Monthly payments are calculated using 12 months.

Alternative #2. Tuition - Non-Participating Rate

The following tuition rates are for families who choose NOT to complete service hours and do not participate in the SCRIP program. (see Service Hour Commitment and Scrip Program below):

	One child	Two children	Three children	Four children
Yearly	\$ 6,450	\$ 11,999	\$ 16,635	\$ 22,026
Monthly	537	1,000	1,449	1,898

Monthly payments are calculated using 12 months.

Parent Service Hour Commitment

Families electing the Participating Tuition Rate must complete a minimum of 40 hours of service (20 hours for single parent households). The total number of service hours must include:

- 1. Halloween Carnival (October 2011) 2 hours
- 2. Spring Carnival (April 2012) 6 hours
- 3. Other volunteer opportunities 32 hours (12 hours)

Volunteer opportunities will be announced prior to these events.

A maximum of 20 service hours (10 hours for single parent families) may be worked for the parish, or in an organization associated with the school, e.g. Bingo. These hours must be verified by a member of the parish staff.

Parents should submit a report of their hours worked to Mrs. Wetteland at sttimothyhours@yahoo.com.

Families with an eighth grader must complete their service hours by May 1, 2012. All other families must complete their service hours by the last day of school.

If a family is unable to meet the service hours requirement, they will be required to pay tuition at the Non-participating rate (an additional charge of \$750). Parents may NOT work a portion of the hours and pay a fee for hours not completed. If no service hours are performed by October 31, 2011, the tuition plan will be converted from the Participating Rate to the Non-Participating Rate.

Tuition Refund Policy

Each family is required to sign an annual tuition contract and is legally bound to comply with all aspects of the tuition policy. This contract is a legal document. Thirty days notice will be required for a tuition refund. If the student begins the school year in August and transfers to another school at any time during the school year, tuition for prior months will not be refunded. If thirty days notice is given, tuition for the current

month will be prorated, and the family will only be required to pay for the number of days the child attends school during that month. If the student does not begin the school year and tuition has been paid for the months of July and August, tuition for these months will not be refunded without thirty days notice.

Scrip Program

Families who elect the Participating Tuition Rate must purchase \$4,500 in Scrip between May 1, 2011 and April 30, 2012. Single parent families must purchase \$3,500 in Scrip. Methods of purchase include Scrip cards purchased at the school and E-Scrip. Scrip purchases are not tax deductible.

The Scrip purchases of family and friends can be included in the Scrip requirement. If a family is unable to meet the Scrip requirement by April 30, 2012, the family will be charged a fee of \$300.

Families with an eighth grader must complete their Scrip purchases by May 1, 2012. All other families must complete their Scrip purchases by April 20, 2012.

Tuition Assistance

Some Tuition Assistance is available. All families requesting tuition assistance must complete a Private School Aid Service Application, available in the school office. Families should contact the Principal for a confidential interview.

Graduation Requirements and Fees

All contractual obligations, including tuition, Scrip, and service hours must be fulfilled before a diploma will be issued at graduation. Families with outstanding obligations jeopardize the student's participation in school sponsored graduation celebrations. All financial obligations, including June tuition, must be fulfilled no later than June 1, 2012.

Eighth Grade students must successfully complete the course of study and adhere to disciplinary expectations in order to graduate from St. Timothy School. Failure to comply with school regulations may result in a student's exclusion from graduation activities and ceremony.

Each family is responsible for a graduation fee of \$300 per student. This fee covers the cost of diplomas, gowns, awards, flowers, and some activities. The first payment of \$150 is due by December 1, 2011 and the entire fee must be paid in full by March 1, 2012.

Fall Fundraiser

The school will hold one major fundraiser in the Fall. All families, including those who are paying the Non-Participating Tuition Rate, are expected to participate in the major fundraiser, either by selling merchandise or by making a payment of \$100 in lieu of sales. This payment is in addition to the Non-Participating Tuition Rate. The type of event may change annually.

II. ACADEMIC POLICY

A. School Wide Learning Expectations

St. Timothy's Graduates are:

Loving Christians who

- Demonstrate knowledge of the Bible and the teachings of the Catholic Church.
- Apply the Gospel message of Jesus in their daily lives.
- Participate in liturgical and para-liturgical celebrations.
- Respect themselves, others, and all of God's creation.

Innovative Learners who

- Apply organizational and study skills.
- Integrate critical thinking skills with problem-solving strategies.
- Express appreciation for cultural and social diversity.
- Use technology to learn and communicate ideas.

Giving Citizens who

- Assume responsibility for their actions.
- Demonstrate service to the community.
- Are aware of their responsibility to school, community and world environment.

Humble Students who

- Practice C. A. R. E.
- Work independently and cooperatively with others.
- Accept leadership opportunities.
- Participate in the visual and performing arts.

Thoughtful Communicators who

- Express written thoughts clearly.
- Articulate ideas and opinions clearly and confidently.
- Employ conflict resolution skills to solve problems.
- Listen respectfully to the ideas, feelings and opinions of others.

B. Religious Education

1. Liturgical Activities

St. Timothy School offers its students a number of opportunities for worship, including the following:

- A monthly school Mass
- Family Sunday Mass for each class
- Seasonal prayer services (Advent Wreath Lighting, Lenten Stations of the Cross, May Crowning of Mary)

Parents are always welcome to worship as part of the school community.

2. Sacramental Preparation

The Sacramental Preparation Program is under the supervision of the Religious Education Coordinator of St. Timothy Parish and the second grade teacher of St. Timothy School. Students in Grade 2 are prepared in the classroom for the Sacraments of Reconciliation and First Eucharist.

Students in third through eighth grades may also be prepared for the Sacraments. Families who would like to have their child received these Sacraments should contact the Principal so that the student and his or her family may begin preparation. It is a requirement that students attend Sunday Mass to be eligible to receive the Sacrament of First Eucharist. If the child is not baptized and the family would like him or her to participate in the Sacraments, the family should contact the Pastor of St. Timothy Parish.

3. Morning Prayer and Flag Salute

Each morning, students assemble in lines with their class, in front of the school. The Principal leads the prayer and flag salute. Parents are invited to participate in the prayer. **This is a time of quiet prayer; younger siblings stay quietly with their parents and adults refrain from conversation.** Please avoid trying to "conference" with the teachers at this time so that they may give their full attention to praying and supervising their students.

C. Curriculum

The curriculum for grades K to 5 includes: Religion, Language Arts (Reading, English, Spelling, Phonics, Vocabulary, and Handwriting), Social Studies, Mathematics, Science, Computer Education, Physical Education, Spanish and Child Safety. Family Life, which is part of the Religion curriculum, is taught in grades 2 through 8. The Fine Arts program consists of Art and Music in grades K to 3, and *Art in Action* and Music in grades 4 to 8.

St. Timothy School has a full-day Kindergarten Program.

1. Homework

Homework is used to reinforce and expand academic skills. Parents should be familiar with the teachers' expectations and support homework policies. Parents are also expected to supervise daily homework, long-term assignments, and student projects. In cases of missed homework, parents of children in grades K-2 should contact the teacher. Parents of students in grades 3-8 should check PowerSchool for missed assignments. Homework for absent students will be available for pick up at the main entrance of the school after dismissal.

Students must complete missed homework by a time designated by their teacher.

Missing, incomplete, and/or late work will affect Learning Skills grades as well as subject grades.

Archdiocesan Suggested Homework Time Allotment

Grades 1-2: 20 minutes

Grades 5-6: 45-60 minutes

Grades 3-4: 30-45 minutes

Grades 7-8: 60-90 minutes

2. Academic Progress Reports

Progress Reports will be issued to students in grades K-2 each quarter. Parents must sign and return the Progress Report to the teacher the next day.

Progress Reports for students in grades 3-8 will be available online in PowerSchool each quarter. Parents are encouraged to check PowerSchool on a regular basis to monitor their child's/children's grades.

3. Report Cards

Report Cards will be issued four times a year. If a student is absent twelve or more school days during the report card period, grades may be withheld until the student makes up the work missed. Parent/Teacher conferences are held in November or at the request of a parent or teacher. Any questions related to a student's work, conduct, progress, or grades should be discussed with the classroom teacher. The Principal is available to conference by appointment if requested.

Report Cards will be issued the weeks of:

November 4

January 27

March 30

June 7 (Last day of school)

Academic Marking Codes

Kindergarten, Grades 1 and 2

Marking Code:	E = Exceeds standard M = Meets standard W = Working toward standard N = Not at grade level
Conduct/Effort Code:	N = Not at grade level
Behavioral Expectations/ Learning Skills Code:	1 = Exceeds expectations 2 = Meets expectations 3 = Improvement needed 4 = Unsatisfactory
Comment Code:	+ = Area of Strength No Mark = Meets expectations √ Needs Improvement

Grades 3, 4 and 5

Marking Code:	A = 96-100 B+ = 91-92 B- = 84-86 C = 74-80 D+ = 67-69 D- = 60-62	A- = 93-95 B = 87-90 C+ = 81-83 C- = 70-73 D = 63-66 F = 59 -below
Behavioral Expectations/ Learning Skills Code:	1 = Exceeds expectations 2 = Meets expectations 3 = Improvement needed 4 = Unsatisfactory	
Comment Code:	+ = Area of Strength No Mark = Meets expectations √ Needs Improvement	

Grades 6, 7, 8, same as Grades 3, 4, 5 above, plus

- | | |
|-------------------|---|
| Areas of strength | 5. Makes valuable contributions to class discussions
6. Seeks to help appropriately
7. Engages enthusiastically in learning
8. Consistently demonstrates pride in work.
9. Exhibits intellectual curiosity
10. Thinks critically
11. Works well cooperatively
12. Is well organized |
| Areas for growth | 13. Needs to seek help appropriately
14. Has difficulty working cooperatively
15. Needs to show initiative
16. Needs to participate in class discussion
17. Needs to improve presentation of work
18. Needs to improve organizational skills
19. Has difficulty expressing ideas
20. Resists correction
21. Talks excessively/disrupts instruction
22. Incomplete, late, or missing assignments impact success
23. Low test/quiz scores impact success
24. Absences impact success
25. Need to improve effort |

4. Honor and Merit Roll

Honor and Merit Roll awards are issued each quarter.

To qualify for the **Honor Roll**

Students in grades 4-5 must achieve the following:

- A's and B's (no B-'s) in all subject areas
- No less than a 2 in BEHAVIORAL EXPECTATIONS

Students in grades 6-8 must achieve the following:

- GPA of 90% in all core subjects
- No less than a 2 in GENERAL BEHAVIORAL EXPECTATIONS

To qualify for the **Merit Roll**

Students in grades 4-5 must achieve the following:

- A's, B's, and C's (no C-'s) in all subject areas
- No less than a 2 in BEHAVIORAL EXPECTATIONS

Students in grades 6-8 must achieve the following:

- GPA of 80% in all core subjects
- No less than a 2 in GENERAL BEHAVIORAL EXPECTATIONS

5. Promotion/Retention

To successfully implement the educational program, minimum standards of achievement are established at each grade level. To illustrate successful completion of one grade level and to ensure promotion to the next grade level, it is necessary that these standards be met. Additionally, excessive absences over 45 days in a school year may result in students being retained. The final responsibility for a student's promotion or retention rests with the teacher and Principal.

III. DISCIPLINARY POLICY

Discipline in the Catholic School is to be considered an aspect of moral guidance. The purpose of discipline is to promote genuine pupil development; to increase respect for duly constituted authority, to assist the growth of self-discipline, to provide an orderly atmosphere conducive to learning and to promote character training.

The Pastor is the *ex-officio* head of the parish school. He determines the policies of the school according to the needs of the parish, but always in harmony with the regulations of the Archdiocese. The Pastor will normally leave to the Principal the direction of the educational program and the ordinary administration of the school. It is the responsibility of the Principal to maintain throughout the school a spirit of discipline that is wholesome and reasonable.

All concerns should first be addressed to the classroom teacher. If the situation is not remedied, contact the Principal. If a satisfactory outcome to the situation is still not reached, the Pastor may be contacted.

A. Code of Christian Conduct Covering Students and Parents/Guardians

In accordance with the directive from the Archdiocese of San Francisco, we will follow the clear, contractually binding policy that follows:

The students' interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. 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.
2. 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.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

B. Student Behavior Expectations

Students will:

1. demonstrate respect for all of God's creation.
2. treat their fellow students and all adults courteously and respectfully both on the playground and in the classroom.
3. respect school and church property.
4. respect the personal property of students, teachers and staff.
5. follow school and classroom rules.
6. follow the St. Timothy School Dress Code as outlined in this handbook.
7. move silently through the hallways.
8. show reverence by entering and exiting church silently.
9. sit quietly for all Masses, prayer services, and school assemblies.
10. during recess and lunch, play only in assigned play areas and not in the restrooms.
11. eat snacks, get drinks, and use the bathrooms before the final recess bell.
12. freeze when the bell rings after recess and walk promptly and quietly to line when the bell rings.

All students will be treated as individuals, and any incidents that occur during the school day will be promptly and thoroughly explored and discussed.

- Fighting and/or any kind of physical violence will not be tolerated at any grade level.
- Possession of drugs and alcoholic beverages on school premises will be grounds for expulsion.
- Willfully defacing school property will be cause for suspension and possible expulsion.
- Students are not permitted to bring to school: knives, guns, mace, pepper spray, cigarettes, gum, sunflower seeds, drinks in glass bottles, pagers, radios, MP3/iPod/CD players, electronic games and devices, laser pointers, tape recorders and collectors' cards.
- Students who do not comply with school rules or are continually tardy will be issued a Referral and required to go to Detention. Repeated referrals will result in a Discipline Report.
- A Discipline Report will be issued in cases of serious misconduct. The issuance of a Discipline Report for any reason will affect the student's conduct grade. Serious misconduct may result in an "In School Suspension" from the classroom and all extracurricular activities.

C. Student Harassment Policy

1. Introduction

This document is designed to serve as a policy and teaching tool for the students in Archdiocesan schools. It serves as a tangible witness to the Catholic commitment to live, love, and respect as Jesus did.

As indicated on the next page, student-to-student harassment can take many forms. To the extent it involves child abuse, as defined by law, Civil Law and the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

2. Harassment in General

The Archdiocese of San Francisco affirms the Christian dignity of every student. Harassment is unacceptable conduct that is severe, pervasive and deliberate. Harassment occurs when an individual is subjected to treatment in a school environment which is hostile, offensive or intimidating because of the individual's race, creed, color, national origin, ancestry, physical or mental disability, medical condition, or sex. Harassment of any student by any other student is prohibited and will not be tolerated. It is the policy of the Archdiocese to provide an educational environment in which all students are treated with respect and dignity.

3. Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment can be directed toward a student under conditions such as the following:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets

Written Harassment: Suggestive or obscene letters, notes, or invitations; to include Email, text messaging, and chat room

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement

Visual Harassment: Leering, gesture, display of sexually suggestive objects or pictures, cartoons, or posters

4. Disciplinary Action

This policy prohibits student-to-student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following:

- while on school grounds
- while going to or coming from school
- during the lunch period whether on or off campus
- during, or while going to, or coming from, a school sponsored activity
- during, or while going to, or coming from, an athletic activity

Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and /or written warnings and reprimands, counseling, suspension, and expulsion.

Note: Should substantiated conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

5. Student's Responsibility

It is the student's responsibility to conduct himself or herself in a manner which contributes to a positive school environment. Students will not commit acts that injure, degrade, disgrace, or threaten the safety, privacy, and respect of other students, teachers, or staff members.

6. Administration's Responsibility

To promote an environment free of harassment, the Principal shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff in-service or student instruction and counseling. Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of harassment. The school will treat allegations of harassment in a prompt, professional, and thorough manner.

A complete copy of the comprehensive Policy Against Harassment, including the detailed policies on child abuse and student harassment, is posted in the school office.

D. Anti-Bullying - CARE Policy

Community Acceptance Respect Empathy

This policy has been created to support our community of acceptance and to foster in students a sense of belonging and enthusiasm for being at our school. This policy applies both to students, faculty and adults on our campus, whether employed by the Archdiocese of San Francisco, working here as contractors, or as volunteers.

SCHOOL CREDO

At St. Timothy School, we treat others the way that we want to be treated. We are committed to creating a welcoming environment where students, parents, and staff members demonstrate empathy and respect for others and are inclusive in their social interactions. Here are some examples for which we strive: students understand that “you can’t say you can’t play” and invite others to participate; everyone greets each other with good will in the hallways and consistently displays good manners; members of the school community appreciate all the ways that we are different. We ask all members of the school community to maintain a loving partnership, based on the values that Jesus taught us, i.e., kindness, tolerance, acceptance, care, respect, and justice.

HARASSMENT occurs when a person creates an unpleasant or hostile situation for another, especially by uninvited and unwelcome verbal and physical conduct.

BULLYING occurs when a person or group of people repeatedly and intentionally does things to hurt, humiliate or exclude another. Harassment and bullying can happen at school in the following ways:

- **Physical**, when a person uses physical force to hurt another student by hitting, pushing, shoving, kicking, pinching, getting in their way or holding them down. This includes interfering with another student's belongings, through breaking or taking their possessions or stealing or demanding money.

- **Verbal**, when a person uses words to hurt another student. This includes threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also bullying when a student uses hostile gestures, such as making faces, staring, giving the evil eye, eye rolling and spitting. It is **hate speech** when a student does any of these things to another student on the basis of their sex, ethnic group identification, race, national origin, religion, color, mental or physical disability, medical condition, actual or perceived sexual orientation, or gender identity.

- **Relational**, when a person tries to hurt another student's friendships and relationships through deliberately leaving them out, spreading gossip and rumors about them, giving them the silent treatment, ostracizing or scapegoating. This also includes writing words or creating cartoons, posters or drawings to hurt another student.

- **Sexual harassment** includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. These behaviors will be dealt with under the school's *Policy Against Harassment*, which was promulgated by the Archdiocese of San Francisco in 1992 and

1996 in order to provide an educational environment in which all students are treated with respect and dignity. A complete copy of this policy, which includes detailed policies on child abuse and student-to-student harassment, is available in the school office.

• **Cyber-bullying** occurs when students use cell-phones, text messaging, electronic images, e-mails, instant messaging, web blogs, postings or any social media to harass or bully another student (e.g. by threatening, insulting, or spreading destructive or humiliating rumors) in any ways described above.

EMPATHY is the ability to understand the feelings, needs and perspective of another and to demonstrate caring for another in light of this understanding.

INCLUSION is the practice of accepting others in your social interactions and play so that no one is left out.

We see bullying and harassment as a failure in empathy and inclusion. We are committed to a culture based on Gospel values where parents and students tell us about incidents of harassment and bullying and ask for help.

SCHOOL'S RESPONSE TO BULLYING

At St. Timothy School every person has the right to feel safe and unafraid, physically and emotionally. Any person who bullies or harasses another is denying them that right. This school will not tolerate any action that undermines a person's right to feel safe, and will intervene swiftly to stop such behavior.

ROLES OF EACH SECTOR OF SCHOOL COMMUNITY

The Principal

- The Principal ensures that all students understand that they have the right to feel respected and safe, and that bullying is unacceptable behavior at St. Timothy School.
- It is the responsibility of the Principal to implement the *C.A.R.E. Policy*.
- The Principal makes it clear that any incident of bullying that occurs at St. Timothy School is taken seriously, and is dealt with swiftly and consistently.
- The Principal takes appropriate steps to ensure that all sectors of the school community are regularly made aware of the policy.
- In the fall of each year, the Principal designates one week to be *C.A.R.E.* week to foster the values of community, acceptance, respect, and empathy.
- The Principal chooses activities throughout the year to support the *C.A.R.E. Policy*.
- The Principal ensures that all staff (both teaching and non-teaching) and parent volunteers have sufficient training to respond to incidents of bullying.
- The Principal acts as a role model and sets the school climate of community, acceptance, respect, and empathy.
- The Principal enforces the school's discipline policy.
- The Principal monitors all referrals for harassment and bullying that are made by parents, students, teachers, and the counselor.

- All incidents of bullying are referred to the Principal. Decisions are then made in consultation with the teacher, parent, and/or counselor as to the severity of the incident and the proper course of action.
- The course of action may include the *No Blame Approach*.
- The Principal maintains a log of all incidents of bullying and harassment and follows up after an incident to ensure that the incident has been resolved.

Teachers and Staff

- All teachers and staff act as role models by living the school's values of care, acceptance, respect, and empathy and work to establish a school climate based upon these values.
- Teachers and staff must complete a referral form whenever they become aware of incidents of harassment or bullying and must give a copy of the referral to the Principal.
- Teachers and staff act swiftly to address incidents of bullying and will use their discretion as to whether they need assistance from the Principal, a *No Blame Approach* facilitator or another member of the staff.
- Teachers raise awareness of harassment and bullying regularly throughout the year by teaching modules from the school's designated anti-bullying curriculum.

Parents

In this section, references to parents include volunteers and coaches.

- Parents support the school values of community, acceptance, respect, and empathy and actively encourage their child to be a positive member of the school.
- Parents who become aware that their child is being teased, excluded or bullied, or who suspect that their child may be bullying others, must contact their child's teacher or the Principal immediately for help.
- All parents have a responsibility to participate in anti-bullying awareness programs provided by the school.
- Parents who serve as yard duty supervisors, classroom volunteers, or coaches have the same responsibility as staff to monitor students, and to report acts of harassment, bullying, and intentional exclusion.

Students

- Students support the school values of community, acceptance, respect, and empathy.
- Students who are being harassed, bullied or excluded inform a teacher, staff member or administrator.
- Students who witness bullying should intervene if they are able or immediately seek adult assistance if they cannot intervene.
- Students act as allies to help and support other students who are targeted by bullies.

No Blame Approach Facilitators

- The school's *No Blame Approach* Facilitators will implement the *No Blame Approach* when requested by a campus administrator on behalf of a student that is being bullied or harassed
- The *No Blame Approach* Facilitator will inform the parents of the child being targeted if their child wants the help of the *No Blame Approach*.
- The *No Blame Approach* Facilitator will follow these seven steps.
 1. **Interview the target.** The facilitator meets with the student and asks them what has been happening. The facilitator explains the *No Blame Approach* and asks the target whether they consent to this being used on their behalf.
 2. **Convene a group meeting.** The facilitator selects 6 to 8 students, including those students who have been engaged in bullying, some bystanders and also some students whom the target has named as possible friends.
 3. **Explain the problem.** The facilitator explains to the group that the target is having a hard time.
 4. **Share responsibility.** The facilitator stresses that no-one is in trouble, that there will be no punishment, and that it is the responsibility of everyone in the class that the target feels accepted and safe.
 5. **Ask the group for ideas.** The facilitator encourages the group to make "I" statements about what they could do to help the target feel included and accepted.
 6. **Leave it to the group.** The facilitator hands it over to the group, saying that she/he will meet again in about a week to review how things are going.
 7. **Review after a week.** After a week, the facilitator meets briefly with the target and separately with the *No Blame* group and asks them how things have improved.

Students who are found to be in violation of the St. Timothy School bullying policy will be subject to disciplinary action, depending on the severity of the violation, up to and including expulsion.

E. Withdrawal / Expulsion

The Administration may ask that a student be withdrawn if, in the opinion of the Administration, the student is not benefitting from the school program. As a last resort, a student's enrollment may be terminated for poor academic performance, a lack of effort, or if s/he is a danger to the other students for any reason. All new students are accepted for a probationary period of one year. If, at the end of the year, or at any time during the probationary period, a student's conduct, effort and/or grades are found to be unsatisfactory, or parents have failed to meet the conditions outlined in this Parent/Student Handbook or the signed Tuition Contract, the student's enrollment will be reviewed and, if deemed necessary, terminated.

St. Timothy School follows the policy on expulsion as outlined in the Archdiocesan Administrative Handbook, Section 5177. A student may be expelled from school for misconduct of a very serious nature calling immediate dismissal without suspension, or for a repetition of conduct for which the student has been suspended one or more times. Prior to probation, suspension, or expulsion, the parent/guardian and the student will be made fully aware of the seriousness of and the reasons for the action.

IV. SAFETY and HEALTH POLICIES

A. Report of Health Examination for School Entry

Prior to a student's first day of school in California, all immunization and health assessment requirements must be met, with the documentation on file in the school office. Each student must present evidence of immunization. Incoming 7th graders are required to have a hepatitis and whooping cough booster.

B. Universal Medical Information / Emergency Contact Release and Consent Form

A complete and current emergency information card for each student must be on file in the school office. (This form can be found in the Appendix section of this handbook.) Parents should indicate on the child's emergency card which parent, or other adult, is to be called first for illnesses. Any ill student should be picked up promptly.

Each student's emergency form should be kept current, and should include the names of two adults who have been designated to pick up the student, if the primary contact cannot be reached. New telephone numbers and addresses should be reported to the office as soon as possible.

C. Illness

Children cannot remain in the classrooms or office during recesses because of fever, colds, etc. If the students is too ill to play outside, he / she should not be sent to school. If the student is feeling ill before school, he / she should be kept home for the day.

When a student has been physically ill, or has had a fever, he / she should not return to school until symptom free for 24 hours.

D. Communicable / Reportable Diseases

The school must be notified immediately whenever a child contracts a communicable disease. An authorization from the Public Health Dept. or a written clearance from a private physician must be presented by any pupil seeking re-admission to school after an absence due to a reportable communicable disease.

Reportable diseases include Head Lice, Chicken Pox, Smallpox, Measles, Rubella, Scarlet Fever, Diphtheria, Scabies, Impetigo, Ringworm, Tuberculosis, and Whooping Cough. If you are in doubt, contact your Public Health official. The Principal may re-admit pupils absent because of non-reportable communicable diseases provided the minimal period of exclusion has been observed.

E. Safe Environment Program

THE ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF THE ARCHBISHOP
ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 TEL: (415) 614-5500

My Dear People,

In June of 2002, I joined with my brother bishops from throughout the United States in signing the Charter for the Protection of Children and Young People, “Promise to Protect, Pledge to Heal”. We reaffirmed our commitment in June of 2005. In this charter, we have pledged to do everything possible to ensure that the children and youth in our parish and school communities will be safe from sexual predators. I again reaffirm my personal commitment to that pledge.

Our Archdiocese has developed policies and practices that apply to the important work with children and youth done by clergy, staff, and volunteers because these people are the face of the Church. These policies and practices are designed to ensure that young people in our care are safe. All adults working with children and youth have background evaluations (fingerprinting and/or background checks) and must complete a comprehensive online training program “Recognize, Report and Prevent Child Abuse”, found on the Law Room website at www.shieldthevulnerable.org.

The program for children and teens in our Catholic Schools and in our Parish Religious Education programs are as follows:

Preschool - Grade 3	Child Safety: “Talking About Touching”
Grades 4 - 8	Kid Safety: online training
Grades 9 - 12	Teen Safety: online training

We affirm parents as the first educators of their children. All of the above programs have opportunities for parent involvement. We encourage parents to attend the workshops for Child Safety: “Talking About Touching” in your schools or parishes, and to take the online training themselves or along with their children.

May God bless all of you in your role as parents, educators, and concerned adults working with our children and youth.

Most Reverend George Niederauer
Archbishop of San Francisco

F. Doctor and Dentist Appointments

These appointments should be scheduled on Early Dismissal or Minimum Days whenever possible. If it is necessary to take the student out of school during the school day, parents should notify the teacher in writing in advance. Students must be signed out at the school office, as well as met by the parent/guardian listed with the school. It is the responsibility of the parents to see that work is made up by the time designated by the teacher. Missing, incomplete, and/or late work will affect the homework and effort grades, as well as the subject grades.

G. Dispensing of Medicine

Archdiocesan regulations require that school personnel are generally not to administer medicine and will not do so, either on a temporary or ongoing basis, except by special agreement. Under special cases, a physician's written and signed authorization, including complete instructions, must be attached to the required "Medical Release and Consent to Treatment of Child" form. All medications must be provided in their original pharmacy containers, with the child's name and doctor's instructions on the label, and given to the school secretary or nurse.

H. Parent Volunteers

Any parent working in the school or around the children in any capacity must have a TB Test and report the results to the school. Additionally, parents are required to submit to a background evaluation and complete a comprehensive training program "Recognize, Report and Prevent Child Abuse".

I. Bicycles, Skateboards, Rollerblades, Scooters etc.

All bicycles brought to school must be kept in the bike rack and must have locks. All students must comply with the Bicycle Helmet Law of the State of California. Children are not permitted to ride bicycles, skateboards, roller blades, or scooters on school or church property at any time (including weekends). Children are not to play games, such as basketball, baseball, etc., on school grounds when school is not in session.

J. Traffic Patrol

The school traffic patrol is composed of students in the Seventh Grade class with a Faculty Moderator. These students are trained for their jobs and stationed at designated areas of the campus. Students are expected to obey the directions of the patrol officers. Parents are expected to support the efforts of the traffic patrol and follow all school regulations with regard to entering and exiting the school grounds. Courtesy is expected from both students and parents.

K. Driving on School Grounds

All drivers must enter the school grounds via the Norfolk Gate and proceed at less than 5 mph, dropping children off at the curb in front of the school and exiting on 3rd Avenue. Parents are not to park and leave their vehicles at the curb. The gates will open at 7:15 A.M. and remain open 30 minutes after dismissal each day. Parents must not enter at the 3rd Avenue gate in the morning or afternoon. It is an exit only.

Cars should not be parked in the Parish Office parking lot or the teachers' parking lot in the morning before school starts. In addition, cars should not be parked on the playground at any time during school hours.

Dropping children off outside the gates on either Third Avenue or Norfolk Street/2nd Ave. is prohibited. It endangers the life of your child. Because it also causes a traffic hazard, the San Mateo Police Department will ticket drivers who stop there.

L. Earthquake or Other Emergencies

In the event of a disaster of any nature, all school children will be supervised by the teachers and school Administration in the school or a safe place that has been designated. Parents and guardians will be notified using the Schoolyard Alerts system. It is vital that all parents and guardians be registered with Schoolyard Alerts. (See the school website to register.)

Children will be released only to persons designated by their parents on Emergency Release Forms. The Principal, Faculty and Staff regularly conduct exit drills to prepare the children for possible fires, earthquake, or other emergencies.

M. Classroom Visitation

All visitors who enter the school for any reason must go to the office and state the reason for their visit. Each visitor must sign in with the school secretary and wear a visitor's badge. All visitors must sign out when leaving the building. **No parent, or other visitor, is permitted to go directly to the classroom without speaking first with the school secretary - even if an appointment has been prearranged.** Parents are always welcome to visit. Please make arrangements with the classroom teacher ahead of time. Failure to observe these regulations may result in asking said adult(s) to leave the school grounds.

All those who enter the school are asked to remove sunglasses and hats and quiet cell phones.

N. Student Accident Insurance

Insurance is covered in part by the Registration Fee. In order to benefit, the following procedures are to be followed

- As soon as an accident occurs, it should be reported to the teacher or yard supervisor, who will report all details to the office.
- Parents will be sent an Accident Report form from the office within twenty-four hours if the accident is serious and medical attention is required.

V. GENERAL POLICIES AND PROCEDURES

A. Daily Schedule

8:00 AM	Morning bell rings, school starts
10:15 - 10:35 AM	Morning recess
12:15 - 12:50 PM	Lunch recess
2:50 PM	Regular dismissal, Grades K-3
3:05 PM	Regular dismissal, Grades 4-8
1:30 PM	Monday dismissal
12:25 PM	Minimum Day dismissal

Students should not be on the school grounds prior to 15 minutes before school starts and should not remain on the school grounds more than 15 minutes after dismissal, unless they are supervised by the Extended Care staff. Students who are left at the school prior to 7:45 A.M. or after 3:15 P.M. will be sent to Extended Care, and parents will be billed accordingly.

B. Extended Care

The Extended Care Program intends to answer the needs of working parents by providing safe and dependable childcare. This program is available to our students every day that school is in session from 7:00 A.M. to 6:00 p.m. All children must be picked up by 6:00 p.m. from the supervising adult.

Fees for Extended Care are as follows:

- \$6 per hour for one child
- \$11 per hour for two children
- \$15 per hour for three children
- \$3.25 per hour for each additional child

- \$1 per will be charged for every minute after 6:00 PM

Families wishing to utilize Extended Care must register their children by signing a 2011/2012 Contract Agreement, completing the Emergency Information for Extended Care form, and paying the annual, non-refundable \$40.00 registration fee. No child may attend until these items are received. Bills will be sent home monthly in the Wednesday envelope. Payments are due two days later on Friday. For delinquent accounts, a late charge of \$25.00 will be added. Payments can be made in the Wednesday envelope or directly to Extended Care.

When children are being picked up, all parents (authorized adults) should enter the facility and sign their children out. Staff members may not sign the student out.

In November, during Parent/Teacher Conference Week, there will be 5 minimum days for which advance reservations are required. Parents must reserve space for their children with the Extended Care Director, Mrs. Gina Dy, at least two weeks prior to Conference Week.

C. Non-Custodial Parent

St. Timothy School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. 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.

The school must be notified of special child custody arrangements. Official documentation must be provided to the Principal. This includes, but is not limited to, information involving restrictions on who can pick up/drop off the child and visit during the school day. The school will not be held responsible for failing to honor arrangements that have not been made known.

D. St. Timothy School Parents Club

All school parents are automatically enrolled as members of the Parents' Club.

The purpose of the Parents Club is to increase the level of parent involvement in the school and to promote unity, communication, a spirit of community and purpose among school parents. The Parents Club will conduct social activities, present suggestions and recommendations on school-related matters as appropriate, support the

Administration of the school, and raise funds for the financial support of the school.

Meetings are held on the third Thursday of September, November, January, March and May. Other meetings may be scheduled as needed. Dates will be posted on the school calendar. Attendance at the general meetings earns service hours for each family present, equal to the length of the meeting. Actual hours worked in support of Parents Club-sponsored events also count toward service hours.

The Parents Club provides a Citizenship Award plaque and \$100.00 to one eighth grade boy and girl annually at graduation.

The active participation of many families enables the Parents Club to make important contributions to the school and parish year after year. The Parents Club officers for the 2011-12 school year are:

President	Lilian Monzon
Vice-President	Rhonda Corpus
Secretary	Haneen Hayder
Treasurer	Lizette Solis-Zamora

E. Student Council

The purpose of the Student Council is to develop leadership skills and responsibility in those students who serve in elected office. Its goal is to enhance the Catholic environment of our school and promote spirit-building activities.

The **2011-2012** Student Council Members are the following:

President	Stephanie Hanna
8th Grade Vice President	Jennifer Ho
8th Grade Representative	Benny Ruggiero
7th Grade Vice President	Andre Jaurigui
Secretary	Rachel Quillen
Treasurer	Hanna Doyle
Spirit Commissioners	Frances Conci and Tamara Griggs
Ecology Commissioner	Corey Quillen
Liturgy Secretary	Alex Tait

In order to participate on the Student Council, members must maintain a "B" average in core subjects and a "2" in General Behavioral Expectations each quarter. Failure to achieve these grades will result in suspension from Student Council activities for the following quarter.

F. Library

The school library is available for the use of all students. The library is available to classes for research during school hours. Because the library collection is designed to serve a variety of age levels, all books may not be appropriate for all ages. Contents of the collection are available through the Library Catalog via the school website. Parents are asked to carefully monitor the reading selections of their children. Books should be returned or renewed weekly.

G. High School Shadowing Days

Eighth graders may shadow at a maximum of 4 high schools during the school year, **only with the 8th grade teacher's permission. Students are required to make up all missed work within one school day.** A day of shadowing will be recorded as an excused absence.

H. Books / Supplies / Backpacks

Students are responsible for the care of all textbooks and library books. All textbooks must be covered. A fee will be charged to students for all damaged or lost books.

It is necessary for all students to bring a backpack to carry their books to and from school. Students in Grades 4-8 may have a backpack with or without wheels.

Backpacks with wheels must meet the following:

1. must not exceed 21"x15"x7"
2. must have small wheels
3. must have retractable handles.
4. must not have an internal frame - and should be constructed like a standard backpack.
5. must fit on the back of student classroom chairs.

Backpacks may be wheeled on school grounds before and after school, but not on the stairs or inside the school building. This is to ensure the safety of the students.

Students in grades K-3 are not permitted to bring backpacks with wheels at any time.

I. Lunch

All students must have a lunch every day.

1. **Each student should arrive at school with a healthy lunch every morning.**
2. Mid-day deliveries are discouraged since they are a disruption to the class. Please do not provide your child with fast food lunches.
3. Plain or carbonated drinks in glass bottles are not permitted.
4. Students may bring water bottles for recess/lunch, but they cannot be kept on the

- desks of the students.
5. Please be sure to label all lunch containers whether bag or box. Students are encouraged to bring reusable containers to reduce garbage.
 6. Any lunchbox left in the school yard can be retrieved for \$.10, which will be considered to be a donation to our parish St. Vincent de Paul Society.

Hot lunch program

On Tuesdays, Wednesdays, Thursdays, and Fridays, the *Choice Lunch* Program is available. Parents can pre-order lunches for their children online at the school website. Lunches are distributed by volunteer parent servers for parent service hours.

J. Field Trips

Field trips are an integral part of learning activities. Student Behavior Expectations apply to all students while on field trips. Only parents will be invited to drive/chaperone on field trips. Parent chaperones must be a minimum of 25 years of age. A copy of each chaperone's current driver's license and Certificate of Insurance must be on file in the office in order to drive/chaperone. Chaperones are **not** permitted to bring younger children, smoke, consume alcoholic beverages, or use profanity while on field trips. Students may only be taken to the places designated on the permission slips. No other stops are permitted. Chaperones are not to purchase food, ice cream, candy, or souvenirs for the students in their cars, unless they purchase for the entire class.

Students who consistently disregard school/class rules will not be allowed on class field trips.

K. Birthday Celebrations

Students may come to school in free dress in celebration of their birthday. Parents should let the teacher know in advance that treats are being delivered on a particular day to avoid scheduling conflicts. No pizza parties, sheet cakes, ice cream, goodie bags or balloon/flower bouquets are permitted.

L. Extracurricular Activities

Parents are responsible for supervising the conduct of their children while attending activities held at the school during non-school hours. No one is permitted to run or play in the gymnasium or on the stage without the supervision of an administrator, teacher, or coach.

M. Community Service - Junior High Level

Students in the Junior High (Grades 6-8) will be expected to provide community service

during the lunch period by monitoring younger students, under the supervision of a teacher or other staff member. Yard clean-up, set-up for events in the school or gym, and service to the school parish and community at large are also considered community service.

N. Outdoor Education

The Fifth Grade teacher and students attend a five-day outdoor education program, *Caritas Creek Environmental Education Program* in Occidental. The teacher will schedule fundraising events with the Principal at the beginning of the year to help reduce the cost of this program. Parents will be notified one month prior to the trip of the exact cost after fundraising. Families who do not participate in class fundraisers will not receive a reduction in their child's fee.

O. Gift Giving Program

The St. Timothy School Gift Giving Program was established to maintain and provide long term support for the school. Gifts of any amount may be given in general support of the school or may be designated for the Parent Pledge Program, Endowment Fund, Memorial Scholarship Program, and/or capital improvements.

Donations may be made in honor or memory of a loved one or friend. The honoree's name will be entered into the Remembrance Book, which is a part of the Offertory at each of the monthly school Masses. Those whose names are entered in this book are included in the prayers of the students and other participants at school liturgies. Memorial booklets are available in the Development Office. All donations will be acknowledged.

P. School Holidays 2011- 2012

September 5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24-25	Thanksgiving Holiday
December 19-31	Christmas Holiday (classes resume on Jan. 2)
January 16	Martin Luther King, Jr. Day
February 3	Archdiocesan Educators' Conference
February 17-20	Presidents' Holiday
March 23	School Holiday
April 6	Good Friday
April 9-13	Easter Holiday
May 25-28	Memorial Day Holiday

Q. Dress Code

1. General

Parents are expected to send children to school well-groomed and in their complete, clean, uniform daily, including the school sweatshirt. The school sweatshirt must be worn to school daily, but may be removed once inside the building if the weather is too warm.

The following are NOT permitted (even on Free Dress Days):

- temporary tattoos
- make-up
- nail polish
- jewelry other than stud earrings or watches. (Dangling or hoop earrings may not be worn.) Necklaces are permitted, but should not be visible. Girls may not wear more than one earring on each ear.
- cologne or perfume

Students may not bring make-up, nail polish, hair spray, or other cosmetics to school at any time.

Adjustments may be made to the Dress Code at the discretion of the Administration.

Violations in hair and dress code may require a parent to pick up his or her child from school. If not in compliance, a School Uniform Report will be given as a reminder. A Discipline Report will be given for repeated non-compliance and the student will get Detention.

2. Hair

Hair should be clean and neatly combed at all times. Extreme hairstyles (long or short) for either boys or girls are not permitted. Boys' hair should be above the collar. Hair should not extend below the eyebrows. No part of the head is to be shaven. No tails, mohawks, fauxhawks, bowl cuts, dreadlocks, glitter, hair make-up, bald, or spiked hairstyles are permitted. Beads or wraps may not be woven into hair. Hair should not be shorter than a #2 blade. Boys' haircuts should be blended with no lines showing. Hair may not be bleached, dyed, or highlighted. No sideburns or facial hair is permitted. All boys must be clean-shaven. After one warning, a Discipline Report will be issued for non-compliance.

3. Clothing

All articles of clothing must be clearly marked inside with child's name at collar or waistband. All uniform items are available at Dennis Uniform Company, 1282 Oddstad Drive, Redwood City, CA 94063-2606, (650) 299-9623.

School sweatshirts may be purchased at the school office.

GIRLS- Grade K-5: Plaid jumpers, or plaid skirt or skort with white Peter Pan collared short-sleeved blouses and royal blue St. Timothy School embroidered sweatshirt. Grades 6-8: navy blue pleated skirts (hemmed one inch above the knee), white short sleeved polo shirt with school logo. Grades 6-7: gray St. Timothy School embroidered sweatshirt. All grades required: white logo socks (must be worn above the ankle), plain navy blue tights (no textures or patterns) are permitted on extremely cold days; no leggings. Navy uniform walking shorts may be worn between August and November. Only Dennis Uniform shorts are permissible. Students may resume wearing shorts in April. Dates will be announced.

BOYS- All grades: navy blue wide or thin wale cords **FROM DENNIS UNIFORM ONLY**, white short sleeved polo shirt with school logo. Black or brown belt with plain buckle is recommended. Plain white tee shirts may be worn under uniform shirts, no decorated tee shirts are permitted. Only white crew socks may be worn (above the ankle, not mid-calf). Navy uniform shorts may be worn between August and November. Students may resume wearing shorts in. Grades K-5: royal blue St. Timothy School embroidered sweatshirt. Grades 6-7: gray St. Timothy School embroidered sweatshirt.

8th Grade students- will purchase a special class sweatshirt in September, but should wear the standard gray sweatshirt until the new one is purchased.

4. Shoes

Students' shoes must be white or black Dennis Uniform tennis shoes or any other all black or all white tennis shoes with a small manufacturer's logo. Shoelaces must be tied, visible, and the same color as the shoe. Velcro closures are recommended for Kindergarten students. No boots, sandals, slip-ons, platforms, sling-backs, high tops or basketball shoes are permitted at any time.

5. Other

A uniformed white long-sleeved turtleneck (with "Tigers" imprint) may be worn under the short sleeve uniform blouse/shirt only during cold weather.

Any winter jacket is permissible.

An optional royal blue hooded uniform jacket and an optional navy blue fleece jacket are available at Dennis Uniform Company.

School uniforms must fit appropriately. "Baggy" or tight clothing is not permitted. No sagging baggy pants are permitted.

Uniform shirts must always be tucked into uniform skirts, skorts, sweatpants, and trousers.

Hats and jackets may not be worn in the classrooms during school hours. They may be worn during recess.

6. Physical Education (PE) Uniform

On P.E. days (Tuesdays and Thursdays), all students are required to wear uniform shorts or uniform sweats, uniform tennis shoes, and the uniform polo shirt with school logo. The school sweatshirt should also be worn. This uniform enables the students to participate more fully in our *Rhythm and Moves* Physical Education Program. Students

who are not in the required uniform will not be permitted to participate. This complete uniform is available at Dennis Uniform Company.

7. Free Dress

Students will be allowed to attend school in non-uniform clothing and non-uniform shoes on certain occasions, including their birthdays. These days will be announced in advance. Students who have birthdays in the summer will have a special Free Dress Day, which will be announced.

All students who come in full uniform daily (including school sweatshirt) will have Free Dress once a month. The date will be published in the school newsletter and calendar. Regular shorts are permitted on free dress days, (but between November and April) at the discretion of the Administration. However, they must be of appropriate length and appearance.

No midriff tops, off-the-shoulder tops, tank tops, cut-offs, tattered blue jeans, sweatpants, pajamas, sandals, flip flops, platform shoes, or any clothing that is immodest or baggy may be worn. No tee shirts with messages may be worn. Sports, high school, and college logos are permissible.

No tight fitting clothing, including “skinny jeans,” may be worn.

For safety reasons, no dangling/hoop earrings are permitted.

These regulations apply to students in all grades. A Discipline Report will be issued for non-compliance, and parents may be notified to bring a change of clothes for their child.

8. Uniform Exchange Program

If you would like to exchange, purchase, or donate used uniforms in good condition, please contact Mr. or Mrs. Rios at (650) 343-4224.

R. Communication

School information will be posted each Wednesday on the school website. It is the responsibility of parents and guardians to read the entire newsletter, as it contains important information about upcoming events, volunteer opportunities, student recognition, learning opportunities and class events. The Wednesday envelope will continue to be used occasionally to send paper documents, such as forms that require signature, vendor materials and sign up sheets.

Parents are welcome to contact the school office (650.342.6567 from 8:00 AM – 3:45 PM.) with questions or concerns during the school day, or leave a voicemail message after hours.

S. Photography and Videotaping

Students will be photographed and may be videotaped during school events throughout the year. These photographs may be used in publications, advertising, brochures, slide shows, school/marketing videos, and on the website. **If any parent does not want his or her child to be photographed or videotaped, written notification must be provided to the school.**

T. Attendance / Vacations

Parents should avoid taking children out of school for appointments or vacations while school is in session. It is the responsibility of the parents to see that work is made up by the time designated by the teacher. **Missing, incomplete, and/or late work will affect the home study and effort grades, as well as the subject grades.**

1. Absences

Any absence must be communicated:

1. On the first day the student is absent, parents or guardians should call or email the office **BEFORE 9:15 A.M.**
2. When the student returns to school, parents or guardians should send a note to the teacher indicating the dates of the absence and the reason.
3. It is not necessary to call the office every day when the student is absent, if it was initially communicated and the student will be out for several days.

2. Tardiness

Students should be on time for school at 8:00 AM. An excused tardy, for legal attendance purposes, is authorized for medical appointments only. After the third tardy in a quarter, students will be required to go to detention. Students in Grades 4-8 will report to detention WEDNESDAY after school, from 3:05-3:45 in the school Library.

Students in Grades K-3 will be benched at recess for each tardy slip that is issued after the third tardy each quarter.

If tardiness continues, parents will be required to meet with the Principal to discuss alternatives to achieve full attendance.

3. Truancy

Any student who is absent from school without a valid excuse more than three days or who is tardy in excess of thirty minutes on each of four days or more in one school year is a truant and can be reported to the Attendance Office of the local public school district.

U. Cell Phone Policy

Students are not normally permitted to have cell phones at school. If a student needs to make a phone call during the school day, he/she may make the call from the school

office with the permission of the teacher. If parents believe that it is absolutely necessary for their child to have a cell phone for use after school, they must register the phone with the school office. Each family must complete a Cell Phone Registration Form and return it to the school office. Upon approval, classroom teachers will be provided a list of students with registered cell phones. The phones will be collected by the teacher each morning and returned at the end of each day. The Administration and staff have the right to inspect student property for cell phones at any time.

If a student brings to school or uses an unregistered cell phone in school or Extended Care, it will be confiscated and a Discipline Report will be issued. The parent will be responsible for claiming the phone from the school Administration. If a student uses a registered cell phone during the school day, it will be taken away and returned only to the parent. The student will receive a Discipline Report. If there is a second offense, the phone will be taken away and not returned until the end of the school year.

Students may use their cell phones to call their parents/guardians after school on the schoolyard, not in the school building. Students are not permitted to take pictures and/or videos or send/receive text messages with their cell phones at any time inside or outside on the school grounds or church property. If they take pictures, videos or send/receive text messages, the above policy will apply. Students who participate in our Extended Care Program must use the telephone inside the Extended Care facility, not their cell phones. Cell phones should not be used at any time while students are at Extended Care. There will be no exceptions, and the above policy will apply.

V. Parent / Guardian E-mail Policy

St. Timothy School provides electronic mail (e-mail) for the purpose of enhancing communication among school staff and parents. E-mail can provide an additional communication resource for parents, guardians and teachers to communicate with one another. The purpose of this policy is to insure successful and productive e-mail communication.

1. If a parents/guardian considers a situation to be urgent, s/he should contact the teacher/staff member by phone, not e-mail. If you get the school voicemail, please leave your name, phone number and a brief explanation for the call and you will receive a return call within 24 hours.
2. In an e-mail, parents/guardians should objectively state their concerns or provide feedback to teachers and staff.
3. The content of e-mails regarding a child may be viewed by others.
4. Ideally, concerns about incidents involving a student should be communicated in person or by phone. However, if an e-mail is sent, please check with the teacher to understand other details about the incident. This can alleviate embarrassment

and misunderstandings.

5. Parents/guardians are advised to always use appropriate and respectful language when writing e-mails to members of the school staff. Do not send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks, or use electronic groups/chat rooms to gossip about any school family, child, or staff member. This type of behavior is contrary to our school's mission and philosophy, and at the very extreme, may result in legal ramifications.
6. Do not e-mail the Principal or Pastor regarding personnel issues. If you have concerns about school staff, please set up an appointment with the Principal. If unresolved with the Principal, the parent/guardian should then contact the Pastor.
7. Parents/guardians should give staff members two school days to respond to e-mails. If an immediate response is required, a phone call should be made.
8. Parents/guardians should not e-mail information of a confidential nature to any member of the staff. Confidential information should be shared only at conferences.
9. Parents/guardians should not e-mail staff members the following: chain letters, jokes, or any kind of sales literature pertaining to their own businesses.

W. Payment of Money

All money sent to the school is forwarded to the office by the teachers.

- Place payment in a sealed envelope with the following information on the outside: Last name, first name, grade, amount enclosed and purpose.
- Do not combined payments for more than one item (i.e., SCRIP, Extended Care, field trips) as each is deposited into a separate account.

X. Lost and Found

Misplaced items may be found in the clinic opposite the School Office. Extended Care maintains its own Lost & Found site. The school is not responsible for lost articles; however, items properly labeled are returned to the children.

Parent should check sweatshirts when laundering as students often mistakenly bring the wrong one home.

Items of clothing not claimed after a reasonable period of time will be donated to a local charity. Uniform items will be given to our Uniform Exchange Program.

VI. ATHLETIC PROGRAM

A. Philosophy

St. Timothy Sports Program, being consistent with the attitudes and values of the school, is aimed at providing the opportunity to learn basic fundamentals, sportsmanship, and teamwork through participation in school sports.

The Sports Program includes the following sports, which are offered by the Peninsula Parish School League (PPSL):

BOYS: baseball, basketball, and track

GIRLS: volleyball, basketball, track, and cheerleading

B. Athletic Committee Responsibilities

Athletic Directors are appointed by the Principal, and will be responsible for:

1. Handling of registration
2. Representing the school at league meetings
3. Setting up for field and court for volleyball, basketball and track
4. Finding coaches
5. Establishing teams
6. Participating in the school Athletic Board
7. Mediating of grievances
8. Attending as many games as possible
9. Keeping in compliance with Archdiocesan background check policy
10. All other duties specified by the League

Coaches

1. A team roster will be given to each coach. S/He should check to make sure that all players have a permission slip and a medical emergency form.
2. Practices should be conducted in a safe and orderly manner. Practice/game schedules must be given to parents before each sport begins.
3. At all times, the safety of players should be considered during practices and games.
4. All injuries should be reported immediately to the Athletic Director, school office, and parents.
5. All problems should be handled between the coach and player.
6. See "Grievance Procedures" if the problem cannot be handled at the coach/player level.
7. Coaches must notify parents of canceled practices or games.
8. Coaches must comply with Archdiocesan background check policy.

Faculty Representative

1. Attends all Athletic Board and Faculty Meetings.
2. Acts as the liaison between the school and the Athletic Board.

C. General Policies

Refreshments' Coordinator

1. Organizes and purchases goods for use as refreshments at home games.
2. Oversees set-up of refreshment stand and organizes its operation.
3. Complies with Archdiocesan background policy.

Parents

All parents whose children are participating in the volleyball and basketball program are required to assist in the Snack Bar during that sport's season.

Membership

All eligible students enrolled in St. Timothy School may be members. Boys' and girls' teams will be fielded for grades 4 through 8.

Cheerleading

The Cheerleading Program is for the seventh and eighth grade girls. When the number of interested students exceeds the allotted number of positions, priority will be given to the eighth grade girls. The squad cheers at the basketball games. They may compete in local cheerleading competitions. Yell leaders are part of the cheerleading squad.

Academic Eligibility

All St. Timothy School students who participate in the Sports Program must maintain an overall "C" average in all academic core subjects and must maintain a "2" in Behavioral Expectations. Parents must complete a permission slip for each sport. The permission slip must include the names and phone numbers of persons to be contacted in the event of an emergency, and also the name and phone number of the child's doctor.

Beginning with the first quarter Report Card, if a student's average is below a "C" in academic core subjects and/or below a "2" in Behavioral Expectations, the parents will be notified by the Administration that the student will be suspended from all games and practices for a period of two weeks. The Administration will notify the respective Athletic Director and parent of any students who have become ineligible. The Athletic Director will contact the coach if a student has been suspended. It will be at the discretion of the teacher and Administration to shorten the suspension if a student shows outstanding effort before the two weeks' end. The Administration will notify the Athletic Director if any changes occur in the suspension time. The student's progress will be evaluated after the suspension period, and a decision will be made as to whether s/he can continue playing the sport.

A student can also be suspended for participation in practices and games for serious misconduct at the discretion of the Administration. After two suspensions, a student will be considered off the team. After the first Report Card, the student's conduct and effort will be monitored, and if his/her average falls below a "C" or "2" again at any time during the school year, the above procedure will be implemented.

Uniforms

Each athlete is responsible for damaged, neglected or lost uniforms. All uniforms should be washed before they are turned in to the coaches.

Equipment

1. All fees or uniforms from the previous sport must be collected before new uniforms can be issued to each player.
2. The issuing and returning of uniforms should be checked by each coach. Uniforms should be returned cleaned by players, or when returned to the Athletic Director.
3. Equipment such as balls, bats, etc. should not be allowed to be misused by players during practices or games.
4. Equipment should only be used in areas designated for its use, i.e., basketballs and volleyballs are to be used only in the gym.
5. Coaches are responsible for any equipment lost during their practices or games at home or away.
6. Any damaged equipment should be returned immediately to the Athletic Director and new equipment should be issued or replaced.

Gym

1. Players are not allowed in the gym without an adult supervisor.
2. If condition of gym is not clean upon arrival, please notify Athletic Director and parish office immediately.
3. After practice, make sure all debris is picked up in the gym and on stage area.
4. Make sure all windows, doors, etc. are closed and locked, lights turned off when the last practice is over.
5. Please use side entrance for access to all practices and games. Keep the front of gym clear of bikes.
6. These rules should also be taken into consideration when using other gyms or practice fields, during practices or games.

ST. TIMOTHY SCHOOL IS FORTUNATE TO HAVE A GYM TO USE, AND AT ALL TIMES IT MUST BE KEPT CLEAN AND MAINTAINED.

D. Conduct of Coaches, Parents and Athletes

Coaches:

In accordance with our school philosophy, coaches will be expected to conduct

themselves in a Christian manner. Coaches should apply a "positive" coaching attitude, which simply means that a coach handles his or her team members with patience and understanding, remembering that his or her young players are, in most cases, either at a beginning or intermediate level of playing ability. A coach should reward effort and dedication regardless of ability, since ability often accompanies physical maturity, regardless of a player's desire to improve and, to the best of the coach's ability, equal attention and consideration should be given to each player. Also, abusive language and/or namecalling will not be tolerated.

At game time, fair and honest play will be expected, and any decision made by a referee or umpire should be accepted graciously, even if the player disagrees with the call.

After a game, regardless of the outcome, opposing team members should be congratulated on a game well played.

Parents:

It is the responsibility of the parents to see to it that their children arrive on time to practices and games and that they are picked up promptly. It is not the coaches' responsibility to attend to children beyond practice time. Coaches must be notified in the case of absences and late arrivals. Siblings and / or friends are not permitted to attend practices at any time.

Parents must not leave children unattended at games or practices. Before leaving, be sure that your child's coach has arrived. Every child will also receive a roster, practice and game schedules, and field directions.

Parents should also conduct themselves in a Christian manner during games. (Refer to the Code of Christian Conduct.) Though a parent may not agree with a call that is made by a referee or umpire, or a decision that is made by a coach, remember that these individuals are, in all fairness, trying to the best of their ability to do the best job possible. **An unruly parent is an embarrassment to St. Timothy School and the team. His or her behavior may result in the team's being penalized in some way. This may include the parent being asked to leave the home gym or "away" facility.**

Athletes:

When a student joins a team, s/he has a responsibility to his or her teammates and school to play that sport for the entire season. Because of this commitment, if a child decides to quit a sport mid-season for other than an academic reason (mutually agreed upon by both parent and teacher), s/he will not be allowed to participate in the following sport.

Discipline

Discipline, as with the school, is to be considered as a form of moral guidance and not simply a form of punishment. The purpose of discipline is to assist the students to assume responsibility for their own actions, and to help them develop a sense of self-discipline.

Players who miss practice or who have discipline problems may forfeit their right to play in games. Players who miss two consecutive practices or a total of three practices during the season may be dismissed from the team.

Students whose general behavior continually differs from that which is expected as outlined previously, may be subject to disciplinary action at the discretion of the coach. These actions include benching, suspension, and dismissal. Parents will be notified of any such actions at the coach's earliest opportunity.

E. Grievance Procedure

Any parent may present a grievance concerning the program. The procedure is as follows:

1. Discuss the matter with the coach handling the particular sport or team for which the grievance is being presented.
2. If that proves unsatisfactory, present the matter to the Athletic Director of that particular sport.
3. It is the coach's responsibility to advise the parent of any misconduct at practices or games, attitude problems, and possibility of injury.
4. If a coach is dissatisfied with the results of meeting with a parent, then the coach should present the matter to the appropriate Athletic Director.
5. If after presenting the matter to the Athletic Director the parent or coach is dissatisfied, the Administration should be consulted.

F. Scheduling

Games are scheduled by the PPSL. Girls generally play on Saturdays or on weekdays after school, boys generally play on Sundays. This may differ if the team is entered in tournament play. Practices are held after school hours (sometimes evenings and weekends) at local fields and at our gym. 24-hour notice of practice and game schedule changes will be given, whenever possible.

G. Procedures for Fielding Teams

The number of teams is determined by the number of students signed up per grade and by the number of coaches available. When necessary, classes are combined or registration may be extended to a lower eligible grade. Whenever possible, athletes will compete at his or her level of ability and grade level.

H. Fees

A registration fee is collected from each player for each sport. Fees are used to offset the costs of fielding a team. Fees for boys' baseball and girls' volleyball are collected in the Spring of the preceding school year. All other fees are collected just prior to a sport's respective season. The Athletic Directors are responsible for the collection of the fees. If a parent is unable to meet the cost of the fees, the Athletic Director must be notified. The following guidelines are in place: Only one scholarship per child will be given per year. The family must pay 50% of the sports fee.

Academics is St. Timothy School's first priority. (See section on Academic Eligibility). In order for a registration fee to be accepted and a player placed on any athletic team, *all academic tuition and fees must be current.*

I. Sports Awards

At the end of the school year, all players will be recognized for their participation in the Sports Program. An awards assembly will be held in the church. The awards will be as follows:

1. Every player will receive a participation award.
2. All division championship team players will receive a trophy.
3. Each year, one eighth grade boy and one eighth grade girl will be awarded the Outstanding Student Athlete Award.

Outstanding Student Athlete Award Criteria

Any eighth grade student who has participated in at least two sports during his or her seventh grade year and at least two sports during eighth grade year is eligible. Eighth graders who are suspended from a sport during their eighth grade year are not eligible. Changes to this policy will be made at the discretion of the Principal in consultation with the faculty.

Students who have been previously selected by their coaches and fellow teammates, with the approval of the athletic board to receive awards at the conclusion of each sport are considered worthy candidates for the Outstanding Student Athlete Award. Selection of the final award recipients rests with the Athletic Board and Principal after careful review of the students' participation in athletics during the entire school year. Athletic Board members whose children are eligible for this award will not be permitted to participate in the decision regarding the recipients.

Each student nominee must demonstrate:

- Ability
- Sportsmanship
- Spirit
- Respect for coaches, teammates, opponents, teachers, and classmates

To be eligible students must maintain a "C" or above average and no less than a "2" in GENERAL BEHAVIORAL EXPECTATIONS during their 8th grade year.

J. Videotaping of PPSL Games

Students may be filmed during the year for rebroadcast of game highlights on a TCI of California program called *Locosports*. TCISF is a community programming channel designed to highlight youth sports, primarily in San Francisco. Filming of games may not be limited to *TCI/Locosports*. If any parent does not want his/her child filmed, they must inform the school in writing annually. Coaches will be informed so that individuals can be removed from active participation for the filming duration.

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