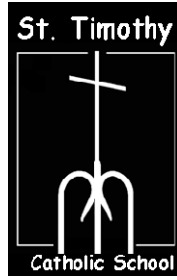

St. Timothy Catholic School

Accredited by WCEA and NCA



A+ For America
CATHOLIC SCHOOLS

2010 - 2011
Student/Parent Handbook



Mission Statement

St. Timothy Catholic School, a ministry of St. Timothy Catholic Community, embraces the mission of the Church in the formation of the whole person in the image and likeness of Christ. The School is committed to assisting parents as primary educators of their children, by teaching Gospel values, fostering personal growth and promoting academic excellence.

Philosophy

With Christ at the center of all we do, the community of St. Timothy Catholic School:

- † Enriches our students with a deeper faith and an understanding of values and traditions of our Catholic faith.
- † Facilitates learning to meet the physical intellectual, emotional and spiritual needs of the student
- † Encourages self-discipline, self-respect, and respect for others
- † Engages students in a comprehensive and relevant curriculum
- † Reminds students how *loved* and *good* they are.

RIGHT TO AMEND

The administration reserves the right to amend the handbook and to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion. Students, their parents/guardians, faculty, and staff will be notified whenever there is a change in the stated policies or procedures set forth in the Parent/Student Handbook. In addition to this handbook, the School follows the Handbook of Policies and Regulations for Catholic Schools of the Roman Catholic Diocese of Phoenix.

SCHOOLWIDE LEARNING EXPECTATIONS

St. Timothy Catholic School Students are:

1. Faith Filled Stewards who:

- Worship our Lord
- Study the Gospel message of the Good Shepherd and demonstrate understanding through reflections
- Offer their talents and gifts back to God by demonstrating stewardship of time, talent, and treasure within school, church, and the broader community
- Plan and celebrate liturgy with full, active, conscious participation

2. Academic Achievers who:

- Set high standards for performance
- Persist in tasks
- Apply learned knowledge
- Take initiative in their learning
- Exhibit good study habits
- Apply academic skills to the real world
- Strive to do their personal best

3. Critical Thinker/Problem Solvers who:

- Use a variety of methods to define, analyze, and solve problems.
- Make decisions based on Catholic Christian values
- Share ideas, resolve conflicts, and take initiative toward positive action
- Apply learned knowledge

4. Effective Communicators who:

- Greet and respond to others in a respectful manner
- Express ideas clearly in oral, written, and artistic forms
- Understand and use technology proficiently and ethically
- Use active listening skills
- Demonstrate a basic knowledge of the Spanish language

5. Socially Responsible Citizens who:

- Apply self-discipline skills
- Take responsibility for their actions
- Show respect for others
- Understand the civic duties of being a United States citizen

2010-2011 SCHOOL YEAR CALENDAR

9 New Family Orientation
2:00-2:30pm
Form Completion for All
2:30-3:30pm
Meet the Teacher 3:30-5pm
Sports Physicals 3:30-5pm
10 First Day of School at the Church
Early Dismissal 12:00pm
18 **NO LATE START**
SAB Meeting 7pm
25 School Mass
Curriculum Night

AUGUST '10						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 **LATE START BEGINS**
6 No School- Labor Day
7 SHA Meeting 7pm
8 School Mass
14 Picture Day
15 **LATE START**
SAB Meeting 7pm
22 School Mass
24 MIDTERM
27 Progress Reports
29 **LATE START**

6 School Mass
8 No School-Diocesan In-Service
11-12 Fall Break
13 **LATE START**
16 FUNDRAISER – Phx. Marriott Mesa
20 School Mass
SAB Meeting 7pm
26 Picture retake day
27 **LATE START**

OCTOBER '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 School Mass
5 Trimester I ends
10 **LATE START**
Report Cards distributed
11-12 Parent/Teacher Conferences
Early Dismissal 12:30pm
16 SHA Meeting 7pm
17 School Mass
SAB Meeting 7pm
24 **NO LATE START**
Early Dismissal 12:30pm
25-26 Thanksgiving Break

1 **LATE START**
8 Immaculate Conception
Mass 8:30am walk back
15 School Mass
SAB Meeting 7pm
17 Early Dismissal 12:30pm
MIDTERM
20-Jan 2 Christmas Vacation

DECEMBER '10						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '11						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 School resumes 8:15am
4 Progress Reports
5 **LATE START**
11 SHA Meeting 7pm
12 School Mass
17 No School-MLK Jr. Day
19 **LATE START**
SAB Meeting 7pm
26 School Mass
30 Catholic Schools Week
begins- Mass 10:30am

1-4 Catholic Schools Week
2 **LATE START**
4 Family Picnic 11am-12:15pm
Early Dismissal 12:30pm
9 School Mass
SAB Meeting 7pm
11 Trimester II ends
Jump Rope for Heart 1pm
15 Report Cards distributed
16 **NO LATE START**
Early Dismissal 12:30pm
16-17 P/T Conf- 12 :30pm dismissal
18 No School
21 No School Presidents' Day
23 School Mass

FEBRUARY '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH '11						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 **LATE START**
SAB Meeting 7pm
4 Father/Daughter Dance
8 SHA Meeting 7pm
9 Ash Wednesday-
Mass 8:30 walk back
11 No School Diocesan In-Service
14-15 Spring Break
16 **LATE START**
23 School Mass
30 **LATE START**
30-31 Gr. 6 Science Camp

1 MIDTERM
4 Progress Reports
6 School Mass
13 **LATE START**
20 8:15am Start
NO MASS AND NO LATE START
21 Stations of the Cross
Early Dismissal 12:30pm
22-29 No School- EASTER BREAK
28-May 2 D.C Trip- Grade 8

APRIL '11						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

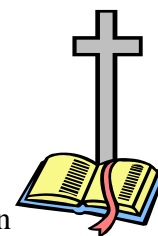
MAY '11						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 School Resumes 8:15am
2-6 Teacher Appreciation Week
4 **LATE START**
Fine Arts Program 7:00pm K-3
5 Fine Arts Program 7:00pm gr 4-8
11 Sports Banquet 6:00-8:00pm
School Mass
Awards ceremony after Mass
18 **LATE START**/Yearbook signing
SAB Meeting 7pm
25 School Mass 8th
Promotion Ceremony & Brunch
27 Last Day of School-
Early Dismissal 12:30pm
Report Cards distributed

STAFF LIST

2010 - 2011

Pastor.....	Fr. Jack Spaulding
Principal	Mrs. Maureen Vick
Asst. Principal/5 th Grade.....	Mrs. Julie Sikora
Secretary	Mrs. Margie Healey
Kindergarten	Mrs. Julie Boggs
First Grade	Mrs. Annette Martinez
Second Grade	Mrs. Kathy Hart
Third Grade.....	Miss Kaitlin Schwietz
Fourth Grade	Mrs. Socorro Snow
Sixth Grade	Mrs. Melinda Melia
Seventh Grade.....	Mr. Mick Conner
Eighth Grade.....	Mrs. Debbie Maher
Spanish/Reading Intervention.....	Mrs. Jean McCleery
Atrium.....	Mrs. Linda Jachimowicz Ms. Mindy Longwell
Music/Primary Spanish.....	Mrs. Peggy Collins
Art	Ms. Merrie Kapron
P.E.	Miss Melissa St. John
Technology	Mrs. Paula Garcia
Aides	Mrs. Rosie Flores Mrs. Mary Terrill Mrs. Tracy Cruse Mrs. Rena Schuman
Nurses	Mrs. Sandy Whitman Mrs. Collette Sangston



ACADEMICS

Grading System

K- 2nd grade students will be graded only on effort.

Grades 3 – 8 academic grading scale is:

- A 94-100
- B 85-93
- C 75-84
- D 65- 74
- F Below 65



Effort grades are:

- O – Outstanding (above and beyond the expectations)
- S - Satisfactory (meets expectations)
- N - Needs Improvement (not meeting expectations)
- U - Unsatisfactory

Homework

Homework is given in all grades, usually on Monday through Thursday. Special projects may be assigned that will require extended periods of time. Assignments not completed during the school day may be required to be completed at home. This is in addition to the regular homework. Credit for late work will be at the discretion of the teacher assigning the work.

Minimum time limits for homework are:

- **Grades K- 3** **15 – 30 minutes per day**
- **Grades 4- 6** **30 – 60 minutes per day**
- **Grades 7 & 8** **60 – 90 minutes per day**

Grades Online

Parents and students in all grades have the opportunity to access and view their academic progress at the Online Grades link on the school website. Teachers will update records twice a month. Parents are encouraged to visit this site often to be aware of student's academic progress.

Mid-term Progress Reports/Report Cards

A Mid-term Progress Report will be available at Online Grades, also. These reports will provide information on a student's progress in academics and discipline skills. Parents are encouraged to contact teachers at school or via e-mail with concerns about student performance.

Report Cards will be sent at the end of each trimester but will not be sent to families whose tuition account is more than 30 days past due.

Requirements For Extra-Curricular Activities

Students participating in extra-curricular activities, including but not limited to Student Council, Spirit Band, Spirit Squad, and CYAA sports teams, must maintain a C or better in all classes, S- or better in all effort grades, and have no F's on their Report Card. Office Referrals and other disruptive behavior may result in non-participation in activities.

Required Subjects

The school follows the curriculum of the Diocese of Phoenix. This can be found at the Diocesan website: <http://www.diocesephoenix.org> or in the School Office.

Strategic Intervention Team (SIT)

Beginning with the 2009-2010 school year, St. Timothy Catholic School has formed a Strategic Intervention Team (SIT). This is a general education intervention team. The team will provide assistance to classroom teachers upon referral by offering suggestions and strategies for working with students who may have learning and/or behavior difficulties.

Promotion

A student is promoted to the next grade level each year on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical and moral, as well as academic development of the student.

Retention

Sometimes it is in the best interest of the student to be retained at the current grade level rather than be promoted to the next grade. If by the end of Trimester 2, the teacher and administration believe retention is appropriate, then the student's parents will receive a *Recommendation of Retention* and the student's progress will be closely monitored for the remainder of the school year. The final decision to retain or not will be communicated to the student's parents by the end of Trimester 3. Parents have the right to initiate retention procedures following the same time frame. A student will be retained only once at St. Timothy. Please note that this retention policy does not apply for students enrolled in 8th grade. Students will not be allowed to repeat 8th grade at Saint Timothy Catholic School.

Parental Recourse to a Recommendation for Retention (Placement)

If parents believe retention is not in the best interest of their child, they may request, in writing, that their child be Placed in the next higher grade. The principal has authority to honor this request or not. If the parent request is accepted by the administration, the student will be required to fulfill a student performance contract that typically includes, but is not limited to, satisfactory completion of one or more summer school courses. Once Placed in the higher grade, the student's progress will be closely monitored.

Academic Honesty

We expect all students to be academically honest. Submitting work that is not one's own is a serious offense. Academic dishonesty with homework includes, but is not limited to, giving one's work to another student, copying homework, submitting assignments of substantially the same nature under different student names, or submitting material which is not the student's personal work. Academic dishonesty with regards to assessments (tests, quizzes, etc.) includes, but is not limited to, communicating with another student during a test, copying from another student, and lending or receiving materials. According to the 1994 edition of *Writing Research Papers*, "Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it was [the student's] own... If the information, idea, or statement [used] is not common knowledge, and if it came from an outside source, then [the student] must credit [the correct] source. Failure to do so constitutes plagiarism" (39-40).

The consequences for Academic Dishonesty – for all parties involved are:

- 1st offense – Behavior report (STP) with parental notification, grade adjustment, and consequence
- 2nd offense – 1 day suspension
- 3rd offense – Will result in re-evaluation of the student's continuance at the school.

ACCREDITATION

St. Timothy Catholic School has been accredited by North Central Association and Western Catholic Education Association (WCEA).

ADMINISTRATION

The administrative duties of the school follow the Handbook of Policies and Regulations for Catholic Schools of the Roman Catholic Diocese of Phoenix. In summary, the principal is the immediate administrator of the school. The assistant principal has specific duties and serves in the principal's absence. The parish finance office is responsible for all matters relating to tuition and fees. The pastor of St. Timothy Catholic Community is the final local authority over all aspects of the school, including, but not limited to, discipline and financial matters. The superintendent is the person designated by the Bishop to supervise and coordinate all Catholic schools in the Diocese. Any parental concerns dealing with administration should first be directed to the principal.

ADMISSION POLICY

In accordance with the policy of the Diocese of Phoenix, St. Timothy Catholic School does not discriminate in admitting students on the basis of race, sex or national origin. However, admission is granted to students in the following order:

Kindergarten

1. Siblings of children who are currently enrolled in grades K-8 with tuition accounts in current status
2. Students who are currently enrolled in St. Timothy PreK class
3. Children from registered, active, financially supporting members of St. Timothy Catholic Community
4. Children from families who are members of other Catholic parishes
5. Non-Catholics

Grades 1-8

1. Children who are currently enrolled with tuition accounts in current status
2. Siblings of children who are currently enrolled
3. Children from registered, active, financially supporting members of St. Timothy Catholic Community
4. Children from families who are members of other Catholic parishes
5. Non-Catholics

Registration requirements

- Pay a \$50.00 application fee and a \$100.00 registration fee. These fees are non-refundable for returning families. The \$100 registration fee will be applied towards April tuition and will not be refunded if the student withdraws before April.
- Submit a completed registration form
- Present the following information to the School Office:
 1. Certified original and copy of birth certificate
 2. Certified original and copy of current immunization records
 3. Copies of applicable Sacramental records (Baptism, First Eucharist, Confirmation)
 4. Letter of recommendation from former principal or teacher (grades 7& 8)

Before final acceptance, the school may interview, test, and require letters of recommendation as deemed appropriate for students of any age.

A student must be 5 years of age by September 1 to enter Kindergarten and 6 years of age by September 1 to enter first grade. This may be waived if the child previously attended an accredited Kindergarten program and completed the entire school year with mastery of required skills as determined by the administration.

All students are admitted at the discretion of the administration. **All enrollments, including continuing students, are subject to a 3 month probation period** to determine that placements are in the best interest of each child. Students receiving office referrals (See Discipline Section) during the probation period may receive an extended probation period or certain referrals may result in a request for withdrawal. **The administration reserves the right to ask a family or student who exhibits behavior that is not in accordance with St. Timothy Catholic School policy to leave at any time.**

Returning students must have all fees and tuition current before registration is accepted. These fees must be paid in full before the end of the school year in order to obtain re-enrollment for the fall. New students must have all fees paid to previous schools before enrollment is granted.

Families who do not submit their registration papers and fees by the posted deadline can not be guaranteed a place for the following year. Any family who gives notice of withdrawal will be readmitted only with the approval of the principal and pastor.

Students with serious learning disabilities or severe emotional problems need and deserve special care. St. Timothy Catholic School does not have specially trained personnel to meet these students' needs, thus we may be unable to enroll these students at St. Timothy Catholic School. In some cases, the Local Educational Agency (Mesa Public Schools) may be able to provide services for these students. Parents of students who are accepted with an IEP (Individual Education Plan) must sign a release acknowledging that extra academic resources are not available at the school.

Parents seeking admission for children who have been home-schooled must provide the proper documentation to support evaluation and placement. That information shall include, but not limited to: immunization records, samples of student work, Report Cards, recommendation from the leadership of the home school, copy of curriculum used by the home school with the student grade level/subject testing. In addition, standardized testing or admission testing may be required. Parents may be asked to pay for testing that is administered by another agency. The school reserves the right to place the student in the grade or course that is deemed appropriate.

ASBESTOS STATEMENT

The school has been inspected for asbestos. Any asbestos containing material that was found to be damaged has been repaired or removed in accordance with the Rules and Regulations of the United States Environmental Protection Agency. The non-friable asbestos containing material will be maintained as it is and re-inspected yearly months for any physical damage until it is eventually removed.

There are some areas of non-friable asbestos-containing material which have been encapsulated. This is in compliance with OSHA regulations. A three year EPA/AHERA re-inspection was conducted in December of 2007 we were found to be in compliance. A re-inspection will be conducted in the fall of 2010. More information is available in the School Office.



ATHLETICS



Leagues and Sports

As student interests dictate, the school will participate in programs developed by the Catholic Youth Athletic Association (CYAA) of the Diocese of Phoenix under the direction of the school athletic director. All CYAA guidelines will be followed by all participants to help foster good sportsmanship, leadership, and healthy competition in a Christian atmosphere. CYAA teams are divided by gender and grade level. Participation is open to all students in grades 5-8. Students in grades K-4 may have opportunities to join other St. Timothy students in a non-school sponsored league. Fees will be collected for participation in CYAA teams.

Academic Requirements

Student academics take priority over extra-curricular sports. Students must maintain a grade of C in all subjects, S- or better in all effort grades, and have no F's on their Report Card. These standards must be maintained throughout the season and will be checked regularly.

If eligibility criteria are not met, students will be suspended from the activity for two weeks. This two-week suspension period is designed to allow enough time for the student to demonstrate that he/she has:

- 1) adopted a more responsible attitude towards academics or to improve behavior, and that
- 2) he/she knows how to stay eligible if reinstated.

During the two-week suspension period the student is not permitted to participate in practices or games, dress in the team uniform, nor sit with the team during games. Suspended students are allowed to sit in the stands to watch games if his/her parent is also present. At the end of the first two-week suspension period a formal review of the student's progress will be made to determine if the student has regained eligibility. If at this time the student has not regained eligibility, then another two-week suspension cycle will begin and culminate with another formal review. If the student does not regain eligibility after the second formal review, then the student will be dropped from the team roster for the remainder of the season, including playoffs/tournaments.

Other Player Responsibilities

Sports participation is a privilege and a responsibility. Students on a team are expected to attend practices and games, be prompt, and treat all players, coaches, volunteers, officials, and equipment with complete respect. Accordingly, a student's behavior during school and sports will support or diminish a student's right to be on the team. Students who are sent home ill or are absent from school for ½ day (4 hours) or more, may not participate in practices or games on that day, nor will they be allowed to dress in the team uniform and sit with the team during the game. Students that have doctor's appointments or arrive late for school may participate in that day's sport as long as they were in school for at least ½ day (4 hours).

Role of the Parents

Parental support of St. Timothy's athletic programs in any capacity is welcome and much appreciated. All volunteers and coaches must be current with their Called to Protect classes. Coaches are also required to have a current Arizona Department of Public Safety Fingerprint Clearance Card. Parents and family of student-athletes are asked to model Christian values while attending games. Good sportsmanship dictates that fans do not interfere, abuse, or obstruct any coach, player, or game official. Transportation to and from games will be provided by the parents of team members who have the appropriate forms on file in the School Office.

ATTENDANCE/ABSENCES/TARDINESS

Attendance

Regular attendance has a marked influence upon scholastic achievement. The school cannot be responsible for a student's academic progress when there are excessive absences. Absences fall under two categories, Excused and Unexcused. Excused absences are defined as non-attendance due to of illness or injury, family emergencies, and/or other special circumstances reviewed by the administration. All other absences, including vacations, are considered to be unexcused absences. St. Timothy Catholic School strongly discourages scheduling vacations while school is in session. In addition, we request that parents try to schedule medical appointments outside of school hours. Student attendance is a part of each student's cumulative record.

Absence

- The parent/guardian must call the School Office before 8:30 a.m. to report a student absence. **Please do not call the student's teacher.** The School Office will communicate this information to the teacher for you.
- **When a student returns to school, a written note from the parent/guardian stating the date and reason for the absence MUST be presented to the School Office.**
- If a child is in school for at least 2 hours, ½ day attendance will be recorded. 4 hours of attendance will be recorded as a full day of attendance.
- Students who are absent from school for any reason or sent home ill may not participate in any extra-curricular activities on that day, including but not limited to sports practices and games, concerts, and field trips. Students that have doctor's appointments or arrive late for school may participate in that day's extra-curricular activity as long as they were in school for at least four hours.

Extended Absences

Any illness extending beyond 5 days requires a doctor's written verification submitted to the School Office. If a student is absent more than 10 days in a trimester, a conference with the teacher, student, and parents/guardians will be required. If 10 or more absences occur in a trimester, a student may jeopardize their opportunity to continue his/her enrollment for the following trimester or be promoted to the next grade level.

Make-up Assignments

Each teacher will have a unique policy for how make-up work is handled. It is the student's responsibility to ask for make-up work when returning from an absence. Parents may request that homework be compiled when absences are reported **before 8:30 a.m.** Teachers will meet this request if possible. Instructions should be given for the work to be sent with a sibling, another student, or to the **School Office for end of the day pickup.** Some missed work such as quizzes, tests, must be completed under the direction of the teacher. Extra accommodations will be made only for work missed during excused absences (student illness or bereavement). Teachers will not provide classwork/homework in advance for pre-scheduled absences.

Tardiness

- Students will be marked tardy if they are not in their classroom by 8:15 a.m. Those transporting tardy students must park their vehicle in the north parking area and escort students into the School Office to sign in and receive a tardy slip. **Tardy students must never be dropped off to walk into the School Office unescorted, regardless of age.**
- Tardy students will wait in the School Office area until announcements have concluded.

- On Mass days, students arriving at the church after 8:20 a.m. are considered tardy. Students who do not arrive back to the school campus within a reasonable time after the conclusion of Mass will also be marked as tardy.
- **If a student is tardy 4 times in a 4 week period a letter will be sent to parents warning of probation.** If a student is tardy three additional times after the letter has been sent, the family will be placed on probation. A probation contract between the family and the school will then be initiated. The family's enrollment status at St. Timothy will be in jeopardy if additional tardies occur during the probation period.
- Students who arrive late due to doctor appointments will be marked with an excused tardy if they present a doctor's note. Without a note, this will be treated as an unexcused tardy. All other tardies will be marked as unexcused.

CELEBRATIONS/BIRTHDAYS/OUTINGS

- Birthdays will be recognized on the morning announcements.
- Party invitations may not be handed out at school.
- Balloons or other items may not be delivered to classrooms for students.
- Any celebrations, including birthday parties, must take place away from school property. This includes the transportation (especially use of limousines, etc.) to the celebration. Because of limited space, students may not bring items for after-school parties to school. This includes such things as presents and items for slumber parties.
- Family initiated lunchtime celebrations (pizza parties) are not permitted.
- Due to federal health guidelines, treats of any kind are no longer permitted.

CHILD ABUSE

Reporting procedures for suspected child abuse will be followed as required by law.

CODE OF CONDUCT

Catholic schools have a sincere and legitimate interest in promoting self-discipline and mature behavior in their students both during and outside of school hours. This interest extends beyond school premises. Therefore, the school's disciplinary rules and regulations apply broadly to student conduct at all times, including, without limitation:

- immorality in talk or action
- attendance at school
- behavior at school-sponsored events
- travel to or from school or school-sponsored events
- misconduct in any way that is school-related or church-related
- misconduct, whether inside or outside school that is detrimental to the reputation in any way
- affecting the operation of the school
- any other misconduct that otherwise may impact the school's integrity and/or reputation

Off-Campus Activities (updated directly from the Diocesan Policy)

At St. Timothy Catholic School, we expect our students to demonstrate responsible social behavior on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. While we cannot police every violation that occurs off campus, and while St. Timothy Catholic School will not be held legally responsible or financially liable for the behavior of our students off campus, the school's Code of Conduct will remain in effect at all times, when school is in session and when school is not in session, and students and student groups are expected to conduct themselves as representatives of the St. Timothy Catholic School community at all times, whether on or off campus, and whether they are in uniform or not.

Generally, our Code of Conduct prohibits misconduct on school premises, at school-sponsored events and activities off-campus, and at any location where a student is engaged in an official school activity or in any activity that is sponsored by St. Timothy Catholic School, chaperoned by St. Timothy Catholic School officials, or in any way connected to St. Timothy Catholic School (such as a field trip, athletic contest, club activity, dance, etc.). In addition to that, however, we reserve the right to review any occurrence of student behavior off-campus, even if that behavior does not occur in or is not related to a school activity, and we reserve the right to discipline that student, if the behavior violates our Code of Conduct and if it directly impacts the school or has or may have a negative effect upon the school's reputation.

As such, any off-campus violation(s) by a St. Timothy Catholic student of a criminal law or the Code of Conduct that brings the school into disrepute, that adversely affects the school's educational mission, objectives, and/or interests of the St. Timothy Catholic School community, or that seriously affects the ability of our school to continue its normal activities, will be subject to review and discipline. St. Timothy Catholic School students are subject to all city, state and federal laws and shall be accountable to our courts for any violations of such laws. If we become aware of a charge alleging that a St. Timothy Catholic School student has violated, while on or off campus, a city, state or federal law, we may institute a school investigation into that conduct, and that student may be subject to disciplinary proceedings, without regard to the pendency of any civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place.

Upon receipt of a complaint alleging off-campus student misconduct, the Principal and/or Pastor, will in their sole discretion, review the allegations to determine the school's jurisdiction over such conduct and determine the appropriate course of action to take against that student.

COMMUNICATION

Parent/school communication is an important part of the academic environment. School information will be primarily sent via email. Parents are asked to furnish the school with their most current email address. The school will also communicate with families in the following ways:

- Family Envelopes sent as needed with the youngest child
- School Newsletter once a month
- Mid-Term Progress Reports
- Report Cards – every trimester
- Parent Teacher Conferences – at the end of Trimester 1 and 2, other times by appointment
- Phone Calls
- School Website –www.sttimothymesa.org
- Classroom Newsletters



Teachers are open to discuss any concerns or questions as soon as they arise. In most cases they will not take telephone calls during the school day, but will return phone and e-mail messages as soon as possible. Parents may leave messages after school hours by calling (480)775-2650, followed by the teacher's three-digit extension. Individual teacher phone extensions are listed at the end of this handbook

Staff e-mail addresses are in the following format: firstinitiallastname@sttimothymesa.org (such as mhealey@sttimothymesa.org). E-mail should not be used for messages requiring immediate action. Teachers will only respond to e-mails from parents, and not from students.

COMPUTER LAB/INTERNET

Computer Lab

Students will use the Computer Lab twice a week for classroom integration and to learn the computer application curriculum for their grade level. Also, students have access to computer usage in the individual grade-level classrooms with the teacher's permission. It is expected that all students will use the lab computers and software while learning the technology curriculum. The computers and technology equipment are school property. Any student who:

- damages or makes changes physically to the equipment
- damages or makes changes intrinsically to the programs, software,
- settings or files
- trespasses into another person's folders, documents or files,
- will be subject to disciplinary action.



Computer Ethics

Computer Ethics is defined as “Demonstrating correct morals, standards, and conduct while using the computer”.

Technology is not to be viewed as an end in itself. It is used as a vehicle of communication, analysis, and research in the light of Catholic values and moral decision making. The Catholic Schools of the Diocese of Phoenix are committed to the integration of emerging technologies to further the Church's mission of spreading the Gospel to all people.” *The Religions Dimension of Education in a Catholic School*

Any violation of these ethics will result in disciplinary action.

Internet Use Policy

With a parent/guardian signed Internet Permission Form, students will have the ability to access the internet (World Wide Web) from the individual classrooms and the computer lab. Students not having individual internet permission may not access the internet and will be given alternate work. General internet use will be part of classroom instruction however, only directed by the teacher. If during the year there is a need to change the permission status of a given student, it is the parent's responsibility to inform the school in writing.

Although the administration sets filters on the content, it is the individual responsibility of the student to limit his/her use of these services to academic pursuits and appropriate content, using computer ethics.

Students are not permitted to:

- access any e-mail accounts
- download programs or information
- divulge any personal or school information to websites (i.e. message boards, chat rooms, blogs)
- communicate with school faculty and staff through their personal e-mail accounts from home

If a student is found to be in violation of the set expectations the following disciplinary actions will occur:

First offense: Parent notification and lunch detention

Second offense: Revoked computer privileges for the remainder of the school year.

Serious infractions may result in more serious consequences at the discretion of the principal and/or pastor.

Internet Activities (updated directly from the Diocesan Policy)

For the protection of our students, teachers and officials, and for reasons related to school safety and school reputation, we expect our students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet, whether on or off campus. As a result, if we become aware that a St. Timothy Catholic School student has posted or displayed information on the Internet or on any social networking site or other website (such as MySpace, FaceBook, You Tube, etc) that involves inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, harassment/hazing/bullying, illegal activities or promoting violence, we will investigate that activity, and that student may be subject to appropriate school disciplinary procedures, up to and including dismissal.

Students are also prohibited from posting any materials on the Internet, on any social networking site, or any other website, and are prohibited from sending information via electronic transmission that is associated or linked to St. Timothy Catholic School, its students, faculty or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of St. Timothy Catholic School students, teachers or officials that are taken on campus or at St. Timothy Catholic School -sponsored events. Any violation of this policy will be subject to appropriate school disciplinary procedures, up to and including dismissal.

COUNSELING SERVICES

Counseling at St. Timothy Catholic Community is available to all school families, even if they are not registered in the parish. Counselors are available by appointment and a family or a student may be referred for counseling.

Confidentiality (updated directly from the Diocesan Policy)

With certain exceptions, any and all information regarding your child's and family's guidance at St. Timothy Catholic School is kept strictly confidential. Any information regarding sexual behavior or the use, possession or distribution of drugs/alcohol becomes known, information will be shared with parent/guardian of the student. Under certain circumstances, we may be required or allowed to reveal information obtained in guidance sessions, on a need to know basis, without parent's prior consent. Confidentiality cannot be guaranteed under the following circumstances: threats of suicide or serious physical harm to self or others; court order to release records or other information about your child's school guidance, including test results, evaluations, attendance and progress; referral to another professional, e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional; any behavior or situation where disclosure of information is required by applicable law (i.e. abuse, bullying, "sexting", child pornography, use of illegal substance).

CUSTODY

It is the responsibility of custodial parents to provide the school with an official copy of court documents concerning the custody of students. The school abides by the provision of the Buckley Amendment (1975) with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide a non-custodial parent access to academic records and to other school-related information regarding their child/children. If there is court order specifying that NO information is to be given, it is the responsibility of the custodial parent to provide the school with a copy of those orders.

DISCIPLINE

Discipline With Purpose (DWP)

The ultimate goal of our discipline code is that students develop self-discipline. In order to achieve this, the faculty has adopted Discipline With Purpose (DWP), a developmental approach to teaching self-discipline. Rules are established and posted throughout the school. Good behavior is reinforced and inappropriate behavior has its consequences. When individuals agree on the behaviors expected of a self-disciplined person, they establish a framework for decision making and conflict resolution.

This program focuses on the task of learning self-discipline behaviors through the teaching of 15 self-discipline skills. These skills are used, instead of personality traits, as the standard for evaluation of behaviors and bringing about constructive change. Teachers will use strategies in teaching these self-discipline skills within their classroom and throughout the curriculum. DWP accommodates all facets of the whole person: physical, social, spiritual, moral, intellectual, and emotional. Skills are taught to children like any other curriculum during appropriate periods of their growth and development.

The 15 Self-Discipline Skills outlined in DWP are:

Basic (Taught to grades K-2)

1. Can listen
2. Can follow instructions
3. Can ask questions when something is not understood
4. Can share
5. Can be trained in essentials of social skills

Constructive (Taught to grades 3-5)

6. Can work cooperatively with others
7. Can understand and explain the reason for rules
8. Can select and develop procedures for accomplishing an objective
9. Can be trained to be a leader
10. Can learn the essentials of good communication skills

Generative (Taught to grades 6-8)

11. Can set their own schedules and time limits
12. Can work together to resolve problems
13. Can take the initiative to resolve problems of mutual concern
14. Can distinguish fact from feeling
15. Can sacrifice from a motive of love

The following three school-wide rules apply to all school activities. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to help them follow the rules.

RULE 1: RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> • Be courteous and responsive to faculty, staff members, lunchroom/playground supervisors, visitors, and each other. • Listen to and follow directions of teachers, staff, and supervisors. • Respect school property, others' property, and your own. • Keep hands, feet, and objects to yourself. • Do your own work. • Own up to your mistakes. Be truthful. • Be complimentary to people. Use kind words. 	<ul style="list-style-type: none"> • Be rude. Ignore people. • Ignore the requests of supervisors. • Damage textbooks or other school materials. Damage others' personal property. • Use normal objects in harmful ways. Touching others in inappropriate ways. • Copy other's work. Give your work to another to copy. • Blame others. Lie. • Use inappropriate language. Gossip.

RULE 2: CONTRIBUTE TO THE LEARNING ENVIRONMENT

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> • Arrive at school promptly. • Be prepared to learn. • Take home/return school communications promptly (i.e. family folders, permission slips, lunch orders, etc.) • Use a quiet/classroom voice in school. • Walk quietly in the halls. • Respond appropriately. • Be helpful to teachers and peers. • Hand in carefully done assignments on time. • Participate in class. • Display a positive attitude. 	<ul style="list-style-type: none"> • Come to school late. • Forget your supplies, books, etc. • Turn in school communications late, incomplete or not at all • Use a loud/disruptive voice. • Run or be disruptive in the hallway. • Be disrespectful. • Ignore needs of others. • Work is incomplete, messy and/or late. • Refuse to participate. • Be negative, grumpy, moody.

RULE 3: FOLLOW ALL SCHOOL PROCEDURES

Looks/Sounds Like	Does Not Look/Sound Like
<ul style="list-style-type: none"> • Always be courteous, respectful and use manners. • Follow the uniform policy. • Take care of your school uniform. • Use playground equipment appropriately. • No use of electronic devices during school hours and activities without permission. • Leave toys at home. • Keep desk and cubby clean and organized. 	<ul style="list-style-type: none"> • Use a loud voice, being out of your seat, and leaving a mess. • Be out of uniform. • Dirty clothing or clothing in need of repair. • Use playground equipment in an unsafe manner. • Use electronic devices during school hours and activities without permission. • Have toys at school.(i.e., Laser pens) • Have a messy, unorganized desk or cubby.

The following serious behaviors, known as “The Big Three”, will require immediate and more serious action.

“THE BIG THREE” SERIOUS BEHAVIORS

Physical/psychological danger	Severe disrespectful/abusive	Out of control/unreasonable
<ul style="list-style-type: none"> • Fighting, rough play and/or throwing objects that could harm self, others, or property • Bringing dangerous or illegal items such as weapons, knives, matches, lighters, lasers, smoking materials, drugs, etc. to any area of the school property • Improper use of prescription or over the counter medications or other chemical compounds • Physical or psychological threats, intimidation, force or injury • Leaving the grounds without permission • Gang mentality/affiliation • Using normal objects in a dangerous way 	<ul style="list-style-type: none"> • Harassment of any kind • Any unwanted behavior that makes others feel unsafe or uncomfortable • Intimidation/bullying • Disrespect in action, tone, or gesture after repeated correction • Profanity/unkind language • Vandalism • Invasion of privacy • Forgery/falsification of records • Stealing • Cheating • Illegal/harassing use of e-mail, photo, text messages or internet in or out of school 	<ul style="list-style-type: none"> • Willful misbehavior toward a teacher, school personnel or volunteer • Unable, incapable or unwilling to listen or follow instructions • Repeated violations of classroom rules • Repeated violation of dress code

Consequences

Teachers will have a classroom discipline cycle of logical consequences focusing on the mastery of self-discipline skills posted in their classroom. Students are taught the classroom discipline cycle and how it works. Parents and guardians are expected to support teachers and administrators and to recognize that disciplinary action entails the exercise of judgment, often under pressing circumstances.

- **Stop and Think Plan (STP)**

A student who engages in conduct contrary to the school or classroom rules and expectations will be appropriately disciplined. The classroom discipline cycle will define circumstances under which a Stop and Think Plan (STP) form will be given.

- **Office Referral**

As outlined by the classroom discipline cycle or teacher/staff determination, student behavior may warrant an Office Referral. **An Office Referral should be considered a serious event causing parental discussion with the student.**

An Office Referral will proceed in accordance with the following **School-wide Discipline Cycle**. A student may be placed at any step at the principal's discretion depending upon the seriousness of the situation.

SCHOOL-WIDE DISCIPLINE CYCLE - STEP ONE

The student will be sent to the School Office with an Office Referral form. The top part of the form will be completed by the referring staff member who is sending the student to the School Office.

1. The student will meet with the principal or assistant principal.
2. Together they will complete the bottom half of the Office Referral form.
3. The student will inform the parent(s) of the incident by phone or note.
4. The student will be held accountable for the plan developed.
5. The principal or assistant principal will speak with the referring staff member.

SCHOOL-WIDE DISCIPLINE CYCLE - STEP TWO

If a student is sent to the principal a second time within a designated time period:

1. The student will meet again with the principal or assistant principal.
2. The student will again notify their parent(s) by phone or note.
3. A conference with the teacher, parent, student, and principal will be scheduled.
4. A contract will be drawn up listing actions that will be taken by each participant in the conference.
5. A date to review the contract will be determined.
6. The School-wide Discipline Cycle will be reviewed with the parent(s).

While on Step Two or Step Three, students will not be eligible for extracurricular activities including, but not limited to, sports and field trips (unless permission is granted by the principal for a specific trip).

SCHOOL-WIDE DISCIPLINE CYCLE - STEP THREE

If a student is sent to the principal a third time within the designated time period or in extreme cases when the principal determines the seriousness of the action warrants starting at Step Three:

1. The student will meet again with the principal or assistant principal.
2. The student will notify his/her parent(s) by phone or note that suspension of up to three days has been earned. The length, type (in-school or out-of-school) will be determined by the principal or assistant principal.
3. A conference with the teacher, parent, student, and principal will be scheduled to write a plan with measurement for progress to assist the student in developing better self-discipline.
4. A recommendation may be made to have the family visit a counselor or other specialist.
5. The student will be responsible for completing school work missed during the period of suspension to the satisfaction of the teacher.
6. A probationary time period to monitor and review progress will be set once he/she is ready to return to class.

While on Step Two or Step Three, students will not be eligible for extracurricular activities, including but not limited to sports and field trips (unless permission is granted by the principal for a specific trip).

Step Three can be repeated as long as a student is able to demonstrate that he/she is learning from mistakes and shows a willingness to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will move to Step Four of the cycle.

SCHOOL-WIDE DISCIPLINE CYCLE - STEP FOUR

The principal will recommend an alternative school.

1. The decision for required withdrawal rests with the principal and pastor.
2. If required withdrawal is the decision, the student's parent(s) will be notified in writing. The reason(s) for the dismissal will be given, and the right to request a hearing will be explained. The student will not attend school/school functions during the appeal process.
3. The required withdrawal may be reconsidered by the principal and pastor when a written request for a special hearing is made by the parent.

Serious infractions such as possession of drugs or weapons, or severe physical or moral conduct could result in an immediate move to Step Four of this cycle.

Zero Tolerance Policy

At St. Timothy Catholic School we believe that all members of our school community deserve a safe, Christ-like environment. To this end, a zero tolerance policy exists for all forms of harassment – sexual, verbal, emotional – or anything that creates a hostile environment. Harassment does not need more than one occasion. It can be a comment, note, internet posting or action. It does not have to be repeated or ongoing. Such behavior will be dealt with severely and may be grounds for required withdrawal, depending on the action and/or severity of the harassment and will be at the discretion of the principal or pastor.

Diocesan Policy On Weapons and Crimes

The school will strictly enforce the Diocesan policy revisions of 6/24/05 which state:

Section 4.20 Weapons: “Any incident involving an un-emancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer. (Reference A.R.S. 15-515)”

Section 4.22 Crimes and Threats: “Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the school property must be reported to law enforcement. (Reference A.R.S. 15-341 (A) (33))”

The above described behaviors will result in disciplinary action and/or immediate required withdrawal of the student.

DRESS CODE

The school uniform is a symbol of our school. Students are expected to be representatives of the school and of Catholic education each school day and at all school events. Neatness and cleanliness in both dress and person are expected. Clothes should be clean, wrinkle free, and without holes, tears, stains or signs of excessive wear (fading, pilling, etc.). The dress code for all students follows on the next pages.

Tops

- Official grade-level appropriate polo shirts with the school logo in student’s appropriate size.
- Official school black sweaters or black sweatshirts with the school logo.
- Official uniform shirts must be purchased from Educational Outfitters.
- Coats or sweaters other than official school style may be worn to school during cold times but are not to be worn in class or during Mass. Only official school sweaters and sweatshirts are allowed to be worn inside the building or during Mass.
- Shirts must be tucked in at all times so that the waistband of the bottoms shows.
- Only white short-sleeved T-shirts may be worn under the uniform shirt. The T-shirt sleeves should not extend below the uniform shirt.
- A white short-sleeved T-shirt must be worn under loose-fitting sports jerseys.
- Sweaters and sweatshirts are to be worn correctly. They may not be tied around the neck, shoulders, or waist.
- Students may wear items with “St. Timothy Catholic Academy” during the 2010-11 school year. Beginning with the 2011-12 school year, all logo items must say “St. Timothy Catholic School.”

Bottoms

- Khaki colored pants, shorts, or skorts **must be** purchased from Educational Outfitters. The official Educational Outfitter marking must not be altered or removed.
- Kindergarteners only – may wear khaki “uniform style” all elastic waist bottoms that are not purchased at Educational Outfitters.
- Shorts must be above the knee. Shorts or skorts must be no shorter than the tips of the student’s fingers when arms are held straight at the sides.
- Bottoms should fit in a comfortable and modest manner. Overly tight shorts or pants are unacceptable.
- “Sagging” is not acceptable (wearing over-size pants/shorts which fall below the natural waistline). Hems of pants should not drag on the ground.
- Bottoms must be in good condition with no holes or tears and no fraying on the hemline.
- Shorts or pants are not to be rolled at the hem or the waistline.

Shoes

- Must be black. Bottom of shoes/under soles may only be black, tan or silver. The trim around the base of the shoe must be black. Shoes with white toe and white soles/trim (such as Converse Chuck Taylor) are not acceptable.
- No blacking out of other colors anywhere on the shoe
- Must be closed-toed and closed-heeled, with flat soles or heels of 1 inch or less.
- Supportive athletic shoes must be worn for PE classes. These shoes may be of any color and must be secured with laces or Velcro. Students will have an opportunity to change shoes for PE class, but must return to black shoes for the remainder of the day. Kindergarten students may wear their PE shoes all day long on PE class days.
- Boots are not to be worn with shorts or skorts. Boots must be flat-soled or low-heeled (1 inch or less). Pant legs may not be tucked into boot tops.
- Shoelaces must be **black** and tied tightly in a traditional bow fashion.
- Shoes may not have wheels.

Belts

- If the bottoms have belt loops, a plain **black** belt with no trim, metal adornment, lettering or initials must be worn. Belt length must be appropriate.
- Belts are not required for Kindergarten students.

Socks

- Must be all white, black or khaki, with no decoration or logo.
- **Must** be visible above the shoe, but under the knee. “No show style socks” or other sport socks which slip under the ankle when walking are **not** acceptable.

Tights

- Girls may wear white, black, or khaki tights with skorts during winter months.
- Pantyhose are not acceptable.

Hair, Hats

- Hair must be neat and the student’s own natural color. No fad haircuts or hairstyles.
- Boys’ hair must be cut above the eyebrows, earlobes, and shirt collar in a neat traditional style.
- Girls’ bangs must fall above the eyebrows.
- Girls’ hair accessories must be plain black, white, khaki, or match color of uniform shirt. **They must not be a distraction.** Hair bands are to **not** be used as bracelets.
- No bandanas
- Hats and sunglasses may be worn outside during recess time or PE class only. School logo hats may be purchased from Educational Outfitters.

Make-up, Facial Hair

- Students **may not wear** or bring make-up of any kind.
- Only clear or beige fingernail polish is acceptable. Artificial nails are not permitted.
- No press-on or permanent tattoos allowed.
- Boys must be clean-shaven

Jewelry

- Bracelets may not be worn. Watches are acceptable if the band is tight on wrist. Watches must not have alarms or audible signals.
- Only single strand necklaces (chain or rope) with religious symbols

- Girls may wear only one single stud-style earring in each earlobe. Boys may not wear earrings.
- One simple religious ring may be worn
- Pocket chains are not permitted.
- Teachers have the right to remove any jewelry item which becomes a distraction and ask that it not be worn again.

Mass Days

The same dress code applies to Mass days and may be required at other school functions at the church. Parents should assume the dress code applies, unless otherwise notified. Students may be removed from Mass ministry if they are not properly attired. Non-uniform outerwear should be removed. Students are **not** allowed to wear sport jerseys to Mass.

HOW TO WEAR YOUR UNIFORM/GROOMING

Looks Like	Doesn't Look Like
<ul style="list-style-type: none"> • Uniform – clean and in good condition • Uniform – appropriate size • Shirts fully tucked in • Skort/shorts – modest length • Shorts/pants worn at waist • Socks – plain, easily visible • Shoes – enclosing entire foot, black laces tightly tied • Hair – natural, not colored or highlighted • Hair neatly combed • Boys – hair cut above the shirt collar, cut above eyebrows and earlobes • Clean faces • Clean and healthy appearance 	<ul style="list-style-type: none"> • Dirty, torn, faded • Too big, too small • Hanging out or folded under • Too short, rolled up • Worn below waist with undergarments showing • Striped, logos, not visible • Backless/toeless shoes, loose shoes • Colored or highlighted • Tousled, unkempt, spiked • Hair below shirt collar, below eyebrows & earlobes and, extreme styles • Make up • Dirty hair, face, body, markings on skin, body odor • Bringing or using sprays of any kind

Dress Code Violations

Parents are encouraged to foster student responsibility for adhering to the dress code. Students not coming to school in official shirts or bottoms will be required to call home immediately for replacement clothing. Administration and all school personnel reserve the right to contact parents regarding any blatant defiance of dress code. There is an all-school four-step program for students who do not follow the dress code which will begin at the start of school and in January.

1. First violation – uniform violation ticket sent home for parent signature
2. Second violation – uniform violation ticket sent home for parent signature and appropriate consequence from teacher that day.
3. Third violation – uniform violation ticket sent home for parent signature, appropriate consequence from teacher that day, and student will call home to notify parent that appropriate consequences from the teacher will occur.
4. Fourth violation – parent called to come and rectify situation. If parent is unable to come immediately, a meeting with the Principal will occur after school that day, or before school the next day.

In addition, failure to return a signed uniform violation ticket will result in the child calling home to inform parents that a consequence from classroom teacher will occur.

Alternate/Free Dress Days

Occasionally students may be given a day to wear clothing other than their uniform. Prior to these days, parents will be given guidelines to follow. The following will apply on alternate/free dress days:

- Length of shorts must follow the same guidelines as uniforms.
- All rules apply for hair, make-up, jewelry, socks and shoes.
- Modest dress - no tank tops/spaghetti straps, exposed midriffs, or short shorts
- No dresses or skirts
- All clothing shall be within the bounds of decency and good taste as appropriate for school.

DROP-OFF AND PICK-UP/SCHOOL HOURS

School hours are **8:15 a.m. – 3:15 p.m.**

School Office hours are **8:00 a.m. – 3:45 p.m.**

Before school

Students should arrive at school **no earlier than 8:00 a.m.** For safety reasons, those who arrive before the gates are open should remain in the vehicle until the duty teachers open the gates. **Students should not be playing in the parking lots while waiting.** Upon arrival, students should proceed directly to their classrooms. Staff members will be on duty until 8:15 a.m. All gates except the northeast gate will be closed at that time and parents should park in the north parking area and escort students into the School Office.

Driver Instructions

All vehicles must enter on Meseto Avenue. Drivers may park and walk students into the campus, or stay in their vehicles and drive through to drop-off students. A school map is provided at end of this handbook.

Park and Walk

- Those choosing to park and walk should park in the Celebration of Life Church lot (the area nearest to Meseto Avenue). Please be respectful to the neighboring church who has graciously allowed us to use their parking lot by only parking there during drop-off and pick-up times. Drivers may escort students all the way into the courtyard area, but must walk the students to the sidewalk near the mailboxes. **For the safety of students, this area is not to be used as a drop-off area.**
- Parents may escort K-2nd grade students to their classroom doors. Parents are asked to refrain from using this time to confer with teachers, and are encouraged to contact teachers by e-mail or telephone.
- After escorting their children, parents should drive north through the school property and exit by making a right turn on Alma School Road.
- **Those who park and walk should not exit out Meseto Avenue.** This is dangerous for walkers and creates traffic congestion.
- Legal parking on Meseto Avenue is also an option. Drivers who park there must escort students as previously described.
- At the start and or end of the school day, please use the Celebration of Life parking spaces, if you have business to conduct in the School Office, nurse's office, etc. for a short time. Please do not park in the school spaces on the north or west side and walk through traffic with your children. Also, please honor the generosity of Celebration of Life, but not using their spaces during the school day for longer periods of time, such as recess duty, field trips, etc.

Drive Through and Drop-Off

- Those choosing to drive through and drop-off should form a single car line beginning at the flagpole. All passengers should remain in the vehicle until the duty person comes out. Four vehicles can drop off simultaneously. Students should only exit toward the sidewalk.
- To expedite the drop off families are encouraged not to place student items in their trunks. **For safety reason, students should never walk between the cars in the drop off area. Parents only may retrieve items from the trunk.**
- Drivers should exit the campus with care. Those in the drop-off area should only exit after the vehicle immediately ahead of them leaves. They should not swing out to the left and pass stopped vehicles. Drivers coming from the park and walk area should yield to those pulling out of the drop off area. **All before school traffic must exit in a single line by making a right turn on to Alma School Road.**

After school

Students and/or parents are not permitted to re-enter classrooms after dismissal time without the permission of the classroom teacher or office staff. Students should not play on the playground or courtyard before or after school. Only students enrolled in after-school activities with adult sponsors/coaches should be in these areas.

Park and walk

- The procedure is generally the same as the morning. The back gate will be opened shortly before the end of the school day. Please do not ask teachers or students to open the gate before that time.
- After parking their vehicle, parents must wait in the courtyard area away from all buildings so as not to distract students and to allow for the easy dismissal of all students.
- If adults are not in the courtyard at dismissal time, students will proceed to the pick up area with the rest of the class. Students are not permitted to meet drivers at the back gate.
- Drivers should exit in the same manner as described for the morning.

Drive through and pick-up

- The procedure is generally the same as the morning. For safety reasons all drivers and passengers should remain inside their vehicles and **students should never walk between the cars.**
- Drivers who arrive early should turn off their vehicles to limit emissions to the school grounds.
- Students will line up with their classes and be directed into the vehicles by the duty person. Students are expected to follow school discipline guidelines in the pick-up area.

Late pickup

- Students must be picked up no later than 3:30 p.m. Students remaining on campus past that time will be sent to the School Office.
- Those late in picking up students must come into the School Office to sign out the child.
- It is understandable that occasional unforeseen circumstances, such as traffic congestion, can cause the late pickup of a student. When this occurs, a call to the School Office is greatly appreciated, since it will calm the fears of the waiting student.
- If a student is repeatedly being picked up after 3:30 p.m., the family may be placed on probationary status resulting in required withdrawal if the situation is not rectified.
- If a child is left after school hours and no one on the emergency card can be reached, it may be necessary to contact local authorities to assume responsibility for the student.

Rainy Day Dismissal

- Students will go to the Chapel with their backpacks before the end of the day.
- Parents should not meet students at classroom doors on rainy days.
- Parents may park their cars in the back lot and come to the Chapel to meet students or wait in their vehicles and follow the directions of the duty teacher.

EXTRA-CURRICULAR ACTIVITIES



The following are the anticipated extra-curricular activities for the 2010-2011 school year:

- Spirit Band
- Spirit Squad
- CYAA Sports
- Student Council

Any student participating in any extra-curricular activity must maintain grades of C or better in all subjects, S- or better in all effort grades, and have no F's on their Report Card. Regular checks of student grades and behavior will be made by homeroom teachers. If eligibility criteria are not met, students will be suspended from the activity for two weeks. **This temporary suspension is used to encourage responsible study habits, achievement, or improved behavior. During the suspension period, the student is not permitted to participate in all aspects of the activity.** At the end of the suspension period a formal review of the student's progress will be made to determine if the student is eligible to return to the activity.

FAMILY DIRECTORY

A directory containing family information will be distributed to all school families. Parents will give written permission for the school to publish their addresses, phone numbers, and e-mail addresses in the directory. If written permission is not received, only student names and grades along with parent names will be printed. This information is provided solely for the purpose of communication between families and not for any type of solicitation.

FIELD TRIPS

Students will have opportunities for off campus educational experiences that enhance the classroom curriculum. Field trips will relate to the goals and objectives of content areas. A school-created permission form must be signed and dated before a child can participate. Verbal, e-mail, or homemade permission slips **will not be accepted at any time.** Private passenger vehicles may be used for transportation if specific requirements are met. Adult chaperones and drivers must have current paperwork on file including documentation for completion of the Diocese of Phoenix Safe Environment Training. Vehicles and student tour groups must have two adults present. Student medications will be carried and administered by staff members.

GRIEVANCE PROCEDURE

Every attempt should be made to resolve a conflict between the parties who are directly involved. If this is unsuccessful, then the Principal should be contacted. If there is still no resolution, the pastor should be contacted.

HEALTH INFORMATION

St. Timothy Catholic School will have a nurse on staff for approximately 4 hours each day. Most staff members are trained in CPR and/or first aid.

Health services are provided in order to assist students whose health problems may now, or in the future, affect their education. The health office cannot diagnose illnesses. The goal is to evaluate students' needs and assist them in returning to the classroom or make arrangements to get them home. Health services are unable to keep ill students at school or provide long-term observation of students. Parents are responsible for picking up their ill or injured child, or making needed arrangements for student pick up.

At the start of each school year, a student Medical Emergency Card will be completed for each student. It is strongly suggested at least 3 contacts (over age 18) other than parents are listed on this card. Phone numbers are required for all those permitted to accept responsibility for the students.

In the event that a parent is not reachable the other adults listed on the Emergency Contact Form will be contacted. The child can only be released to the parent/guardian and those listed on the Forms.

Students will be sent home for the following conditions:

- 1. Fever of 100 degrees and above. Before returning to school, child must be fever-free for 24 hours without the use of fever-reducing medications.**
2. Persistent cough
3. Severe sore throat
4. Rash with fever illness, such as chicken pox
5. Vomiting or diarrhea
- 6. Red, itchy/burning, or draining eyes suspicious of infection. If conjunctivitis or 'pink eye' is diagnosed by a health care provider, the child must be on medication for 24 hours before returning to school.**
7. Prolonged headache, stomachache, earache or toothache
8. Swelling or pain at a level that may interfere with ability to concentrate and learn.
- 9. Head lice- Child must remain home until treated with lice shampoo and all nits removed. Please notify health office if lice are identified at home and check in with health office before returning to school.**
10. Any condition the health personnel feel may need a health provider's evaluation.

Please keep your child at home if they experience any of the above conditions before the school day starts.

Emergency Care

In case of an emergency, the nurse, administration or delegate will make an assessment of the injury to the best of their abilities. Paramedics may be called and the parents/guardians or emergency contact person will be notified for instructions. If the parent/guardian or emergency contact person cannot be reached, medical action deemed necessary by the attending medical authorities will be initiated.

Student Health Records

Each student shall have a health record card containing immunization records as well as other pertinent health information. Information on this card is confidential. Each student will also have a health record log, which will list details of health-related actions taken.

Heat Index

The school nurse will monitor the heat index and take appropriate action to ensure the health and well being of the students.

Immunizations

Parents/guardians must furnish in writing the immunization record and keep current any additional vaccines administered. Arizona law mandates that every student attending school in Arizona must be current for their age on the following immunizations or provide a completed exemption form:

DTP(Diphtheria, Tetanus, Whooping cough)

Polio

MMR(Measles, Mumps, Rubella)

Hepatitis B

Varicella

Meningoccal for 6th graders after their 11th birthday



Those students who have an immunization exemption on file will not be permitted to attend school if there is an outbreak of a disease for which they are not immunized.

Health Screenings

Screenings will be done for students in accordance with Diocesan Policy. Results of the testing shall be recorded on the student's health record. Parents will be notified if deviation from the norm occurs and referred to their health care provider. In this event, parents have the responsibility to notify the school of results of their health care provider's exam.

Medications

General

- Students may never keep medications of any kind in their possession. These requirements apply to over-the-counter drugs, prescription drugs, inhalers, cough drops, vitamins or natural supplements.
- Students are not to transport any type of medication. Parents/guardians **must** hand deliver the medication to and from the School Office.
- Medicines will be kept in a secured locked place with office personnel, where students do not have access.
- The school nurse is the first designee to administer medication with the Principal or secretary taking the role in her absence. Administration of medication will be recorded.
- No medication will be given beyond the expiration date on the label.
- All medications must be retrieved from the School Office by the end of the school year or they will be destroyed.

Prescription medication

- Must be in the original container. Label must include: name of student, name of medication, dosage, frequency, and time to be given if specified. Prescriptions must be in English. Doctor's orders are required for changes to dosage, frequency or specified time noted on the pharmacy label.
- Doctor's orders must be in writing on physician letterhead or script. They must include name of student, name of medication, dosage, and frequency of medication dosage.
- A completed Request for In-School Administration of Medication form signed by the parent or guardian must be on file before school personnel will be permitted to administer any medication to students.

Over the Counter Medication

- Must be in the original container with all warnings and directions intact and in English. Health Services will not give medication beyond the recommended dosage or frequency listed on the medication container without a doctor's order, even if requested by the parent.
- Doctor's orders are needed to give over-the-counter medications on a daily or scheduled basis.
- According to Diocesan School Health Guidelines, **“standing orders for over the counter medication are prohibited.”** Therefore, a Request of In-School Administration of Medication form is required (as described above) for each usage period.
- Medications of any kind, including acetaminophen, cough drops, medicated lip balm, etc. shall not be furnished to the students by the school.

Readmission After Illness

- State guidelines regarding readmission of a student who has contracted a communicable disease will be followed.
- **Students must be fever free for 24 hours without medication coming back to school (A fever is a temperature of 100 degrees or more.)**
- **Students should not be sent to school on days they have diarrhea or vomiting, as these can be precursors to more serious illnesses.**
- A written explanation of student absences and tardiness from a parent or guardian is required to be submitted to the School Office, and will be kept on file.
- Any illness extending beyond 5 days requires a doctor's written verification directed to the School Office.
- Per school policy, if your child has visited Urgent Care, ER or your health care provider, please provide the health care provider's instructions written on the health care provider's letterhead or script for any activity (recess/PE) limitations.

Excused Lunch or Recess

Students will be expected to join their classmates outside for lunch and recess. If parents provide a written health-related note, alternate arrangements will be made. Any parent request for alternate arrangements for longer than 2 days will require a doctor's order.

LATE START

Late Start Wednesdays will continue. This time will be used for staff meetings, staff development, and work on School Improvement/Target Goals. Because of Late Starts, instruction time for the month is reduced by 3 ½ hours. However, our daily schedule has always contained more hours than what is required by the state and the accrediting agencies. Therefore, even with the late start days, we will still meet those required instruction hours.

On each non-Mass Wednesday, beginning September 2, school will begin at 10:00 a.m.

- Drop-off will take place from 9:45 a.m. to 10:00 a.m. following all the regular drop-off procedures previously outlined in this Handbook.
- Families who are unable to bring students by the 10:00 a.m. start time and need the original 8:00 drop-off time due to work schedules, will have the ability to sign up for the “Study Hall” sessions provided from 8:00-9:45a.m.

- Beginning in September 2010, no permission slip will be required to participate in the Late Start Study Hall.
- **Study Hall Session is provided for families who have no other possible childcare available.**
- A student must either attend the whole Study Hall session or come to school for the 10:00 a.m. start time. This allows for needed supervision and accountability of students at all times. Monitoring of students is extremely important.
- Study Hall Sessions will be structured in block times to include study/school work time, activity time outside, and structured activity time inside. **Students MUST bring schoolwork/silent reading book to fill the 30 minute quiet study time.**

DATES FOR LATE START WEDNESDAYS

September 1,15,29	February 2 ONLY
October 13,27	March 2,16,30
November 10 ONLY	April 13 ONLY
December 1 ONLY	May 4, 18
January 5,19	

LOCAL SCHOOL ADVISORY BOARD

St. Timothy Catholic School Advisory Board will promote the mission of the school. The board will assist the school in achieving its goals to provide quality Catholic education by transmitting and integrating Gospel teaching in an educational process. Within an excellent program of academics, this will direct students toward a conscious choice of living a responsible Catholic life. The School Advisory Board recommends additional policies as are necessary to assist the Principal and pastor in administration of the school. These policies shall be in accord with and shall not contradict the policies contained in the Diocesan Handbook of Policies and Regulations for Catholic Schools.

For 2010-2011 the Board consists of Fr. Jack Spaulding, Fr. Eric Houseknecht, Mrs. Maureen Vick and the following members:

President - Fred DeLuca
 Vice President - Dave Kossler
 Parent Rep. - Gabe Doak, Joel Terrill
 Parish Finance Council Rep. - Jim Barnhouse
 Parish Rep. – Steve Atkins, Carol Lawless
 Staff Rep. – Kathy Hart
 SHA – Christine Nedved

LUNCH PROGRAM

Families are responsible for sending a sack lunch including a drink and necessary utensils with students. Lunches will be kept inside the classroom before lunchtime. No refrigeration or warming will be provided. A basic emergency lunch will be given to students who forget. Those wishing to contribute to the emergency lunch supply should call the School Office for a list of needed items. Parents will be contacted if students repeatedly come to school without a sack lunch. Vendor lunches, which adhere to the Wellness Policy, will be provided on Thursdays and Fridays for a cost to students. Families will order student lunches in advance.

MIDDLE SCHOOL

The students in 6th-8th grades are structured as a middle school. The middle school students have three teachers, one of whom will be designated as their homeroom teacher. The middle school students are expected to be good role models for their younger schoolmates as the student leaders of our school.

Service Hours

The 7th and 8th grade students will serve their community by completing service hours during the school year as required by their teachers. The 6th grade students are encouraged to participate also.

Honor Roll

Each trimester, the middle school students with an A grade average will be placed on the “A Honor Roll.” Those with a B average will be placed on the “B Honor Roll.” All efforts grades must be an “S” or better.

National Junior Honor Society

A chapter of the National Junior Honor Society (NJHS) will begin in the 2010-2011 school year. This is a national recognition for students in 6th, 7th and 8th grades who have been nominated by teachers for outstanding leadership, scholarship, service, character, and citizenship. All rules and requirements of the NJHS will be implemented.

Promotion (Graduation) of 8th Graders

According to Diocesan policy, 8th grade students will be recommended for promotion by the teachers and Principal. Educational, financial, and disciplinary obligations must be met before this will be done. Parents of any student who is in danger of not being promoted shall be notified in writing as reasonably possible but at least prior to final exams. A student may be excluded from any or all of promotion-related activities including the promotion Mass for reasonable cause even if he/she is being promoted to high school. This decision will be made by the administration after conferring with the pastor and/or superintendent. Parents will be given written notification of this action. Depending upon the seriousness of reason for exclusion and time involved, an appeal may be presented.

MORNING PRAYER

- Morning prayer will take place each day after the school announcements.
- Students and staff will lead morning prayer throughout the year.
- Special intentions may be requested to be read during announcements.
- All school Friday morning prayer, announcements, and Adoration will be held in the Chapel. Parents are invited to attend.



PARENT OBLIGATIONS

St. Timothy Catholic School is a community of families and staff members who provide a Catholic education for their children. As participants in this community of faith, parents have a personal mission to witness Jesus Christ to others within the community and to the rest of the world. Parent obligations are as follows: ***

Spiritual: Preeminent among the goals of the school are those related to the teachings of the Roman Catholic Church. It is the solemn duty of school staff to encourage parents to bring their children into full communion with the Church by receiving the Sacraments.

Parents, as the primary educators of the faith, should be:

1. participating at home in a religious life that is complementary to the religious atmosphere at school.
2. modeling Catholic Christian behavior for their children and the rest of the faith community.
3. actively participating in the child's religious experience at school.
4. actively participating in parish ministry.
5. attending Sunday liturgy with their children.
6. respecting the sanctity of all community members by addressing concerns and solving problems directly with the staff and Principal.
7. praying with their children for the school students, parents, teachers, staff, and school advisory board.

Academic: Parents support academic achievement by:

1. creating a regular homework routine.
2. reviewing classroom work, tests, etc. that are sent home.
3. seeking ways to assist in child's academic improvement.
4. following the teacher/all school guidelines for discipline and academics.
5. attending parent/teacher conferences.

Financial: The quest for excellence in a Catholic school requires financial support. Parents must:

1. maintain regular, identified giving to a parish.
2. pay tuition and fees as directed.
3. support fundraising events.
4. support special classroom and school projects.
5. accept financial responsibility for damage to school property or books.

Additional School Support: As a small school community, all parents must share the tasks necessary to make our programs successful. Parents must:

1. be involved in one or more of the following: SHA, School Advisory Board, coaching, playground/recess/lunch monitor, classroom/all school volunteer during school
2. complete a minimum of 20 volunteer hours.

***Non-Catholic parent obligations do not include those listed above that are specific only to the Roman Catholic Church. They are expected to foster respect for the beliefs and practices of our faith.

PARENT ORGANIZATION

The St. Timothy Catholic School and Home Association (SHA) is the parent organization of the school, dedicated to supporting the school in providing a quality Catholic education for our children. All parents are welcomed and encouraged to participate in this organization. SHA engages in a wide array of activities that seek to enrich the educational experiences of the students and foster a supportive and positive environment for faculty and staff. Specifically, SHA sponsors extracurricular activities, administers parent volunteer programs, fosters the morale of the teachers and staff, promotes spiritual development, aids new and continuing families, assists in raising funds for the needs of the school, fosters communication among families and between the school and parents, and assists the student council in their endeavors.

2010-2011 SHA Officers

President – Christine Nedved Vice President – Maggie Valentini Secretary – Kim Tan
Treasurer – Lori Fields Past President – Jill Alo

PARENT-TEACHER CONFERENCES

Parent teacher conferences will be scheduled for all students at the end of Trimester 1 and 2. Conferences are for parents/guardians only. Students should only attend upon the request of the teacher. Childcare will not be provided during conference times. Other conferences will take place on an as needed basis. Students will have two days of early dismissal for conferences.

PERSONAL AND SCHOOL PROPERTY

Skateboards, roller-blades, toys, personal electronics, cell phones, MP3 players, trading cards, and similar items are not to be brought to school except for classroom presentations or planned activities. In this case, special arrangements must be made with the teacher. If brought with these arrangements, these items may not be used outside the classroom. Staff and administration reserve the right to take these items at any time. **All items are brought at the student's own risk.** The school assumes no responsibility for bicycles or any personal property that is brought to school.

Desks, cubbies, lockers, etc. are the property of the School and authorized personnel may make periodic checks of these items and their contents.

Students and their parents will be liable for all damage to equipment, books and other school property caused by the student.

Cell phones or electronic devices are not allowed to be on, visible or used during the school day. If this occurs, the device will be held in the School Office, the student will call home, and the parent will retrieve the device.

PETS/ANIMALS

Pets are not allowed at school and should not be on the school grounds. Parents will be notified of any presentations that involve live animals.



PHYSICAL EDUCATION

Dress Requirements

Grades K-5

Students in grades K-5 will wear their regular school uniforms for PE Class. However, skorts are not recommended for PE as they inhibit full participation in activities. Shoes must be supportive, well-constructed athletic shoes, which fit properly and are secured with laces or Velcro. They may be any color, but must not have wheels in them. Students will be allowed to change their shoes before PE class. Kindergarten students may wear their PE shoes all day long on their scheduled PE days. **Not wearing appropriate shoes and clothing will affect a student's PE grade.**

Grades 6-8

Students in grades 6-8 are required to "dress out" for PE as described below. **Not dressing out will affect a student's PE grade.**

Tops

- plain gray T-shirt or school logo gray T-shirt purchased from Educational Outfitters.
- T-shirts must fit appropriately, covering the mid-section and shoulders without undue tightness.

Bottoms

- Plain black shorts must follow the usual uniform code, with the hemline falling below the fingertips while the waistband sits at the waist without sagging below the hips.
- Only small logos are permissible.
- During cooler weather, sweatpants or other loose fitting plain black work-out style bottoms may be worn.

Shoes

- Supportive, well-constructed athletic shoes, secured with laces or Velcro.
- May be any color, but must not have wheels in them.

All Students

Appropriate jacket, sweatshirt, or sweater may be worn in cooler weather. During warmer weather, sunglasses and hats are permitted as long as they do not cause a distraction to the learning environment. Water may be brought to class and is encouraged during warmer weather.

Instruction Time

- Kindergarten- Grade 6 will have two 30 minute PE class per week.
- Grades 7& 8 will have at least 90 total minutes of PE classes per week
- Health units will be incorporated for students throughout the school year.

Illness/Absences

If a student is physically unable to participate in PE, the parent or guardian must send an excuse note with an explanation and effective dates for non-participation. **Students will not be excused from PE without a written note from parent/guardian. A doctor's note is required for more than 2 consecutive absences.**

RELEASE OF STUDENTS

All releases of students take place through the School Office. Identification may be requested. Students will only be released to custodial parents/guardians and those designated in writing on the student's Medical Emergency Card. **Phone requests for release of students to other people will not be accepted.** Parents should follow these steps for student release:

1. Send a note to the teacher in the morning,
2. Call the School Office 10-15 minutes ahead of time and the student will be in the School Office.
3. Come to the School Office to meet and sign out the student

Teachers will not have the entire day's work ready for these students without proper notification. Students returning after being signed out for a short period must be signed back in at the School Office and receive a pass to return to class.

RELIGIOUS EDUCATION AND SACRAMENTAL PREPARATION

Parents are the primary teachers of their children in the faith and therefore are expected to model the basic Catholic standards of attending Mass weekly and practicing their faith to the best of their abilities. The school enriches our students with a deeper faith and an understanding of values and traditions of our Catholic faith. Religious education takes place in the regular classroom using multiple resources. Catholic teachings and Christian values are also evident in the classroom throughout daily lessons in all subjects. In addition, once a week students in grades K-6 go to the Atrium for instruction in accordance with the Catechesis of the Good Shepherd. Non-Catholic students will receive this religious education and are expected to foster respect for the beliefs and practices of the Catholic faith.

Catechesis of the Good Shepherd: Grades K-6

The Catechesis of the Good Shepherd is a Montessori-based approach to religious formation where children, ages three through twelve, experience the joy of being in a unique and personal relationship with God. Taking place in a specially prepared environment, called the Atrium, the child's relationship with God is fostered through the experience of prayer, working with hands-on materials, contemplation and silence. In the Atrium, the Holy Spirit is considered to be the child's primary teacher. The work in the Atrium is rooted in Sacred Scripture, Liturgy and the teachings of the Roman Catholic Church. The program is divided into:

Level I (Kindergarten) focuses on the child's relationship with God and on the joy of receiving God's love. Its primary theme is rooted in the Parable of the Good Shepherd.

Level II (Grades 1-3) focuses on remaining in a deep relationship with the Good Shepherd, through the sacramental life of the church, and is rooted in the True Vine scriptures.

Level III (Grades 4-6) focuses on the question, "What is my place in God's plan of salvation?" Rooted in salvation history and God's Covenant with us, this level delves into salvation history, moral formation, typology Scripture studies, and living the liturgy of our Faith.

Grades 7-8

Grades 7-8 receive instruction from the religion teacher using approved texts which follow Diocesan curriculum guidelines. Students are strongly encouraged to participate in the EDGE program at the parish for additional topics and social activities.

Family Life

Family Life is presented in accordance with the Diocese of Phoenix curriculum guidelines using the Benziger Family Life Series.

Sacramental Preparation

- **All Sacrament preparation is done through the Parish.** The **Church** provides all Sacraments, not the school.
- Sacramental preparation will follow the guidelines prescribed by the Diocese of Phoenix.
- Registration for and all information regarding the Sacraments of First Reconciliation, First Eucharist and/or Confirmation **will be provided by the Parish.** Families are responsible for meeting the guidelines required by the Parish Catechetical Ministries Office.
- All fees associated with Sacramental Preparation (including retreats) will be paid by the parents to the Parish. **These fees are in addition to school tuition and fees.**
- All paperwork and supporting documentation must be submitted to the Parish.
- Parents must attend all Sacramental preparation events required by the Parish.
- Appropriate church etiquette is expected during ALL Sacramental celebrations.
- It is the parent's responsibility to provide the School Office with copies of **all** Sacrament certificates.
- A great deal of Atrium time is devoted to a deeper understanding of the Sacraments. Details of what is covered in Atrium can be provided upon request.

SAFE ENVIRONMENT TRAINING

For Students

All students will receive Safe Environment Training at their grade appropriate developmental level.

For Volunteers

All volunteers must have current status with the Diocesan Called To Protect program. This means a class must be taken each school year, as outlined by the Diocesan Safe Environment Office. Each volunteer may check his/her personal status at www.safeenvironmenttraining.org. Proof of attendance and verification of completion of required paperwork must be received by the school before volunteering occurs.

SAFETY AND WELL-BEING

St. Timothy Catholic School has the utmost interest in student safety. As a result a safety plan has been developed to most importantly prevent dangerous or emergency situations and secondly have procedures in place in case of such an event.

For the safety of our students, only the northeast gate (near the Atrium) is open during the school day and most outside doors are locked from the outside. The School Office door remains open. All visitors must come to the School Office, sign the visitors' log, and receive a visitor badge.

Students Who Walk to School

Parents must notify the school in writing if their child will be walking to and/or from school. Students who walk to school should arrive on campus no earlier than 8:00 a.m. walk carefully through the parking lot and enter through the back gate to the courtyard area. Students who walk home must have written parental permission. Permission transmitted by e-mail is not accepted.

Bicycle/Scooter Riders

Parents must inform the School Office of any students who will be riding their bikes/scooters to school. Students riding their bikes should enter through Meseto Avenue and dismount from their bikes/scooters before entering the parking lot. They should then walk their bikes/scooters along the parking lot to enter the back gate. Bicycles/scooters should be secured in the designated area.

Fire Safety

- Students may not carry any flammable or combustible materials – matches, lighters, etc.
- Fire drills take place regularly at various times of the day. Adults on campus during drills are expected to follow drill procedures.
- Fire alarms and extinguishing equipment are checked and monitored yearly.

Lockdown

Lockdown drills are practiced regularly. In the event of any lockdowns, the school will make all efforts to notify parents in writing. If the event occurs at the end of the day a notice may not be sent until the following day. **Adults on campus during drills or lockdowns will follow the same procedures as students. They must not leave campus until the drill or emergency is concluded.**

There are two levels of lock down situations:

Lockdown One

1. Teaching continues and students are to remain in their current building. Travel between rooms of that building is permitted using inside passages. No travel outside buildings
2. All outside doors will be locked.
3. Could be a situation to which students should not be exposed, such as a serious accident. Blinds will be closed and classes continue as usual.
4. Volunteers/visitors may be admitted through School Office at the discretion of the administration.
5. Some escorted travel outside the classroom may be permitted.

Lockdown Two

1. Situation requires that teaching stops and students are moved to areas away from windows.
2. All doors will be locked.
3. Situation is monitored through the police department, from beginning to end.
4. No visitors/volunteers will be permitted inside or allowed to leave any building .
5. Students will be released only when the threatening situation has been resolved by the police.

Anyone who comes to the school and finds the gates locked, should assume that the school is in a Lockdown condition and return to their car and call the School Office by telephone. If the school is in Lockdown One, directions on how to proceed will be given. If it is a Lockdown Two situation, the School Office staff may not be able to answer the telephone. **Visitors should never enter through the locked gates.** This breaches the security of the campus. Also, the situation inside the campus would be unknown and could pose serious harm to parents and children alike.

Evacuations

Evacuation of the building occurs in any situation where the building is deemed unsafe for any occupants or there is a dangerous situation in a nearby facility, such as a chemical leak. Students and staff would not be able to return to the building for any reason. In the event of an evacuation, all efforts will be made to call parents to give the evacuation site location for student pick-up. Students will only be released to parents or those listed on the Emergency Contact Form.

Evacuation Sites

1. Alma Elementary School, 1313 W. Medina in the neighborhood west of the School (480-472-3900) is our primary evacuation site. Students will walk to the school and gather in the playground area.
2. St. Timothy Catholic Church, 1730 W. Guadalupe Rd. (480-775-5200) will be the secondary evacuation site. Students will walk to the church and gather in the Social Hall downstairs.

Harassment: St. Timothy Catholic School and the Diocese of Phoenix will not tolerate and prohibits harassment (physical, verbal – spoken or written – emotional, or sexual) of its students, teachers, and staff by any person and in any form. This includes but is not limited to bullying, cyber-bullying, violence or threats of violence. These are serious matters and will be dealt with immediately.

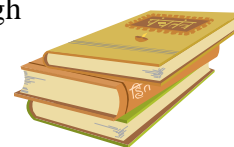
Bullying and Cyber-bullying: St. Timothy Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or online**) face consequences including but not limited to, detention, suspension, and/or expulsion. **Harassment of any type is not tolerated.** The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Online Social Sites: Engagement in online social networking sites may result in disciplinary action if the content of the student’s usage includes defamatory comments regarding the Parish, school, staff, or students.

St. Timothy Catholic School reserves the right to discipline a student for actions committed off-campus if they are intended to have an adverse affect on the safety and well-being of a staff member or student. (see “Internet Activities” on page 14)

SCHOOL LIBRARY

The curriculum is enhanced by readily available library materials. Kindergarten through Grade 8 students are scheduled to use the library at least once a week. Students will be charged a replacement cost for damaged or lost materials.



SCHOOL MASS

School Masses are celebrated at St. Timothy Catholic Community. Mass dates are listed on the school calendar. Family members and guests are welcome to join these celebrations. Room 10 is available as a cry-room with a video feed of the Mass. All parents must walk their children into the church. All students must be in their seats by 8:20 a.m. or they will be marked tardy. Families are expected to follow the school’s guidelines described in the “All About the Mass” booklet. **Flash photography and video camera use are not permitted during Mass.**

Student Drop-Off/Carpools

All students must be escorted into the church regardless of their age. Parents who are not staying for Mass with their children must sign in those children on the carpool lists. Only students who have a notarized School Mass Transport Form on file may be placed on carpool lists before Mass begins. Carpools are provided by parents having both a completed Driver Information Form and proof of completion of Diocesan Safe Environment Training on file.

Children who arrive at school Mass in a car pool **must be placed on a list for a carpool to the School by the driver they came with, even if that same driver will be transporting them to the School.** These Masses are considered to be school activities like field trips, so all carpools must be recorded. Parents must provide transportation for their own children who do not have the School Mass Transport Form on file. Those transporting students back to school must only use the drop-off area by the flagpole. There is no “park and walk” at that time.

SNACKS/CHEWING GUM

Each teacher will establish procedures on snack times and water bottle use. Snacks should be healthy and require no utensils. Chewing gum is not permitted on campus. Any snacks provided for the students during the school day must follow the Wellness Policy guidelines.

STANDARDIZED TESTING

The **Iowa Tests of Basic Skills (ITBS)** are administered to all children in grades 2-8 in September. Grades 4 and 7 will also take the **CogAT (Cognitive Abilities Test)** portion of the test. Every effort will be made to ensure each student completes the testing. Parents should not schedule appointments, travel, or other preplanned absences during the testing periods. Makeup tests will be provided for those with excused absences. Individual test results will be sent home to parents. All-school and grade level results will be presented to parents at a Local School Board Advisory meeting.

STUDENT ACCIDENT INSURANCE

Any student enrolled in a Diocese of Phoenix elementary school will be provided accident insurance while on school grounds when school is in session and while taking part in school sponsored/supervised activities. If a student suffers a covered “accidental injury,” the student will be eligible for benefits after submitting the proper claim documentation. The program pays the first \$100 of claim expenses, and then those expenses that are in excess of any collectible medical insurance.

STUDENT COUNCIL

The Student Council will have an Executive Board with the offices of President, Vice-President, Secretary, and Communications Officer. These officers will be elected in May prior to their year of service. Grades 3-8 will each elect two Student Council Representatives in September to serve for the remainder of that school year. Representatives may not serve two consecutive years.

The entire Student Council will serve to promote harmony and school spirit while sponsoring school-wide activities and service projects during the school year. Officers and representatives will be expected to attend scheduled meetings, serve as ushers at school Masses, plan and implement school-wide activities/projects and other tasks deemed necessary by the moderators or Principal.

Eligibility/removal from service:

Eligibility to run for positions on the council is determined by the student's homeroom teacher, the Student Council Moderators and the Principal. For the Executive Board, eligibility will be based on the current year's grades and conduct.

Eligibility requirements will include, but are not limited to:

- maintaining a C average in all subject areas, S- or better in all effort grades and with no F's in any subject. Grades will be checked at mid-term and at the end of each trimester. If a grade(s) fall below a C average on a Mid-term (Progress) Report or Report Card, the student may be placed on probation until the next grade check. If the pending average is not raised, removal may occur.
- modeling DWP skills and maintain satisfactory conduct in all subject areas. Serious discipline situations or recurring tardies/absences may result in a student's probation or removal from Student Council service.

SUSPENSION

If behavior warrants, a student will be suspended from school. Suspension may be in or out of school with terms determined by the Principal. The student will be responsible for completing school work missed during the period of suspension to the satisfaction of the teacher.

TUITION

Tuition is **\$5995.00** per child. Families who are registered at St. Timothy Catholic Community, active in ministry, and financially supporting (that is, identified regular giving) the parish will qualify for a parish tuition grant of \$2000.00 per child and multi-child discount for second and subsequent children. Those not meeting these requirements charged the full tuition rate. Periodic checks will be made to verify continuing parish support. The School/Parish Finance office reserve the right to change a family's tuition rate at any time because of parish support. **Any family who has not completed their required 20 hours of volunteer time by May 1 of the current school year will lose their \$2000.00 parish grant for the next school year.**

Scholarships are available through the Catholic Tuition Organization of the Diocese of Phoenix (CTODP). Multi-child discounts are given to families with In-Parish status after CTODP funds have been distributed.

All accounts will be managed through the Parish Finance office. Tuition may be paid in full in one payment, or spread over 10 months through FACTS Management Co. Tuition payments will be withdrawn from designated accounts on the 20th of each month. Full tuition payment or FACTS account setup is required before enrollment will occur. The administration is always willing to work with people who show good faith efforts in managing tuition accounts during hard times. Parents are encouraged to contact the finance office as soon as problems occur to discuss ways of maintaining their good status.

Diocesan policy prohibits its schools from enrolling students who have outstanding fees at previous Catholic schools.

VISITORS

All visitors must report to the School Office, sign in and wear an official school badge when on campus. Visitors must sign out and return badges when leaving the campus. **Parents/guardians or guests are not to disrupt classrooms to deliver items, or speak to teachers or students.** Items should be left with the School Office for students to retrieve at a convenient time.

VOLUNTEERS/FAMILY SERVICE HOURS

Volunteers are welcome and needed at St. Timothy Catholic School.

- **All volunteers must complete a volunteer application and be current on the Diocesan Safe Environment Training.** The class completion/verification form must be on file in the School Office prior to working on campus.
- All volunteers work under the direction of staff members.
- All volunteers must sign **in and out** at the School Office.
- Children not enrolled in the school should not accompany volunteers
- **Cell phone usage is not permitted on campus. To insure the safety of our students, please do not use cell phones while driving in the drop-off/pick-up lines.**
- Volunteers must follow professional guidelines with respect to student confidentiality.
- Volunteers who are assigned to a regular playground/lunch duty are asked to contact the Volunteer Coordinator for a substitute.
- Volunteers should not use the Staff Lounge unless directed to do so.
- Volunteers should enter the workroom through the outside doors only and not through the principal's office.
- Only those trained to use the school copier and laminator should do so. Clearing of paper jams and paper refilling should be done by the Secretary or other staff member.
- Those assisting with student supervision (playground, field trips, etc.) are expected to give full attention to those students entrusted to their care.



Volunteer Dress Code

Parents following rules are good role models for all children. In keeping with the requirements for student and staff dress, parents are required to adhere to the following guidelines for appropriate dress while volunteering:

- Clothing should be generally comfortable, but modest and neat. Extremely tight fitting or revealing clothing is not acceptable.
- Shorts should be no shorter than 3 inches above the knee
- Sleeveless shirts are permissible; spaghetti-strapped tops are not
- Women's tops should have a modest neckline and should cover the midriff

Volunteers who do not adhere to this dress code may be asked to leave the campus.

Hours

Each family is required to provide 20 hours of volunteer service for the school.

These hours may be served in the following ways:

- During the school day – classroom assistance, playground/lunch coverage, School Office help, field trip chaperones, staff appreciation help, etc.
- Outside the school day – committees such as hospitality, attending school-related meetings, take home projects from classroom, Atrium, School Office, coaching, etc.

The following activities do not qualify as volunteer hours;

- serving as a prayer partner
- serving as an EM during school masses
- serving in any ministry capacity at the parish
- Called to Protect Training

If you are unsure of what constitutes volunteer hours please contact the School Office. Families are to keep track of all complete service hours in the Volunteer Log Book located in the School Office. A notice of hours served will be sent home at the end of each trimester. **Non-completion of required volunteer hours will result in families losing the \$2000.00 parish tuition grant for the next school year.**

Volunteers should report accidents immediately. They may be covered under the Diocese of Phoenix insurance policy. Necessary paperwork is kept in the School Office.

WELLNESS POLICY

St. Timothy Catholic School is committed to providing a school environment that promotes and protects children's health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical, and mental growth and life long health and well-being. The school is committed to the Wellness Policy established by the Diocese of Phoenix. A complete copy of the policy is available from the School Office.

In keeping with the guidelines of the Wellness Policy please keep these in mind:

- Foods with minimal nutritional value will not be available during school hours. Students should not bring birthday treats to school. A suggested alternative is to donate a book in the child's name to the school library.
- It is suggested that parents send healthy snacks with their children for the morning recess/snack break.
- Students will not be withheld from eating lunch or activity time. The exception to this is when a child needs to be removed from the playground for safety issues. An alternate activity indoors or outside will be determined.

PHONE EXTENSIONS

To leave a message for a specific person at any time, call 480 775-2650 and then enter the extension number at any point during the main school answering message.

<u>STAFF MEMBER</u>	<u>EXT.</u>
Boggs, Julie - K	212
Collins, Peggy-Music/ Spanish K-3 rd	214
Conner, Mick – 7 th	213
Garcia, Paula – Technology	209
Hart, Kathy – 2 nd	204
Jachimowicz, Linda-Atrium	210
Kapron, Merrie – Art	310
Maher, Debbie – 8 th	202
Martinez, Annette -1 st	201
McCleery, Jean – Spanish 4 th -8 th /Reading Intervention	311
Melia, Melinda – 6 th	217
Nurse–Sangston, C/Whitman, S	215
St. John, Melissa – PE/Athletic Dir.	220
Schwietz, Kaitlin -3 rd	218
Sikora, Julie-5 th , Vice Principal	208
Snow, Socorro - 4 th	203
Vick, Maureen - Principal	207

Paula Rivera – Tuition Accts.

480 775-5268