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# St. Timothy Catholic School

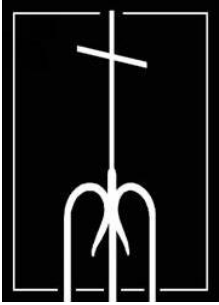
Accredited by WCEA and NCA



2008-2009  
Student/Parent Handbook

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*St. Timothy Catholic School*  
2520 S. Alma School Rd., Mesa, AZ 85210  
(480) 775-2650 FAX (480) 775-2651

### 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 has the right to amend the handbook to waive a disciplinary regulation 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

<b>St. Timothy Catholic School</b> <b>2008-09 Calendar</b>
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**August**

- 7 – Meet the Teacher, 3-5:00 p.m.
- 12 – First Day of school at the church with 8:30 am Mass, ½ day for students and parent meeting
- 13 – First Day of school at school campus
- 15 – Holy Day Mass at school, 10:30
- 20 – Late Start
- 27 – School Mass

**September**

- 1 – No School, Labor Day
- 2 – No School, Teacher In-service Day
- 3 – Late Start
- 3-10 – ITBS Testing
- 10 – School Mass
- 17 – Late Start
- 23 – Midterm
- 24 – School Mass

**October**

- 1 – Late Start
- 3 - No School, Diocesan In-service
- 6 – No School, Break for staff/students
- 8 – School Mass
- 15 – Late Start
- 22 – School Mass
- 29 – Late Start

**November**

- 5 – School Mass
- 6 – End of Trimester
- 12 – Late Start  
Report Cards Home
- 13 – Early Dismissal, Parent/Teacher Conferences
- 14 – No School, Parent/Teacher Conferences  
Book Fair Begins
- 19 – School Mass
- 21 – Book Fair Ends
- 26 – NO LATE START  
Early Dismissal
- 27/28 – No School, Thanksgiving

**December**

- 3 – School Mass
- 8 – Holy Day 8:30 Mass at church and walk back to school
- 10 – Late Start
- 17 – School Mass
- 19 – Midterm  
Early Dismissal
- 22-31 – Christmas Break, No School

**January**

- 1-2 – Christmas Break Continues, No School
- 5 – School Resumes
- 7 – Late Start
- 14 – School Mass
- 19 – No School, MLK Jr. Day
- 21 – Late Start
- 25- 30 – Catholic Schools Week
- 28 – School Mass

**February**

- 4 – Late Start
- 11 – School Mass
- 16 – No School, Presidents’ Day
- 18 – Late Start
- 20 – End of Trimester
- 25 – Ash Wednesday  
8:30 Mass at church and walk back to school  
Report Cards Home
- 26 – Early Dismissal, Parent/Teacher Conferences
- 27 – No School, Parent/Teacher Conferences

**March**

- 4 – Late Start
- 11 – School Mass
- 18 – Late Start
- 20 – No School, Break for staff/students
- 25 – School Mass

**April**

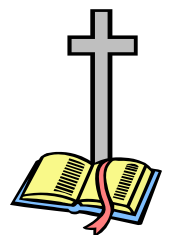
- 1 – Late Start
- 8 – School Mass
- 9 – Midterm  
Holy Thursday, Early Dismissal
- 10 – No School, Good Friday
- 13-17 – Easter Break, No School
- 22 – Late Start
- 29 – School Mass

**May**

- 6 – Late Start
- 13 – School Mass
- 20 – Late Start
- 25 – No School, Memorial Day
- 27 – School Mass, 8:30 am at church with 8<sup>th</sup> gr. Promotion
- 29 – Last day of School, Early Dismissal

## STAFF LIST 2008 - 2009

Pastor.....	Fr. Jack Spaulding
Principal .....	Mrs. Maureen Vick
Asst. Principal/5 <sup>th</sup> 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 .....	Miss Katherine (Noni) Campbell
7 <sup>th</sup> Grade.....	Mrs. Melinda Melia Mr. Mick Conner
8 <sup>th</sup> Grade.....	Mrs. Sara Baker
Spanish.....	Mrs. Jean McCleery
Atrium.....	Mrs. Linda Jachimowicz Ms. Susan Pagliccia
Music/PrimarySpanish.....	Mrs. Peggy Collins
Art. ....	Mrs. Merri Kapron
P.E. ....	Miss Melissa St. John
Technology .....	Ms. Linda Smock
Aides .....	Mrs. Rosie Flores Mrs. Mary Terrill Mrs. Tracy Cruse
Nurses .....	Mrs. Sandi Whitman Mrs. Collette Sangston



# ACADEMICS

## Grading System

K- 2<sup>nd</sup> 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, 5, 6.... 30 – 60 minutes per day**
- **Grades 7 & 8 .... 60 – 90 minutes per day**

## Progress Reports/Report Cards

Mid-term reports will be sent by the classroom teacher each trimester. These reports will provide information on a student's progress in academics and discipline skills. Parents will sign and return the reports as confirmation of receipt. Parents are encouraged to contact teachers at anytime 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, and sports teams, must maintain a C average 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.

## **Retention of Students**

Sometimes it is in the best interest of the student to be retained at the current grade level rather than moving to the next grade. If the teacher and administration deem this to be so, parents will receive a recommendation of retention letter at the end of January. The student will then be evaluated and the decision to retain will be made before the end of the school year. Parents have the right to initiate retention procedures following the same time frame.

## **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 were [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 police 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 the 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.

## **AFTER- SCHOOL PROGRAM**

After school care will be provided for Grades 1-6 by Mesa Public Schools "Kids Corner" Program at Alma Elementary School. Families must register with MPS and are required to follow all guidelines of the program. The School will implement a program of insuring safe passage from our campus to Alma Elementary School.

## **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 on August 20, 2006 by Environmental Management Consultants and we were found to be in compliance. 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 of the Diocese of Phoenix under the direction of the school Athletic Director. All guidelines for CYAA 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. Therefore a “No Pass, No Play” policy exists. Students must maintain grades of C or better in all subjects and S- or better in all effort grades in order to register for a team. These standards must be maintained throughout the season and will be periodically checked. When these grade standards are not met, students will be suspended from the team for a minimum of 2 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 attend practices. Also the student may not dress in the team uniform or sit with the team during games. Teachers will determine if a student is eligible to return to the team. Any student suspended from a team for longer than 4 weeks will no longer be eligible to participate.

### **Other Player Responsibilities**

Sports participation is a privilege and responsibility. Students on a team are expected to attend practices and games, be prompt, and treat all players, coaches, volunteers, 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 or more, may not participate in sports practices or games on that day, nor should they dress in the team uniform and sit with the team during the game.**

### **Role of the Parents**

Support of Athletics in any capacity is very welcome. 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 are to understand that they are spectators at games, not coaches or referees. Parents should model good Christian sportsmanship when relating to coaches, officials, and other teams. 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 is absence even with parent/guardian permission. Excused absences are defined as non-attendance because of illness or injury, family emergencies, and/or other special circumstances reviewed by the administration. All other absences, including vacations, will be recorded as unexcused absences. St. Timothy Catholic school **strongly discourages** absences for 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

- On the day of a student's absence from class, the parent/guardian must call the School Office before 8:30 a.m. to report the student's absence. **This information should not be left in teachers' voicemail or email.** If the office is not notified, the school will call the parents using all available phone numbers.
- **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 teacher.**
- 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.
- Students who are absent from school for any reason or sent home ill may not participate in any extra-curricular activities, including but not limited to sports games, concerts, and field trips, on the day of the absence. If a student arrives late to school and is in attendance 4 or more hours, they may participate.

## Extended Absences

Any illness extending beyond 5 days requires a doctor's written verification directed 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 may be arranged. If a pattern of 10 absences in a trimester occurs, a student may be subject to non-promotion and his/her enrollment for the following semester may be jeopardized.

## Make-up Assignments

Each teacher will set a policy for make-up work. In general, it is the student's responsibility to ask for makeup work when returning from an excused absence. In addition, parents may request that homework be compiled when absences are reported before 8:30am. Instructions should be given for the work to be sent with a sibling, another student, or to the office for end of the day pickup. **Teachers will only have absent student work ready for pick up at the end of the day.** Missed work will be completed under the direction of the teacher. Jr. High teachers will notify parents of their missed work procedures. Extra accommodations will be made only for work missed during excused absences.

## Tardiness

- Students are tardy **if they are not in their classroom by 8:15.** Junior high students will be marked tardy if they have not retrieved their materials from their locker and are not in the classroom by 8:15.
- Those transporting tardy students must park their vehicle in the north parking area and escort students into the office to sign in and receive a late slip. **Tardy students should never be dropped off to walk into the office unescorted, regardless of age.**

- Tardy students will wait in the office area until announcements have concluded.
- On Mass days, students arriving at the church after 8:20 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.** Once the letter is received if the student is tardy 3 more times the student will be on probation. A probation contract between the parents and the school will be developed. During the probation period, the student's enrollment status is in jeopardy if additional tardies occur.
- Students who arrive late because of appointments will be marked as an excused tardy if they present a doctor's note when arriving at school. Excused tardies are discouraged, but will not count toward tardy probation status.

## **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**

Report 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 order 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:

- attendance at school
- attendance at school-sponsored events
- travel to or from school or school-sponsored events
- misconduct in any way school-related or church-related
- misconduct in any way affecting the operation of the school
- any other misconduct that otherwise may impact the school's integrity and/or reputation

# COMMUNICATION

Parent/school communication is an important part of the academic environment. The school will communicate with families in the following ways:



- Family Envelopes sent every Friday with the youngest child
- School Newsletter once a month
- Mid-Term Reports
- Report Cards – every trimester
- Parent Teacher Conferences – 1<sup>st</sup> & 2<sup>nd</sup> trimester, other times by appointment
- Phone Calls
- School Website – [www.sttimothycatholicacademy.org](http://www.sttimothycatholicacademy.org) (new site coming in September!)
- 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 messages as soon as possible. **After school hours, messages may be left at (480) 775-2650 and then entering the extension number indicated on the map at the end of this handbook.** Parents are encouraged to use phone messages, notes, or e-mail to contact teachers with questions. All staff e-mail addresses will be listed in the family directory, which will be printed within the first month of school. In general staff email addresses are listed as: FirstinitialLastname@sttimothymesa.org (such as mhealey@sttimothymesa.org). The e-mail server at the school has a built-in delay system, so **e-mail should not be used for messages requiring immediate action.**

# 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.



## Internet Use Policy

Students will have the ability to access the internet (World Wide Web) from the individual classrooms and the computer lab. 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 internet websites (i.e. message boards, chat rooms, blogs).

To be assured that all students understand this responsibility and to be certain that parents are in agreement with sharing the responsibility while helping the student understand “appropriate use”, an Internet Permission/Computer Use form must be signed by the student as well as parent or guardian at the start of each school year. Students not having individual internet permission may not be in a classroom while the internet is being used, and will be given alternate work. Please note that general internet use may 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. Students who are found to be in violation of this policy 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.

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

**First offense:** Parent notification/30-minute after-school 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.**

## **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.

## **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

## General Discipline Principles

The all-school discipline guidelines are:

1. Follow classroom and school procedures/expectations.
2. Show respect to self, others, and school.
3. Contribute to the learning environment.

## Special Circumstances

The following section outlines how the discipline plan is implemented at the school. **However these three situations may require immediate and more serious action which will supercede the outlined plan:**

1. a student is in self-inflicted physical or psychological danger or puts another in such danger
2. a student is irrational or unreasonable
3. a student is abusive in tone, gestures, or words

The immediate and serious actions taken for the above behaviors may include, but not limited to:

- Removal from the group, classroom, activity.
- Restriction of future activities.
- Referral for administrator intervention or action.
- Conference with parents, administrator, and/or teacher.
- Probation with written notification to parents addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with applicable rules and the consequences of any violation of the terms of the probation.
- Suspension
  - In-School – student attends at regular hours in another classroom or the office.
  - Out-of -School – student may not come on campus for a specified amount of time.

## Discipline With Purpose (DWP)

When individuals agree on the behaviors expected of a self-disciplined person, they establish a framework for decision making and conflict resolution. Therefore, the **Discipline With Purpose Program(DWP)** is used throughout the entire school community. 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

### **Consequences**

Teachers will have a cycle of logical consequences focusing on the mastery of self-discipline skills posted in their classroom and explained in the parent information packet. Students are taught the consequence 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 Referrals**

As outlined by the classroom 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.**

Office referrals will proceed in the following manner, in accordance with the school-wide discipline cycle:

**A student may be placed at any step at the principal's discretion depending upon the seriousness of the situation.**

### **STEP ONE**

The student will be sent to the office with a referral form. The top part of the form will be completed by the adult who is sending the child to the office.

1. The student will meet with the principal or assistant principal.
2. Together they will complete the bottom half of the 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.

## 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 sports and field trips (unless permission is granted by the principal for a specific trip).**

## 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 to write a plan with measurement for progress to assist the student in developing better self-control.
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. The privilege of making up a test, quiz, lab or quiz will be denied if it is given during the suspension. Grades may be affected.
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 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.

## 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 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.

### **Combustible Materials**

Students may not bring to school or have on their person combustible materials such as lighters and matches. Appropriate disciplinary action will result for possession of these items.

### **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.**

**The following behaviors may also result in a required withdrawal and notification of the proper authorities:**

- possession, use, or being under the influence of tobacco, alcohol, or illicit drugs
- improper use of over the counter or prescription medications or other chemical compounds
- vandalism to school equipment or property
- criminal gang-like activity

## **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 uniform shirts must be purchased from Educational Outfitters or Wild West Advertising.
- Official school black sweaters or black sweatshirts with the school logo.
- Coats or sweaters (other than official school style) may be worn to school during cold times but are not to be worn in class. Only official School sweaters, sweatshirts and vests are allowed to be worn inside the building.
- 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.
- Sweaters and sweatshirts are to be worn correctly. They may not be tied around the neck, shoulders, or waist.

## **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,
- Must be closed-toed and closed-heeled. with flat soles or heels of 1 inch or less.
- White or colored tennis shoes may be brought for PE days. Students will have an opportunity to change into tennis 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 tied tightly in a traditional bow fashion. The two laces must be of the same color either solid black or solid white.
- 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 white, black or khaki, with no decoration or logo.
- They **must** extend above the ankle and 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.
- Male hair must be cut above the eyebrows, earlobes, and shirt collar in a neat traditional style.
- Girls’ bangs must fall above the eyebrows
- Any 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 to be used as bracelets.
- No bandanas
- Hats and sunglasses may be worn outside during recess time or PE class only

### **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 a single stud-style earring in each earlobe. Boys may not wear earrings.
- Simple rings 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.

### **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.

### **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.

## **DROP-OFF AND PICK-UP/SCHOOL HOURS**

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

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

### **New Procedure for 2008-09**

Upon arrival, students should proceed **directly to their classrooms**. Jr. High students should gather their belongings from their lockers before proceeding to their classrooms. Parents may escort K-2<sup>nd</sup> 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.

**Students and/or parents are not permitted to re-enter classrooms after dismissal time without the permission of the classroom teacher or office staff.** 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.

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.

### **Morning drop-off of students**

Students should arrive at school **no earlier than 8:00AM**. 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.**

**All vehicles should 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.

- Those choosing to park and walk should park in the Celebration of Life Church lot (the area nearest to Meseto Ave.) **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 must escort students through the gate near the mailboxes into the courtyard. 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 the Meseto side.** This is dangerous for walkers and creates traffic congestion. Legal parking on Meseto is also an option. **Drivers who park there must escort students as previously described. During the morning drop-off time parents should not park in the school spaces on the north or west side and walk through traffic with their children.**
- 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.
- 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.**

Staff members will be on duty until 8:15AM. 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 office.

#### **After school pick-up of students**

- Park and walk procedure is the same as the morning. The back gate will be open shortly before the end of the school day. Please do not ask teachers or students to open the gate before that time. After entering the campus, please 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. Drivers should exit in the same manner as described for the morning.
- Drive through and pick-up follows the morning procedure. For safety reasons all passengers should remain inside their vehicles. Those wishing to “visit” should use the park and walk procedure. Drivers who arrive early are encouraged to 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.
- Students should be picked up at the end of the school day no later than 3:30 p.m. Students remaining on campus past that time will be sent to the office. Those late in picking up students must come into the School Office to sign out the child. If a student is repeatedly being picked up after 3:30, the family may be placed on probationary status resulting in required withdrawal if not rectified.

#### **Rainy Day Dismissal**

Students will go to the Chapel with their backpacks before the end of the day. 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. Parents should not meet students at classroom doors on rainy days.

## FAMILY DIRECTORY

A directory containing family information will be distributed to all school families. This directory will contain all parent names, student names and their grades. Parents will give written permission for the school to publish their addresses, phone numbers, and email addresses in the directory. 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 **cannot** 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 teachers are trained in first aid and/or CPR.

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.

If a child becomes ill he/she will be sent to the office. If it is determined that the child should be sent home (temperature of 100 degrees or more, vomiting, diarrhea, injury, or other excessive symptoms that inhibit learning) parents/guardians will be called to come for the child. **In the event that the parent is not available 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.** Because of limited facilities for sick children, parents/guardians are asked to respond quickly when a child needs to go home.

## 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 card, which will list details of health-related actions taken.

## 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 6<sup>th</sup> graders after their 11<sup>th</sup> 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. In this event, parents have the responsibility to notify the school of results of individual hearing or eye testing.

## 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 **must** hand deliver the medication to and from the 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.
- All medications must be retrieved from the School Office by the end of the school year or they will be destroyed.

### **Prescription medication**

- Prescription medicine must be in the original container with the student's name, date of expiration and directions for use. This container will serve as the prescriber's orders since the prescription is on file at the pharmacy.
- Medications presented with an issue date of more than 30 days old will not be accepted.
- 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.
- If medication is being given both at school and at home, it is recommended that the original container (as described above) be left at school for the days of dispensing. This will eliminate the need for daily transporting of medication.

### **Over the Counter Medication**

- 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 before 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, and will be kept on file.
- Any illness extending beyond 5 days requires a doctor's written verification directed to the school.

### **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.

## **JUNIOR HIGH PROGRAM (7<sup>TH</sup> AND 8<sup>TH</sup> GRADE)**

Junior High students are expected to be good role models for their younger schoolmates. The Junior High program will include:

### **Service Hours**

Jr. High students will serve their community by completing service hours during the school year as required by their teachers.

## **Honor Roll**

Each trimester 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.”

## **Promotion (Graduation) of 8<sup>th</sup> Graders**

According to Diocesan policy, 8<sup>th</sup> 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.

## **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 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.

## **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 office for a list of needed items. Parents will be contacted if students repeatedly come to school without a sack lunch. Vendor lunches will be provided on Thursdays for a cost of \$2.00/student. All orders for these lunches are due by 11:00am on Wednesday of the same week.

## **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 will be read on Friday mornings.
- All school Friday morning prayer and announcements 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 parent 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.

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 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. participate in the SCRIP program.
6. 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 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.

### 2008-09 SHA Officers

President – Ann Doak

Vice President – Jill Alo

Past President – Ann Goodrich

Secretary – Patti Hamrick

Treasurer – Paula Rivera

## PARENT-TEACHER CONFERENCES

Parent teacher conferences will be scheduled for all students after the 1<sup>st</sup> and 2<sup>nd</sup> trimesters. 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 1 day of early dismissal and one full day off 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.**

## 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

### Uniforms

All students must wear appropriate clothing and shoes during PE classes.

### 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 for all students should be supportive, well-constructed athletic shoes, which fit properly and are tied securely. 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 by wearing plain black shorts and a plain gray T-shirt (or school logo grey T-shirt purchased from Educational Outfitters). T-shirts must fit appropriately, covering the mid-section and shoulders without undue tightness. Shorts must follow the usual uniform code, with the hemline falling below the finger-tips 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 black work out bottoms may be worn. Appropriate jackets, sweatshirt, or sweaters may be worn in cooler weather. **Not dressing out will affect a student's PE grade.**

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. Sunscreen and lip protection may be applied at home, not during PE class.

### Instruction Time

- Kindergarten will have two 30 minute PE class per week.
- Grades 1-6 will have two 30 minute PE classes per week.
- Grades 7& 8 will have at least 110 total minutes of PE classes per week and will study Health once per week.

### 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 office 10-15 minutes ahead of time and the student will be in the office.
3. Come to the 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 office and receive a pass to return to class.

## **RELIGIOUS EDUCATION AND SACRAMENTAL PREPARATION**

Religious education takes place in the regular classroom using multiple resources including the "Blessed are We" series. Catholic teachings and Christian values are also evident in the classroom throughout daily lessons in all subjects. In addition, once a week the children go to the Atrium for instruction in accordance with the Catechesis of the Good Shepherd. Non-Catholic students will receive 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.

### **Junior High**

Grades 7-8 receives instruction from classroom teachers 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**

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.

- **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 Sacrament Preparation (including retreats) will be paid by the parents to the Parish. **These fees are in addition to school tuition and fees.**
- Parents must attend required Parent Workshops and Sacramental rites at the parish.
- Appropriate church etiquette is expected during ALL Sacramental celebrations.

## **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. Proof of attendance and verification of completion of required paperwork must be received by the school before volunteering occurs.

## **SAFETY**

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 office door remains open. All visitors must come to the 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 8:00a.m, walk carefully through the parking lot and enter through the back gate to the courtyard area. Students who walk home must join the group who are escorted to Kid's Corner to the intersection of Patterson and Meseto to continue their journey home. Other students will be permitted to join the regular walkers only with written parental permission. Written permission is also required for any student walking to a destination other than his/her own home. Permission transmitted by e-mail is not accepted.

## **Bicycle/Scooter Riders**

Parents must inform the office of any students who will be riding their bikes/scooters to school. Students riding their bikes should enter through the Meseto side 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 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 office by telephone. If the school is in Lockdown 1, directions on how to proceed will be given. If it is a Lockdown 2 situation, the 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.

### **Student 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 hall downstairs.

## **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 car pool lists. Only students who have a notarized School Mass Transport Form on file may be placed on car pool lists before Mass begins. Car pools 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 car pool 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 car pools must be recorded. Parents must provide transportation for their own children who do not have the School Mass Transport Form on file.

## **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** 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, Publicity Committee Chair, and Spirit Committee Chair. 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. Representatives’ Eligibility will be based on grades and conduct from the last semester of the previous year.

Eligibility requirements will include, but are not limited to:

- maintaining a “C” average in all subject areas, 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 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.

## TUITION

Tuition is \$5825.00 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 15 of the current school year will lose \$1000.00 of their 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 20<sup>th</sup> of each month. Full tuition payment or FACTS account setup is required before enrollment will occur. Any payment more than 30 days past due will be assessed a late charge of 10% of the amount due. 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 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 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 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 acquire their own substitutes and to call the office with the change information.
- Volunteers should not use the Staff Lounge unless directed to do so.
- Volunteers should enter the workroom through the outside doors only, 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. Since Modesty is one of our virtues and 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, tank tops or spaghetti-strapped tops are not
- Women's tops should have a modest neckline and should cover the midriff
- Low riding pants and revealing work-out clothes are not acceptable.

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. **Four of the required 20 volunteer hours must be completed for fund-raising, such as the annual fall event, Scrip sales , or the Golf Tournament.**

The remaining sixteen of these hours may be served in the following ways:

- During the school day – classroom assistance, playground/lunch coverage, 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, office; coaching, etc.

Although parents are encouraged to be examples of service by participating in parish ministry, those hours do not fulfill the school 20 hour obligation.

Families are to keep track of all complete service hours in the Volunteer log book located in the 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 \$1000.00 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 was sent during the 2006-07 school year and additional copies are 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 classroom.
- 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.

