

ST. TIMOTHY SCHOOL

PARENT/STUDENT HANDBOOK
2016-2017



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I. INTRODUCTION AND ADMINISTRATIVE POLICY

A. Introduction

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

This Parent/Student Handbook contains the philosophy, policies, and procedures for St. Timothy School for the 2016-2017 school year. Parents and students are asked to familiarize themselves with its contents and sign and return the Parent/Student Handbook Agreement Form. The Parent/Student Handbook Agreement Form can be found in the appendix of this handbook (*Appendix: Parent/Student Handbook Agreement Form*) or can be downloaded from the school website under the *For Parents* tab.

The school retains the right to amend the handbook at any time for just reason. In such cases, parents will be given prompt notification of changes made.

B. School Information

Accreditation

St. Timothy School is accredited by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC), and maintains a membership with the National Catholic Education Association (NCEA).

Nondiscriminatory Policy

St. Timothy School, mindful of its mission to be witness to the love of Christ for all, admits students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. St. Timothy School does not unlawfully discriminate on the basis of race, color, and national and/or ethnic origin, age, sex or disability in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Likewise, St. Timothy School does not unlawfully discriminate against any applicant for employment on the basis of age, sex, disability, race, color and national and/or ethnic origin.

School Contact Information

St. Timothy School
1515 Dolan Ave
San Mateo, CA 94401

Main School Office	(650) 342-6567
Office Fax	(650) 342-5913
Extended Care	(650) 342-3229

School Hours

First Bell	7:58 a.m.
Morning Assembly	8:00 a.m.
Dismissal Grades K-3	2:50 p.m.
Dismissal Grades 4-8	3:05 p.m.
Early Dismissal (Mondays)	1:45 p.m.
Minimum Day Dismissal	12:25 p.m.

C. St. Timothy School Mission Statement

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

D. St. Timothy School Philosophy

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

E. Faculty and Staff

Pastor	Rev. Alner Nambatac
Principal	Ms. Michelle Basile
Administrative Assistant	Mrs. Denise Allen
Administrative Assistant	Mrs. Robin Dewar-O'Leary
Kindergarten	Mrs. Kate Beene
Instructional Aide	Mrs. Ashneet Sandhu
First Grade	Ms. Yvonne Olcomendy
Instructional Aide	Mrs. Gina Dy
Second Grade	Ms. Christine Schleyer
Third Grade	Mrs. Vanessa Eyvazov
Instructional Aide	Ms. Melony Cortes-Lua
Fourth Grade	Mr. Thomas Moore
Fifth Grade	Ms. Jennifer Esola
Sixth Grade	Mrs. Margaret Flynn
Seventh Grade	Mr. Mark Lanza
Eighth Grade	Mr. Scott Service
Resource Program	Mrs. Jennifer Furtado
Technology	Mr. Jim Rohrbach
Spanish	Mrs. Alicia King
Music	Mr. Matthew Kost
Physical Education	Mr. Tim Moriarity
Instrumental Music	Mr. Bill McClanahan
Extended Day Care Director	Mrs. Gina Dy
School Custodian	Mr. Juan Nuñez
Athletic Program Co-directors	Mr. Vince DeFriese, Mr. John Kirby

F. St. Timothy Parish School Consultative Board (SCB)

The St. Timothy Parish School Consultative Board (PSCB) serves in an advisory capacity to the pastor and principal. Members of the Board shall consist of the pastor, the principal, other designated administrators of the school as *ex-officio* members, and up to nine appointed lay representatives of the parish.

The PSBC meets on the second Tuesday of each month during the school year, at 7 p.m. in the library. All regularly scheduled meetings are open. The principal and the PSCB president should be notified of agenda items one week prior to the meeting. The minutes of each meeting are available in the school office.

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

II. ADMISSION, REGISTRATION, AND TUITION POLICY

A. Application and Acceptance

St. Timothy School has a rolling admissions process throughout the year for students currently in grades K-8. The admissions process for students applying for kindergarten for the following school year begins in January. Parents wishing to enroll their child/children may contact the school office for an application, or may download one from the school website, www.sttimothyschool.org. The following must be submitted at the time of application:

- Completed Application for Enrollment
- \$50.00 Application Fee
- Birth certificate
- Immunization records
- Certificates of sacraments received (if applicable)
- Preschool Evaluation Form (for incoming kindergarteners)
- Most recent report card (for incoming grades 1-8)
- Most recent standardized testing results (if applicable)

Students will be administered a readiness assessment, and new families will be interviewed by the principal prior to admission. Kindergarten students must be five years old by September 1 of the school year for which they wish to apply. First grade students must be six years old by September 1 of the school year for which they wish to apply. All students accepted to St. Timothy School are initially accepted on a one-year probationary basis.

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

The principal is authorized to exclude for admission to grade level those applicants who are unprepared to benefit from the school's program. When reviewing a child's application for admission, the following will be taken into consideration:

- The number of students already in attendance in each grade
- The applicant's academic ability and overall readiness for a St. Timothy School classroom setting as evidenced by assessment results and school

documents submitted with the application.

If St. Timothy school cannot accept an applicant for immediate admission, the parent(s) may request for the child to be placed on the waiting list. Applications on file must be kept current.

St. Timothy School attempts to accommodate the special needs of each student; however, the school is not legally obligated to accept children with disabilities. Special accommodations made for individual students may be discontinued at the discretion of the school administration (please see *Appendix: Children With Disabilities Form*).

B. Registration, Tuition, and Fees

Registration Fee	\$325 per child (due April 25, 2016)		
Technology Fee	\$100 per child (due before September 15, 2016 or via FACTS during 2016-2017)		
TUITION	One Child	Two Children	Three Children
Participating	\$6,499	\$12,823	\$18,967
Non-Participating	\$7,449	\$13,773	\$19,917

Tuition Payment Policy

Each family may select one of the following tuition payment options:

1. One-Time Full Tuition Payment (July 1, 2016)	Payment of the full year's tuition may be made directly to the school by July 1, 2016. Families choosing this option will receive a \$100.00 discount on their total family yearly tuition.
2. Two Semester Payments (July 1, 2016 and January 1, 2017)	Payment may be made in two semester installments, with 50% due on July 1, 2016 and the remaining 50% due on January 1, 2017. Families choosing this option will receive a \$50.00 discount on their January payment.

3. Ten (10) Monthly Payments (July 2016-April 2017)			Ten (10) monthly payments will be electronically debited from your bank account by the FACTS Management Company on the 5 th or 20 th of the month, at your direction. The first payment, including an annual FACTS service fee of \$45.00, will be deducted in July 2016. FACTS will assess a \$30.00 returned payment fee for monthly payments they are unable to process.
	Participating	Non-Participating	
One Child	\$ 649.90/mo.	\$ 744.90/mo.	
Two Children	\$ 1,282.30/mo.	\$ 1,377.30/mo.	
Three Children	\$ 1,896.70/mo.	\$ 1,991.70/mo.	
4. Twelve (12) Monthly Payments (July 2016-June 2017)			Twelve (12) monthly payments will be electronically debited from your bank account by the FACTS Management Company on the 5 th or 20 th of the month, at your direction. The first payment, including an annual FACTS service fee of \$45.00, will be deducted in July 2016. FACTS will assess a \$30.00 returned payment fee for monthly payments they are unable to process.
	Participating	Non-Participating	
One Child	\$ 541.58/mo.	\$ 620.75/mo.	
Two Children	\$ 1,068.58 /mo.	\$ 1,147.75/mo.	
Three Children	\$ 1,580.58/mo.	\$ 1,659.75/mo.	

Delinquent Tuition

Families who fall delinquent in tuition payments will be required to meet with the principal and Finance Council tuition committee to discuss meeting financial responsibilities with the school. If a family's tuition is delinquent at the conclusion of the fall or spring semester, the family will be contacted by the principal and Finance Council tuition committee to be informed that their child/ren will be not be readmitted until the delinquent tuition is paid in full. Children cannot be re-registered for the following school year unless their tuition is paid in full by the end of the current school year.

Registration Fee, Technology Fee, and Tuition Refund Policy

- Registration Fees and Technology Fees are not refundable.
- Families are required to notify the school in writing if a student is going to be withdrawn. To request a tuition refund, 30-day notice is required. Please refer to the scenarios below:
 - If a child begins the school year at St. Timothy School and subsequently transfers to another school any time during the school year, tuition for prior months will not be refunded.
 - If 30-day notice is given, remaining tuition to be paid or refunded will be pro-rated based on the number of days the child has been/will be enrolled during the school year.
 - If a child does not begin the school year and 30-day notice has not been given, tuition paid during the months of July and August will not be refunded.
 - If a child does not begin the school year and 30-day notice has been given, any tuition paid in July prior to the 30-day notice will be refunded.

DESCRIPTION OF FEES

Registration Fee

The non-refundable Registration Fee of \$325 per student, due by April 25, 2016, secures a student's space for the 2016-2017 school year and covers items such as student books and

classroom materials, student insurance fees, Archdiocesan fees, Parents Organization contributions, CTN (Catholic Telemedia Network/Catholic Teacher Resources) fees, and other related per-student expenses.

Technology Fee

The non-refundable Technology Fee of \$100 per student, due by September 15, 2016, or via FACTS during the 2016-2017 school year helps defray the cost of technology services and fees, device and software purchases and maintenance, and overall system maintenance. Technology fees that are not paid by September 15, 2016, will automatically be added to the family's FACTS payment schedule.

5th Grade Outdoor Education Week Fee

Each year, the 5th grade class attends Outdoor Education at Caritas Creek. The fee per student for this weeklong trip is approximately \$400-\$450. The class participates in fundraising activities each year to help make the cost slightly lower per student, if possible.

8th Grade Graduation Fee

The 8th Grade Graduation Fee of \$300 per 8th grade student, payable in two \$150 installments (December 2016 and March 2017) helps defray the cost of 8th grade end-of-year and graduation activities, including but not limited to diplomas, gowns, the 8th grade retreat and transportation, field trips and transportation, the graduation dinner, and other graduation related activities.

C. Parent Service Hour Commitment

Participating Rate

Families who choose the discounted "Participating" tuition rate must fulfill a minimum of 40 hours (20 hours for single parent families) of service per school year. All families who elect the Participating tuition rate and accompanying service hours are required to fulfill hours in the following way:

Main Fall Event (i.e. Halloween Carnival)	2 hours
Main Winter Event (i.e. Auction or Winter Night)	2 hours
Main Spring Event (i.e. Carnival or Festival)	6 hours
Remaining - Parent Choice	30 hours (or 10 hours for single parent family)

Information about main fundraising events will be communicated at the beginning of the school year. Opportunities for volunteering will be announced prior to each event. Of the 40 required service hours (20 for single parent families), up to 20 (10 for single parent families) may be worked for the parish (i.e. Bingo).

Only parents or adult family members are permitted to complete service hours. Parents will be asked to submit information online on a monthly basis regarding service hours completed.

Families who elect the “Participating” tuition rate, but do not fulfill the service hour commitment will be required to pay the \$950.00 difference between the “Participating” and “Non-Participating” tuition rates. If no service hours for the 2016-2017 school year are completed by a “Participating” family by October 31, 2016, that family’s tuition rate will automatically be converted to the “Non-Participating” tuition rate as of the November 2016 tuition payment.

Non-Participating Rate

Families who elect the “Non-Participating” tuition rate are not required to fulfill the 40-hour minimum service commitment (or 20-hour for single families) described above. However, both participating and non-participating families are still asked to meet select service hours that may be requested by room parents or teachers to achieve fundraising goals specific to their own class. An example would be volunteering at Bingo nights where funds raised will go directly to support specific classroom materials or activities.

D. Fundraising Commitment

Fall Fundraiser

St. Timothy School holds several fundraisers during the year to support school programs and help keep tuition affordable. Although families are encouraged to participate in all fundraisers, each family is required to participate in the annual Fall Fundraiser to be held in September/October.

Families may opt out of participating in the Fall Fundraiser by paying a \$200 fundraising opt-out fee. As a convenience to families, the fundraising opt-out fee can be included in the FACTS payment plan. Families who pay tuition in one-time or two semester payments and opt out of the fundraiser must pay the fee along with their initial payment. Families that elect to participate in the fundraiser but do not meet the minimum sales requirement will be assessed the \$200 fundraising opt-out fee via FACTS, unless payment is provided to the office at the conclusion of the fundraiser.

Other Fundraisers

The school holds several other fundraisers during the school year, including a Halloween Carnival, a Winter Fundraiser (i.e. auction, raffle, family night), and a Spring Fundraiser (i.e. carnival, walk-a-thon). All families are asked to participate in these events, as they raise important funds that provide for school programs and keep the cost of tuition as low as possible.

III. ACADEMIC POLICY

A. School-Wide Learning Expectations

Following our School-Wide Learning expectations, St. Timothy School students will be educated to be:

Loving Christians who

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

Innovative Learners who

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

Giving Citizens who

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

Humble Students who

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

Thoughtful Communicators who

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

B. Religious Education

Liturgical Activities

St. Timothy School offers its students a number of opportunities for worship, including a monthly school-wide Mass, a Monday morning Mass each month for each class, a Sunday Family Mass for each class, and seasonal school-wide prayer services (i.e. Advent Wreath Lighting, Lenten Stations of the Cross, and the May Crowning of Mary).

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

Sacramental Preparation

The Sacramental Preparation Program is under the supervision of the Faith Formation Coordinator of St. Timothy Parish and classroom teachers of St. Timothy School.

Students in second grade are prepared in the classroom for the Sacraments of Reconciliation and First Eucharist. Students in third through eighth grades may also prepare; families who would like to have their child received these Sacraments should contact the school office. Eighth grade students are prepared for the Sacrament of Confirmation. It is a requirement that students attend Sunday Mass to be eligible to receive the Sacraments of First Eucharist or Confirmation. If a child is not baptized and the family would like him or her to participate in the Sacraments, the family should contact the Pastor of St. Timothy Parish.

Morning Prayer and Assembly

Each morning, students assemble in lines with their class, in front of the school. The Student Council and/or students from various classes lead the announcements, morning prayer, and Pledge of Allegiance. Parents are invited to participate in the morning assembly. During this time, parents are kindly asked to refrain from conversation and keep younger siblings quietly by their side.

C. Curriculum and Grading

St. Timothy School maintains a high standard of Catholic education by following our School-wide Learning Expectations and the curriculum guidelines set forth by the Archdiocese of San Francisco. Students participate in a full academic curriculum, which includes Religion and Family Life, Reading and Language Arts Mathematics, Social Studies, Science, Technology Education and Integration, Physical Education, Spanish, Art, Music, and Child Safety. Select grades participate in *Art in Action*. St. Timothy School has a full-day Kindergarten Program.

Standardized Testing

This year, students in grades 2-8 will take the STAR Reading and STAR Math Assessments by Renaissance Learning. Students in grades K and 1 will take the STAR Early Literacy Assessment. STAR Assessments for all grades will be administered a minimum of three times per year. In the spring, the ACRE (Assessment of Catechesis/Religious Education) is administered to students in grades 5 and 8.

Homework

Homework is used to reinforce academic concepts and skills, foster student creativity and discipline through enrichment projects or research, and train students to work independently and accept responsibility for completing a task. Parents are asked to be familiar with teachers' expectations and support homework policies. Parents are also asked supervise daily homework, long-term assignments, and student projects. In cases of missed homework, parents of children in grades K-2 should contact the teacher. Parents of students in grades 3-8 should check PowerSchool for missed assignments. If requested by the parent, homework for absent students will be available for pick up at the main entrance of the school after dismissal.

Students must complete missed homework by a time designated by their teacher. Missing, incomplete, and/or late work will affect Learning Skills grades as well as subject grades.

Archdiocesan Suggested Homework Time Allotment

Grades 1-2: 20 minutes

Grades 5-6: 45-60 minutes

Grades 3-4: 30-45 minutes

Grades 7-8: 60-90 minutes

Academic Progress Reports

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

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

Report Cards

Report Cards will be issued four times per year. If a student is absent twelve or more school days during the report card period, grades may be withheld until missed work is submitted. Parent/Teacher conferences are held in November and subsequently at the request of a parent or teacher. Any questions related to a student's work, conduct,

progress, or grades should be first discussed with the classroom teacher. The principal is available to conference by appointment if requested.

Report Cards will be issued the weeks of:

November 4
January 27
April 7
June 9 (Last day of school)

Academic Marking Codes

Kindergarten, Grades 1 and 2

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

Grades 3, 4 and 5

Marking Code:	A = 96-100	A- = 93-95
	B+ = 91-92	B = 87-90
	B- = 84-86	C+ = 81-83
	C = 74-80	C- = 70-73
	D+ = 67-69	D = 63-66
	D- = 60-62	F = 59 -below

Behavioral Expectations/ Learning Skills Code:	1 = Exceeds expectations 2 = Meets expectations 3 = Improvement needed 4 = Unsatisfactory
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Comment Code:

+ = Area of Strength
No Mark = Meets expectations
√ Needs Improvement

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

Areas of strength

5. Makes valuable contributions to class discussions
6. Seeks to help appropriately
7. Engages enthusiastically in learning
8. Consistently demonstrates pride in work.
9. Exhibits intellectual curiosity
10. Thinks critically
11. Works well cooperatively
12. Is well organized

Areas for growth

13. Needs to seek help appropriately
14. Has difficulty working cooperatively
15. Needs to show initiative
16. Needs to participate in class discussion
17. Needs to improve presentation of work
18. Needs to improve organizational skills
19. Has difficulty expressing ideas
20. Resists correction
21. Talks excessively/disrupts instruction
22. Incomplete, late, or missing assignments impact success
23. Low test/quiz scores impact success
24. Absences impact success
25. Need to improve effort

Honor Roll and Citizenship Awards

Honor Roll and Citizenship awards are issued each quarter.

To qualify for the **Honor Roll**:

Students in grades 4-8 must achieve:

- A grade of A or B (no B-) in all academic subjects and a grade of P in pass/non-pass subjects
- A 1 or 2 in both LEARNING SKILLS and BEHAVIORAL EXPECTATIONS

To qualify for the **Citizenship Award**:

Students in grades 4-8 must achieve the following:

- A grade of A, B, or C (no C-) in all academic subjects and a grade of P in

all pass/non-pass subjects

- - A 1 or 2 in both LEARNING SKILLS and BEHAVIORAL EXPECTATIONS

Promotion/Retention

At the end of the school year, students who have satisfactorily completed attendance requirements and grade-level academic requirements and will be promoted to the next grade level.

Students who do not meet minimum grade-level standards may be retained. Additionally, absences in excess of 45 days during the school year may result in retention. The final determination of student promotion or retention rests with the discretion of the teacher and principal.

Dismissal/Withdrawal

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

III. BEHAVIOR AND DISCIPLINE POLICY

A. Introduction

All students are expected to abide by the behavior guidelines established set by classroom teachers and the school administration, as well as additional guidelines outlined in the Parent/Student Handbook. Failure to adhere to these guidelines may result in disciplinary action.

Discipline at St. Timothy School is to be considered an aspect of moral guidance. The purpose of discipline is to promote genuine pupil development, to assist the growth of self-discipline, to provide an atmosphere conducive to learning, and to promote moral and intellectual character.

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

All concerns should first be addressed to the classroom teacher. Unresolved classroom discipline matters will be referred to the principal. Any unresolved discipline matters at the school level may be referred to the pastor.

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

In accordance with the directive from the Archdiocese of San Francisco, St. Timothy School abides by the following clear and contractually binding policy, the Code of Christian Conduct:

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

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

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

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

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.)

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

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

C. Student Behavior Expectations

St. Timothy School students assume personal responsibility for their conduct. Students are expected to act in ways that are respectful of fellow students, staff, parents, visitors, and school property. Students should avoid behavior that is potentially harmful to themselves or others.

St. Timothy students are expected to:

- to comply with the rules of the school
- to pursue the prescribed course of study
- to respect and respond to the authority of the teacher and other school personnel
- to arrive at school on time
- to be alert and responsive to directions
- to be courteous to other students and staff members
- to respect the rights and property of others
- to respect school property

D. Disciplinary Procedures

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

When there is a serious infraction of school rules, the following measures may be taken:

- Conference with students
- Conference with parents
- Assignment of special tasks
- Denial of privileges
- Detention
- Probation
- Suspension
- Dismissal/Expulsion

Probation

A student may be placed on probation for serious misconduct or for continued misconduct after a warning.

Suspension

Students will be suspended for serious misconduct, both on campus or off campus during school related activities, or for continued misconduct after having been placed on

probation.

In-School Suspension: For serious misbehaviors, students may be excluded from class for the day or period of time designated by the principal, while still attending school. Students may also be suspended from school activities.

At-Home Suspension: For more serious behaviors, students may be sent home for the remainder of the school day or be required to stay home for a designated period of time. The student is responsible for completing all class and home assignments.

Expulsion

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

Causes for dismissal/expulsion include, but are not limited to:

- Actions seriously detrimental to the moral, physical, and/or spiritual welfare of other students
- Assault, battery, or any threat, force, or violence directed toward school personnel, students, or other persons on school property or during school activities
- Incurable or disruptive behavior which impedes the progress of the rest of the class
- Repeated profanity or vulgarity
- Habitual or persistent violation of school regulations
- Use, sale, distribution of alcohol, narcotics, marijuana, or any other controlled substance on the school premises or at any school-related activity
- Cheating
- Theft, extortion, or arson
- Willfully defacing or otherwise injuring in any way, property, real or personal, belonging to the school or on school premises
- Use or possession of firearms or other potentially harmful objects or weapons
- Habitual truancy
- Hazing
- Gang-related conduct or activity, including but not limited to symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs
- Violation of the Harassment Policy or Christian Code of Conduct
- Any other action deemed serious enough by the principal.

Final determination of all disciplinary situations rests with the principal and/or pastor and he/she may waive any disciplinary rule for just cause at his/her discretion.

E. Student Harassment Policy

Harassment Policy

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

Student-to-student harassment can take many forms. To the extent that it involves child abuse, as defined by law, the Archdiocesan Child Abuse Policy and Procedures, including the requirement to report the abuse to civil authorities, shall be followed.

Sexual Harassment

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

- Verbal harassment such as epithets, derogatory jokes or remarks, slurs, or unwanted or demeaning sexual comments
- Visual conduct such as leering, derogatory and/or sexually suggestive gestures, or sexually suggestive pictures, objects, cartoons, or posters
- Unwanted or unwelcome physical contact such as assault, unwanted or unlawful touching, deliberate impeding or blocking movements, or interfering with normal study or movement
- Written communication including derogatory, suggestive, or obscene letters, notes, emails, text messages, or chats
- Retaliation for having reported or threatened to report harassment.

Disciplinary Action

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

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

- during, or while going to, or coming from, an athletic activity

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

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

Student's Responsibility

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

Administration's Responsibility

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

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

F. Anti-Bullying – C.A.R.E. Policy

Community Acceptance Respect Empathy

St. Timothy School follows an anti-harassment and anti-bullying policy, known as the C.A.R.E. policy. The policy of Community, Acceptance, Respect, and Empathy was adopted to support our community of acceptance and to foster in students a sense of belonging and enthusiasm for being at our school. The policy applies to students as well as to faculty and adults on our campus, whether employed by the Archdiocese of San Francisco, working here as contractors, or as volunteers.

SCHOOL CREDO

At St. Timothy School, we treat others the way that we want to be treated. We are committed to creating a welcoming environment where students, parents, and staff members demonstrate empathy and respect for others and are inclusive in their social interactions. Here are some examples for which we strive:

- Students understand that “you can’t say you can’t play” and invite others to participate.
- We greet others with good will in the hallways and consistently display good manners.
- Members of the school community appreciate respect all the ways that we are different.
- We ask all members of the school community to maintain a loving partnership, based on the values that Jesus taught us (i.e., kindness, tolerance, acceptance, care, respect, and justice).

At St. Timothy School every person has the right to feel safe and unafraid, physically and emotionally. Any person who bullies or harasses another is denying them that right. This school will not tolerate any action that undermines a person's right to feel safe, and will intervene to stop such behavior. This includes, but is not limited to, physical, verbal, relational, written, sexual, and cyber harassment and/or bullying.

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

IV. HEALTH AND SAFETY POLICY

A. Report of Health Examination for School Entry

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

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

Complete and current emergency information for each student must be on file in the school office. (*Appendix: Universal Medical Information/Emergency Contact Release and Consent Form*) Parents should indicate on the child's emergency card which parent, or other adult, is to be called first for illnesses. Any ill student must be picked up promptly.

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

C. Illness

If a student becomes ill during the school day, a parent or designated adult will be called to pick up the student from school.

Children cannot remain in the classroom or office during recesses because of colds, etc. As such, students who are too ill to play outside should not be sent to school. If a student is feeling ill before school, s/he should be kept home for the day.

Students who have had a fever or who have been physically ill must not return to school until symptom free for 24 hours.

D. Communicable / Reportable Diseases

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

an absence due to a reportable communicable disease.

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

E. Safe Environment Program

St. Timothy School participates in the Archdiocesan-wide child safety programs *Talk About Touching* (grades K-3) and *Shield the Vulnerable* (grades 4-8).



THE ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF THE ARCHBISHOP

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5500

My dear friends,

I am pleased to announce the continuation of the programs listed below for training our children in both parishes and schools on ways to help keep themselves safe.

"*Talking about Touching*", used for pre-K through third grade, is a program written and marketed by Committee on Children. We believe it is the leading experience based program of its kind and have used it successfully since 2008. It is a general safety program, taught in the classroom by our teachers and catechists.

In grades four through twelve, thanks to our friends at ShieldtheVulnerable, a service of LawRoom, Inc., we now offer a different course for each grade level. We ask that these courses be overviewed by the teacher/catechist with the class, then the student takes the course on-line on their own, preferably with the help of their parents. When all have completed the course, the teacher/catechist is asked to provide a closure session, summarizing the major points, and offering an opportunity for questions and comment.

<i>Course</i>	<i>Grade</i>
Safety Smarts for Kids	4
Block the Bully	5
Be Safe, Stay Safe	6
Bullying, Not Cool	7
Digital Citizenship	8
Teen Safety	9
Dating Abuse	10
CyberSafety	11
You're Legal, What Now?	12

We continue to affirm parents as the first educators of their children. All of the programs listed above offer opportunities for parental involvement. Questions or comments about the programs should be forwarded to Deacon John Norris by email at norrisj@sfnarchdiocese.org.

Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in our Lord,

Most Reverend Salvatore J. Cordileone
Archbishop of San Francisco

F. Medical and Dentist Appointments

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

G. Dispensing of Medicine

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

H. Parent Volunteers

Any parent working in the school or around the children in any capacity must have a TB Test and report the results to the school. Additionally, parents are required to submit to a background evaluation and/or fingerprint clearance and complete the online training program "Protect Children" through the website www.shieldthevulnerable.org.

I. Bicycles, Skateboards, Rollerblades, Scooters etc.

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

J. Traffic Patrol

The school traffic patrol is composed of students in the seventh grade class and a faculty moderator. These students are trained for their jobs and stationed at designated areas of

the campus. Students are expected to obey the directions of the patrol officers. Parents are expected to support the efforts of the traffic patrol and follow all school regulations with regard to entering and exiting the school grounds. Courtesy is expected from both students and parents.

K. Driving on School Grounds

All drivers must enter the school grounds via the Norfolk Gate and proceed at less than 5 mph, dropping children off at the curb in front of the school and exiting on 3rd Avenue. The gates will open shortly before 7:45 a.m. and remain open until 10 minutes after dismissal each day. Parents must not enter at the 3rd Avenue gate in the morning or afternoon. It is an exit only. Parents are not to park and/or leave their vehicles at the curb closest to the school on Church St. during drop off or pick up. This is a moving zone only. Parents wishing to park their cars during drop-off or pick up must do so in the lots between the church or gym and 3rd Avenue.

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

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

L. Crisis Plan (Earthquake or Other Emergencies)

In the event of a disaster of any nature, all school children will be moved to a designated safe location and supervised by the teachers and school administration. Parents and guardians will be notified using the Schoolyard Alerts system. It is vital that all parents and guardians be registered with Schoolyard Alerts. (Please see the school website to register.)

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

M. Classroom Visitation

All visitors who enter the school for any reason must proceed to the office and state the

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

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

N. Student Accident Insurance

Insurance is covered in part by the Registration Fee. The following procedures are to be followed:

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

V. GENERAL POLICIES AND PROCEDURES

A. Daily Schedule

Note: Please see *Appendix: St. Timothy School Calendar* for a complete list of school days and holidays for the 2016-2017 school year.

The daily schedule is as follows:

7:58 AM	Ready bell rings
8:00 AM	Morning assembly begins starts
10:25 - 10:40 AM	Morning recess
12:15 - 12:55PM	Lunch recess
2:50 PM	Regular dismissal, Grades K-3
3:05 PM	Regular dismissal, Grades 4-8
1:45 PM	Monday dismissal
12:25 PM	Minimum Day dismissal

Students must not be on the school grounds without a parent prior to **7:45 a.m.** or longer than 10 minutes after dismissal unless supervised by the Extended Care staff. Students who are left at the school prior to 7:45 a.m. or after 3:15 p.m. will be sent to Extended Care, and parents will be billed accordingly.

When arriving at school in the morning, students are to proceed directly to their class line and remain there until the bell rings. **This is not a recess period.** Children should wait quietly.

B. Extended Care

The Extended Care Program intends to answer the needs of working parents by providing safe and dependable childcare. This program is available to our students from 7:00 a.m.- 7:45 a.m. and from dismissal until 6:00 p.m. on days that school is in session, unless otherwise noted in communication from the school. All children must be picked up by 6:00 p.m. from the supervising adult.

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

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

Fees for Extended Care are as follows:

- \$6 per hour for one child
- \$11 per hour for two children
- \$15 per hour for three children
- \$3.25 per hour for each additional child
- \$1 per will be charged per child for every minute after 6:00 p.m.

Families wishing to utilize Extended Care must register their children by signing a 2016-2017 Contract Agreement, completing the Emergency Information form, and paying the annual, non-refundable \$40.00 registration fee. No child may attend until these items are received. Bills will be sent home on Wednesday at the beginning of each month for the prior month's services. Payments are due two days later, on Friday. A late charge of \$30.00 will be added to all delinquent accounts. Failure to pay outstanding Extended Care fees will result in students not being permitted to attend the program. All payments can be made at the school office or at Extended Care.

C. Parental Access to Records

St. Timothy School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office.

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

D. St. Timothy School Parents Organization

All school parents are automatically enrolled as members of the Parents Organization. The active participation of many families enables the Parents Organization to make important contributions to the school and parish year after year.

The purpose of the Parents Organization is to increase the level of parent involvement in the school and to promote unity, communication, a spirit of community, and purpose among school parents. The Parents Organization conducts social and parent-education activities, present suggestions and recommendations on school-related matters as appropriate, supports the faculty and administration, and raises funds for the financial support of the school.

Meetings will be posted on the school calendar. Attendance at the general meetings earns service hours for each family present, equal to the length of the meeting. Actual hours worked in support of Parents Organization-sponsored events also count toward service hours.

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

E. Student Council

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

In order to participate on the Student Council, members must achieve and maintain As, Bs, Cs, or Ps in all subjects and a "1" or "2" in Learning Skills and General Behavioral Expectations each quarter. Failure to meet academic eligibility will result in suspension from Student Council activities for two weeks.

F. Library

The school library is available for the use of all students. The library is available to classes for reading, research, and other activities during school hours. Because the

library collection is designed to serve a variety of age levels, all books may not be appropriate for all ages. Parents are asked to carefully monitor the reading selections of their children. Books must be returned or renewed weekly.

G. High School Shadowing Days

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

H. Books / Supplies / Backpacks

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

It is necessary for all students to bring a backpack to carry their books to and from school. Students may have a backpack with or without wheels. Backpacks with wheels must meet the following:

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

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

I. Lunch

All students must have a lunch every day.

1. **Each student should arrive at school with a healthy lunch every morning.**
2. Mid-day deliveries are discouraged since they are a disruption to the class. Please do not provide your child with fast food lunches.
3. Drinks in glass bottles are not permitted.
4. Students may bring water bottles for recess/lunch, but they cannot be kept on the desks of the students.
5. Please be sure to label all lunch containers, whether bag or box. Students are encouraged to bring reusable containers to reduce waste.

Hot lunch program

The *Choice Lunch* Program is available Tuesday through Friday each week. Parents may pre-order lunches for their children online via the Choice Lunch link on the school website. Lunches are distributed by volunteer parent servers for volunteer service hours.

J. Field Trips

Field trips are an integral part of learning activities. Student behavior expectations apply to all students while on field trips. Only parents will be invited to drive/chaperone on field trips. Parent chaperones must be a minimum of 25 years of age and must complete a LiveScan background check / fingerprint clearance and online training through the website www.shieldthevulnerable.org. A copy of each chaperone's current driver's license and certificate of insurance must be on file in the office. Chaperones are not permitted to bring younger children, smoke, consume alcoholic beverages, or use profanity while on field trips. Students may only be taken to the places designated on the permission slips. No other stops are permitted. Chaperones are not to purchase food, ice cream, candy, or souvenirs for the students under their supervision.

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

K. Birthday Celebrations

Students may come to school in free dress in celebration of their birthday. Parents must consult with the classroom teacher before bringing treats. No pizza parties, sheet cakes, ice cream, goodie bags, or balloon/flower bouquets are permitted. Treats will be given to the class at the end of the school day.

L. Extracurricular Activities

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

M. Community Service - Junior High Level

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

both at school and outside of school. Under the supervision of teachers, community service activities at school include: assisting younger students at recess (6th) and during the lunch period (8th), participating in traffic patrol (7th), and helping with ecology/recycling program (7th). Yard clean-up and set-up for events in the school or gym will also be considered community service. In addition, all junior high students will be required to participate in a minimum number of service hours in the parish or local community, outside of regular in-school service activities. Classroom teachers will discuss the requirements of these hours with students.

N. Outdoor Education

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

O. Gift Giving Program

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

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

P. School Holidays 2016- 2017

Please see *Appendix: St. Timothy School Calendar* for a complete calendar for the 2016-2017 school year.

School holidays for 2016-2017 will be:

September 5	Labor Day
October 10	Columbus Day
November 23-25	Thanksgiving Holiday
December 19- January 2	Christmas Holiday (classes resume on Jan. 4)
January 16	Martin Luther King, Jr. Day
February 3	Archdiocesan Educators' Conference
February 17	Faculty/Staff WCEA/WASC work day
February 20	Presidents' Day Holiday
March 24	Faculty Retreat
April 14	Good Friday
April 17-21	Easter Holiday (classes resume on April 24)
May 26	Spring Holiday
May 29	Memorial Day Holiday

Q. Dress Code

General

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

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

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

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

Violations in hair and dress code may require a parent to pick up his or her child from school. If not in compliance, a School Uniform Report will be given as a reminder. Repeated non-compliance will result in disciplinary action.

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

Hair

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

Clothing

St. Timothy School uniforms are supplied by the Dennis Uniform Company. Uniform items may be purchased online at www.dennisuniform.com or at their store located in Redwood City at 1282 Oddstad Dr.

Below is a list of required and optional uniform items. Full Dress Uniform may be worn any day and will be required on Mass and prayer services days, as well as for school events and other days specified throughout the year. Optional uniform items may be worn on all non full dress uniform required days. Additional requirements, including those for hairstyle, make-up, etc., are outlined in the Parent/Student Handbook.

Girls K-5

Required: *FULL DRESS UNIFORM*

- Dennis Uniform plaid jumper AND/OR Dennis Uniform navy twill pants
- Dennis Uniform white blouse with Peter Pan collar
- Dennis Uniform gray cardigan sweater
- White crew or knee socks or navy, white, or black tights
- White or black tennis/athletic shoes or black Mary Jane style shoes (no color)

Optional:

- Embroidered school sweatshirt (available in the office)
- Dennis Uniform polo shirt with school logo
- Dennis Uniform navy walking shorts
- Dennis Uniform P.E. sweatpants or sweat shorts
- Dennis Uniform hair accessories
- Dennis Uniform navy fleece jacket with logo
- White turtleneck (cold days)

Girls 6-8

Required: *FULL DRESS UNIFORM*

Dennis Uniform navy pleated or box-pleated skirt (no shorter than one inch above the knee) or navy twill pants (no shorts on FULL DRESS DAYS)
Dennis Uniform white polo shirt with school logo
Dennis Uniform gray pullover sweater
White crew or knee socks (plain) or navy, white, or black tights
White or black tennis/athletic shoes (no color)

Optional:

Embroidered school sweatshirt (6th and 7th g-available in the office; 8th graders will design their own in the fall)
Dennis Uniform polo shirt with school logo
Dennis Uniform navy walking shorts
Dennis Uniform P.E. sweatpants or sweat shorts
Dennis Uniform hair accessories
Dennis Uniform navy fleece jacket with logo
White turtleneck (cold days)

Boys K-8

Required: *FULL DRESS UNIFORM*

Dennis Uniform navy wide or thin wale corduroy pants or navy twill pants (no shorts on FULL DRESS days)
Dennis Uniform white polo shirt with school logo
Dennis Uniform gray pullover sweater
Brown or black belt
White crew socks
White or black tennis/athletic shoes (no color)

Optional:

Embroidered school sweatshirt (K-5 blue, 6th-7th - available in the office; 8th graders will design their own in the fall)
Dennis Uniform navy walking shorts
Dennis Uniform polo shirt with school logo
Dennis Uniform P.E. sweatpants or sweat shorts
Dennis Uniform navy fleece jacket with logo
White turtleneck (cold days)

PLEASE NOTE (all students): Undershirts worn beneath uniform tops must be plain white (no color or logos).

Free Dress

Students will be allowed to attend school in non-uniform clothing and non-uniform shoes on certain occasions, including their birthdays. These days will be announced in advance. Students who have birthdays in the summer may request from their teacher as day to wear free dress during the school year.

No midriff tops, off-the-shoulder tops, tank tops, cut-offs, tattered blue jeans, sweatpants, pajamas, sandals, flip flops, platform shoes, or any clothing that is immodest, tight-fitting, or baggy may be worn. No tee shirts with messages may be worn. For safety reasons, dangling/hoop earrings are not permitted. Sports, high school, and college logos are permissible.

These regulations apply to students in all grades. Parents will be notified to bring a change of clothes for students who are not in compliance with the dress code. Repeated non-compliance will result in disciplinary measures.

Uniform Exchange Program

If you would like to exchange, purchase, or donate used uniforms in good condition, please contact the school office.

R. Communication

A school newsletter and related information will be emailed to families each Wednesday. It is the responsibility of parents and guardians to read the entire newsletter, as it contains important information about upcoming events, volunteer opportunities, student recognition, learning opportunities and class events. Occasionally, paper documents, such as forms that require signatures, vendor materials, and sign up sheets, will also be sent home on this day. Parents are responsible for checking their child's backpack for any information.

Parents are welcome to contact the school office with questions or concerns at (650) 342-6567 from 7:45 a.m. – 3:30 p.m. during the school day, or to leave a voicemail message after hours.

S. Photography and Videotaping

Students may be photographed and videotaped during school events throughout the year. These photographs may be used in publications, advertising, brochures, slide

shows, school/marketing videos, and on the website. **Parents who do not want their child to be photographed or videotaped, must submit written notification to the school via the Video Permission and Release Form** (see *Appendix: Video Permission and Release Form*).

T. Attendance / Vacations

Taking children out of school for appointments or vacations while school is in session should be avoided when possible. It is the responsibility of the student and parents to see that work is made up by the time designated by the teacher. Missing, incomplete, and/or late work may affect subject grades as well as learning skills grades.

Absences

Any absence must be communicated:

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

Tardiness

Students should be in line for the morning assembly at 7:58 a.m. Arrivals after 8:00 a.m. will be considered tardy. An excused tardy, for legal attendance purposes, is authorized for medical appointments only. After the third tardy in a quarter, students will be required to serve detention.

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

Truancy

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

U. Mobile Phone Policy

Students are not normally permitted to have mobile phones at school; however, it is recognized that some parents may wish for their child to have a mobile phone for use for after school activities. In order to prevent interruptions and distractions during the school

day, the following guidelines have been established:

- Students may not use mobile phones in the schoolyard before school, during school hours without teacher permission, or at Extended Care.
- All mobile phones must be turned off and placed in a backpack during school hours or at Extended Care. Mobile phones are not to be in the pockets or desks of individuals at any time during the school day or at Extended Care, unless permission is granted by a school or Extended Care staff member for specific use.
- If a student needs to use the phone to call home during the school day or during Extended Care, they may use, with permission, the phone in the school office or the phone in the Extended Care facility.
- Parents should not contact students via mobile phone during the school day. Necessary messages may be left by calling the school office.
- Should a mobile phone not be turned off or should a student use a mobile phone in any way (calling, texting, sending pictures, playing games, etc.) during school hours or during Extended Care without permission, it will be taken and held in the principal's office for pick-up by the parent. On a second offense, the student's phone will be *confiscated and returned on the last day of school*. Failure to adhere to these guidelines will result in disciplinary action.
- Students may use their mobile phones to call their **parents/guardians only**, after school in the schoolyard (not in the building).
- **St. Timothy School will not be liable for lost or stolen mobile phones or other personal electronic devices.**

V. Parent / Guardian Email Communication Policy

St. Timothy School provides email for the purpose of enhancing communication among school staff and parents. The purpose of this policy is to insure successful and productive email communication.

1. If a parent/guardian considers a situation to be urgent, s/he should contact the teacher/staff member by phone, not email. If the school voicemail is reached, a message should be left containing a name, phone number, and brief explanation for the call. The call will be returned as soon as possible.
2. When using email, parents/guardians should objectively state their concerns or provide feedback to teachers and staff.
3. The content of emails regarding a child may be viewed by others.
4. Ideally, concerns about incidents involving a student should be communicated in person or by phone. However, if an email is sent, please check with the teacher to

first understand any related details about the incident. This can alleviate embarrassment and misunderstandings.

5. Parents/guardians are asked to use appropriate and respectful language when writing emails to members of the school staff. Emails containing libelous, defamatory, offensive, racist or obscene remarks, or that use electronic groups or websites to gossip about any school family, child, or staff member will not be permitted or tolerated. This type of behavior is contrary to our school's mission and philosophy, and at the very extreme, may result in legal ramifications.
6. Any concerns about students or staff members should not be communicated to the principal or pastor via email; they should instead be addressed during a scheduled appointment with the principal. If the matter is unresolved with the principal, the matter may be addressed with the pastor.
7. Staff members will respond within two school days to emails. If a more immediate response is required, a phone call should be made to the school office.
8. For privacy reasons, parents/guardians are asked not to email information of a confidential nature to any member of the staff. Confidential information should be shared only during a scheduled appointment or conference.
9. Parents/guardians are asked not to email staff members the following: chain letters, jokes, or any kind of marketing or sales literature.

W. Payment of Money

All money sent to the school is forwarded to the office by the teachers. Payments should be sent in a sealed envelope with the following information on the outside: Last name, first name, grade, amount enclosed and purpose.

X. Lost and Found

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

Parent are asked to check sweatshirts when laundering, as students often mistakenly bring the wrong one home. Items of clothing not claimed after a reasonable period of time will be donated to a local charity. Uniform items will be given to our Uniform Exchange Program.

VI. ATHLETIC PROGRAM

A. Philosophy

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

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

BOYS: baseball, basketball, and track

GIRLS: volleyball, basketball, track, and cheerleading

B. Athletic Committee Responsibilities

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

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

Coaches

1. A team roster will be given to each coach. S/He should check to make sure that all players have a permission slip and a medical emergency form.
2. Practices must be conducted in a safe and orderly manner. Practice/game schedules will be given to parents before each sport begins.
3. At all times, the safety of players must be considered during practices and games.
4. All injuries will be reported immediately to the Athletic Director, school office, and parents.
5. All concerns should first be addressed between the coach and player/parents.
6. See "Grievance Procedures" if the concern is not resolved at the coach/player level.

7. Coaches must notify parents of canceled practices or games.
8. Coaches must comply with Archdiocesan background check and clearance policy.

Faculty Representative

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

C. General Policies

Refreshments Coordinator

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

Parents

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

Membership

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

Cheerleading

Seventh and eighth grades students may participate in the Cheerleading Program. When the number of interested students exceeds the allotted number of positions, priority will be given to the eighth grade girls. The squad cheers at basketball games and may compete in local cheerleading competitions.

Academic Eligibility

All St. Timothy School students who participate in the Sports Program must maintain a grade of C- or higher in all academic subjects and must maintain a "2" or higher in Learning Skills and Behavioral Expectations. Students not meeting academic eligibility at a reporting period (progress report or report card) will be placed on probation until the following reporting period (progress report or report card). During this time, students will be permitted to participate in practices and games, while simultaneously working to increase their grade(s). If at the next reporting period (progress report or report card), a student still does not meet academic eligibility, he or she will meet with the principal to discuss consequences, which may include suspension from practices and games.

The Administration will notify the respective Athletic Director and parent of any students

who have become ineligible. The Athletic Director will contact the coach if a student has been suspended from practices or games.

A student may also be suspended from participation in practices and games for serious misconduct. After two suspensions, a student will be required to leave the team. Final determination for all suspensions and/or discipline-related withdrawals from a team rests with the school administration.

Uniforms

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

Equipment

1. All fees or uniforms from the previous sport must be collected before new uniforms can be issued to each player.
2. The issuing and returning of uniforms should be checked by each coach. Uniforms should be returned cleaned by players, or when returned to the Athletic Director.
3. Equipment such as balls, bats, etc. must be used properly during practices or games.
4. Equipment should only be used in areas designated for its use (i.e. basketballs and volleyballs are to be used only in the gym).
5. Coaches are responsible for any equipment lost during their practices or games at home or away.
6. Any damaged equipment should be returned immediately to the Athletic Director and new equipment should be issued or replaced.

Gym

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

D. Conduct of Coaches, Parents and Athletes

Coaches:

In accordance with our school philosophy, coaches will be expected to follow the Code of Christian Conduct outlined in this handbook. Coaches should apply a "positive" coaching attitude, which simply means that a coach handles his or her team members with patience and understanding, remembering that his or her young players are, in most cases, either at a beginning or intermediate level of playing ability. A coach should reward effort and dedication regardless of ability, since ability often accompanies physical maturity. To the best of the coach's ability, equal attention and consideration must be given to each player. Abusive language and/or name calling will not be tolerated.

During games, fair and honest play is expected, and any decision made by a referee or umpire should be accepted graciously, even if the player disagrees with the call.

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

Parents:

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

Parents must wait until a coach has arrived before leaving their child at a practice or game. Parents must not leave children unattended at games or practices. Every player will receive a roster, practice and game schedules, and field directions.

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

Athletes

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

Discipline

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

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

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

E. Grievance Procedure

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

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

F. Scheduling

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

G. Procedures for Fielding Teams

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

H. Fees

A registration fee is collected from each player for each sport. Fees are used to offset the costs of fielding a team. Fees for boys' baseball and girls' volleyball are collected in the Spring of the preceding school year. All other fees are collected just prior to a sport's respective season. If a parent is unable to meet the cost of the fees, the Athletic Director must be notified.

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

I. Sports Awards

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

Outstanding Student Athlete Award Criteria

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

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

Each student nominee must demonstrate:

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

To be eligible students must maintain have maintained academic eligibility during their 8th grade year.

J. Videotaping of PPSL Games

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

St. Timothy School Parent/Student Handbook
2016-2017

APPENDIX

**UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT
RELEASE AND CONSENT FORM**

School: _____ School Year: _____

Name of Student (Last, First, Middle)

Grade: _____ Teacher Name: _____

Student Address:

Street Apartment

City State Zip

Home Telephone: (____) _____

Siblings at school:

Name Grade Teacher

Name Grade Teacher

Student lives with (check all that apply):

____ Mother

____ Father

____ Guardian(s) (specify): _____

____ **Father's** ____ **Legal Guardian's Information:**

Name (Last, First)

Work Address:

Street City State Zip

Home Address (If Different from child's):

Street City State Zip

Home Phone (If Different from child's): (____) _____ Email address: _____

Work Telephone: (____) _____ Mobile phone: (____) _____

____ **Mother's** ____ **Joint Legal Guardian's Information:**

Name (Last, First)

Work Address:

Street _____ City _____ State _____ Zip _____
Home Address (If Different from child's):

Street _____ City _____ State _____ Zip _____
Home Phone (If Different from child's): (____) _____ Email address: _____

Work Telephone: (____) _____ Mobile Phone: (____) _____

Emergency Contacts:
Name and Address

Telephone Number(s)

1. _____
2. _____
3. _____
4. _____

Student Medical Information:

Primary Physician:

Name

Address Telephone

Emergency Physician:

Name

Address Telephone

Medical Conditions: (e.g., diabetes, epilepsy, heart conditions, etc.)

Disabilities: _____

Allergies: (e.g., hay fever, strawberries, peanuts, etc.) _____

Medications: _____

Allergies to Medications: _____

Medicines to be Self-Administered by the Child: (See Below): _____

Dosage: _____ Frequency: _____

Medicines to be Administered by the School (IF parents/guardians and school both agree that school shall do so; see below):

Dosage: _____ Frequency: _____

DATE: _____

SIGNED: _____

PRINT NAME: _____

RELATIONSHIP TO CHILD: _____

MEDICAL RELEASE AND CONSENT TO TREATMENT OF CHILD

I am a parent or legal guardian of [INSERT NAME OF CHILD] _____, (“my child”) who is a student at St. Timothy School. I have read, understood and **consent** to the following concerning my child:

1. First-Aid/Emergency Treatment: Without limiting other emergency powers that may be provided by law, I authorize school personnel to administer first aid to my child if the school administration deems it necessary and appropriate to preserve the life, limb or well-being of my child. If the school administration believes, in its sole discretion, that a medical necessity exists beyond that which can reasonably be dealt with on school grounds by school personnel, I authorize the school to contact and engage qualified medical personnel and arrange for emergency treatment of my child, including transportation either by school staff or by professional transport for medical, dental, surgical or hospital care or diagnosis, and I **consent** to that treatment for my child. Arrangements for treatment will be made in the following order of priority: 1) The “emergency physician” listed above; 2) the “primary physician” listed above; 3) another physician or health-care professional licensed by the State of California. I understand and agree that I will be financially responsible for any such medical treatment.

2. Medical Supervision/Administration of Medicines: I understand that the school is not legally obligated to store or administer medication for students and will not do so, either on a temporary or ongoing basis, except by special agreement. If I have indicated, by signing this **consent** below, that the school may administer medications to my child, and if the school has agreed to administer medications by signing this **consent** below, I authorize the school to administer the medicines listed on this form, as indicated, but recognize that the school does not thereby undertake any ongoing duty to administer drugs or medicine, or to supervise or participate in any self-medication or medical program or ongoing, routine or non-emergency needs of my child, all of which remain my responsibility. Before any medication is given by the school, I will provide those medications in their original pharmacy containers, with the child’s name and doctor’s instructions on the label, and I will provide a written, signed authorization from a physician, including complete instructions.

3. Release of Student to Qualified Emergency/Medical Personnel and Third Parties: Without limiting other emergency powers as may be allowed by law, in the event of disaster or medical necessity involving the life, limb or well-being of my child in which it is necessary in the opinion of the school administration to transport my child from school property, or if it is necessary to evacuate the school grounds, the school will make a reasonable effort (in view of the nature of the necessity) to first contact a parent or legal guardian. If no parent/legal guardian is available, I authorize the school to release my child into the custody of third parties for the purpose of transporting my child from school grounds and arranging for such care as my child may need, in the following order of priority: 1) the persons listed above as emergency contacts; 2) qualified medical/emergency professionals; 3) another responsible adult.

4. Gathering, Use and Release of Medical Information: Without limiting other emergency powers that may be provided by law, in the event of disaster or medical emergency, I specifically authorize the gathering, use and release to, from, and among the school personnel and to, from and among any medical professionals, of any medical information reasonably necessary to provide emergency medical care and

otherwise ensure the life, limb and well-being of my child, including without limitation, the information contained in this form, until I can reasonably be notified and take custody of my child. **I understand that this information will be requested, gathered and/or released only for the purpose of providing first-aid or emergency medical care necessary in the absence of a parent or legal guardian, or as otherwise allowed by law.**

5. School Athletics: As a condition of participating in school athletics, the school reserves the right to obtain medical information regarding any physical or emotional condition or injury that pertains to my child's ability to participate safely and constructively in school sports, and to require a written medical clearance at any time before my child may participate in, or return to participation in, school sports activities during the school year. This information will be used solely for the purpose of evaluating my child's ability to participate in school sports activities and will not be obtained by or disseminated to any third parties, except the school's coaches, administrators, trainers and athletic staff, and only for these purposes or as otherwise allowed by law

NOTE: ALL MEDICINES TO BE TAKEN ON SCHOOL GROUNDS, WHETHER SELF-ADMINISTERED OR ADMINISTERED BY THE SCHOOL (IF SCHOOL AGREES TO DO SO), MUST BE ARRANGED FOR IN ADVANCE, AND MUST BE PROVIDED IN THEIR ORIGINAL PHARMACY CONTAINER, INCLUDING THE CHILD'S NAME AND DOCTOR'S INSTRUCTIONS.

THE SCHOOL WILL NOT ADMINISTER MEDICINES UNLESS A PHYSICIAN'S WRITTEN AND SIGNED AUTHORIZATION, INCLUDING COMPLETE INSTRUCTIONS, IS ATTACHED TO THIS FORM

In consideration of the arrangement indicated in this **consent**, the undersigned hereby releases and discharges the Archdiocese of San Francisco, its constituent organizations, including but not limited to The Roman Catholic Welfare Corporation, the Department of Catholic Schools and the school, and their respective officers, agents and employees for any and all claims for personal injuries or property damage that I or my child may suffer as a result of this arrangement whether or not such injuries or damages be caused by the negligence (whether active or passive) of any of the entities or individuals named or described above, excepting only injuries or damage resulting from Archdiocese's willful misconduct. I authorize and request the school to administer the above medications to my child on these terms.

Signature of Parent/Legal Guardian

On behalf of the School, I agree to supervise administration of the above medications, consistent with the terms contained herein.

Signature of School Principal

General Terms of Parental Consent

ST. TIMOTHY SCHOOL

SCHOOL TERM: AUGUST 24, 2016 TO JUNE 9, 2017

1. General Terms of Parental Consent:

CONFIDENTIAL MEDICAL OR EDUCATIONAL INFORMATION AS SET FORTH IN THIS FORM WILL BE GATHERED, USED AND DISSEMINATED ONLY BY THE PERSONS AND ONLY FOR THE PURPOSES SET FORTH HEREIN, OR AS OTHERWISE ALLOWED BY LAW.

THIS AUTHORIZATION IS EFFECTIVE ONLY FOR THE SCHOOL YEAR LISTED ABOVE, AND WILL EXPIRE ON JUNE 10, 2017. IT MAY BE REVOKED AT ANY TIME BY A WRITING SIGNED BY THE PARENTS. HOWEVER, IF REVOKED, THE SCHOOL RESERVES THE RIGHT TO SUSPEND OR TERMINATE THE ATTENDANCE OF THE CHILD AT THE SCHOOL.

I AGREE TO AND CONSENT TO THE ACTIONS SET FORTH HEREIN AND HEREBY GRANT AUTHORIZATION OF THE SCHOOL TO OBTAIN AND USE MEDICAL INFORMATION AND RECORDS BY THE PERSONS, FOR THE PURPOSES, AND DURING THE TIME SET FORTH ABOVE.

I UNDERSTAND THAT I HAVE A RIGHT TO RECEIVE A TRUE COPY OF THIS AUTHORIZATION. BY MY SIGNATURE, I ACKNOWLEDGE THAT A TRUE COPY OF THIS AUTHORIZATION HAS BEEN RECEIVED BY ME.

Print Child's Name: _____ Grade: _____

Print Parent's/Legal Guardian's Name: _____

Relationship to child: _____

Signature of Parent/Legal Guardian: _____ Date: _____

St. Timothy School 2016-2017
CHILDREN WITH DISABILITIES RELEASE FORM

1. Children with Disabilities:

I understand that the school is not legally obligated to accept children with disabilities nor does it have the same level of funding for personnel, equipment, and other resources that may be available to private and/or government supported institutions to care for individuals with disabilities. I understand and agree that the School will try, but in fact may fail in its attempt, to adhere to the special needs and circumstances pertaining to my child, and I specifically agree to assume the risk that the school may fail in its attempts to provide proper supervision and/or to prevent classroom/playground bumps, falls, and other incidental contact and/or any related cuts, scrapes, or other things. I also understand that any special accommodations or programs that may be made for my child or other children may be discontinued in the discretion of the School Administration

If I have indicated above that my child has a disability, in consideration of my child's enrollment in the school I authorize the school to perform whatever tasks and to impose whatever conditions the school deems in the best interests and safety of my child, including limitations on activities, or provision of special activities or supervision, and I authorize the school personnel and administration to gather, use and disseminate to other school personnel information concerning my child's disability as is reasonably necessary to further the education of my child and the efficient operation of the school community.

I hereby release and discharge The Roman Catholic Archbishop of San Francisco, a Corporation Sole (Archdiocese) and its constituent organizations, including but not limited to the School, and their officers, agents and employees from any and all claims for personal injuries or property damage that I or my child may suffer while my child is enrolled at the school which arise out of or relate to my child's physical condition and the school's oversight of that condition, whether or not such injuries or damage are caused by the negligence (whether active or passive) of Archdiocese, excepting only such injuries or damage resulting from Archdiocese's willful misconduct.

Print Child's Name: _____ Grade: _____

Print Parent's/Legal Guardian's Name: _____

Relationship to child: _____

Signature of Parent/Legal Guardian: _____ Date: _____

St. Timothy School 2016-2017
SCHOOL COUNSELING RELEASE FORM

1. Psychological and Educational Information:

I understand that counseling services offered through the School, if any, are primarily short-term, temporary services aimed at the more effective education and socialization of my child within the school community, and to provide the means for teachers and the School Administration to serve my child and the school community more effectively. These services may involve the individual participation of my child, or the participation of my child in conjunction with family, teacher(s) and/or the School Administration. I understand that these services are not intended as a substitute for emergency psychological intervention, nor do they take the place of permanent, long-term, or comprehensive psychological counseling, therapy or medication, which are not the responsibility of the School. I acknowledge that it is my sole responsibility to determine whether additional or different services are necessary, and whether to seek them for my child. I hereby give my consent for my child to receive counseling services through the School on these terms.

Because these School Counseling Services are primarily intended to serve my child as a member of the school community, in addition to circumstances otherwise allowed or required by law I authorize the counselor, in his or her discretion, to share any information, diagnosis or recommendation derived from these services, and only such information, with me or another parent or legal guardian of my child, my child's teacher(s), the school principal or other school administrators. Such information will be used only for the purposes of facilitating the education or socialization of my child or of the School community.

Print Child's Name: _____ Grade: _____

Print Parent's/Legal Guardian's Name: _____

Relationship to child: _____

Signature of Parent/Legal Guardian: _____ Date: _____

**Photograph/Video/Film Project/Website/Internet Project
PERMISSION AND RELEASE**

I, _____,
(Name of Parent/Legal Guardian)

hereby authorize

OR

***Please check one of the boxes!**

do not authorize

(Name of Student)

to participate in the making of a project consisting of photograph(s) and/or video/film production and/or internet/website titled www.sttimothyschool.org on or about August 24, 2016 to June 9, 2017.

I understand that St. Timothy School, Archdiocese of San Francisco, shall hereby retain any and all rights in the photographs and/or video/film production and/or internet/website, including but not limited to the rights to reproduce, copy, edit, exhibit, publish, or distribute such photographs(s) and/or video/film and/or internet/website.

NAME OF PARENT/LEGAL GUARDIAN: _____

NAME OF CHILD: _____

(Parent/Legal Guardian Signature)

Date

St. Timothy School Parent/Student Handbook Agreement Form 2016-2017

The St. Timothy School Parent /Student handbook is available **online** at
www.sttimothyschool.org.

Please read and discuss the online handbook with your child/children and return the signed agreement below no later than **Monday, August 29, 2016**. Please notify the school office promptly if you are unable to access the handbook online.

I/We have read and discussed the St. Timothy School Parent/Student Handbook and understand the policies and regulations of St. Timothy School.

I/We agree to comply and support the Administration and Faculty in implementing the policies and regulations herein.

Family Name: _____

Parent Signature: _____ Date: _____

Student Signature(s):

St. Timothy School retains the right to amend the Parent/Student Handbook at any time for just cause. Parents will be given prompt notification if changes are made.

