

Saint Timothy School Handbook and Calendar*

2007-2008

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PHILOSOPHY

Saint Timothy School is a Roman Catholic Christian Educational Community accredited by the Middle States Association of Schools and Colleges in 1987 and again in 1998. Education at Saint Timothy is the total integration of Christian living and academic pursuit to develop the whole child. We are dedicated to the three-fold goals of Catholic Education: *Message, Community, and Service*.

MISSION STATEMENT

We, the Faculty of Saint Timothy School, proclaim the Gospel of Jesus: *Message, Community and Service*. We work to create a Catholic Christian School, one permeated with the Gospel spirit of freedom, love, and responsibility nurtured through prayer and worship. We strive for unity of purpose and faithful conviction from all members of our school community. In our daily encounters with our students, we embody the message of Jesus. We offer our students the guidance necessary to become active participants in that message while affirming their knowledge and understanding of it in their treatment of one another. We encourage our school community to reach out to the broader community in acts of service at home and abroad.

*The calendar printed in this document is tentative. Please refer to the monthly calendar sent home in communication envelopes for updates.

HISTORY OF SAINT TIMOTHY SCHOOL

Saint Timothy Parish, one of sixty-seven parishes established by the Archdiocese of Philadelphia during the thirty-three year leadership of His Eminence Dennis Cardinal Dougherty, came to be on October 16, 1928. The Cardinal appointed Father Thomas Brady to be our first pastor. Two Sisters of Saint Joseph, Sister Mary Clotilda and Sister Rita Mary, were the first faculty who welcomed forty-nine children in September 1929, in a converted delicatessen at Sackett and Marimar (now Barnett) Streets for the first four grades.

The first parish building, a combined church and school, was solemnly blessed by Cardinal Dougherty on Sunday, September 14, 1930. What we now call the A- Building houses first through third grades, our CORA Program, and our Title I Reading Program.

A second building opened in September of 1954. Today, the main office, the library, and grades seven and eight occupy B-Building.

In 1958, due to increased enrollment, another building was planned and in 1960 C- Building opened. Kindergarten, and fourth, fifth, and sixth grades are located in C-Building

In 2004, Saint Timothy School celebrated 75 years of Catholic Education. We look confidently to the future as Saint Timothy continues its mission to spread the Word of Christ to future generations.

SAFETY PROCEDURES

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the main office by means of a written note or e-mail (school@st-tims.org) if your address or home or work phone number has changed. All records will be changed accordingly. Those who have internet access at home or at work should supply e-mail addresses. This information is very important. In the event of an emergency we need current information for your child.

CUSTODY

If a student is in the care of one parent and there are restrictions of which the school should be aware, it is the responsibility of the custodial parent to send in such information. Legal documentation of custody and an active restraining order must be presented to the school if a biological parent is not permitted to pick-up a student or receive information about that student. *Please note that the custodial parent is responsible for providing the non-custodial parent with all school information (copies of report cards, school notices, etc.)* School staff may not take sides in parents' custody disputes. A parent who requests documentation, such as attendance or grade averages should be aware that it is school policy to send duplicate information to the other parent as well.

VISITORS

Visitors are to enter the school through the double glass doors on Hawthorne Street. They are to sign in at the desk there, and sign out when leaving. All visitors must report to the main office for a Visitor's Identification Tag. Parents or other visitors are not permitted to visit classrooms or teachers without permission of the school administrators.

FIRE DRILLS

In accordance with Philadelphia Fire Department regulations, fire drills are conducted regularly to familiarize students with evacuation procedures. Shelter-in Place drills are also conducted periodically in case all students need to be together in one area. Reciprocal agreements exist with local schools should students need to be evacuated. Parents' current phone information is critical.

Tentative September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 <i>Teacher Organization Day</i>	5 <i>Welcome 5th through 8th graders!</i>	6 <i>Welcome 1st through 4th graders!</i>	7 <i>All 1st through 8th graders report today 9:15 Opening Mass Pre-K Parent Mtg. 10:00 AM Library</i>	8
<div style="border: 1px solid black; padding: 5px;"> <p>Days for gym uniforms: A: 1 and 7 C: 2 and 6 B: 3 and 5 D: 4 and 8 W: Kindergarten</p> </div>		<div style="border: 1px solid black; padding: 5px;"> 9/5, 9/6, 9/7 Arrival: 7:55; Dismissal: 12:05 </div>				
9	10A <i>Welcome to our Pre-K students!</i> <i>New Pre-K to 8 students may register today</i>	11B <i>Welcome to our Pre-K students</i> <i>Back-to-School Night: K and Grades 1 to 3; Pre-K families welcome to attend also</i>	12W <i>Welcome to our K students</i> <i>First Religious Ed class meets today</i>	13C <i>Welcome to our K students</i> <i>Back-to-School Night Grades 4 to 8</i>	14D	15
<div style="border: 1px solid black; padding: 5px;"> 12:05 Dismissal for K students only. </div>						
<div style="border: 1px solid black; padding: 5px;"> Lunch supervision begins this week, but children must pack lunch and a beverage. Pre-ordered foods available 9/17 </div>						
16 <i>Catechetical Sunday 11:00AM Mass</i>	17A <i>Market Day orders due</i>	18B 8:30 Mass <i>Gr.6,8 Communication envelopes! Please empty, read, sign, and return every other Tuesday.</i>	19W <i>Prefect Mtg</i>	20C 8:30 Mass <i>Gr.5,7</i>	21D	22
23	24A <i>Election of Homeroom Representatives Gr. 4 to 8</i> <i>Market Day Pick-up</i>	25B 8:30 Mass <i>Gr. 1,2</i> <i>Reconciliation Gr.8 9:15 AM</i>	26W	27C 8:30 Mass <i>Gr.3,4</i>	28 <i>Faculty In-Service: Differentiating and Modifying Instruction No school for children</i>	29
<div style="border: 1px solid black; padding: 5px;"> Scholastic Book Fair this week! Please support our school library and your children's love of reading! </div>						
30						

ADMISSION , APPLICATION, AND REGISTRATION POLICY

Registration takes place in the late winter/early spring. Specific dates are announced in the Parish Bulletin and at www.st-tims.org. Saint Timothy School welcomes all children; however, preference is given to Catholic parishioners. Families who are registered in parishes other than St. Timothy, St. Leo, or St. Bartholomew, will need a letter from their pastor giving permission to register at St. Timothy School. Preschool and kindergarten children may be registered provided the required documents are presented and the age requirements are met. Children in first through eighth grades may apply for available space pending review of academic and conduct records. **The following documents are required at the time of registration for all prospective students:**

- **Copy of the Baptismal certificate, unless the child was baptized at Saint Timothy Parish;**
- **Copy of the state birth certificate; hospital certificate is not sufficient;**
- **Copy of an up-to-date immunization record, including measles, varicella, and rubella (PA Law Act 67-1974).**

AGE REQUIREMENTS

- **Pre-K:** Child must be completely toilet-trained and be three or four years old by September 1st.
- **Kindergarten:** Child must be five years old by September 1st.
- **First Grade:** Child must be six years old by September 1st and have attended kindergarten.

GRADES 1-8 OTHER APPLICATION REQUIREMENTS

- Transfer from the previously attended school must be presented before the child is admitted to St. Timothy School.
- School records, including copies of recent report cards, standardized test scores, I.E.P. reports, social-emotional and behavioral assessments, etc. must be presented at the time of registration for administrative review. Registration will not be completed without school records.
- Please note: Regardless of parish affiliation, students whose records show very low or failing grades, and/or patterns of poor behavior in previous school settings, may be accepted on probation or advised to enroll in a more appropriate setting.

FINANCIAL POLICY

All tuition payments are made by check, money order, or electronic transfer to Tuition Management Systems. Families' financial accounts in all areas, including CARES Program and Lunch Program fees, etc. must be current to receive report cards, transfers, diplomas, etc. (Families who find themselves in an emergency financial situation need to make an appointment to speak with the pastor as soon as it becomes clear that a tuition payment may be missed. Do not wait to ask for help!) See the financial contract for specific information related to current fees, eligibility for parish discounted tuition rates, scholarship information, late payment penalties, etc. The replacement cost of any lost or defaced books or other school property must be borne by the student's family.

Parents should be alert to respond to applications for grants that become available during the school year. BLOCS, Children's Scholarship Fund, the Kremer Foundation, STARS (St. Timothy Alumni), the Connelly and Sullivan Foundations, and our own Home & School may provide assistance to families who meet the criteria imposed by the granting agency.

Tentative October 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1D Days for gym uniforms: A: 1 and 7 C: 2 and 6 B: 3 and 5 D: 4 and 8 W: Kindergarten	2A Reconciliation Grade 7 9:15 AM Communication Envelopes	3W	4B 9:15 Mass in honor of St. Francis	5C OCE visit	6 Blessing of Animals 1:00PM Front of C-Building
7	8D	9A Individual Photos	10W All Curriculum Coordinators Mtg.	11B 8:30 Mass G. 6, 8	12C 8:30 Mass Gr. 5,7	13
14	15D Confirmation Parent Mtg.7:00 Lower Church	16A Reconciliation Grade 3 9:00AM Communication Envelopes	17W Prefect Mtg.	18B 8:30 Mass Gr. 1, 2	19C 8:30 Mass Gr. 3,4	20
Terra Nova Assessment Grades 4 to 8. Please avoid any absences this week!						
21	22D	23A Reconciliation Grade 6 9:15 AM	24W ILA Curriculum Mtgs.	25B Grades 1 to 8 Interim Reports distrib- uted at parent confer- ences between 1:00 and 7:00 PM; 12:05 dis- missal for students	26C Grades 1 to 8 Interim Reports dis- tributed at parent conferences between 7:30 AM and 1:00 PM No school for students	27 Halloween Dance
28	29D	30A Reconciliation Grade 5 9:15 AM Communication Envelopes	31W Math Curricu- lum Mtgs Student Council Dress Down Day	Regular uniforms required beginning Friday 11/2. Please be sure your child has all the necessary items.		

SCHOOL SCHEDULES

FULL DAY:

Morning Arrival: 7:45 A.M.*
Lunch Dismissal: 12:05 P.M.

Afternoon Arrival: 12:55 P.M.*
Dismissal: 2:50 P.M.

HALF DAY:

Morning Arrival: 7:45 A.M.*
Dismissal: 12:05 P.M.

Pre-Kindergarten:

Morning Session: 8:30 to 11:00 A.M.
Afternoon Sessions: 12:00 to 2:30 P.M.

*Children who arrive after 8:00 in the morning or after 1:00 in the afternoon are late.

Adult supervision begins in the schoolyard at 7:45 A.M. (If needed, supervision will be provided earlier only for students who ride an early bus.) Car riders and walkers should not arrive before 7:45 A.M. The CARES Program is available for families who need child care before 7:45 A.M. Children who return from lunch should not arrive before 12:45 P.M.

All Students, including Pre-K children, are expected to be on time for class every day to avoid disruption to the school program.

ARRIVAL AND DISMISSAL PROCEDURES

Please follow safety procedures at all times, but especially at arrival and dismissal times:

- Cars may not be driven into the Hawthorne Street lot at arrival, lunch, or dismissal times regardless of the weather. Cars may not pick-up or drop-off students in the bus zone or in the traffic lane on Hawthorne Street. Parents may not double park on any street surrounding our school; nor may they make u-turns on those streets. For the safety of all our children and staff, parents who persist in unsafe driving practices may be asked to transfer their children to another school.
- All families whose children arrive or depart in cars must use the car loop in the Battersby Street lot. Parents are asked to have the children (with their belongings) ready to leave the car quickly once the car doors are open. Parents who prefer not to use the Battersby Street car loop, must park off-campus and meet their children at the end of the nearest walker line. Parents are asked not to remove children from a line or join the line along the way. Parents are asked to take their children home as quickly as possible and not allow them to play on school or parish property at dismissal time.
- All children must leave school in a line and cross streets at the corner. Encourage children to be alert to danger, to follow the rules, and to respect and obey crossing guards and teachers.



Tentative November 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Days for gym uniforms:</p> <p>A: 1 and 7 C: 2 and 6 B: 3 and 5 D: 4 and 8 W: Kindergarten</p> </div>		1 All Saints Day No school	2 Full day Faculty Meeting No school for children	3
4	5B Market Day orders due	6C 8:30 Mass Gr. 5,7 Reconciliation Grade 4 9:15 AM	7W Religion Curriculum Mtgs.	8D Home & School Curriculum Festival Grades 2, 5, 8, P.E.	9A	10
11	12B 8:30 Mass Gr. 6, 8 Market Day Pick-up	13C Communication Envelopes	14W Science Curriculum Mtgs.	15A Universal High School Visitation Day for 8th graders	16D	17
18	19B Market Day orders due	20C 8:30 Mass Gr. 3,4	21W Thanksgiving Holiday begins with 12:05 dismissal. 9:15 Mass in honor of the Presentation of the Blessed Mother	22	23	24
				<div style="border: 1px solid black; padding: 10px;"> <p>Happy Thanksgiving!</p> </div>		
25	26D	27A Communication Envelopes	28W Prefect Mtg.	29B 8:30 Mass Gr. 1, 2	30C First Trimester ends	
	<div style="border: 1px solid black; padding: 5px;"> <p>Grades 1 to 8 will complete testing for the first trimester this week.</p> </div>					

ATTENDANCE, PUNCTUALITY AND EARLY DISMISSALS

In order for children to learn, they must be present for lessons and classroom activities.

Therefore, excellent attendance and punctuality are required for success in school.

- Children who arrive late for school disrupt their classmates and on-going activities, and are themselves disrupted, often all day.
- In addition, children who frequently leave school early, disrupt the class and miss last minute lesson summaries, directions, and reminders that may be given at dismissal. Doctor and dentist appointments that are not emergencies should be scheduled for the afternoons of half days and during school holidays. When an emergency arises, a parent or guardian must send a written request for an early dismissal, giving the reason for the request. The note will be given to the homeroom teacher, and sent to the main office for an administrator's signature. The child must be picked up and signed out in the main office by the parent or other person designated by the parent. Office staff may ask for identification for the child's safety.
- Vacations should not be taken during the school year. Teachers are not responsible for providing work to students before a vacation. Parents will be responsible to teach concepts children have missed. Students will need to complete important assignments, and must return to school ready to take scheduled quizzes and tests. Please avoid school-time vacations.
- Frequent absence, lateness, and early dismissals are unacceptable. Families must take steps to correct these problems if they occur. Families who receive scholarship monies jeopardize their grant money if their children's attendance record is poor.

ABSENCE DUE TO ILLNESS OR BEREAVEMENT

- When a child is absent due to illness or the death of a family member, he or she must bring an absence note on his or her return to school. Generally, a 3 x 5 index card stating the student's name, grade, room, dates and reason for absence, signed by the parent is preferred. Pre-printed absence notes are available for your use on pages 15 and 17. In the case of the death of a loved one, teachers would appreciate a note explaining what happened, since the child may be upset and need comforting at school. Our counselor will be available most days to help in a crisis situation, if a parent would like the child to speak with someone here at school. Attending the funeral of a close family member does not disqualify a student from receiving a perfect attendance award; however, the absence must still be recorded on the report card.
- Parents of 7th and 8th graders must report their child's absence by calling the school office before 8:30A.M. for a morning/all day absence, or by 1:00 P.M. for an afternoon absence. Please give your child's name, room number, and reason for absence. An absence note is still required upon the student's return.
- **A doctor's note is required if a student misses three or more days at one time. Excessive absences may cause the school to require mandatory attendance at Summer School or to issue a transfer from Saint Timothy School.**

LATENESS PROCEDURE

A child who arrives after 8:00 A.M. for the morning session, or after 1:00 P.M. for the afternoon session is late. He or she must stop at the late desk or the main office for a late slip upon arrival. Parents of children in Kindergarten through third grade will be notified after five late arrivals in one trimester. Children in grades four through eight will serve detention for every lateness after four in one trimester. Parents and guardians are expected to correct punctuality problems, since they affect all the children in the late student's class, as well as the child himself or herself. To encourage improvement, a "fresh start" is given at the beginning of a new trimester.

Tentative December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3D Second Trimester begins	4A	5W Social Studies Curriculum Mtgs. Seventh Grade:De La Salle Presentation	6B 9:15 Mass in honor of St. Nicholas	7C Market Day orders due	8
9	10D	11A Report Cards distributed to all whose accounts are current Communication Envelopes	12W Specials Curriculum Mtg. Suspension from sports begins today for those with failing report card grades	13B 8:30 Mass Gr. 1, 2	14C 8:30 Mass Gr. 3,4 Secret Santa Wkshp Student Council sponsored Dress Down Day Market Day Pick-up	15
Teaching Touching Safety lessons will be taught this week in all grade levels.						
16 Christmas Pageant and Caroling 4 PM	17D	18A Advent Penance Service 1:15 PM Grades 5 to 8	19W Prefect Mtg.	20B Market Day orders due	21 Christmas Holy-days begin with 12:05 dismissal; Faculty-Staff Celebration	22
23	24	25	26	27	28	29
Christmas Peace and Joy!						
30	31					

EMERGENCY SCHOOL CLOSING

Parents must listen to KYW 1060 in order to know when or if St. Timothy School will be closed for the day, or will close early, due to inclement weather or other emergency. Our school will be closed if the announcement is made that “all public and parochial schools in Philadelphia are closed,” or “all parochial schools in Philadelphia are closed.” If it is announced the “city schools are open, but no transportation is provided,” St. Timothy School will open at 8:55, one hour later than our regular opening time. Bus service will not be available on those days, since our buses come from the Philadelphia School District. (KYW also has a web site that you can check.)

When it becomes necessary to close the school for an emergency during the school day, ***your child will be expected to follow the school emergency plan you have already worked out and made clear to him or her, and filed with your child’s home-room teacher.*** Understand that St. Timothy School has no advance information about closings. We listen to the radio to find out what the Office of Catholic Education expects us to do, just as you do. ***Please listen to KYW for the announced closing time. St. Timothy School will close at that announced time. Please do not call the school,*** since we need to keep the lines open for emergencies. If the announced closing time occurs during or after the lunch period, students who normally go home for lunch will be asked to stay home for the day. ***We ask that parents/guardians do not pick up students before the announced closing time.*** This helps prevent further disruptions for the children.

HOME AND SCHOOL COMMUNICATIONS

Research shows that children benefit when administrators, teachers, and parents work together to help children learn at every grade level. Working together implies communication, and there are procedures in place to support the flow of information between home and school settings.

- At the beginning of the school year, parents should make every effort to attend the **Back-to-School Nights** that the school provides. Administrators share visions and goals for the year; teachers present their programs for the children; parents have an opportunity to meet teachers and ask questions.
- **Interim reports** are issued to all students midway in each trimester. These reports alert parents to the child’s progress to date, and allow students who are not working to ability to increase their efforts to avoid low or failing grades on the next report card. Interims also serve the hard-working student who is often relieved to know his or her efforts are leading to success. The first interim is given in October at parent-teacher conferences. Second and third trimester interims are given in January and April.
- Parents and teachers may **conference** with each other throughout the year. Parents should send a note or e-mail to begin the process, and should address their concerns with the teacher(s) involved before contacting an administrator. An administrator will be involved in parent-teacher conferences as needed once the parent and teacher have discussed their concerns.
- An administrator will be involved in any issue that goes beyond the classroom walls as needed. It is very helpful if parents send a note or an e-mail to school so that some investigating can be done before the parent and administrator meet.
- Important information is included in the bi-weekly **communication envelopes** sent home with the youngest child in your family. Envelopes should be emptied, the materials read and responded to as needed, the envelope signed and returned to school as quickly as possible to avoid its loss. Look for communication envelopes every other Tuesday unless Monday is a holiday. Volunteers “stuff” envelopes on Monday afternoons and volunteers are GREATLY appreciated. Please volunteer if you are able.

Tentative January 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1 Happy New Year!</i>	<i>2W Welcome back!</i>	<i>3C</i>	<i>4D</i>	<i>5</i>
<i>6 Rite of Blessing Confirmation Candidates 11:00 Mass</i>	<i>7A Market Day Pick-up</i>	<i>8B 8:30 Mass Gr.1,2 Communication Envelopes</i>	<i>9W ILA Curriculum Mtgs. Possible reinstatement to team activities for students suspended for one failure</i>	<i>10C 8:30 Mass Gr.3,4</i>	<i>11 Teacher In-Service No school for children</i>	<i>12</i>
<i>13</i>	<i>14D</i>	<i>15A</i>	<i>16W Prefect Mtg.</i>	<i>17B 9:15 Mass in honor of St. Anthony of Egypt</i>	<i>18C</i>	<i>19</i>
<i>20</i>	<i>21 Celebrate Dr. Martin Luther King's life and work No school today! Help a neighbor or family member today!</i>	<i>22D</i>	<i>23W Math Curriculum Mtgs. Communication Envelopes</i>	<i>24A</i>	<i>25B 8:30 Mass Gr.6,8 Interim Reports Grades 1 to 8 Parent conferences for Pre-K and K children. No school for Pre-K and K students only Possible reinstatement to team activities</i>	<i>26 St. Timothy Feast Day</i>
<i>27 Open House to celebrate Catholic Schools Week</i>	<i>28C 8:30 Mass Gr.5,7 First Penance Parent Mtg. 7:00 Lower Church Market Day orders due</i>	<i>29D</i>	<i>30W</i>	<i>31 Cardinal's Mass for Teachers No school for students</i>	<i>1 Spirit Day 12:05 dismissal</i>	

ACADEMIC ACHIEVEMENT

St. Timothy School sets high standards of academic achievement, encouraging every child to reach his or her potential. The only component of our school more important than learning to understand and succeed in our complex world, is learning to live the Good News of Jesus' life, death, and Resurrection. Keeping the goal of life-long learning before us, parents, students, teachers, and administrators must be committed to put learning first, before all other activities and pursuits.

ACADEMIC REQUIREMENTS

Every student is expected to participate in all learning activities in school, and work to his or her ability consistently. Children are expected to complete their class assignments as well as homework, both written and study assignments. Regular homework should be expected from Monday through Thursday evenings. Long term projects may require extra time and weekend work. Parents and guardians are asked to provide a quiet time, place, and materials to complete assignments, and are asked to supervise the homework process, but not *do* the homework. Experience suggests that children who go to their own rooms to work do not stay focused if telephones, computer games, TV, etc. are available. Parents are also asked to be sure that extra-curricular activities support rather than interfere with academic work. If or when a child regularly requires excessive parental assistance, the teacher should be made aware of the level of support needed. Parents who frequently hear that no homework is due or no studying is required should communicate with the teacher(s). The following time allotments are considered reasonable for each grade level:

Grades 1-2	Grades 3-4	Grades 5-6	Grades 7-8
15-30 minutes	30-60 minutes	60-90 minutes	90-120 minutes

In order to obtain homework for an absent student, it is necessary to call school by 9:30 A.M. Books and assignments may be picked up in the office at 2:45 P.M. Having a "homework buddy" for your child is very helpful.

INTERIM REPORTS

Interim reports are given to all students in first through eighth grade at the end of October, January, and April. Please check your calendar for exact dates. Interims should be taken seriously. Children who receive Marginally Passing or Not Passing grades are in danger of failing on the report card. Interims alert students and parents to progress made thus far in the report period, and provide students the opportunity to improve their grades before report cards are issued. Parent-teacher conferences are scheduled in October with the first interim report. Don't miss this opportunity to discuss your child's progress with his or her homeroom teacher.

REPORT CARDS

Report cards are issued in the middle of December, March, and June, to first through eighth graders whose families' financial obligations have been met to date. Parents and guardians are asked to review, sign, and return the report cards to school the next day. Both parents and teachers have the right and opportunity to request a personal or telephone conference, and should communicate for the good of the child. The average of the three trimesters' grades in each subject is the grade recorded on the child's permanent record. Preschool and kindergarten children will receive progress reports at the end of January and the middle of June.

ACADEMIC HONORS

Children in fourth through eighth grades are eligible to receive First or Second Honors Certificates with the following criteria:

First Honors: 90 or above in each numerically graded subject and "3" or above in all other areas.

Second Honors: 85 or above in each numerically graded subject and "3" or above in all other areas.

Tentative February 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Spirit Day 12:05 Dismissal	2
3	4A Market Day Pick-up	5B Confirmation Re- flection (A-F) 7:00 PM Library Communication Envelopes	6W Ash Wednesday 10:30 AM Mass	7C	8D	9
Re-registration for current families begins. Please expect a re-registration packet and follow the enclosed directions.						
10	11A	12B Reconciliation Gr. 4 9:15 AM Confirmation Reflection (G-L) 7:00 PM Library	13W Religion Cur- riculum Mtgs.	14C 8:30 Mass Gr.3, 4	15D Stations of the Cross Gr, 7, 8	16
17	18 President's Day No school	19A Reconciliation Gr.3 9:15 AM Confirmation Reflection (M-S) 7:00 PM Library	20W Prefect Mtg. Communication Envelopes	21B 8:30 Mass Gr. 1,2 Home & School Cur- riculum Festival: 6:15 PM Grades 1, 4, 7, Music	22C 8:30 Mass Gr. 5,7 Stations of the Cross Grades 1, 2, 6	23
24	25D Market Day orders due	26A Confirmation Reflection (T-Z) 7:00 PM Library	27W Social Studies Curriculum Mtgs.	28B 8:30 Mass Gr. 6,8	29C	

ACADEMIC ACHIEVEMENT (Continued)

SUPPORTS

Children struggle in school for many reasons. Some may be living through hard times at home. There may be serious illness of a loved one, or difficulties between parents and guardians or older siblings that worry the child and prevent focusing on academics. Some children are immature, or learn more slowly than most. Others have an as yet undiagnosed learning disability. It is the job of teachers, administrators, and parents to offer supports to help children succeed. St. Timothy School has, in addition to many experienced teachers and administrators, the services of two CORA educators, a counselor, and a speech/ language therapist. Educational and psychological evaluations (which cost hundreds of dollars if completed privately) are available at no cost to the family. A Title I Reading teacher is on-site to provide remediation to our younger struggling readers. A school nurse provides health screening at required grade levels, as well as first aid and basic advice to students and parents. Parents and guardians are strongly encouraged to use the services available to their children as needed or when recommended by school staff.

Summer School is available in June and July for remediation, maintenance, and enrichment in Language Arts, Math, and Study Skills. Students who fail any major subject are required to attend Summer School (or private tutoring by a certified teacher) for at least thirty hours per subject. Students who miss more than twenty days of school in an academic year are required to attend summer school, regardless of their report card grades. Students who fail to complete the thirty hour summer school requirement must make up the missed hours, to avoid being placed on academic probation or refused admittance to the next grade level.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Students who fail one major subject on a report card, including Personal/Social Growth and Effort (which failures are indicated by the numeral "1") are suspended from all CYO, school and parish teams (practice, games, celebrations, etc.) for three weeks, a minimum of 14 school days and the weekends in between. Students who fail two or more subjects are suspended from all CYO, school and parish teams (practice, games, celebrations, etc.) until interim reports. Students who seek reinstatement are expected to earn no demerits, no detentions, and no school suspensions during their suspension from the team. There should be no incidents of non-compliance, irresponsibility, disrespect, lack of self-control, off-task behavior, missed or incomplete assignments, lack of participation, inability to work with others, or failing grades on tests and/or quizzes. In fifth through eighth grades where all grade level staff teach the students, the decision to reinstate will result from dialogue among teachers.

RETENTION

Retention in the same grade for another school year is a practice used sparingly and with considerable thought. Retention in the primary grades can give young students a second opportunity to build a stronger foundation for subsequent schoolwork. Students in grades four through eight may be retained if the child's achievement in reading, writing, and math will not allow him or her to accomplish the work of the next grade level. Students who fail in two basic skills areas (reading, writing, or math), even if their final average is passing (70), may not be promoted to the next grade. Parents whose children are struggling in reading, writing, or math should request CORA and/or Title I supports as early as possible in the school year. If and when a teacher advises one of these small group learning environments for a child, parents should allow the child to participate in those classes. If teachers or administrators offer educational and/or psychological testing, parents should take the opportunity to learn what is causing the child's problem, and what supports can be offered at St. Timothy School or elsewhere to help the child succeed and reach his or her potential. The decision to promote or not promote a child is made jointly by school administrators and teachers, as is the decision to recommend another learning environment for the child's well-being and success.

ABSENCE NOTE

NAME _____

GRADE _____ HOMEROOM _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

PARENT/GUARDIAN SIGNATURE

DATE

ABSENCE NOTE

NAME _____

GRADE _____ HOMEROOM _____

DATE(S) OF ABSENCE _____

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DATE

ABSENCE NOTE

NAME _____

GRADE _____ HOMEROOM _____

DATE(S) OF ABSENCE _____

REASON FOR ABSENCE _____

PARENT/GUARDIAN SIGNATURE

DATE

Tentative March 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<i>1 First Penance St. Timothy Parish 10:00 AM</i>
2	<i>3D Market Day Pick-up</i>	<i>4A Reconciliation Grade 4 9:15AM Communication Envelopes</i>	<i>5W</i>	<i>6B</i>	<i>7C Stations of the Cross Grades 3, 4, 5</i>	8
Grades 1 to 8 will complete testing for the second trimester this week.						
9	<i>10D Third Trimester begins</i>	<i>11A Lenten Penance Service Grades 5 to 8 1:15 PM</i>	<i>12W Specials Curriculum Mtg.</i>	<i>13B</i>	<i>14C Station of the Cross: K teachers take classes to walk through stations</i>	15
Terra Nova Assessment Grades 1 to 3. Please avoid any absence this week!						
16	<i>17D Home & School sponsored Dress Down Day</i>	<i>18A Reconciliation Grade 3 9:15 AM Report Cards to all whose accounts are current Suspension from teams begins for those with failing grades Comm Envelopes</i>	<i>19W Easter Holydays begin with 12:05 Dismissal 9:15 Mass in honor of St. Joseph</i>	20	21	22
Easter Peace and Joy to ALL!						
<i>23 Happy Easter!</i>	<i>24 Easter Monday No school</i>	<i>25B Welcome back!</i>	<i>26W Prefect Mtg.</i>	<i>27C</i>	<i>28D</i>	29
30	<i>31A First Communion Parent Mtg. 7:00PM Lower Church Market Day orders due</i>					

CURRICULUM, PROGRAMS, and SERVICES

In accordance with the Archdiocesan Core Curriculum, and depending on the grade level, St. Timothy School provides systematic instruction several times each week, at all grade levels, in Religion, Math, Integrated Language Arts (Reading, Writing, Spelling, Speaking, and Listening), Social Studies, and Science. Specials classes are offered once each week in Technology, Physical Education, Music, Art, and Library. Specials teachers are full time employees who share all the activities and responsibilities of our homeroom teachers. At all grade levels, field trips, assemblies, and special visitors enrich children's learning experiences. We are fortunate to be able to provide such a rich curriculum to our children, one that supports their growth and development in all areas.

SPECIAL CURRICULUM FEATURES

- Our **computer lab** is fully equipped, with an updated and upgraded desktop available for every student. Our computer lab, every classroom, and every office has Internet access. A mobile cart houses 16 laptop computers and is available to all teachers who help students use the computer for research during class time.
- Our **website** (st-tims.org) provides information to current and prospective families. Teachers have links on the site or on their own websites to keep parents and students informed about classroom events or requirements.
- Our **extensive library** is staffed by a full-time librarian and volunteers, and is fully computerized with Internet availability. Library books circulate for two weeks.
- Fifth through eighth grade students who excel in Math are invited to participate in **Accelerated/Honors Math** classes. These small group classes allow children to learn the fifth through eighth grade curriculum in three years, so that eighth grade students may study Algebra I. Some graduating eighth graders are able to test out of Algebra I in high school, allowing them to take an extra year of math (Ex: Calculus) in high school. Other students use the basics learned in our Accelerated/Honors Math classes to gain entrance to an Honors Algebra I course in high school.
- **Full-time teachers in Music, Library, Physical Education, and Technology** provide instruction every week to all our children from kindergarten through eighth grade. Preschool children who are four years old and attend the five-morning program visit the library for story-time each week.

PROGRAMS and SERVICES

- **Little Angels Preschool** serves three and four-year old children in three sessions. Four-year olds meet either Monday through Friday mornings or Monday, Wednesday, or Friday afternoons. Three-year olds meet Tuesday and Thursday afternoons.
- **CORA Services** provided include remedial math and reading classes, speech and language therapy, counseling, and educational and/or psychological testing funded by Pennsylvania State Act 89.
- Federal monies under **Title I** provide remedial reading instruction to our younger students daily.
- **Health Services** are provided in accordance with state regulations. Immunizations are checked, required screenings are completed, first aid is offered as needed, and school health is monitored.
- St. Timothy **CARES Program** provides before and after school care to students in kindergarten through sixth grade.
- The **Home and School Association** offers parents a way to plan extra-curricular activities for our children, and to contribute ideas and resources for program enrichment. Volunteers are appreciated to support Home and School projects, including the bi-weekly "stuffing" of communication envelopes.
- **Student Council** is made up of fourth through eighth graders who are elected by their peers. The purpose of the Student Council is to promote good citizenship, encourage a high standard of scholarship, arouse a spirit of pride within the school, demonstrate the practical application of democracy, and contribute to the general welfare of the school. Student Council officers and representatives are held to a high standard of conduct and achievement.

Tentative April 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1B 8:30 Mass Gr.1,2 <i>Communication Envelopes</i>	2W	3C 8:30 Mass Gr. 3,4	4D	5
6	7A <i>Market Day Pick-up</i>	8B 8:30 Mass Gr.6,8	9W <i>All Curriculum Coordinators Mtg.</i>	10C 8:30 Mass Gr.5,7	11D <i>Possible reinstatement to team activities for one failure.</i>	12
13	14A	15B <i>Communication Envelopes</i>	16W <i>Prefect Mtg. 9:15 School Mass</i>	17C	18D <i>Interim reports distributed to 8th graders. Possible reinstatement to team activities (8th graders only)</i>	19
20	21A	22B	23W	24C <i>Home & School Curriculum Festival Grades Pre-K,K,3,6</i>	25D <i>Interim reports distributed to children in 1st to 7th grade Possible reinstatement to team activities</i>	26 <i>First Communion St. Timothy Parish</i>
	Teaching Touching Safety lessons will be taught in all classes this week.					
27	28A <i>Forty Hours Adoration</i> <i>Market Day orders due</i>	29B <i>Forty Hours Adoration</i> <i>Communication Envelopes</i>	30W			

PROGRAMS AND SERVICES (Continued)

- **Service Club Members** coordinate outreach projects to assist others in the parish and local communities, as well as communities that have been struck by disaster. They serve as leaders for good works in our school.
- **Team Sports** include basketball, cheerleading, swimming, softball, baseball, and track. Students who represent our school in competition are expected to maintain academic grades and show outstanding behavior in all settings. Their parents and coaches are expected to be models of good sportsmanship.
- St. Timothy **Youth Choir** rehearses every Thursday after school and sings for school Masses, Sunday Mass once a month, First Penance and Communion, Confirmation and Graduation. Students who join choir help all of us praise God joyfully together!
- The **God Squad** is a club for third through sixth graders who want to get closer to Jesus through planning and carrying out various activities of interest to the group. In its first year, God Squad students painted the mural of St. Timothy Parish that is displayed at the main entrance on Hawthorne Street. This past year God Squad worked on ways to become peacemakers.
- The **Lunch Program** is available for a fee to students in kindergarten through eighth grade. Since facilities and staff are limited, we ask that only children of working parents use the program. Hot lunch items may be ordered and paid for in advance, or children may carry lunches in brown bags or soft lunchboxes. Juices and spring water are available for sale. Soda will not be sold, and students may not bring carbonated beverages from home for lunch or snack. Students enrolled in the Lunch Program must stay for lunch every day. On the rare occasion that an enrolled student needs to go somewhere else for lunch, parents must provide a written note giving permission and stating where the child will be during lunch. No note, no leaving the building, no exceptions.
- **Stationery** is sold daily from the stationery closet. Children bring an envelope to their homeroom teacher containing payment for the listed items, clearly marked with their name, grade, and room number. Orders will be filled during recess periods, and after school if needed, and students will receive their purchases the following morning in homeroom.

DRESS CODE

Students should wear their uniforms with pride. Shoes should be shined, and clothing items clean and in good repair. In general, uniform items should be purchased from Flynn & O'Hara. Items that are purchased elsewhere should be identical to the items sold by Flynn & O'Hara. No sweatshirts (except gym uniform sweats for kindergarteners) or "hoodies" may be worn in school. Only navy sweaters, cardigans, or vests may be worn for warmth indoors. Uniforms are worn from the first day of school, either the regular "winter" uniform, or the optional spring/fall uniform which may be worn from April 1st through October 31st, as described below. If children wear a t-shirt under their shirts or blouses, the t-shirt must be white with no text or graphics showing through the shirts or blouses. T-shirt sleeves or hems must not extend below the regulation shirt or blouse. At the discretion of the principal, casual dress days will be permitted. Rules restricting make-up, jewelry, etc. are enforced on casual dress days. Modesty demands that the same body parts covered by the uniform are covered on casual dress days. Parents of students who are dressed inappropriately will be asked to bring uniforms to school so that the child may change.

Pre-K children wear comfortable play clothes with sneakers every day and follow all school policies regarding hair, jewelry, etc.

Kindergarten children wear gym uniforms with sneakers every day. Spring/fall uniforms include St. Tim's gold t-shirt with royal blue shorts. For the winter uniform add royal blue sweatpants and sweatshirt.

Tentative May 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Ascension Thursday No School	2 Full Day Faculty Mtg. No school for children	3
4	5C Market Day Pick-up	6D Reconciliation Grade 2,3 9:15 AM	7W	8A Confirmation St. Timothy Parish	9B 8:30 Mass Gr.1,2 No school for sixth grade students. Congratulations!	10
11	12 Faculty Retreat Holy Redeemer No school for children	13C 9:15 Mass in honor of Our Lady of Fatima Communication Envelopes	14W	15D	16A	17
18	19B 8:30 Mass Gr. 6,8	20C 8:30 Mass Gr. 3,4 LAST REGISTRA- TION UNTIL JUNE 25th	21W Prefect Mtg.	22D Last day for 8th grade specials Market Day orders due	23 Memorial Day holiday begins No school	24
Scholastic Book Fair this week. Buy one, get one free!						
25	26 Memorial Day No School	27A Reconciliation Grades 4 to 7 1:15 PM	28W Communication Envelopes	29B	30C 8:30 Mass Gr.5,7	31

**DRESS CODE (Continued)
Grades One through Eight**

<p>BOYS/ Winter</p> <ul style="list-style-type: none"> • Yellow shirt with navy blue tie or yellow turtleneck, tucked in, both with navy blue pullover v-neck sweater or v-neck sweater vest (no buttons). Yellow golf shirts, tucked in, may be worn from April 1st through October 31st (spring and/or fall) with pants (instead of shorts) and oxford-style shoes (instead of sneakers). • Navy blue pants, straight leg, hemmed bottom with a black, brown, or navy blue belt. No baggy pants, jeans, or name labels. • Black oxford-style dress shoes. Oxford-style sneakers that are <u>completely black, including the sole</u>. No logos. • Hair must be neat, clean, combed, and may not touch the collar or hang down over the ears. No fad styles. Hair may not be dyed or bleached. Students will be suspended from school until the natural color is restored. • No earrings, bracelets, or pins. One small religious symbol on a fine chain may be worn at the neck. 	<p>GIRLS/ Winter</p> <ul style="list-style-type: none"> • Green plaid jumper, yellow, round-collared blouse or long-sleeve yellow turtleneck. Jumper length must reach the knee all year long. <u>Hems must be lengthened as needed to reach the knee.</u> • Navy blue knee socks, navy blue or natural tone tights. Stockings with runs are not acceptable, nor are socks worn under stockings. • Blue oxford-style shoes. • Navy blue button-style sweater may be worn for warmth. Pants may <u>not</u> be worn under jumpers in school for warmth. • Hair must be neat, clean, combed, and reasonably styled. No fad styles. Hair must not be dyed or bleached. Students will be suspended from school until natural color is restored. • One pair of post-style earrings may be worn only in the ear lobes. No hoops or dangling styles. One small religious symbol on a fine chain may be worn at the neck. No other jewelry may be worn. No hair bands worn around the neck. • No make-up is permitted. No nail polish, false nails or nail tips. No exceptions. • Optional: jumper and blouse may be replaced by navy blue straight leg pants, (no jeans or cargo pants) with long-sleeved yellow turtleneck and navy pull-over sweater vest or button-style cardigan.
<p>BOYS and GIRLS/ Gym</p> <ul style="list-style-type: none"> • Winter: Royal blue sweatpants and sweatshirt; gold t-shirt. • Spring/fall: Gold t-shirt with royal blue knit or mesh shorts. Shorts must be longer than mid-thigh. • Plain white, black, navy blue sneakers. White crew socks must be worn above the ankle. • T-shirts worn under gym shirts must be plain white, and may not show at the collar or sleeve. 	<p>BOYS and GIRLS/ Optional Spring/Fall</p> <ul style="list-style-type: none"> • Navy blue walking shorts with a black, brown, or navy blue belt. Gym shorts may not be worn in place of walking shorts. Walking shorts may not be worn for gym. • Tucked-in yellow polo shirt. Polo shirt may not be worn for gym. Gold t-shirt must be worn with knit or mesh shorts for gym. • White sneakers (no color or logo), white crew socks worn above the ankle, not hidden by the sneaker.

Notes from home do not excuse being out of uniform. Consequences will be applied to discourage uniform infractions.

Tentative June 2008

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2D Last day for Specials classes Market Day Pick-up	3A	4W Pre-K and K Moving Up Day	5B	6C	7
Gr. 1 through 8 will complete testing for the last report card. Archdiocesan tests in Religion, Math, ILA. Unit tests in other subjects.						
8	9 Clerical Day No school for students	10 Reconciliation for 8th graders	11 Eighth Grade Graduation	12 Academic Awards 9:30 AM Gr. 1 to 4 10:30 AM Gr. 5 to 7	13 Closing Mass 9:00 AM in honor of St. Anthony of Padua Dismissal 10:30 AM	14
Dismissal at 12:05PM 6/10, 6/11, 6/12. Students may wear gym uniforms for cleaning.						
15	16	17	18	19	20	21
School is closed 6/16 through 6/20. The school office will be open Tuesdays, Wednesdays and Thursdays 9:00AM to 1:00 PM beginning June 24th. Messages left at times when the office is closed will be answered on Tuesday, Wednesday, and Thursday mornings. Please be sure to leave your daytime phone number.						
22	23 Final registration for Summer School	24 Summer School begins	25 Registration for new students. Call 215-338-9797 for an appointment.	26	27	28
29	30					

GUIDANCE AND DISCIPLINE

The essence of Christian discipline is self-discipline. The goal of guidance and discipline practice at St. Timothy School is to help children make good choices regarding their behavior in all settings. Ultimately, as children grow, they should require fewer interventions from outside themselves, as they learn to consider the facts, examine the values and morals taught at home and at school, weigh the facts, and finally make appropriate behavioral choices. The behaviors that lead to self-discipline are complex, and take many years to learn. We rely on parents to work with staff to support the school's behavior policies and procedures to help children grow personally, socially, and morally.

EXPECTATIONS FOR PERSONAL AND SOCIAL GROWTH AND BEHAVIOR

Students at all grade levels are expected to be cooperative, responsible, respectful, and self-controlled. They are expected to do what is asked of them when requested, to follow class and school rules, to tell the truth and "own-up" to mistakes, to speak in an appropriate tone of voice with consideration to both adults and peers, to behave appropriately and ask for assistance to manage feelings even when provoked, annoyed, or upset. Violent behavior, any word, look, sign, or act that hurts a person's body, feelings, or property is not tolerated at St. Timothy School.

- **Fighting** is absolutely forbidden. Since our school is a safe place, no student needs to defend himself or herself by fighting here. An adult is always available to assist students who make their needs known. Participating in a fight, or inviting another person to engage in a fight in or out of school, encouraging others to fight, are all grounds for suspension or expulsion.
- By law, a **weapon** shall include, but is not limited to, any knife, cutting instrument, nunchaku, firearm, shotgun, rifle, or any other tool, instrument, or implement capable of inflicting serious bodily injury. No student shall possess, handle, transport, or conceal such a weapon, or any other replica or toy that may be construed as a weapon. A student of any age who violates this policy is subject to suspension or expulsion at the discretion of the administrative staff. If necessary, law enforcement agencies will be contacted and/or psychiatric evaluation required for the student's return to school to be considered.
- The possession or use of any **drugs, alcohol, or tobacco** on school property or at any school-related function off school property, will be cause for immediate suspension or expulsion. Mandatory counseling and/or crisis intervention may be required for the student's reinstatement to be considered.
- **Threats of personal injury, bullying, defamation of character, or harassment** whether done in person, in writing, by "messenger," or through technology, (e-mail, instant messaging, blogs, etc.) will be taken seriously and investigated by the administration immediately. Students involved in these behaviors, including victims who retaliate against bullies, risk suspension, expulsion, and the involvement of law enforcement. Students who are harassed or threatened through the computer should print out the offensive items, bring them to their parents or guardians, who should then inform school administrators. Parents who encourage retaliation against other students may be asked to remove their children from our school.
- The **discipline code of the school extends beyond campus boundaries** any time another student, student's family member, or staff member is affected. For example, students who set up an evening or weekend fight are liable for their actions at school. Off-campus illegal behavior may result in disciplinary action, including dismissal from St. Timothy School. Off-campus behavior that is contrary to Catholic teaching and Gospel values, and/or brings disrepute or embarrassment to our school, or is in any way related to our school community, may lead to disciplinary action, including expulsion.

GUIDANCE AND DISCIPLINE (Continued)

EXPECTATIONS FOR EFFORT AND STUDY SKILLS

Students are expected to be attentive to the task at hand, to listen to and follow directions, and to complete assignments neatly in school and at home. They are expected to learn and use organizational skills, and to develop and use higher order thinking skills as they progress through the elementary school years. Children are expected to participate in class and to work both independently and cooperatively with others as needed.

- **Off-task and/or playful behaviors** in class can be disruptive to learning. Children will be reminded and redirected to more appropriate behaviors when needed. When simple reminders do not work, further consequences will be used to correct behavior.
- **Assignments must be completed** on time, both those given in class and those assigned for homework. When a homework assignment is not completed, teachers may assign its completion to snack time, lunch recess, or after-school detention. If necessary, teachers will have children call home to say they will be staying after school to complete an assignment.
- **Having tests signed by a parent or guardian** is an important part of parent-teacher communication, and helps avoid unpleasant surprises at interim or report card time. Parents need to be aware of tests taken recently and expect to review, sign, and return tests.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR IN PERSONAL/SOCIAL GROWTH OR EFFORT/STUDY SKILLS

- **A demerit** is a notice to the student and parent for a relatively minor infraction. However, when a minor infraction is repeated, it becomes more serious. Five demerits will result in a detention. Demerits accumulate for one trimester only. Every demerit affects the personal/social report card grade, or the effort/study skills report card grade.
- **A detention**, signed by parent and student, may be served before school, at lunch recess, after school, or on Saturday morning at the teacher's or administrator's discretion. When detention is assigned for incomplete work, the assignment must be completed at detention. A detention may be assigned for a single more serious infraction, or for five accumulated demerits. A child who fails to report for a detention will automatically be suspended the following day. Detentions accumulate for one trimester. Four detentions in one trimester will lead to an in-school suspension.
- **A suspension** will last one to three days at the discretion of school administrators. Administrators will also decide whether the suspension will be served in school or out of school. A suspension may be assigned for a single serious infraction or for having accumulated four detentions in one trimester. Three suspensions in one school year may result in probation or expulsion. School administrators reserve the right to refuse re-registration to any student who has earned any suspensions for serious offenses, including, but not limited to bullying, threats, fighting, etc. A parent or guardian must meet with school administrators when a child is suspended.
- **Expulsion** from school for one or more serious offenses, or for many less serious offenses, is a decision made after investigation by the pastor of St. Timothy Parish and its school administrators. Incidents of possession of a weapon or use of a controlled substance will result in expulsion, as will repeated incidents of bullying, threats, fighting, etc.
- Other appropriate consequences may be assigned in addition to or instead of demerits or detentions, including, but not limited to written apology; loss of privileges or extra-curricular activities; parent-student-teacher conference; property replacement; etc.
- **ALL INFRACTIONS AFFECT REPORT CARD GRADES!**

INTERNET ACCEPTABLE-USE POLICY

PURPOSE

- To insure the safety of our students and guard the liability of St. Timothy School and the Archdiocese of Philadelphia.
- To encourage the proper use of computers in education.

GOALS

- To provide electronic tools to develop the ability to synthesize and evaluate information from a variety of sources, and enable students and teachers to work effectively with various communications technologies.
- To encourage critical thinking and problem-solving skills.

RESPONSIBILITIES OF THE USER

- With the right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet may mean that some material found will not meet guidelines set in our AUP Monitoring. Controlling all such material is impossible, but the school will make every effort to insure that only appropriate sites are accessed.

GENERAL GUIDELINES FOR INTERNET USE

- All users are required to take simple Internet training from the computer teacher or his/her designee.
- Use of the stations is limited to those who have a clear need for research, with a teacher's assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is in violation of federal law. The user is responsible to see that does not happen.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail accounts through the school's computers may be restricted.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users may not move, repair, reconfigure, modify or attach external devices to the systems.
- The system operator has the right to monitor all activities.

STUDENT RULES

- For personal safety, students will never post personal information about themselves or other people.
- Students will not access material that is profane or obscene, or that advocates illegal acts, violence or discrimination.
- Students will not plagiarize work they find on the Internet. Plagiarism is taking the ideas or writings of others, and presenting them as if they are one's own.
- Students will not use obscene, profane, vulgar, rude, or threatening language, nor will they harass or annoy others in any way.
- Students will not recklessly or knowingly post false information about persons or organizations.
- Students will not attempt to disrupt computer systems, or destroy data by spreading computer viruses or any other means. These actions are illegal.
- The illegal downloading of copyrighted software for use on the home or school computers is prohibited. Violations may result in loss of Internet access, and disciplinary legal action by the school or other involved parties.
- St. Timothy School/ Archdiocese of Philadelphia reserves the right to amend this policy as needed.
- Violations of these rules will have consequences imposed by school faculty, administration, and, possibly, law enforcement agencies.