Handbook

2017-2018

# A Message from the Principal

*Dear St. Timothy Family,*

*Welcome to St. Timothy Catholic School. It is the common goal of home and school to provide an educational experience that lends itself to growth both academically and spiritually. In order to provide the most positive experience possible, it is necessary to present to you the policies and procedures in this handbook.*

*Please take time to thoroughly read the handbook and become familiar with its content. After*

*reading this handbook, please be sure to complete the attached form and return it to the homeroom teacher of your youngest child.*

*Thank you for choosing St. Timothy Catholic School as partners in your child’s education. These formative years are important, and we look forward to your participation.*

*Sincerely,*

*Ms. Debra Thomas*

*Principal*

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St. Timothy Catholic School will unite with families to extend the mission of our parish to “Stir into Flame the Gift of God”. The school complements the Worship, Community, Outreach and Faith Formation ministries of our parish. We will accommodate children of varied learning styles and economic backgrounds and strive for the excellence of each student’s academic, social, emotional and physical growth deeply rooted in our Catholic faith. Especially through Service Learning, our students will become active and responsible citizens who embrace the teaching and Gospel message of Jesus Christ and His Church put into practice.

PHILOSOPHY

As a school with Jesus Christ as our role model, we are committed to providing our students with a strong Catholic education, and to forming independent thinkers who follow His example. Within the St. Timothy School community, each child is valued as a unique individual and will be given every opportunity to meet his or her potential. This is accomplished by:

* Collaboration among faculty, administration, priests, parents, and students.
* Fostering an atmosphere of mutual respect, communication, and accountability.
* Consistently administering policies and using appropriate reinforcements.
* Using specialized strategies and research-based materials.
* Embracing technology.
* Challenging every student to maximize his or her academic achievements.
* Inspiring high standards for teachers and staff.
* Maintaining a living curriculum through assessment, data analysis, progress monitoring, reflection, and implementation.

VISION

St. Timothy School will be recognized in the Diocese of Covington as a leader in exemplary Catholic education for Kindergarten through 8th grade. This will be achieved through a continuous school improvement plan that includes maintaining high academic standards, embracing 21st century learning, promoting community outreach, and managing enrollment. Above all, St. Timothy School will awaken Catholic values present within each child by living the faith through love of God, self, and others.

**JOIN OUR TEAM!
PLEASE VOLUNTEER**

**VIRTUS**

In compliance with the policies of the Diocese of Covington, the Virtus training directives will be strictly enforced at St. Timothy School. ANYONE volunteering in a classroom or cafeteria, going on a field trip, or having contact with our children in any way must be fully trained and in compliance. Consult the diocesan website, [www.covdio.org](http://www.covdio.org), for all necessary information. You can also contact the St. Timothy School office for guidance.

In a continuing effort to provide a safe environment for our children, the Diocese of Covington has several employee/volunteer mandates in place as part of its Child and Youth Protection program.

To become compliant, go to **Child** & **Youth Protection** on the diocesan website and:

1. Click on **Diocesan Policy.** Read the policy, then print out and fill in the Acceptance Form. Return the form to the school office.
2. Register for a training class at [www.virtus.org](http://www.virtus.org) under “Registration”.
3. Click on **Volunteer Application.** Fill out the form, return it to the school office, and we will process it.

The above forms can also be obtained in the school office.

After completing the above items, you will be required to read a monthly bulletin online and answer a question about what you read in order to stay compliant.

CURRICULUM

A continuing objective of St. Timothy School is to meet the needs of individual students and to provide a learning environment, which is both stimulating and supportive in accordance with Diocesan Curriculum Guidelines.

Spiritual/Religious

In accordance with the philosophy and the goals of St. Timothy School, the PSR Program follows the Diocesan Religious Education Curriculum Guidelines and National Catechetical Directory for Catholics of the United States. All students attending St. Timothy School participate in scheduled classes of catechetical instruction, prayer, and worship at their level so that they may be led to a further knowledge and experience of God.

Prayer

The school day begins and ends with an all school prayer. Immediately after morning announcements, smaller groups assemble in the hallways for a special prayer and/or a decade of the rosary. All school prayer services are held throughout the year.

Weekly Mass

Students attend mass weekly and on special occasions. The regularly scheduled school mass will be Mondays at 8am. On the first Friday of each month, time is set aside for each class to pray in Adoration. The entire school then assembles for Benediction.

**Religion**

We follow the Diocese of Covington guidelines in teaching religion. The textbooks used are in accordance with diocesan policies.

**Standardized Religion Test**

The ACRE (Assessment of Catholic Religious Education) is administered to students in grades 5 and 8 in the second trimester.

**Sacramental Preparation**

The Sacraments of Reconciliation and Eucharist are administered to Catholic students in the second grade. The Sacrament of Confirmation is offered to Catholic students in the eighth grade. Parental involvement in these programs is critical. Informational meetings for parents will be held during these sacramental years. Retreats are held for both second grade and eighth grade students prior to receiving the sacraments. Students in grades 2-8 are given the opportunity to receive the Sacrament of Reconciliation periodically throughout the year.

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*Please note: As per diocesan policy, non-Catholic children in a Catholic school are required to take religion classes with their class. Non-Catholic children may have limited participation in sacramental celebrations and liturgical ceremonies at the discretion of the Pastor/Coordinator of Religious Education.*

**Service Learning/Community Service**

In addition to the religion curriculum, all students in grades K-8 participate in service learning projects and student led community service. We strive to instill our faith through service, just as Christ did. Service learning is part of the foundation of Saint Timothy School. Families are required to complete 20 hours of service a year. Service Learning opportunities are sponsored by the school and by the parish. We require that 10 of the hours be completed in the community. Family Service Learning Monitoring sheets will be sent home quarterly.

Academic

A continuing objective of St. Timothy School is to meet the needs of individual students and to provide a learning environment, which is both stimulating and supportive. Our faculty embraces a team approach to utilize RtI (Response to Intervention) in order to best serve our students.

Subjects Taught

K-8 Religion

K-8 Language Arts- Reading, English, Writing, Spelling

K-8 Math

 \*Accelerated Math Program- Students are placed one grade level above their grade

placement. Participants are in grades 5 through 8.

Criteria for acceptance

SAS composite of 120+ on the CoGat test

1. Achievement Test NP of 92+
2. Teacher recommendation
3. Parent Approval

To remain in the program, the student must maintain an 85% average. Exceptions to this Policy must meet with the principal’s approval.

K-8 Social Studies

K-8 Science

K-8 Foreign Language

K-8 Music

K-8 Physical Education

K-8 Technology/STREAM

K-8 Art

**Grading System**

The school year is divided into trimesters, each lasting approximately 12 weeks. Report cards are issued at the end of each trimester. Academic achievement and conduct are graded using the following:

1= Excellent A= 93-100

2= Good B= 85-92

3= Satisfactory C= 76-84

4= Problem Area D= 70-75

5= Unacceptable F= below

**Academic Groupings**

Kindergarten-grade 3 are self-contained

Grades 4-5 are departmentalized for social studies and science

Grades 6-8 are departmentalized for each subject. Grades 7 & 8 take electives as well.

**Informal Progress Reporting**

Teachers will keep parents informed of student progress especially if the student is not making progress as he or she should. To keep the parent informed, the teacher shall:

1. Contact the parent by phone or note.
2. Send home examples of the student’s work.
3. Request a conference with the parents.
4. Update Sycamore frequently.

Parents are encouraged to contact the teacher if they feel the need to discuss their child’s progress. Parents who wish to meet with the teachers or principal should:

1. Call the school office during school hours 859-384-5100.
2. E-mail the teacher or principal.

**It is not appropriate to call or text the teachers, principal, or staff at home or on their cell/personal phones. Families should not contact the teachers or principal via any forms of social media.** The use of the school email is the best way to communicate with the teachers, principal and staff.

It is recommended that parents first discuss any concerns regarding their child with the teacher involved. If a satisfactory conclusion is not reached after this discussion parents should feel free to discuss the problem with the Principal.

**Formal Progress Reporting**

Grading periods consist of three trimesters, each approximately 12 weeks long. At the end of the first trimester, report cards will be distributed at Parent-Teacher Conferences. After the second and third trimesters, the report cards will be sent home. A parent or teacher can request other conferences at any time. We strongly encourage parents to schedule conferences with teachers if they have any concern.

**Standardized Testing**

Achievement (ITBS) and aptitude tests (CoGat) are administered in grades 3, 4, 5, 6, and 7 in the third trimester. The results of the tests are sent home to the parents when they are available.

Fifth and eighth graders will take a standardized religion test (ACRE) in the second semester of the year.

Eighth graders take the EXPLORE test in September and the High School Placement test at local area Catholic high schools in December.

**Class Trips**

Field trips will be taken according to the discretion of the teachers. A field trip is educational in its purpose and should arise from topics being studied in school. Children who do not attend for one reason or another will remain at home during the time of the field trip. Any child not able to attend because of financial reasons should make this known to the Principal prior to the event. All considerations will be made to provide the child an opportunity to go on the field trip. Since field trips are a school function, uniforms are to be worn. Exceptions to this rule will be made at the discretion of the Principal, (e.g. zoo trip). Students, whose behavior prior to the time of a field trip is such that the teacher(s) are concerned for the welfare and well-being of those attending and the place being visited, may forfeit their opportunity to go on the field trip.

STUDENT RESPONSIBILITIES

**Assignments** must be completed and handed in on time. Grades 1 through 8 have a student plan book that is used to organize assignments. Teachers may require that parents sign their child’s plan book daily. Students in grades 6-8 receive a GIFT (Get it finished tonight) SLIP for missing assignments. If the assignment is turned in the next day, he/she only gets 10 points taken off the grade. If it is not turned in, he/she will not get credit. A student may only receive 3 GIFT slips in a grading period. Any missing assignment after that is an automatic 0, yet students will still be expected to complete it.

**Homework** may consist of studying, reading, and/or written work. Below are suggested time

limits for homework. If your child is consistently taking a greater or lesser amount of time than the guidelines, please contact the teacher.

Kindergarten 10-15 minutes

Grade 1 20 minutes

Grade 2 20-30 minutes

Grades 3/4 40-60 minutes

Grades 5/6 60-90 minutes

Grades 7/8 90-120 minutes

**Communication** between parent and teacher is vital. Students play an important role by seeing that notes between home and school are given to the teacher upon arrival to school or to parents upon arrival home. It is helpful for students and parents to work out after school plans ahead of time to avoid last minute arrangements. Students are usually not permitted to call home for forgotten lunches, homework, PE clothes, etc. This helps to instill a sense of responsibility in the students. **Students may not use cell phones at school or during school functions.**

**Organization** is one key to success. It is the student’s responsibility to take the necessary materials home each afternoon. After 2:30 p.m. students may not reenter the building to get forgotten items. Our teachers help students to learn ways to be organized regularly. Occasionally, a student may need extra help with this.

**Active engagement** in the classroom, at assemblies, and on field trips is another key to success.

Students are expected to pay attention, answer and ask questions, and work hard at all times.

**Respectful behaviors** are expected at all times. These include, but not be limited to:

> Reverence at Mass and during prayer

> Respectful attitude toward adults and classmates

> Appropriate language (no vulgar or abusive language)

> Remaining in “authorized only” areas on the school property

> Respecting school property and property of others

> Appropriate behavior in the restrooms, cafeteria, classroom, and playground.

> Use of hall passes

> Maintaining silence during emergency drill

> Maintaining order in the hallways

> Use of good manners (i.e. saying “please” and “thank you”, table manners, etc.)

> Use of indoor voices while inside

**Cafeteria Responsibilities-** Students should walk to the cafeteria and stand in an orderly manner while waiting to be served. After eating, the student should return the chair to its table position, dispose of all trash from the tray, and place the tray in its proper place for washing. No food may be taken from the cafeteria. All classes will be assigned places to sit in the cafeteria.

**Playground Responsibilities-** Students are to remain in the line of vision of the playground supervisors and in assigned areas (if applicable) during recess. No fighting, rough playing, sliding on ice, throwing of snow balls, etc. will be permitted. For the safety and consideration of all, only those games may be played that are judged suitable by the supervisors. Games are to be stopped when the class is called to return to school. The supervisors are in charge of the discipline on the playground and they shall be respected at all times. Any accidents or behavioral problems occurring during recess will be resolved by the supervisor on duty. Student may not re-enter the building during recess except in case of an emergency with the permission of the supervisor.

**Bus Responsibilities-** The safety of all students while riding the bus is of utmost importance. We expect students to behave and conduct themselves in an orderly manner. Students must follow the rules of their particular bus driver. Discipline procedures will be instituted by the administration in cooperation with the Boone County busing department if necessary.

**Responsibilities Beyond the School Day-** Since students are expected to take home the necessary materials for the evening, they will not be permitted to re-enter the building after 2:30 p.m. unless involved in a school approved activity. Anyone who disrupts school affiliated activities after school hours is subject to disciplinary action by those in authority. If, at any time, in any school sponsored, school related, or non-school related activity a student misbehaves or acts in a manner that would bring public scandal to the school, the student may be subject to disciplinary action by the school.

BEHAVIOR MANAGEMENT

It shall be the policy at St. Timothy School to establish reasonable rules and regulations which will:

* Maintain within the school and on the school property orderly work and recreational situations that will allow learning activities to proceed without undue distraction and interruption
* Help each student grow from dependence on adults for directions and control to self-direction and self-discipline based upon an understanding and practice of the ideals of Christian living
* St. Timothy Students will show RESPECT, be RESPONSIBLE and be SAFE at all times.

**General**

It is the responsibility of the teacher to maintain an atmosphere within the classroom that will be conducive to the learning process and to supervise other playground and building activities in the manner that will promote learning, ensure the health and welfare of all the students, and protect the school facilities. When student behavior that is consistent with this policy cannot be maintained by reasoning, mutual respect, praise/encouragement, or other positive methods, the teacher and/or principal may resort to the use of consequences. These consequences may vary according to the age and grade levels of the students. Student in grades 6-8 may receive write-ups which are recorded in Sycamore. If a student receives 6 write-ups, he/she must serve detention after school the following Wednesday until 3:15 p.m. The student’s family must make arrangements for pick up at this time. The 7th write-up also warrants a detention. An 8th write-up will require an additional detention along with a parent conference to devise a plan for improvement. Any write-up after that within the same trimester could result in suspension and/or expulsion. Reward system for the middle school students includes: homework pass, 1st in lunch line, special food item during lunch.

Reprimands by way of detention, suspension, probation, and expulsion are recognized as valid tools for changing deviant behavior.

**Detention-** Detention is defined as a teacher’s prerogative to keep a student before or after school for behavioral reasons. Detention may also be administered during school time by requiring a child to miss recess time or some other activity.

**Suspension-** Suspension is defined as the temporary removal of a student from school or class until a parent conference can be arranged to resolve the problem.

**Probation-** Probation is defined as a specified period of time (one month) in which a student’s overall behavior will be closely monitored.

**Expulsion-** Expulsion is defined as the permanent removal of a student from school.

While detention is usually related to minor offenses, suspensions, probation, and expulsion are to be enforced in serious offenses or in the case of continued behavioral problems.

**Assault and Harassment-** If a student verbally assaults, physically assaults, or harasses a student or staff member, the parent of the student may be called by the principal and a first warning may be given. If there is a second occurrence, the student will be face with the possibility of the following:

* Suspension until the student’s parent (s) or guardian are interviewed by a member of the administration
* Withdrawal of the student’s right to participate in school activities
* Dismissal from school

In addition to consequences, the student may be required to meet with the school guidance counselor.

**Bullying-** Bullying has four conditions:

* Bullies have unequal power over their targets. They may be bigger, more influential, have group backing, or some other advantage over the target person.
* Bullies intend to harm, humiliate, or embarrass their targets.
* Bullies repeat their bullying behavior.
* Bullies may appear “matter-of-fact” about their attack, while the victims appear rather upset.

A group may participate in actually bullying a victim or a group of bystanders may tolerate the bullying, also supporting the bullying behavior.

Bullying is not always physical. A bully may assemble a group of girls or boys to target a person and systematically humiliate, isolate, or embarrass the victim. In fact, part of bullying is picking a target and then isolating the person by making fun of the person, starting rumors, or other behavior. Often bullies will target a child who is already isolated or not fully accepted by others.

If a student or group of students bullies another student, the parent(s), or guardian(s) of the student(s) doing the bullying may be called by the Principal and a first warning may be given. If there is a second occurrence, the student(s) will be faced with the possibility of the following:

* Suspension until the student’s parent (s) or guardian are interviewed by a member of the administration
* Withdrawal of the student’s right to participate in school activities
* Dismissal from school

In addition to consequences, the student may be required to meet with the school guidance counselor.

**Social Media**

Any student who makes *negative or inappropriate comments about another* via the Internet (a social network or blogging site, etc.) will be held accountable. *St. Timothy School reserves the right to discipline students for off-campus conduct.*

**Internet Acceptable Use**

The internet is an electronic communication network which provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff, and ultimately students, is to provide educational excellence at St. Timothy School by facilitating resource sharing, innovation and communication. Internet access is a privilege and not a right. Students must agree to obey specific standards of online behavior, language, content, and security. Internet access to students will be given by parent permission only. Parents may decline access for their child. Violations of internet rules may result in loss of access privileges and even criminal prosecution in cases of state or federal law violations. Students may not reveal their phone number, address or any other personal information, use profanity or post anonymous messages on the internet. **Both parents and students must sign the Responsible Use Policy and take full responsibility for compliance.**

**Cell Phones and Electronic Games**

Cell phones and electronic games are not to be used at school or during school functions. First offense – the phone or game will be taken and returned at the end of the day or event. Second offense – the phone or game will be taken and returned at the end of the trimester.

**Pregnancy**

In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. If it becomes known that a student is pregnant, and the student wishes to remain or be enrolled in school, a conference will be scheduled to explain the following conditions which must be observed by the student. Attending the conference must be the pastor, principal, guidance counselor, parent(s)/legal guardians(s) and the student.

1. The student may attend school up until the end of the second trimester.

 Appropriate alternative instructions will be recommended at this time.

1. A physician's statement will be required monthly concerning the status of the

pregnancy and the student's physical ability to attend classes or participate in extra­curricular activities.

1. The student and parents/legal guardians must meet on a regular basis with a

professional counselor from Catholic Charities or another agency approved by the Principal. This will be monitored by someone appointed by the Principal.

1. After the birth, a medical release must be submitted in order for the

 student to attend classes.

1. In the event that the counselor and/or physician recommend that the student not

attend classes, a program of appropriate alternative instructions will be recommended by the school.

6. The provisions stated in #3 and #5 shall also apply to a male student

 who has admittedly fathered a child.

The school reserves the right to evaluate attitudes, cooperation, safety, etc. for male or female students as these factors relate to a student remaining at St. Timothy School.

**Damage to School Property**

The school exists for the students. In turn, they are expected to respect the property of St. Timothy School both during and after school hours. Writing on books, desks, walls, damaging ceilings, etc., is prohibited. All floors are to be kept clean of paper, etc. Damaging school property is a very serious offense and will be met with a stern punishment. Violators are subject to suspension with proper restitution.

**Textbooks**

Students are responsible for the care of books. Books are to be covered and carried to and from school in a book bag. Textbooks lost or damaged beyond use are to be replaced at full cost by the student responsible. Students with textbooks damaged but still usable are to be assessed a fine of 1/3 of the replacement cost of the book.

**Chewing Gum**

Chewing gum on school premises is not permitted because of the damage it does to clothes, shoes, furniture, etc., when carelessly discarded.

**Smoking**

Smoking is not permitted. Any student seen smoking or carrying cigarettes during the school day will be subject to disciplinary action by the school.

**Alcohol and Drug Abuse**

The following measures are put into writing so that the actions of the school will be clear to all. In the case of any student found intoxicated with alcohol or under the influence of drugs, and/or any student found in possession of any type of alcohol or any drug, the parents will be called to take the student home. The child will not be readmitted until the parents have taken appropriate action to help the student. The student will also be subject to disciplinary action. If the student is again found intoxicated or under the influence of drugs and/or in the possession of alcohol or drugs, the student may not be readmitted to school until appropriate disciplinary action is taken and stronger measures are taken by the parents to get the help the student needs. Students undergoing a form of rehabilitation will be given whatever consideration and help the school can render. Any student of St. Timothy School supplying alcohol or drugs to other members of the student body while at school or at a school related function will be faced with the possibility of the following:

1. Suspension until the student's parents are interviewed by a member of

 the administration.

1. Withdrawal of student right to participate in school activities.
2. Dismissal from school.
3. Prosecution by the law.

The exact penalties in each case will be determined by the administration. Acceptance for entry of students with substance abuse - Students dismissed from our school or any other school due to drug or alcohol abuse will be considered for re-entry into our school under the following conditions:

1. A student may be accepted after consultation with a professional source and reviewed by a committee appointed by the school administration.
2. The student must be enrolled in a drug rehabilitation program and have progressed to a drug free status.
3. Progress reports from qualified personnel may be requested by the school at any point during the treatment program.
4. The student will be on a period of indefinite probation. The school administrator has the right to dismiss the student based on general behavioral factors and/or the recurrence of substance abuse.

**Possession or Use of Instruments of Harm (Weapons)** - In the case of any student found in the possession of a weapon the parents will be called to take the student home. The child will be faced with the possibility of the following:

1. Suspension until the student's parent(s) are interviewed by a member of the administration.
2. Withdrawal of the student's right to participate in school activities.
3. Dismissal from school.

HOME/SCHOOL CONNECTION

The most effective way for students to succeed in school is to have open lines of

communication between home and school. Parents are encouraged to contact the teacher if they feel the need to discuss their child’s progress or if they have a concern. The Principal, and in rare cases the Parish Education Commission, may be involved to reach a satisfactory conclusion. There are many opportunities for parents, teachers, administrators, and students to connect.

* **Website -** Our school website http://saint-timothy-school.org is useful for current information about our school.
* **Sycamore -**This web-based system is for parents and students to access current information regarding student behavior, attendance, and academic progress. New information is updated regularly.
* **Newsletters -** The Principal will email a weekly newsletter to parents with updated information regarding school. The Principal’s newsletter can also be found on the website. <http://saint-timothy-school.org/>
* All teachers also communicate through classroom newsletters once a week.
* **Parent-teacher Conferences -** These are scheduled at the end of the first trimester, but may be requested at any time by teacher or parent.

**E-mail** – Every faculty and staff member has an email address. Please allow 24 hours for teachers to reply to an email**.**

POLICIES & PROCEDURES

**Admission**

**Non-Discriminatory Policy**

St. Timothy School admits students of any race, color, and national or ethnic origin and does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its policies and programs.

Admission to St. Timothy School is always given to children of parents or guardians, who are registered and considered active (i.e. parents or guardian attend Sunday mass on a regular basis, participate in parish activities, and contribute to the Sunday collection).

When there are too many applicants who are eligible for admission based on the above criteria, admission will be make in the following order.

1. Children already in St. Timothy School whose parents or guardians are members and who have other children in St. Timothy School.
2. Children not in St. Timothy School whose parents or guardians are members of St. Timothy, but have previously sent their children to Saint Paul School (2017-2018 only).
3. Children not in St. Timothy School whose parents or guardians are members of St. Timothy Parish.
4. Children not in St. Timothy School whose parent or guardians are member of St. Timothy and who wish to enroll a child in St. Timothy School for the first time.
5. If classroom space is still available, admission will be given to children whose parents or guardians come under none of the above categories.

**Admission to Kindergarten**

Kindergarten children must be five (5) years of age no later than August 1st following the opening of school.

**Registration**

Registration cards for the next school year are distributed in February and should be completed and returned to the school office promptly. Projected enrollment figures for the following August must be as accurate as possible for budgetary purposes. A **non-refundable** registration fee of $100.00 per child is to be paid at the time of registration. Those children who will enter St. Timothy School for the first time should be registered at this time also.

**Withdrawals**

Parents who are withdrawing students should contact the principal to notify him/her of the date and reason for withdrawal. A copy of the student’s permanent record and health record will be sent to the new school upon request. The original remains at St. Timothy School. This request will be honored if no delinquent school bills exist.

**Tuition and Fees**

Tuition will be charged for every child who attends school.

**Tuition Rates**

The two tuition rates are "Standard ‘Out of Parish’ Tuition" and "Participating ‘In Parish’ Tuition." Standard Tuition at the one-child level closely tracks the actual cost of educating a child at St. Timothy School. Participating Tuition is a rate that is less than Standard Tuition. Participating Tuition recognizes the actual cost of educating children, but is reduced below the actual cost amount as a result of the generous commitments and contributions made to the school by past and current administrators and members of St. Timothy, including school families.

Families in which at least one parent or guardian is Catholic are eligible to pay tuition at the reduced Participating Tuition rate if the family members are active St. Timothy Parish Parishioners.

All other families pay Standard Tuition.

**Parish Membership**

A "parish member" is a family

1. Whose members are registered at the parish as members, and
2. Whose members (including all St. Timothy School students in the family)

 participate in Sunday and Holy Day Mass on a regular basis, and

1. Whose members (including parents and older students) participate in non-

 school parish activities on a regular basis, and

1. Who financially supports the parish on a regular basis.

Normally, to be considered a parish member for a new school year, a family must have met each of these criteria for six months prior to the beginning of the school year. Those who have not met the criteria for six months prior to the beginning of school will not be considered as a parish member until all criteria have been met for at least six months.

For purposes of this definition of "parish member," and to maintain its status as a "parish member," a family is expected to document its Mass attendance, its participation in parish activities, and its financial support both at the beginning of the school year and periodically throughout the school year. Financial support of the parish may be documented by regular use of the parish budget envelope system or electronic giving methods. Mass attendance may be documented by budget envelopes (even those without a contribution) or notes placed in the Sunday collection basket. Volunteer service to the school or the family's parish prior to a school year may be documented by the family as part of the registration process. Periodic documentation throughout the school year may also be required.

Families select the appropriate tuition rate, and agree to its requirements, by use of the St. Timothy School Tuition Rate Agreement form.

**Tuition Discounts**

Families with more than one child enrolled at St. Timothy School are eligible for a multi-child discount from either Standard Tuition or Participating Tuition, as applicable. This is only applicable in K-8.

**Fees**

In addition to tuition, general fees are charged for each student in Kindergarten through Grade 8. The total general fees charged include fees for registration, consumable books, materials and supplies, and technology equipment maintenance and improvements. The registration fee will be collected at registration. The remaining general fees will be paid in the same manner as tuition, as explained below. Fees for field trips and other activities will be charged, billed, and paid separately during the school year. A cafeteria use fee is collected along with the general fees, as explained below.

**Tuition and Fee Payment**

Tuition may be paid in one of two methods:

1. Payment in full prior to the beginning of the school year
2. Automatic bank account withdrawals by the St. Timothy Parish Office over a 10-month period beginning in July and extending through April.

In truly exceptional circumstances that do not allow a family to pay in full or to pay with automatic monthly payments from a bank checking account, a family may be allowed to pay its tuition and fees under a payment plan different from the usual methods described above. For this purpose, "exceptional circumstances" do not include, for example, the family's convenience or desire to pay on a different day of the month or its unwillingness to share bank account information with the parish office. All requests for such a different payment plan must be approved by the St. Timothy Principal. Even if such a request is approved, the family may be required to sign a monthly automatic payment authorization that will be used in the event the family does not make payments in accordance with the agreed alternative payment plan.

**Delinquent Payments**

Sound business practices for both the school and school families require that tuition and fees payments be made when scheduled, and as agreed, and in full.

Any family whose payments are made normally by automatic withdrawal, but whose payments may be delayed or refused by the family’s bank due to insufficient funds or other reason, or whose payments are made normally under a different arrangement, but will not be made timely for any reason, is expected to inform the Principal at least five days in advance of the normal payment date. The family is also expected to cooperate in having the delayed or refused payment made as soon as possible. Any family whose payment is not made timely, and who has not informed the Principal and made arrangements for making the payment, will be contacted by the Principal. At that time, the family must propose a method and a time for making the missed payment as soon as possible. If the family does not cooperate in making a reasonable plan to make the payment in a reasonable time, or does not make payment in accordance with the plan after it is accepted by the family and the Principal, the family will be considered delinquent and subject to the consequences listed below.

* A student whose family’s account is delinquent as to one or more payments will not be permitted to participate in field trips, school-sponsored sports activities, or other school activities such as dances, plays, Olympic Day, eighth grade end of year functions, or other special in-school programs, until any delinquent payment is made in full; and
* If a student’s family’s account is delinquent as to one or more payments, St. Timothy School will not make the student’s records available to the family or to any other party designated by the family until any delinquent payment is made in full; and
* If a student’s family’s account becomes delinquent as to two months’ payments, or if the family is delinquent in its payments two or more times in the course of a school year, the family will be warned that any additional delinquency could cause the student(s) to not be allowed to continue studies at St. Timothy School; and
* If a student’s family’s account becomes delinquent as to three months’ payments, or if the family is delinquent three or more times in the course of a school year, the family’s student(s) will not be allowed to continue studies at St. Timothy School until all delinquent payments are made in full; and
* Any family whose delinquencies cause their child to not be allowed to continue studies at St. Timothy School remains obligated to pay all tuition and fees incurred while the child was a student. No family whose children left St. Timothy School while owing tuition or fees will be allowed to register a child at St. Timothy School in any later year until all prior obligations have been satisfied; and
* All school families must keep their tuition and fees accounts current in each of the
* months February, March, and April. Delinquent accounts in February, March, or April could be cause for suspending or otherwise not processing the delinquent family’s registration for the next school year, or for placing the family on a wait list for the next school year.

**Promotion/Retention**

Students are promoted to the next level on an annual basis. If a student cannot attain satisfactory achievement, a teacher-principal conference may be held with the parents. Parents will be notified of retention consideration. Subsequent progress reports are given to the parent of a frequent basis so that the best possible decision can be made for the welfare of the student. Students failing more than two subjects may not be promoted. In the final analysis, the school has the right to retain students who cannot achieve at the given grade level.

**8th Grade Promotion**

St. Timothy School places eighth grade students to the next year’s class in one of the following manners:

1. Promoted
2. Retained
3. Promoted with reservation- The student is promoted with the condition he/she attends summer school to attain a passing grade in a subject or subjects failed.
4. Placed- Even though a student’s grades warrant retention, the student may continue to the next grade due to a consensus of opinion that nothing positive will come from a retention. The student, however, must attend summer school to attain a passing grade in at least two of the subjects failed.

A closing promotion ceremony is held in late May or early June to mark the successful

completion of 8th grade. The date is set as early as possible and communicated to parents once set. The date may be influenced by bad weather days during the school year. Promotion day consists of a mass in the morning followed by an awards ceremony.

**Attendance**

**Arrival**

The school opens at 7:00 A.M. Students arriving between 7:00 A.M. and 7:20 A.M. are to report to the cafeteria where a supervisor will be present. The bell for assembling will be rung at 7:30 A.M. This will signify the beginning of the school day.

**Tardiness**

Students arriving after 7:30 A.M. must report to the office for an admission slip to enter his/her class. Habitual tardiness will be discussed with the parents and disciplinary action may be taken.

If a student is not at school by 9:30 A.M., then he/she has missed a half-day. If a student arrives a school by the proper time, but leaves before noon, he/she has missed a half-day.

Keep in mind that arriving on time to school is the best way for children to begin the school day. Time to get organized and be part of the morning routine of the classroom helps children start their days off right.

**Dismissal**

The bell for dismissal of students will be rung at 2:15 P.M. All students must leave the building by 2:30 P.M., unless under the supervision of a faculty member.

After 2:30 P.M. students will be escorted to the After School Program and parents will be charged the regular hourly rate.

When Boone County buses are not operating, parents are responsible for providing transportation. The school will notify the parents in advance when possible.

**Absences**

. Parents should notify the school office in case of an absence due to illness. Please email absent@saint-timothy.org before 8am. Please include the child’s name in the subject line and an indication of what is going on with him/her so we can watch for trends of illness.

. State regulations require a written excuse from the parent or guardian for each

absence.

. It is strongly suggested that parents designate a student to pick up the homework when

their child is sick. When calling the office, give the name of the child who is to be responsible for taking care of your child’s homework. The office will inform the teacher and the teacher will have the homework delivered to the designated student. If that is not possible, the homework may be picked up from the “Homework Shelf” located in the school office.

* Only the Principal may grant requests for a student to be **dismissed early.** Parents wishing to have their children excused from school for reasons other than illness should contact the Principal by writing a note stating the time and reason for the dismissal. Such requests for doctor’s appointment, etc., should be made at least one day in advance and should not be sought too frequently.
* St. Timothy strongly discourages students from taking **vacations** during the school year. The school may not give permission for students to do so. It is the parents’ decision. If a parent chooses to do so all work to be made up is the responsibility of the parent and student. Assignments will be given upon the return of the student to class. All school work and tests missed must be made up within one week.
* Students are considered to be in **perfect attendance** if they are present at school from the beginning of the day bell to dismissal bell from the first day of school to the last. Students tardy or leaving during the school day are not eligible for perfect attendance. The only exception is when a student is attending a school sponsored activity away from school grounds during the school day. Students with perfect attendance will be awarded a certificate at the end of the school year.

**Truancy**

Truancy is not permitted. It is defined as a time when the student is away from school when he/she should be there. Truant students will be subject to suspension. A conference with the parents will be required before a student is permitted to return to class.

Students may not leave the school grounds from the time they arrive at school until the time they are dismissed without written permission presented to the school office.

**Dress Code**

School uniforms may be purchased at:

 *Schoolbelles*

*5046 Old Taylor Mill Rd.*

*Taylor Mill, KY 41015*

*859-581-3111*

[*www.schoolbelles.com*](http://www.schoolbelles.com)

Girls’ plaid pieces must be purchased at Schoolbelles. Other uniform items may be purchased at local department stores. School uniform sweatshirts will are ordered online through the school provided link.

**GIRLS**

* Plaid jumper grades K-5; must be no shorter than 2 inches above the knee.
* Plaid skirt for girls grades 6-8; must be no shorter than 2 inches above the knee.
* Gray polo dress grades K-5 must be no shorter than 2 inches above the knee.
* Shirt- white collared knit polo shirt, white blouse, or white banded shirt (available at Schoolbelles); must be tucked in so that the student’s belt or waistband can be seen (banded shirt does not need to be tucked). Long or short sleeve is permitted.
* Pants- grades K-8; dress black twill. No cargo or faded pants.
* Shorts- black uniform may be worn April 15th through October 15th.
* Sweater- White cardigan.
* Tights- white or black/gray tights may be worn.
* Leggings (tight fitting) may be worn under jumper or skirt in winter months only and must be black or gray.
* Hair must be well kept and clean. No distracting extremes in style or color are permitted.
* Small earrings that do not extend below the earlobe are acceptable. No distracting jewelry

 of any kind.

**BOYS**

* Shirt- White/gray knit polo or white Oxford cloth shirt with button down collar, long or short sleeve is permitted. Shirts must be tucked in and the belt or waistband must be visible.
* Pants- Black uniform twill. No cargo or faded pants.
* Shorts- Black uniform twill shorts may be worn April 15th through October 15th.
* Hair must be no longer than the shirt collar length, above the eyebrows in front, and kept neat and clean. No distracting extremes in style or color are permitted.
* Earrings are not permitted for boys.

**ALL STUDENTS**

* Sweatshirts- Uniform sweatshirts with the St. Timothy School logo must be ordered online from the school website or by a school provided link.
* Undergarments- Any undergarment must be completely white and may only be visible at the neckline.
* Socks- Must be visible. White or black socks. No logos or brand names may be visible.
* Shoes- Casual shoes or clean gym shoes are permitted. Tie shoes must be tied at all times. Administration may decide if shoe type is appropriate/ safe to wear to school.
* Make-up- No make-up of any kind is permitted. This includes nail polish.
* Belt- A black or brown belt must be worn if pant have belt loops. The waistband of the uniform bottom must be worn at or near the waist.
* No visible tattoos are permitted.
* Over-sized clothing is not appropriate.
* Nametags must be worn. If nametag is lost, it needs to be replaced by pa rent/guardian at $5.00 per nametag.

**8th Grade Uniform Privilege**

8th graders vote upon a design for their own hoodie to be worn as their uniform sweatshirt. The sweatshirt is printed in September. Parents/guardians are responsible for payment for the sweatshirt. It is optional. If a student chooses to not purchase the 8th grade hoodie, then he/she must wear the regular school uniform sweatshirt.

**Physical Education**

Gym Uniforms must be worn on Wednesday, which is gym day for the entire school. Gym shoes also must be worn. Please contact the school office for a link to order gym uniforms.

**Non-Uniform Days**

Proper discretion must be used in choosing student’s clothing for non-uniform days. Clothing may not have reference to any type of negative message.

* Shorts must be of proper length. An announcement will be made when shorts are permitted.
* Shirts without sleeves are not permitted. No tight fitting shirts or bare midriffs.
* Sleepwear is not permitted.
* Shoes-no clogs, flip-flops, backless sandals, opened toed shoes permitted.
* Jewelry must follow in uniform regulations.

**Spirit Day**

Spirit Day is held the last Friday of every month. On this day students may wear St. Timothy School spirit wear tops with their uniform bottoms.

**Athletics**

**Recreational Teams**

All children wishing to participate on a recreational team will be entitled to placement on a team roster. The sports coordinators will determine the number of players on a team, with the target not more than 10. If need be, a mixed team of children from consecutive grades, will be formed to ensure that all children will be given an opportunity to participate. The sports coordinators will make every attempt to find league space and coaches for all the teams.

If more than one team per grade level is needed, teams are to be selected after at least two open gym practices.

All members of a third through sixth grade recreational team are entitled to play 1/2 of any league basketball game or one set of any league volleyball match. In the case of a player missing practice or misbehaving during practice or a game, the coach may discipline the player by restricting playing time.

Please see the Booster’s By-Laws for more information.

**Sports Eligibility:** In order for any student to participate in a sports activity, it will be necessary for the child to maintain passing grades. Ineligibility for two weeks will take place under any of the following circumstances:

1. The child has a failing average in two subjects midway through the trimester.
2. The child has a failing average in one academic subject on their report card.
3. The child receives a grade of 4 or above in conduct.

The principal or secretary will notify the sports coordinator and coaches of any students not eligible to participate.

A student is not permitted to practice or play in any game during this time. In order to be reinstated in the sports activity following the probationary period, a student must obtain and present to the coach a written evaluation from his/her teacher(s), signed by the principal, attesting to his/her current standing in class. The midpoint date of the trimester or distribution date of the report card will be the effective date of the ineligibility and probation.

**Absence:** If a child misses school due to illness, he/she may not participate in the sport that night.

**Sports Fee:** All students participating on either a recreational or competitive team will be required to pay a fee per sport played.

**Player/Parent Conduct Form:** All students and parents are required to sign a Conduct Form.

SAFETY

**General**

An emergency form will be sent home with each student at Ready, Set, Go Night. On that form is a place to include updated contact information and a place for parents to designate who may pick up their child. A child will only be released to the parent or those named on the authorized pick up form. Person picking up a child must report to the office and sign the child out. No student is ever to be released from the classroom unless the office notifies the teacher. No student is to be released from school on the basis of an invalidated phone call.

**School Visitation**

All doors are kept securely locked at all times. All visitors must enter through the main door upon entering the school, must report to the school office and obtain a Visitors Pass. Appointments with teachers must be made in advance, and no one may go to a classroom before checking into the office. Security cameras are in place for further security.

**Child Custody**

The school office must have current written documentation regarding custody and visitation rights for each child. Unless the office has documentation to the contrary, the school will contact only the custodial parent. Kentucky law provides that “the custodial parent/guardian may determine the child’s upbringing including his/her education.” However, a non-custodial parent may have access to the child’s records under one or more of the following conditions:

1. Access is granted by divorce decree.
2. The custodial parent has given written permission for limited or total access to the child’s records.
3. A court order has been issued granting access of the child’s records to the non­custodial parent.

In the case of joint custody, both parents’ signatures must be on file. All documentation will be kept in the student’s file in the school office.

**Emergency**

In the event of an emergency during the school day, the Principal will initiate the appropriate procedures. All faculty, staff, and volunteers will focus on protecting the students. Should there be a situation that is a potential threat to anyone inside the building, the school will follow the planned procedures to account for all students and ensure their ongoing safety until the police give an “all clear” or direct the classes to evacuate. Lockdown drills are in place as directed by the Boone County Sherrif’s Department and practiced throughout the school year.

Parents should follow these directives:

1. **DO NOT COME TO SCHOOL-** Listen to the Emergency Broadcast system on the radio or TV. Unnecessary traffic and people will slow down the police/fire response and increase the number of emergency personnel needed to aid in the emergency.
2. **DO NOT CALL THE SCHOOL-** When it has been determined that parents may pick up their children, the media will be used to inform you. If possible, the school website, or phone notification system, and email will be used.
3. **PICKING STUDENTS UP-** This will take place at a designated evacuation area and may only occur with a photo ID and signature of the parent or legal guardian. Students will not be released at the site without both of these in place.

**Fire Drills**

Monthly fire drills will be conducted throughout the school year with the cooperation of the Union Fire Department. Students are taught to remain silent throughout the drill and proceed in an orderly fashion so that they can respond to directions, and so that teachers can easily account for all students.

**Tornado/Earthquake Drills**

Tornado and earthquake drills are practiced with planned procedures. In the event of a tornado watch, we will not interrupt the daily routine of school. We will monitor weather reports closely. In the event of a tornado warning, we will proceed to the inside hallway of the school and remain there until the warning is lifted. No child will be released when a tornado or severe thunderstorm warning is in effect, unless the parent or legal guardian comes to pick him/her up from the school. Earthquake drill procedures are also practiced as instructed by local safety officials.

**Inclement Weather**

Emergency school closings or delays will be announced through the use of a Call Command System and on our school website [www.saint-timothy.org](http://www.saint-timothy.org). It is the responsibility of the parents to notify the office of phone or email changes.

Before the bad weather arrives, parents will receive a form to complete that designates how we shall release their child in the event of an early dismissal.

STUDENT SERVICES

**Health Services**

**Screenings**

Health screenings will take place once every school year and will be conducted by trained volunteers. Students in selected grades may be screened in the areas of vision, hearing, and scoliosis. Some students may receive referrals for doctor visits upon completion of the screenings.

Students will be examined for head lice on an as needed basis. If a child is found to have head lice, his school age siblings will be examined. If two or more cases are found in a class, the entire class will be examined. Children found to have head lice will be sent home with information on how to provide treatment. The children may not return to school until they are nit free. Each child will be examined in the school office to make this determination. Parents will be notified if there is more than one case per class.

**Requirements**

Emergency forms will be sent home at the beginning of the school year. Emergency forms must be on file in the school office at all times so that office personnel may act accordingly. A physical examination, including an eye exam, is required by the Diocese of Covington for admission of all new students. The health records from surrounding schools are acceptable if up to date. All children are required to present a valid immunization certificate upon enrollment in school. This certificate will be kept on file and sent home for renewal so that it will be kept current and valid at all times. This is in compliance with the state health code. Medicine may not be given out by teachers. All medicine is to be dispensed from the office under the supervision of the principal and/or secretary.

According to diocesan and state regulations, aspirins (this includes Tylenol, Motrin, etc.), vitamins, antihistamines, or any other medication may not be given to any student, nor may such medication be part of first-aid supplies. (Diocesan Handbook, 5141.1). On occasion, a student may be on medication that must be taken during the school day.

This medication should be brought to the office where the student may come to take it at the prescribed times. Parents must send in a note with the following:

* Parent’s signature (or physician’s)
* Directions for administering (time, frequency, amount, latest possible time to take)
* Parents should also clearly mark the medication with student’s name
* Medicine will be disposed of if not picked up by the last day of school

**Student Injury or Illness**

In case of injury or illness, parents will be called at the judgment of the principal. The child will be dismissed from school only in the company of his/her parent, guardian or another adult as named on the emergency form. Extreme emergencies will be dealt with at the discretion of the principal until parents are reached.

**School Pictures**

School Pictures will be taken twice a year, once in the fall and once in the spring.

**Lunch Program**

St. Timothy School participates in the Federal Lunch Program. Hot lunches are available at a minimum cost. Those who prefer to bring their lunch may purchase a drink. Lunches may be paid in advance through individual accounts. Guidelines are set up by the U.S. Department of Agriculture determines the eligibility of school children for free or reduced-price lunches. Information regarding this will be available in the Ready, Set, Go Night folder at the beginning of the school year. This information is kept confidential.

Parent volunteers are an integral part of the family atmosphere of the school lunch program; therefore, parents are strongly encouraged to volunteer in the cafeteria.

All students must either buy or bring their lunch. No student may go home for lunch. No glass containers are permitted in school. No soft drinks or fast food may be brought to school. Each month parents of students in a designated grade level are invited to eat lunch with their children.

St. Timothy School uses the Lunch Box accounting system. Parents are encouraged to set up a family account online so that payments to the cafeteria can be made in this manner. Parents will be notified when lunch accounts are low.

**Lost and Found**

Students should put names on all personal items. Lost items may be found in "lost and found" box located in the school office. The school cannot be responsible for lost items.

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Please sign and return this portion of the page with your youngest child by Friday, September 1, 2017.

I have read the St. Timothy Catholic School Parent/Student handbook, and I understand

by sending my child to this school he/she is subject to all of the policies contained therein.

Family Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Names:

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Parent Signature (s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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