



# ST. TIMOTHY CATHOLIC SCHOOL

*Living, Learning & Serving in the Light of Christ*

St. Timothy Catholic School  
Parent-Student Handbook  
2019-2020

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 the time to thoroughly read the handbook and become familiar with its content. After reading the Parent-Student 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 so, we look forward to your participation.

Sincerely,

Ms. Debra Thomas  
Principal

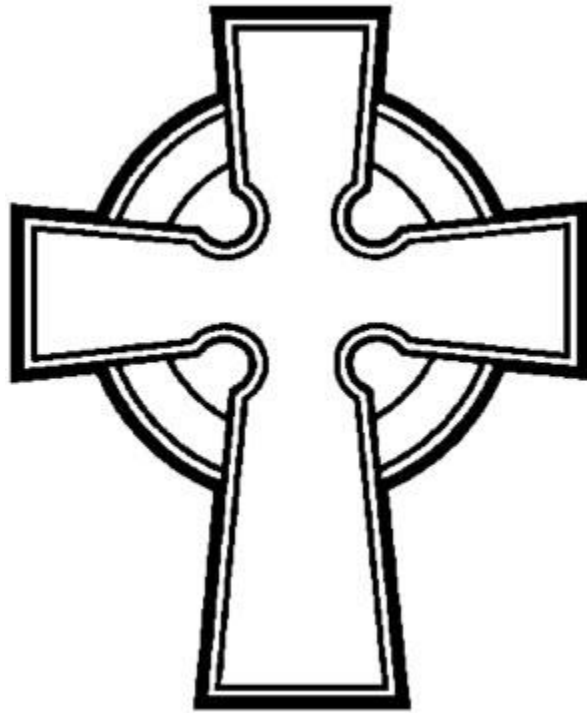


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St. Timothy Catholic School will unite with families to extend the mission of our parish to *Stir into Flame the Gift of God*. The school complements the Worship, Community, Outreach, and Faith Formation ministries of our parish. We will accommodate 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 8<sup>th</sup> grade. This will be achieved through a continuous school improvement plan that includes maintaining high academic standards, embracing 21<sup>st</sup> 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.

## SCHOOL ADVISORY COMMITTEE

Suzanne Collins  
Tony McCormack

Joanna Dierig  
Ryan Voelker

Jerry Daugherty  
Emily Walters

## ADMINISTRATION AND SUPPORT STAFF

Father Rick Bolte	Pastor	<a href="mailto:rbolte@saint-timothy.org">rbolte@saint-timothy.org</a>
Father Britton Hennessey	Parochial Vicar	<a href="mailto:bhennessey@saint-timothy.org">bhennessey@saint-timothy.org</a>
Ms. Debra Thomas	Principal	<a href="mailto:dthomas@saint-timothy.org">dthomas@saint-timothy.org</a>
Mrs. Amy Reed	Office Manager	<a href="mailto:areed@saint-timothy.org">areed@saint-timothy.org</a>
Mrs. Mary Erickson	Speech	<a href="mailto:merickson@saint-timothy.org">merickson@saint-timothy.org</a>
Mrs. Beth Hagen	Cafeteria	<a href="mailto:cafeteria@saint-timothy.org">cafeteria@saint-timothy.org</a>
Mrs. Laura Riggs	Administrative Assistant	<a href="mailto:lriggs@saint-timothy.org">lriggs@saint-timothy.org</a>

SCHOOL CALENDAR 2019-2020



**ST. TIMOTHY**  
CATHOLIC SCHOOL

*Living, Learning & Serving in the Light of Christ*

<b>August</b>	<b>12</b>	<b>Monday</b>	<b>First Day of School</b>
	<b>15</b>	<b>Thursday</b>	<b>No School - Assumption</b>
	22	Thursday	Vision Night 6PM – Elementary School Vision Night 7:30 PM – Middle School
<b>September</b>	<b>2</b>	<b>Monday</b>	<b>No School - Labor Day</b>
	6	Friday	Spirit Day
	<b>20</b>	<b>Friday</b>	<b>No School</b>
	<b>23</b>	<b>Monday</b>	<b>No School</b>
<b>October</b>	4	Friday	Spirit Day
<b>November</b>	<b>1</b>	<b>Friday</b>	<b>No School - All Saints Day</b>
	8	Friday	Spirit Day
	26	Tuesday	Parent/Teacher Conferences <b>School Dismissal at 11:00 (No Bus Service)</b>
	<b>27</b>	<b>Wednesday</b>	<b>No School – Thanksgiving Break</b>
	<b>28</b>	<b>Thursday</b>	<b>No School - Thanksgiving Break</b>
	<b>29</b>	<b>Friday</b>	<b>No School – Thanksgiving Break</b>
<b>December</b>	6	Friday	Spirit Day
	<b>9</b>	<b>Monday</b>	<b>No School – Immaculate Conception</b>
	<b>20</b>	<b>Friday</b>	<b>Early Dismissal – 11:00 (No Bus Service)</b> <b>Christmas Break begins and ends January 5<sup>th</sup></b>
<b>January</b>	6	Monday	School Resumes
	<b>20</b>	<b>Monday</b>	<b>No School – MLK Day</b>
	26	Sunday	Catholics School Week begins New Student Open House Registration 1:00-4:00PM
<b>February</b>	<b>17</b>	<b>Monday</b>	<b>No School - President’s Day</b>
	21	Friday	Spirit Day
<b>March</b>	6	Friday	Spirit Day
<b>April</b>	3	Friday	Spirit Day
	<b>8</b>	<b>Wednesday</b>	<b>Early Dismissal - 11:00 (No Bus Service)</b> <b>Holy Thursday, Good Friday</b> <b>Spring Break begins and ends April 19<sup>th</sup></b>
	20	Monday	School Resumes
<b>May</b>	1	Friday	Spirit Day
	<b>22</b>	<b>Friday</b>	<b>Last Day of School</b>

\*\*\* DATES AND TIMES ARE SUBJECT TO CHANGE



## MATTHEW 18 PRINCIPLE

St. Timothy parents agree to demonstrate their support and cooperation by: (1) trusting St. Timothy faculty and administration with academic and disciplinary actions; (2) refrain from unproductive talk and gossip regarding administrative decisions, policies and procedures; and (3) practicing the Matthew 18 principle when resolving conflicts. When you go to the person(s) directly involved in the situation, problem or misunderstanding, you can generally solve most of the problems. Administration should be brought into the issue only after the parents, students, and teachers have discussed the situation.

**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.**

## 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

Religion classes are conducted for all students enrolled at St. Timothy. In accordance with the philosophy of our school, and the PSR program, we follow the *Diocesan Religious Education Curriculum Guidelines* and the *National Catechetical Directory for Catholics of the United States*.

## PRAYER

The school day begins in the classroom with the Our Father.

## WEEKLY MASS

Students attend Mass every Wednesday and on special occasions. On the first Friday of every month, time is set aside for each class to attend Mass and pray in Adoration.

## RELIGION

We follow the Diocese of Covington guidelines in teaching religion. 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 the 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.

*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.*

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## 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.

**Student** service standards are as follows:

- Grades K-3 are encouraged to participate in parish and community service.
- 4/5<sup>th</sup> are required to complete 10 hours (5 in-parish, 5 community).
- 6/7<sup>th</sup> are required to complete 15 hours (7.5 in-parish, 7.5 community).
- 8<sup>th</sup> grade is required to complete 20 hours indicated in Confirmation requirements. Please contact Carol Lense with any questions.

**Family** service standards (required for anyone receiving in-parish tuition) are as follows:

- Required to complete 10 hours
- Can be served by mom, dad, uncle, sister, grandma, grandpa, etc.
- Opportunities include, but are certainly not limited to:
  - Fish fry
  - Oktoberfest
  - Fall Fling
  - Night at the Races
  - Cafeteria duty
  - Breakfast Club
  - Walkathon
  - Catholic Schools Week

All details regarding service hour completion and reporting will be outlined in the folder provided at Ready! Set! Go! night.

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## 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.

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## ASSESSMENTS

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### MAP

*Measures of Academic Progress* (MAP) is a computerized, adaptive assessment program that provides St. Timothy teachers with the information they need to improve teaching and learning and make student-focused, data-driven decisions. Students in grades K through 8<sup>th</sup> will take MAP in the areas of reading, mathematics and language usage, both at the beginning and end of the school year.

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### FIELD 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. 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.

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## HOMEWORK

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.

- 1<sup>st</sup> 10 minutes
- 2<sup>nd</sup> 20 minutes
- 3<sup>rd</sup> 30 minutes
- 4<sup>th</sup> 40 minutes
- 5<sup>th</sup> 50 minutes
- 6<sup>th</sup> 60 minutes
- 7<sup>th</sup> 70 minutes
- 8<sup>th</sup> 80 minutes

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## 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.

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## ORGANIZATION

Organization will be explicitly taught and modeled at the start of the 2019-20 school year. Students will utilize a school-wide binder system that progressively prepares students for high school by grade 8.

It is the student's responsibility to take the necessary materials home each afternoon. **After 2:45 p.m., students may not re-enter the building to get forgotten items.**

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## REPORT CARDS

Grading periods consist of three trimesters, each approximately 12 weeks long. A hard copy of the report card will be given out at parent-teacher conferences trimester one, and sent home with your student trimesters two and three. Report cards are also available on Sycamore one week after the end of each trimester.

## SUBJECTS TAUGHT

K-8 Religion

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

K-8 Math

K-8 Social Studies

K-8 Science

6-8 Foreign Language

K-8 Music

K-8 Physical Education

K-8 Technology/STREAM

K-8 Art

## INTERVENTION

St. Timothy aspires to meet the needs of all students, including those with learning disabilities and difficulties. It is our goal to enable students to take ownership of their own learning and promote self-advocacy.

Who do we service? Currently, students with a diagnosed learning disability, autism, ADHD, ADHD – inattentive, speech-language and other health impairments. The learning and/or physical disabilities of these students has been fully documented and evaluated by the appropriate professionals. This documentation provides a clear picture of a student’s strengths and areas or growth and will facilitate the development of an alternative learning plan.

There may be circumstances where limited resources prohibit us from being the best choice for a student with special needs. In addition, St. Timothy cannot accommodate disabilities that significantly impair the learning environment for other students or teachers. Therefore, the principal will determine, on a case-by-case basis, if the student will be granted enrollment.

## SPECIALS

Mrs. Ann Merkley	Physical Education	<a href="mailto:amerkley@saint-timothy.org">amerkley@saint-timothy.org</a>
Ms. Hannah Schomaker	Art & STREAM	<a href="mailto:hschomaker@saint-timothy.org">hschomaker@saint-timothy.org</a>
Mrs. Vanessa Moorman	Thunder Ignite	<a href="mailto:vmoorman@saint-timothy.org">vmoorman@saint-timothy.org</a>
Ms. Sydney Patrick	Music	<a href="mailto:spatrick@saint-timothy.org">spatrick@saint-timothy.org</a>
Mrs. Kelly Pendergest	Technology	<a href="mailto:kpendergest@saint-timothy.org">kpendergest@saint-timothy.org</a>

## GRADES K-3

### STAFF

Mrs. Molly Kelly	Kindergarten	<a href="mailto:mkelly@saint-timothy.org">mkelly@saint-timothy.org</a>
Mrs. Teri Schout	Kindergarten	<a href="mailto:tschout@saint-timothy.org">tschout@saint-timothy.org</a>
Mrs. Shelby Hinkel	1 <sup>st</sup> Grade	<a href="mailto:shinkel@saint-timothy.org">shinkel@saint-timothy.org</a>
Mrs. Jessica Tretter	1 <sup>st</sup> Grade	<a href="mailto:jtretter@saint-timothy.org">jtretter@saint-timothy.org</a>
Ms. Katelyn Roberts	2 <sup>nd</sup> Grade	<a href="mailto:kroberts@saint-timothy.org">kroberts@saint-timothy.org</a>
Ms. Alyssa Steffey	2 <sup>nd</sup> Grade	<a href="mailto:asteffey@saint-timothy.org">asteffey@saint-timothy.org</a>
Mrs. Lori Wright	3 <sup>rd</sup> Grade	<a href="mailto:lwright@saint-timothy.org">lwright@saint-timothy.org</a>
Mrs. Bridget Schleper	4 <sup>th</sup> Grade	<a href="mailto:bschleper@saint-timothy.org">bschleper@saint-timothy.org</a>
Mrs. Kris Lawler	Intervention	<a href="mailto:klawler@saint-timothy.org">klawler@saint-timothy.org</a>

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## CONSIDERATE BEHAVIORS

These include, but are certainly not limited to:

- Appropriate voice levels and language
- Respectful attitude toward adults and classmates
- Respect for school property and the property of others
- Maintaining order in the hallways
- Maintaining silence during emergency drills
- Coming to class prepared and ready to learn

To reiterate, these behaviors are expected during instruction, at Mass, in the cafeteria and hallways, on the playground and bus, and at all extra-curricular activities/events.

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## CONSIDERATE BEHAVIORS CELEBRATED

Too often, respectful, responsible students aren't recognized as often as they should be. To build character, it is not only important to teach it, but to *celebrate* it!

Celebrations include both individual and classroom rewards. Ask your teachers, and they will be happy to share with you!

---

## DISCIPLINE

Grades K – 4 will utilize the color card system. Specifically, green, red and yellow; they are easily recognizable symbols of go, slow down and stop.

**Green** I'm ready to learn!

**Yellow** I can change my behavior before receiving a consequence! I'm going to take notice of how my classmates are behaving!

**Red** I must accept a consequence!

When your child physically changes the color themselves, they are taking responsibility for their actions. Consequences may include time-out, note home to parent, and/or talking to the principal.

---

## GRADING SYSTEM

The school year is divided into trimesters, each lasting approximately 12 weeks. Report cards are issued (online/Sycamore Program) at the end of each trimester. At the end of the first trimester, report cards will be available on Sycamore prior to parent-teacher conferences. Report cards will be available on Sycamore 5 days following the close of the trimester. Students will be graded in the areas of academic achievement, responsibility, conduct, penmanship and reverence.

1 <sup>st</sup> – 4 <sup>th</sup>	1 <sup>st</sup> equivalence chart to letter grade
A 93 – 100	O
B 85 – 92	S+
C 76 – 84	S
D 70 -75	S-
F 69 & below	NI

Kindergarten will be completely skill-based,  
please see teacher for details.

## GRADES 5-8

### STAFF

Mrs. Ashley Rehkamp	MS Reading & Writing	<a href="mailto:arehkamp@saint-timothy.org">arehkamp@saint-timothy.org</a>
Mrs. Kelly Pendergest	MS Science	<a href="mailto:kpendergest@saint-timothy.org">kpendergest@saint-timothy.org</a>
Mr. Jeremy Lewton	MS Math & Social Studies	<a href="mailto:jlewton@saint-timothy.org">jlewton@saint-timothy.org</a>
Mrs. Pam Doremus	MS Religion	<a href="mailto:pdoremus@saint-timothy.org">pdoremus@saint-timothy.org</a>
Mrs. Jamie Bogner	Intervention	<a href="mailto:jbogner@saint-timothy.org">jbogner@saint-timothy.org</a>

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To reiterate, these behaviors are expected during instruction, at Mass, in the cafeteria and hallways, on the playground and bus, and at all extra-curricular activities/events.

### CONSIDERATE BEHAVIORS CELEBRATED

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### DISCIPLINE

Considerate behaviors will ensure a safe, healthy environment conducive to learning. In the event these behaviors cannot be maintained through reasoning, encouragement, or alternate positive approaches, the teacher will use the following discipline system:

Each student will be issued a conduct card. This conduct card can be found inside the student's agenda.

For 5<sup>th</sup> – 8<sup>th</sup> grade, every **five** points will result in a detention. **Three** detentions will result in principal-parent collaboration to choose an appropriate, perhaps more severe, consequence.

Detentions will be held every Thursday from 2:15-3:00.

There may be special circumstances that require by-passing the card system and involving administration. If this is the case, the principal (in collaboration with parents and teachers) will make the final decision as to what consequence to assign. This could include detention, suspension, probation or expulsion from St. Timothy Catholic School.

When a new trimester begins, brand new cards will be issued allowing each student the opportunity to begin with a clean slate.

### GRADING SYSTEM

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

- A 93 – 100
- B 85 – 92
- C 76 – 84
- D 70 -75
- F 69 & below

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#### PROGRESS REPORTING

A progress report will be sent home midway through each trimester for grades 4-8. This will need to be signed and returned to the homeroom teacher.

In the event that your son/daughter has a missing assignment, or has failed to complete an assignment, your son/daughter will be required to send an email home.

In the event that your son/daughter's overall grade has dropped below a C, the teacher will contact you via phone to discuss intervention.

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#### LATE WORK

It is our belief that it takes time for the students to familiarize themselves with each teachers' personalities and expectations, and vice versa. Therefore, it is important to put a system in place that allows for leniency at the beginning of a school year, while progressively buckling down.

- Trimester 1 – A missing or incomplete assignment can be turned in up to two days late, and receive up to 90% credit. If the two days have passed, a student must complete the assignment in *Homework Hangout* for up to 69%.
- Trimester 2 – A missing or incomplete assignment can be turned in up to two days late, and receive up to 80% credit. If the two days have passed, a student must complete the assignment in *Homework Hangout* for up to 69%.
- Trimester 3 – A missing or incomplete assignment can be turned in up to two days late, and receive up to 70% credit. If the two days have passed, a student must complete the assignment in *Homework Hangout* for up to 69%.

Students should feel comfortable asking for an extension, especially if they have special circumstances. It shows that the student is actively trying to manage their workload and plans to complete the work.

It is the student's responsibility to ask for make-up work after returning from an absence. Please refer to the general guidelines in the handbook regarding absences and tardies.

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#### HOMEWORK HANGOUT

Homework Hangout will be offered Monday - Thursday from 2:15 – 3:00. The cost of this service is \$5 per family. **CASH ONLY!** Staff meetings take place the first Tuesday of each month, in which case *Homework Hangout* will be canceled.

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#### 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:

- Suspension until the student's parents are interviewed by a member of the administration.
- Withdrawal of student right to participate in school activities.
- Dismissal from school.
- 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:

- A student may be accepted after consultation with a professional source and reviewed by a committee appointed by the school administration.
- The student must be enrolled in a drug rehabilitation program and have progressed to a drug free status.
- Progress reports from qualified personnel may be requested by the school at any point during the treatment program.
- The students 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.

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#### ASSAULT AND HARASSMENT

If a student verbally or physically assaults or harasses a students 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
- Expulsion from St. Timothy Catholic School

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

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#### 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



St. Timothy Catholic School has a zero tolerance for bullying. It is our hope to nurture a culture of respect through high expectations and character development. However, if you believe your child is being bullied, please contact the principal right away. We will take quick, appropriate action.

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#### ELECTRONICS

Cell phones, iPads and game devices are not allowed in use from 7:00 – 2:15. This includes early drop-off in the cafeteria. **Grades 5-8, cell phones will be collected in homeroom, and returned at the end of the day.** Again, students may not use cell phones during school hours; they will not be permitted to call home for forgotten lunches, homework, PE clothes, etc. This helps to instill a sense of responsibility in the students.

First offense – The teacher will turn the device into the office to be documented in Sycamore. The *student* can pick up the device at the end of the day.

Second offense – The teacher will turn the device into the office to be documented in Sycamore. The *parent* can pick up the device at the end of the day.

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#### 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.

- The student may attend school up until the end of the second trimester. Appropriate alternative instructions will be recommended at this time.
- 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.
- The student and parents/guardians must meet on a regular basis with a professional counselor from Catholic Charities or another agency approved by the principal.
- After the birth, a medical release must be submitted in order for the student to attend classes.
- In the event that the counselor and/or physical recommend that the student not attend classes, a program of appropriate alternative instruction will be recommended by the school.
- These provisions also apply to a male student who has admittedly fathered a child.

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#### 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.

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#### 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. This includes **ALL** forms of social media.

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#### 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:

- Suspension until the student's parents are interviewed by a member of the administration.
- Withdrawal of the student's right to participate in school activities.
- Dismissal from school.

## POLICIES AND 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.

Our goal is to offer good quality, Catholic education to as many children as we can. However, with limited space, we may not always be able to accept everyone we would like to. When we cannot, here is the order in which children will be accepted:

1. Children currently enrolled at St. Timothy Catholic School whose parents or guardians are registered and active members of St. Timothy Parish.
2. Children who are currently enrolled at St. Timothy Catholic School but whose parents or guardians are not members of St. Timothy Parish.
3. Children not currently enrolled at St. Timothy Catholic School but whose parents or guardians are active members of St. Timothy Parish.
4. Children not currently enrolled at St. Timothy Catholic School and whose parents or guardians are not members of St. Timothy Parish.

#### HEALTH RECORDS

A physical examination, including an eye exam, is preferred, but it is not 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.

#### KINDERGARTEN

Children must be five (5) years of age no later than August 1st.

#### REGISTRATION

Registration cards for the next school year are distributed in January 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 them 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. This request will be honored if no delinquent school bill exists.

#### AFTER SCHOOL CARE

When school is out, and parents are still at work, St. Timothy provides a safe place for students to play, work on homework and participate in structured activities. The aftercare program runs from 2:15 – 6:00. All details regarding the after-school care program will be outlined in the folder provided at Ready! Set! Go! night. Please contact Amy Reed in the front office with any additional questions.

## ATHLETICS

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### 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  $\frac{1}{2}$  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.

Students must maintain a C average in order to participate in any athletic program.

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### 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.

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### ABSENCE

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

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### SPORTS FEE

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

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### PLAYER/PARENT CONDUCT FORM

All students and parents are required to sign a Conduct Form.

## ATTENDANCE

St. Tim's school day begins at 7:30. The dismissal process begins at 2:15. We will open the doors at 7:00 for those wishing to drop their child off early. Students will go to the cafeteria where there will be adult supervision.

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

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## ABSENCES

Parents should notify the school office in case of an absence due to illness. Please email [absent@saint-timothy.org](mailto: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. **Do not use this email for last minute changes in transportation.**

Excused attendance events include illness, physician visits, funeral/death of immediate family, and court appearances. Parent notes are accepted for up to a maximum of nine (9) events per school year. Additional attendance events in a school year may be deemed unexcused without a certified doctor's statement indicating that the student was seen by the doctor and unable to attend school. After the tenth (10) regular medical excuse note (doctor's note), the parent/guardian must have a Medical Excuse Form completed by the physician. Students with a chronic/critical condition, as determined by a qualified professional, will be addressed on an individual basis. (Note: 1 doctor's note that covers 3 days will equal 3 doctor's notes to cover 3 attendance events). Students and parents are responsible for all notes which are due upon return to school.

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## TARDINESS

Students arriving after the 7:30 bell must report to the office to obtain a tardy slip for class. If a student is not at school by 8:50, he/she has missed a ¼ of a day. If a student is not at school by 10:11, he/she has missed ½ of a day. If a student is not at school by 11:32, he/she has missed ¾ of a day. Anything after 12:54 is considered a full day absence. **Please make every attempt to schedule doctor appointments after school or during extended breaks.**

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## TRUANCY

Truancy is not permitted. If a student has 3 or more unexcused absences, or has missed 30 or more school days, the child may be (1) required to attend summer school, (2) be tutored throughout the summer, (3) be retained or (4) be expelled.

## CHEWING GUM

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

## 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.

#### CHROMEBOOKS AND EMAIL

As part of our system's 1:1 Chromebook Initiative, each student will be assigned a school-issued Chromebook and an email address. Students and parents/guardians must agree to the "Acceptable Use" policy when they are issued their Chromebook. Students are subject to disciplinary action for inappropriate activity.

#### COMMUNICATION

Communication between parent and teacher is vital. The best way to reach us is via email, or by calling the school at 859.384.5100. Agendas will be used to record daily objectives, class and homework assignments. Please check daily.

*Sycamore Education* is the web-based system that houses student grades and attendance records.

*Flocknote* will be used for newsletters and emergency school closings or delays.

Parent-teacher conferences are held after the first trimester.

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#### INCLEMENT WEATHER

Emergency school closings or delays will be announced through *Flocknote*. It is the responsibility of the parents to notify the office of phone or email changes.

At the start of the school year, parents will complete the *Authorized Pick-up* form which designates who the school can release a student to in the event of an early dismissal.

#### DAMAGE TO SCHOOL PROPERTY

The school exists for the students. They in turn 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.

#### 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 are ordered online through a link provided by the school. This sale is only available at certain times throughout the year.

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## 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 **Kindergarten only**.
- 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 15<sup>th</sup> through October 15<sup>th</sup>.
- Sweater- White cardigan.
- Leggings (tight fitting) may be worn under jumper or skirt in winter months only and must be black or gray.
- Small earrings that do not extend below the earlobe are acceptable. No distracting jewelry
- of any kind.
- Hair must be well kept and clean. No distracting extremes in style or color are permitted.

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## 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 15<sup>th</sup> through October 15<sup>th</sup>.
- Earrings are not permitted for boys.
- 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.

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## 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. Also acceptable, plain grey or black (no logo).
- 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.
- Dyed hair is not acceptable.

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## 8TH GRADE UNIFORM PRIVILEGE

8th graders vote upon a design for their own crewneck sweatshirt 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 8<sup>th</sup> grade hoodie, then he/she must wear the regular school uniform sweatshirt.

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## PHYSICAL EDUCATION

Gym Uniforms must be worn on the assigned gym day. Gym shoes also must be worn. Please contact the school office for a link to order gym uniforms.

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## 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.
  - Dyed hair is not acceptable.
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## SPIRIT DAY

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

## 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 Acceptable Use Policy and take full responsibility for compliance.**

## 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 articles.

## LUNCH

St. Timothy 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. 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.

Alternative food choices include: cheese sandwich, PB & J, and grab-n-go.

Payment. Students may pay with cash or check. Checks should be made payable to St. Timothy Catholic School. If you would prefer to use a credit card, please visit [www.K12paymentcenter.com](http://www.K12paymentcenter.com). You will need the



7-digit number associated with your student's ID. **The K12paymentcenter can also be used to check your child's balance.**

Free and reduced lunch. Applications are available online at the USDA website. This information will be kept completely confidential. Re-application is required at the beginning of each school year. Don't want to wait? Try [www.lunchapplication.com](http://www.lunchapplication.com).

#### 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.

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#### 8<sup>TH</sup> 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 8<sup>th</sup> 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.

#### TEXTBOOKS

Students are responsible for the care of books. Books are to be 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.

#### TUITION AND FEES 2019-20

Tuition will be charged for every child who attends school. There is a non-refundable registration fee of \$100.00 per child.

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#### 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 Catholic 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
3. Whose members (including parents and older students) participate in non-school parish activities on a regular basis, and
4. 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.

In-parish tuition rates

# of Children	Tuition	Fees	Total Tuition	1% discount if paid in full by 7/1
1 child	\$5,175	\$477	\$5,652	\$5,596
2 Children	\$8,280	\$764	\$9,044	\$8,954
3 Children	\$9,315	\$1,144	\$10,459	\$10,355
4 children	\$9,315	\$1,526	\$10,841	\$10,733

Out-of-parish tuition rates

# of Children	Tuition	Fees	Total Tuition	1% discount if paid in full by 7/1
1 Child	\$6,214	\$477	\$6,691	\$6,624
2 Children	\$9,942	\$764	\$10,706	\$10,599
3 Children	\$11,185	\$1,144	\$12,329	\$12,206
4 Children	\$11,185	\$1,526	\$12,711	\$12,584

\*A non-parishioner is defined as a member who is not registered **OR** not active at St. Timothy Catholic Church.

All tuition payments are made to FACTS Tuition Management Company. If you need information or have questions about FACTS Tuition contact Amy Reed.

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
- 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
- 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 that family's student(s) to not be allowed to continue studies at St. Timothy School
- 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
- 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
- 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.

## SAFETY AND STUDENT RESPONSIBILITIES

### 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 emergency 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.

### AUTHORIZED PICK UP FORM

The authorized pick-up form indicates who can pick up students, in addition to the parents (i.e., siblings, babysitters, grandparents, neighbors). Please update this form as needed. A child will only be released to those named on this form. Any person(s) 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.

### 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 Boone County Schools Transportation*

*Guidelines.* Discipline procedures will be instituted by the administration, in cooperation with Boone County Schools Transportation.

#### CAFETERIA RESPONSIBILITIES

Students should walk to the cafeteria and stand in an orderly manner while waiting to be served. After eating, the student should 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. Each grade-level teacher will assign students to wash tables and sweep the floors.

#### EMERGENCY DRILLS

Monthly fire drills, two tornado drills, and two earthquake drills are required throughout the school year. Classroom evacuation maps are located in each classroom. Rules and procedures are reviewed with students. Students are expected to exit classroom or building quickly and quietly and to follow directions. Failure to cooperate with safety procedures may result in disciplinary action.

School Lockdown: Twice a year, students will practice school lockdown procedures.

#### FOOD ALLERGIES

All food treats must be store-bought with food labels, in consideration of those students with food allergies. Classrooms are peanut/nut free and there is a special table available at lunch if needed. If your child has an environmental, medication or food allergy, please be sure to share this pertinent information with the front office and/or teacher.

#### HEALTH CARE

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#### INJURY/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.

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#### MEDICATION

According to Diocesan and Kentucky 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. However, we do recognize that some students may be on medication that must be taken during the school day, if this is the case:

- Please send in written notice with medication in original bottle. There should be a parent and/or physician signature, and directions for administering (i.e., time, frequency, amount).
- Student should report to office and the principal, office manager or administrative assistant will dispense the medicine.

#### PLAYGROUND RESPONSIBILITIES

Students are to remain in the supervisor's line of vision on the playground always. No fighting, rough-housing, sliding on ice, throwing of snow balls, etc. will be permitted. Supervisors oversee the discipline on the playground and shall be respected. Students may not re-enter the building without permission.

## RESPONSIBILITIES BEYOND THE SCHOOL DAY

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.

## SAFE ENVIRONMENT AND VIRTUS TRAINING

For your child's safety, all doors are kept securely locked at all times. Visitors must enter through the main door upon entering the school and report to the school office to obtain a *Visitor's Pass*. Appointments with teachers must be made in advance, and no one may go to a classroom before checking into the office.

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.

The following steps must be completed:

1. Consult the diocesan website, [www.covdio.org](http://www.covdio.org), for all necessary information. Choose the OFFICES tab, followed by the SAFE ENVIRONMENT tab, and finally HOW DO I START?
2. Contact Laura Riggs for an *Acceptance Form*.
3. Register online for a Virtus account. You will need to sign up for a live class and submit a background check.
4. After completing these three steps, your information will be submitted to the school and kept on file both at school and in the parish.

Ongoing maintenance is required. This includes a Q & A monthly bulletin through your Virtus account, and an updated background check every five years.

## 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.

The safety of our students is our utmost priority. Visiting the school as well as volunteering for your student's class will be made at the discretion of the principal.