



ST. TIMOTHY CATHOLIC SCHOOL

Living, Learning & Serving in the Light of Christ

St. Timothy Catholic School
Parent-Student Handbook
2022-2023

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 the time to thoroughly read the handbook and become familiar with the old and new content. After reading the Parent-Student Handbook, please be sure to complete the Parent/Student Signature Page found in your Ready, Set, Go folder 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,

Mrs. Debra Geers
Principal

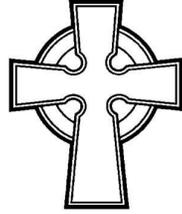
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St. Timothy Catholic School

MISSION

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 Catholic School is recognized in the Diocese of Covington as a leader in exemplary Catholic education for Kindergarten through 8th grade. This is 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 Catholic School awakens Catholic values present within each child by living the faith through love of God, self, and others.

VIRTUS®

In compliance with the policies of the Diocese of Covington, the VIRTUS® training directives will be strictly enforced at St. Timothy Catholic School. ANYONE volunteering in a classroom or the 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.covidio.org for all necessary information. You can also contact Laura Riggs at lriggs@saint-timothy.org 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 under **Registration**.
3. Click on **Volunteer Application**. Once you have completed the form, it must be returned to the school office in person. The forms can also be obtained from 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.

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 teachers or staff at home or on their cell/personal phones. The principal may be contacted via cell phone only during school hours. Families should never contact staff via any forms of social media.

CURRICULUM

A continuing objective of St. Timothy Catholic 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

The parent holds the right and the responsibility for the spiritual development of his/her child/children. The uniqueness of a Catholic school lies in its explicit effort to complement and reinforce this role of the parent. Christian values become a vital part of the total curriculum.

Religion classes are conducted for all students enrolled at St. Timothy Catholic School. 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 and ends with an all school prayer. Prayers are also said before lunch/snack. Middle school students recite a decade of the rosary each day.

Weekly Mass

Students attend Mass once a week 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 and Benediction.

Standardized Religion Test

The ARK (Assessment of Religious Knowledge) is administered to students in grades 5 and 8 in the third quarter.

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 the 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.

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 our foundation at Saint Timothy Catholic School.

Theology of the Body

In 7th grade, students will visit *Theology of the Body* – the Catholic Church’s vision of human sexuality. This is in an effort to protect and prepare our students from misinformation and cultural influences outside of the church. Again, this is an on-going conversation best suited for the home where parents can address sensitive, personal issues about treating our bodies with dignity and respect. The *Theology of the Body* class serves to complement and reinforce this parental role.

A second notification will be sent home directly with the students closer to the time it will be taught in class.

ACADEMICS

St. Timothy Catholic School is accredited by the Non-Public State Accreditation Program of Kentucky and meets the curriculum requirements set forth by both the state and the Diocese. The accreditation process is conducted every five years and reviewed every year.

To further improve our continuing objective 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). Intervention specialists, a speech therapist, school counselor and teacher aides are on-site to help support this learning.

Subjects Taught

- K-8 Religion
- K-8 Language Arts
- K-8 Math
- K-8 Social Studies
- K-8 Science
- K-8 Technology/STREAM
- K-8 Music

- K-8 Art
- K-8 Physical Education
- K-8 Intervention services for those who qualify
- 6-8- Electives
- 6-8 Thunder Ignite for those who qualify

Academic Groupings

Grades K-3 (primary) are self-contained

Grades 4-5 (intermediate) are departmentalized. The last quarter of 5th grade will begin to transition to middle school.

Grades 6-8 (middle) are departmentalized. Students will report to homeroom each morning and move classes with the bell.

Class Lists

Creating class lists involves the careful consideration of many factors, including but not limited to gender make-up, size, social experiences and professional judgment. We take care to create the best learning environment and experience for every student in every class. Therefore, requests for specific teachers may or may not be granted in every situation.

Grading System

The school year is divided into quarters, each lasting approximately 8 weeks. K-2nd will receive a standards-based report card, while 3rd – 8th will receive a percentage/letter grade. Students will be graded in the areas of academic achievement, responsibility, conduct, and reverence. A hard copy of the report card will *only* be given out during the 1st quarter at Parent/Teacher conferences. Report cards for the remaining quarters must be viewed on Sycamore.

- 3rd – 8th
- A 93 – 100
 - B 85 – 92
 - C 76 – 84
 - D 70 -75
 - F 69 & below

- K-2nd
- NA Not assessed at this time
 - AC Area of Concern
 - PH Progressing with Help
 - SP Satisfactory Progress
 - AS Area of Strength

Informal Progress Reporting

Teachers will keep parents informed of student progress, especially if the student is not making the progress as he/she is expected. To keep parents informed, the teacher will do one of the following:

1. Contact the parent by phone or email
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. Email the teacher or principal.
3. Write a note in the student agenda or to give to the teacher.

It is not appropriate to call or text the teachers at home or on their cell/personal phones. The principal is available during school hours only. 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 4 quarters lasting approximately 8 weeks. During the 1st quarter, we will host Parent/Teacher Conferences to review students' grades and speak with their teacher. A parent or teacher can request conferences at any time. We strongly encourage parents to schedule conferences with their teachers if they have concerns.

Homework

Homework is the continued responsibility of learning and practicing skills taught in class. Homework also makes parents aware of what the student is learning and provides responsibility for the student. 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. 20 minutes of reading/night is also **required** in addition to these homework minutes.

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

Accelerated Math & ELA Courses

Students excelling in math and ELA through the fifth grade will have the opportunity to take advanced math and/or ELA courses. The purpose of taking advanced math is to prepare students to take high school algebra as an 8th grader. The top 25% of each class,

according to multiple MAP scores will be considered, as well as teacher recommendation and/or math placement score. Once the student is placed into the program by accomplishing the established criteria, they must maintain proficiency throughout the school year to stay in the advanced math course for the current school year and the next school year.

Once the student has completed their 7th grade year in eighth grade Pre-Algebra, one of two things can occur:

- (1) The student may be invited to participate in Algebra Honors at St. Henry District High School (SHDHS). This class is offered by invitation only and is based on the previous year's end of year math MAP score.
- (2) The student participates in Algebra on-site. The student will need to take the SHDHS Math Placement test in April for entry into Algebra II Honors their freshman year.

We cannot guarantee that all advanced math students will be invited to SHDHS, nor pass the math placement test they offer.

The purpose of taking advanced ELA is to challenge students who enjoy literature and writing. The top 25% of the class according to multiple MAP scores will be considered, as well as teacher recommendation and/or writing sample. Once the student is placed into the program by accomplishing the established criteria, they must maintain proficiency throughout the school year to stay in the advanced ELA course for the current school year and the next school year.

Assessments

Measures of Academic Progress (MAP) is a computerized, adaptive assessment program that provides St. Timothy teachers the information they need to improve teaching and learning and make student-focused, data-driven decisions. Students in grades K through 8th will take MAP in the areas of reading, mathematics and language usage in the Fall, Winter, and Spring.

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 serve? 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 must be evaluated by the appropriate professionals and have documentation of diagnosis and recommendations.

This documentation helps provide a clear picture of the student's strengths and areas of weakness and will facilitate the development of an Alternative Learning Plan (ALP).

There may be circumstances where limited resources prohibit us from being the best choice for a student with special needs. St. Timothy Catholic School is not able to accommodate disabilities that significantly impair the learning environment for the other students and teachers. Therefore, the principal will determine, on a case-by-case basis, if specific students will be granted enrollment.

Field Trips

Field trips will be taken according to the discretion of the teachers. A field trip must be educational in its purpose and should arise from topics being studied in school. Children who do not attend for one reason or another are required to be at 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. 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

Assignments must be completed and handed in on time. 1st-8th grades have a student agenda that is used to organize assignments. Teachers may require parents to sign their child's agenda daily.

It is the student's responsibility to ask for make-up work after returning from an absence.

Late Assignments in Middle School

In the event that your child has a missing assignment, they are required to send an email home and to the principal. In the event that your child's overall grade has dropped below a C, the teachers will contact you to discuss ways to assist your child.

Assignment violations 1-4 will be graded the next day, with a reduction of 25% or a letter grade, depending on the teacher's assignment, for being incomplete or missing. If the assignment is not turned in the next day, a 69% will be earned.

If the student receives another slip after the 4th missed assignment, 0% is earned and a parent meeting will be called.

Cheating/Plagiarism

Students who are caught cheating or plagiarizing will receive an automatic detention and/or other disciplinary action. If the student is caught cheating/plagiarizing on a quiz,

homework assignments or assignments worth less than 50 points, the student will receive an automatic zero for their grade. If the student is caught cheating/plagiarizing on a test or assignment with a value greater than or equal to 50 points, the student, at the teacher's discretion, may be allowed to complete another assignment or project to earn back no more than half the value of the original assignment.

Communication

Communication between parent and teacher is vital and 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. The best way to reach your child's teacher is via email. Teachers are allowed 24 hours to return a call or email.

Agendas are used to record daily objectives, class and homework assignments therefore, they should be checked daily.

Sycamore Education is the web-based system that houses student grades and attendance records. Parents should check grades periodically.

Flocknote is how teachers send weekly updates and important information. The principal also sends out a weekly newsletter as well as using *Flocknote* for emergency school closings or delays.

We encourage students to leave cell phones and smart watches at home. Cell phones, iPads and game devices are not allowed in use from 7:00 – 2:15. This includes early drop-off and after-care.

Grades 6-8, cell phones will be collected in homeroom, and returned at the end of the day.

Students are not permitted to use their personal phones to call home for forgotten lunches, homework, PE clothes, etc.

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.

Third offense – A scheduled meeting will need to take place between the administrator and parents to decide next steps.

Organization

Organization is one key to success. Organization will be explicitly taught and modeled at the start of the school year. It is the student's responsibility to take the necessary materials home each afternoon. **After 2:45 pm, no students or parents may re-enter the building to get forgotten items.** Our teachers help students learn ways to be organized regularly. All students utilize a school-wide binder system and/or accordion file that assists them in staying organized and prepares them for high school.

Active Engagement

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

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

- Reverence at Mass and during prayer
- Respectful attitude toward adults and classmates
- Appropriate language (no vulgar or abusive language)
- Respecting school property and the property of others
- Appropriate behavior in the restrooms, cafeteria, classroom, and on the playground
- Maintaining silence during emergency situations/drills
- Maintaining order in the halls
- Use of good manners (e.g., saying “please” and “thank you”, table manners, etc.)
- Use of indoor voices while inside the building

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.

Playground Responsibilities

Students are to remain in the line of sight of their teacher and in the assigned areas during recess. No fighting, rough playing, sliding on ice, throwing snowballs, etc. will be tolerated. For the safety and consideration of all, only those games may be played that are judged to be suitable by the teachers.

Any accident or behavior problem occurring during recess will be resolved by the teacher. If necessary, an accident report will be completed, parents will be notified and a copy of the report will be sent home.

Students may not re-enter the building during recess except in the case of an emergency or with the permission of their teacher.

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, 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 2:45PM, unless they are involved in a school-affiliated 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 Catholic School to establish reasonable rules and regulations which will:

- Maintain within the school and on the school property orderly word and recreational situations that allow learning activities to proceed without undue distraction and interruption.
- Help each student to 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.

Reprimands

Reprimands by way of referral, detention, suspension, probation and expulsion are recognized as valid tools for addressing deviant behavior. As a Catholic school, our goal is to develop character building in each individual student. While these reprimands are one tool to address misbehavior, other actions may be taken to promote our Catholic philosophy, including, but not limited to, meeting with the school counselor, assistant principal, principal or removal from school activities.

When meeting with the administrator because of a disagreement or dispute between students, students should expect to engage in a discussion about the actions leading up to the disagreement or dispute. By having a conversation with each other, we are building problem solving skills, developing empathy and compassion for one another.

- **Referral** is defined as a write-up notifying the student of their misconduct.
- **Detention** is defined as a teacher/administrator's prerogative to keep a student after school for behavioral reasons. Detention may also be administered during school hours by requiring a student to miss recess time or some other activity.
- **Suspension** is defined as the temporary removal of a student from school. A parent conference may be arranged to resolve the problem.

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

The following are examples of behaviors warranting a reprimand. The list is not exhaustive and teachers and staff reserves the right to assign reprimands based on individual student behaviors.

| Referral | Detention | Suspension/Expulsion |
|---|---|--|
| Failure to follow directions after an initial warning | 4+ STORM Points | Fighting or threat of violence toward another person |
| Failure to bring proper materials to class | Failure to follow the Internet Use Policy | Sexual harassment |
| Improper and/or inappropriate behavior | Destruction of property | Use or possession of drugs, alcohol or weapons |
| Uniform violation | Plagiarism/Theft | Any serious offense breaking school rules |

While referrals are usually issued for minor offenses, detentions, suspensions, and expulsions are to be enforced in serious offenses or in the case of continued behavioral problems.

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 a manner that will promote learning, ensure the health and welfare of all 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 administrator may resort to the use of consequences. These consequences may vary according to the age and grade level of the student.

Discipline

Grades K – 5 utilize a clip up system specific to their grade. When your child physically changes their clip, they are taking responsibility for their actions. Consequences may include time-out, note home to parent, and/or talking to an administrator.

Middle school follows the **STORM** positive behavior system. STORM stands for Self-controlled, Trustworthy, Organized, Responsible, and Mindful. Parents and students will receive information on the STORM system at the middle school orientation.

Bison Bucks are a reward system for the middle school which celebrates students doing the right thing and being a positive role model. Bison Bucks are given to students by middle school teachers and/or administration and can be spent on the Bison Bucks Mobile Store once/month.

Assault and Harassment

If a student verbally or 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 faced with the possibility of the following:

- Suspension until the student's parent/guardian is 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.

Bullying and Cyberbullying

Bullying has four conditions, that may include:

- Unequal power over their targets. They may be bigger, more influential, have group backing, or some other advantage over the target person.
- Intent 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.

Bullying is not always physical. A group of bystanders tolerating bullying are also supporting the bullying behavior. 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 behaviors. Often bullies will target a child who is already isolated or not fully accepted by others.

Is it bullying?

- When someone says or does something *unintentionally* hurtful and they do it once, that's **rude**.
- When someone says or does something *intentionally* hurtful and they do it once, that's **mean**.
- When someone says or does something *intentionally* hurtful and they *keep doing it* even when you tell them to stop or show them that you're upset– that's **Bullying**.

If a student or group of students is found to be bullying another student, the parent(s), or guardian(s) of the student(s) doing the bullying may be called by the Principal for a

face-to-face meeting 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.

Social Media

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

Chromebooks and Email

As part of our school's 1:1 Chromebook Initiative, 1st-8th grade students are assigned a school-issued Chromebook and an email address. Kindergarten students are assigned individual iPads and email addresses. Students and parents/guardians must agree to the "Acceptable Use" policy when they are issued their technology. Students are subject to disciplinary action for inappropriate activity.

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 Catholic 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.**

Phones and Personal Electronic Games or Devices

Phones, personal electronic devices, including smartphones and smart watches, are not to be used during the school day. Students are not permitted to use their personal phones to call home for forgotten lunches, homework, PE clothes, etc.

Grades 6-8, cell phones will be collected in homeroom, and returned at the end of the day.

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.

Third offense – A scheduled meeting will need to take place between the administrator and parents to decide next steps.

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. Attendance of the conference must include 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 physician recommend that the student not attend classes, a program of appropriate alternative instruction will be recommended by the school.
- The provisions stated in #3 and #5 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 Catholic School.

Damage to School Property

St. Timothy Catholic School exists for the students. They, in turn, are expected to respect the property of the 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, food, 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.

Search and Seizure

Desks, cubbies, textbooks, Chromebooks, etc, are the property of St. Timothy Catholic School and may be periodically checked by teachers or administrators. A student's personal property could be searched for reasonable cause in accordance with the state's search and seizure procedures.

Textbooks

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

Daily Snack

Students in kindergarten through 2nd grade are permitted to bring a snack to eat during school. Samples of snacks that are allowed include fruit, cheese or granola bars.

Chewing Gum

Chewing gum on school premises is not permitted because of the choking hazard it presents, as well as the damage it does to clothes, shoes, furniture, etc., when carelessly discarded. Any student seen chewing gum during the school day will be subject to disciplinary action. Any exceptions to chewing gum must be approved by the principal.

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. This includes e-cigarettes, juuling, vaping, and it's associated paraphernalia.

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, found in possession of any type of alcohol or any drug or evidence found that suggests intent (i.e., notes, money) the parents/guardians will be called to take the student home. The child will not be readmitted until the parents have taken appropriate actions to help the student. The student will also be subject to disciplinary action. If the student is found again intoxicated or under the influence of drugs and/or in the possession of alcohol or drugs, he/she 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 Catholic 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.
2. Withdrawal of student's right to participate in school activities.
3. Dismissal from school.
4. 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 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.

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/guardians 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 resolution. There are many opportunities for parents, teachers, administrators and students to connect.

- **Website:** www.saint-timothy.org. Our school website is useful for current information about the school, including sign-ups, upcoming events and inclement weather.
- **Sycamore:** This web-based system is a service for parents and students to access current information regarding student grades, attendance, and behavior. New information is updated regularly.
- **Flocknote:** The principal sends a weekly flocknote regarding the past week's events and upcoming dates and pertinent information. Teachers also communicate through Flocknote with classroom news and announcements.
- **Parent/Teacher Conferences:** Meetings are scheduled during the 1st quarter, but may also be requested at any time by the teacher or parent/guardian.
- **Notes/Phone Call:** Teachers and parents/guardians may communicate through notes and/or phone calls. Teachers do NOT have direct lines, so parents/guardians should call the school office and leave a message. Teachers have 24 hours to return a phone call.
- **Email:** Every staff member at St. Timothy has an email address. Please allow 24 hours for teachers/staff to reply to an email.

PARENTS AS PARTNERS

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others. No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld, and valued in the home. If parents cooperate with the school, instill respect for the integrity of its teachers and administration, and actively support their authority in the home, this is likely to be reflected in the positive attitudes of their children. Parents are invited and encouraged to participate in the spiritual and academic programs developed for the education of their children. The wide spectrum of this involvement includes participation in school celebrations of prayer and liturgy, volunteer work, participation in

parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home, and active involvement in the school's parent/teacher organizations.

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Periodically, explaining and reviewing the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers; seeing that the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtues.
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- Making all tuition and fee payments on time, and participating in fundraising activities.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such videos, movies, and song lyrics on the internet.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending Parent/Teacher conferences
- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal abuse or physical harassment may result in your child being required to withdraw from the school immediately or not being allowed to re-register for the following year.

POLICIES & PROCEDURES

Non-Discriminatory Policy

St. Timothy Catholic School admits students of any race, color and national or ethnic origin and does not discriminate on the basis of race, color and national or ethnic origin in the administration of its policies and programs. In some special needs cases, the school cannot guarantee admission as it may not be able to provide **all** accommodations or **all**

necessary services for all students. In special needs cases, the student's records will be reviewed, in addition to observation and determination of services.

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. When there are too many applicants who are eligible for admission, here is the hierarchy we follow:

1. Children currently enrolled at St. Timothy Catholic School whose parents/guardians are registered and active members of St. Timothy Parish (i.e., consistently fulfill their Mass obligations on Sunday and Holy Days, participate in parish activities, as well as contribute to the Sunday collection)
2. Children who are currently enrolled at St. Timothy Catholic School, but whose parents/guardians are not members of St. Timothy Parish.
3. Children not currently enrolled at St. Timothy Catholic School, but whose parents/guardians are active members of St. Timothy Parish.
4. Children not currently enrolled at St. Timothy Catholic School and whose parents/guardians are not members of St. Timothy Parish.

Admission to Kindergarten

Children must be five (5) years of age no later than August 1st. There are no exceptions to this rule.

Registration

Registration forms 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 \$125.00 per child is to be paid at the time of registration. Those children who will be attending St. Timothy Catholic School for the first time should also be registered at this time.

All incoming, transferring or reentering students are regarded as having probationary status for twelve weeks from the date of enrollment. The principal may dismiss probationary students at any time before the end of the twelve-week period without following the stages of suspension or expulsion.

Withdrawals

Parents who are withdrawing students should contact the principal in writing. You are asked to:

1. Provide the last day your child will be attending St. Timothy Catholic School and the reason for withdrawal.
2. Provide the name of the school that your child will be attending.

Parent(s)/legal guardian(s) will be contacted by the principal to schedule an exit meeting date and time.

A copy of your child's permanent and health records will be sent to the new school upon request once all tuition and other fees that may be due have been settled. The original records will remain at St. Timothy Catholic School. No request will be honored if delinquent school bills exist.

TUITION & FEES

Tuition will be charged for every child who attends St. Timothy Catholic School. There is a non-refundable registration fee of \$125.00 per child.

Tuition Rates

There are two tuition rates available, In-Parish Tuition and Out-of-Parish Tuition. In order to qualify for In-Parish tuition, families must be **active members** of St. Timothy Parish. The reduced In-Parish tuition rate reflects a parish subsidy.

These rates will be communicated by the school and on the website each year.

Parish Membership (active members)

For tuition purposes, "parish members" of St. Timothy Parish are defined as families:

- Who are registered at the parish, and
- Who participate in Sunday and Holy Day Masses on a regular basis (**at least twice monthly**), and
- Who (including parents and older students) participate in non-school parish activities on a regular basis, and
- Who financially support the parish on a weekly or monthly basis.

To be considered a parish member for a new school year, a family must have met each of the above criteria for at least six months prior to the beginning of the school year. Those who have not met the criteria for at least six months prior to the beginning of the school year will not qualify for In-Parish Tuition for the upcoming year.

To maintain your status as a "parish member," a family is expected to document their Mass attendance by regular use of the parish budget envelope system. Mass attendance may be documented by budget envelopes (even those without a contribution) or a note placed in the Sunday collection basket. If you need to order envelopes, please contact the Parish Center or grab an envelope in the back of the Gathering Space.

Please note, if you are not actively participating in Mass, or furthermore, not completing the required family service hours, the school has the right to revoke in-parish tuition. A notification will be sent via mail alerting you of this tuition change.

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

All tuition payments must be made to the FACTS Tuition Management Company. If you need information or have questions about FACTS Tuition at any time, please contact Amy Reed in the school office.

Tuition Discounts

Since our belief in the importance of Catholic education is so strong, families with more than one child enrolled in Kindergarten through 8th grade at St. Timothy Catholic School are eligible for a multi-child discount. Rates for preschool are separate from the rates for children enrolled in grades K-8.

Fees & Other Costs

St. Timothy Catholic School participates in the Federal Lunch Program. Hot lunches are available at a minimal cost. Those who prefer to bring their lunch may still purchase a drink. Advance payments can be made weekly or monthly by 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. 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 is kept completely confidential. Re-application is required at the beginning of each school year. Don't want to wait? Try www.lunchapplication.com.

The after school program fees must be paid through Procure. Payments are automatically deducted on the 1st of each month.

Fees for field trips and other activities will be charged separately during the school year, when necessary.

Tuition Payment

Tuition may be paid in 2 possible ways:

- Payment in full before the beginning of the school year (through FACTS)
- Automatic bank account withdrawals by the FACTS Tuition Management Company

Each family is responsible for designating at least one person (normally the parent/guardian) who is liable for payment of tuition. If additional people (grandparents or other relatives) wish to assume liability for payment of tuition, that person should be designated.

Delinquent Payments

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

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 in a timely manner, and has not informed the Principal or made arrangements for making the payment, will be contacted by the school office manager, Amy Reed. 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 amount of 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 participate in field trips, school-sponsored sports activities, or other school activities such as dances, plays, Olympic Day, 8th grade end of the 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, requests for student records (for family or any other party designated by the family) will not be completed until any delinquent payment is made in full; and
- If a student's family's account becomes delinquent as to 2 months' payments, or if the family is delinquent in its payments two or more times in the same school year, the family will be warned that any additional delinquency could result in the student(s) not being allowed to continue studies at St. Timothy Catholic School; and

- If a student's family's account becomes delinquent as to 3 or more payments or delinquent in its payments three or more times in the same school year, the student(s) will not be allowed to continue studies at St. Timothy Catholic School until all delinquent payments are paid in full; and
- The family will receive a certified letter requesting delinquent payment be made within 10 days. Should the payment not be made, the student will not be permitted to attend school until payment is made in full.
- Any family whose delinquencies cause their child to not be allowed to continue studying at St. Timothy Catholic School remains obligated to pay all tuition and fees incurred while the child was a student. No family whose children left St. Timothy Catholic School while owing tuition will be allowed to register a child at St. Timothy Catholic School in any later year until all prior obligations have been satisfied.
- All school families must keep their tuition 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 waitlist for the next school year.

Service Requirements

Student service requirements are as follows:

- Grades K-3 are encouraged to participate in parish and community service.
- 4/5th are required to complete 10 hours (5 in-parish, 5 community).
- 6/7th are required to complete 15 hours (7.5 in-parish, 7.5 community).
- 8th 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:
 - o Fish fry
 - o Cafeteria duty
 - o Oktoberfest
 - o Walkathon
 - o Fall Fling
 - o Catholic Schools Week

If family service hours are not completed, St. Timothy Catholic School has the right to revoke in-parish tuition.

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

After School Care

St. Timothy provides a safe place for students to stay after school to play, work on homework, and participate in structured activities. The aftercare program runs from 2:15 – 6:00. To attend the After School Care Program, a student MUST have a registration form completed through the Procure enrollment link. This link is made available in the Ready, Set, Go Night folders and through email. Students may attend any day of the week once they are registered. If you do not enroll your student(s), they are **not** allowed in After Care. Please contact Mr. Jeremy Lewton at jl Lewton@Saint-Timothy.org.

PROMOTION/RETENTION

General

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 on 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 and/or the student may be required to attend a summer school program within the Boone County school district.

8th Grade Promotion

St. Timothy Catholic 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 the 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 each year 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 safe arrival and departure of all the students at St. Timothy Catholic School is a high priority. The doors open at 7:00am for those wishing to drop their child off early.

Students report straight to their homeroom classes. At 7:20am, the first bell rings indicating that students should be sitting in their classrooms ready for the morning prayer and announcements take place.

When Boone County Schools are not open, parents are responsible for providing transportation to and from school. The school will notify parents in advance when possible.

Tardiness

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 day in a calm and comfortable manner.

Students arriving after the 7:25am bell, must report to the office and **be signed in by a parent/guardian**. Students will then receive a “Tardy Slip” to take to their classroom teacher. If a student accumulates more than 8 tardies, a parent will be notified by the administration.

If a student is not at school by 8:50am, they have missed 1/4 of a day. If a student is not at school by 10:11am, they have missed 1/2 of a day. If a student is not at school by 11:32am, they have missed 3/4 of a day and anything after 12:54 pm is considered a full day absence.

Please make every attempt to schedule doctor appointments after school or during extended breaks.

Absences

If a student has missed more than 10 days of school, parents will be notified. A meeting may be scheduled with the administration to evaluate the student’s academic progress.

The following may result:

- Additional makeup work
- Deprivation of student activities
- Tutoring
- Grade retention

Parents should notify the school office in case of an absence by calling the office at 859-384-5100 or emailing absent@saint-timothy.org as soon as possible. Please include your child’s name in the subject line and an indication of what is going on with your child. Messages may be left on the answering machine prior to school office hours.

Do not use this email for last minute changes in transportation or messages to the office/teacher.

Excused attendance events include illness, physician visits, funeral/death of immediate family, and court appearances. Parent notes are accepted for a maximum of 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 10th regular medical excuse note (doctor's note), the parent/guardian must have a Medical Excuse Form completed by the treating 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.

Families are strongly encouraged to have students in attendance during MAP testing. We also strongly discourage families from taking vacations during the school year. If a parent chooses to do so, students may be required to complete assignments while they are away from school and all to be made up is the responsibility of the parent and student. All school work and tests missed must be made up within 1 week.

If a child misses school due to illness, he/she may not participate in school sponsored, extracurricular events that day/night. This includes, but is not limited to, dances, watching athletic events, or participating in practices and/or events.

Truancy

Truancy is not permitted. Truancy is defined as a time when the student is away from school when they should be there. 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
4. be expelled

A conference with parents will be required before a student is permitted to return to school. No student is allowed to leave the school grounds during the school day without written permission presented to the front office and an authorized adult signing them out.

Dismissal

The bell for dismissal rings at 2:15pm. All students must leave the building, unless under the supervision of a staff member. **Students are not permitted to come back into the building after 2:45pm.**

Transportation

Transportation to and from the school is the responsibility of the parents; however, the Boone County School District does provide bus service when Boone County Schools are in session. Please contact the Boone County Transportation Office at #859-384-5340 with any questions or concerns.

Car Line for Pick-up

We must maintain access to the main doors of the school, especially during school hours. For this reason, we ask that cars picking up students arrive no earlier than 1:45pm. This ensures accessibility for visitors, delivery people, emergency vehicles, etc...

DRESS CODE

School uniforms may be purchased at:

Schoolbelles

5046 Old Taylor Mill Road

Taylor Mill, KY 41015

#859-581-3111

www.Schoolbelles.com

St. Timothy Catholic School Code: S2703

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.

Girls

- **Jumper:** Plaid jumper for all girls in grades K-5; must be no shorter than 2 inches above the knee.
- **Skirt:** Plaid skirt for girls grades 6-8 only; must be no shorter than 2 inches above the knee.
- **Dress:** Gray polo dress **Kindergarten only.**
- **Shirt:** White or gray collared knit polo shirt, white blouse, or white banded shirt (available at Schoolbelles); must be tucked in so the student's belt or waistband can be seen (banded shirt does not need to be tucked in). Long or short sleeves are permitted.
- **Pants:** Students in grades K-8 may wear black dress twill pants only. No denim, cargo, faded or holes in the pants are permitted.
- **Shorts:** Black uniform shorts may be worn April 15th through October 15th. Cargo or faded shorts are not permitted. Shorts must be no shorter than 2 inches above the knee.
- **Sweater:** A white cardigan.

- **Leggings:** (tight fitting) may be worn under a jumper or skirt in winter months only and must be black or gray. No emblems, logos or cut-outs are permitted.
- **Earrings:** Small earrings that do not extend below the earlobe are acceptable. No distracting jewelry.
- **Hair:** Hair must be well kept and clean. No extremes in style or color are permitted. **Traditional headbands only.**
- **Nail polish is permitted; modest colors only.**

Boys

- **Shirt:** White or gray knit polo or white Oxford cloth shirt with button down collar, long or short sleeves are permitted. Shirts must be tucked in and the belt or waistband must be visible.
- **Pants:** Black uniform twill. No denim, cargo, faded or holes in the pants.
- **Shorts:** Black uniform twill shorts may be worn April 15th through October 15th. No cargo or faded shorts permitted. Shorts must be no shorter than 2 inches above the knee.
- **Hair:** 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:** Crewneck sweatshirts with the St. Timothy School logo must be ordered online from the school website or by a link provided by the school. Plain gray or black crewnecks (no logo) are also acceptable; **No Hoodies** are permitted, except for the 8th grade hoodie.
- **Sock:** 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 should be tied at all times. Due to safety, shoes must be appropriate for recess and PE. Administration may decide if shoe type is appropriate/safe to wear at school.
- **Make-up:** No make-up of any kind is permitted.
- **Belts:** A black or brown belt must be worn if pants have belt loops. The waistband of the uniform bottom must be worn at or near the waist.
- **BACKPACKS MAY NOT HAVE WHEELS.**
- No visible tattoos are permitted.
- Oversized clothing is not appropriate.
- Unnatural dyed hair is not acceptable.
- **Gym Uniform:** See below
- Name tags must be worn throughout the day and left at school overnight.

8th Grade Uniform Privilege

8th graders vote upon a design for their class hoodie to be worn as an optional uniform sweatshirt. The sweatshirt is printed in September. Parents/guardians are responsible for payment for the sweatshirt. It is optional. If a student chooses not to purchase the 8th grade hoodie, then he/she must wear the regular school uniform sweatshirt. *Since this is a privilege, sweatshirts may be revoked as a consequence of not representing St. Timothy Catholic School positively.*

Physical Education

Gym Uniforms must be worn by all students in kindergarten through 8th grade on their assigned gym day only. The gym uniform consists of a gray t-shirt, sweatpants with the St. Timothy logo, and mesh gym shorts. The sweatpants and mesh shorts follow the same schedule as the regular uniform rules. Gym shoes are also required on gym days. 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 the proper length. An announcement will be made when shorts are permitted.
- Shirts without sleeves are not permitted. No tight-fitting shirts or bare midriffs.
- No clogs, flip-flops, backless sandals, or opened toed shoes are permitted.
- Jewelry must follow uniform regulations.
- Unnatural dyed hair is not acceptable.

Students found out of compliance by the discretion of the principal will be asked to change.

Spirit Days

Spirit Day is held **every Friday**. On spirit days, students may wear St. Timothy Catholic School spirit wear tops with their **regular uniform bottoms** (i.e., black slacks, shorts, skirts and/or jumpers). Students having gym class on spirit days may wear St. Timothy School spirit wear tops with their **gym uniform bottoms**. Any student choosing not to wear their spirit wear will be expected to wear the standard uniform.

Additional Spirit Days

Occasionally during the year specific classes and/or the school may participate in a special spirit theme day. Students may wear themed clothing and/or accessories with consideration for the other students and the safety of everyone. No inappropriate clothing or shirts with messages other than positive messages in line with the spirit and mission of

the school. Those students deciding not to participate in the theme are expected to wear the standard uniform.

Any student wearing inappropriate clothing/accessories by the discretion of the principal will be asked to call home and a change of clothing brought to school immediately.

ATHLETICS

St. Timothy Catholic School Booster Club (STCSBC) is a non-profit organization formed for the purpose of supporting students in the areas of athletics, and other supported programs at St. Timothy Catholic School. Meetings are the 4th Wednesday of each month.

Mission

STCSBC's mission is to offer financial, staff and volunteer support to athletics and other sponsored programs; supply the necessary resources to establish the highest quality training and equipment; provide all participants a rewarding opportunity to develop fundamental skills that enrich the intellectual, spiritual, and academic goals of St. Timothy School and enhance a sense of "Thunder Pride"; promote physical fitness, healthy living habits, the joy of athletic competition, and the positive characteristics of sportsmanship, teamwork, and self-discipline in an environment reflective of our faith, family and parish; endorse and publicize St. Timothy School athletics and other sponsored programs to boost participation, school spirit, and community awareness.

Recreational Teams

All students wishing to participate on a recreational team will be entitled to placement on a team roster. The sports coordinator will determine the number of players on a team, giving consideration to the minimum needed to field a team and the maximum number that still allows sufficient playing time. If need be, a mixed team of children from consecutive grades, will be formed to ensure that a team meets the minimum number of players needed. If more than one team per grade level is needed, teams will be divided as fairly and evenly as possible after taking at least two open gym practices to evaluate the players. The sports coordinator will make every attempt to find league space and coaches for the teams.

Playing Time

In league play, all members of a recreational team are entitled to play ½ of any basketball game or one set of any volleyball match.

All members of 3rd-6th grade recreational teams are entitled to play ½ 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 is necessary for the child to maintain passing grades in all classes. 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 quarter.
2. The child has a failing average in one academic subject on their report card.

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 quarters or distribution date of the report card will be the effective date of ineligibility and probation.

- *Absence:* If a child misses school due to an absence (i.e, illness), they are not permitted to participate in the sport that night.
- *Disciplinary:* A child that receives a detention will be prohibited from participating in school athletics for 1 week after serving detention.

A child that is suspended, placed on probation, or is expelled from school, will not be permitted to participate in in school athletics for the rest of the season.

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

Sports Fee

All students participating on either a recreational or competitive team will be required to pay a fee per sport. Notification of cost will be sent out with information prior to the start of the season.

Player/Parent Conduct Form

All students and parents are required to sign a Conduct Form. Please see your child's coach for the form prior to the season beginning.

ADDITIONAL EXTRACURRICULARS

Learning opportunities are enhanced by extracurricular activities of special interest to the student. These activities are excellent means for child growth and development. They promote good conduct and self-confidence. General participation requirements are based on academic efforts and conduct, while specific participation requirements may vary with each activity.

Examples of activities that may be offered include:

- Academic Team (middle school)
- Choir
- Student Council
- Drama/Theater
- National Junior Honor Society
- Art Club
- Lego League
- Math Counts

A student may not participate in any activity if he/she is absent from school the day the activity occurs.

Musical/Play Guidelines

The spring theatrical production holds auditions in late December. All students in good academic standing (no failing grades) in grades 5-8 are eligible to audition. If offered a part in the show, the student must commit to the rehearsal schedule. At auditions, students and their parents will fill out a conflict calendar. If a cast member misses two or more rehearsals NOT listed on their conflict calendar, they may lose their part in the production. Parents of students in the production must volunteer in one of the following areas: set, costumes, props, backstage support, or ticketing. All staff, parents, and students must stay after the final performance to help strike and store the set, costumes, props, etc. All of the above mentioned time counts towards the family's parish service hours.

SAFETY

General

An emergency form is sent home with each student at Ready, Set, Go! Night. This form is a place to include updated contact information, medical data and emergency contacts. The authorized pick-up form will also be sent home and is a place for parents to designate who may pick up their child, in addition to them (i.e., siblings, babysitters, grandparents, neighbors). **Please update this form as needed.** A child will only be released to the parent or those authorized on the form. Any person picking up a child must report to the office and sign the child out. Please be prepared to show identification, if necessary. 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.

Security

In cooperation with the Boone County Police Department and Emergency Services, St. Timothy Catholic School has undergone training to prepare teachers and students for potential threats. Additional training will continue to be provided. Security cameras are in place for further protection.

School Visitation

All doors are kept securely locked at all times. All visitors must enter through the main door and be buzzed in. Upon entering the school, all visitors must 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. 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.

Child Custody

The school office must have current written documentation regarding custody and visitation rights for each child. Unless the office has documentation of 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.
4. In the case of joint custody, both parent's 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.

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 only slow down the police/fire responders 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 notification system (Flocknote, All Call, website, etc...) will also be used.
- 3. PICKING UP STUDENTS.** 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 without both of these in place.

Fire Drills

Monthly fire drills will be conducted throughout the school year with the cooperation of the Boone County Fire Department. Classroom evacuation maps are located in each classroom and rules and procedures are reviewed with students throughout the year.

Students are expected to exit the classroom and building quickly and quietly and to follow directions. Failure to cooperate with safety procedures may result in disciplinary action.

Tornado and Earthquake Drills

Two tornado and earthquake drills are required throughout the school year. Classroom evacuation maps are located in each classroom and teachers review the rules and procedures with their students. Failure to cooperate with safety procedures may result in disciplinary action.

School Lockdown

Twice a year, students will practice school lockdown and stay in place procedures. Teachers and staff have been trained for both of these situations.

Inclement Weather

When there is inclement weather, St. Timothy administration will decide if we will follow an alternate schedule, close for the day or have a regular schedule. The school will consider student and family safety as the top priority when making this decision.

Families are the ultimate decider in what is best for their family and should communicate that with the office if a separate accommodation is needed. Emergency school closings or delays will be announced through *Flocknote*. It is the responsibility of the parents to notify the office of any phone or email changes.

Inclement weather adjustments will either be a closure, a 60-minute delay, a 90-minute delay or a 2-hour delay.

If Boone County Schools are NOT in session due to inclement weather, there will be no bus transportation. The buses will run on a delayed schedule (as long as our delay is the same as Boone County Schools).

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. Please be sure to keep this information updated throughout the year.

STUDENT SERVICES/HEALTH SERVICES

Screenings

Hearing screenings will take place each Fall and throughout the year to any new students and are conducted by the Speech Pathologist or a trained volunteer. Some students may receive a referral for a doctor visit upon completion of the screening. Notification of the screenings will be sent home prior to the screening time.

Students are examined for head lice on an as needed basis. If a child is found to have head lice, his/her school age siblings will also be examined. If 2 or more cases are found within the same class, the entire class will be examined. Children found to have evidence of 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 clinic to make this determination. Parents will be notified if there is more than 1 case per class.

Requirements

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 preferred, but it is not required by the Diocese of Covington for admission of new students. **All children are required to present a valid state of Kentucky immunization certificate upon enrollment in school.** This certificate will be kept on file and sent home for renewal so it is kept current and valid at all times. This is in compliance with the Kentucky state health code.

Medicine

According to Diocesan and Kentucky regulations, aspirin (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) However, we do recognize that some students may be on medication that must be taken during the school day.

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

- Written notice with medication in the original bottle.
- Parent and/or physician signature with clear directions for administering (i.e., time, frequency, amount).
- Parents should clearly mark the medication with the student's name.
- Students should report to the office and the principal, office manager or administrative assistant will dispense the medicine. Medication may not be given out by teachers. All medicine must be dispensed from the school office and/or clinic under the supervision of an administrator.
- All medications and first aid given is to be documented in the appropriate binder.

Food Allergies

In order to keep the safety of all our students in mind, parents must notify the school of any serious food allergies for their child at the beginning of the school year so the appropriate teachers can be notified.

Information regarding your child's allergy, medications needed and an action plan is necessary to keep on file. All emergency medications are stored in the school office or the teacher's emergency bag that is carried whenever leaving the classroom.

All food treats must be store-bought with food labels, in consideration of those students with food allergies. 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 their teacher. **We highly encourage those students with severe food allergies to wear a medical bracelet.**

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.

LOST AND FOUND

Students should put names on all personal items. Lost items may be found in the "lost and found". The school cannot be responsible for lost articles. At the end of each quarter, items not claimed will be donated to Saint Vincent De Paul. Please encourage your child to look through the lost and found for items.

RIGHT TO AMEND

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep families informed of all changes as soon as it is practical; however, some changes might be necessary immediately due to unforeseen circumstances.