



August 2009

Dear Parents and Students,

The pastor, faculty, staff, students and families of Saint Timothy Parish join me in welcoming you to our school. We are all dedicated to providing an excellent Catholic education for our children and rely on our parish and school families' cooperative goodwill to support us as we work towards this common purpose.

As defined by the continuous improvement plan developed as part of the Ohio Catholic Schools Accreditation Association's process for the accreditation of St. Timothy School, our goals for the upcoming year are:

- I. Students will expand their knowledge and understanding of the diversity of their Catholic heritage, culture, and history of the world church through the practice of their faith.
- II. Students will demonstrate an understanding of their academic progress through the use of multiple assessment techniques.

This handbook provides a summary and general guideline for the day-to-day operations of the school. Please take time to read it carefully since revisions are made each year. Every effort has been made to anticipate your questions and to provide the answers in clearly understood language. (To assist you in finding answers to your questions, please consult the Index provided at the back of this book); however, even the most comprehensive document of this sort is bound to overlook something. So, please do ask questions on issues which are not clear and feel free to suggest changes for the future editions.

Update of current information will be published in the principal's newsletter that can be located on the school website: www.sttimschool.org. You may also want to periodically check the school web site for information as well as links to the Home and School Association web page and to the faculty and staff's email.

We hope you enjoy your educational and community experiences with us this year. We invite you to feel at home and encourage you to participate in the many programs and activities at Saint Timothy School. By working together, we can form a partnership so that every child will know what is to be a happy, healthy, fully alive, child of God.

Sincerely,

George Mosholder, Principal

****Please make sure you fill out both sides of the form at the beginning of this book and then detach and send it with your child on the first day of school.****

MISSION STATEMENT

As a Catholic faith community, St. Timothy School is dedicated to supporting families by providing instruction and encouragement that creates an atmosphere of enthusiasm for learning. Christian character, emotional and physical well-being, intellectual development, and respect for diversity are fostered throughout our school.

*Ratified by the St. Timothy St. Timothy School
Advisory Board
December 12, 2002*

BELIEF STATEMENTS

1. We believe in establishing an atmosphere that focuses on the development of Christian character and that supports Catholic beliefs.
2. We believe that ours is a community of life-long learners who are supported by a faith community.
3. We believe that everyone works together so that each child will strive to do his/her best.
4. We believe in the education of the whole child.
5. We believe in helping children to follow Christ.
6. We believe in providing a safe and secure environment for healthy growth.
7. We believe in providing an environment that accepts diversity in others.
8. We believe in teaching the children to be independent thinkers in a cooperative learning environment.
9. We believe that one should approach life and learning by using your sense of humor; being child-like, not childish.
10. We believe that the students in our school experience strong academic success as compared to other students - local, state, and national.
11. We believe that students feel they have the opportunity to express their spiritual and personal opinions in school.
12. We believe the faculty should serve as role models in our faith and pave the way for all aspects of student growth.
13. We believe the administration and faculty should continue to develop a positive relationship with the parents and community, encouraging them in their endeavors with their own children.
14. We believe the faculty and administration should continue to develop an environment in which we are all free to express our diverse points of view.
15. We believe this is a strong faith community.
16. We believe in a quality education.
17. We believe in strong parental involvement.
18. We believe in strong academic expectations from our teachers and parents.
19. We believe we offer the students quality technology and media equipment and instruction.
20. We believe that the students and teachers of our school have a good working relationship.

Written and accepted by the St. Timothy Faculty 2002

THE RIGHT TO A CATHOLIC EDUCATION

Catholic schools exist to reinforce parental efforts to share faith values with their children and to serve the community, particularly the Catholic community of the Diocese.

Catholic schools of the Diocese of Columbus are open to children of parent(s) or guardian(s) who seek religiously oriented education which Catholic schools can provide.

While preference is given to members of Catholic parishes, all others are welcome on a space available basis and at the discretion of the pastor and/or principal.

Excerpted from Diocesan Policy 5110.0

NON-DISCRIMINATORY STATEMENT

St. Timothy School recruits and admits students of any race, color, gender, or ethnic origin to all its rights, privileges, programs, and activities. In addition the school will not discriminate on the basis of race, color, gender or ethnic origin in the administration of its educational programs, or extra curricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

St. Timothy School has been recognized as a School of Excellence by the United States Department of Education and is a member school of the National Catholic Education Association (NCEA).

St. Timothy School has achieved full accreditation by the Ohio Catholic School Accrediting Association (OCSAA).

All teachers follow the prescribed courses of study developed by the Columbus Diocesan Department of Education for their grade level and subject areas.

STUDENT CODE OF CONDUCT

I UNDERSTAND, that as a student of St. Timothy School, I am expected to follow the Code of Conduct as it has been explained to me by my teacher. I also understand that if I choose unacceptable behaviors I may lose privileges.

CHRISTIAN BEHAVIOR is expected at all times. The following are examples of unacceptable behavior: the use of vulgar words or obscenities (spoken or written), name calling, verbal threats, cheating, lying, throwing objects, and fighting.

RESPECT AND COURTESY should be shown to all teachers, school employees, volunteers, visitors and classmates. Students should show respect for one another's personal belongings as well as the property of teachers or school.

IN GOOD WEATHER students should not enter the school building before the 7:30 bell unless they are on Safety Patrol or have business in the office or with a teacher.

CLASSROOMS are places of learning. Disruptive behavior will not be tolerated.

HALLS, while not silent, should be orderly and reasonably quiet. Students should take care not to disturb classes that are in session by shouting or running.

GUM CHEWING is NOT permitted on school grounds between the hours of 7:00 a.m.-4:00 p.m.

THE SCHOOL CAFETERIA is a place where good table manners and orderly behavior is expected. All students are expected to clean up the area where they ate before being dismissed for recess.

RESTROOMS should be kept reasonably clean and orderly. This is not a place to play, or to create a disturbance or a mess.

AT ASSEMBLIES proper manners are to be practiced. Classes should enter the gathering place in an orderly manner and sit in their assigned seats. Booing is never permitted.

PLAYGROUND AREAS are assigned to each class and should be observed by all. The Playground Monitor or teacher on duty is to be shown respect and obeyed. There must be no fighting and/or rough playing. Classmates should never be told that they cannot join a game. No child is permitted in the creek, nor allowed to throw things into creek.

ELECTRONIC ITEMS, such as beepers, cellular phones, CD players, or other such devices, shall not be seen and/or used between the hours of 7:30-2:30 p.m. Those items that are seen and/or used during the school day will be confiscated and returned only to a parent or guardian.

NO WEAPON of any kind is permitted on the property of St. Timothy School. Any violation of this regulation renders the student(s) subject to expulsion.

Parents and students who fail to support the policies of St. Timothy School may be asked to withdraw their child/children from the school.

SAINT TIMOTHY SCHOOL FACULTY AND STAFF

PARISH STAFF

Pastor.....	Father Tim Hayes
Parish Secretary.....	Lucy V. Hickey
Director of Religious Education.....	Rita Feige
Accountant.....	Dottie Cocola

FACULTY

Principal.....	George S. Mosholder
Kindergarten.....	Mary Ann Johnson
First Grade.....	Diane Gates
Second Grade.....	Mary Lou Kistner
Third Grade.....	Christina Davis
Fourth Grade.....	Lynne Price
Fifth Grade.....	Catherine Watson
Seventh Grade / Social Studies PE	Erin Rinehart
Eighth Grade / Math Counts.....	Ashley Mayer
Technology / Algebra/ Science.....	Sue Gardiner
Art.....	Ann Carroll
Librarian.....	Leslie Jordan
Sixth Grade/Music /Technology/ PE.....	Kristen Babjak
Reading Tutor.....	Jane Bresler
School Nurse	Cathy Cleary, R.N. and Volunteers
Psychologist.....	Jane Varga
Spanish.....	Ann Polanco

SUPPORT STAFF

School Secretary.....	Rita Flanagan
Kindergarten Teaching Assistant.....	Judy O'Neil
First Grade Teacher Aide.....	Nancy Malnate
Office Assistant/Fourth Grade Aide.....	Ann Tribbie
Second Grade Aide.....	Marianne Murphy
Third Grade Aide.....	Michelle Fabro
Playground Supervisors.....	Jean Hansell & Karen McGirty
Cafeteria Manager.....	Mary Pat Boulware
Cafeteria Staff.....	Peg Crossin
Cafeteria Staff.....	Mary Glancey
Maintenance	Terry Edwards
Maintenance.....	Sue Hatfield and Tameka Gilmore

ST. TIMOTHY SCHOOL ADVISORY BOARD shall function as an advisory board whose purpose shall be to develop and define policies that govern the operation of the school. Its primary concern is the intellectual and spiritual development of the students.

The St. Timothy School Advisory Board consists of the Pastor, the school Principal, Home and School Association President, as well as elected and appointed members. Open meetings are conducted monthly, August through June, and are announced in the weekly parish bulletin.

Anyone interested in addressing the board is welcome to do so by notifying the president one week in advance of the meeting, in writing, stating the nature of the topic or by addressing the Board at the end of the monthly meeting as part of "Comments from the Floor". These comments will be limited to two minutes and may or may not be discussed by the Board.

St. Timothy School Advisory Board Members:

Fr. Tim Hayes, Ex Officio
George Mosholder, Ex Officio
Amy Hess, President
Brad Spees, Vice President
Linda O'Brien, Secretary
Mary DiOrio & Mary Stotler, Home & School Association
Mara Belcher
Mary Jeffrey
Nancy Powell
Anne Davidson
Katie Emswiler
Tiffany Valentino-Rigsby
Michaela McGinn

Meeting Dates

August 18
September 9
October 13
November 12
December 17
January 12
February 11
March 9
April 13
May 11

ST. TIMOTHY HOME & SCHOOL ASSOCIATION sponsors fund raising programs throughout the year to subsidize various enrichment programs and school improvements. School families are encouraged to support the efforts of the Home & School Association through these fund- raisers and through the payment of their yearly dues.

HOME AND SCHOOL ASSOCIATION MISSION STATEMENT

The members of the St. Timothy Home and School Association are dedicated to support and enhance our children's Catholic education and spiritual growth. We will serve to strengthen our community by uniting the parents, students, and staff through ongoing communication, effective fundraising, and by promoting enrichment programs.

H&SA Officers

Mary DiOrio & Mary Stotler- Presidents
Mary Connor- Vice President and Family Fun Coordinator
Teresa Davidson- Secretary
Carolyn Weber- Treasurer
Jill Skulich- Website Coordinator
Barbie Marchese- Hospitality Coordinators (HC)
Carrie Moran- Volunteer Coordinator
Mara Belcher, Anne Passino, Kelly Staley- School Directory Coordinators

Meeting Dates

August 8
September 9 - Open House
October 12
November 9
December 14
January 11
February 8
March 8

Beth Wagenbrenner & Angela Parker- Market Day Coordinators April 12
Lori Francescon- Used Uniform Sale Coordinator May 10
Leslie Jordan- CARE Program Coordinator
Kelly Staley- Catholic Schools Week Raffle Coordinator
Chris and Katie Emswiler- Magazine Sale Coordinators
Brenda Thomas - Santa's Workshop Coordinators
Cathy Watson- Faculty Representative
Amy Hess 2005-6, Nancy Montgomery 2007, Kim Melillo 2008 Past Presidents

ROOM PARENTS: Volunteers will be solicited each year by the Home & School Association to assist with classroom parties, sacramental celebrations, special projects, and the like.

RELIGIOUS INSTRUCTION

All Students will receive religious instruction according to directives from the Diocesan Religious Education Office. Classes will attend the 9:00 a.m. Mass on a weekly basis with the responsibility for planning the Mass rotating from class to class. Parents are encouraged to join the school community in this weekly liturgy in celebration of our shared faith.

The sacrament of Reconciliation is offered to students in grades five through eight during Advent and Lent.

Boys and girls of the parish are encouraged to assist with liturgical celebrations through the altar server program.

Sacramental programs are Parish-based, as directed by the Diocesan Religious Education Office, and coordinated through the Parish Religious Education Office. Students of St. Timothy Parish prepare for the Sacrament of Confirmation, received in eighth grade. In accordance with Diocesan directives, instruction for the reception of the Sacrament of Reconciliation is given in second, third, and fourth grade. Parents shall decide when they feel their child has sufficient maturity and understanding to receive the sacrament.

SCHOOL DAY PROCEDURES

ARRIVAL: Outside supervision is provided from 7:45 a.m.- 8:00 a.m. each school day.

For the safety and protection of your child, do not drop students off earlier than 7:45 a.m. Students enter the building at 8:00 a.m. for a 15-minute homeroom period when attendance and lunch/milk count is taken. Students who wish to arrive for an optional activity period must be dropped off at 7:30 a.m.

DAILY SCHEDULE: The normal full day schedule is as follows:

7:30-8:00 Optional activity period

7:45 - 8:00 Drop-off

8:00 Students enter the building / homeroom period begins

8:15 Teachers begin instruction

9:45 Recess - Grades K & 1

10:00 Recess - Grades 2,3 & 4

11:15 -12:00 Lunch for Grades 6, 7 & 8

11:30 -12:15 Lunch for Grades 3, 4 & 5

11:45 -12:30 Lunch for Grades K, 1 & 2

2:30 Bus riders dismissed

2:35 Walkers and car riders dismissed

The early dismissal schedule is as follows:

7:45 - 8:00 Drop-off

8:00 - Students enter the building / homeroom period begins

8:15 - Teachers begin instruction

9:45- Recess - Grades K & 1

10:00- Recess - Grades 2, 3, & 4

1:00- Bus riders dismissed

1:05- Walkers and car riders dismissed

*No lunch period is scheduled on early dismissal days - teachers allow students to eat a snack

as they work. *

EMERGENCY CARDS AND INFORMATION: Families will receive emergency cards equivalent to the number of children attending the school in the “Back-to School” packets distributed each August. These cards must be completed by a parent or guardian and returned to your child(ren)’s teacher(s) on the first day of school. If you should change your address or phone number (either work, home or mobile), notify the school office immediately, so that our records can remain accurate and current. If both parents are to be out of town for more than one day, the school office must be notified and informed of the person who is assuming parental responsibility.

TARDINESS: Teachers begin to teach classes at 8:15 a.m., therefore all students reporting to school later than 8:10 a.m. will be considered tardy and must report to the office. Habitual tardiness shall be discussed with parents. If the difficulty is not corrected, then the student may be detained after school or on Saturday to make up the time missed.

ATTENDANCE: If a student will not be in school on any given day, please call the school office (451-0739) before 9:00 a.m. The school has Voice Mail service on this line; thus a message may be left at anytime before 9:00 a.m. In compliance with the *Child Safety Act*, one of our volunteer nurses will call the home or work place of anyone who has not called the school office. Do not send your child to school in a contagious state; sickness spreads rapidly in a classroom. Please do not request that your child remain inside during the recess period as fresh air and exercise benefits the education process.

Also, please send in a written note with your son/daughter the day s/he returns to school detailing the reason for the absence. Regardless of the reason, any child not present for all or part of a day will be marked absent accordingly. There is no provision made for “excused absences”. The child is either present in school or not present in school. Students who miss more than forty-five consecutive minutes of instruction will be marked as absent half-day.

STUDENT/FAMILY VACATIONS: Parents are encouraged to limit vacations to scheduled school holidays. If it absolutely necessary for a student to miss school, understand that the child will be given only the assignments available on the last day s/he attends class. Work that is missed must be completed upon the child’s return and turned into the teacher by the date s/he specifies.

In particular, September and October are vital for learning in order to start a successful school year. Parents are strongly discouraged from scheduling vacations during this time. Conversely, teachers and students need closure at the end of the year. All children should be present in school right up until the last day of school unless a family emergency makes this impossible.

SIGN-OUT FOR DOCTOR/DENTIST APPOINTMENTS: No student will be permitted to leave the building with a visitor without the knowledge of the school office. Students will not be dismissed from the building until an adult comes to the School Office to meet the student and sign him/her out. A "Sign-out" book will be found on a table in the school office. The adult is to sign the book giving the name of the student, the date, time and reason for leaving the building. Upon return, the adult should sign the child back in.

DISMISSAL: On days when school is in full session, classes end at 2:20 p.m. Bus riders are dismissed at 2:30 p.m. at the Main entrance. Walkers and car riders are dismissed at 2:35 p.m. at the East entrance.

- Drivers who are picking up children may use the East parking lot only. Once students have exited the building, they **MUST** wait for a parent or authorized person to come down to the lower parking lot to pick them up. No child should walk through the parking lot unescorted. Once the child has exited the school building, s/he is the driver's responsibility and should be supervised by that person.
- Drivers should make every effort to be on time - on the rare occasion that you are unavoidably detained, please call the school office so we can arrange for your child's safe supervision. Those who are habitually late should arrange to put their child in the latchkey program, since no teacher shall be required to supervise a child after 2:45 p.m.
- Students are forbidden to roller blade, play basketball, skateboard, or any other blacktop game, between 2:30 p.m. and 3:00 p.m.
- Students who walk home are to do so immediately upon dismissal. Parents of children who live in the neighborhood should insist that their child come home immediately after school. If a neighborhood child wishes to return to the school grounds to play, they may do so after 3:00 p.m. when the parking lot should be clear of vehicles.
- Under no circumstances should a child who is walking home interfere with the buses or with students who are waiting to board a bus.

BUS TRANSPORTATION: Any questions parents may have concerning bus transportation should be directed to the appropriate school district. St. Timothy School is not responsible for setting up bus schedules or routines. Inquiries may be made by calling the number for your district:

Upper Arlington - 876-8343

Worthington - 431-6590

Hilliard - 771-0041

Columbus - Brunk: 365-5074 & 451-0947

SCHOOL BUS CONDUCT: It is a privilege to ride the school bus. This service is provided to the students through the Public School Districts. Students are expected to act as young ladies and gentlemen while riding the bus. At the beginning of each school year a listing of the rules and regulations will be distributed by the driver to the students riding the bus. If a student is found to be in violation of these regulations, it is the responsibility of the bus driver to put in writing the conduct that was found to be unacceptable. A copy of the Bus Conduct Form is mailed to the parents of the student. After three (3) such warnings, the student will be suspended from riding the bus for a period of three (3) days. If a second problem occurs after the suspension, the student will again be suspended for a period of ten (10) days. Should a difficulty occur after the second suspension, the privilege of riding the school bus will be withdrawn for the remainder of the school year.

BUS RIDERS: Students may only ride the buses of the public school in which they reside. For instance, a child who resides in Dublin may not ride a Columbus bus to go home with another student. If a student needs to ride a different bus within their home district or get off at a different stop for one day, a note requesting this change must be sent to the school office for approval by the principal and then given to the bus driver by the student. Long-term bus

changes within the district, due to child care needs, must be arranged with the bus company.

SECURITY: All persons entering the building during the school day are required to come directly to the office before going to any other part of the school. Entry doors will be locked during the school day.

In the event of an intruder in the building or on the school grounds, teachers will be instructed to lock-down their classrooms and police will be notified immediately.

CRISIS PLAN: St. Timothy School will attempt to respond fully and promptly in the event of a crisis within the boundaries of the safety and privacy of the students, staff, parents and other constituencies. Possible crises to consider are: fire, tornado, bomb threat, explosion, school bus accident, death of a student, faculty or staff member, or intruder to the building.

The principal is the official spokesperson during any crisis situation. If the principal is unable to fulfill that role, then another staff member will be designated. The principal has the responsibility of notifying or arranging for the notification of employees, pastor, St. Timothy School Advisory Board, and Diocesan superintendent.

The school office will serve as the crisis communication center. In the event that the school office cannot be utilized, then either the parish office or teachers' lounge will be used.

In the event of a crisis causing extreme stress among the staff and student body, the Diocesan Intervention Team will be made available to assist students, families, and school employees.

EMERGENCY CLOSINGS: Closings declared because of hazardous or inclement weather conditions will be announced over local radio stations by 7:30 a.m. Saint Timothy's will be closed whenever Columbus Catholic Schools are declared closed for the day. The Diocese does not declare early dismissals on account of inclement weather once school is in session, regardless of what the public schools may do. Please do not call the school to ask if we are dismissing early. You may choose to pick your child up early because of threatening weather at your discretion, however, be aware that they will be marked as absent.

SCHOOL RECORDS/CUSTODIAL RIGHTS: Parents have the right to review school records.

The office needs to have on file any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree must be provided to the school by the custodial parent.

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the case of a domestically troubled family, a request by either parent to review the records of their child/ren will be honored by the administration unless there is a court order specifying to the contrary.

STUDENT/FAMILY INFORMATION: Information regarding the students and families of St. Timothy School will not be released unless a parent gives written permission that such

information may be released.

STUDENT RECORDS: No data shall be released about students without the written consent of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older. Those who are permitted to view an individual student's records are:

1. school personnel;
2. parent(s)/guardian(s) of a minor student;
3. the student who is 18 years of age or older;
4. non-custodial parent of an individual minor student unless denied access by a court order;
5. officials of other schools to which the student transfers.

Parent(s)/guardian(s) of an individual minor student or a student 18 years or older may request a copy of any item in the file. All others are denied access unless they have a subpoena or the written permission of the parent(s)/guardian(s) of a minor student or of the student who is 18 years of age or older. School personnel may release information concerning students for research and statistical purposes as long as the individual student's identity is protected.

PUBLISHING STUDENT INFORMATION: According to Diocese policy (5126.0), a school, school employee, school organization or the Diocese may publish student information in various formats, including websites under the following conditions: If proper notice is given and the parents of a student do not object, directory information may be released. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information. Personally identifiable information is information that makes the identity of a student more traceable. Personally identifiable information includes picture with and without names, addresses, social security numbers, ID numbers, personal characteristics (height, weight, etc.) and educational records.

CHANGE OF ADDRESS: If you should change your home or email address, or have a new telephone number at either home or work, please notify the School Office so that your records can be updated. It is also necessary to inform the School Nurse of any change on the Emergency Card immediately.

PHONE CALLS: Parents are asked not to interrupt the activities of the classroom. Students will not be called from class to the phone. Forgotten books and lunches may be cared for by leaving them in the school office. Important messages by phone will be delivered to the students in case of a real emergency. Likewise, students will be permitted to make calls only if the occasion warrants. Arrangements for social events and/or rides home should be made at home.

LOST AND FOUND: A Lost and Found Cabinet is kept in the upper hall opposite the Parish Center. Please feel free to check there if your child loses gloves, hats, books, etc. Unclaimed items will be donated to worthy charities at the end of each quarter.

BICYCLES: Bikes may be ridden to school. They must be locked along the fence by the school and may not be ridden on or off the playground at recess. The school assumes no

responsibility in case of theft or damage. Students who ride bikes to school should wear a helmet.

COURIER PACKS: All important and necessary papers as well as school related information will be sent home each Thursday with a designated child from each family. Please look for this packet each Thursday. We ask that you empty it, look over the enclosed material and return the empty packet with your son or daughter the next day. The Courier Packs will be the main vehicle by which we communicate to parents and should contain a newsletter from the principal and cafeteria menu at the beginning of each month.

MEDIA CENTER / LIBRARY: The school houses a collection of audio-visual and print materials. The children are encouraged to borrow books and materials from the center. Any loss of or damage to books and materials must be paid by the consignee.

TECHNOLOGY LAB: The school maintains an up-to-date technology lab as part of the multi-media center. Classes are scheduled to come to the lab on a weekly basis and teachers may schedule additional sessions in the lab on an as-needed basis. Students may work in the lab before/after school or during their lunch hour only with the permission and knowledge of the technology coordinator and in the presence of a faculty member. Each student must have a signed Appropriate Use Policy on file before they will be permitted to access the Internet. [See Appendix I]

ASSIGNMENT NOTEBOOKS: Each student in grades 2-8 must purchase an assignment notebook as part of their school supplies. Students are expected to take good care of this notebook and will be expected to replace it if it is lost. Each teacher will establish a procedure for helping the students to fill out the notebook and for checking it. Parents are expected to check the book on a regular basis. This should help the teachers and parents communicate more effectively regarding what is happening in the classroom.

HOMEWORK: Homework is due at the beginning of the class and should be completed in its entirety. Pre-scheduled tests will be made up or taken upon the students' return to school. The student is responsible for checking with the teacher for missed assignments upon his/her return. With prior notification, a parent, sibling, or classmate may get the assignments from teachers on the day of the student's absence between 2:30 and 2:45 p.m. if they choose to do so.

INTERIM REPORTS: An Interim Report will be sent to the parents of all middle school students. All interim reports are sent during the 5th week of the quarter.

The dates are: September 25 December 4 February 19 April 30

REPORT CARDS: Report cards will be given to all students four (4) times a year, or approximately every nine weeks.

The dates are: November 5 January 22 April 1 June 4

The following progress codes will be used on report cards in all grades:

+ Exceeds the Standard*

This code means that the student demonstrates superior performance with in-depth understanding of the standard, and can apply the knowledge and skills in a thorough, consistent, independent way.

* *Kindergarten standards are not evaluated in ways that the “exceeds the standard” code is appropriate.*

√ **Meets the Standard**

This code means that the student has solid academic performance and consistently demonstrates proficiency of the standard with few errors.

I Improving, but not yet meeting the Standard

This code means that the student demonstrates partial mastery of the standard and occasionally meets the standard.

N Does not meet the Standard

This code means the student demonstrates limited or no understanding of the standard.

INC Incomplete Work

In grades 5-8, a student can receive an incomplete when s/he has not turned in an important assessment of a skill or concept.

LETTER GRADES: Students will receive letter grades in grades 6-8 only. They will be calculated on the basis of student progress over time.

ACADEMIC RECOGNITION FOR GRADES 6-8:

A student will be placed on the Principal’s List if s/he has achieved a grade point average of 4.0 in all subjects.

A student will be placed on High Honors if s/he has achieved a grade point average between 3.6 and 3.99.

A student will be placed on the Honor Roll if s/he has achieved a grade point average between 3.3 and 3.59.

SCHOLARSHIPS: Graduating eighth graders who are continuing onto a Catholic high school are eligible for consideration for the following parish-based scholarships:

- The Men’s Club Scholarship
- The Women’s Club Scholarship
- Service Awards
- Kanakkanatt Family Scholarship

The selection process for these scholarships is overseen by the principal. Teachers and staff members must complete evaluations of students they wish to nominate that consider these criteria: academic, spiritual, service, and Christian character. In the event of a tie, financial need may be taken into consideration.

C.O.A.C.E., the Franklin County Diocesan teachers’ organization makes annual awards based on an essay competition. Eighth grade students will be notified regarding the topic and deadline for applying.

Additionally, Bishop Watterson High School and St. Charles High School award academic scholarships to incoming freshmen.

NATIONAL JUNIOR BETA CLUB: Students in grades 6, 7, and 8, who have maintained a 3.35 or better average for four quarters will be eligible for consideration for the BETA Club. In addition to outstanding academic achievement, students must exemplify a worthy character and demonstrate a cooperative attitude throughout the school year.

An initiation ceremony will be held during the fourth quarter of the school year. Once inducted, each member must attend a minimum of six meetings throughout the school year. Unexcused absences will jeopardize the student's membership in Beta Club.

LIFE SKILLS REPORTS: These forms are designed to be a tool for communication between the teachers and a child's parents. Consequently, a teacher may send this home at any time during the school year when s/he feels there is a concern that needs to be addressed. The intention is to keep parents informed whenever there is a skill area that needs improvement. Concerns that remain un-addressed, such as repeated missing homework, failure to take notes or pay attention in class, may eventually impact a child's grade.

Life skills are habits of mind and work that are important to successful higher-level work. The major topics of the Life Skills Report are: Thinking and Reasoning, Self-Regulation, Life Work, and Working With Others.

While Life Skills are not graded, they need to be seriously considered when they are received. When you receive a Life Skills form, please read it over carefully, noting which areas have been marked with an "N" to indicate that improvement is needed. Discuss the teacher's concern with your child. Sign the form and return one copy to the teacher. Feel free to request a follow-up call or conference, if you feel it is warranted.

PARENT/TEACHER CONFERENCES: Time is provided after the first and third report card for a Parent/Teacher Conference. The first conference, with parents only, will be held November 11, 2009. Sign-up sheets will be placed in the lobby prior to the scheduled conference dates. The second conference, to be held February 11, 2010, will be student-led. Information will be sent home via the weekly courier pack with regards to time-frames for visiting specific classrooms.

Do not feel that you have to wait until a formal conference to communicate with the teacher. Teachers should be informed as soon as possible of any circumstances - social, emotional, or physical - that might interfere with a child's performance or completion of work. This information will help those who work with your child to assist compassionately with any needed interventions.

Parents are encouraged to discuss the progress of their child with his/her teacher at any time during the school year. If a problem arises parents are expected to speak directly with the teacher concerned **first**. Should the problem remain unresolved, parents may then contact the school principal to discuss the matter. In most cases the teacher will also be included in the discussion. Parents are expected to speak to and about staff members in a respectful manner.

10 WAYS TO COMMUNICATE WITH TEACHERS BETWEEN FORMAL CONFERENCES:

1. Pick up the phone for an occasional conversation and/or email the teacher between formal parent-teacher conferences.
2. Make an appointment and have specific questions prepared to discuss.
3. Share your wishes and worries about your child, so you and the teacher can compare observations, and set goals and expectations together.
4. Ask for advice about your child's behavior problems, homework difficulties, and how to reinforce at home what is learned at school.
5. Respond to report cards by sending the teacher a note or an email if you're pleased with your child's progress, or ask what you can do to help your child improve.
6. Attend all conferences as well as other meetings and programs that allow you to make contact with your child's teacher and other school staff/faculty.
7. Find out what your child is learning and what the academic expectations are each year.
8. Seek a translator if language differences are preventing good communication.
9. Provide information to the teachers about major changes in home circumstances that may affect your child's behavior or performance.
10. Go online to the school web site www.sttimschool.org where you'll find links to all the faculty's email.

SCHOOL VISITS: Parents are always welcome to visit the school for purposes of observation. Any visits during the school day should be for that purpose only, unless a conference time with a teacher has been prearranged and must be planned with at least one day's notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder the program.

EDUCATIONAL SERVICES AVAILABLE TO THE STUDENTS:

- General Tutor is available for any student in grades 1-8.
- The services of a School Psychologist are available on an as needed basis for purposes of assessment and testing.
- Speech and Hearing services are available through Columbus Public Schools and are paid for with NPSS funds.

If you feel that your child may be in need of any of these services, talk with your child's teacher or call the school principal.

ACCELERATED READER: Students in grades 2-5 will be tested at the beginning of the school year by the reading teacher to determine their base-line reading level. Students will meet periodically with the reading teacher to assess progress and establish reading goals for the quarter. The reading teacher will retest students at intervals throughout the school year.

RETENTION: Students are promoted to the next grade level at the end of each academic year. If a student does not attain satisfactory achievement, a teacher-principal conference is held. Parents will be notified of the intention to retain the student by March 1st. Subsequent progress reports are given to the parents on a frequent basis so that the best possible decision can be made for the good of the student.

STUDENT BEHAVIOR: The ideal we are aiming for is self-discipline rising from a respect for all persons involved in the school community: students, parents, staff or volunteers. Should the behavior of students at any time be found unacceptable by the adult responsible for any given activity, s/he will be subject to one or more of the following consequences:

- Oral warning

- Time out / Loss of privilege
- Note or email to parent or guardian
- Life Skills Report sent to parent or guardian for their signature
- Detention
- Phone call to parent or guardian
- Conference with any or all of the following parties:
 - a. Principal
 - b. Pastor
 - c. Teacher / Staff
 - d. Parent/guardian
 - e. Student
- In/Out of School Suspension
- Probation

If, after a reasonable effort has been made by the staff, there is little or no change in the student's behavior, the Diocesan Guidelines concerning suspension and /or expulsion will be followed. [Refer to policies on Harassment, Banned Substances, etc. for additional information and clarification.]

BEHAVIOR OFF CAMPUS: The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at **school or away from school** that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

DETENTIONS: When necessary, after school detentions are held for students in grades 6-8 on Tuesdays from 2:45 p.m. to 3:30 p.m. Parents will be notified when the detention is to be served so appropriate transportation can be arranged.

CAFETERIA/LUNCH: All students are required to remain on designated school property during lunch/recess unless written permission to leave has been given to the principal. We expect a student to eat lunch in the cafeteria unless there is written parental permission allowing the student to "skip lunch". A nutritious hot lunch is offered for \$2.25 and milk only for \$.60. If a child forgets his or her money or lunch the student may charge, but the charge amount held by the cafeteria may not exceed \$5.00 at any given time. Extras may also be charged. Charges that are left unpaid will have a service fee of \$10 added to them after two weeks.

Students are expected to use good table manners when they are eating in the cafeteria and to clean up after themselves. Should a student choose not to use good manners or to behave in a manner that is not acceptable s/he may be assigned to wash tables in the cafeteria for a period of time.

Please Note: Neither lunch nor milk is served on early dismissal days. Students need to bring a snack and a drink from home.

CAFETERIA SERVICE - PARENTS: The following list of rules and responsibilities pertain

to cafeteria duty at St. Timothy:

1. A member of each family is expected to spend one day working in the cafeteria each month. The hours are approximately 11:10 a.m. until 12:45 p.m. If you are able to help and have not been contacted, please call the school office.
2. You are expected to find your own replacement if you are unable to work on your appointed day.
3. If you are unable to work, and if you are unable to find a replacement, a fee of \$10.00 per month is expected in order to pay another person to work for you. Make checks payable to St. Timothy Cafeteria.

BIRTHDAY TREATS: Parents may provide a simple treat that can be distributed to classmates in the classroom at a time that is convenient for the teacher. Pizza parties, in lieu of lunch, are not permitted.

PARTIES: Classroom parties are arranged by the room parents in cooperation with the teacher for Halloween and Valentine's Day.

Invitations to parties that are held outside of school, may only be distributed at school if an entire group is invited, such as all the boys in the class, or all the girls in the class. To exclude particular individuals is hurtful and embarrassing to the excluded child and is not in keeping with our school's Code of Conduct.

WELLNESS POLICY:

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multi-dimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

The primary goal of nutrition education is to positively impact eating behaviors.

Nutrition Education:

1. Wellness objectives concerning nutrition are supported through the Diocesan Health Course of Study (2005) grade-level indicators relating to diet, nutrition, and exercise. Additionally, similar grade-level indicators are included in the Science Course of Study (2002).
2. Nutrition guidelines, food pyramids, charts, suggestions for healthy food choices, and other messages that support wise food choices will be displayed in or near the cafeteria as well as in classrooms during the nutrition unit of instruction.
3. Snack breaks, if applicable, will be scheduled as necessary to maintain energy levels. Additionally, school policy will outline what types of healthy snacks may be eaten during this time.

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

Physical Education:

1. Physical fitness is supported through the Diocesan Physical Education Course of Study (2005).
2. All elementary students and the designated grade levels in high school shall participate in Physical Education.
3. All appropriate grade levels will have scheduled recess times.
4. Discipline should not include loss of recess time except in rare instances.
5. Students will be encouraged to participate in school and community sports programs and to be physically active outside of school.

The school has activities in which both nutrition and physical education are inherent parts of the activities. Therefore, the school must be mindful of these connections when planning activities.

School-Based Activities

1. The Religion Course of Study (2006) supports reverence for life, self-respect, and respect for others, which are foundational concepts of wellness. All school-based activities are also rooted in these Religion Course of Study concepts.
2. The school should use food in limited ways as a reward for behavior, and minimize sugary treats for classroom celebrations.
3. Schools are encouraged to consider healthy food or non-food fundraisers.
4. Parent education concerning wellness should be provided by the school as is appropriate.
5. Teachers will be offered professional development in nutrition as is needed, and in physical activities that might be appropriate to incorporate in the classroom.

All schools with a lunch program must follow nutritional guidelines.

Nutrition Guidelines

1. School lunch programs must follow nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services.
2. School lunch periods will be scheduled so as to provide nourishment within a reasonable time frame from the start of the school day.
3. Schools should evaluate food and beverage products sold and determine nutritional guidelines for all foods and beverages that are available.
4. Drinking fountains are available in all buildings.

All schools are required to measure and evaluate their wellness policy.

Measurement and Evaluation:

1. The policy shall be reviewed regularly to evaluate school-wide compliance and effectiveness.
2. Based on the regular reviews, the school will determine any revisions necessary to support wellness in the school.
3. Whenever applicable, students could monitor wellness through activities such as monitoring their heart rate, or keeping a food and/or exercise journal.

PLAYGROUND REGULATIONS: The playground is supervised by a monitor and a teacher assigned to assist him/her during the last fifteen- (15) minutes of each lunch period. The teacher will take care of any unusual problems that have occurred during the period.

- All students are expected to use good judgment when playing games and are to avoid rough behavior.
- Once outside the building, students are not to return to the building until the bell rings. The upstairs restrooms are to be used before leaving the building after lunch.
- Food is not to be taken onto the playground without permission.
- Students may not leave the playground without permission.
- Each classroom is responsible for its own playground equipment.
- Snowball throwing, contact football, wrestling and other dangerous activities so specified by the playground supervisor are not permitted.
- The playground supervisor has the primary responsibility for correcting inappropriate behaviors. S/he will refer students to the classroom teacher and/or principal as deemed necessary.
- Classes will be admitted into the building through the outside classrooms doors whenever possible.
- All injuries are to be reported to the playground supervisor before contacting the nurse or the school office.
- In case of inclement weather, the students will remain in their classrooms. Students will not go outdoors if the temperature and/or wind-chill is 25 degrees or lower.

VOLUNTEER REQUIREMENTS: In order to comply with Ohio House Bill 187, all school volunteers who are placed in the sole charge, care, and custody of students must be fingerprinted and have a Bureau of Criminal Investigation (BCI) background check. This includes drivers for field trips.

Similarly, in order to comply with the United States Conference of Bishops' *Charter for the Protection of Children and Young People*, and the *Best Practices for the Parishes of the Catholic Diocese of Columbus*, volunteers must attend a session of "Protecting God's Children", a course in child abuse prevention, and submit proof of such to the principal.

To register for a "Protecting God's Children" session you must go online at www.virtus.org. The registration password is "Trust".

Those who have not fulfilled all of these requirements - fingerprinting, background check, "Protecting God's Children" training - by December 31, 2007 will not be permitted to continue to volunteer at St. Timothy School until such time as they have done so.

FIELD TRIPS: A Field Trip is defined as a school sponsored activity supervised by school personnel and/or adult volunteers which occurs off campus. No student may participate unless a signed parent permission form for the specified event is received by the school prior to the field trip. Field trips are a privilege not a right. Student behavior must be appropriate or the privilege may be revoked at the discretion of the principal.

Persons volunteering to drive for a Field Trip must furnish the school with a copy of the following information:

1. A valid Ohio, Kentucky, West Virginia, or any other state's drivers license.
2. A valid Ohio, Kentucky, West Virginia, or any other state's registration for the vehicle.
3. Proof of insurance for the vehicle for at least \$100,000 per person/\$300,000 per occurrence.
4. Have not been involved in any car related accidents or citations for reckless driving in the past three (3) years.

Drivers for a Field Trip are responsible for seeing to it that each student being transported is wearing a seat belt. Drivers must follow the designated route to the destination and are responsible to see that they have been provided with the emergency medical form corresponding to each student assigned to their vehicle.

Unless it is approved by the teacher in charge of the field trip, chaperones are asked not to bring younger siblings along.

Chaperones should not smoke in the presence of the children for whom they are responsible whether in or out of the car.

KINDERGARTEN/FIRST GRADE REGISTRATION: An informational meeting for parents of prospective students is held each year in late January. Kindergarten screening is held in the Spring.

To be admitted to Kindergarten a child must be five years old by September 30th of the current school year.

To be admitted to first grade, a child must be six years old by September 30th of the current school year. The child must have attended an accredited kindergarten before they will be accepted as a student at St. Timothy School. Students who attend kindergarten at St. Timothy School are promoted to first grade and do not need to register like those who are coming from another school.

REQUIREMENTS FOR REGISTRATION: In all cases, families registering for the first time will be required to pay a nonrefundable registration fee of \$50.

At the time of initial registration, the following documents must be presented:

- Completed admission form
- Completed registration form
- Baptismal certificate - original or photocopy must be supplied only if the child was not baptized at St. Timothy
- Birth certificate - original or photocopy
- Copy of Social Security card
- Record of child's immunizations
- Custodial documentation in the case of divorce
- Signed record release form, if transferring from another school

REENROLLMENT: Registration slips for the next school year will be distributed in January to the entire student body. Projected enrollment figures for the following August must be as accurate as possible for budgetary purposes. At that time we will also ask parents to indicate how they intend to pay the following year's tuition: whether by the monthly budget plan offered through FACTS or by paying the full amount prior to the opening of school.

TUITION: Statements are sent to families in the Spring of each school year once tuition has been set for the upcoming school year.

No student shall be denied a religious education because of a financial situation in his/her family. It is the responsibility of the family to notify the school of any financial difficulty. In the absence of any communication, a family will be expected to fulfill its moral obligation of regular parish support and prompt tuition payments.

Please note that tuition covers only a portion of your child's education at St. Timothy School. Parishioners are expected to contribute to the support of the Church on a regular basis to help offset the financial obligations of the parish to the school.

Rates for the 2009-2010 school year are based on either 10 monthly payments (July-April), with a 3% discount given if tuition is paid in full for the year by the first day of school. Families who choose to make payments must do so through FACTS Tuition Management. A yearly \$38 administrative fee must be paid at the time of application to this plan.

**The actual per pupil cost of educating a child at St. Timothy School is \$4776.
Tuition for students in grades K through eight:**

# of children	Tuition	Less 3%	Monthly Payment
1	\$3320	\$3220.40	\$332.00
2	\$5953	\$5792.41	\$595.30
3	\$8368	\$8116.96	\$836.80
4	\$9090	\$8817.30	\$909
Non-participating	\$4776	\$4587.13	\$477.60

A participating parish member is defined as one who attends Mass regularly, pledges to the parish annually, and supports the parish financially and through volunteer service.

Tuition that is allowed to lapse more than two months may result in your child not being admitted to the school. Should it be necessary to delay payments beyond two months, we request that you contact either the Principal or the Pastor before the end of the two-month period. Non-payment of tuition will result in all records allowed by law being held until tuition is paid in full. We will not accept a student from another Catholic school until all tuition at that school is paid.

WITHDRAWALS: Parents who are withdrawing their child(ren) from the school should notify the **principal** of the date and the reason for withdrawal. Once all monetary considerations have been met (Diocesan Policy 3240.1), a copy of the student's permanent record and health record will be sent to the new school upon that school's request and with the written consent of the parent or guardian. Consult the Tuition Refund Policy (p. 29) for more information.

HIGH SCHOOL: Although parents may choose to send their child to a private or public high school, St. Timothy's is primarily a Bishop Watterson feeder school. However, attendance at any Diocesan high school is based on area of residence, not where the child attended elementary school.

Appendix I.

ST. TIMOTHY SCHOOL POLICIES

In addition to the school policies cited below, the Diocesan Policies and Regulations manual contains information that affects the governance of the school. It is available for consultation by all parents in the Administrative Office.

I. ACCEPTABLE USE POLICY: The full text of this policy has been determined by the Diocese of Columbus. A copy is placed at the back of the handbook. Both students and parents must sign and return a form to the technology coordinator annually, that acknowledges the consequences of misuse and grants permission for students to access and use the school and Diocese's technology resources for educational purposes only.

II. ADMISSION POLICY:

1. Children of active, pledging parishioners will be given priority to the extent that room is available in the appropriate grades.

2. If there are more children of active, pledging parishioners registering for first grade than there are spaces available, the children will be accepted in the following order:

 First priority: The family already has a child/ren in the school.

 Second priority: Families will be taken in order of their registration date in the parish.

3. Children of other St. Timothy parishioners, providing the family agrees to support the parish community by becoming active, pledging parishioners.

4. Children of active pledging parishioners of other parishes, whose parish has no school. Diocesan Guidelines for tuition will be followed.

5. Children of non-parishioners will be admitted on a space available basis.

6. Other children of families already represented in the school will be given every consideration possible.

7. There will be no transfer of non-parishioners into the school after the beginning of the second semester.

8. These priorities are guidelines only. The pastor and principal shall have broad discretionary authority in the application of these guidelines in specific situations.

9. A one-time \$50 enrollment fee is charged to each family entering St. Timothy School.

10. Transfer students will be granted temporary admission pending receipt of transcript from the sending school.

III. BANNED SUBSTANCE POLICY

1. Statement of Policy Regarding Students

Students shall not knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any drug, the possession of which is prohibited by law. This includes narcotics or hallucinogenic drugs, alcohol, tobacco, or intoxicants of any kind:

- a. on the school grounds during, before, and after school hours;
- b. off the school ground at a school activity, function, or event;
- c. on school buses or rented carriers

Drug paraphernalia and any item normally or actually used for the packaging, conveyance, dispensation or use of drugs will not be permitted on any school property and will be subject to

confiscation.

Student Responsibility

All students are to be responsible for understanding the drug and alcohol policy and counseling services available to them. Students who voluntarily request assistance or counseling in a situation where no offense has been detected by school officials, will not be deemed to be in violation of school policy, based on information divulged, and will be offered whatever assistance the school can provide.

2. Offenses and Disciplinary Action

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of St. Timothy School. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspension, expulsion or other measures.

The following are types of offenses prohibited:

A. Selling or distributing of any quantities of intoxicants, illegal drugs or controlled substances as prohibited by law or school policies and regulations.

First Offense:

- Parent(s)/guardians(s) will be notified and the student will be removed from the school for the remainder of the day.
- The police may be notified of the incident and, may conduct an investigation.
- Consultation with parent(s)/guardian(s) and the student emphasizing available counseling service will be conducted such as the Middle School Saturday Family workshop sponsored by the Safe & Drug Free School Consortium.
- The student will be suspended for not less than five (5) school days during which time they must seek an evaluation by a certified alcoholism counselor (CAC), licensed physician trained in chemical dependency or a person recommended by the school. A written copy from the evaluator will be sent to school officials for findings and recommendations for the student prior to any readmission.

Second and Subsequent Offenses:

- Parent(s)/guardian(s) will be notified and the student will be removed from the school for the remainder of the day.
- The police may be notified of the incident and, may conduct an investigation.
- Consultation with parent(s)/guardian(s) and the student emphasizing available counseling services will be conducted.
- The student will be suspended for not less than ten(10) school days and recommended for expulsion.

B. Use or possession of intoxicants, tobacco, illegal drugs or other controlled substances, as prohibited by law or by school policies and regulations.

First Offenses:

- Parent will be notified and the student will be removed from the school for the remainder of the day.
- The police may be notified of the incident and, may conduct an investigation.
- Consultation with parent(s)/guardian(s) and student emphasizing available counseling services will be conducted such as the Middle School Saturday Family workshop sponsored by the Safe & Drug Free School Consortium.
- The nurse may be notified and the emergency squad may be called if necessary.
- The student may be suspended for not less than two (2) school days. The completion of eight to twelve hours of student-family alcohol/drug education as recommended by school officials is required for the student to remain enrolled at St. Timothy School.

Second Offense:

- Parents will be notified and the student will be removed from school for the remainder of the day.
- The police may be notified of the incident and, may conduct an investigation.
- The nurse may be notified and the emergency squad called if necessary.
- The student will be suspended for not less than five (5) school days during which time they must seek an evaluation by a (CAC), licensed physician trained in chemical dependency or a person recommended by the school. A written copy from the evaluator will be sent to school officials for findings and recommendations for the student prior to any readmission.

Third or Subsequent Offenses:

- Parent(s)/guardian(s) will be notified and the student will be removed from the school for the remainder of the day.
- The police may be notified of the incident and, may conduct an investigation.
- Consultation with parent(s)/guardian(s) and student emphasizing available counseling services will be conducted such as the Middle School Saturday Family workshop sponsored by the Safe & Drug Free School Consortium.
- The nurse may be notified and the emergency squad may be called if necessary. The student will be suspended for not less than ten (10) school days during which time they must seek an evaluation by a licensed physician trained in chemical dependency or a person recommended by the school. A written copy of the evaluation will be sent to school officials for findings and recommendation for the student prior to any readmission.
- A third offense is very serious and may be considered an extreme negative influence on the student body, and therefore cause for expulsion.

3. Follow-up Service:

Upon return from suspension, the student will be scheduled and expected to attend eight (8) hours of a student group. The school will provide all available assistance in terms of counseling and information to help the family at the time.

Franklin County Alcohol, Drug Addiction and Mental Health Service Board
447 East Broad Street
Columbus, Ohio 43215
(614)-224-1057

Adopted Policy St. Timothy School Advisory Board Amended 4/99

IV. ENROLLMENT POLICY: St. Timothy School individual class sizes will contain no more than 35 students in grades 1-8, unless an exemption has been granted by the superintendent, pastor and principal. The kindergarten class will contain no more than 25 students, unless an exemption has been granted by the superintendent, pastor and principal.

1. If a student population is 26 or above, it is recommended that a classroom aide be considered for grade one. The number of hours per week will be determined by the principal and teacher.
2. Aides for grade two, three and four will be determined by the number of students and the needs of the class. The number of hours per week will be determined by the principal and teachers.
3. These are suggested numbers. Teacher style and classroom personality must always be considered.

Adopted policy St. Timothy School Advisory Board 11/96

V. FIELD TRIPS

Buses should be used on field trips whenever possible. If buses are not available or feasible for a field trip, then private cars (with drivers who have been fingerprinted and who have taken the required "Protecting God's Children" seminar) may be used.

It is recommended that buses be used for the following field trips:

- ◆ Trips over 65 miles from St. Timothy School;
- ◆ Trips requiring overnight stays.

Adopted policy St. Timothy School Advisory Board 05.12.05

VI. HARASSMENT POLICY

Background

Our Christian values require behavior that reflects mutual respect for and positive treatment of one another. Harassment, as defined in this policy, is the antithesis of such behavior. It is the purpose of this policy to prohibit harassment on school property and to protect students before harassment becomes actionable. Harassment in any form is not consistent with the conduct expected of a student in this school. Harassment on school grounds is a violation of school rules and violators will be dealt with immediately.

Definitions

Harassment occurs when name-calling, threats, inappropriate physical contact, or other un-Christian behavior is severe, becomes persistent, follows a pattern, is pervasive, or targets an individual, or specific group of individuals for offensive or unwanted action. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Racial harassment means the disregard for individual rights by the use of racial slurs, discriminatory remarks, or other inappropriate behavior directed toward another individual or group based upon the race or ethnic background of the individual or group. Harassment can also include inappropriate behavior directed toward an individual because the individual does not conform to peer group norms.

Reporting of Harassment

The principal is hereby designated as the representative of St. Timothy School to implement this Harassment Policy. **Complaints or information concerning incidents of harassment shall be reported to the principal as soon as practicable after any incident.** Such reports may be made to the principal in writing and/or in person.

Parents, faculty, staff, or students who witness and/or become aware of an incident of harassment must report the matter to the principal. All harassment reports will remain confidential to the extent such confidentiality is consistent with due process rights applicable to proceedings under this Harassment Policy. The principal will take all appropriate action to protect the confidentiality of information reported to her.

The full text of this Harassment Policy, including Investigation, Resolution, and Appeal Procedures as approved by the St. Timothy School Advisory Board on June 12, 1997, are on file in the school office. A copy will be provided to any individual on request.

VII. BULLYING

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on school

grounds or at any school activity on or off campus. Bullying is a pattern or abuse over time and involves a student being “picked on”. Bullying includes but is not limited to: physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations, and social isolation.

The Diocese expects staff members who observe or become aware of an act of bullying to take immediate appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The Diocese expects students and parents who become aware of an act of bullying on school grounds or act any school activity, on or off campus, to report it to the school principal for further investigation. The principal will contact parents of the aggressor and victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.

VIII. HEALTH POLICIES:

A. Emergency Cards - An emergency card (one for each child in the family) and Emergency Authorization Form (one for each child in the family) will be sent home prior to the opening of school and must be turned in on the first day of school. Please report any health problems and any medications that your child is taking at this time. These forms will be kept on file in the nurse’s office. Any changes in phone numbers or addresses must be reported to the school. In case of injury or illness, parents will be called at the judgment of the person manning the Nurse’s station. If deemed necessary, the emergency squad will be called.

If both parents are to be out of town for more than one day, the school office must be notified and informed of the person who is assuming responsibility for the children of the family.

B. Immunizations Required for Admittance -

1. Complete immunization against diphtheria, mumps, tetanus, whooping cough, polio, measles, and German measles (rubella) is required for entrance to school. If the school has no record of immunization within two weeks after the child enters school, s/he will be excluded until such time this requirement is met.
2. Seventh grade students must present documentation that they have received a second dose of live measles, mumps, and rubella vaccine.

C. Medications - The administering of medications is not a function of the school and as a general policy, any medication, including Tylenol and non-prescription medicines, should not be administered to students by the school staff. There are, however, some exceptions when, with medical advice, a child is required to take medication during school hours.

In order to comply with the amended Senate Bill 262 to minimize the inherent risks to the student requiring the medication, to other students, and to the school personnel, St. Timothy School has adopted the following policy:

1. The principal or designee must have on file a written request from the physician indicating the following:
 - a. the name and address of the student;

- b. the school and class the student is in;
 - c. the name of the medication and dosage of medication to be administered;
 - d. the times or intervals at which each dosage of medication is to be administered;
 - e. the date of administration of medication to begin;
 - f. the date of administration of medication to cease;
 - g. any severe adverse reaction that should be reported to the physician and one or more phone numbers at which the physician can be reached in an emergency;
 - h. any special instructions for the administration of the medication, including sterile condition and storage;
2. The principal or designated person must have on file a **written request** from the parent/guardian to administer the medication as specified by the physician.
A verbal or telephone request is not sufficient.
3. The parent will assume responsibility for the safe delivery of the medication to and from school, either by the parent or student.
4. All medication must be in the original prescription bottle with the label indicating the drug, the directions, and the physician's name.
5. The parents/guardians or the child shall assume responsibility for informing the school nurse or principal or designated person of any change in the child's health or change in medication.
6. Medicine may not be kept in the classroom. All medications shall be stored in a location that is locked, except medications that require refrigeration which may be kept in a refrigerator in a place not commonly used by students.
7. Severe Allergies: In dealing with known severe allergies (e.g. bee stings reactions) school personnel will call the emergency squad and the student's parent or guardian immediately. The caller will tell the dispatcher of the probable allergic reaction. School personnel will then follow procedures that have been prearranged with the parent or guardian.
8. When in the judgment of the principal, compliance with the parent's request to administer medication is not feasible, permission will be refused.
9. Every staff member must abide by the St. Timothy School Policy regarding the administration of medication. Any person violating that policy can be held liable.

IX. LOCKER POLICY: Students in grades 6-8 are assigned a locker. Each student must accept the responsibility that goes with this privilege. Lockers are property of the school. The responsibility entails care and maintenance. The locker is to be free of writing both outside and inside. Any pictures used on the inside of the locker must be kept within the values taught at St. Timothy School.

Upon authorization of the principal, lockers may be searched. Authorization is given only when there is good reason to believe that the locker contains stolen property or items detrimental to the health and welfare of the students.

X. SUSPENSION / EXPULSION OF STUDENTS: Serious misconduct is cause for suspension, or suspension and expulsion. Serious misconduct is that which disrupts the academic atmosphere of the school, endangers fellow students, teachers, or school officials, damages property, or flagrantly or repeatedly violates regulations or policies of the diocese or school. For such conduct the principal or administrator in charge may immediately suspend the

student from school. The student may be sent home during the school day provided that the student's parent or guardian has been notified. Expulsion shall not take place except as a result of the suspension procedure as outlined in Diocesan Policy 5114.0. A copy of said policy will be provided to the parents of the offending student upon their suspension or to any individual requesting such.

XI. TUITION REFUND POLICY:

Students who withdraw from St. Timothy School during the school year will have their pre-paid tuition prorated by the day and an additional \$150 administrative fee will be assessed. The one-time family registration fee is non-refundable.

XII. UNIFORM POLICY: (Adopted by Uniform Policy Review Committee (5/05)

The St. Timothy St. Timothy School Advisory Board has established a policy regarding possible changes in uniform. Every five years these changes can be brought up for review. The next review of uniform policy is January 2010.

It is the responsibility of parents to familiarize themselves with the uniform policy and to make certain the policy is followed by each of their children. When a staff member notes that any part(s) of these guidelines are repeatedly not followed, in the spirit of communication and cooperation, he or she will inform the student's parent(s). It is the parent's duty to ensure that the problem is corrected in accordance with this policy.

The school has the right to expect students to arrive at school dressed in accordance with the uniform policy adopted by the school board and has the right to send students home who do not adhere to the uniform policy..

Repeated infractions will be handled in the following fashion:

- Middle School: Students in grades 6, 7, & 8 will receive three (3) warnings as to what uniform corrections need to be made. Repeated policy violations will result in the administering of demerits and or detention.

UNIFORM STANDARDS:

GIRLS: Grades K-8

Jumper: Burgundy, gray, and white plaid

At-waist or drop-waist, no more than 2" above the knee

Only solid black shorts are permitted to be worn under the school jumper. Black shorts may not contain any logos, pictures or writing.

Blouse: White ONLY, to be worn with jumper, shorts, slacks.

Round collar or Oxford (button down collar), long or short sleeve

NO trim, ruffles or puffed sleeves.

Blouses MUST BE TUCKED in when worn with shorts or slacks with waistband visible.

Turtleneck: White only

Skorts: Lands End TAN/KHAKI. Must be worn at natural waistline and no more than 2" above the knee. Shorts: TAN/KHAKI color walking style, mid-thigh length, no more than 2" above the knee.

Jeans, cargo, or carpenter styles are not permitted.

May be worn from April 1 - October 31

Chino Slacks: TAN/KHAKI color woven fabric. Jeans, cargo or carpenter styles not permitted.

Corduroy Slacks: TAN/KHAKI color. Jeans, cargo, or carpenter styles are not permitted.

NO rivets or patch-pockets allowed.

Corduroy slacks must be purchased from stores that promote and sell corduroy slacks classified as "Uniform." These acceptable stores include, but are not limited to: Lands End, JC Penny, Target, Sears, School Days Uniform and Educational Apparel.

Belts: Plain black or brown, MUST be worn by students in grades 2-8 with shorts or slacks containing belt loops.

Shoes- Mary Jane's, Penny Loafers or Oxford styles. NO open-toe or open-heeled shoes (clogs, sandals or mules) are permitted. Shoes may not have a sole height of over 1 ½". Tennis shoes are acceptable. Shoes must have a non-marking/scuffing sole and not be of bright and/or neon-color.

Socks: white, however, may contain small logo.

Socks may be of any length BUT must be worn and VISIBLE

Tights: Solid colors only, white, black, gray or burgundy.

Sweatshirts: Gray or burgundy

Addition of St. Timothy logo optional.

Hooded sweatshirts containing pockets or other logos are NOT permitted.

Sweatshirts of any style containing other logos are not permitted

Sweater: Plain gray or burgundy, pullover with crew neck, v-neck, cardigan style.

Earrings: Single pair, should be kept to small size and to a minimum for health and safety reasons.

Purses/Bags: Students are prohibited from carrying purses and any other types of bags during school hours unless specific arrangements have been made through the principal.

Make-up: Girls in grades K-5 and all boys are prohibited from wearing make-up.

Girls in grades 6-8 are prohibited from wearing excessive make-up to school and school-related functions. Girls who wear excessive make-up to school or school related functions are subject to being sent home.

BOYS : Grades K-8

Shirt: Burgundy knit long or short sleeve, Golf style with collar, placket front.

Shirts **MUST BE TUCKED IN** with waist band visible.

Only WHITE t-shirts are permitted to be worn under the uniform shirt.

Chino Slacks: TAN/KHAKI color woven fabric.

Jeans, cargo, carpenter styles are not permitted.

Pants must be worn at natural waistline.

Corduroy Slacks: TAN/KHAKI color

Jean, carpenter or cargo styles are not permitted.

NO rivets or patch-pockets allowed.

Corduroy slacks must be purchased from stores that promote and sell corduroy slacks Sold as "Uniform Pants." These acceptable stores include, but are not limited to, Lands End, JC Penney, Target, Sears, School Days Uniforms and Educational Apparel.

Shorts- TAN/KHAKI color walking style, may be worn to the knee. Shorts hanging below knee are not acceptable. Jeans, carpenter or cargo styles are not permitted.

May only be worn April 1- October 31.

Uniform Slacks and Shorts must be worn at natural waistline.

Sweatshirts: Gray or burgundy.

Addition of St. Timothy logo is optional.

Shoes: May not have a sole height over 1 ½". Tennis shoes are acceptable, must have a non-marking/scuffing sole and must not be of bright and/or neon color.

Sweater: Plain gray or burgundy, pullover with crew, v-neck or a cardigan style.

Belts: Plain black or brown, MUST be worn by students in grades 2-8 with shorts or slacks

containing belt loops.

Socks: White, however, may contain small logo.

Socks may be of any length BUT must be VISIBLE over the top edge of the shoe.

Bands: Arm bands or any form of bands that are worn are prohibited in school.

Boys' Hair: Only traditional hairstyles are permitted. Boys' hair must be off the ear, unable to touch one's shirt collar in any manner, above the eyebrows, and at least 1/8 inch in length. Boys who are deemed to be in violation of the dress code will be instructed to receive a hair-cut and are subject to being sent home.

Earrings: NOT to be worn in school.

Fingernail Polish: Boys are not permitted to wear fingernail polish to school.

PHYSICAL EDUCATION UNIFORM : Girls and Boys K-8

Shorts: Burgundy knit

Burgundy mesh

Must be worn at natural waistline

No more than 2" above the knee

Shirts: Gray T-shirt with St. Timothy logo

Sweatpants: Plain gray, burgundy (Must be sweatpant material)

Must be worn at natural waistline

Must not be form-fitting

Sweatshirt: Plain gray, burgundy

St. Timothy logo optional

No hood, pockets or other logos

Physical Education uniform may be worn all day on days of scheduled PE class.

DRESS DOWN DAYS

Clothing must be clean and in good condition.

Closed toe shoes must be worn, in good condition, laces must be tied; no sandals.

Hats may not be worn in building.

Shorts must be mid-thigh.

Offensive pictures, design, logos and/or words on clothing are not permitted.

NOTE: Dress-down passes may be used only on the 2nd and 4th Fridays of the month.

Uniform components may be purchased at various uniform shops in Columbus as well as off the rack at department and discount stores and via mail-order catalogs. A few of these stores are listed below.

Educational Outfitters
2759 Martin Rd.
Dublin, Ohio 43017
336-2040

School Days Uniforms
4507 N. High Street
Columbus, Ohio 43214
262-6016

Educational Apparel
3840 Lacon Rd.
Hilliard, Ohio 43026
876-3030

Lands End School Catalog
1-800-469-2222

www.landsend.com/uniform

XIII.WEAPONS POLICY: No weapon of any kind is permitted on the property of St. Timothy School. Any violation of this regulation renders the student(s) subject to expulsion per Diocesan Policy 5140.11.

XIV. The principal is the **FINAL** recourse and reserves the right to amend this handbook. Parents will be given prompt notification.

APPENDIX II.

ADDITIONAL INFORMATION REGARDING PARISH & SCHOOL PROGRAMS

LATCHKEY PROGRAM: St. Timothy Y-Club is operated by the YMCA. For specific information regarding this program call 451-1444.

PARISH SPORTS PROGRAM: The sports program at St. Timothy Parish is run by a Sports Committee that is appointed by the Men's Club of the Parish. The sports program is funded by the Men's Club through fundraisers.

St. Timothy School and the Principal have no authority or jurisdiction over the sports program, and no tuition monies are used toward sports. However, in the firm belief that the School is an integral part of the Parish family, St. Timothy School and its Principal support, in spirit, the philosophy of the athletic program.

St. Timothy Parish sports program is open to all children of the Parish and to those students who attend St. Timothy School. Many sports and teams are offered to both boys and girls on many levels. We encourage parents to look into opportunities available.

FootballGrades 5-8 Girls Volleyball4-8 Softball4-8 Cheerleading.....8
SoccerK-8 Basketball.....4-8 Baseball....4-8 Track...4-8 Golf...5-8

MIDDLE SCHOOL DANCES: Dances are scheduled from 7:00-9:30 p.m. at least twice a year - one in the Fall and one in the Spring. Only students in grades 7 and 8 may attend. All proceeds directly benefit these students, helping them to finance the cost of 7th grade camp and the 8th grade trip to Washington, DC. Appropriate dress and behavior are required in accordance with the rules agreed upon by all feeder school principals.

GUIDELINES FOR ATTENDING WATTERSON FEEDER-SCHOOL DANCES:

- Only students currently attending a Bishop Watterson feeder school may attend.
- Students must arrive no later than 8 p.m., unless a later arrival time is pre-arranged with the school principal, or they will not be admitted.
- Students may not leave the dance until 9:30 p.m. unless a parent comes into the school to pick them up.
- **DRESS CODE:**
 - No tank tops - all shirts must have sleeves;
 - No short shorts or short skirts;
 - No bare midriffs;
 - Shoes must be worn at all times;
 - No see-through clothing;
 - Clothing may not have inappropriate words or pictures printed on them.
- Students will not be permitted on the stage at any time.
- Students will not be permitted to ride on one another's shoulders or be lifted above anyone's head.
- Horseplay of any kind is prohibited.
- No standing on the bleachers.
- Students will assume all damages to property.

Parents will be notified and instructed to pick up their child for any acts of inappropriate behavior or failure to comply with the dress code. Students who behave inappropriately run the risk of being banned from future dances.