



2023-2024  
Parent-Student Handbook



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[www.sttimschool.org](http://www.sttimschool.org)

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## **2023-2024 FACULTY AND STAFF**

### **PARISH STAFF**

Pastor..... Father David Poliafico  
Deacon..... Deacon Marion Smithberger  
Parish Secretary..... John Tuttle  
Director of Religious Education..... Ellen Peppercorn  
Parish Bookkeeper..... Dottie Cocola

### **FACULTY**

Principal..... George S. Mosholder  
Kindergarten..... Mandy Williams  
First Grade..... Christine Gutridge  
Second Grade..... Heather Clevinger  
Third Grade.....  
Fourth Grade..... Nicole Barker  
Fifth Grade..... Kelly Arehart  
Middle School Social Studies/PE/Religion ..... Dave Miller  
Middle School Language Arts/Math..... Noelle Wellnitz  
Middle School Language Arts/Science.....  
Librarian/Middle School Language Arts/Religion..... Leslie Jordan  
Religion/Music /Technology/ PE..... Kristen Babjak  
Reading Specialist..... Amanda Greenlee  
School Nurse..... Angie Kruez, R.N.  
Psychologist..... Jane Varga  
Kindergarten-8th Art /S.T.R.E.A.M..... Sylvia Cover  
Intervention Specialist/Middle School Math..... Kim Melillo  
School Counselor..... Ann Carmichael  
Math Specialist..... Lynn Turley

### **SUPPORT STAFF**

School Secretary..... Emily Sheard  
K-5 Aides..... Nancy Montgomery, Stephanie Gamble  
Playground Supervisors..... Stephanie Gamble, Sylvia Cover  
Cafeteria Manager..... Rochelle Lang  
Cafeteria Staff.....  
Cleaning..... Barbara Brickey and Brickey  
Tiger Club Coordinator..... Lucy Steinmann

1. **BELIEF AND MISSION STATEMENTS-** *Written and Accepted by the St. Timothy Faculty 2022*

**Belief Statements**

We believe Saint Timothy Parish and School...

- Creates a Catholic community of faith and embodies a support system rooted in the teachings of Jesus Christ.
- Strives to be role models to foster lifelong learning.
- Advocates for an environment that accepts diversity in others.
- Collaborates to promote the education of the whole child.
- Develops an environment that promotes safety and well-being.
- Adheres to a rigorous curriculum that encourages students to be critical thinkers in a global society.

**Mission Statement**

Live in Faith.  
Love and Serve.  
Learn for Life.

2. **THE RIGHT TO A CATHOLIC EDUCATION-** *Excerpted from Diocesan Policy 5110.0*

“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.”

3. **NON-DISCRIMINATORY STATEMENT**

St. Timothy School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

4. **ACCREDITATION STATEMENT**

*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.*

5. **FINAL RECOURSE AND HANDBOOK AMENDMENTS**

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.

**The Principal is the FINAL recourse and reserves the right to amend this handbook at any time. Parents will receive prompt notification.**

***The Catholic Church and St. Timothy School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. Parents and students who fail to support the policies of St. Timothy School may be asked to withdraw their child/children from the school.***

6. **RELIGIOUS INSTRUCTION**

All students will receive religious instruction according to directives from the Diocesan Religious Education Office. All classes will attend 9:00 a.m. Mass on a weekly basis. The responsibility for planning the Mass will rotate 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 second through eight during Advent and Lent. In accordance with Diocesan directives, instruction for the reception of the Sacrament of Reconciliation is given in second, third, and fourth grade.

Boys and girls of the parish are encouraged to assist with liturgical celebrations through the altar server program in grades K-8.

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. Parents shall decide when they feel their child has sufficient maturity and understanding to receive the sacrament.

## **7. ADMISSION POLICY**

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

- Children of active, pledging parishioners will be given priority to the extent that room is available in the appropriate grades.
- If there are more children of active, pledging parishioners registering for any grade than there are spaces available, the children will be accepted in the following order:
  - The family already has a child(ren) in the school.
  - Families will be taken in order of their registration date in the parish.
  - Children of other St. Timothy parishioners, providing the family agrees to support the parish community by becoming active, pledging parishioners.
  - Children of active pledging parishioners of other parishes, whose parish has no school. Diocesan Guidelines for tuition will be followed.
  - Children of non-parishioners will be admitted on a space available basis.
  - Other children of families already represented in the school will be given every consideration possible.
- A one-time \$50 enrollment fee is charged to each family entering St. Timothy School.
- Transfer students will be granted temporary admission pending receipt of transcript from the sending school.

## **KINDERGARTEN/FIRST GRADE AGE REQUIREMENTS**

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

To be admitted to first grade, a child must be six years old by September 30<sup>th</sup> 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.

## **REGISTRATION REQUIREMENTS**

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

- Registration Form
- Copy of baptismal certificate if child was not baptized at St. Timothy Church
- Copy of birth certificate
- Copy of Social Security Card
- Record of child's vaccinations
- Copy of custody agreement
- Copy of child's current Individualized Education Plan (IEP) if applicable
- Signed record release form- if transferring from another school
- \$50 non-refundable registration fee- (ONE TIME FEE)

## **ANNUAL REENROLLMENT PROCEDURES**

Registration slips will be disbursed to families during January. For budgetary purposes, each family must confirm if they are attending the following school year and if they plan to pay in full or via FACTS monthly payment system.

**ENROLLMENT POLICY- *Adopted policy St. Timothy School Advisory Board 11/96***

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.

- 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 pastor.
- 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 pastor.

**8. TUITION**

These are rates from the 2023-2024 school year and will change upon review for the upcoming years.

Tuition for students in grades K-8:

The actual cost per pupil cost of educating a child at St. Timothy School is \$6,833.

<u>Number of children</u>	<u>Tuition Less 3% (if paid in full)</u>	<u>Monthly Payment (10 months)</u>
<b><u>Participating Member</u></b>		
1	\$5,031	\$4,880.07
2	\$8,999	\$8,729.03
3	\$12,645	\$12,265.65
4	\$12,731	\$12,349.07
<b><u>Non-participating Member</u></b>		
Per Child	\$7,073	\$6,860.81

- In order to receive the Participating Rate, Parish policy requires the following:
  - All Catholic members of the household must be registered through the Parish Office. The registration form is available from the Parish Office (tel. 614-451-2671). Catholics are expected to attend Mass faithfully every Sunday (including the option of Saturday evening) and every Holy Day of Obligation.
  - Families are expected to be involved in the life of the Parish Community through participation in its activities and organizations. This is in addition to activities with the school community. Please remember, all families are required to volunteer at least 30 hours to the parish and/or school or a fee of \$300 will be applied.
  - Every family is expected to be practicing Stewardship through consistent recordable financial giving. We invite parishioners to make regular contributions through Electronic Fund Transfer (EFT). Arrangements for this can be made with the Parish Bookkeeper.
- Statements are sent to families in the spring/early summer of each school year once tuition has been set for the upcoming school year.
- 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 2023-2024 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 Friday, August 11th. (Two-percent discounts will be given if paid in full by Friday, August 18<sup>th</sup>).
- Families who choose to make payments must do so through FACTS Tuition Management. A yearly \$45 administrative fee must be paid at the time of application to this plan.
  - Payment plans must be set up prior to the first payment which is due in **July**.
  - To enroll, please call FACTS Management at 1-866-412-4637 or visit [www.factsmgt.com](http://www.factsmgt.com).
  - This program is an automatic withdrawal from a checking or savings account and personal information is required to enter the program.

**FINANCIAL DIFFICULTY/LATE PAYMENTS**

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.

Tuition, 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 and/or your child being asked to withdraw from St. Timothy School. We will not accept a student from another Catholic school until all tuition at that school has been paid.

### **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.

### **ATTENDING CATHOLIC HIGH SCHOOL**

Parents may choose to send their child to a private or public high school, however, St. Timothy School 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.

## **9. RIGHT TO WITHDRAWAL- PARENTS AND SCHOOL**

**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 above for more information.

## **10. STUDENT INFORMATION**

### **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:

- school personnel;
- parent(s)/guardian(s) of a minor student;
- the student who is 18 years of age or older;
- non-custodial parent of an individual minor student unless denied access by a court order;
- 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.

### **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.

### **PUBLISHING STUDENT INFORMATION**

According to Diocesan 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.

### **CUSTODIAL RIGHTS**

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. 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.



**CHANGE OF ADDRESS/PHONE NUMBERS**

Please update your child(ren)'s FACTS account as soon as possible if your home address, email address and/or phone number changes. It is also necessary to inform the School Nurse of any change on the Emergency Card immediately.

**11. VOLUNTEERING-**

Every family at St. Timothy School is expected to volunteer at least thirty (30) hours at St. Timothy School and/or Parish. Families will pay a fee of \$300 which may be prorated dependent upon volunteer hours completed.

**REQUIREMENTS PRIOR TO ANY SERVICE-**

- All volunteers must attend a session of "Protecting God's Children", a course in child abuse prevention, and submit proof of such to the principal (Ohio Revised Code 2151.86)
  - To register for a "Protecting God's Children" session you must go online at [www.virtus.org](http://www.virtus.org). The registration password is "Trust".
- All volunteers must be fingerprinted. FastFingerprints, next to Coaches on Bethel Road, is able to do BCI fingerprints for \$42.00. Please inform them that you are volunteering at St. Timothy School and the results should be sent directly to the Columbus Diocese office.

**GENERAL SERVICE REQUIREMENTS**

Volunteer 30 hours per family per school year **OR** \$300 annual fee (prorated) due by the end of the school year unless prior arrangements have been made with the Principal. Volunteer hours for the parish and/or school are allowed.

- Please track your hours and submit that tracking sheet to the office once you have met your requirement. This allows the school to adequately track volunteer hours.
- You can sign up for additional hours on Sign Up Genius throughout the year.
- Many opportunities will be made available through email, Facebook and classroom notifications as well.

**ATHLETICS SERVICE REQUIREMENTS**

One shift of service in either the Concession Stand or Admission Gate per athlete is required for each season of participation in sports.

**CAFETERIA SERVICE REQUIREMENTS**

The following list of rules and responsibilities pertain to cafeteria duty at St. Timothy:

- A member of each family is expected to spend one day working in the cafeteria each month. The hours are approximately 10:50 a.m. until 12:15 p.m. If you are able to help and have not been contacted by the first day of school, please contact the school office.
- You are expected to find your own replacement if you are unable to work on your appointed day.
- 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.
- The Cafeteria manager will contact you sometime in August to set up your monthly day.
- **This is a separate service requirement and does not count towards the 30-hour family requirement.**

**12. SCHOOL ASSOCIATIONS**

**ST. TIMOTHY SCHOOL ADVISORY BOARD** shall function as an advisory board 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 May, and are announced in the school calendar. Anyone may attend.

**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 fundraisers and through the payment of their yearly dues.

- **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.

- **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.

**ST. TIMOTHY MEN'S CLUB-** The Men's Club supports the St. Timothy sports programs. Their financial contributions reduce the amount each parent pays per sport. Our fees are typically one of the lowest in the Diocese, ranging from \$60-\$100 per sport. The Pizza and Sub Sales are the primary annual fundraisers for the St. Timothy Men's Club.

### **13. SCHOOL DAY PROCEDURES-**

**ARRIVAL:** For the safety and protection of your child, do not drop students off earlier than 7:15 a.m. (unless prior permission has been granted by the Principal) Supervision is provided from 7:15 a.m.-7:30 a.m. each school day in the gym. Students who are dropped off between 7:30-7:45 a.m. must report directly to their classroom.

#### **NORMAL DAILY SCHEDULE:**

7:30-7:45 a.m. -	Student drop-off
7:45-8:00 a.m. -	K-8 <sup>th</sup> Grade Homeroom- Attendance and Lunch/Milk Count Taken
7:55 a.m.-	Tardy Bell
8:00 a.m. -	Teachers begin instruction
9:30 a.m. -	Recess - Grades K & 1
9:45 a.m. -	Recess - Grades 2, 3 & 4
11:00 -11:25 a.m. -	Lunch for Grades 6, 7 & 8
11:30 -12:15 p.m. -	Lunch for Grades 3, 4 & 5
11:45 -12:30 p.m. -	Lunch for Grades K, 1 & 2
2:30 p.m. -	Bus riders dismissed
2:30 p.m.	Walkers and car riders dismissed

#### **PLANNED EARLY DISMISSAL SCHEDULE:**

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

7:30-7:45a.m. -	Student drop-off
7:45-8:00 a.m. -	K-8 <sup>th</sup> Grade Homeroom- Attendance and Lunch/Milk Count Taken
8:00 a.m. -	Teachers begin instruction
1:00 p.m. -	Bus riders dismissed
1:05 p.m. -	Walkers and car riders dismissed

**DISMISSAL:** On days when school is in full session, classes end at 2:25 p.m. Bus riders are dismissed at 2:30 p.m. at the Main entrance. Walkers and car riders are dismissed at 2:30 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, children will be taken to Homework Club to await your arrival. Please contact the school to arrange supervision if you will arrive more than 30 minutes past dismissal. Those who are habitually late should arrange to put their child in the Tiger Club or homework club program, since no teacher is 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.

**INCLEMENT WEATHER/EMERGENCY CLOSINGS:** Closings declared because of hazardous or inclement weather conditions will be announced over local media by 7:30 a.m. Saint Timothy School will *usually* close 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.

**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 left in the school office. Important messages by phone will be delivered to the students in case of an 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 bike rack located by the school entrance and may not be ridden on or off the school premises at recess. The school assumes no responsibility in case of theft or damage. Students who ride bikes to school should wear a helmet.

**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 Acceptable Use Policy on file before they will be permitted to access the Internet.

#### **ACCEPTABLE USE POLICY**

The full text of this policy has been determined by the Diocese of Columbus (Diocesan Policy 6142.1). 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.

**ASSIGNMENT NOTEBOOKS:** Each student in grades 2-5 are required to purchase an assignment notebook and students in grades 6-8 are encouraged to purchase an assignment notebook as part of their school supplies. Students are expected to utilize it, take good care of the notebook and 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.

**SCHOOL VISITS:** Parents are always welcome to visit the school for purposes of observation as long as prior approval from the principal has been obtained. 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.

**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. A nutritious hot lunch is offered for \$3.75 and milk only for \$.70. 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. Please know that if a cafeteria debt goes as high as \$20.00, the cafeteria staff has the right to turn away a child, but not before notices have been sent and phone calls have been made.

- Students are expected to use good table manners when they are eating in the cafeteria and to clean up after themselves. A student who chooses not to behave appropriately will be assigned cafeteria duties for a designated period of time.

**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. Birthday treats *must be nut free*.

**PARTIES:** K-5<sup>th</sup> Grade Classroom parties are arranged by the room parents in cooperation with the teacher for Halloween and Valentine's Day. All food provided *must be nut free*.

**PARTY 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.

**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. Student behavior must be appropriate or the privilege of attending field trips may be revoked at the discretion of the principal.

- If applicable, drivers for a Field Trip are responsible for each student 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.
- Buses should be used on field trips whenever possible. - See the Transportation section, for more information.

**LOCKER POLICY:** Students in grades 6-8 are assigned a locker. Lockers are property of the school. Each student has a responsibility to care for and maintain the lockers assigned to them. 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 reason to believe that the locker contains stolen property or items detrimental to the health and welfare of the students.

**PLAYGROUND POLICIES AND 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, play fighting and/or 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.

#### **AFTERSCHOOL PROGRAMS:**

- **ST. TIMOTHY TIGER CLUB/LATCHKEY PROGRAM:** St. Timothy Tiger Club is operated by St. Timothy School. For specific information regarding this program call 614-451-0739. Registration forms are available via

email.

- **HOMEWORK CLUB:** St. Timothy School will run a homework club for students in grades K-8. Cost and hours will be determined by St. Timothy School. For specific information regarding this program call 614-451-0739. Registration forms are available via email.

#### **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.
- There are fees associated with sports at St. Timothy. Fees typically range from \$60-\$100 per sport. The Men's Club supports the sports programs and their financial contributions reduce the amount each parent pays per sport. The Pizza and Sub Sales are the primary annual fundraisers for the St. Timothy Men's Club.

#### **14. UNIFORM STANDARDS**

Uniform components may be purchased at various uniform shops in Columbus as well as off the rack at department and discount stores, mail-order catalogs and online retailers such as Land's End.

*A few local stores are listed below:*

Schoolbelles School Uniforms	School Days Uniforms	Educational Apparel
2759 Martin Rd.	4507 N. High Street	3840 Lacon Rd.
Dublin, Ohio 43017	Columbus, Ohio 43214	Hilliard, Ohio 43026
614-336-2040	614-262-6016	614-876-3030

#### **BOYS and GIRLS: Grades K-8**

- Jeans, Cargo or carpenter styles are not permitted in any style
- Necklaces of any type are not permitted
- Body Art of any kind is not permitted
- Arm bands or any form of bands that are worn are prohibited in school

<u>Masks:</u>	Must be properly fitted and appropriate for school. Subject to approval of the principal.
<u>Chino Slacks:</u>	TAN/KHAKI color woven fabric
<u>Corduroy Slacks:</u>	TAN/KHAKI color. 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: Land's End, JC Penny, Target, Sears, School Days Uniform and Educational Apparel
<u>Shorts:</u>	TAN/KHAKI color walking style, mid-thigh length, no more than 2" above the knee. <b>MAY ONLY BE WORN APRIL 1-OCTOBER 31</b>
<u>Sweatshirts:</u>	Plain gray/burgundy crew neck or quarter zip collars made from fleece, jersey, sweatshirt or quick dry material with or without a St. Tim's logo. Appropriate hooded sweatshirts (St. Timothy sweatshirts or gray sweatshirts with small or no logo) are <b>permitted on gym days only</b> . Students who abuse the use of hooded sweatshirts will be prohibited from wearing hooded sweatshirts.
<u>Sweater:</u>	Plain gray or burgundy, pullovers with crew neck or v-neck or cardigan style.
<u>Socks:</u>	May be white or black and may contain a small logo. Socks may be of any length BUT must be worn and visible.
<u>Belts:</u>	Plain black, brown or plaid, <b>MUST</b> be worn by students in grades 5-8 with shorts or slacks containing belt loops.
<u>Shoes:</u>	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 1/2". Tennis shoes are acceptable. Shoes must have a non-marking/scuffing sole. Shoes that contain wheels and/or roller blades, including but not limited to Heelys, are NOT permitted. Slippers and/or moccasin type shoes are NOT permitted. Boots of ANY kind are NOT permitted, including winter and rain boots.
<u>Hair:</u>	<b>Hair must be of student's natural color and only traditional styles are permitted.</b>

**BOYS: Grades K-8**

<u>Tops:</u>	Burgundy knit long or short sleeve, golf style with collar, placket front. Shirts <b>MUST BE TUCKED IN</b> with waist band visible and Only WHITE t-shirts are permitted to be worn under the uniform shirt.
<u>Shorts:</u>	Khaki golf-style shorts with flat pockets
<u>Boys' Hair:</u>	<i>Boys' hair must be off of the ear, unable to touch one's shirt collar in any manner, above the eyebrows and unable to extend below 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.</i>
<u>Earrings:</u>	NOT to be worn in school.
<u>Fingernail Polish:</u>	Boys are not permitted to wear fingernail polish to school.
<u>Socks:</u>	Predominantly black or white.

**GIRLS: Grades K-8**

<u>Jumper:</u>	Burgundy, gray, and white plaid at-waist or drop-waist, no more than 2" above the knee
<u>Tops:</u>	White with round collar, turtlenecks, golf style polo with collar, Oxford (button down collar), long or short sleeve to be worn with jumper, shorts, slacks. NO trim, ruffles or puffed sleeves. <b>MUST BE TUCKED IN</b> with waist band visible and Only WHITE t-shirts are permitted to be worn under the uniform shirt.
<u>Skirts/Skorts:</u>	Land's End TAN/KHAKI or BURGUNDY PLAID (Jumper Pattern) worn at natural waistline and no more than 2" above the knee.
<u>Tights:</u>	Solid colors only (White, Black, Gray or Burgundy).
<u>Leggings:</u>	Solid colors only (White, Black, Gray or Burgundy). Leggings for K-5 <sup>th</sup> grades can be worn all year; leggings for 6-8 <sup>th</sup> grade students are to be worn from November 1-March 31 <sup>st</sup> . Leggings are allowed with jumpers or skirts only.
<u>Earrings:</u>	Single pair, should be kept to small size and to a minimum for health and safety reasons.
<u>Purses/Bags:</u>	Students are prohibited from carrying purses and any other types of bags during school hours unless specific arrangements have been made through the principal.
<u>Make-up:</u>	Girls in grades K-5 are prohibited from wearing make-up. Girls in grades 6-8 are prohibited from wearing excessive make-up to school and school-related functions.
<u>Hair Accessories:</u>	Hair accessories must be respectful and subtle. Subject to approval of school personnel.
<u>Bracelets:</u>	The bracelets must be respectful and subtle with a maximum of two bracelets. Subject to approval of school personnel.
<u>Socks:</u>	Predominantly black or white.
<u>Fingernail Length:</u>	Fingernail length must be subtle. Subject to approval of school personnel.
<u>Fingernail polish:</u>	Fingernail polish must be subtle. Subject to approval of school personnel.

**PHYSICAL EDUCATION UNIFORM: BOYS and GIRLS Grades K-8**

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

<u>Shorts:</u>	Burgundy knit or mesh worn at natural waistline and no more than 2" above the knee
<u>Shirts:</u>	Plain Gray T-shirt with or without St. Timothy logo (burgundy logos only)
<u>Sweatpants:</u>	Sweatpant material only in plain, solid gray, burgundy or black. They must be worn at the natural waistline and not form-fitting.
<u>Sweatshirts:</u>	Plain Gray or Burgundy crew neck with or without a St. Tim's logo. Appropriate hooded sweatshirts (St. Timothy sweatshirts or gray sweatshirts with small or no logo) are permitted on gym days only. Students who abuse the use of hooded sweatshirts will be prohibited from wearing hooded sweatshirts.
<u>Socks:</u>	Predominantly black or white.

**DRESS DOWN DAY RULES**

- 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.
- Boots are NOT permitted.
- Leggings are not to be worn.
- Shirts must contain sleeves (no tank-tops or spaghetti straps)

- All clothing is subject to approval by school personnel

**NOTE: Dress-down passes may be used only on dress-down days as designated by the principal.**

**Dress down passes and individual days can purchased through the Home and School Associate. Proceeds benefit the Tuition Assistance program. This program is subject to change.**

### **15. TRANSPORTATION**

Questions concerning bus transportation should be directed 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: 614-876-8343
- Worthington: 614-431-6590
- Hilliard: 614-771-0041
- Columbus – First Student: 614-365-5074 & 614-451-0947
- 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 (unless that district allows such practice).
- 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 public school’s transportation department.

**FIELD TRIPS-** *Adopted policy St. Timothy School Advisory Board 05.12.05*

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

### **SCHOOL BUS CONDUCT**

Bus service is provided through the public school districts and is therefore a privilege.

Rules and regulations may be distributed by the driver to the students riding the bus at the beginning of the school year. 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 provided to the parents of the student.

- After three (3) such warnings, the student may be suspended from riding the bus for a period of three (3) days.
- If a second problem occurs after the suspension, the student may again be suspended for a period of ten (10) days.
- If the behavior continues, the privilege of riding the school bus may be withdrawn for the remainder of the school year.

### **16. ATTENDANCE POLICIES**

#### **TARDINESS**

All students reporting to school later than 7:55 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 or asked to withdraw from St. Timothy School.

**ATTENDANCE:** If a student will not be in school on any given day, please call the school office (614-451-0739) or email before 8:45 a.m. The school has Voice Mail service on the phone line; thus a message may be left at any time before 8:45 a.m. In compliance with the *Child Safety Act*, one of our school personnel will call the home or work place of anyone who has not called the school office by 9:15 a.m.

A written note is required detailing the reason for the absence the day the student returns to school. 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.

**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 the window ledge 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.

**STUDENT/FAMILY VACATIONS**

Parents are encouraged to limit vacations to scheduled school holidays. If it is 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.

**17. WELLNESS POLICY**

St. Timothy School recognizes that is essential to educate the whole child spiritually, academically, physically, socially and emotionally. Similarly, our wellness program must be multi-dimensional to encompass all of these areas in order to promote the dignity of the human person, respect for self and of others. Our wellness policy is based on this fundamental principle.

**ILLNESS POLICY-**

When a child is observed with signs or symptoms of illness, the parent or guardian will be notified and should make arrangements to pick up the child within one hour.

Children with the following symptoms will require immediate pick up (within one hour):

- Temperature above 100\*
- Vomiting
- Diarrhea
- Shortness of breath or wheezing during normal activity
- Cough that interrupts normal activity
- Pain from ear ache, sore throat or recent injury
- Yellow or green drainage from eye(s)
- Rash or draining sores

**Children should not return to school until they are symptom-free for 24 hours without the assistance of medication.**

**NUTRITION EDUCATION**

Wellness objectives concerning nutrition are in the Diocesan Health Course of Study (2005) which references nutrition and exercise K-12. Additionally, similar grade level indicators are included in the Science Course of Study (2010). The Health curriculum at St. Timothy has a strong emphasis on nutrition.

Nutrition guidelines, food pyramids charts, suggestions for healthy good choices, and other messages that support wise food choices will be in and near the cafeteria as well as in the classrooms.

**School-Based Nutrition Guidelines:**

- The use of sugary foods for rewards or celebrations will only be used on a very limited basis.
- Bake sales or candy sales are discouraged.
- The only beverage sold in the cafeteria is milk.
- Water is provided to the children at lunchtime as there are no drinking fountains in the cafeteria.

Our school lunch program follows the nutritional guidelines established by the Ohio Department of Education, Office of Child Nutrition Services, and Federal School Lunch Guidelines.

Lunch periods and snack breaks (if applicable) will be scheduled as necessary to maintain optimum energy levels and nourishment within a reasonable time frame from the start of the school day.

**PHYSICAL EDUCATION**



The primary purpose of Physical Education is to promote physical fitness and to help students develop long term habits that will be beneficial throughout their lives. Physical fitness is supported through the Diocesan Physical Education Course of Study (2010).

- All the students at St. Timothy shall participate in Physical Education.
- Students will be encouraged to participate in school and community sport programs and to be physically active outside of school.
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## **18. HEALTH POLICIES**

### **EMERGENCY CARDS**

An emergency card (one for each child in the family) and Emergency Authorization Form (one for each child in the family) can be found on your child(ren)'s FACTS account. Please make sure to update your child's profile so we have this information by 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 completed on the FACTS account as soon as possible so our records are up-to-date. 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.

### **REQUIRED IMMUNIZATIONS**

- 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.
- Seventh grade students must present documentation that they have received a second dose of live measles, mumps, and rubella vaccine.

### **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:

The principal or designee must have on file a written request from the physician indicating the following:

- the name and address of the student;
- the school and class the student is in;
- the name of the medication and dosage of medication to be administered
- the times or intervals at which each dosage of medication is to be administered
- the date of administration of medication is to begin
- the date of administration of medication is to cease;
- 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
- any special instructions for the administration of the medication, including sterile condition and storage
- 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.*
- The parent will assume responsibility for the safe delivery of the medication to and from school, either by the parent or student.
- All medication must be in the original prescription bottle with the label indicating the drug, the directions, and the physician's name.
- 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.
- 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.
- When in the judgment of the principal, compliance with the parent's request to administer medication is not feasible, permission will be refused.

- 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.

### **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.

## **19. STUDENT SAFETY AND SECURITY** **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.

## **20. GRADING AND PROGRESS** **REPORT CARDS**

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

### **PROGRESS CODES**

- **E 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 always evaluated in ways that the "exceeds the standard" code is appropriate.*
- **M Meets the Standard**  
This code means that the student has solid academic performance and consistently demonstrates proficiency of the standard with few errors.
- **W Working Towards, 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.

**PARENT/TEACHER CONFERENCES:** Time is provided after the first and third report card for a Parent/Teacher Conference. Sign-up will be located on FACTS. Middle school students are encouraged to attend each conference with their parents. Information will be sent home via FACTS regarding the dates and times available for conferences.

Parents can request a conference at any time to discuss concerns. 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.

If a problem arises, parents should 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. Respectful communication between all parties is expected.

### **COMMUNICATION IDEAS BETWEEN FORMAL CONFERENCES:**

- Email the teacher. Faculty emails are listed on the FACTS website and at [www.sttimschool.org](http://www.sttimschool.org).
- Request an appointment via email to set a date for a phone or in-person meeting. Please have questions prepared to discuss. This can include your wishes, worries and behavioral concerns about your child. You can compare observations and set goals and expectations together.
- Respond to report cards by sending the teacher an email if you're pleased with your child's progress or ask what you can do to help your child improve.
- 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.
- Seek a translator if language differences are preventing good communication.
- Provide information to the teachers about major changes in home circumstances that may affect your child's behavior or performance.
- Please do not meet with a teacher before school begins, unless this meeting has been arranged by the teacher and parent. Before school, teachers are preparing for the upcoming school day. Please schedule all meetings with teachers first.

### **21. EDUCATIONAL SERVICES AVAILABLE TO THE STUDENTS**

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.

- General Tutor – works with students in grades 1-8
- Reading Tutor- works with students in grades 4-8
- Reading Specialist - works with students in grades K-5
- Intervention Specialist
- Accelerated Reader
- IXL- Language Arts, Math
- Orton Gillingham Reading Instruction
- Columbus Public Speech Pathologist – works with students on an as-needed basis
- School Psychologist – works with students on an as-needed basis
- School Counselor – works with students on an as-needed basis

### **ACCELERATED READER**

Students in grades K-8 will be tested at the beginning of the school year to determine their base-line reading level. The classroom teacher will inform the Reading Specialist of which students (K-5) they should be working with.

### **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.

### **NATIONAL JUNIOR BETA CLUB**

Students in grades 6, 7, and 8, who have maintained a pattern of meeting and/or exceeding the standards (and/or have attained an average GPA of 3.3 or better over four consecutive quarters) in all subjects for four consecutive 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. Absences, grades and/or behavior may jeopardize the student's membership in Beta Club.

### **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 Award
- Kanakkanatt Family Scholarship
- Memorial Award
- John Francis Foley Scholarship

The selection process for these scholarships is overseen by the principal and selection committees. 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.

## **22. STUDENT BEHAVIOR**

St. Timothy School aims to teach self-discipline that rises from a respect for all persons involved in the school community: students, parents, staff or volunteers.

### **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 including but not limited to: 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.
- **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. unless with consent from a faculty member.
- **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 cellular phones or other such devices, shall not be seen and/or used between the hours of 7:00-4:00 p.m. unless with prior teacher permission. Those items that are seen and/or used during the school day will be confiscated and returned only to a parent or guardian.
- **NO WEAPONS** of any kind is permitted on the property of St. Timothy School. Any violation of this regulation renders the student(s) subject to expulsion.

**CONSEQUENCES:** 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
- Detention
- Phone call to parent or guardian
- Conference with any or all of the following parties:
  - Principal
  - Pastor
  - Teacher/Staff
  - Parent/Guardian
- In/Out of School Suspension
- Probation
- Expulsion

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.

**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, of such nature as to jeopardize the good name of the school, in violation of the law, detrimental to the common good, threatening, harmful and/or offensive to other students or staff may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

## **BANNED SUBSTANCE POLICY**

### **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, hallucinogenic drugs, alcohol, tobacco or intoxicants of any kind:
  - on the school grounds during, before, and after school hours;
  - off the school ground at a school activity, function, or event;
  - 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.

## **HARASSMENT POLICY**

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.

## **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” repeatedly. 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 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.

**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.

**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.

**MIDDLE SCHOOL DANCES:** Dances are scheduled from 6:30-9:00 p.m. for Bishop Watterson feeder elementary schools. Only students in grades 7 and 8 may attend, unless special arrangements are made for other grades. 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 9:00 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. The length of shorts and skirts must be that of no more than 2 ½” above the knee.
  - 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 up in any manner.
- Horseplay of any kind is prohibited.
- No standing on the bleachers.
- Students who cause damage assume all costs for repair.
- Cell phones may not be out or visible at any time during the dance. Use of a cell phone without permission of a chaperone will result in confiscation of that phone. Cell phones may be used at the end of the dance.
- Please enter the dance from the school's designated doors.
- Any inappropriate touching will result in removal from dance.
- Determination as to whether any attire or conduct is inappropriate is the privilege of the host principal and chaperones.

**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.**

***For more information regarding the Diocesan Policy, please visit: [columbuscatholic.org](http://columbuscatholic.org)***

***For more information regarding the Ohio Revised Code, please visit: [codes.ohio.gov/org](http://codes.ohio.gov/org)***