



225 King Philip Drive  
West Hartford, CT 06117

**Family Handbook**  
**2017-2018**

Phone: 860-236-0614 • Fax: 860-920-0293  
[www.stmswh.org](http://www.stmswh.org)

*Accredited by the New England Association of Schools and Colleges  
and the State of Connecticut*

*Updated 8/2/17*

September 2017

Dear Parents and Students,

Welcome to the 2017-2018 academic year at Saint Timothy Middle School!

This Family Handbook provides guidelines for success as we work together to grow as a Christian school community. Our life in community is a continual process centered on faith, kindness toward one another, and a commitment to academic excellence. The policies, procedures, and regulations outlined in this handbook provide the framework necessary for us to achieve these goals. Please read it carefully and return your signed acknowledgement of receipt.

The STMS faculty and staff join us in wishing you great success during this academic year. As always, we pray for the intercession and blessings of our patron, St. Timothy, on our school community and its benefactors. Let us walk in the light of Christ so that His compassion and wisdom will be evident to everyone we meet.

Sincerely,

Tara Bellefleur, M.Ed., BCBA  
Principal

Rev. Alvin LeBlanc  
Pastor

## ST. TIMOTHY MIDDLE SCHOOL

Phone: (860) 236-0614 • Fax: (860) 920-0293  
Website: [www.stmswh.org](http://www.stmswh.org)

School Hours: Mon-Tues-Thurs-Fri (8am-2:30pm)  
Wed (8am-1:30pm)  
Office Hours: Mon-Fri (7:30am-3:00pm)

2017-2018 School Year

### Staff

**Pastor: Rev. Alvin LeBlanc**

**Rectory Tel: 860-233-5131**

**Principal: Tara Bellefleur, M.Ed., BCBA (ext. 11)**

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**Administrative Assistant: Mrs. Catherine Turley**

**[cturley@stmswh.org](mailto:cturley@stmswh.org)**

**Business Manager: Mrs. Sharon McHale (ext. 12)**

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**Counseling: Kathleen Staunton (ext. 33)**

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**Director of Advancement: Mrs. Susan Hoffman (ext.36)**

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### Faculty

**8th Grade: Mrs. Anna Maria Battaglia (ext. 24)**

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**8th Grade: Mrs. Rosemary Tyrrell (ext. 31)**

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**7th Grade: Ms. Catherine Feddor (ext. 26)**

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**7th Grade: Mrs. Danielle Locke (ext. 37)**

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**6th Grade: Mr. Ryan Martin (ext. 28)**

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**6th Grade: Mrs. Kathleen Thomsen (ext. 25)**

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**Newsletter/Social Media: Ms. Terri-Ann Cain (ext. 23)**

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**Art: Mrs. Ellen Fox (ext.19)**

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**French & Grammar: Mrs. Kathleen Thomsen (ext. 25)**

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**Spanish & Grammar: Mrs. Katherine Katzman (ext. 30)**

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**Music: Mrs. Christine Corcoran (ext. 32)**

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**Assistant Librarian: Mr. Gerard Noone (ext.14)**

**[librarian@stmswh.org](mailto:librarian@stmswh.org)**

**Computer Coding: Mrs. Madelyn Filomeno (ext. 22)**

**[mfilomeno@stmswh.org](mailto:mfilomeno@stmswh.org)**

### Town Services

**Nurse: Mrs. Lori Hoover (ext. 16)  
Mrs. Hilary Sherrill**

**[nurse@stmswh.org](mailto:nurse@stmswh.org)**

**First Student Bus**

**860-953-2030**

**Town of West Hartford Transportation Department 860-561-6647**

## **Archdiocesan Vision Statement**

The fundamental purpose of Catholic schools is to advance the educational mission of the Church.

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provides quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

## **Mission Statement**

We are a Roman Catholic community that fosters the development of mind, body, and spirit in a challenging academic environment. We guide students to realize their full potential in becoming productive and ethical people who will contribute to a more just and peaceful world.

## **School Philosophy**

The philosophy of Saint Timothy Middle School is founded on the belief that it is the whole child being educated. Our goals and objectives reflect a deep concern for the spiritual, intellectual, physical, emotional and social development of all students. As educators, the staff of Saint Timothy Middle School has the special responsibility of encouraging each student to achieve his or her potential within the framework of religious truths and values.

Academic excellence through the light of faith is of the highest importance at Saint Timothy Middle School. It is also understood that this excellence must be interwoven with Christian values and attitudes.

Our school philosophy is built on the existence of an atmosphere of respect within our community. This respect is evidenced in the relationships between teachers, staff, and students. Saint Timothy Middle School is a place where parents, teachers, students and parishioners form a community that works together in charity and service to each other. The school strives to support families who want the Christian virtues that they instill at home to be fortified at school.

## **Brief School History**

Saint Timothy School first opened its doors on September 7, 1960. The school was staffed under the guidance of the Dominican Sisters of Saint Mary of the Springs of Columbus, Ohio. Beginning with grades one through five, a grade was added each year to the school until 1963. The first eighth grade class graduated on June 14, 1964.

Under a planned restructuring of Catholic schools in West Hartford, the School of Saint Timothy became Saint Timothy Middle School in September 1989. The school now serves the needs of young adolescents in grades 6 through 8. Saint Timothy continues its link to the past with its dedication to excellence while always remaining true to the gospel teachings of Jesus Christ.

## **Accreditation**

Saint Timothy Middle School is accredited by the New England Association of Schools and Colleges and by the State of Connecticut Board of Education.

## **School Mascot**

The Tiger has been selected as the mascot for Saint Timothy Middle School. While a symbol of tremendous strength, we would do well to place the Tiger in the context that all strength comes from God. With its beautiful coat of dark stripes, the Tiger blends well into its environment, reminding us of the need to blend in with the diverse community of others, while still maintaining the strength to stand as witnesses for Gospels truths. At Saint Timothy Middle School, our Tiger Spirit reflects our commitment to these truths.

## **Our Patron Saint**

Scholars writing about Timothy comment that he is one of the most devoted Christians of the New Testament. He was the son of a Greek father and a Jewish mother. Timothy, whose name means "honoring God" or "honored by God," was taught Old Testament scripture by his mother. He was converted to Christianity, along with his mother, around the year 47 A.D. during the Apostle Paul's first missionary visit to Timothy's hometown. On a second visit by Paul, Timothy was selected as a travel companion to the Apostle Paul. He became Paul's closest co-worker, serving as an aide, proclaiming the Gospel, acting as Paul's representative, and befriending Paul in prison. Upon his release from prison, Paul set about evangelizing in Western Europe. While away from Asia, Paul asked Timothy to preach there. Timothy was stationed at the capital of Ephesus. It was while Timothy was there that Paul wrote two letters to him that appear in the New Testament. Saint Timothy was loyal, faithful, conscientious, and devoted to God. He was deeply concerned with the foundations of strong Christian community and this spirit is evident throughout St. Paul's instruction to him. After Paul's death, Timothy is reported to have stayed in Ephesus as bishop until his own death. He suffered a martyr's death by stoning and clubbing. January 26 is Saint Timothy's feast day. His closest friend, the Apostle Paul, wrote that Timothy was a "man of God" (1 Tim 6:11).

Saint Timothy is a wonderful role model for us all.

“Let no one disregard you because you are young,  
but be an example to all in the way you speak and behave,  
and in your love, your faith and your teaching.  
You have in you a spiritual gift, which was given to you...  
let this be your care and your occupation,  
and everyone will be able to see your progress.”

~ 1 Timothy 4: 11-15

### **ACADEMIC EXPECTATIONS**

As our philosophy states, "academic excellence through the light of faith" is of the highest importance at Saint Timothy Middle School." Students are expected to make a daily commitment to their academic preparation. Students unable or unwilling to keep up with the academic program face failure and non-readmission. Students and parents should interpret "no homework" notices, academic ineligibility letters, and frequent low test and quiz marks, deficiency interim reports, and low grades on the report card as warning signs of an incompatibility with the academic demands of the school.

Currently, Saint Timothy Middle School has no adjusted academic programs. Given our small size and limited resources, the school does not offer an adjusted curriculum, resource room, or alternate programs for testing or grading. Students are admitted with the expectation that they will be able to keep up with the academic demands and programs of the school.

**Curriculum:** St. Timothy Middle School offers a curriculum that fulfills the requirements set forth by the Archdiocese of Hartford. Major subjects include: Religion, Language Arts, Science and Health, Mathematics, Social Studies, Geography, History, Spanish and French. Special subjects include Art, Music, Physical Education, Labs. Technology is utilized throughout the curriculum.

### **Parent's Role in Education:**

We, at St. Timothy Middle School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Timothy Middle School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by and honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Timothy Middle School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

-Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

-It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parents as Partners:**

As partners in the educational process at St. Timothy Middle School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- **Arrives at school on time** and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Pre-Orders lunch or provide a nutritional sack lunch every day.

- Bring snack and beverage if staying for aftercare.
- Monitors completion of homework

To actively participate in school activities such as Parent– Teacher Conferences:

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

**To notify the school with a phone call when the student is absent or tardy.**

**To notify the school with a written note when the student has been absent or tardy;**

To notify the school office of any changes of address or important phone numbers and email address;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student’s well-being, safety and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student’s total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school:

To treat teachers with respect and courtesy in discussing student problems

### **Visiting School**

Although we welcome visitors to the building, unscheduled appointments to discuss student issues with a teacher cannot be honored most times because the teachers are scheduled to be involved in various activities at all times of the day. **Please schedule all appointments to meet with teachers or administration.**

### **ACADEMIC/ BEHAVIORAL PROBATION**

A student whose academic performance indicates serious deficiencies may be placed on academic probation. A student may also be placed on behavioral probation after repeated instances of behavior notices being sent to parents. While a student is on probation they may not be allowed to participate in any extra curricular activities until their academics or behavior improves to the satisfaction of the principal

### **AFTERCARE PROGRAM**

An Aftercare Program is provided for students who cannot be picked by 2:45pm (M, T, TH, and F) and 1:45pm (W). Students must bring their own snack and beverage. An annual charge is assessed and billed in the same manner as the tuition contract. Aftercare day selections are for scheduled days on the school calendar and do not include any vacation days, holidays, snow days or sick days. Rates are per child and no credit is issued for early release days, vacation days, holidays, snow days or sick days. **There is no Aftercare on days with noon dismissal or full days that precede a vacation period.**

**The late charge for children that remain in After-Care past 5:05 pm will be \$35 for the first quarter hour and \$15 for each additional quarter hour or any part thereof, after the first quarter hour. For example a 5:30 pick-up time would result in a \$50 charge for the time between 5:05 and 5:20 and a charge of \$15 for the time between 5:20 and 5:30 totaling \$50.**

**Also After-Care is available on a per diem basis for \$20 per diem, based on a call or note to the School's office.** The per diem charge of \$20.00 is invoiced at the end of the month. Just send a **note** to the office requesting this service or call the **morning** of the day your child will attend After-care. Any child that is not picked up from school on time will be sent to aftercare. If they are in aftercare past 3:15pm (or past 2:15pm on Wed.) they will be charged \$20.00. **Student athletes who are in aftercare waiting for practice or a game will be charged a \$5.00 fee.**

After-Care related to after school activity is provided on a per diem basis for \$5, **based on a parent note** that the After-Care is related to a sport or activity; otherwise the per diem rate of \$20 will be applied.

**Timely pick-up is crucial to the Aftercare Program and the late policy will be strictly enforced.**

Aftercare Hours: 2:45pm – 5:00pm (Mon; Tues; Thurs; Fri, except as noted above)  
1:45pm-5:00pm Wednesdays.

## **ATTENDANCE**

An essential component in the learning process is what occurs in the classroom daily. Therefore, regular attendance is essential for a student to succeed in school. Prolonged and frequent absences (30 or more for the year) may result in a child's repeating a grade. A school calendar is included in the handbook. This calendar indicates all of the in-service days, holidays and school vacations that are scheduled. Parents are requested to honor the vacations indicated, as school personnel cannot give permission for students to take vacations at other times. In the event of extended absences, a letter must be sent to the school office in advance of the absence. While it is recognized that the vast majority of parents exercise very responsible control over the school attendance of their children, a few will consider it their right to excuse their child, other than for illness, as they see fit. Absence from school should be for a serious reason or legitimate illness. **Unauthorized absences and habitual tardiness are not tolerated.** They reflect apathy, lack of dedication or responsibility, and have no place in a school dedicated to excellence.

### **General Procedures:**

- If a student is ill or will not be present at school on a given day, the school office **must** be notified by 8:30 a.m.
- When a student returns to school after an absence, a **note** written by a parent must be given to the homeroom teacher.
- Students absent for only one day should arrange to obtain homework assignments by calling classmates or checking on the school website. The office will obtain assignments only in the case of prolonged absences.
- Students who take unexcused vacations or the like cannot be given special consideration by way of homework assignments, make-up exams or after-school help when they return to school.
- On a day when a student is absent from school, he or she may not participate in any extra-curricular activities without the permission from the Principal. The student must not appear at school at any time on a day of absence. To do so will result in disciplinary action.
- If a parent chooses to not allow their child to participate in a school sponsored activity or trip, the child may not be sent to school.
- Students not arriving at school by 4th period may not participate in that day's after school activities.
- **If an 8th grade student is not attending the required Northwest Catholic High School visit day, he/she can visit other high schools on that date, but a letter from the visited school must be returned to STMS, otherwise the student will receive an absence.**

**Early Dismissal:** From time to time students may need to leave school early for a doctor's appointment and the like. **Such early dismissal requests are to be in writing and addressed to the administrative assistant.** Early dismissal for athletic events is not permitted. **If someone other than the parent/guardian is going to pick a student up, the office must receive a note, with the individual's name and relationship, in advance.** School personnel may ask for and copy identification.

**Signing In/Signing Out:** If a student has to leave or return to school for any reason (tardy, appointment, etc.) **the parent/guardian must sign the student in/out in the school office.**

**Truancy:** Any student who stays away from school without permission is considered truant. Any student who is considered truant will be suspended from school for a first offense. A second offense makes the student liable to expulsion.

**Tardiness:** The homeroom teachers record tardies and absences. **Attendance is taken at 8:00 a.m.** All students must be in homeroom at that time. A student who arrives in homeroom after 8:00 a.m. is considered late for school, regardless of the reason, **and must have a written note from a parent explaining the tardiness.** A student may not be tardy more than four times in a marking period. The **fifth through ninth tardy in any trimester** will result in the student missing a lunchtime recess. **Each tardy from ten onward in any single trimester** will result in a one-hour after school detention. Continued tardiness throughout the year will result in a parental conference with the child present. We do not have "excused" or "unexcused" tardiness. Therefore, doctor's appointments, power failures, etc. are built-in to the four tardies allowed every trimester without penalty.

**When a student arrives late their parent or guardian must accompany the child to the office and sign them in.** For safety reasons the tardy student cannot be dropped off and allowed to enter the building unsupervised.

## **BAND / ORCHESTRAL INSTRUMENTS**

STMS is proud to offer its students both band and orchestral instrumentation. Students involved in the instrumental program must not leave their musical instruments in the music room over night. In addition to posing a safety risk by crowding a well-used room, the instruments are at risk for breakage and abuse since non-school groups use the music room in the evenings.

## **BELL SCHEDULE**

The class period schedule is as follows: Homeroom: 8:00am

Students are expected to proceed directly from one class to the next. If a student wishes to go to an area other than the next scheduled class, he or she must obtain teacher permission.

## **Bell Schedule**

Monday Assembly	Tues through Friday	Wednesday
Period 1: 8:35am	Period 1: 8:10am	Period 1: 8:10am
Period 2: 9:15am	Period 2: 8:53am	Period 2: 8:45am
Period 3: 9:55am	Period 3: 9:36am	Period 3: 9:20am
Period 4: 10:35am	Period 4: 10:19am	Period 4: 9:55am
Period 5: 11:15am	Period 5: 11:02pm	Period 5: 10:30am
LUNCH: 11:55am	LUNCH: 11:45AM	Period 6: 11:05am
Period 6: 12:25pm	Period 6: 12:15pm	LUNCH: 11:40AM
Period 7: 1:05pm	Period 7: 12:59pm	Period 7: 12:15pm
Period 8: 1:45pm	Period 8: 1:42pm	Period 8: 12:50pm
HR: 2:25pm	HR 2:25pm	HR: 1:25pm

## **Student Responsibilities during the School Day**

### **Before School:**

- Once a student is dropped off at school the school day begins and all school rules apply.
- Cell phones must be off as soon as a student arrives at school. There is no texting or picture taking on school property or school buses.
- For all before school activities there is a set starting time that is designated by the teacher in charge. The teacher will also set a time when a student is late for that activity and will not be allowed to participate.
- If a student misses a certain number of scheduled before school activities they will not be allowed to continue their participation in that group or activity. This will be at the discretion of the teacher in charge with the approval of the principal.
- If a student arrives during inclement weather they should enter the front doors and report to the media center to wait inside for homeroom to begin.

### **Homeroom:**

- This is a time for students to get their books and supplies together for the day. They should also check to be sure that they are wearing their uniform properly.
- Homeroom begins at 7:55 a.m. The door is closed at 8:00 a.m. Students are marked tardy after 8:00. Ten tardies will result in an after school detention.
- Jackets should be hung neatly in the closets.
- During prayers and announcements students are to stand and all activity and talking should stop.
- Thursday envelopes are to be returned on Friday during homeroom. If the envelope is not returned by Monday a lunch detention will be issued. There is a fee of \$5.00 for a lost envelope.

### **Changing Classes:**

- In order to ease congestion in the hallways and to keep students safe the students are to let the exiting class leave the classroom first before entering. Students should stand in a single file line outside the class while waiting to enter.
- Students exiting the class should line up in an orderly manner to be dismissed by the teacher. No one is to leave the class without being dismissed.
- Students should proceed to their next class walking single file on the right side of the hallway. Their right shoulder should be near the wall. No cutting in line or pushing or shoving will be tolerated. Any inappropriate contact with another student will not be tolerated. No running is ever allowed in the hallways.
- Be careful to not lean against the materials on the bulletin boards.
- Adults have the right of way in the hallways. Always say excuse me if you need to interrupt a conversation between adults or if you need to walk between two adults. If you bump into someone say, "Excuse me." All guests should be given the right of way in the halls and acknowledged by the students.
- Say "Hello" to one another in the hallway. Be friendly.
- Between third and fourth period students may return to their homeroom to change books for the remainder of the morning.

### **Academic Classes:**

- Students are to follow St. Timothy's "Classroom Etiquette". They should sit up in their seats, no heads down on the desk. They are to remain in their seats unless they have permission to get up and move around. Students should have all required supplies with them and should quietly place their books in the chair basket before class begins.
- Students should be on time for all classes.
- Raising hands to ask questions is expected. Respect other classmates and their opinions.
- Homework is to be handed in on time. Problems with a printer at home are not an excuse for not handing in an assignment on time.
- Students are not allowed to return to homerooms for "forgotten" materials.
- "Inside voices" are to be used during class.
- The students should line up and wait to be dismissed before leaving for their next class.

### **Specials, assemblies, Masses, etc:**

- In church the students are expected to be quiet and respectful. This includes sitting up straight and not talking. Active participation in Mass with prayers and singing is expected.



- Study halls are not built into the schedule.
- Students are required to always have a reading book with them at all times.
- “Inside voices” are to be used in Art, Music, and other similar specials.

#### **Lunchtime Homeroom:**

- Students should get their morning books put away and their afternoon books ready before they say Grace together.
- After Grace the students will line up and wait to come to the cafeteria with their teacher. No one should leave for lunch before being dismissed. After being dismissed, teachers will escort students to the gym. No running is allowed.

#### **Lunch and Recess:**

- At times there are meetings during lunch and/or recess. Students should always go to the lunchroom first with their homeroom. The teacher that is in charge of the meeting will go to the gym to get the students as a group to proceed to the meeting.
- Students are not allowed to save seats for their friends at lunch. Everyone should be allowed to sit where they want.
- Students are not allowed to get up or change seats during lunch without raising their hand and asking permission from the teacher in the lunchroom.
- Tables should be cleaned and trash thrown away before students leave for recess.
- No one should be excluded from playing games at recess.
- No contact sports are allowed during recess.
- At the end of recess the students should return to homeroom, make sure their uniforms are put back in proper order, and remain in homeroom until dismissed to their first afternoon class.

#### **Leaving the classroom during the day:**

- Students must sign out and in to leave any classroom during the day.
- Only one student will be allowed to be out of the room at a time unless an emergency occurs.

#### **End of Day Announcements and Prayer:**

- Silence is to be observed during announcements and prayer.
- If students are in the hallway they should stop what they are doing and listen to announcements and prayer. All students are expected to participate in prayer.

#### **End of the day Homeroom:**

- All students should get their things ready, and stand by their desks until they are dismissed. Students cannot congregate in the doorway.
- Bus students will be dismissed first so they must be ready to go on time.
- Keep your desks and storage areas neat and clean. Teachers will throw away all loose papers.

#### **Dismissal:**

- **Students must have a note for the office if they are going home with someone different or have permission to walk to another location.**
- Bus students: when dismissed proceed slowly to the front door and stand single file beside the windows. Do not cut in line or push to get out of the door. Students must walk from the school to the bus. Students may only ride on their assigned buses; other students may not “go home” on the buses with another student. See the section in the handbook about other bus rules.
- Other students: If your homeroom teacher has outdoor duty you must be ready to be dismissed with the bus students and you will walk with your teacher to the parking lot. All others will be dismissed as soon as that teacher is out side.
- There is no running to get outside.
- Until students are picked up uniforms must be worn properly and all school rules still apply.

#### **End of the Day Schoolyard:**

- No use of electronic devices is allowed without permission of the teacher.
- The back door should **not** be left open. It must remain locked.
- Everyone comes in the building when the teacher comes in from outdoor duty, even if your ride is late.
- Don’t make your rides wait, it is inconsiderate.
- No parent cars are allowed to park in the first row by the church - this a staff only area. Cars are to park facing the church in the second and third rows, in a designated spot. Students are to wait behind the orange cones. Students will be dismissed by the teacher on duty to parents. Parents must retrieve their child and escort them safely back to their cars. No cars are allowed near the cones or by the lawn, they must park in a designated spot. All drivers must exhibit caution when driving in the school parking lot, as children can move unpredictably, forgetting their safety awareness.
- Sports teams will be dismissed to the North Main St. parking lot to gather together with their coaches and their rides.

#### **After school activities:**

- Students must stay with an adult unless given permission to leave the area of the activity.
- Good behavior is expected.

#### **Special events after school or at night:**

- All school rules apply at all events, including the use of electronic devices.
- If guests accompany you to an event they must sign in.
- All activities are privileges and will be lost if behavior is not appropriate.
- Make sure that rides are here on time. If a ride is late the student will not be able to attend the next event.

**Offsite events:**

- All school rules apply on field trips, community service projects, retreats, sports practices and games, etc.

**School Discipline:**

- Homework is to be turned in when it is due. If a student is not prepared a slip will be given to be signed by the parents. The student will return this slip with the completed homework by the next day. The student will lose 5 points per day until the late assignment is completed.
- If yellow slips or signed tests are not returned the student will be issued a lunch detention.

**Communications:**

- Students should email teachers via the portal. Emails must be polite or come from your parents.
- Do not wait for a reply, the teacher will speak with you the next day in school.
- No texting or any type of “face” time at any time with teachers.
- If there are any problems with home computers, printers, etc. your homework assignment is still due on the assigned date.

**BICYCLES**

Bicycles are not to be ridden on school grounds during school hours. All bicycles are to be locked to the bicycle rack located on the King Philip Drive side of the building. Saint Timothy Middle School is not responsible for damage or loss of any bicycles on the school grounds.

**BIRTHDAY OBSERVANCES**

Due to the numerous dietary restrictions and allergies that students experience no food maybe brought to school for a child’s birthday

**BOOK COVERS**

All textbooks and workbooks are required to be covered at all times. Only paper covers (such as paper grocery bags) can be used. The stick-on covers and “book socks” are not acceptable. These types of covers damage the original covers and bindings of the books. Because of these covers students and their families have had to re-purchase their textbooks. Books that are returned damaged because of not being covered or mistreatment in other ways will have to be replaced. Parents will be charged to replace books damaged or lost by students.

**BUS**

West Hartford students in grades 6-8 who live farther than 1½ miles from the school are eligible to ride on the buses. The Town of West Hartford determines the bus routes and stops for our students. *Per the school bus company, only students who reside in West Hartford are permitted to ride the West Hartford school buses.* Students may not ride on other buses, nor may they get off at another student’s stop without consulting with First Student Bus Company in advance. Any questions or clarifications regarding school bus policy are to be directed to the Transportation Department, Town of West Hartford, and 860-521-7390. If there are concerns about observed behavior of either the bus driver or any student, please contact the school and the town office stated above.

In matters involving student behavior on the bus, the word of the bus driver will be considered final. It is the driver who makes the determination whether or not a student may continue to enjoy the privilege of riding the bus to school.

The Town of West Hartford has established the following Code of Conduct for students who ride the bus. It applies to all bus riders:

- Be at the bus stop at designated time. Help keep bus on schedule.
- Always wait for the bus on shoulder of highway or sidewalk.
- Don’t stand on or play in snow banks at the bus stop; you could slip in front of the wheels of the bus.
- When boarding bus, stay in line; crowding is dangerous.
- Remain properly and quietly seated while the bus is in motion.
- As a passenger, keep head, arms and hands inside bus at all times. Never throw objects in bus, out of windows or at vehicles.
- Obey instructions of bus driver promptly.
- Do not deface or mar, in any manner, bus seats or equipment.
- Be courteous to fellow passengers and to bus driver.
- Do not eat or smoke (which is not permitted at any time) while on bus, nor leave articles behind after leaving the bus.
- Do not operate or use the emergency door except in case of emergency.
- When leaving the bus, stay in line; do not crowd or push or lag behind.
- If you have to cross the street, walk ten giant steps in front of the bus until you can see the driver's eyes. Wait for his or her signal to cross and look both ways for cars.
- Stay away from side of the bus. If you can touch it, you're too close.
- If you drop something in front of the bus or near it, do not pick it up. Ask an adult to get it for you. The driver can't see you when you bend down in front of the bus.

Drivers should notify Principals of students failing to comply with this code.

While riding the bus students still represent St. Timothy Middle School and therefore must continue to follow all school rules that apply to their conduct

**FIRST OFFENSE: Notification to parents.**  
**SECOND OFFENSE: Denial of riding privilege.**

### **CARD PLAYING**

Unless associated with a specific, authorized school activity or class, having playing cards in school is not allowed. Additionally, gambling in any form is subject to immediate suspension.

### **CELL PHONES**

Cell phones may be brought to school. They are a necessary form of communication for students and parents for use before and after school only. Students are required to have a "Cell Phone Permission Form" signed by their parents or guardians on file with the office to have a cell phone at school. If the school does not have this form the student is not allowed to have a cell phone at school and it will be confiscated.

- **During school hours all cell phones will be turned OFF** and placed in a secure location in each homeroom. They will be picked up at the end of the school day.
- **ANY STUDENT WITH A SMART WATCH (such as Apple, Samsung and Moto 360) may not be worn to school. These watches can access previously downloaded material and may place the authenticity /integrity of any academic work completed in question. If a student forgets to leave their watch at home, the student must turn the watch into the office. It may be picked up by the parent at the end of the school day.**
- Cell phones may be used only in the case of an emergency and with explicit permission of the faculty/staff.
- **Students will not have cell phones in their backpacks or on their person during the school day.**
- Cell phones are not to be used for picture taking, text messaging, recording or video recording.
- No harassing or threatening of persons via cell phones is permitted.
- Cell phones may not be used for games, internet or e-mail access, gambling or making purchases of any kind.
- Parents should not call their child's cell phone during the school day.
- Parents can reach their child for any reason by calling the school office.
- **Cell Phones must be off at all STMS events; no photos or texts are allowed.**

The following Offenses will apply for violations of the Cell phone rules:

**First Offense - the phone will be returned to the parent**

**Second Offense - phones confiscated and returned the following Tuesday**

**Third offense - the phone will be kept in the office until the end of the school year.**

**Continued violation of the cell phone rules will result in forfeiting the privilege of bringing a cell phone to school.**

### **CHEATING/PLAGIARISM**

Cheating and plagiarism are both forms of dishonesty and cannot be tolerated in a Catholic school. Copying another student's work or submitting material from an electronic or print source without proper attribution falls under this category. Any student who is found cheating in any manner determined by the teacher will receive an "F" for that assignment and will be subject to detention. Parents will be notified. Repeat offenders will be subject to suspension and/or expulsion.

### **CHILD ABUSE LAWS**

St. Timothy Middle School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **COMMUNICATIONS BETWEEN HOME AND SCHOOL**

**Conferences:** Parent-Teacher conferences take place once each year at the end of the midpoint of the first trimester in October. A parent-teacher conference can be initiated by either the teacher or the parent at any time. Parents are asked to call the school or send a note to the appropriate individual in order to make an appointment. Teachers will follow a like procedure. **Parents are not simply to walk down the hallway to speak with a teacher without first having made an appointment.** To do so is unfair to the teacher and to the students to whom the teacher is responsible for monitoring.

**STMS Tiger News and Thursday Envelope:** Tiger News and Thursday Envelopes are the two main types of communication between the school and parents. Students are provided with a plastic envelope at the start of the school year. This envelope is sent home to parents periodically with important announcements and school information on Thursday. **The envelope is to be returned by the student to the homeroom teacher the next day that the student is in school.** This system saves the school significant postage and mailing costs. Students and parents are encouraged to cooperate with this system. **If a student does not turn in their Thursday envelope for 2 consecutive weeks to the homeroom teacher he/she will be charged a fee of \$5.00.** Also a \$5.00 fee will be charged for replacement of lost or damaged envelopes. The Tiger E-News is sent electronically every week (usually Thursday afternoon). Reading the Tiger News weekly will keep you informed and save many phone calls and emails to the school office. Parents should inform the school office any changes in email. If a family does not have access to email, please notify the office and a copy of the e-news will be sent home with the child the next day.

**School Notices:** From time to time, special notices or notes are sent to parents to make them aware of specific school concerns or

commendations. Because of schedules, it is not always possible to call parents about such matters. Notices should not be viewed as negatives, but simply as a method of informing parents about what is happening with regard to their child. Similarly parents are asked to communicate with the school to express their concerns and commendations. Such items concerning the child should be addressed to the appropriate person, staff member, teacher or Principal. **Please sign all school notices in ink only.**

**Voicemail & E-Mail:** Each teacher has an e-mail address and voicemail for communication. E-mails and voicemails should be brief and factual in nature. Neither of these tools is meant to be a means to assess a student's daily progress. Faculty and staff will check e-mail and voicemail each day and will respond to parents in a timely manner as teaching schedules allow. All communications that arrive after the close of school will not be reviewed until the next school day. Please be aware that while every teacher wishes to communicate openly with parents and guardians, their primary role is to be engaged in the teaching process. We appreciate every parent's assistance in this regard. With any form of electronic communication, there may be occasional problems. If you do not receive a timely response from the school, please try again. Parents should not call the Principal, teachers or staff at home.

## **COMPUTER USE POLICY**

All desktop and notebook computers used in instruction are the property of St. Timothy Middle School. The school administration and network support staff have invested tremendous human resource, time and energy in building and maintaining a safe and smooth functioning network environment at STMS. It is therefore important that every student and parent understand the expectation for acceptable use of computers at St. Timothy Middle School. St. Timothy Middle School follows the guidelines from the Office of Catholic Schools for acceptable computer use. **Signature on the handbook receipt acknowledges that you have read the enclosed policy and that you and your child agree to its parameters.**

1. A student is responsible for all content and history on their assigned computer. There will be disciplinary consequences for inappropriate language, content or other navigation to unauthorized sites.
2. Computer hardware and software are designed for the sole purpose of supporting teaching and learning. Students will not use the computers for game playing and other entertainment not related directly to his or her work in the classroom.
3. While administrative rights are very limited on student computers, a student is never to download unapproved content from the internet or install any unauthorized items on any school computer. Students will not install any software programs on their USB drives, or download and install any programs from the internet.
4. Because electronic equipment is extremely fragile, students must take extra care when using the computers, and especially notebook computers at STMS. Students are never to run near, rough-house around or throw any objects near the computers. When using the notebook computers, students must follow a teacher's careful instructions about obtaining a machine from the storage cart and returning to a desk. Under no circumstances should a student experiment with connections or computer settings.
5. Students will not write on or otherwise deface or damage equipment. Any intentional damage caused to a computer or its component parts will be the sole responsibility of the child who damaged it and he/she will make arrangements with the school to replace any broken computers that came about as a result of their behavior. A detention will be issued and the student will be subject to suspension.
6. Students will be assigned a computer, much like they are assigned a textbook, and will be expected in all cases to use that computer for class work.
7. Students are not to use any programs during a class period that is not requested by the teacher.
8. Students will not access the internet unless specifically instructed by a teacher to do so. Internet use, Instant Messaging, using sites such as Facebook, Instagram, Twitter, Snapchat, etc., blogging and the like are forbidden. Web browsing must be in the context of a purposeful educational exercise. While STMS uses strong content filtering software, any student found on an inappropriate website will be subject to immediate disciplinary action, including detention and possible suspension of computer privileges. Anyone that uses an anonymous proxy server for personal use in school will also face similar disciplinary consequences.
9. When using CDs, students should be cautious not to scratch or damage the discs. Students should also exert care when using the supplied headphones or microphones to avoid damaging or breaking them.
10. **Thumb drives not provided by STMS and other devices used to transport information from home are not allowed as they enhance the possibility of the introduction of viruses to our system.**

Overall, safety and care of the computers is a student's primary responsibility. To have access to technology in our school is a privilege not a right and it is earned each day. Any breaking of the above rules will result in the regular discipline procedures of the school.

A student technology contract is attached to the last page of this handbook. It must be signed by both the student and the parent/guardian.

## **CONFIDENTIALITY**

The school will not give your name, address, or telephone number to anyone requesting this information. Unless we are instructed otherwise (in writing) the Home and School Board will be provided with a list of names and phone numbers in order to contact parents about class activities, early closings or any other emergency situation involving all of the students.

## **CUSTODY AND DIVORCE**

In cases where parents are separated or divorced, the Principal should be informed about such situations. The Principal also is to be informed in writing regarding which parent has custody of the child. This is necessary for the safety and protection of the child. Such information is considered confidential and will be held in strict confidence by the Principal. If court orders prohibit contact by one parent, a copy of the court order must be provided to the Principal.

The school abides by the provision of the 1975 Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child as requested by the non-custodial parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **DETENTIONS**

Detentions are issued to students for specific violations of school rules, procedures, or failure to meet minimum acceptable behavior standards. The teachers are always free to schedule individual detention times. Parents always will receive twenty-four hours notice before the detention stay. Detentions are not postponed except in case of illness. Detentions must be served before a student is permitted to participate in any extra-curricular activities. Failure to stay for a detention will result in an in-school suspension. Repeat offenders face out-of-school suspension and expulsion.

## **DISCIPLINE AND BASIC SCHOOL BEHAVIOR**

Children who are trained and raised in an atmosphere of Christian love and concern, both at home and in the school, should be led to self-discipline. The aim of the school's external policies is to develop a more mature, socially responsible person who is in accord with the basic moral and spiritual values embodied in living with Christ.

Student disciplinary measures, behavior notices, detentions, suspensions, etc. are not a part of the student's permanent record file. Such information is held in strictest confidence and is destroyed upon a student's graduation from STMS.

The Principal is the final recourse in all disciplinary situations. There may be mitigating circumstances which would call for a different response than has been the norm in the past. The Principal may waive any disciplinary rule for just cause, at her discretion.

Our aim is to have our school be a happy place where each individual feels free to be him/herself, while at the same time allowing all to be free. Rules are necessary for this freedom and therefore it is expected that all students support and cooperate with these basic school rules and regulations. Students are expected to act and speak in a respectful manner to both teachers and other students. Disrespect is not Christian behavior and is not tolerated. The goal of living in a Christian environment always should be toward respect for the diverse community of others. Unkind remarks, inappropriate public displays, remarks that are racist or that demean the dignity or worth of an individual, and base comments clearly move away from that goal and have no place in a Christian environment. Such behavioral infractions make a student liable to detention or suspension and could lead to expulsion. Students demonstrating an inability to meet the social, behavioral or spiritual standards expected by the school, face non-readmission for the following year or semester. Students who exhibit threatening behavior toward any staff or other students may be reported to the West Hartford Police Department for investigation at the discretion of the administration. If the police department believes that it needs to be referred further, they will initiate that action.

Students who are in suspension must turn all electronics into the office when they arrive at school.

After three suspensions a student may be asked to leave St. Timothy Middle School.

## **DRESS CODE AND GROOMING CODE**

The hallmark of the dress code is neatness. While the dress code allows for some individuality, it also provides for clear uniformity. It is expected that students will wear their complete school dress code properly on a daily basis. Students out of dress code are liable to detention or may be excluded from class until their parents arrive with appropriate clothing to achieve the proper dress code. If for some reason the student is not able to wear dress code on a given day, the parent is to advise the Principal in writing in advance or prior to the start of the day. Excuses such as having dress code items "in the wash" or having "forgotten" certain items are not acceptable and do not encourage personal responsibility on the part of the student. Suspensions for repeated dress code violations will be given at the discretion of the Principal.

All clothing items must be purchased from Land's End School Catalogue with the mandatory school monogram. ([www.landsend.com](http://www.landsend.com))

**Due to allergies, the use of perfume, body spray, aftershave/cologne and lotions should be avoided.**

The uniform dress code (for entire school year) is as follows:

### **Girls:**

- **NAVY (Top-of –Knee Box Pleat) SKIRT ONLY** from Lands' End for all -female students. **NO EXCEPTIONS**
- White long or short sleeve **Interlock polo** with the school logo (polo must be tucked in properly –no "blousing" over the waistband). Only white under garments under the polo. The long sleeve polo shirts must be worn at the wrist.

- Uniform sweater, pullover V-neck or zippered cardigan with the school logo.
- Solid navy knee socks (tights allowed—no sheer stockings).
- **Uniform shoes:** Navy, Brown or Black closed toe shoes (shoes must be solid colors- No Plaids, No Prints or Designs, No Light colors), heel not to exceed 1 inch, no lug type sole, no sneaker type shoe, no clogs, no “Birkenstock”; no sandals, no canvas shoes(i.e. Tom’s).
- Year round option of navy slacks from the uniform company worn with a black dress belt only.
- **FOR GRADE 8 ONLY:** Coed classic navy half zip polar fleece with school logo for grade 8 girls only.
- **No Nail Polish of any type. No make-up of any type. Any dyed hair or streaks of different hair color or color that is not the student’s natural color are not permitted. No other additions to hair (i.e. feathers) even if it cannot be seen.**
- **Girls may wear ONE pair of stud earrings in their ear lobes. No multiple earrings or large-looped earrings are allowed. No necklaces unless a religious medal or cross. No rubber bands/bracelets or bracelets/bands of any kind.**

#### Boys:

- Uniform of navy blue pleated slacks from the Lands’ End Company worn at the waist with a black dress belt that is visible.
- White long or short sleeve Interlock polo with the school logo (polo must be tucked in properly so that the black dress belt is visible.) The long sleeve polo shirts must be worn at the wrist.
- Polo shirts must be neat, clean and worn tucked in properly at all times.
- Uniform navy sweater, pullover v-neck or button-down cardigan.
- Solid navy dress socks. (NO navy sport type socks.)
- **Uniform shoes:** Black or Brown tie dress shoes, no sneakers or sneaker type shoe, no lug type sole, heel not to exceed one inch.
- **FOR GRADE 8 ONLY:** Coed classic navy half zip polar fleece with school logo. Patterned belts are allowed for 8<sup>th</sup> grade boys only.
- **Hairstyles** must be sensible and traditional. **Boys’ hair length must not extend below the top of the shirt collar, nor cover eyes or ears.** "Bizarre or unusual hair styles” tails, carved designs, streaks of a different hair color and the like are not permitted. **When issued a haircut notice from the office the student will have one week to get a haircut before detentions will be given.**
- **T-Shirts** worn under the polo shirt must be white with no lettering or designs showing through.
- Boys are **not** allowed to wear earrings to school or to any school related activity.
- No jewelry including necklaces and bracelets. **No rubber bands/bracelets or bracelets/bands of any kind.**

#### Girls and Boys

- Nose or other "body-piercing" jewelry is not allowed for either boys or girls, nor are tattoos. No jewelry is to be worn during physical education classes or other school-sponsored athletic events.
- All additions to the dress code (buttons, scarves, turtle necks, and the like) are not permitted and are subject to a request for removal.
- No smart watches (such as Apple, Samsung and Moto360) are to be worn to school.

#### Gym Uniforms for Boys and Girls

Students are to purchase and wear the specified uniform for physical education classes from Lands’ End Uniforms. **This consists of all four mandatory items:**

- Navy short sleeve T-shirt with Tiger head logo.
- Navy crew neck sweat shirt with Tiger head logo.
- Navy sweat pants (elastic at ankles) with tiger paw print
- Navy athletic shorts with tiger paw print.

**Gym shorts must come to mid thigh or longer for both girls and boys. All gym uniform items are the boy’s/men’s style for male and female students, no exceptions.**

**From October 1st –April 15th sweat pants and sweat tops are to be worn during the day when not in gym class and at recess and upon leaving school.**

**All students are to wear white athletic crew style socks and sneakers with the gym uniform (these items do not have to be purchased from the uniform company).**

**Please refer to Field Trips section for appropriate field trip attire.**

**Dress code for dances and “dress down” days:** In keeping with the Christian values that are promoted at the school, girls and boys should dress in a manner that reflects this atmosphere. Tank, halter or low cut tops, tops with narrow or “spaghetti” straps, exposed midribs, clothing with inappropriate wording or themes, or that is excessively revealing, tight or short, are never acceptable. Cut off shorts are not acceptable. Walking shorts are acceptable, no other styles. Also no leggings, spandex or tights are to be worn as pants. They may be worn under a skirt but not by themselves. Also no yoga pants or belly shirts are to be worn. Boys and girls pants must be worn at the waist at all times. NO RIPPED JEANS. Occasionally, girls will be allowed to wear colored nail polish for special spirit and dress down days. **All nail polish must be removed before the beginning of the next school day.**

**Dress code for designated “dress up” days:** Should be appropriate for dress-up family occasions such as when attending a wedding or special dinner. Boys should wear dress pants and shirt, tie, shoes, no sneakers, a jacket is not required. Girls should wear a modest dress or skirt/slacks with a dressy top. Skirts and dresses must be knee length. No leggings, spandex, or tights are to be worn as pants. Tank, halter or low-cut tops, tops with narrow or “spaghetti” straps, exposed midriffs, excessively revealing, tight, or short clothing are never acceptable. **If you have doubts about the outfit, please trust your instincts and change into something more appropriate.**

### **DROP-OFF/ PICK-UP**

The King Philip Drive parking lot is the designated drop-off and pick-up area for students who are transported to and from school in cars. Please do not drive right up to the back door. Doing so creates a safety hazard for your child and prevents teacher access to their designated parking area. **Cars are not permitted to enter via the North Main Street entrance and are not allowed in the circle in front of the building.** For the safety of all students, please honor these guidelines. Doing so will help to assure the safety of our students.

When waiting for students at the end of the day, please park in the main section of the King Philip Drive lot, away from the driveway entrance and from the gym doors. Please be aware that students are darting in and around cars.

During the school day, students will be directed by school personnel as to which door to use for recess periods, fire drills and the like. Unless weather is inclement, students who are waiting should be in the North Main Street Lot. During inclement weather, students may wait in Milligan Hall or O'Connell Hall, as directed by the proctoring teacher.

See section on Parking, and Drop-off/pick-up for additional information.

**Regular dismissal is at 2:30 pm everyday except 1:30pm on Wednesdays.** Unless a student is staying for a school-approved activity, which immediately follows dismissal, parents must make arrangements to have their children picked up within fifteen minutes following dismissal. Students whose rides do not pick them up in that time will be moved to the aftercare room and the parent will have to pick up the student in the aftercare room. The school has no supervision for students after 2:45pm (M, T, Th, and F) or 1:45pm (W), other than the Aftercare Program. Similarly, there is no supervision for students prior to 7:45am. Because there is no supervision fifteen minutes after school's dismissal, students may not remain on school grounds while waiting for late afternoon sport practices. Students remaining on the property after dismissal may be picked up in aftercare. After 2:45pm (M, T, Th, F) and after 1:45pm (W) their family will be assessed the daily rate of \$20.00.

**Students in aftercare awaiting their game or practice will be charged \$5.00. Parents must send a note notifying aftercare that a student is awaiting a game or practice.**

Parents who find that they will be delayed should notify the school office whenever possible.

No student is allowed to wait in the building after 5pm and when aftercare closes.

### **DRUGS AND ALCOHOL**

Evidence of use, possession, sale or distribution of alcoholic beverages or drugs or inhalants at school or any school function will render the student liable to immediate expulsion from school.

### **ELECTRONIC DEVICES**

Electronic devices, games, i-Pads, portable radios, DVD & MP3 players, cameras, and the like should be left at home unless requested by a teacher for classroom use. Personal computers should also be left at home. No recording of students or posting recordings on any internet site is allowed under any circumstances.

### **EMERGENCY FILES**

An emergency file is kept in the nurse's office. Each parent is required to complete the form provided by the school nurse at the beginning of each school year and return the form to school immediately. It is vital that we have these on hand should any emergency occur during the school day. **The school should be informed of any changes in emergency telephone numbers or other information.**

### **EMERGENCY DRILLS**

Fire drills, Shelter in place and Lockdown drills are regularly scheduled to insure the safety of our students and staff in the event of an emergency.

St. Timothy also updates its crisis plan with its crisis team annually to ensure that all procedures are kept current.

### **ENTRANCE INTO SCHOOL BUILDING**

Parents/Visitors who come to the school during the school day are asked to enter the building through the front doors and must sign in at the office and wear a “visitors” badge. For security reasons, all doors are locked.

During the school day, students will be directed by school personnel as to which door to use for recess periods, fire drills and the like.

Unless weather is inclement, students who are waiting should be in the North Main Street Lot. During inclement weather, students may wait in Milligan Hall or O'Connell Hall, as directed by the proctoring teacher.

See section on Parking, and Drop-off/pick-up for additional information

### **EXAMS**

Final examinations are administered as part of the academic preparation provided at Saint Timothy Middle School. A weeklong examination period occurs at the end of the school year. The exams are sometimes comprehensive in nature and play a significant part in the determination of a student's fourth quarter grade. Students must keep thorough notes and maintain papers throughout the academic year in order to be properly prepared for these exams. Students are not allowed to keep their final exams. Parents should understand that teachers cannot predict with accuracy how students will perform on final exams.

### **EXTRA-CURRICULAR ELIGIBILITY**

Saint Timothy Middle School has a number of extra-curricular clubs and activities, which enhance learning and add to the total school experience. We encourage our students to join these activities. Participation in these extra programs is a privilege, not a right. In order to participate in extra-curricular clubs, activities, or sports programs at Saint Timothy Middle School, students must understand that **academics come first**. No student may participate in an extra-curricular program, club, or sport if he/she is failing in any two subjects. Similarly, three D grades in any subjects will make a student ineligible to participate in extra-curricular programs, clubs, or sports. Eligibility is determined by the Principal with a review of grades at the mid point in the next semester. Students become ineligible the day report cards are issued. Students who are ineligible to participate will not be eligible again until the Principal's review.

The Principal, with the consultation of the faculty, may determine to extend or limit student academic eligibility based upon the individual's progress. **On a day when a student is absent from school, he/she may not participate in any extra-curricular activities without the expressed permission of the Principal.** To do so will result in disciplinary action.

**Clubs & Activities:** St. Timothy Middle School offers a wide variety of activities in addition to team sports that are open to eligible students. A variety of clubs will meet every Wednesday after the 1:30pm dismissal, except for the last Wednesday of the month when faculty meetings occur. Sign up will be posted on the office window. Information regarding these after school clubs/activities will be communicated during Homeroom announcements and the Thursday Envelope. Club/Activity information is also posted in the STMS Tiger News.

### **FACULTY LOUNGE**

No student is to be in the faculty lounge without the expressed permission of a staff member.

### **FEES**

**Tuition and fees are addressed in the Tuition and Fees Payment Agreement and are paid through Smart Tuition unless otherwise specifically requested by the school.**

Note: A nominal fee of \$.10 cents per page will be charged to students who require photocopies to be made in the School Office.

### **FIELD TRIPS**

From time to time, the school extends its learning through field trips, which are extensions of the curriculum and school program. They are considered privileges to be determined on student social and academic growth. No student has an absolute right to a field trip. Before each trip, the parent must sign a permission form prepared by the school. Only the permission form sent from the school is considered acceptable in order for a student to attend a trip. Written notes or facsimile copies are not acceptable. There are no exceptions. Cost of the field trips is the responsibility of the parent.

It is understood that a student attending any school-sponsored trip is bound by the rules and regulations stated in this Family Handbook and all other rules and conditions specified for the given trip. In consideration for making arrangements for any school trip, parents agree to release and save harmless the school and all of its employees from any and all liability for any and all harm arising to their child as a result of the trip. Parents may be required to accompany their child on a field trip if there is any particular health or behavioral concerns that would be best handled by a parent with the faculty chaperones.

In addition to specially arranged field trips, Saint Timothy Middle School students occasionally take advantage of their proximity to Northwest Catholic High School for special programs and activities. Unless a parent notes otherwise, signing this Family Handbook tear page grants permission for your child to walk across the street under our supervision for such enhanced learning experiences and opportunities.

**Dress Code for Field Trips:** (unless otherwise indicated by the administration)

Boys: Long pants, worn at the waist, no jeans (if jeans are permitted they may not have rips) or cargo pants.  
No sneakers, no sandals or flip-flops, and no slippers or slipper like shoe.



Shirts must have a collar (golf type shirts are acceptable)

Girls: Slacks or mid-calf length Capri pants or cropped pants, worn at the waist; no jeans or cargo pants. No tights, jeggings/ leggings or spandex are to be worn as pants. Leggings may be worn under a skirt.

Shirts must have a sleeve; no sleeveless or cropped shirts, and no shirts with writing. No sneakers, flip-flops or sandals.

### **FIGHTING**

Pushing, shoving, verbal abuse and fighting of any nature are not permitted and certainly are contrary to the spirit of our school, which is built on the foundation of Christian compassion and tolerance. If a student is involved in fighting at school or a school sponsored event, on the bus, or any school related function the parent will be notified and the student will be subject to immediate suspension. A second infraction will again result in parental notification and a conference will be scheduled with the parents and student to determine whether the student may remain in school. This is a school regulation and is strictly enforced. The school staff and administration will determine what constitutes a "fight," verbal or otherwise.

### **FOOD AND DRINK**

Food may be eaten at lunchtime and in the designated eating area only. Students eating in other parts of the building and classroom areas are subject to disciplinary action. Beverages in glass containers are not permitted in school or on school trips requiring a bagged lunch.

### **FORGERY/LYING/PLAGIARISM**

Forgery, lying, and any form of dishonesty have no place in a Catholic school or in our society. Any student found to have forged a parent's signature, lied to a staff member, passed in another student's work as his/her own, plagiarized or other dishonest behavior, as determined by the teacher, will receive a detention. Parents will also be notified and a grade of zero will be given on the assignment. Repeat offenders will be subject to suspension.

### **FORMS**

Most forms will be available on the school website ([www.stmswh.org](http://www.stmswh.org)) under the "About Us" tab.

Please return any forms requiring payment in an envelope (not the Thursday envelope) with your child's name and homeroom, as cash and checks become easily separated.

### **GANGS**

Evidence of student involvement in gangs or gang-related activities will make a student liable to immediate suspension and possible expulsion.

### **GIFTS**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for parties (for example; sleep-over parties or birthday parties) should be sent to the homes of the students via U.S. Mail unless an invitation is being given to every student in the entire grade.

### **GUIDANCE /COUNSELING SERVICE**

Saint Timothy Middle School provides the services of a social worker to assist students with the routine problems of early adolescence either on a social or academic nature. St. Timothy also has counseling available for students and their families three days a week. Students and parents are urged to avail themselves of this service. Students and/or parents should contact the school at the first signs of academic or social difficulty. Confidentiality is maintained and student dignity is preserved.

Saint Timothy Middle School also assists students with their preparation for high school. The school office maintains information about area secondary schools and also coordinates records and recommendations that are sent to the school of the student's choice. Remember to include enough lead time for teachers to write and send recommendations.

### **GUM CHEWING**

Chewing gum **is not** permitted in the building, on the bus or on the school grounds at any time. A student who is chewing gum at school or at school-sponsored functions is subject to detention.

### **HALLWAY CONDUCT**

Students are dismissed from class only with the permission of the classroom teacher. They are expected to move directly from one class to the next at the period change. They must not block the corridor by stopping or holding conversations. If waiting for another class to be dismissed, students are to form a single, straight line along the corridor wall. While passing in the hallway, students must not disturb any class that is in session. Since loud talking, pushing and shoving in the hallways, classrooms, and lavatories is considered disruptive to the learning process and common sense safety. It is not permitted. **Out of courtesy and respect, students should always yield to adult faculty and guests in the hallway, especially near the front entrance and main office.**

### **HARASSMENT/ BULLYING**

Saint Timothy Middle School is enriched by the diversity of its members. Basic at the school is the fact that there must exist a deep atmosphere of respect within the school community. The school recognizes and respects individual differences in background. In

order to provide an environment of respect, tolerance, and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior. Inappropriate behavior, either verbal, written or physical, that disregards the self-worth or dignity of others is unacceptable. Students engaging in such behavior (seriously, in jest, or online) face detention, suspension, and/or expulsion. Such behavior includes, but is not limited to, unwarranted verbal remarks, base notes, letters or e-mails, text- or instant-messaging, derogatory statements, insults, discriminatory and/or racist comments or written notes, unwanted or unacceptable physical contact. Engagement in any social network sites, online blogs such as, but not limited to, Instagram, Snapchat,™ Facebook.com™ etc. Twitter, Craigslist, may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish. The Principal investigates all complaints of harassment and bullying and if warranted will involve the police.

### **HEALTH CONSIDERATIONS**

The Town of West Hartford staffs Saint Timothy Middle School with a full-time nurse. **A sick child must not be sent to school. A child must be fever-free for 24 hours before returning to school.** The school nurse is responsible for maintaining all medical histories, immunization records.

If a child becomes ill at school, the nurse or administrative assistant will contact the parent. If the parent cannot be reached, then the person(s) designated on the child's emergency card will be contacted to take the sick child home as soon as possible.

School personnel can give or apply any medication only in the follow circumstances: When a written instruction from the child's physician has been submitted to the nurse or Principal. A written record is kept of such medication distribution.

Children are not to take any medication on their own during school hours.

Any child recovered from a contagious disease must secure an admittance slip from the nurse before returning to classes.

Any student that is absent 3 or more days requires a doctor's note to return.

### **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is our parent organization. It is a vital part of our school and every parent, by virtue of having a child enrolled in Saint Timothy Middle School, is a member of the Home and School Association. There is a \$50.00 Home and School membership fee per family to assist with the Association's activities and programs for the students, and mandatory requirement of 10 hours per year by every family. The Association plans activities for the school year, including parent fundraisers. Quarterly meetings are held and announced in advance electronically or through notice in the Thursday envelope.

### **HOMEWORK**

Homework should serve a positive purpose and be closely integrated with class work. It is not a substitute for what should be taught in classrooms, but rather serves as a review and/or enrichment of materials learned during the school day. Parents are encouraged to provide suitable time and place for their children to do homework.

Students will be expected to have a nightly average of about one hour of homework in grade six, one and one-half hours in grade seven, and two hours in grade eight. Parents should question their child and the school if this general homework pattern is not witnessed at home. Frequent check of the student's required school assignment pad/parent portal is encouraged. Students who are absent due to illness or personal family reasons are expected to make up all homework, class assignments, test and quizzes in a timely manner. It is the responsibility of the student to obtain these missed assignments. Teachers will pursue students for missed assignments, etc. by issuing yellow slips that require parent signature. All assignments appear on the teacher's portal.

Teachers cannot provide homework for students who take vacations other than those provided in the school calendar. Homework assignments during an absence can be viewed on the teacher's webpage. If a student does not do homework, complete a classroom assignment, arrives in class without materials or tools, etc., parents will be notified via a school notice form or email. This notification is not meant to be punitive, but is simply a method of informing parents about schoolwork. Homework assignments must be completed and handed in on time. Continued problems with homework completion will result in **an after-school detention**.

**You may also check the teacher portal at the end of the day for homework assignments.**

### **HONORS**

The honors celebration occurs at the conclusion of every trimester following the distribution of report cards. Certificates are presented in the Church of St. Timothy followed by a brief reception in O'Connell Hall.

### **INCLEMENT WEATHER/"SNOW DAYS" ANNOUNCEMENTS**

The school will follow the "no school" announcements made by the Town of West Hartford when there is a storm or other natural occurrence that may force the closing of schools. These announcements are phoned into the radio station for any weather-related announcements. We advise parents to go to the STMS web-site ([www.stmswh.org](http://www.stmswh.org)), listen to WTIC-AM 1080 radio, the West Hartford Public schools web site ([www.whps.org](http://www.whps.org)), or other media. **Follow the announcement for the Town of West Hartford Public Schools. If there is an announcement of an early closing, Saint Timothy will dismiss at 12 noon.**

Since our student population encompasses many towns other than West Hartford, parents are always free to use their own good judgment in determining whether travel conditions are safe for the trip to school. If school is canceled in your town, you may wish to

follow that town's pattern by not sending your child to school.

If school is canceled during the day, every effort will be made to contact parents via the **School Messenger Broadcast system**. Each student must know what to do and where to go should school be dismissed early due to an emergency or weather-related situation. This information will also be available on the STMS web-site.

### **INTERNET**

Saint Timothy Middle School has Internet access. Students and their parents will be required to sign an Acceptable Use Form outlining the terms and conditions for Internet use found in this handbook. Abuse of the computer agreement outlined on the permission form will result in a variety of disciplinary actions, ranging from reprimand to suspension depending upon the infraction. Such disciplinary action will be determined solely by the Principal after appropriate consultation with the teacher.

Please also refer to the section on Computer Use Policy.

### **INVITATIONS**

Invitations for parties (for example; sleep-over parties or birthday parties) should be sent to the homes of the students via U.S. Mail unless an invitation is being given to every student in the entire grade.

### **KITCHEN**

Students are not permitted in the kitchen area unless authorized by a staff member for an approved activity or given permission by the school Principal. Students are not allowed to use appliances or kitchen utensils unless under the supervision of an adult.

### **LIBRARY**

St. Timothy Middle School has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive report cards until their account is cleared.

### **LOST AND FOUND**

Each year, many items that are turned into the school office go unclaimed. Students who have lost anything should report that loss to the office and check the "lost and found." Any item which a student finds in the building or on the school grounds is to be deposited in the office. No students may keep a "found" object. Items not claimed within two weeks are distributed to local charities.

### **LUNCH PROGRAM**

Saint Timothy Middle School does not have hot lunch facilities. Students are expected to bring their lunches from home. **Prepaid lunches are provided Monday-Thursday** as follows:

- Monday is Moe's Mini Burrito Lunch.
- Tuesday is Bagel Lunch Day.
- Wednesday is "Hot Dog Day" sponsored by the Home School Association.
- Thursday is Subway Lunch.
- Friday is "Pizza Day," sponsored by the Eighth Grade Class as a service project. **(Payment made at lunchtime)**

Students who refuse to eat their lunch or who constantly come to school without lunch place their health at risk. If this behavior is observed, someone from the school will contact the parent to alert them of our concern.

### **MARKING SYSTEM**

Marks are determined by class work, homework, test results, class participation and class behavior, and independent projects. Saint Timothy Middle School uses the standardized grading system as prescribed by the Archdiocese of Hartford. It is as follows:

The Honor Roll at Saint Timothy is based upon the following criteria:

- 1st Honors: all A's all subjects
- 2nd Honors: all A's and B's in major subjects, A's and B's in all other subjects
- **Any student receiving a grade of "U" in one of their special subjects will not be eligible for Honors consideration.**

A+: 98-100    B+: 87-89    C+: 77-79    D: 65-69    O: Outstanding

A: 94-97    B: 83-86    C: 73-76    F: Below 65    S: Satisfactory

A-: 90-93    B-: 80-82    C-: 70-72    U: Unsatisfactory

### **MISSING A CLASS**

A student may not miss a class without specific authorization from a member of the staff. Students who are feeling ill must obtain a pass to the nurse from a teacher. Only the School Nurse has the authority to excuse a student from class due to illness. Any unauthorized absence from class makes a student liable to detention or suspension. A repeat offender is liable to expulsion.

### **NON-READMITTANCE**

All students are accepted to Saint Timothy Middle School on an annual basis. Students who have unsatisfactory disciplinary and/or academic records are liable to non-readmission to Saint Timothy for the following academic year. Students with habitual absent or tardy records are liable to non-readmission.

In addition, tuition payments must be paid in full for the year before a student will be readmitted for the next school year.

### **OFF-CAMPUS CONDUCT**

If the school is made aware of conduct that occurs off campus by one of our students that violates the school rules, the parents will be contacted. If this conduct influences or affects in any way the daily life of our school community, disciplinary action may be necessary. Conduct on the school bus is not considered off campus. The bus ride to school and home is an extension of the school day. Our students represent St. Timothy Middle School even when they are not in school.

### **PARKING/PICK-UP**

The King Philip Drive parking lot is the official parking lot for the school. All parents and visitors are to use this parking lot. Parents are not to drive up to the back door or into the area where staff members park. This regulation is for the safety of all. The circular driveway directly in front of the school building is reserved for school buses. There is to be no parking or dropping off of students in the circular driveway in front of the building. This area must be kept safe for students to walk.

Please refer to sections on Drop-off/Pick-up and Entrance into the Building for additional guidelines.

Pick up after clubs on Wednesdays is in the front circle for the students safety, and not the King Philip or North Main Street Parking Lots.

### **PASSES**

Students who arrive late to a class or who wish to be dismissed early must have a written pass from a teacher or a staff member. Similarly, any student who visits the nurse's office must have a pass from a staff member.

### **PHYSICAL EDUCATION**

Physical education class is a requirement for all students unless there is a specific medical reason for non-participation. If a student is to be excused from class, a written note from a doctor or parent explaining the medical situation is to be presented to the instructor and to the school nurse. Any prescribed asthma medication must be taken prior to physical education class.

All students are to wear sneakers and clean white socks for physical education class along with the required shorts and a T-shirt, sweatshirt or sweat pants from Lands End uniform company. Jewelry may not be worn during physical education class. School uniforms may not be worn to physical education class. The P.E. teacher will explain the dress requirements for gym class at the start of the school year.

### **PRAYER**

Prayer is a vital part of our lives as Christians, and it is an important part of our day at Saint Timothy Middle School. Customarily, there are two times during the day when everyone in our school community pauses to pray at the same time. During the prayer, everyone and every other activity stops. Parents and guests in the building are also asked to honor this expectation. This courtesy will allow all of us better to lift our minds and hearts to God as one.

### **PRESS RELEASES/PUBLIC RELATIONS**

Saint Timothy Middle School has an active Development Committee which issues regular press releases and pictures of our school and its students. Such items include honor roll listings, pictures and stories from our special programs, awards, and the like. In addition, we prepare and publish a number of pamphlets and brochures about Saint Timothy Middle School.

On the tear page of this Family Handbook is a line for parents to initial granting or refusing permission for the use of the student's name and picture in our press releases or brochures.

### **RECESS**

Saint Timothy Middle School has a ten-minute recess period following lunch. Once the cafeteria is settled, the proctor will dismiss the students to the recess yard. Except in the cases of precipitation or extreme cold, students are required to go outside for the recess period and should, therefore, dress accordingly. This regulation applies to before-school and after-school recess as well. For safety considerations roughhouse play, pushing or other similar activity during recess period will not be allowed. Such activities will lead to loss of the recess period and/or detention.

## **RECORDS**

Parents have the legal right to see their child's permanent records. The student's permanent record consists of basic biographical data and place of address, the cumulative grades from the previous school years, and standardized testing.

Teacher grade books, daily lesson plans, disciplinary notes and forms are not a part of the permanent record and as such not within a parent's right to review.

Parents wishing to review their child's permanent record must sign a request form to do so. While the school staff will make every effort to honor the request immediately, the school does have twenty-four hours before providing the cumulative record.

## **RELIGION CLASSES/FUNCTIONS**

All students must attend and are expected to participate in scheduled religion classes. All students must attend and are encouraged to participate in both liturgical and non-liturgical celebrations. A reconciliation service is held at least once a year.

## **REPORT CARDS AND INTERIM REPORTS**

The report card is one of the school's most important forms of evaluation. It indicates a student's academic progress and evaluates some personal and social traits as well as work study habits. Report cards are distributed three times a year, during the months of November, March and June. The calendar enclosed in this handbook indicates the closing dates of the individual marking terms. Customarily, report cards are issued one week following the close of the marking term.

Prior to the distribution of report cards, an interim report may be sent home to indicate either specific areas of academic or social concern or to indicate areas of commendation. While every effort is made to communicate via the interim report, especially in the downward turn of a student, sometimes such communication is not always possible, especially when there is a dramatic decline in the last week or two of a quarter, which customarily is a time of trimester-concluding tests and quizzes. Parents are always welcome to initiate a check on their child's progress via their parent portal.

## **RETENTION**

Retention is highly unusual in the middle school grades. Usually it occurs in the primary grades. If a student is not meeting the academic challenges of Saint Timothy, it may be best for him/her to move to a new academic environment. Such a decision is determined by the school.

In order for a student to be promoted to the next grade, he/she must receive passing marks in all subject areas. If a single course is failed, it must be reedited before the student can return to school for the next year. Two or more failures may result in non-promotion and in non-readmission.

## **RETURN OF FORMS**

It is the responsibility of the student to see to it that forms, notices, absent notes etc. are returned on the designated date. Students who fail to return forms by the designated date are subject to disciplinary action including detention. **Permission slips must be in by the due date (including fees); otherwise the student will not be permitted on the trip.**

## **RETURN TO SCHOOL AFTER DISMISSAL**

Any student returning to school after dismissal, must be accompanied by an adult and enter through the main door. The exception to this would be sports practices or games and the students should be with their coach. No student should ever be in the building unsupervised after hours for any reason.

## **RIGHTS AND RESPONSIBILITIES OF THE SCHOOL**

As an accredited institution of learning, Saint Timothy Middle School operates under the concept of in loco parentis, in place of the parent. The school is concerned with the safety and the well being of its students not only while they are at school but also while not with their parents to and from school. School officials, therefore, in their capacity in loco parentis have the obligation and the right to make rules, to provide for their implementation, and to impose appropriate sanctions when students do not follow the rules.

## **SCHOOL BOARD**

Under the criteria established by the Archdiocese of Hartford, Saint Timothy Middle School has established a School Board. The School Board functions primarily with the responsibility for sharing the educational mission of the Church. Acting in an advisory and consultative capacity, the School Board assists the school in setting policies that achieve the specific mission of Saint Timothy Middle School. The Board also is involved in long-range planning, annual operational budget, school development, Principal evaluation, and goal setting. Meetings are open to all parents.

## **SCHOOL HOURS**

**Do not drop off students before 7:45am as there is no supervision.**

Monday, Tuesday 7:00am – Office Personnel available to allow students into school for before school activities only (i.e. choir)

Monday—Friday: 7:30am – School Office Officially Opens

7:45am-7:55am—teacher supervision at the North Main Street Parking lot  
7:55am – Bell rings to enter building  
8:00am – Homeroom Attendance is taken  
2:30pm – Dismissal (**1:30pm Wednesday**)  
2:30pm-2:40pm—teacher supervision (M, T, Th, F)  
1:30pm-1:40pm—teacher supervision (W)  
3:00pm – School Office Closes

### **SCHOOL STORE**

Saint Timothy Middle School operates a school store, which carries a limited inventory of basic school supplies. Purchases from the school store can be made in the office via the Administrative Assistant or the Business Manager. Purchases are cash only. The office cannot make change for bills over \$10.00.

### **SOCIAL ACTIVITIES**

Saint Timothy Middle School provides a number of social events and activities including dances, and family bingo nights. All social functions must be approved by the Principal. It is the Principal who ultimately will determine the nature of social events, including time, place, and dress.

School dances are limited to students of Saint Timothy Middle School. Students are expected to be orderly and courteous toward all supervisory personnel, both faculty and parents, and toward the disc jockey. Dances are held from 7:00 p.m. to 9:00 p.m. unless otherwise noted.

### **SMOKING / TOBACCO PRODUCTS**

Especially with all that we know and all the evidence about the detrimental effects of tobacco products on one's health, smoking or use of any tobacco products on school grounds, to and from school, and at any school-sponsored function is strictly forbidden. A first offense makes a student liable to detention or suspension. Repeat offenders are liable to expulsion.

### **SPECIALS**

Classes considered “specials” such as Art, Music, Physical Education and Fluency Labs are an important part of our curriculum and the student’s education. All rules of classroom behavior are expected to be followed in these classes as in any other class.

### **SPORTS PROGRAMS**

Saint Timothy has a competitive, inter-scholastic sports program in the fall, winter and spring of the year. These sports are cross-country, soccer, basketball, baseball and softball. In addition, there is an extensive intramural program offered throughout the year. Participation in the sports program is a privilege. No student has an absolute right to be on an STMS athletic team. It is the sole discretion of the athletic director and coaches to determine the frequency of play and the team assignments. In all three seasons, coaches will determine their starting line-ups.

Students are issued team uniforms by the school. The complete school team uniform is to be worn by the student athlete in order to participate in any game. Failure to have the complete school team uniform will result in a "no play" decision by the coach.

**It is the responsibility of the student to be informed of the schedules for practices/games, dates and times.** This information is given to each athlete by their coaches. Please contact the coach with any questions regarding practices and games.

Sports are an enjoyable and important part of the total development of the child. Since school comes first, in order for a student to be eligible to play on any team, he/she must receive satisfactory grades. No student may participate in an extra-curricular program, club, or sport if he/she is failing in any two subjects. Similarly, three D grades in any subjects will make a student ineligible to participate in extra-curricular programs, clubs, or sports. Eligibility is determined anew at the start of each academic year. Trimseter grades are used to determine eligibility. Students become ineligible the day the report card is issued. Eligibility is determined by the Principal with review of grades at the mid point of the next semester. In all cases, the Principal has final authority as to who may play or who will be removed from a team either for academic or social reasons.

Parental permission must be given in writing before students may participate in the school's sports programs. In addition, our parents are expected to serve as parental role models for Saint Timothy Middle School at sporting events. Parents and friends of Saint Timothy are expected to reflect the teachings and philosophy of the school in manner and conduct while at sporting events, either home or away. **Inappropriate parental displays of behavior cannot be tolerated.** Adults must set a proper Christian role model. Parents and friends of Saint Timothy who fail to reflect our Christian manner will be excluded from our sporting events. Continued difficulty may result in the child's dismissal from the team. Students who are in the building for team practices must remain in the gym area, where they can be supervised by the coach. Students who are not picked up promptly from practice will be placed in the aftercare program and assessed the daily rate.

**Students wearing casts may not participate in team activities or gym until the cast is removed.**

**Students who do not arrive by 4th period may not participate in any sports activities that day.**

**Student athletes who are in aftercare waiting for practice or a game will be charged a \$5.00 fee with a note from the parent.**

**Transportation:** St. Timothy Middle School **does not** provide transportation to and from sporting events. It is the responsibility of parents and students to make arrangements for transportation to and from any sporting events.

### **STANDARDIZED TESTING**

Saint Timothy Middle School participates in the standardized testing program offered by the Archdiocese of Hartford. The Iowa Test of Basic Skills is administered to students in Grades 6 & 7 at the end of April, beginning of May. Parents will receive a copy of their child's testing results at the end of the school year in the final report card.

8<sup>th</sup> Grade students will take the ACRE Test (Assessment of Children Religious Education).

### **STEALING**

Taking the property of another, either "as a joke" or with intent, is a serious ethical, as well as moral, wrong. Such actions are not tolerated at Saint Timothy Middle School. Any instance of a student's taking another person's property or committing acts such as taking cafeteria food without payment makes the student liable to immediate suspension from school. A second offense will make the student liable to expulsion. Found items at school are to be turned in to the office or the nearest teacher.

### **STUDENT RECOGNITION**

The school has established formal means of promoting student achievement and excellence. A Student of the Week Award is determined by the faculty each week and is presented during the Monday Assembly. In addition, "Caught" cards are presented to individual students who are "caught" doing something of a positive social or academic nature. A "Free Pass" is issued to any student who accumulates five or more "Caught" cards during the year.

This "Free Pass" entitles a student--with a teacher's permission--to miss any given class and to be present in another class or other approved area. Further conditions are printed on the "Free Pass" card.

In addition to these specific actions and activities, there are numerous, customary comments and notes from school personnel for positive reinforcement. Also, special spirit-raising events and programs are held throughout the year.

### **STUDENT SELLING**

On occasion, students may be asked to help support the school's fund-raising activities or a specific club or sport by selling items such as wrapping paper or candy bars. The school always respects the parents' judgment as to whether or not they wish to have their child take part in any such activity.

No selling takes place without approval from the Principal, proper parental notification, and safety guidelines being presented to the students.

No student should sell anything to his/her classmates without the expressed permission of the Principal. Similarly, no student is to collect money for any reason without the expressed permission of the school Principal. To do so would result in disciplinary action.

### **TELEPHONE**

Students are not permitted to use the school telephone except in emergency situations and only with permission from the school Principal or administrative assistant. **Forgetting books, homework, etc. are not emergencies nor are they acceptable reasons to use the telephone.** Calling parents for such reasons does not teach responsible student behavior. Parents should be aware that the phones are not readily available for the students. Therefore, prior arrangements should be made regarding after school appointments and plans. Unless a clear emergency, students are not called from class to receive a telephone call.

Students are not allowed to use the phones in the classroom at any time.  
Please refer to the section on Cell Phones.

### **TEXTBOOKS**

With the exception of foreign language books and consumable workbooks, Saint Timothy Middle School does not assess a book fee. We take pride in keeping current with our textbook selections. With textbooks costing \$75.00 and more, it is essential that all textbooks are to be covered at all times. Subject area teachers will distribute texts, making note of their condition.

Each student is responsible for his/her textbook, making certain that it is returned in the same condition in which it is issued. It will be the student's responsibility to pay for the replacement cost of lost textbooks during the year. If a student fails to maintain the proper condition of the textbook, he/she will be assessed the cost of its repair or replacement.

Foreign language textbooks and consumable workbooks must be purchased by the student.

### **TITLE IX**

St. Timothy Middle School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving

federal financial assistance.”

## **TRADITIONS**

Saint Timothy Middle School has many of the qualities and traditions that are a part of the rich fabric woven into the cloth of Catholic education throughout the United States. The school has enriched these traditions with a quality of spirit and a character all of our own. In addition, the following have become traditions at Saint Timothy Middle School:

**Catholic Schools Week:** Held during the month of January, Catholic Schools Month is a national celebration of the excellence provided in Catholic school education. Special events are held the last week of the month. Activities include: a Mass of celebration, student and teacher appreciation days, and spirit day.

**Class Night:** A celebration of the achievements of the eighth grade class, Class Night is held on the Thursday prior to graduation. **It is held for the graduates and their parents only.** Incorporated into the Class Night procedures is the presentation of academic and service awards. At this time the Rev. William A. Carukin, Light of Excellence Award is presented.

**Eighth Grade Outing:** A week or so prior to graduation, eighth graders participate in an all-day class picnic at an area resort facility.

**End of the Year Celebration:** The highlight of the end to the academic year is a special prayer service and celebration of achievements for the year. Eighth grade celebration ceremony is held on their last school day and acknowledges their contributions to the school. For grades six and seven, this ceremony is held on the last day of the academic year.

**Field Day:** Held in May or June, the Field Day is a full-day track and field activity which promotes athletic competition, cooperation among the students, and Christian sportsmanship.

**Light of Excellence Awards:** These most highly prized awards are presented to the male and female student in each grade who, in the opinion of the Principal and faculty, best represent the combined commitment and achievement to the ideal of academic excellence through the light of one's Christian faith.

In grade eight, this award is presented at Class Night to a male and female graduate in the name of Reverend William A. Carukin, a priest well known in West Hartford for his love of young people, outreach to those in need, and for his generous sharing of time and talents. The grade six and seven recipients of the Light of Excellence award are announced at the final end of the year celebration.

**Morning Prayer & Assembly:** At the start of each week, the entire school gathers at 8:15 a.m. in the church for our Monday Assembly program. This assembly is an essential part of our STMS community building. The program begins with the Morning Prayer and Pledge of Allegiance. During the assembly period, the Principal delivers the morning announcements and makes note of special items of school community concern. Students and teachers also share activities and items of interest. It is during the Monday Assembly that the Student of the Week Award is presented. Parents always are invited to attend the weekly assembly or any other school gathering.

**Open House:** Parents are provided with an opportunity to return to school at the annual Open House, held in September. This event gives parents a chance to run through their child's schedule, meet the teachers, and become better acquainted with the other members of the Home and School Association.

**Religious Observances:** In addition to celebrating Mass with the parishioners of the Church of Saint Timothy on all the holy days of the Catholic Church's calendar, students develop and participate in other liturgical and prayer services. These events include Thanksgiving, Christmas, and Lenten services, as well as the rosary and the Living Stations.

**Retreats:** Each class during its tenure at STMS takes at least one off-campus retreat during the school year. Typically these events take place in the fall and in the spring. Only the 8th grade has a fall and a spring retreat experience.

**Service Awards:** Because service to God is the most important task of our time on earth, Saint Timothy Middle School acknowledges those students who have been elected to serve their school as class officers and student council representatives with the presentation of service awards. In addition, special service awards are presented for homeroom citizenship and for other exemplary service recognized by the faculty.

**Sports Awards Night:** Sports Award night is for all student athletes to be recognized. Awards for MVP, Most Improved, Scholar Athlete, Coaches Award etc. are presented. Families are welcome to join their student athletes in O'Connell Hall at the close of each sport season.

**Service Projects:** Service outreach projects will be announced. This will involve parent volunteer drivers. Postings will be on the website

## **TRANSFER OF STUDENTS**

If a student transfers to another school we will provide that school with all records necessary for a smooth transition. (A completed release of records form must be submitted to the school office before any records can be released). If a student transfers to St. Timothy from another school we must have all prior school records before that student can be admitted. Transfer students will be required to familiarize themselves with this handbook and comply with its content.

## **TUITION**

The 2017-2018 School Year tuition rate is \$7,875.00, as established by the School Board.

**Tuition Contracts:** Tuition contracts are mailed late May/early June, indicating tuition, fees and discounts. Payment plan choices, Regular After-Care arrangements and Milk Fees are also outlined within the Tuition contract. Contracts should be filled out, signed and returned to the School no later than June 30. These contracts indicate the family's legal tuition commitment to the School.

**Smart Tuition:** Smart Tuition is the company the School uses to manage tuition billing and payment processing. **Enrollment with Smart Tuition is MANDATORY for all families. Tuition payments will no longer be accepted in the School Office.** Online enrollment happens at [EnrollWithSmart.com](http://EnrollWithSmart.com) (School ID #12519). Billing will occur in accordance with selections made upon enrollment with Smart Tuition. Payments must be made in accordance with the same selections. Smart Tuition charges a \$50 per



family enrollment fee each year which will be billed to the families. Any questions can be directed to the company's Parent Help Center at 888-868-8828.

**Late Payments & Refunds:** Any payment not received by Smart Tuition by the payment due date is considered late and will result in a \$50.00 late fee being applied to your account. Smart Tuition will contact you via mail, telephone or email in an attempt to bring your account up to date. Families with chronically unpaid tuition obligations at the end of a semester or school year may be asked not to return to School. As a last resort, the school reserves the right to take outstanding financial obligations to collection. In accordance with Archdiocesan policy, 8<sup>th</sup> grade families with unpaid tuition obligations in June will not receive their student's final transcript, which will prompt the notification and admission hold to subsequent schools until the debt is cleared. Any outstanding balance will be transferred to our collection agency and the student will not be allowed to participate in end of the year activities.

Smart Tuition does not issue refunds. Overpayments will be carried on your account and credited to future tuition billings. All reimbursements or refunds must be arranged with the School and approved by the Principal.

**Dishonored Payments:** A fee of \$30.00 will be applied to your account by Smart Tuition for any failed auto-debit and failed check payments. Please note your bank may charge you additional fees and for any in-school payments, for miscellaneous items, St. Timothy Middle School's bank may also charge fees, which will be passed on to you.

**Late Enrollment:** If Smart Tuition does not receive your timely enrollment, you will be added to their system as being invoiced by mail monthly for the number of remaining billing periods in the school year.

Smart Tuition has a Parent Help Center which is always available to assist families. The number to call is 1-888-868-8828. Please contact the business office if there are extenuating circumstances which will affect prompt payment on your tuition account.

#### **Withdrawal Policy:**

##### **The withdrawal policy stated on tuition contracts signed by the parent(s)/guardians reads:**

"I/We understand that the overhead expenses of the school do not diminish with the departure of any student during the course of the year and that my/our obligation to pay all tuition and fees for the full academic year is unconditional after return of this signed agreement to St. Timothy Middle School."

#### **VANDALISM / SCHOOL PROPERTY**

Any student who does damage to school property or to other private property on school grounds or at school functions will be held responsible for the cost of repair and/or replacement cost of the property as well as face disciplinary action.

Any student who does damage to the property of another individual similarly will be held responsible for the cost of repair and/or replacement of the property as well as face disciplinary action.

No student is to write in or on his/her textbooks. Students who lose textbooks, library books, or other school property must bear the cost of replacement to the school.

Intentional vandalism by a student will result in parental notification and make the student subject to suspension and possible expulsion.

#### **VISITORS**

**All visitors/parents are to report to the office** upon entering the school building so as not to disturb classes in session. No one may visit the classroom without a specific appointment. Parents are requested not to go into classrooms before school without an appointment since this time is used for teacher preparation of the day's activities. Parents/Visitors who come to the school during the school day are asked to enter the building through the front doors and must sign in at the office and wear a "visitors" badge. For security reasons, all doors are locked at 8:00 a.m.

#### **VOLUNTEERS/VIRTUS TRAINING**

All families must provide 10 volunteer hours per school year through the Home & School Association.

Volunteers are required by the Archdiocese of Hartford and St. Timothy Middle School to have Criminal Background check processed before they are allowed to work with the children. Volunteers are also required to attend a Virtus Training session. Dates for these sessions will be provided by the school office, or available on the Archdiocese website: [www.archdioceseofhartford.org/children.htm](http://www.archdioceseofhartford.org/children.htm).

#### **WEAPONS**

Any student who brings a weapon of any kind to school is subject to immediate suspension and probable expulsion. Proper disciplinary action shall be determined by the Principal.

#### **WHITEOUT**

Liquid whiteout is not permitted at school.

#### **YEARBOOK AND SCHOOL PHOTOGRAPHS**

School photographs are taken in September with a retake date in October. These photos are used for the classroom pictures in the yearbook. If a student is absent on either of these two days, their picture will not be included in the classroom portion of the yearbook.

Eighth grade portraits are taken at an announced time during the year. **Only 8th grade yearbooks are invoiced.** All other students may order a yearbook with payment due at time of order.

**IMPORTANT**

The regulations stated in this handbook are not to be considered all-inclusive. The school reserves the right to act in a manner consistent with its other rules and regulations in any situation which might be considered contrary to the philosophy of Saint Timothy Middle School. The school reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday envelope and via email.

**St. Timothy Middle School  
Handbook Signed Receipt**

September 2017

We, the undersigned, have **read** the Family Handbook. We realize in choosing Saint Timothy Middle School that we accept the responsibilities of its rules and regulations, and agree to abide by them.

\_\_\_\_\_  
(Print Student Name)

\_\_\_\_\_  
(Student Signature)

DATE \_\_\_\_\_

\_\_\_\_\_  
(Print Parent Name)

\_\_\_\_\_  
(Parent Signature)

DATE \_\_\_\_\_



Our signatures below confirm that we have read the Technology Contract section and understand the rules of computer usage and will abide by these rules when using the school's computers.

### St. Timothy Middle School Student Technology Contract 2017-2018

- I will pay for any computer I damage.
- I know that school computers and internet communication tools must be used properly and with respect. I will report any misuse of the computer or inappropriate actions or content to an adult.
- I will take care of the computer and all technology equipment as if it belonged to me.
- I will not allow others to access my account nor will I ask to access the account of anyone else.
- I understand that school computers should be used for educational purposes, not for playing games, harassing, bullying, or vandalism. Inappropriate use may lead to loss of privileges and prosecution.
- I will not damage the computer nor try to access or load any malware onto the computer or network. I understand this would be considered a form of vandalism.
- I will not attempt to bypass security measures on the computer or network.
- I will treat people with dignity and respect when using the computer and accessing the Internet.
- I will not copy information and use it as if it were my own ideas without giving credit to the information's author and source. I know that failure to properly cite my sources of information is called plagiarism and is a form of cheating.
- I understand that using technology is a privilege I must earn and maintain by my responsible use. If I don't use the computer properly or treat others respectfully online, I will lose that privilege and face disciplinary actions.

\_\_\_\_\_

(Print Student Name)

DATE \_\_\_\_\_

\_\_\_\_\_

(Student Signature)

\_\_\_\_\_

(Print Parent Name)

DATE \_\_\_\_\_

\_\_\_\_\_

(Parent Signature)