



## **PARENT / STUDENT HANDBOOK**

**Grades 1-8**

### **INTRODUCTION**

We welcome you to Timmerman School. You will find our school to be a warm and friendly place, where faculty and administration are eager to help your child learn, grow, and progress. The purpose of this handbook is to acquaint students and parents with the working details of the school. Please familiarize yourself with these policies.

It is important to note that Timmerman School functions on the belief that all of our students come to school every day prepared for a serious academic purpose. Self-discipline, self-motivation, and respect for others are the keys to success. We firmly believe that no student has the right to interfere with either the teaching or learning process.

### **STATEMENT OF EDUCATIONAL PHILOSOPHY**

Timmerman School believes that the child is an eager and willing participant in the action of learning if given a stimulating and nurturing environment. To foster this desire, the faculty, staff, and administration of Timmerman School strive to provide a safe, creative, thought-provoking atmosphere in which a child can learn to wonder, to question, to create decision-making skills, and to comprehend the meaning and function of the world around him or her. The development of self-discipline, resourcefulness, responsibility, respect for others, and respect for self is, therefore, fundamental to the school's educational philosophy. It is the goal of the school to produce graduates with highly developed thinking skills who are well grounded in all fundamental academic disciplines. With the emphasis on quality, we seek to "walk the road to success," and we ask the students to join us.

### **ACCREDITATION**

Timmerman School is fully accredited with "***Advanced Accreditation***," the highest accreditation offered by the South Carolina Independent School Association (SCISA). Timmerman School does not discriminate on the basis of gender, race, color, religion, or national origin.

### **SCHOOL HOURS**

2 year old Program	7:30 am - 5:30
3 year old Program	7:30 am - 6:00 pm
4 year-old Program	8:00 am - 12:00 pm Academic time 12:00 am - 6:00 pm After School Program
5K & 1st	8:00 am - 2:30 pm
2 <sup>nd</sup> - 8 <sup>th</sup> Grades	8:00 am - 2:50 pm

Students may be dropped off at 7:30 am.  
After School Program runs until 6:00 pm.

### **Arrival & Dismissal**

Morning drop-off for 2K- 5K is under the awning at the second building on the right. For grades 1-3 and 5-8, drop-off is in front the main building. This year, 4<sup>th</sup> grade is located in room 26, our modular classroom. Drop-off is directly from Atascadero Drive into our open lot behind room 26. Please follow the directional arrows when entering and exiting for drop-off. Please be patient with all drop-off, as the students' temperatures will be taken at each car.

### **Traffic Flow**

Please do not enter from Atascadero! Use Springhill to Woodmere to enter our campus except for 4<sup>th</sup> grade parents. The best time to drop-off a child in the morning is between 7:30 am and 7:50 am. Also, if someone other than the parent is to pick up the child, please send a note or call the school office. Authorized pick-up is required!

## EARLY PICK-UP

We urge you to make wellness check-ups and dental appointments after school. If you have to take your child out of school during the school day, please notify the main office. Parents must come to the school office to sign-out and pick up their child.

## SCHOLARSHIP

**Honor Rolls:** Students who maintain all A's or all A's with only one B will be placed on the A Honor Roll. Students who maintain all A's and B's will be on the B Honor Roll. The third grade cursive handwriting grade will count toward Honor Roll second semester only.

**Honor Society:** In 1975, Timmerman School received a charter for a chapter of the National Junior Honor Society. The Mayme Hause Chapter is named in recognition of Mrs. Hause, our beloved fourth grade teacher who inspired character and scholarship. To be eligible, students in grades 7 and 8 must maintain an average of 94 and exhibit qualities of leadership and character.

**Beta Club:** In 2001, Timmerman School received its charter for membership in the National Junior Beta Club. This academic honor is offered to students in grades 5 and 6 who have consistently been named to the "A" Honor Roll while exhibiting the qualities of leadership, character, and service to our school.

### **Grading Scale:**

<b>A.....</b>	<b>93-100</b>
<b>B.....</b>	<b>86-92</b>
<b>C.....</b>	<b>78-85</b>
<b>D.....</b>	<b>70-77</b>
<b>F.....</b>	<b>Below 70</b>

### **Grade Reports / TeacherEase**

All grade reports for 1<sup>st</sup>-8<sup>th</sup> may be checked on TeacherEase at [www.teacherease.com](http://www.teacherease.com). TeacherEase is web-based gradebook application that allows teachers to enter all grades in all subjects in an effort to continuously communicate with parents. Parents are encouraged to check TeacherEase daily during the academic school year for updates on their child's progress in each subject. By doing so, the parent may be proactive in keeping up with their child's grades and securing academic help when the need arises.

**Homework:** Parents should expect their children to have homework assignments each day. We urge parents to see that proper time is allocated for homework in each subject. We cannot overemphasize the importance of homework as related to total student learning and grades. However, written assignments do not necessarily fulfill home-study requirements. Some courses call for more reading preparation.

#### **Homework is given to pupils with these purposes in mind:**

1. To reinforce concepts
2. To relate school learning to out of school interest
3. To bring home and school closer together
4. To help pupils develop independent work study habits and self-reliance in their work.

#### **Parents can assist their children with homework by:**

1. Refusing electronics (other than study aids) during weekdays.
2. Providing a quiet, comfortable place, well-lighted and with ample space for the child to study.
3. Encouraging their child to complete each homework assignment.
4. By not doing the homework assignments for their child (this does not mean that parents should not point out principles involved or help give illustrations and make suggestions.

**High School Credits:** Students who qualify may earn high school credits in Geometry, Algebra1, and Spanish 1 during their 8<sup>th</sup> grade year. The student must maintain a C average in that course and be approved by both the teacher and principal to earn the credit. Credit will be awarded based on the 10-point grading scale adopted by the state of South Carolina.

## GENERAL POLICIES

**Tuition:** Tuition may be paid in full at the beginning of the year. All other tuition is due weekly or monthly. Delinquent accounts are subject to suspension or dismissal of services at the discretion of administration. All returned checks can

be turned over to the magistrate's office for collection with appropriate charges added. Tests or exams will not be administered, and records of any kind will not be issued until accounts are paid in full. Timmerman School accepts cash, checks, and most credit and debit cards. We are not a collection agency! We are in the business of educating children and can ill afford to spend our time collecting funds due. This system will be strictly enforced.

**Monies:** Please denote student's name on any checks or money orders sent to the school, and specify the reason for the payment. Whenever any monies are sent to the school, please seal in an envelope, and write your child's name on the envelope. Please write your child's name on all checks and specify the reason for the payment. Payment boxes are located in Room 5 in the preschool building and in the main office. **Do not put cash in these boxes! Make sure you get a receipt for all cash transactions.**

**Re-enrollment:** Re-enrollment for the fall school term for the students attending Timmerman will begin in January each year. At the completion of this re-enrollment period, additional applications are then considered for the remaining class vacancies. Payment of enrollment and registration fees reserves space for your child and, therefore, is non-refundable.

**Insurance:** School accident insurance is mandatory and included in registration fees. This **very limited** insurance covers accidents and injuries (according to the insurance company schedule) received during the school day or on school sponsored activities. This policy is a secondary insurance to your personal coverage. Any accident must be reported immediately to our office and a written report put on file at the time of the accident.

**Care of Books:** We encourage students to keep their books clean and unmarked. Should they be lost or abused to the degree of being unsatisfactory, a fee will be charged for the replacement of the books. No exams will be administered nor report cards issued to any student who has lost or damaged a book until reparations are made. **PARENTS SHOULD ENCOURAGE CHILDREN TO BE RESPONSIBLE FOR ALL BOOKS.**

**Transcripts and Records:** Transcripts and records will be sent to schools upon request if all monies owed are paid in full. Only copies of transcripts will be released to parents, although parents are welcome to look at their child's records and grades through an appointment with our office. The application is a binding contract. You are responsible for the entire year's payment regardless of the continuance of your child at the school.

### **DRESS CODE**

Timmerman students in 1<sup>st</sup> - 8<sup>th</sup> grades will wear the approved Timmerman School uniform Monday, Tuesday, Thursday, and Friday. Wednesday is dress down day for 1<sup>st</sup>- 5<sup>th</sup> grade, and the first Tuesday of each month is dress up day. Every Tuesday is dress up day for 6<sup>th</sup>-8<sup>th</sup> grade. Students in 4K-5K will wear the approved Timmerman School uniform Monday, Wednesday, and Friday. We have contracted with Lands' End for our school uniform needs. You may shop online through the school website at [www.theroad2success.org](http://www.theroad2success.org). If it is a non-uniform day, your student must adhere to our appropriate dress policy.

#### **Please adhere to these regulations:**

##### **HAIR:**

**Boys (all ages)** -- Hair must be kept short, neat, and uniform at all times. Regular boy's haircuts are required at all times.

**Girls (all ages)** -- Hair must be neat and attractive at all times.

##### **EARRINGS:**

**Boys (all ages)** -- Absolutely no earrings / piercings on any part of the body.

**Girls (all ages)** -- May wear one earring in each earlobe only. No earrings/piercings on any other part of the body.

##### **DRESS:**

**Boys** – The only t-shirts allowed at Timmerman School are those relating to Timmerman School activities or a solid colored plain t-shirt without any graphics. No sleeveless shirts, no sagging pants, no holey pants, no oversized athletic shorts or shirts are allowed. Collared shirts and nice jeans are strongly recommended on casual days. Discretion is left to administration.

**Girls** – The only t-shirts allowed at Timmerman School are those relating to Timmerman School activities or a solid colored plain t-shirt without any graphics. No spaghetti straps, no midriff shirts, no halter tops, no holey pants, and no short shorts are allowed. Discretion is left to administration.

**Boys and Girls Footwear:** **Timmerman School does not require a uniform shoe.** We strongly recommend closed toe shoes for all students at all times. Flip-flops and sandals are not safe also Crocs present a slipping hazard, so we highly recommend that students do not wear them.

Please have your child adhere to the Timmerman School Dress Code Policy.

### **HARASSMENT / BULLYING POLICY**

Timmerman School is a place for teaching and learning. Harassment in any form disrupts the ability of the faculty to teach and the students to learn. The school does not approve of harassment of any nature. The school's goal is to provide an

environment free of tensions caused by sexual, religious, racist, peer, or age-based remarks or animosity.

Any student affected by any type of verbal, written, physical, and/or sexual harassment is urged to report it to the teacher or administrators immediately. The school will investigate any claims of harassment, and appropriate action will be taken. Individuals who violate the Harassment Policy will be disciplined and may be expelled.

### **DISCIPLINARY ISSUES**

The administration of Timmerman School reserves the right to suspend or expel any student whose actions seriously impair the educative process or adversely affect other students according to the administrator's judgment. Students are always afforded due process.

#### **School Rules are as follows:**

1. No violation of dress code.
2. No chewing gum on school premises.
3. No fighting
4. No disrespect for school authority.
5. No throwing of objects on school property other than balls, etc. in athletic competition
6. No running or loud talking in the hallways
7. No horseplay in bathrooms
8. No destruction of property (including textbooks).
9. No profanity in classrooms, school bus, or anywhere on school property or sponsored events.
10. No food in the classroom buildings or auditorium. Personal water bottles are required.
11. No leaving classes or campus without permission.
12. No cheating (dishonesty will simply not be tolerated).
13. No contraband (smoking, drugs, or anything else so deemed).
14. No Bullying
15. Timmerman School is not responsible for lost, stolen, or damaged electronic devices. Electronic devices are not allowed on campus until each parent and student signs and returns the "Responsible Use Procedures" form which can be found on our website. Kindergarten – 5<sup>th</sup> grade – no cell phones nor electronic gadgets are allowed.

### **HONOR CODE**

"Timmerman School students do not lie, cheat, steal, nor tolerate those who do."

The Timmerman School Honor Code is based upon the premise that each member of the school community behaves honorably and assumes that all other members do likewise. The honor system extends to all school activities, academic as well as non-academic. The effectiveness of our honor code is the joint responsibility of the students and the faculty.

#### **Penalties for Rule Violations:**

1. Expulsion is the most serious penalty a school can invoke. Expulsions are recorded on the student's permanent record along with the reason for the expulsion.
2. Suspension – Suspensions will be for one to three days. Administration may invoke in-school suspension or out-of-school suspension. A student in out-of-school suspension may not appear on school property at any time until the suspension is lifted.

### **ADDITIONAL INFORMATION**

**Agenda Books:** Assignment books will be distributed to all students in grades 1-5 on the first day of school. These books are used for writing down all assignments daily. Also, teachers may use the assignment book as a communication tool for parents. Parents should check their child's assignment book daily.

**Emergency School Closing:** In the event that Timmerman must be closed because of inclement weather or an emergency at school, announcements will be made alerting parents and students about changes in our schedule using the School Alert Program offered by WIS television station and through email. Also, check our Facebook page. Announcements will be made concerning the reopening of the school following such closings. We are not bound by public school openings and closings since we do not operate buses on rural routes.

**Personal Items:** Please label all articles of clothing and personal property.

**Library:** We are constantly striving to provide for our students adequate library facilities, and we encourage all students to make full use of our library. We do expect careful handling of books, and the following rules apply:

1. There is a 5 cents per day fine for each day overdue. Books should be returned on time so that other students may also use them.
2. Due to the increasing cost of new books, and the cost of reordering and processing, there will be a charge for any lost library book.

**Sickness:** If your child is running a fever or shows symptoms of pink eye, head lice, diarrhea, or vomiting, he / she may not return to school until all symptoms have disappeared for at least 24 - 36 hours. With response to COVID-19, all DHEC guidelines will apply. If you send your child to school with any of these symptoms, the child will not be allowed into class and we will call you to come immediately and pick him or her up. The child cannot stay at school!

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**Attendance and Tardies:** Regular attendance is necessary if a student is to make satisfactory educational progress. Please try to make all doctors' appointments after school hours. Also, repetitive tardiness hurts your child and cannot be tolerated. Excessive absences or perpetual tardiness may necessitate notifying authoritative agencies. It is solely the parents' responsibility to get the child to school on time.

**Family Guild and Booster Club:** We strongly urge all parents to contribute to Family Guild and Booster Club fundraisers. Strong support of both organizations is the only way to keep tuition costs as low as possible. Funds derived from such projects are used totally for the benefit of your child. Participate— this is your school and we want you to be an active part of it. No clubs may exist or organize at Timmerman without the approval of administration.

**Extra-Curricular Activities:** Timmerman offers a wide variety of extra-curricular activities. Our athletic department offers volleyball, track, basketball, tennis, intramural football, 4-H Club, and golf club. Our performing arts program offers lessons in tap, jazz/hip-hop, ballet, and acrobatics. The music department sponsors chorus and offers private lessons in piano. Karate lessons are also available. Cub Scouts is on campus for our 5K-5<sup>th</sup> grade boys.