



## PARENT / STUDENT HANDBOOK

### 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 an "**Advanced Accreditation**" through the South Carolina Independent School Association (SCISA). Timmerman School does not discriminate on the basis of race, color, religion, or national origin.

### SCHOOL HOURS

2 year old Program	8:00 am - 5:30 pm
3 year old Program	8:00 am - 6:00 pm
4 year-old Program	8:00 am – 2:15 pm Academic time
5K	8:00 am - 2:30 pm
1 <sup>st</sup>	8:00 am – 2:40 pm
2 <sup>nd</sup> -8 <sup>th</sup>	8:00 am – 2:50 pm

Students in all grade levels may be dropped off at 7:30 am if needed.  
Afterschool program runs until 6:00 pm for 3K and up.

**Remember that the first Tuesday of each month is late start for grades 1<sup>st</sup> – 8<sup>th</sup> for teacher collaboration and planning. Students in these grades will report to school at 9:30 am. There is no early morning care; you must make arrangements.**

### Arrival

Morning drop-off for 2K- 4K is under the awning at the Preschool Building. For grades 5K-8, drop-off is in front of the main building. Students are to enter the building only through the main doors by the office.

### Dismissal

1<sup>st</sup> grade: If you pick up in carpool, you will pick up from Atascadero. Park along the right side along the wooden fence. The teachers will walk your child to your car. Make sure your child can be loaded into the passenger side back seat. DO not block any driveways, roads, or Timmerman's exit. In the event of inclement weather, 1<sup>st</sup> grade carpool will pick up from Springhill to Woodmere to the main building.

2K – 4K: Pick up will be in front of the preschool building.

5K, 2<sup>nd</sup> – 8th: Pick up will be at the main building in front of the main office.

**BE PATIENT! REMAIN IN YOUR CAR. PLEASE DISPLAY THE PROVIDED SIGN WITH THE CHILD'S NAME IN YOUR WINDSHIELD!**

**Traffic Flow**

**DO NOT ENTER THE CAMPUS FROM ATASCADERO DR.** Use Springhill to Woodmere to enter our campus. Authorized pick-up is required! Adhere to the 15-mph speed limit on Woodmere and the 5-mph on campus, **SAFETY FIRST!** FAPD will be monitoring and will be ticketing offenders. Please be courteous to local residents.

**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 (Grades 2-8):** 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.

**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:**

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

**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 a 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 periodically 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 success. Homework will consist of, but is not limited to, written assignments and note studying.

**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.

Students' 1<sup>st</sup>-8<sup>th</sup> grades will have an opportunity in our aftercare program to work on homework.

**High School Credits for Middle School Students:** Students who qualify may earn high school credits in Geometry, Algebra1, Spanish 1, and Physical Education 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.

### **FINANCIAL POLICIES**

**Tuition:** Tuition may be paid in full at the beginning of the year. All other tuition is due weekly or monthly. 2K and 3K payments are due the Monday of each week prior to services rendered. All other tuition is due on the 2<sup>nd</sup> of each month with any balance due no later than the 15<sup>th</sup> of that month. Services will be suspended for delinquent accounts. Reinstatement of service will be at the discretion of the administration. There will be a \$20 returned check fee. Checks with insufficient funds or returned checks that are not reconciled immediately will be turned over to the magistrate's office for collection and additional charges will be added. Timmerman School reserves the right to withhold tests or exams for students with account issues. Records of any kind will not be issued or forwarded until accounts are paid in full for the year. Timmerman School accepts cash, checks, money orders, and most credit and debit cards. 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 unless it is a tuition check taken directly to the office. Monies pertinent to the classroom are taken to the homeroom teacher. Accounts paid by credit or debit must be set up through the office with Mrs. Becky. Make sure you get a receipt for all cash and money order transactions.

### **GENERAL POLICIES**

**Re-enrollment:** Re-enrollment for the fall school term for the students attending Timmerman will begin in January each year. Payment of enrollment and registration fees reserve 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. A ccident must be completed by school personnel and a copy will be placed 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. Remember 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**

**Uniform:**     **2K -3K:** School uniform not required  
                  **4K:** School uniform worn Monday, Wednesday, and Friday. Tuesday and Thursday wear appropriate casual attire.  
                  **5K:** School uniform worn Monday, Wednesday, and Friday unless physical education is on one of those days, whereby the student will wear the approved physical education uniform.  
                  **1<sup>st</sup> – 8<sup>th</sup>:** School uniform worn every day except for the day of physical education.

School uniforms can be purchased through Tommy Hilfiger at [www.globalschoolwear.com](http://www.globalschoolwear.com) .Enter TIMM01 to search for available options for your student.

Physical Education uniforms can be ordered through Timmerman School Booster Club. Our vendor is BSN.

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

#### **HAIR:**

**All Students** -- Hair must be kept clean, neatly trimmed, and out of the face. No shaved designs are to be cut into the hair. Only natural hair colors are permitted.

#### **EARRINGS:**

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

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

**Boys and Girls Footwear: Timmerman School does not require a uniform shoe.** We strongly recommend closed toed shoes, (i.e., sneakers, oxfords, or Mary Janes) for all students at all times. Flip-flops, sandals, and CROCS present slipping and tripping hazards. Middle school students (grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup>) are not allowed to wear CROCS. 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.

As digital electronic devices are concerned, Timmerman School is not responsible for any electronic device brought onto the campus. Timmerman School has a policy of no digital electronic devices allowed by students on campus. Parents are responsible for content expressed through their child's social media platforms. Please monitor your child's usage daily.

### **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.
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

### **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 – The length of any suspension is commiserate to the violation as deemed by administration. 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 1-6 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 School 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

TeacherEase email system and Timmerman School Facebook Homepage. Another avenue, especially concerning inclement weather, is the school alert program offered by WIS television station. Announcements will be made concerning the reopening of the school following such closings. Timmerman School is 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 our students an adequate library facility, 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 10 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:** Do not send your child to school sick or loaded up on fever reducing medication. Under no circumstances can your child come to school running a fever. Your child must be fever free without medication for 24 hours.

Timmerman School uses "American Red Cross Child Care Course: Caring for Ill Children" as criteria for handling illness. Listed below are the guidelines for communicable/contagious diseases:

- Fever (until 24 hours without medication for fever)
- Vomiting (36 hours after last attack)
- Strep Throat or Scarlet Fever (24 hours after treatment has started)
- Infectious Conjunctivitis (pink eye) (until the day after treatment)
- Lice (after treatment has started and the child is nit free)
- Diarrhea (24 hours after last loose stool)
- Chicken Pox (Until 5 days after the blisters form)
- Impetigo (Until treatment starts)
- Measles (Can return 5<sup>th</sup> day after rash appears)
- Mumps (Until 9 days after swelling begins)
- Tinea (Until treatment starts, this includes ring worm and athletes' foot)

Other areas of concern which may necessitate a child staying at home and/or visiting the doctor are excessive coughing and colored mucus draining and visible from the nose.

**Attendance and Tardiness:** 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.

**Timmerman School 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, softball, track, basketball, tennis, 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.