



# ST. TIMOTHY'S SCHOOL

## STUDENT-PARENT HANDBOOK 2019-2020

*BY REGISTERING AT ST. TIMOTHY'S SCHOOL, PARENTS AND STUDENTS AGREE TO BE  
GOVERNED BY THIS STUDENT-PARENT HANDBOOK*

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# OUR GIFTS IN THE SERVICE OF THE CHURCH

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## A MESSAGE FROM THE PASTOR

Dear Students and Families:

*What a blessing it is to have such a good, faithful, and thriving Catholic school right here in Maple Lake. Our children are the future of our Church and the world. Jesus reminded his disciples that the kingdom of heaven belongs to such as these. It is easy to understand what he meant when one is in the presence of our youth. Their joy, love, and faith are living examples of the Gospel.*

*At Saint Timothy's we stress that our students are valued because they are loved and because they are created in the image and likeness of God. They learn to treat others with that same love and respect and they learn Gospel values and virtues. Our children receive a great education from excellent educators, an education that develops the whole person – body, mind, and spirit. We are blessed to have faith-filled, highly skilled teachers and volunteers who teach our children the knowledge, skills, and virtues necessary to develop their God-given gifts and talents.*

*Father John Meyer*

# Mission Statement

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## ST. TIMOTHY'S SCHOOL MISSION STATEMENT/PHILOSOPHY

*St. Timothy's School is committed to providing quality Catholic education through the cooperative efforts of the faith community.*

### *Philosophy*

*St. Timothy's School is a faith community based on the cooperative involvement of students, staff, parents, parishioners and community. We facilitate the development of the whole child by:*

1. recognizing the Gospel Message as a basis for living, through a personal relationship with Jesus Christ;
2. providing advancement toward Christian maturity through liturgical and sacramental celebrations;
3. encouraging an environment of love, respect, and personal dignity for every individual and the whole community;
4. developing and nurturing a positive self-concept;
5. developing a concern for peace, social justice and an interdependence with all people;
6. promoting a life-long commitment of service to others;
7. striving for academic excellence.

*To carry out our philosophy, we at St. Timothy's School will implement the following objectives:*

#### Objective I:

To integrate the religious truths and values of the Gospel into our daily lives.

#### Objective II:

To help each child gain knowledge and appreciation for the Catholic faith and a living practice of that faith as a community in worship.

#### Objective III:

To develop a bond of love, friendship and respect within the school community.

#### Objective IV:

To acknowledge and accept each person with his/her strengths and limitations.

#### Objective V:

To raise the consciousness of students, staff, and parents concerning the issues of peace and social justice.

#### Objective VI:

To develop an outreaching community spirit based on serving others.

#### Objective VII:

To provide a learning environment which will enable persons to reach the fullness of their potential.

## ACKNOWLEDGMENT

St. Timothy's School intends to manage its school and policies in a manner that is consistent with applicable federal, state, and local laws. In those cases in which our policies conflict with applicable law, the conflict is unintentional and the law will take precedence.

## NONDISCRIMINATION POLICY

St. Timothy's School complies with applicable federal, state, and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the administration of its educational programs.

This policy does not prohibit giving Catholic students priority for admission.

St. Timothy's School has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## SCHOOL ACCREDITATION

St. Timothy's School is accredited by the Minnesota Non-public School Accrediting Association and annual reports are submitted to this agency in order to meet Association standards.

Curriculum evaluation is an ongoing process at our school. Programs are selected after careful evaluation and consultation with staff.

## ST. TIMOTHY'S SCHOOL CONTACT INFORMATION

School phone: (320) 963-3417 messages may be left on voicemail

Parish phone: (320) 963-3726 messages may be left on voicemail

Fax number: (320) 963-8804

email: [schooloffice@churchofsttimothy.org](mailto:schooloffice@churchofsttimothy.org)

Website: [www.school.churchofsttimothy.org](http://www.school.churchofsttimothy.org)

# ADMISSION POLICIES

## Policy and Procedure

Students are accepted in the following priority:

1. Currently enrolled students in good standing.
2. Siblings of currently enrolled students.
3. Siblings of former students.
4. Children of parish and school staff.
5. New students of families registered as members of St. Timothy Parish.
6. Children of Catholic, non-parishioners.
7. Children of non-Catholic, non-parishioners.
8. All other students will be admitted with space available.

Within categories (1-5), priority will be given to parishioners who have been registered in the Parish the longest time. After the last week of March of the preceding year, students will be accepted on a first-come first-served basis.

Within categories (6-8), priority will be given to those who register at the school first.

## Requirements for Admission

Registration for kindergarten and new students, and re-registration for other students, will be held each spring.

### Kindergarten

A child entering Kindergarten must be 5 years old before September 1. A copy of a birth certificate and immunization record are required. All students should have a preschool screening done in their home district prior to entering school.

### Transfer Students

Transfer students will be accepted at any time of the school year if there has been a change of residence or other extenuating circumstances and space is available at St. Timothy's School. Age and academic achievement will be considered for grade placement. If enrolling during the school year, the principal and the parent/guardian will agree on the tuition, other financial obligations, and additional expectations concerning the completion of the school year. Formal acceptance will not be granted until previous school records have been released and reviewed. The principal may deny admission to mid-year transfers or admit students on probationary measures determined by the principal. Students who have been dismissed from St. Timothy's School will not be readmitted.

### Class size

Maximum class size has been established for the following grades:

- 10 students - Preschool - per session
- 24 students – Kindergarten
- 26 students – Grades 1 – 3
- 28 students – Grades 4 – 8

## Waiting Lists

Waiting lists will be established when grades are filled. The decision to open another classroom would be made at a later date with a recommendation by the School Advisory Board and final approval by the Pastor.

## ACADEMIC POLICIES

### Academic Programs

#### *Elementary Grades (Kindergarten - Grade 5)*

Students in the elementary grades study religion, reading, writing, math, social studies, science, and art with their homeroom teachers. Students meet twice per week with specialist teachers for music, physical education, and technology. Students also visit the library once per week.

#### *Middle School (Grades 6-8)*

Our Middle School program is departmentalized, with students changing classes throughout the day. During the day, students study math, language arts, science, and social studies, as core subjects. They also engage in enrichment courses and art. Religion, music, physical education, and technology classes are taught by specialist teachers twice per week. The Middle School program has a 1:1 iPad initiative.

### Parent-Teacher Communication and Conferences

In grades 3-8, planners are used as a means of communication with parents.

Email blasts are sent to families as a reminder of upcoming events. Staff email addresses can be found on the school website under About - Staff.

The St. Timothy's School website ([www.school.churchofsttimothy.org](http://www.school.churchofsttimothy.org)) is the best resource for school events, and general school information. It also provides a copy of the weekly newsletter, and other forms, and notices pertinent to upcoming events.

In addition, the youngest student from each family will take home the Wednesday envelope, which includes important information each week.

#### *Parent - Teacher Conferences*

In an effort to promote communication between home and school, your child's progress will be reported to you by means of Parent - Teacher Conferences and report cards. Report cards are prepared on a quarterly basis. Parents are requested to meet with their child's teacher in fall. Spring conferences are optional. Requests for conferences may occur during other times of the school year. If you wish to confer with your child's teacher, please email your child's teacher or call the office and leave a message. At that time, further arrangements will be made for a conference.

## *Contacting Teachers*

Teachers may be reached each morning before school and each afternoon, after school. Teachers are unable to answer phone calls when classes are in session; however, arrangements for return calls or conferences may be made through the office. If no one is available to answer your call from the office, leave a message on our voicemail and we will return your call as soon as possible. Teachers may also be contacted through their email addresses which can be found on the school website under About - Staff.

## **Homework**

Homework is an extension of the instructional program and refers to tasks that students are assigned to do on his/her own time after school hours. Homework assignments serves as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant - teacher, student, and parent/guardian - must understand and be committed to carrying out his/her responsibility. If any of the three (parent/guardian, teacher, student) do not fulfill their responsibilities, then the positive effects of homework will be reduced and may cause a negative impact on the student's learning.

### *Homework Responsibilities of Teachers*

- Communicate to students and parents/guardians homework goals and expectations
- Set clear and concise expectations concerning assigning, returning, and evaluating homework

### *Homework Responsibilities of Students*

- Know and understand the purpose of the homework assignment
- Copy assignments into planner, understand directions, and know what is required for completion of the assignment
- Complete assignments neatly and do quality work

### *Homework Responsibilities of Parents/Guardians*

- Maintain a positive attitude towards learning and the value of homework
- Be aware of the homework policy and individual teacher requirements
- Help your child find a study area that is quiet and relatively free from distractions
- Help with explanations and/or directions but **do not do the homework for the child**
- Look over the assignment to affirm completion and quality
- Support the teacher and the child. Get both sides of the story before making a judgment.

## Grading/Report Cards

Grades are recorded at the end of each academic quarter. A report card will be finalized the week following the end of the quarter and distributed to parents/guardians.

## Make-Up Work

It is the student's obligation to obtain and complete work missed during an absence. If homework is to be picked up during the day, please inform the school office by 9 AM. Teachers will have assignments ready for pick-up at the close of the regular school day.

## Student Records

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. A hearing on the issue if the school refuses to make the amendment.

## Access to Records

FERPA gives student and their families the right to view school records, while prohibiting access to unauthorized persons. Federal regulations insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records. Release of records is done only on the written authorization of parents/guardians.

Parents or legal guardians may ask to review the contents of any records or data collected on or for their children. This may include any or all of the following;

- a) identifying data; b) academic work completed; c) achievement scores and grades; d) attendance records; e) scores on standardized intelligence, aptitude and psychological tests; f) health data; g) family background information; h) verified reports of serious recurrent behavior problem patterns.

## Procedure for Obtaining Records and Data Collected

1. The administrator is provided a reasonable amount of time to reply to a request, not to exceed 45 days
2. The administrator or delegate will not release a student's records without written consent of the parents/guardians. The only exception is in the case of a student transferring to another school and upon the request of the receiving school system.
3. A noncustodial parent has legal access to the child's school record unless the custodial parent has obtained a court order denying such access.

## Withdrawing from St. Timothy's School

St. Timothy's School will follow these guidelines regarding students who withdraw from St. Timothy's School:

- A) Tuition will be reimbursed at a prorated amount based on the current grading term. For example, if a student withdraws during 3rd quarter, the family will be reimbursed for 4th quarter only. If a student withdraws before a new term begins, the family will be reimbursed for that term, and any remaining terms.
- B) If a student withdraws prior to the completion of a grading term, grades will not be posted for that grading term.
- C) Any monies remaining in student accounts will be refunded to families in the full amount only if all other financial obligations have been met.
- D) All registration fees and technology fees are non-refundable.

## EXTENDED DAY POLICIES

Saints' Club is our before and after school, school-aged child care program open to St. Timothy's students. Saints' Club hours are 6:00 a.m. to 7:45 a.m. and 2:45 p.m. to 6 p.m. on school days. For more information regarding Saints' Club, contact the school office.

## ATTENDANCE POLICIES

### Daily Arrival and Dismissal Policies

#### *Arrival*

St. Timothy's School day begins at 8:10 a.m. Students are not allowed to enter the school before 7:45 a.m. Saints' Club is available to families needing supervision prior to 7:45 a.m.

Grade 1-5 students arriving prior to 8:00 a.m. will participate in morning recess on the playground. A staff member will be supervising morning recess. Parents are not to drop their child/ren for morning recess before 7:45 a.m.

Students arriving after 8:00 a.m. may enter the school building and proceed to their classroom.

Parents dropping off their child/ren are expected to use the designated drop-off lane. If you choose to park in the lot, you *must* escort your child/ren into the building using the designated sidewalk and crosswalk.

#### *Dismissal*

The school day ends at 2:45 p.m. Parents picking up children should be at school, in the pick-up lane, at 2:45 p.m. Students remaining in the building after 3:00 p.m. will attend Saints' Club and parents will be charged accordingly.

Parents picking up their child/ren are expected to use the designated pick-up lane. If you choose to park in the lot, you *must* enter the building to pick up your child/ren using the designated sidewalk and crosswalk.

### Absence and Tardiness

It is St. Timothy's School policy that it will adhere to all State of Minnesota regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school.

Excessive absences often result in poor schoolwork. When an absence is necessary these steps are to be followed:

1. Parent/guardian will call the school each morning of a student's absence by 8:00 a.m. *or*
2. Parents/guardians will submit a written note giving name, date, days of absence and reason for absence by 8:00 a.m.

3. Student will request missed homework in the morning before classes begin, or upon his/her return. Plans to complete make-up work should be discussed with the teacher.
4. Requests for homework for a sick child need to be made before 9 a.m. and can be picked up at the end of the school day.

Students who arrive after 10:30 or leave for the day after 11:30 will be considered absent for a 1/2 day. Students who leave after 2:00 p.m. will be counted as present all day.

Attendance is taken on a daily basis and unless you've called your child in as absent, the school will make a call to you. If no communication is made regarding your child's absence, it will be recorded as an unexcused absence.

Excused absences are usually made for sickness, doctor and dental appointments. There are many other types of excused absences such as, court appearances, death in the family, family trips, etc.

Whenever a student enters school after 8:10 a.m., or leaves school before dismissal, he/she must sign in or out with the Main Office.

#### *Anticipated Absences*

Parents should communicate with the school office and teachers when you anticipate your child being absent from school. Students must make appropriate arrangements with teachers to ensure that all missed academic work will be completed.

#### *Unexcused Absences*

An unexcused absence occurs when a student is absent from all or part of the school day without parent permission or without communication providing the reason for the absence. When these conditions have not been met and the student remains unexcused, the school may request a meeting with the parents and student. Students who are unexcused will not receive academic credit for work missed.

#### *Excessive Absenteeism*

Excessive absenteeism, including unexcused and parentally excused absenteeism, may adversely affect a student's academic standing.

When excessive absenteeism is due to a medical concern, the school may ask for physician verification.

In some cases, excessive absenteeism may be reported to county human services.

#### *Tardiness*

Punctual attendance is important. Being "tardy" is defined as not being present in the building at the sound of the bell that rings at 8:10 a.m. each day.

Students who arrive after 8:10 a.m. must check in at the Main Office before going anywhere in the school building.

Continued tardiness will warrant a call by the school office to the parents/guardians.

### *Early Dismissal*

All requests for early dismissal should be addressed to the school office. Written requests must be dated and signed by the parent/guardian. The school will accept a phone call from the parent/guardian, or the parent/guardian coming in when excusing students early. In all cases, students must be signed out of the office by the person picking the child up. Parents are expected to meet students in the office at the time of the requested dismissal.

## **SAFETY AND WELFARE POLICIES**

### **Entry and Security Information**

All entrances to St. Timothy's School will be locked at all times. All visitors must enter the main door and proceed to the office.

### **Emergency Contact Information**

An emergency card on each student is filled out at the beginning of each year. If changes occur during the school year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

### **Fire and Tornado Drills**

St. Timothy's School is required to participate in at least five fire drills, and one tornado drill. When an alarm sounds, students are expected to act quickly, quietly, and in an orderly fashion and to follow the directives of staff.

### **Lockdown Procedures**

St. Timothy's School is required to participate in at least five lockdown drills. If a situation requires St. Timothy's School to go into lockdown, students and personnel are required to act in accordance with the school's lockdown procedures. The lockdown will continue until the "all-clear" signal is given.

## **HEALTH PROCEDURES**

### **Health, Illness, and Emergency**

At St. Timothy's School, we believe it is important that children are in school as often as possible in order that they can reach their full potential. In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are sick and displaying signs of illness (unless they just have a cold in which case they should be encouraged to come to school).

Our school will follow the guidelines developed by the epidemiologists at Hennepin County Community Health Department when deciding if a student should be sent home or kept home from school. The Hennepin County Infectious Diseases in Childcare Settings and Schools Manual informs administrators, childcare providers, caregivers, parents and guardians, and school health staff about specific infectious disease problems they may encounter in the childcare setting or in schools. This manual is designed to provide specific disease prevention and control guidelines which are consistent with the national standards put forth by the American Public Health Association and the American Academy of Pediatrics.

## Exclusion of Sick Children from School

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However the decision of the school is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group. Children with infectious or contagious diseases will be excluded for certain periods. If a member of the staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.

Under no circumstances may a parent bring a sick child to school if the child shows any signs of illness (see Health Concerns Which Should Keep Your Child at Home) or is unable to participate in the normal routine and regular school day. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children and staff. If other children become ill due to exposure to your sick child, either because he/she returned to school before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important.

### Procedures for Children who are Sick or Infectious while at School

If your child becomes ill at school and needs to go home, the school will contact a parent/guardian. If staff are unable to reach a parent/guardian and determine the student must go home, the emergency contacts will then be called. Your child will not be allowed to leave with any person who is not listed as an emergency contact unless we have your verbal permission to allow an alternate person to pick up your child.

### Procedures for Children who Miss School Due to Illness, Infection, or Injury

In the event that your child is unable to attend school, please contact the school daily to report the reason for absence. You may contact the school by either calling the school office at 963-3417 or emailing your child's teacher. If a student will be absent for more than one day, parents can contact the school for missing assignments.

### Health Concerns Which Should Keep Your Child at Home

Students and families may not be sure if a child is too sick to attend school. Ordinarily we ask that children be sent to school even if they seem a little tired or irritable in the morning as long as they do not have any of the signs or symptoms listed below:

- Child is too ill to participate in normal school activities
- Child has a temperature greater than 100 degrees Fahrenheit should stay home until the temperature has been normal for 24 hours without the aid of medication
- Child has vomited in the last 24 hours or is unable to tolerate normal food and drink should stay home until the vomiting has stopped for at least 24 hours
- Child with diarrhea should stay home until the diarrhea has stopped for at least 24 hours

- Child with a known or suspected communicable disease should stay home until a doctor approves his/her return to school (in writing) or the symptoms are no longer present. (Examples of communicable diseases: strep throat, chickenpox, shingles, herpes simplex, hepatitis A, impetigo, fungus skin infections, head lice, scabies, reddened eye with thick mucus or pus draining from it. When a child is diagnosed with such a disease or illness, the school office should be alerted.)
- Child with a rash of unknown causes should stay home until seen and released by a doctor as being not contagious, or until the rash is gone

### **Students Returning to School after Illness/Injury**

Students returning to school after an illness are required to present a written excuse from their parent/guardian stating the cause for the absence. A physician's note is needed when (1) the student has been absent for 3 or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, (5) is returning to school after being excluded because of a communicable disease, or (6) the student requires accommodations because of illness or injury.

### **Medication Administration**

All efforts should be made for administration of medication to occur outside the school day. In the event that prescribed medication is required during the school day, the following procedures will be followed:

- Children taking prescribed medication must be well enough to attend school
- Parents must give written permission for the administration of medication by completing the Medication Permission Form
- Medication must be stored in the original container and clearly labeled with the child's name, dosage, and instructions
- The medicine must be kept in a lockable area
- The medicine will be given by staff trained in the administration of medication according to the procedures identified in the Administration of Medication Manual
- A medication book is available to log in the name of the child receiving the medication, date and time it is given and is signed by the staff administering the medication

# **POLICIES ON STUDENT RESPONSIBILITIES AND BEHAVIOR**

## **Code of Conduct/Responsibilities and Expectations**

All expectations for student conduct and responsibilities, including consequences for misconducts can be found in the school discipline policy.

Violations of any of St. Timothy's School policies, including the code of conduct, may result in discipline, up to and including immediate dismissal from St. Timothy's School.

## **Dress Code and Personal Appearance**

### ***GIRLS***

#### **Tops:**

Light blue uniform blouse (long or short sleeve)

Light blue uniform knit top with collar (long or short sleeve)

All uniform shirts must be free of insignia/brand names or logos

Navy blue sweater (vest or cardigan) may be worn over uniform shirt

Navy blue, school logo sweatshirt may be worn over uniform shirt

#### **Bottoms:**

Plaid jumper, skirt, or skort

Navy blue leggings or bike shorts may be worn under jumper, skirt, or skort during cooler weather or to maintain modesty

Navy blue knee-highs, tights, or socks (white or black ankle socks are also acceptable)

### ***BOYS***

#### **Tops: (no denim)**

Light blue uniform button-down shirt (long or short sleeve)

Light blue uniform knit top with collar (long or short sleeve)

All uniform shirts must be free of insignia/brand names or logos

Navy blue sweater (vest or cardigan)

Navy blue, school logo sweatshirt may be worn over uniform shirt

Navy blue twill pants (no cargo pants or large side pockets)

Navy, white, or black socks only

### ***BOYS and GIRLS***

Shirts – Shirts must be tucked in.

Uniform sweatshirts - ONLY navy blue sweatshirts with St. Timothy logo on it can be worn over uniform shirts.

Shoes – Must be sturdy, clean, have enclosed toes, have a back, and no heels. No flip flops, crocs, clogs or slides. Boots may not be worn as a replacement for shoes. Dress boots are acceptable if plain brown or black (no fringe, designs, or heels).

Children are required to have a separate pair of athletic shoes for indoor physical education classes.

Jewelry - No facial jewelry allowed with the exception of studded earrings for girls' only. No dangling earrings. Necklaces may be worn underneath uniform top.

Hair - Hair styles should be appropriate and not distracting. No unnatural hair colors allowed.

No student's appearance may draw undue attention to him/herself nor disrupt the operation of the school. No ripped, faded, or torn uniform items may be worn.

No t-shirts, hooded shirts, sweatshirts or sweaters to be worn as a uniform shirt.

No windpants, sweatpants, pants with stripes down sides, or huge outside pockets to be worn as uniform pants. Additional insignia/brand names or logos will not be allowed.

### *Warm Weather Dress*

This uniform option may be used when the daily temperature is expected to reach 70 degrees or warmer or at principal's discretion:

Navy blue cotton twill uniform walking shorts may replace pants, jumpers, skirts, or skorts. Tops must follow uniform guidelines.

**FULL UNIFORM IS REQUIRED ON MASS DAYS. NO SHORTS.**

### *Cold Weather Dress*

Please make sure your child(ren) are properly dressed for the colder weather. We will be going outdoors for recess and all gym classes, weather permitting.

We will be going out throughout the fall and winter months unless the wind-chill index is -10 or lower.

The following guidelines will be used for grades K-5:

39 degrees and below: Jacket, headwear, mittens, boots, and snowpants required

40-49 degrees: Jacket, headwear, and mittens required (boots required if muddy or snow is present)

50-59 degrees: Jacket or sweatshirt is required

60 degrees and above: no jackets or sweatshirts required

### *Physical Education*

Gym shoes are required for physical education class.

K-5 students will wear uniforms to participate in physical education class.

6-8 grade students will have the option of changing clothes for physical education class. If students choose to change clothes, they must follow these guidelines:

1. Shorts are acceptable if modest and at the knees.
2. Shirts must have short or long sleeves (not tank tops or cut off sleeves)
3. Shirts with writing or logos should be in good taste and reflect the values of St. Timothy's School.
4. No leggings or yoga pants unless worn under shorts.

### *Non-Uniform Days*

On non-uniform days, students may wear clothes of their choice unless otherwise specified (ie, marathon shirt day). We expect children to dress in clothes that are conducive to learning and that will not impede them in their daily routine. Although the students are not in uniform, they still represent the school, and because of this their clothing should be respectful and suitably smart. Here are guidelines to follow:

1. A student's clothing and appearance should reflect the values of St. Timothy's School
2. Clothing should be clean, neat, and in good repair
3. All clothing must fit appropriately and respectfully
4. Clothing should not be oversized/baggy or form fitting

Any deviation from the uniform policy will result in a letter sent to the parents informing them of the issue. When possible, students will be asked to fix the uniform violation immediately and may be provided a temporary replacement.

This dress code is subject to change at any time. Ample notification will be given if any significant changes occur.

## FINANCIAL POLICIES

### Tuition Policy

Kindergarten through Grade 8 tuition for the 2019-2020 school year is \$2,790 per child with a limit of \$6,975 per family (plus technology fee below).

St. Timothy's strives to be a leader in technology which will prepare our students for the future. The technology fee will be \$50 per child with a limit of \$150 per family.

Preschool tuition varies depending on the program, please see Preschool tuition rate sheet for more details.

We offer the following choices for payment of tuition for Preschool through Grade 8:

1. Cash, check, money order – the full amount may be paid prior to September 4, 2019. Please make all checks payable to St. Timothy's School.
2. Billing & Tuition Management Services will be provided by TADS. – Applications are available online at [mytads.com](http://mytads.com). All accounts not paying prior to September 4 will be required to use the TADS program. TADS is an excellent program and has flexible payment options There is a one time, up-front fee of \$45 to use the TADS Tuition Management Program. TADS will email or mail additional information to families requesting this service.
3. Grant Applications for the Father McGlauchlin Scholarship Fund can be completed online through the secure online application at TADS. Applications will be reviewed by Father Meyer and grant awards will be determined by the end of June. Please complete an application at [www.tads.com](http://www.tads.com). (A fee is required online when applying. If the fee poses a hardship for your family or you need assistance with this process please contact Mrs. Shelby at 320-963-3417.) Please note that the application deadline to apply for scholarships is May 15.

If you have received a scholarship in previous years, please do not assume that you will automatically receive one the next year. Although consideration will be given to a family's grant history, a new application is still required each year.

### Hot Lunch and Breakfast

A nutritionally balanced breakfast is available to all students. The cost of breakfast is \$1.85 per reimbursable meal (milk is included). A second breakfast meal is available for \$2.50 each. **Breakfast is FREE for all Kindergarten students.**

A nutritionally balanced lunch is provided to all students who have not brought a lunch from home. The cost of lunch is \$2.50 per reimbursable meal (milk is included). A second lunch meal is available for \$3.95 each.

Children bringing a lunch from home may purchase milk for \$0.50 per carton.

Families are welcome to eat with their student(s) at anytime during the school year. Please call the kitchen, as stated on the monthly menu to reserve your meal(s). Guest meal prices are: \$2.50 per person for breakfast and \$3.95 per person for lunch. Please pay at the office on regular school days.

### **Free & Reduced-Price Meals**

St. Timothy's School is pleased to partner with the United States Department of Agriculture (USDA) to provide meals through the School Breakfast Program (SBP) and National School Lunch Program (NSLP). As part of this partnership, St. Timothy's School is able to offer free and reduced-price meals to those students whose families qualify. USDA and the State of Minnesota cover the cost of one breakfast and/or one lunch per qualifying student per school day.

To apply for free and reduced-price meals, simply complete the Application for Educational Benefits form and place it in an envelope addressed to: Attn: Mrs. Kathy Berg and send it back to the school. The forms are available at Open House and upon request at any time during the school year.

For families who have previously qualified, a new form must be filled out each year to determine the status of benefits. Application forms must be filled out and returned by **October 1, 2019** for benefits to be eligible, retroactive to the beginning of the current school year.

All forms received after October 1, 2019 and contingent on qualifying will become effective as of the date they were received. If a family qualifies, each student in that family will be able to receive one free breakfast and one free lunch per school day. "Extras" options (see the Morning & Lunch Extras section) and milk with a lunch from home are not free at any time. Only full, reimbursable meals are eligible for this benefit. Even families who qualify can incur breakfast and/or lunch charges if the completed form is not received by the October 1<sup>st</sup> deadline for meals served prior to receiving the form.

### **Family Meal Accounts & Payments**

For those families who will be writing a check for their student(s) meals, please make the check payable to: St. Timothy's School, and write "Lunch money" in the memo line. Maintaining a positive balance in your family meal account is a **MUST!** Family meal account activity and/or balances can be viewed in your family's Sycamore account. Email reminders will be sent daily, if the family meal account balance is \$15.00 or less. St. Timothy's School and USDA are committed to providing all children with nutritious meals during the school day. When a child does not have the funds needed to pay for their meal, it is a difficult situation for both the child and the school.

St. Timothy's School and USDA are committed to collecting the unpaid charges *without* resorting to "lunch shaming" practices. To that effect, the following policy is now set forth:

1. Parents are the primary educators and role models for their children. Parents should strive to emulate the behaviors they wish to see in their children. Neither the school, nor USDA, wishes to usurp the proper role of the child's parents.
2. Parents have the responsibility to provide nutritious meals for their child/children in the manner that best works for their family, whether a meal from home or one prepared by our school cooks. Parents agree to pay for any meal supplied to their child/children by our school cooks. **This consent is implied whenever a child shows up to school without a lunch from home.** No school staff will be held responsible for the whereabouts of a child's lunch brought from home. If a lunch from home is not in evidence, a school lunch will be provided. **No child shall be allowed to go hungry!**

3. Parents have the responsibility to keep a positive balance in their family's meal account at all times. This balance may at times be a zero balance, but it should not remain in the negative for any length of time. Communication will be provided if a family's meal account goes into the negative. That communication may take the form of a system generated email sent to the parent's email account(s), a sealed envelope with a printed statement sent home in the communication envelope, a phone call or text message to the parent(s) of the student, or any combination of the above.
4. Parents have the responsibility to notify the school if a repayment plan is needed at any time during the school year for their family's meal account. Parents may also request, at any time during the school year, an Application for Educational Benefits to determine if the family qualifies for free/reduced-price meals. This form is a help to our school and families that qualify are encouraged to utilize it.
5. St. Timothy's School may request the parent(s) of a student complete an Application for Educational Benefits form if their family meal account remains grossly negative (-\$50.00 or more) for more than five (5) consecutive school days.
6. St. Timothy's School may send home a proposed repayment schedule for the parent(s) to sign and return as a formal agreement to bring their family meal account up to date. Parents may request a change to the proposal if needed. St. Timothy's School retains its right to pursue collection of unpaid meal debt up to and including use of a collection agency.

### **Morning & Lunch Extras Options**

1. Kindergarten students receive free milk at morning snack time through a Minnesota government subsidy program. Students in Grades 1-8 may purchase morning milk or juice for \$0.50 per 8 oz. carton of milk or 4 oz. cup of juice. Water is always available for those who do not want milk or juice. Kindergarten students may not substitute juice for milk.
2. An extra (second) carton of milk at lunch time may be purchased by students in Grades K-8. The cost is \$0.50 per carton with a limit of one (1) extra carton per day. Students can purchase both morning milk and an extra lunch milk in the same day.
3. The purchase of an extra entrée is available at lunch time for Grades K-8. The cost is \$2.00 per entrée with the limit of one (1) extra entrée per day.

All extras are optional. If you choose to allow your student(s) to purchase any extras, please complete the "Extras Agreement" form and return it to Mrs. Berg. This form will be kept on file with the kitchen. Forms will be available at Open House and upon request at any time.

### **Special Dietary Needs**

For students that have special dietary needs, there is a "Special Diets" form that needs to be completed and returned before the school can accommodate these needs. This includes (but is not limited to) lactose intolerance, gluten allergies, peanut allergies, and any sensitivities to texture or specific foods. This form must be completed by a medical professional with prescribing privileges such as a licensed physician, physician assistant, or an advanced practice registered nurse such as a certified nurse practitioner. The lunch program is not required to provide alternate foods without this form on file with the proper signatures. These forms will be available at Open House and upon request from Mrs. Berg at any time

#### **EXTRA OPTIONS:**

1. The purchase of Milk/Juice during morning break is an option for grades 1-8. Kindergarten students receive free milk through a government subsidy program. Kindergarten students are not given the option for juice. Water is always available for those who do not want milk or juice.

2. The purchase of an Extra Milk at lunch time is an option for grades K-8. At a cost of \$.50 per carton.

The purchase of an Extra Entrée is available at lunch time for grades K-8. At a cost of \$1.90 per entrée.

All of the extras are optional, but if you choose to have your child/ren purchase extras, there is an agreement form that must be on file with the kitchen otherwise your child/ren will not be allowed to purchase extras. These agreements will be available at Open House and upon request at any time.

#### **SPECIAL DIETARY NEEDS:**

Also, for students that have special dietary needs, there is an "Eating and Feeding Evaluation" form that needs to be completed and returned before the school can accommodate these needs. This includes (but is not limited to) lactose intolerance, gluten allergies, peanut allergies, and any sensitivities to texture or specific foods. These forms **MUST** be filled out and signed by the child's physician. The lunch program is not required to provide special dietary needs without this form on file with the proper signatures. These forms will be available at Open House and upon request at any time.

#### **FREE AND REDUCED MEALS**

Your children may qualify for free meals. Students who qualify for free or reduced price school meals will receive free lunches and breakfasts. To apply for free school meals, you need to complete an Application for Benefits form and place in an envelope addressed to; Attn. Mrs. Kathy Berg. These forms will be available at Open House and upon request at any time. Applications for free and reduced meals must be filled out every year and returned by October 15.

#### **LUNCH ACCOUNTS**

All lunchroom purchases are managed through our student information system that will keep all lunch accounts current. A statement will be sent home to you when your family's lunch account shows a low balance. The statement indicates that additional monies are needed in the account. When adding money to your child/ren's lunch account you will need to write a check to St Timothy's School and indicate on your check that it is for the lunch account. Keeping your lunch account current is a **MUST**. If you have a negative balance, your child/ren will not be allowed to order any extras, even if you have "okayed" that option, until the account is current again.

#### **ST. TIMOTHY'S SCHOOL LUNCH ANGEL ACCOUNT**

In the spirit of serving and supporting others, we have created a Lunch Angel Program. The Lunch Angel Program is an opportunity to help others who have suffered a temporary setback and have incurred a negative lunch account balance.

Families will have the opportunity to donate funds remaining in their child's school lunch account upon the child's graduation from 8<sup>th</sup> grade to our Lunch Angel Account. Families may also request a form to make a donation at any time. Thank you for your generosity!

## **Student Activities Accounts**

During the school year, parents are asked to pay for field trips and other student activities. Parents wishing to utilize the student activities accounts may do so. Student activities accounts will be managed through our student information system and kept current. To make a deposit into your family's student activities account, please send a check to the school office. Checks should be made payable to St. Timothy's School and indicate on your check that is for the student activities account. Monthly statements of your family's student activities account will be sent out.

## **Fundraising**

St. Timothy's families are expected to participate in fundraising activities during the year. Major fundraising projects that all families will participate in include the Marathon for Non-public Education and Calendar sales in the fall and our Dinner/Silent/Live Auction in the spring. Other fundraisers throughout the year are Pancake Breakfasts, Shopping Extravaganza, Bowling Fundraiser, and the St. Timothy's School Golf Tournament. All of these fundraisers are under the direction of the Home and School Association.

## **GENERAL POLICIES**

### **Student Property**

St. Timothy's School is not responsible for student property, including money or other valuables, that is lost, stolen, or misplaced.

### **Photos**

From time to time, St. Timothy's School produces various documents, electronically and in print, such as advertisements or school publications. As part of the production of such items, pictures of students or their activities and work may be included. St. Timothy's School requests that parents who are willing to allow use of their child's photograph, name, and work on such documents, indicate that approval by completing an authorization for consent and release. This form will only be required once and will remain on file for student during their educational time at St. Timothy's School. If parents/guardians wish to make changes, they may do so by contacting the school office.

### **Guests and Visitors Policy**

St. Timothy's School is pleased to welcome guests to our campus for school day visits, extracurricular activities, and special events. All guests must sign in at the Main Office and abide by the regulations outlined in this handbook. Guests visiting while school is in session must wear the provided visitor's badge.

Guests joining students for lunch will need to make prior arrangements with the Main Office. All lunch guests must remain in the office until they are escorted by staff to the lunchroom.

## Field Trips

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips and parent/guardian will be notified prior to the scheduled field trips.

Insurance regulations of the Archdiocese require the use of the parents/guardians authorization form each time the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parents/guardians will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance, and all drivers must have required driver background checks.

All student-sponsored field trips should have an educational purpose and outcome.

## Communications

### *Contacting St. Timothy's School*

Normal business hours during the school year are 7:45 a.m. to 3:15 p.m. St. Timothy's School main phone number is 320-963-3417.

### *Telephone Use/Messages for Students*

Neither teachers nor students will be called to the phone during the hours of class. Messages may be left with the school office if it is necessary to contact either a student or teacher. Children may not use the school phone except in cases of an emergency. The use of cell phones, walkie-talkies, and personal electronic devices are prohibited during the school day.

## Inclement Weather/School Closings

Should it be necessary to close school at anytime due to inclement weather, an announcement will be made over WCCO (830), KRWC (1360), and other local radio stations in addition to several TV stations, (KARE 11, WCCO 4, KSTP 5, and KMSP 9). When weather is severe and Maple Lake School District #881 closes, St. Timothy's School will also be closed. In addition, after school activities will be cancelled if school is closed.

At times you may need to make your own decision about sending your child since the weather is not the same around the district. You are urged to be alert to the possibility of an early school closing should any kind of emergency arise. Please instruct your child in what to do in case of emergency and you are not home. If your family's emergency information has to be updated, please call the school office with the new information.

## Parent Organizations

### *Home and School Association*

As stated in the Home and School Constitution, the goals of the association shall be:

1. To provide an opportunity for members to build a working relationship that will assist the school in reaching its goals.
2. To facilitate the exchange of ideas between members that will enhance the success of the school as a religious educational entity.
3. To develop, encourage and support committees for fundraising and volunteerism that encourage the growth, opportunity and success of the school.
4. To provide an opportunity for members to address and resolve concerns regarding school-related activities.
5. To be informed of school board meeting discussions and activities.

The Association shall consist of the parents and guardians of students who are enrolled in St. Timothy's School. Each individual parent or guardian shall be considered an individual member of the Association. Members of the Faculty, Staff and Administration of St. Timothy's School shall also be members of the Association.

#### HOME and SCHOOL ASSOCIATION OFFICERS

President	Jen Rasset
Vice President	Erica Elsenpeter
Secretary	Alyssa Lang

# COMPUTER USE AND TECHNOLOGY POLICIES

## Technology Policy

All K-8 students attending St. Timothy's School will be required to complete an Acceptable Use Agreement. These policies will be introduced to the students at the beginning of each school year. Signed Acceptable Use Agreements will be required prior to the use of any technology devices or networks.

## Social Media Policy

St. Timothy's School continues to be at the academic forefront by integrating progressive technology retaining highly accredited educators and implementing a modern and rigorous curriculum.

In today's fast paced society, providing safe, open and effective methods of communication becomes essential for students as they prepare themselves in an academic environment for real world applications. St. Timothy's School administration understands the timely benefits and efficiency that social media offers and embraces the new methods of communication in today's academic and social communities.

St. Timothy's School supports its employees', students', parents', use of social media by providing this policy and the following acceptable use guidelines. St. Timothy's School participants (students, parents, teachers, employees, visitors) who engage in social media must do so in a manner that is safe, responsible, and civil.

Several examples of social media sites include, but are not limited to, Facebook, Twitter, and LinkedIn. Examples of other social multimedia sites include YouTube, Instagram, Vimeo, SnapChat, Flickr, and Shutterfly.

Examples of other electronic communication tools that are not considered social media networks include; computers, laptops, smartphones, tablets, mobile phones, email, text/instant messaging.

### *Guiding Principles*

Safety, integrity and responsibility are the guiding principles of this policy.

### *General Guidelines*

Consult the Parent/Student Handbook

Be aware that all existing policies and behavior guidelines extend to St. Timothy's School related activities in the online environment, as well as on school premises. St. Timothy's School participants should become well-versed with the following social media guidelines and with additional related St. Timothy's School policies.

No private contact with any students in St. Timothy's School (other than the volunteer/employee's own children and family).

No "friending" of any St. Timothy's School students other than through group/organization sponsored web-pages that keep everyone informed.

Text or email students of St. Timothy's School only as an emergency "group" communications, and send notices to everyone.

Text or email other communications to parents to forward to students or pass on to them verbally.

Do not exchange pictures/videos with St. Timothy's School students.

If students initiate electronic one-on-one contact with you, decline to answer and communicate the incident to a supervisor. The supervisor should notify the parent or guardian that one-on-one electronic communication between volunteers/employees and students is not allowed.

This policy on electronic communications may be updated at any time as technology improves and new methods of communication become part of the electronic landscape. When policy updates happen, employees, volunteers, and parents will be asked to sign that they have received the new policy.

### ***Posting Photos, Videos and Audio Files***

For the protection and safety of all participants in the St. Timothy's School community, those using St. Timothy's School social media sites should not identify pictures using a student's name. Students' identity must be protected and identification by face recognition should be avoided (Group activity pictures are acceptable). Pictures of children, who are recognizable by face, require a written authorization Permission for Publication form to be signed by the child's parent, or legal guardian. Forms are located in the school office.

Photos, videos and audio files that may defame, damage, degrade, or harm any individual, group, or entity, or including, but not limited to, the presence or mention of alcohol, drugs, smoking, illegal behavior or any content deemed inappropriate for the St. Timothy's School community are a violation of these guidelines and will be removed.

If a student, parent, employee, or visitor chooses to post and label or "tag" a child's name in association with a photo, video or audio file, that information will be available to the public and is, therefore, subject to misuse. This is a violation of this policy and persons may be liable for harm caused.

### ***Social Media Policy - All Participants - (Students, Teachers, Parents, and Visitors)***

In posting material on St. Timothy's School sponsored sites, participants agree not to:

- Post phone numbers, email addresses or other confidential information of students, employees, parent, volunteers, or any other person other than yourself. (If any St. Timothy's School employee or parent chooses to post their individual, private contact information for any reason, be aware that the information will be available to the public and is therefore subject to misuse.)
- Post material that St. Timothy's School administration or site administrators determine is threatening, illegal, harassing, obscene, defamatory, slanderous or hostile towards any St. Timothy's School individual or entity.
- Post material that infringes on the rights of St. Timothy's School or any individual or entity.

- Post material that violates the privacy of an individual participant and/or their intellectual property without prior approval.
- Post material that promotes or advertises a commercial product, solicits business or membership or seeks financial gain or other support for any business group or organization, except those which are officially sponsored by St. Timothy's School, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the St. Timothy's School sponsored sites or by use of St. Timothy's School technology.
- Allow any other individual or group/organization to use participants identification for posting or viewing comments.
- Post comments under multiple names, alias or false identity.

St. Timothy's School reserves the right to undertake any or all of the following:

- Ban future posts from any participant who violates this Social Media Policy. St. Timothy's School may enforce such bans by refusing posts from individuals, specific email or IP addresses, or through other means, as necessary.
- Remove or edit, postings, photos, videos, audio, data files or comments at any time, whether or not they violate this Policy.
- Any abusive behavior involving St. Timothy's School social media or St. Timothy's School participants should be reported to school administration.

#### ***Social Media Policy – Site Administrators***

##### *Creating and Maintaining St. Timothy's School Social Networking Sites*

All official St. Timothy's School and Home and School Association (HSA) social networking sites must be approved by the school administration and contents should adhere to the governing rules set forth by the HSA and the following Social Media policy guidelines:

Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school.

Sites that accept comments or posting shall be monitored by more than one site administrator to ensure that information displayed fits within St. Timothy's School guidelines and is appropriate to the subject matter of the page. The site administrators must have the capability to immediately delete or remove any posting or publication that may be inappropriate, or offensive to St. Timothy's School and the community.

Posting of photos, video, audio files, and comments must conform to the general guidelines of this policy.

## **VOLUNTEER POLICIES**

### **Application Process**

Volunteers have gifted the school in the past with their time and talents. St. Timothy's School is fortunate to have a parent assume the responsibility of Volunteer Coordinator. Volunteers are needed – in the classroom, media center, lunchroom, on the playground and on field trips. Volunteers do make a difference with the lives of the children they touch. St. Timothy's School is grateful for the assistance of its volunteers. Anyone wishing to volunteer at St. Timothy's School should contact the school office. A volunteer application and other paperwork must be completed.

### ***Virtus Training and Background Checks***

In accordance with Archdiocesan policies, Virtus training and background checks are required for all school volunteers who work directly with children.

### **Code of Conduct and Volunteer Agreement**

All volunteers must sign and abide by the volunteer code of conduct and volunteer agreement for St. Timothy's School.

### **Sign-in Procedures**

Volunteers must sign in and out each time they visit the school. For security reasons, and in case of an emergency, it is important for the school to have a record of who is in the building, for what reason, and for how long. ALL visitors are required to sign in.

### **Identification**

Volunteers must wear a volunteer name tag while in the building. These name tags must be visible to staff and students and must be obtained when at sign in and returned at sign out.

### **Important Limits on Volunteer's Responsibilities**

Volunteers are not permitted to provide curriculum, evaluate achievement, counsel, discipline students, discuss student progress with parents, or reveal any information obtained from student records. The professional staff is responsible for decisions regarding the instruction of students and school management.

### **Child Abuse Reporting**

Child abuse is strictly prohibited and is against the law. Volunteers who suspect abuse or neglect are directed to report such abuse or neglect to law enforcement and to the school administration.

### **Fire Drills, Severe Weather and Emergency Procedures**

From time to time, a volunteer might participate in fire drills, lock down drills, and tornado drills. Volunteers are required to follow the instructions of staff members during such drills and other emergency procedures.