



# STUDENT-PARENT HANDBOOK 2022-2023

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

# St. Timothy's School Mission Statement & Philosophy

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## **ST. TIMOTHY'S SCHOOL MISSION STATEMENT**

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

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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

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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 Faithful Beginnings Preschool is MNSAA accredited and Parent Aware 4 star rated.

## ST. TIMOTHY'S SCHOOL CONTACT INFORMATION

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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) 350-3001  
email: [schooloffice@stimml.org](mailto:schooloffice@stimml.org)  
Website: [www.school.churchofsttimothy.org](http://www.school.churchofsttimothy.org)

# ADMISSION POLICIES

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## 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 & 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:

15 students - Preschool - per session	24 students – Grades 1 – 3
22 students – Kindergarten	24 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

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## 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. Grade 5 has 1:1 Chromebook initiative. 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 Chromebook 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 Thursday 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.
- 7.

## **Access to Records**

FERPA gives students 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:

1. Tuition will be reimbursed at a prorated amount based on the current grading term. For example, if a student withdraws during the 3rd quarter, the family will be reimbursed for the 4th quarter only. If a student withdraws before a new term begins, the family will be reimbursed for that term, and any remaining terms.

2. If a student withdraws prior to the completion of a grading term, grades will not be posted for that grading term.
3. Any monies remaining in student accounts will be refunded to families in the full amount only if all other financial obligations have been met.
4. All registration fees and technology fees are non-refundable.

# DROP OFF/PICK-UP PROCEDURES

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**Enter only from Division Street from 7:45-8:15 and 2:30-3:15.**

**Exit only to Ash Street from 7:45-8:15 and 2:30-3:15.**

## **Morning Drop Off**

Bus:

1. Enter from Division Street
2. Bus lane will be through center of parking lot, going directly toward the exit to Ash Street.
3. Students will be dropped off at the sidewalk and will follow the sidewalk up to the crossing lane/crosswalk.
4. Exit toward Ash Street.

All other vehicles:

1. Enter from Division Street
2. Drop students off at marked area by crosswalk.
3. Exit toward Ash Street. (If there is a bus dropping off, please wait to exit)

Any staff members arriving between 7:45-8:15 must park in the south half of the lot. No traffic will be allowed through the north half, except to drop off students during this time.

## **Afternoon Pick Up**

Bus:

1. Enter from Division Street
2. Bus lane will be the same as morning; the bus will stop at the sidewalk to pick up students.
3. Exit toward Ash Street.

All other vehicles:

1. Enter from Division Street (Please arrive at 2:45)
2. Line up in designated Pick-up lane. Please stay in line/in the lane and your student will come out to your vehicle.
3. Exit toward Ash Street. (If the bus is picking up, please wait to exit)

If you need to park your vehicle during drop off or pick up times, please park in the south half of the lot. Please make sure your vehicle is turned off and not idling. **Students must be accompanied through the parking lot by an adult unless dropped off or picked up in the designated lane. Please use the sidewalk/crosswalk.** Students will not be sent out to you unless you are in the pick-up lane. You will need to get them from the building and accompany them if you choose to park your vehicle.

## **Preschool Parents**

All preschool students must be signed in and out each day by their parent or designated adult. This means that parents must accompany their preschool children to and from the building. Please park in the south half of the parking lot and accompany your children to and from your vehicle, using the sidewalk/crosswalk. You may also park in the north half of the parking lot near the basketball hoops to drop off.

# **EXTENDED DAY POLICIES**

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Saints' Club(K-8) and Little Saints(Preschool) are our before and after school childcare program open to St. Timothy's students. Saints' Club hours are 6:30 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.

\*Students not picked up after school by 3:00pm will be sent to Saints' Club and charged accordingly.

# **ATTENDANCE POLICIES**

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## **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/Little 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.

At 8:00 a.m., the first bell will ring and students on the playground should proceed to their classrooms through their outside doors.

Students arriving after 8:10 a.m. should enter through Door A, and stop in the office to check in before proceeding 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.

### **Arrival Procedures:**

1. **Saints' Club** – Students enter through Door A.
2. **Breakfast** – Students enter through Door A and proceed to the lunchroom. After breakfast, students will go outside through Door E or to their classrooms if the bell has rung.
3. **Middle School** – Students will enter through their homeroom door upon arrival.
4. **Kindergarten** – Students enter through the Kindergarten door (Door D) upon arrival.

5. **Grades 1-5** – Students will go to the playground until the bell rings (at 8:00 a.m.), then enter through their classroom doors. (5<sup>th</sup> grade, use Door M by lockers)
6. **Preschool** – Students enter through Door B. (See Preschool Procedures)
7. **Parents** – If a parent needs to enter the building, enter through Door A and get a pass from the office before going to the classrooms.

## 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

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## 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 POLICIES

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## 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. St. Timothy's School also believes it is everyone's responsibility to help stop the spread of contagious conditions and communicable disease. Maintaining a healthy environment for students, staff, and their families is essential to helping students reach their full potential. We ask that parents refrain from bringing children to school if they are sick or displaying symptoms of illness such as fever, cough, sore throat, itchy/puffy eyes, etc., and if there has been a recent exposure to communicable diseases such as the Coronavirus.

St. Timothy's School has made reasonable efforts to reduce the spread of contagious conditions and communicable disease, taking into consideration the recommendations and guidance from medical and academic authorities. However, parents/guardians understand and accept that there is a risk of exposure to contagious and communicable disease when their child(ren) attend school or participate in activities



or events, including the Coronavirus. By attending school or participating in activities and events, parents/guardians assume these risks.

For more information on these risks, parents/guardians may review information from the Minnesota Department of Health Infectious Diseases, which provides information for schools and parents about specific infectious disease problems that may be present in the childcare setting or in schools. <https://www.health.state.mn.us/about/org/idepc/index.html>

## **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.

## **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 calling the school office at 320-963-3417 or emailing the school office and 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

# **SCHOOL WELLNESS POLICY**

*Updated 2/5/2020*

St. Timothy's Catholic School recognizes the important connection between healthy living and a student's ability to learn effectively. STCS also acknowledges that schools play a vital role in student nutrition and fitness, as well as having the responsibility to promote family health and a strong foundation for our children's future health and wellbeing.

## **Section One: Nutrition Education**

- Nutrition topics are integrated into the science and health curriculum throughout preschool through eighth grade. Teachers are encouraged to integrate health topics into a broader curriculum.
- The entire school environment strives to be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity.

## **Section Two: Standards for breakfast and lunch Program**

- STCS will provide school lunches that meet the nutritional standards required by the National School Lunch Programs.
- Lunch alternate items are chosen by the food service manager with the main consideration being nutritional value.
- STCS provides school breakfast that meets or exceeds School Breakfast Program Standards. • USDA Child Nutrition Programs require all food served to children to be free from trans-fat and to limit saturated fats to no more than 10% of meal calories.
- Lunch menus are chosen with consideration to students' taste preferences.
- Students will be provided adequate time (minimum 20 minutes (seat time) for lunch.
- School personnel will encourage all students in developing the healthy practice of washing hands before eating. This includes signage on proper handwashing by all sinks used for handwashing.
- All food service personnel will have the required training in food service operations and continuing education.

## **Section Three: Nutrition Guidelines for outside food service program**

- STCS encourages healthy snacks at classroom celebrations (birthdays).
- STCS will encourage and/or provide healthy snacks for field trips and other special events.
- STCS encourages non-food and healthy foods to be used for the purpose of student rewards.
- Free water is always available.
- We do not sell food outside of our reimbursable food program.
- If we do sell any food items, we will follow Smart Snacks standards.

## **Section Four: Physical Education**

- Students attend physical education class regularly.
- Physical education programs promote an active lifestyle.
- A quality physical education program will be provided to all students.
- The physical education program will meet the needs of all students, including those who are not athletically gifted, and teach cooperation, fair play and responsible participation.
- The physical education program will be provided with adequate space and equipment to maintain safety during class.
- Physical education will be taught by a specialized instructor.

## **Section Five: Physical Activity**

- STCS will provide regular physical activity, which includes daily recess(pre-k- 5th grade), physical education class and opportunities for extra-curricular activities.
- STCS promotes physical activity for faculty and staff.
- Teachers are encouraged to incorporate, where possible and appropriate, short breaks which include physical activity.
- Activities will be appropriate to grade level ability.
- STCS uses the school facilities outside of school hours for physical activity programs.
- All elementary students will have daily supervised recess, during which school shall provide space, equipment, and an environment conducive to safe and enjoyable activity.

## **Section Six: Communication and Nutrition Promotion**

- St. Timothy's Wellness Policy was developed by parents, school administrators and teachers
- STCS strives to align the school environment, including classrooms, with nutrition and wellness goals.
- STCS food service will provide families with monitoring of their child/ren's food purchases at the pre-k - 8th grade level.
- STCS considers students' needs in planning for a healthy school nutrition environment. Feedback from students will be taken into consideration.
- STCS will occasionally provide parents with nutrition information through newsletters, publications and other channels.
- STCS will provide parents with a list of healthy snack ideas.
- STCS will only market our school meal program.
- Any additional marketing of foods/ beverages will be limited to those that meet Smart Snacks in School nutrition standards.

## **Section Seven: Description of Public Involvement**

- We have posted our Wellness Policy on our school website and included it in our weekly newsletter.
- The Wellness Policy is in our Family Handbook.
- The School Advisory Council was invited to provide a representative to sit on the committee.
- Dates of upcoming meetings are posted on the school website.

## **Section Eight: Wellness Policy Assessment**

- STCS will use the WellSAT 3.0 Assessment Tool to evaluate our policy.
- Staff and community members will be invited to participate in the assessment process.
- Assessment will be completed annually in June.
- Summary of results will be posted annually on the STCS website.

# POLICIES ON STUDENT RESPONSIBILITIES AND BEHAVIOR

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## **Discipline Philosophy**

St. Timothy's School is committed to the development of a Christian community through a partnership between educators, parents, and students. This discipline policy is intended to encourage children to grow in their habits of virtue, respect, spirituality, and responsibility. It is based on the belief that discipline in the school should be considered as an aspect of moral guidance and not a form of punishment. The behavior in the school, church, playground, and extra-curricular activities will be Christ-like and reflect our love of God, neighbor, and self. Students are responsible for their behavior at all times and should be a credit to themselves and our school.

## **Policy Goals/Objectives**

This discipline policy is designed to:

- Provide an opportunity for each student to practice Christian ideals and attitudes
- Communicate with our students and families regarding behavior trends and responsibilities
- Strengthen the school community through reconciliation, service, and action
- Encourage the formation of Christian disciples who exercise the virtues of self-discipline, love, and mercy
- Help students draw connections between actions and consequences, both intended and unintended
- Create a learning environment where expectations and communication are consistent throughout all grade levels and classrooms

## **Behavior Expectations/ Code of Conduct**

We believe that it is the responsibility of parents/guardians and teachers to work together to promote and encourage the development of responsible and respectful students, and that this parent/teacher relationship is integral in educating students both academically and socially. Included in this packet are behavior rubrics outlining behaviors and consequences and will be presented to students annually. It is the parent/guardian's responsibility to read these materials and discuss it with their child/ren.

A Code of Conduct will be sent home with each student to be signed by both student and parent/guardian acknowledging that families are aware of and understand these school policies.

All students are expected to uphold St. Timothy's School rules and policies at all times while representing our school. Below are examples of minor and major misconducts.

St. Timothy's School strives to promote Christ-like behavior as seen on the following chart.

# Christ-like Behavior

## Rubric: General Guidelines

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### **C = Caring (RED)**

- +Being kind with words and actions*
- +Treating others as you wish to be treated*
- +Sharing*
- +Trying to be of service to others*
- +Encouraging other students*
- +Considering others' needs or opinions*

### **H = Honesty (ORANGE)**

- +Telling the truth*
- +Returning items that belong to someone else*
- +Following rules*
- +Playing fairly*

### **R = Respect (YELLOW)**

- +Practicing healthy habits and self-care*
- +Treating property with care*
- +Being polite to those around you*
- +Dressing appropriately*
- +Listening to adults*
- +Listening to your peers*

### **I = Integrity (GREEN)**

- +Doing the right thing (when no one's watching)*
- +Taking ownership of your actions*
- +Standing up for what is right*

### **S = Self Control (BLUE)**

- +Keeping calm*
- +Thinking before acting*
- +Taking turns and waiting patiently*
- +Recognizing personal boundaries*

### **T = Teachable (PURPLE)**

- +Being a team player*
- +Following directions*
- +Coming to class/school prepared*
- +Striving to be the best student you can be*
- +Following rules*
- +Having homework done*
- +Keeping an open mind*
- +Being ready to learn each day*

## **CHRIST-LIKE BEHAVIOR CROSSES**

**WE ARE LOOKING FORWARD TO A GREAT SCHOOL YEAR  
TEACHING OUR STUDENTS TO BE MORE LIKE CHRIST!**

*IF A STAFF MEMBER "CATCHES" A STUDENT  
PORTRAYING ANY OF THE SIX  
QUALITIES OF "CHRIST" (SHOWN ON THE LEFT) THEY WILL TAKE THE COORDINATING  
COLORED CROSS,  
WRITE THEIR NAME ON THE CROSS AND THE STUDENT WILL STAPLE IT ONTO THE  
BULLETIN BOARD IN THE FRONT HALLWAY.*

EACH MONTH WE WILL TAKE A PICTURE OF THOSE  
STUDENTS TO BE POSTED IN THE NEWSLETTER.

*St. Timothy's School reinforces positive Christ-like behavior.*

*We encourage our families to promote Christ-like behavior with their children, so we can partner  
with them to form our students into images of Christ.*

## **Consequences for Misbehavior**

When a child chooses to disregard the rules that have been put in place, it is important that he/she understands that consequences will take place.

When enforcing the discipline policy and consequences, all personnel shall follow these general guidelines:

- Discipline shall be administered when necessary to protect students, school staff, property, or to maintain order.
- Students shall be treated fairly and in a Christian way.
- Consequences will be administered after a careful assessment of the circumstances of each case. Factors to consider are student's age, intent, frequency of misconduct, learning needs and **ISP**, and effect of the misconduct on the school environment.

Minor and Major Misconducts may result in any of the following consequences using the above guidelines:

- Verbal warning
- Individual classroom consequences as determined by teacher
- Removal from classroom
- Loss of privileges
- Behavior reflection
- Conference
- Phone call/email to parents/guardians
- Detention \*See below
- In-school suspension
- Out-of-school suspension
- Expulsion

Minor Misconducts	Major Misconducts
<ul style="list-style-type: none"><li>• Incomplete homework</li><li>• Unprepared for class</li><li>• Not following hall rules</li><li>• Uniform violations</li><li>• Not following lunchroom rules</li><li>• Not following playground rules</li><li>• Not following classroom rules</li><li>• Teasing/name calling</li><li>• Not following bathroom rules</li><li>• Disrespecting adults</li><li>• Use of inappropriate language</li></ul> <p><i>* 3 misconducts in of the same offense will result in detention</i></p>	<ul style="list-style-type: none"><li>• Verbal/written threats</li><li>• Causing physical harm</li><li>• Property damage</li><li>• Possession of weapons</li><li>• Possession/sharing of inappropriate materials</li><li>• Theft</li><li>• Physical fighting</li><li>• Use of profane language</li><li>• Vandalism</li><li>• Cheating/plagiarism</li></ul> <p><i>* Any misconduct requiring the involvement of law enforcement will result in a minimum of suspension or expulsion</i></p>

## **Detention Policy**

We feel confident that all students are capable of successfully following the school rules. However, we also understand that at times, children make mistakes, and consequences for behavior choices will be necessary. There will be times a detention may be issued to a student. Students may receive



a detention slip if they have had 3 minor misconducts within a calendar week or one major misconduct. As parents, you will be aware of this through the pink slips that would be sent home with your child. It is our goal as a staff to document offenses and communicate with parents, so as a team we can help the students learn from their mistakes and make better choices in the future. Detention will look differently for grades second through fourth than fifth through eighth.

### **Second - Fourth Grade Detention**

In grades 2-4, students that receive a detention slip will have recess detention on the following school day. They will miss the next lunchtime recess and will stay in the school with adult supervision.

### **Fifth - Eighth Grade Detention**

If students in grades 5-8 receive a detention slip, they will be required to do 45 minutes of detention after school. Tuesday will be the day students will stay for detention. This will be from 2:45 until 3:30. They also will be under adult supervision.

### **Second - Eighth Grade Lunchroom Detention**

If an infraction in the lunchroom occurs, students will have lunch detention. They may either be moved to a table by themselves or eat their lunch in the principal's office.

**Any teacher or staff member may issue a detention.**

**Detrimental Conduct:** A student who engages in conduct detrimental to the school's reputation, whether on or off school grounds, can be subject to suspension or expulsion.

It is important for parents/guardians to understand that St. Timothy's School will strictly adhere to all data privacy laws when providing information regarding student behavior.

### **Misconduct Referral Process**

A staff may issue a Misconduct Report ( pink slip) for any of the listed misconducts. Misconduct Reports must be signed by a parent/guardian and returned the next day. If the student fails to return the Misconduct Report, the school will contact the parent/guardian to ensure awareness of the misconduct.

**It is important that the parents support this process and take time to discuss the misconduct and plan for how their child can improve his/her behavior.**

Students in grade 4- 8 will be required to complete a reflection sheet to be included with their pink slip and returned the next day.

**Repeated patterns of misconduct will result in an Individual Behavior Contract created by student, parent and administration.**

### Pink Slip Sample:

ST. TIMOTHY'S SCHOOL		Student Name:	
		Grade:	
Misconduct Report		Date/Time:	
Person Reporting:			
Expectation (CHRIST-like Behavior)  C = Caring H = Honesty R = Respect I = Integrity S = Self-Control T = Teachable		Minor Misconduct <ul style="list-style-type: none"><li><input type="checkbox"/> Not following bathroom rules</li><li><input type="checkbox"/> Not following classroom rules</li><li><input type="checkbox"/> Not following hall rules</li><li><input type="checkbox"/> Not following lunchroom rules</li><li><input type="checkbox"/> Not following playground rules</li><li><input type="checkbox"/> Disrespecting adults</li><li><input type="checkbox"/> Teasing/name calling</li><li><input type="checkbox"/> Incomplete homework</li><li><input type="checkbox"/> Unprepared for class</li><li><input type="checkbox"/> Uniform violations</li><li><input type="checkbox"/> Use of inappropriate language</li><li><input type="checkbox"/> Other:</li></ul>	
		Major Misconduct <ul style="list-style-type: none"><li><input type="checkbox"/> Causing physical harm</li><li><input type="checkbox"/> Cheating/plagiarism</li><li><input type="checkbox"/> Physical fighting</li><li><input type="checkbox"/> Possession of weapons</li><li><input type="checkbox"/> Possession/sharing of inappropriate materials</li><li><input type="checkbox"/> Property damage</li><li><input type="checkbox"/> Theft</li><li><input type="checkbox"/> Use of profane language</li><li><input type="checkbox"/> Vandalism</li><li><input type="checkbox"/> Verbal/written threats</li><li><input type="checkbox"/> Other:</li></ul>	
Location <ul style="list-style-type: none"><li><input type="checkbox"/> Classroom</li><li><input type="checkbox"/> Hallway</li><li><input type="checkbox"/> Comp.</li><li><input type="checkbox"/> Lab/Library</li><li><input type="checkbox"/> Lunchroom/Gym</li><li><input type="checkbox"/> Bathroom</li><li><input type="checkbox"/> Playground</li><li><input type="checkbox"/> Church</li><li><input type="checkbox"/> Parking Lot</li><li><input type="checkbox"/> Other:</li></ul>		Minor Consequence <ul style="list-style-type: none"><li><input type="checkbox"/> Verbal warning</li><li><input type="checkbox"/> Individual classroom consequences as determined by teacher</li><li><input type="checkbox"/> Removal from classroom</li><li><input type="checkbox"/> Loss of privileges</li><li><input type="checkbox"/> Behavior reflection</li><li><input type="checkbox"/> Lunch Detention</li><li><input type="checkbox"/> Conference</li><li><input type="checkbox"/> Phone call/email to parents/guardians</li></ul> <u>Major Consequences</u> <ul style="list-style-type: none"><li><input type="checkbox"/> Detention</li><li><input type="checkbox"/> In-school suspension</li><li><input type="checkbox"/> Out-of-school suspension</li><li><input type="checkbox"/> Expulsion</li></ul>	
		Comments	
		Parent/Guardian Signature:	

Think about why you received this Misconduct Report.

Discuss with your parents how your behavior could move from the “Is NOT” column to the “Is” column.

### Christ-like Behavior Rubric of Self-Awareness

	Is	Is NOT
<b>C = Caring</b>	<ul style="list-style-type: none"> <li>• <i>Being kind with words and actions</i></li> <li>• <i>Treating others as you wish to be treated</i></li> <li>• <i>Sharing</i></li> <li>• <i>Trying to be of service to others</i></li> <li>• <i>Encouraging other students</i></li> <li>• <i>Considering others' needs or opinions</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Calling names/teasing</i></li> <li>• <i>Being mean/excluding others</i></li> <li>• <i>Threatening or committing physical violence</i></li> <li>• <i>Mocking people</i></li> </ul>
<b>H = Honesty</b>	<ul style="list-style-type: none"> <li>• <i>Telling the truth</i></li> <li>• <i>Returning items that belong to someone else</i></li> <li>• <i>Following rules</i></li> <li>• <i>Playing fairly</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Lying</i></li> <li>• <i>Claiming another's work as your own</i></li> <li>• <i>Taking something that isn't yours</i></li> <li>• <i>Misleading</i></li> </ul>
<b>R = Respect</b>	<ul style="list-style-type: none"> <li>• <i>Practicing healthy habits and self-care</i></li> <li>• <i>Treating property with care</i></li> <li>• <i>Being polite to those around you</i></li> <li>• <i>Dressing appropriately</i></li> <li>• <i>Listening to adults</i></li> <li>• <i>Listening to your peers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Destroying property</i></li> <li>• <i>Using inappropriate/rude language</i></li> <li>• <i>Talking back</i></li> <li>• <i>Disobeying adults</i></li> </ul>
<b>I = Integrity</b>	<ul style="list-style-type: none"> <li>• <i>Doing the right thing (when nobody's watching)</i></li> <li>• <i>Taking ownership of your actions</i></li> <li>• <i>Standing up for what is right</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cheating</i></li> <li>• <i>Blaming others for what you did wrong</i></li> <li>• <i>Going along with bullying or un-Christian behavior</i></li> <li>• <i>Being a bystander</i></li> </ul>
<b>S = Self-Control</b>	<ul style="list-style-type: none"> <li>• <i>Keeping calm</i></li> <li>• <i>Thinking before acting</i></li> <li>• <i>Exercising safe behavior</i></li> <li>• <i>Taking turns and waiting patiently</i></li> <li>• <i>Recognizing personal boundaries</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Yelling</i></li> <li>• <i>Blurting, interrupting class</i></li> <li>• <i>Running, disruptive behavior in hallways</i></li> <li>• <i>Overreacting physically or verbally</i></li> </ul>
<b>T = Teachable</b>	<ul style="list-style-type: none"> <li>• <i>Being a team player</i></li> <li>• <i>Following directions</i></li> <li>• <i>Coming to class/school prepared</i></li> <li>• <i>Striving to be the best student you can be</i></li> <li>• <i>Following rules</i></li> <li>• <i>Having homework done</i></li> <li>• <i>Keeping an open mind</i></li> <li>• <i>Being ready to learn each day</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Talking over teacher and other students</i></li> <li>• <i>Not accepting help or correction from others</i></li> <li>• <i>Refusing to participate in an activity or assignment</i></li> <li>• <i>Having a consistently negative attitude</i></li> </ul>

# Dress Code and Personal Appearance

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All K-8 students at St. Timothy's School are required to maintain an appearance that supports St. Timothy's School values and philosophy. Any violations of the dress code will result in disciplinary action according to the school's discipline policy.

## **GIRLS K - 5**

### **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 a 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 K- 5**

### **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

### **Bottoms:**

- Navy blue twill pants (no cargo pants or large side pockets)
- Navy, white, or black socks only

## **MIDDLE SCHOOL UNIFORM: 6-8th grade**

❖ **BOYS:** Navy polo, khaki pants (no cargo), khaki shorts (no cargo, and weather permitting). Navy school sweatshirts can be worn. Sneakers may be worn.

❖ **GIRLS:** Navy polo (short or long sleeve) and khaki jumper, skirt or skort (2 pleats). Skirt/jumper should be twill or other sturdy fabric (like at Donald's), not a knit fabric, as that tends to cling. Please make sure that they are the appropriate length.

**Underneath the skirt/jumper girls can wear:** navy leggings, white or navy tights, short or knee high white socks, or short or knee high navy socks. (During cold months, leggings or tights must be worn) \*\*If wearing socks, shorts must be worn underneath the skirt.\*\*

Navy sweater or navy school sweatshirt can be worn. Sneakers or dress shoes, but no dress boots. Logo zip- up fleece( MS only)

## **Boys and Girls K-8**

- **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, boots, crocs, clogs or slides.
- ***Children are required to have a separate pair of athletic shoes for indoor phy. ed classes.***
- **Jewelry** - No facial jewelry allowed with the exception of studded earrings for girls' only. No dangling earrings. Necklaces may be worn underneath a 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 wind pants, 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.

**\*\*MASS DAYS: Full uniform is required on Mass days. No shorts.**

### **Warm Weather Dress**

- This uniform option may be used when the daily temperature is expected to reach **70** degree, but will only be allowed in September and May
- Navy blue cotton twill uniform walking shorts may replace pants, jumpers, skirts, or skorts.
- Tops must follow uniform guidelines.

### **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 **0** or lower.

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

- 39 degrees and below: Jacket, headwear, mittens, boots, and snow pants 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. (Sweatpants during winter)
  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.
5. Shirts and shorts/pants should be navy or black.

## **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.

## **DATA PRIVACY**

St. Timothy's School fully respects your right to privacy and actively seeks to preserve the privacy rights of our students, staff, and families. Staff, students, and parents are reminded that the school takes seriously its duties to protect the privacy of individuals in all matters.

\*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.

Please be aware that the Discipline Policy and policies of St. Timothy's School may be changed at the discretion of the administration or pastor.

Any questions regarding the Discipline Policy or other policies of St. Timothy's School may be addressed to the school's administration.

# Harassment and Bullying Policy

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## **Harassment**

The dignity and sacredness of the human person requires that we respect and value all persons. The faculty and staff at St. Timothy's School will strive to maintain a safe, welcoming school environment, free from unreasonable interference, harassment, intimidation, hostilities, offensive language and similar behaviors on the part of all students. Verbal, sexual or life-threatening harassment towards anyone will not be tolerated. Anyone who chooses to make disparaging remarks or threats towards any person will be subject to the consequences outlined in St. Timothy's School discipline policy.

## **Bullying (in accordance with the Archdiocese of St. Paul and Minneapolis)**

### **Purpose:**

St. Timothy's School is committed to providing a safe educational environment for its students and teachers while on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a student's ability to learn and the teacher's ability to educate students in a safe environment. The purpose of this policy is to assist St. Timothy's School in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

St. Timothy's School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions, or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at St. Timothy's School, St. Timothy's School reserves the right to take action to investigate and respond to such conduct.

### **Definitions:**

For purposes of this policy,

"Bullying:" Deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying is defined as conduct that is repeated or forms a pattern, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:

1. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
2. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
3. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
4. Cyberbullying. The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyberbullying" is a form of bullying,

and provisions of this policy that refer to “bullying” are intended to refer to cyberbullying as well.

“On school property or at school-related functions:” St. Timothy’s School buildings, school grounds, and school property or property adjacent to school grounds; school buses, school vehicles, and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

### **Prohibition Against Bullying and Retaliation (Bullying cont.)**

St. Timothy’s School expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. St. Timothy’s School also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.

### **Reporting, Response, and Investigation (Bullying cont.)**

St. Timothy’s School takes all reports of bullying seriously.. Upon receipt of a report of bullying the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

St. Timothy’s School reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal. It is important for parents/guardians to understand that St. Timothy’s School will strictly adhere to all data privacy laws when responding to and investigating reports.

It is the expectation that students will be honest during the investigation. The consequences will grow if a student is not forthcoming and honest during the investigation.

False accusations or reports of bullying is strictly prohibited and may result in discipline in accordance with the school’s discipline policy.

Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.

### **Searches**

Students at St. Timothy’s School have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources.

St. Timothy’s School reserves the right to inspect any of its property at any time, with or without advance notice and with or without the consent of students or their families.



## **Grievances**

1. All concerns about the classroom must first be presented to the teacher. Parents may request a conference with the teacher and meet privately to seek the resolution, with a spirit of reconciliation. Both want the good of the child and are not in adversarial positions.
2. If, after the parents meet with the teacher, the problem is still unresolved, the parents may bring the concern to the administrator.
3. If the problem remains unresolved, the parents may then contact the pastor.

# **FINANCIAL POLICIES**

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## **TUITION**

### **Tuition Policy**

Kindergarten through Grade 8 tuition for the 2022-2023 school year is \$3250 per child with a limit of \$8125 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 in grades K-4 with a limit of \$150 per family. Our 5<sup>th</sup>-8<sup>th</sup> grade students will have a \$100 per child technology fee, which includes an insurance fee that is required to take your device home. This covers accidental damage and other things as listed on your Chromebook contract.

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:  
Cash, check, money order – the full amount may be paid prior to September 8, 2021. Please make all checks payable to St. Timothy's School.

## **BILLING AND TUITION MANAGEMENT**

### **Sycamore - Payjunction for Tuition and Fees**

We have partnered with Pay Junction to provide another way to pay tuition through Sycamore, our Online School Management system. This allows families to use credit and debit cards for tuition, lunch, activity, and other fees. Through Sycamore, you can make payments at any time, or deposit money into your accounts. For more information, contact the school office or visit our website and search for Sycamore.

### **Tads Tuition Management**

TADS is an excellent program and has flexible payment options. There is a one-time, up-front fee to use the TADS Tuition Management Program. TADS will email or mail additional information to families requesting this service. Contact Mrs. Shelby if you would like to set up an account.

## **FINANCIAL ASSISTANCE THROUGH TADS**

Applications for financial assistance are available online at [mytads.com](http://mytads.com). All Scholarships, as well as Grant Applications for the Father McLaughlin Scholarship Fund must 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 in late February, but applications will be reviewed as they come in after that date.** 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

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St. Timothy's School offers a hot breakfast and lunch option. If your child wishes to have an extra entree, or a milk or juice only (during lunch or morning break for some classes) there is a charge. Kindergarten, however, gets free milk for morning break.

Student Lunch	\$3.25
Student Breakfast	\$2.50
Extra Entree	\$2.50
Milk	\$ .60 (each purchase subtracted daily from family lunch account balance)
Juice	\$ .60 (each purchase subtracted daily from family lunch account balance)
Kindergarten Milk	Free (milk is free for students in kindergarten for morning break)

Children bringing a lunch from home may purchase milk for \$0.60 per carton.

Families are welcome to eat with their student(s) at any time during the school year. Please call the school office by 9:00 a.m. to let us know, as stated on the monthly menu to reserve your meal(s). Guest meal prices are: \$3.50 per person for breakfast and \$5.00 per person for lunch. Please pay at the office on regular school days, or it may be deducted from your child's account.

### Free & Reduced-Price Meals

We ask all families to fill out an application for Free and Reduced Meals if you think you may qualify, as it allows for allocation of additional funds to our school for other services. **We benefit greatly from this program, so complete the form even if you are not sure you qualify. All information is confidential.**

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 Back to School Night 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. Benefits are not effective until the application has been approved. All prior charges must be paid up to the effective date of eligibility. 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.

## 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.*

You will be able to add lunch money through our PayJunction portal on Sycamore.

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 disrupt 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 \$0.60 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 \$0.60 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 Back to School Night 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) 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 Back to School Night and upon request from Mrs. Berg at any time.

Lactose free cow's milk will be provided to any student with a written parent request. All other forms of "milk" (ie: nut milk) must have a Special Diets form on file.

## **Extra options**

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.

The purchase of an Extra Milk at lunchtime is an option for grades K-8. At a cost of \$.60 per carton.

The purchase of an Extra Entrée is available at lunch time for grades K-8. At a cost of \$2.00 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 Back to School Night 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 Back to School Night and upon request at any time.

## **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 Account**

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 that it is for their student activity account. Monthly statements of your family's student activities account will be sent out.

# GENERAL POLICIES

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## **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.

## **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/guardian's 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**

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Should it be necessary to close school at any time 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 canceled if school is closed.

**We will also communicate school closings by Sycamore Text Communication for those who have registered for this.**

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 on what to do in case of an 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 & Fundraising (HSA)

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## Home and School Association (HSA)

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

To provide an opportunity for members to build a working relationship that will assist and support the school in reaching its goals.

To facilitate the exchange of ideas between members that will enhance the success of the school as a religious educational entity.

To develop, encourage and support committees for fundraising that encourage the growth, opportunity and success of the school.

Fundraising is necessary and participation is required to keep the cost of tuition low.

## 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.

## Members:

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.

HSA holds three meetings a year and one parent is expected to attend each meeting.

## HOME and SCHOOL ASSOCIATION OFFICERS

President	Alicia Christenson
Vice President	Ashley Sypnieski
Secretary	Alyssa Lang
Mentor Program Coordinator	Alicia Christenson



# VOLUNTEER POLICIES

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## **Application process/ E3 Virtus**

Volunteers have gifted the school in the past with their time and talents. 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. In accordance with Archdiocesan policies, Virtus training and background checks are required for all school volunteers who work directly with children. All volunteers must also sign and abide by the volunteer code of conduct and volunteer agreement for St. Timothy's School.

Anyone wishing to volunteer at St. Timothy's School should contact the school office. The Safe Environment Coordinator at the school will have a volunteer packet with information on how to complete the necessary items. This can take up to 2 weeks to process when completed.

## **Sign-in procedures**

Volunteers/Visitors 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. 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.

# LIBRARY POLICY

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- Students in Preschool may check out one book per week, this book will remain in their classroom.
- Students in Kindergarten through 4<sup>th</sup> grade may check out two books per week.
- Students in 5<sup>th</sup>-8<sup>th</sup> grade may check out three books per week.

Because students share library books with other students, they are encouraged to be good stewards of library materials. Please help your child find a safe place for his/her library book and make sure they hold them carefully, use paper bookmarks, and keep them away from food, water, young siblings, pets and the elements.

Books must be returned in order for a student to check out another book. If a student has 2 or 3 books checked out and returns one book, then they may check out a new book.

## **Overdue Books**

All books are due one week from the time of check out. At that time the student may renew a book they have not yet completed. If a book is not returned the following week, an email and written notice will be sent to the child's parents/guardians. One email notice per week will be sent to the parent/guardian for four weeks. If, at that time a book is not returned, the book will be considered lost.

## **Damaged/Lost Book**

Damaged books will be looked at by our librarian and fixed if possible. If a book cannot be repaired the book will be sent home with the child along with a notice for the fee to replace that book.

All Lost or damaged book fees must be paid for by the end of the school year.

## **Birthday Book Club**

The purpose of the birthday book club is to enhance our school library collection. The children celebrate their birthday or half birthday by choosing a book to be donated to the library. These books have been selected by the librarian and teachers and range in price from \$5.00 to \$20.00. What a great way for students to give a lasting gift to everyone at St. Timothy's School.

The Birthday Book Club is voluntary. The form to sign up is in the Back to School packet.

# COMPUTER USE & TECHNOLOGY POLICIES

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## **St. Timothy's School Acceptable Use Policy Kindergarten - 8th grade**

The purpose of this agreement is to outline the rules for using computers, laptops, Chromebooks, iPads, the local area network and the Internet at St. Timothy Catholic School.

**To gain access to the Internet all students and parents must sign and return this form.**

The use of the network and the Internet are important to prepare students for the future. Our goal in providing this service to students is to promote educational excellence in our school. With the access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in a school setting. St. Timothy Catholic School has taken precautions to restrict access to controversial material. However, on a global network, it is impossible to control all material. The staff and administration of St. Timothy Catholic School believes that the valuable information and interaction available on the Internet outweighs the possibility that students may procure material that is not consistent with the educational goals of our school community. Therefore, it is expected that students' families monitor the use of their students' activities when utilizing school issued Chromebooks in a setting outside the classroom use within the school day.

### **Students must:**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information, such as, but not limited to pictures or videos, about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted, and others as assigned.
  - Report security risks or violations to a teacher or network administrator (Technology Coordinator)
  - Not destroy or damage data, networks, or other resources that do not belong to them.
  - Conserve, Protect, and share resources with other students and Internet users only as assigned.
  - Use the Internet ONLY when a teacher or adult is present.

- Use the lab, classroom computers, assigned Chromebook, and assigned iPads only when a teacher or adult is present.
  - Computer, laptop, and iPad settings are NOT to be changed (to include backgrounds).
  - No software is to be downloaded or installed onto a computer, laptop, or iPad without the expressed permission from a teacher or network administrator (Technology Coordinator).
3. Respect and protect the intellectual property of others.
- Not infringe copyrights (NO making illegal copies of music, games, or movies, etc.)
  - Not Plagiarize.
4. Respect and practice the principles of community and our Catholic Identity.
- Communicate only in ways that are kind and respectful.
  - Report threatening or discomforting materials to a teacher or network administrator (Technology Coordinator)
  - Not intentionally access, transmit, copy or create material that violates the school's Code of Conduct (such as messages that are threatening, rude, discriminatory, inappropriate, obscene, pornographic, or meant to harass or cyber-bully).
  - Not intentionally access, transmit, copy or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not use the resources to further other acts that are criminal or violate the school's Code of Conduct.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Vandalism** is defined as many malicious attempts to harm or destroy data, applications, hardware, or software; this includes the data, applications, hardware, or software belonging to St. Timothy School. Any vandalism will result in the loss of computer privileges (including iPads) , disciplinary action and/or legal referral if deemed necessary.

**Consequences for Violation:** Violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources, including computers and Chromebooks.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks and electronic devices (including chromebooks, computers and iPads) in order to further the health, safety discipline, and/or security of any student or other person, or to protect property. Administrators may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement agencies.

## **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 and Grade level contracts 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**

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.

Acceptable Use policy will be signed by all students and parents.

### **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 (HAS) 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.

# CELL PHONE & OTHER PERSONAL ELECTRONIC DEVICES POLICY

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It is preferred that electronic devices such as cell phones, smart watches, radios, iPod/MP3 pens, hand-held games, digital camera, etc., be kept at home. If a student brings a device to school, it is expected that it be turned off in their backpack which is in their locker during the entire school day. These devices should not be used during school hours; this includes before and after care in Saints Club, passing time, lunch, recess, bathroom break, homework helper or other after school activities. Any necessary phone calls will take place through the teacher or school office.

This also applies to field trips and school sponsored events. The staff will be responsible for calling any families in an emergency.

Students in 5-8th have a Chromebook for assignments and may use those to complete any homework if necessary.

As stated in the Acceptable Use Policy, students are not permitted to use their device to make or receive calls, access the internet, including email, send/receive text messages, take photos, make sound, or video recordings.

St. Timothy's school is not responsible for lost, stolen, or damaged devices.

## **Consequence:**

- ☐ **1st offense:** If a student violates this policy, a verbal warning will be given and documented.
- ☐ **2nd offense:** If the policy is violated after a verbal warning, the cell phone will be taken to the office and a parent will be notified. The phone will be picked up by the parent.
- ☐ **3rd offense:** Any further offenses will result in a meeting with parents, student, and school administrations to determine appropriate action.

Updated 4/20/21



## St. Timothy's School Advisory Board 2022-23

### *Pastor*

**Father John Meyer**

[frmeyster@churchofsttimothy.org](mailto:frmeyster@churchofsttimothy.org)

### *Parochial Vicar*

**Father Kevin Magner**

[frmagner@churchofsttimothy.org](mailto:frmagner@churchofsttimothy.org)

### *Principal*

**Julie Shelby**

[principal@stimml.org](mailto:principal@stimml.org)

### *President*

Term Renewal: 2022

**Bob Donnett**

[bdonnett@gmail.com](mailto:bdonnett@gmail.com)

### *Vice President*

Term Renewal: 2021

**Jeff Gendreau**

[gendreau@windstream.net](mailto:gendreau@windstream.net)

### *Secretary*

Term Renewal: 2022

**Erica Elsenpeter**

[ericahance@hotmail.com](mailto:ericahance@hotmail.com)

### *Board Member*

Term Renewal: 2021

**Melissa Carriveau**

[melissa.carriveau@kimball.k12.mn.us](mailto:melissa.carriveau@kimball.k12.mn.us)

### *Board Member*

Term Renewal: 2022

**Brandi Brandstrom**

[brandibrandstrom@msn.com](mailto:brandibrandstrom@msn.com)

### *Parish Office*

[parishoffice@churchofsttimothy.org](mailto:parishoffice@churchofsttimothy.org)

320-963-3726

8 Oak Ave. N.

Maple Lake, MN 55358

### *Parish School*

[schooloffice@stimml.org](mailto:schooloffice@stimml.org)

320-963-3417

215 Division Street E.

Maple Lake, MN 55358

This committee is an advisory body and is consultative to the Pastor and Principal at St. Timothy's School. The School Advisory Board is responsible for advising and assisting with all aspects of the educational programs, including the following:

1. Coordinating of parochial educational activities.
2. Acting as a liaison body between parents, the broader community, and the Pastor.
3. Seeking a better understanding and wider support of Catholic Education with the local community and surrounding districts.
4. Having the responsibility of determining whether policies are being carried out according to the direction of the Pastor and the Archdiocese of St. Paul and Minneapolis and evaluating the adequacy of its policies and the effectiveness of their implementation.
5. Developing local policies relating to the planning, operating, and maintenance of facilities and equipment.
6. Recommending rates of tuition and fees.
7. Reviewing fundraising efforts and allocation of those funds.
8. Assisting the Pastor in the search process for the Principal; Pastor makes the ultimate hiring decision.
9. Establishing and reviewing goals of the school, both immediate and long range.

If you have any questions, please contact any Advisory Board member.

## **ST. TIMOTHY'S SCHOOL STAFF 2022-23**

Pastor/Superintendent	Father John Meyer	
Principal	Mrs. Julie Shelby	principal@stimml.org
Office Staff	Mrs. Lori Meyer/Mrs. Mary O'Brien	schooloffice@stimml.org
Preschool Coordinator	Mrs. Alicia Christenson	achristenson@stimml.org
Preschool Teacher	Miss Amanda West	awest@stimml.org
Preschool Assistant	Mrs. Susan Eastlund	prekpara@stimml.org
Kindergarten	Mrs. Katie Lovegren	klovegren@stimml.org
Grade 1	Mrs. Peggy Marquette	pmarquette@stimml.org
Grade 2	Miss Emily Barthel	ebarthel@stimml.org
Grade 3	Mrs. Kristine Kolles	kkolles@stimml.org
Grade 4	Mrs. Carrie Wirkus	cwirkus@stimml.org
Grade 5	Mrs. Denise Kaeter	dkaeter@stimml.org
Grade 6	Mrs. Chris Paumen	cpaumen@stimml.org
Grade 7/8	Mrs. Theresa Heimkes	theimkes@stimml.org
MS Resource Teacher	Mrs. Maria Metz	mmetz@stimml.org
MS Religion/Grade 2 Co-Teacher	Mrs. Amanda Steichen	asteichen@stimml.org
Computer/Technology Support	Mrs. Julia Bullivant	jbullivant@stimml.org
Music	Mrs. Mary Kline	mkline@stimml.org
Physical Education	Mr. Steve Ketter	sketter@stimml.org
Classroom Paraprofessional	Mrs. Rachel Pribyl	rpribyl@stimml.org
K-2 Resource Paraprofessional	Miss Katie Kittock	kkittock@stimml.org
Head Cook	Mrs. Kathy Berg	fsm@stimml.org
Assistant Cook	Miss Lexi Stai	assistcook@stimml.org
Custodian	Mr. Chad Filek	custodian@stimml.org