Student-Parent Handbook 2026-2027

By registering at St. Timothy's School, parents and students agree to be governed by this student-parent handbook.

St. Timothy's School

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A Message From the Principal:

Dear Students and Families:

Welcome to the 2026-27 school year! Thank you for choosing St. Timothy's and entrusting us to be your partners in this so important mission of the Church of St. Timothy's. We are always excited to build this collaborative relationship even further, especially in this year of “parents as the primary educators” in our Archdiocesan synod implementation program. We are committed to a joyful Catholic culture in which all children come to know that God loves them unconditionally. Our staff is dedicated to helping parents raise their children within a joyful, academically successful, and virtue-oriented environment. St. Timothy Catholic School families already dedicate a superb level of commitment in the form of time, talent, and treasure dedicated to the betterment of our school and our community. Together, through continued prayer and these commitments, we can always find ways to make this partnership work best for all families and their students.

The following policies have been compiled with the input of the teachers and staff and have been given the stamp of approval from the School Advisory Board and Father Meyer. Please read this handbook carefully and make a vow to be cognizant of its rules and procedures. Our school will be better for all of our students when we can establish a sense of order and conformity. There were not many changes this year to the Student Parent Handbook. The Archdiocese has been promoting greater uniformity across schools. Last year, we updated our handbook to include edits to be in conformity with the Archdiocesan template. This year, they added a Parent Covenant to the recommended policies. We have added this to this year’s Handbook informally. We will explore This but only in the context of a Parent, **Teacher**, and **Student** covenants as well (if one party to the “contract” has a covenant to uphold, it is only fair that so do the other two staff & students!). We do have a code of conduct already in which all 3 parties do sign.

In Christ, Jim Grogan, Principal

Special Note Concerning Use of Technology Agreement: Please see the revised Technology Use Agreement at the end of this Handbook. Educators are growing more and more vigilant about the misuse of technology, both from what we see with its use during the school day and what the statistics tell us about its effect on the mental health and success of our students overall. The new measures outlined in this Handbook only deal with some philosophical tenets we have updated and some changes in the day to day usage of it. We look forward to a discussion about ways the school can partner with parents in their role as primary educators to grow more awareness and practical strategies we can all consider for both the health of our school community and for each family to decide for themselves the approach they’d like to take in dealing with this issue.

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.

NONDISCRIMINATION POLICY

At St. Timothy's School, we are committed to fostering an inclusive, respectful, and supportive environment for all members of our community. Rooted in our Catholic values, we uphold the dignity of every individual and ensure that all students have equal access to the benefits and opportunities provided by our school, without discrimination. In alignment with Catholic social teaching and applicable federal and state laws, St. Timothy's School prohibits discrimination on the basis of race, color, creed, religion, national or ethnic origin, sex, disability, age, marital status, status with regard to public assistance, or any other characteristic protected under applicable law in the administration of our educational policies, admissions policies, scholarship and tuition assistance, and athletic and other school-administered programs.

St. Timothy's School has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and

identity, including undertaking appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

SCHOOL ACCREDITATION

St. Timothy's School is accredited by Lumen Catholic Accreditation through the Institute for the Transformation of Catholic Education.

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 Lumen accredited and Parent Aware 4 star rated.

ST. TIMOTHY'S SCHOOL CONTACT INFORMATION

School phone: (320) 963-3417 messages may be left on voicemail
Parish phone: (320) 963-3726 messages may be left on voicemail Fax number: (320) 350-3001
email: schooloffice@stimml.org
Website: www.school.churchofsttimothy.org

ADMISSION POLICIES

Policy and Procedure

Students are accepted in the following priority:

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

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

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

Requirements for Admission

Registration for kindergarten & 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. St. Timothy administers the Dial 4 Early Childhood Screening instrument to all incoming Kindergarteners in April of the year preceding Kindergarten. Results are shared with parents and can be used by them to inform decision-making regarding Kindergarten readiness.

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. St. Timothy conducts academic screenings for all new students to ensure the proper placement of students so that ultimate success is best for the child. The principal may deny admission to mid-year transfers or admit students on probationary measures.

Class size

Maximum class size has been established for the following grades:

10:1 ratio - Preschool – 23 students

22 students – Kindergarten; 1st

Prayer and Worship

Formation in the spiritual life leads children to deepen their relationship with Jesus Christ and his Church. A robust and intentional program of spiritual formation encourages the life of grace through daily personal and communal prayer, regular opportunity for reception of the sacraments, and participation in the liturgical life of the Church. With a strong faith that continues to grow, Catholic school students find in God the ultimate meaning and purpose of their lives. Students participate in daily prayer, seasonal prayer services, retreat experiences, vocational information, and liturgical celebrations. Students also attend mass weekly. We invite parents to join us for mass and liturgical celebrations throughout the year.

Sacramental Preparation

In coordination with our parish, St. Timothy's School provides a preparation program for students in second for receiving the sacraments of Reconciliation and First Communion. Parental involvement is important in a child's preparation, so we ask parents to work at home with their children and to attend parent meetings relating to sacramental preparation. Parents are expected to communicate to the school which parish their child will make their sacrament at so the proper arrangements can be made in coordination with the parish.

Academic programs

Integrated Curriculum

St. Timothy' Catholic School is dedicated to providing an integrated curriculum that is academically excellent but also instills strong Catholic moral values. The curriculum is presented with a coherent vision of reality through the lens of the Catholic intellectual tradition. This comprehensive approach encompasses intellectual, physical, social, and spiritual development honoring the truth of what it means to flourish as a human person. The impact of this holistic formation is mature young men and women who are able to engage the civic, spiritual, moral and professional challenges of their society and, assisted by God's grace, use their success to transform our world for the good.

- **Preschool 3 and 4 year old programs** (class assignments in accordance with the child's cohort Kindergarten class (have to be 3 before Sept. 1st)
- ▪ **Elementary Grades (Kindergarten - Grade 5)**

  Students in the elementary grades study religion, reading, writing, math, history/geography, science, and art with their homeroom teachers. Students meet twice per week with specialist teachers for music, physical education, and either technology or art (in addition to Catechesis of the Good Shepherd in preschool, Kindergarten,and 1st grade). 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 history/geography as core subjects. They also engage in enrichment courses and art. Religion, music, physical education, and an elective band program (in place of music) are taught by specialist teachers twice per week.

Minimum Academic Standards/Academic Probation 5th-8th Grade

St. Timothy's Catholic School is committed to supporting student success. Occasionally students struggle to remain motivated and disciplined in their studies. As a proactive response, the St. Timothy's School Advisory Board has approved a Minimum Academic Standards policy, which outlines our expectations and optional interventions.

School success is dependent upon regular attendance, parental involvement and teacher support. The following items communicate the importance of completing assignments use of an assignment notebook and requesting assistance when needed. These life skills are essential to present and future success.

St. Timothy's Catholic School expects students to be "working toward success" as a minimum standard. "Working Toward Success" means:

The student is participating in classroom activities in a positive manner.
The student accepts extra teacher support with difficult areas of study.
The student arranges for after school help.
The student participates in a plan, with the teacher, to complete daily and/or late work.
The student shows improvement in his/her grades. (This may not mean they reach a "C" average.)

If a student is not "working toward success", the student will be placed on Academic Probation. Parents and teachers will meet to discuss the following options.

Suspension from extra-curricular events (i.e. athletics) and/or reward events.
Requiring a parent to attend school (this year) with their child for a specified period of time.
Tutoring during the school year at the family's expense.
Summer tutoring at the family's expense.

If the student fails to make adequate progress, the parents, principal and pastor will meet to discuss the student's future at St. Timothy's Catholic School.

St. Timothy's Catholic School staff and administration are committed to assisting the students in becoming responsible, competent learners. Working together we can guide our children on the path to success.

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) 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 or teacher requested. 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 10 teacher or call the office and leave a message. At that time, further arrangements will be made for a conference.

Contacting Teachers/Communication

St. Timothy's Catholic School adheres to the Principle of Subsidiarity, which is rooted in Catholic Social Teaching. The spirit of this principle states individuals have the right to participate in decisions and discussions that directly affect them in accord with their dignity and with their responsibility to the common good. Best practices in communication means going to the person first in good faith and getting both sides of the story (we highly recommend in-person meeting or speaking by phone for areas of grave matters. When emailing we can lose the self-control that comes with a give and take in a good discussion and knowing the dignity of the person right in front of you). Communication should be at the level of those who are affected. Clarification of issues, conflict resolution, and appeals of classroom decisions (except in cases of extreme sensitivity) need to be handled in the following manner:

FIRST: Teacher/Staff Member

SECOND: Principal

THIRD: Pastor 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 serve 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. Homework is a part of the learning process, and generally expands on or reinforces classroom objectives and teaching. Homework can include reading, memorizing, reviewing, studying, researching, and working on long-term projects. Whatever type of homework is assigned, the student must accept responsibility to be prepared for the upcoming class and do their best to complete the assignment. It is the student's responsibility to turn in completed work as assigned.

Parents in grades 4th through 8th grade can monitor their child's grades with their Sycamore Education account. These accounts are given to all new 4th graders and new students at the beginning of each school year. Contact Jim Grogan at principal@stimml.org if you have lost access at any time. Students who are struggling with their assignments or the completion thereof can benefit greatly from oversight and coaching from alert parents. You are the primary educator and we welcome your participation in this team effort.

Assessment

An essential part of educating students in the academic dimension of the curriculum is assessing their progress in the learning of rigorous academic standards. To this end,St. Timothy's will administer the NWEA MAP standardized assessments in the Fall and the Spring (and in some cases in which the student is receiving tutoring–or for Kindergarteners in place of Fall, in the Winter) to measure student achievement and growth in the academic curriculum. St. Timothy's will ensure that all parents: receive their child's standardized test scores; understand the purpose of the standardized test; know how the school uses the information about student performance; and understand how they can use that information to help their child. Standardized testing is one of multiple measures St. Timothy's uses to ensure a comprehensive evaluation of academic performance.

Report Cards and Student Progress

At the end of each QUARTER students receive report cards. These are intended to inform parents and students regarding the student's progress. This is an opportunity to assess how a student is progressing and to set goals for the year. Report card grades are final. If a student or parent has questions or concerns about report cards, they should contact their teacher.

Grade Scale Percent %

A = 93 % or above

A- = 90 % or above

B+= 87 % or above

B = 83 % or above

B- =80 % or above

C+= 77 % or above

C = 73 % or above

C- =70 % or above

D+ = 67 % or above

D = 63 % or above

D-= 60 % or above

F= anything lower

Grade Scale 3rd-4th

Percent %

A = 93 % or above

A- = 90 % or above

B+= 87 % or above

B = 83 % or above

B- =80 % or above

C+= 77 % or above

C = 73 % or above

C- =70 % or above

D+ = 67 % or above

D = 63 % or above

D-= 60 % or anything lower

Grade Scale 1st-2nd

Percent %

E = 90 % or above

M = 80 % or above

P = 70% or above

NI= 60 % or above

NI= anything lower

Grade Scale Kindergarten

Percent %

E = 90 % or above

M= 80% or above

P = 70 % or above

NI=anything lower

Make-up Work

See below under anticipated absences, and, for regular sick days or otherwise, refer to teacher level policies

Student Records

St. Timothy's School maintains and manages student records following its policies and practices and in accordance with federal and state law. Student records may include identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized tests, health data (maintained as separate records), teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

Parents can make a request with the school office to review their child's record. Such requests will be responded to in a reasonable amount of time.

No one except appropriate school personnel, parents of minors, and students who have reached legal age shall have access to student records without either a subpoena or appropriate written authorization from the parent.

Academic Services for Students with Special Needs

St. Timothy's is committed to fostering an inclusive environment that supports the diverse needs of all learners. When a student is identified as potentially having special educational needs, St. Timothy's follows a collaborative process involving parents and, when appropriate, other professionals to develop a tailored support plan. This plan is distinct from those offered by local public schools and is designed to address the student's unique needs within the scope of the school's available resources.

The plan may encompass accommodations for diverse learning styles, mental and physical health needs, and social and emotional development. When deemed necessary and beneficial, St. Timothy's may also collaborate with the local public school district to access additional supports that enhance the student's academic progress.

Probationary Period

All new and transfer students will be accepted on a probationary period of 60 days. This period is intended to allow both the family and the school the opportunity to determine whether the school is a good fit for the student. During this time, the student should maintain passing grades, display good behavior, have no disciplinary concerns, and no attendance issues. If there are academic or behavior concerns, the student may be asked to unenroll.

Daily Schedule

7:00 Saints Club opens (set-up at 6:50)

7:30 Breakfast begins

7:45 Supervision is provided at the designated areas (outside in clement weather/inside in bad/too cold)

7:35 Breakfast for non-Saints club students begins

7:55 First bell rings, students should be entering the classroom getting ready to start the day

8:00 School day begins. Students not in their classrooms at this time are considered tardy/absent.

2:45 School day ends. 2:45 Students are dismissed. Saint's club starts

2:55 Final pick-up supervision ends/remaining students are taken to Saint's Club (students waiting for Maple Lake siblings to pick them up may wait for free in Saint's club).

3:30 Office closes

School Calendar

The school year generally runs from September to the first week in June. The school calendar can be found on the main school webpage, along with a list of non-attendance days, parent transportation days, and holidays.

Attendance/Absence and Tardiness

When students are tardy or absent, this causes interruptions and hinders learning for both the individual student and the classroom. The purpose of this policy is to encourage punctuality and regular school attendance.

Families must inform the school office by 8:00 on or before the day of the absence if a child is to be absent or tardy for any reason. This can be done via email, phone call, or voice message to the main office. Please provide your child's name, grade, and the reason for the absence.

If we are not contacted by 8:15, families will receive a call from the school.

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 8:15 a.m. *or* 2. Parents/guardians will submit a written note giving name, date, days of absence and reason for absence by 7:55 a.m.
3. Students 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.

Whenever a student enters school after 8:00 a.m., or leaves school before dismissal, he/she must sign in or out with the Main Office.

Excused and Unexcused Absences/Tardies. There are two types of absences/tardies – excused and unexcused. School administration, not parents, has the final determination regarding which type of absence applies. Please note that the school can report excessive tardies and absences to the county truancy office.

Unexcused Absences and Tardies

Any absence, which is not excused under this policy, could be counted as unexcused. Oversleeping, sleeping in, shopping, visiting friends, needing a day off, haircuts, helping at home, non Maple Lake/St. Timothy school sporting events, or babysitting will be counted as unexcused absences. **Skipping Mass or making an excuse for missing Mass on school Mass day is considered unexcused.** Each student is given 4 free morning tardies each semester due to controllable factors that went awry. The principal will decide whether an absence is deemed excused or unexcused. An unexcused absence also 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.

Excused Absences/Tardies include: illness, funeral, doctor/dentist/orthodontist appointment, vacation when the school office is notified at least 48 hours in advance, family emergency,etc. If a student reaches a level of excessive tardies (5 or greater during any 1 semester), a meeting will be held between the principal and the family (consequences such as a tardy detention may be given if improvement is not forthcoming). ANY time there are poor driving conditions, do not rush to school to avoid being late (try to leave at a time that will allow you to make it safely and on time). However, tardies will never be counted when there are poor driving conditions. The 4 free tardies are for non-weather related tardies (family running late that day, dog emergency before leaving, etc.). Medical emergencies or appointments are to be reported and also won't count against 4 free tardies.

Extremely excessive absences (more than 12 in a given year—not due to a lengthy illness or medical condition) can be detrimental to a students' academic progress and is unfair to the overall well-being of the school. Should this be the case a plan of improvement may be drawn up and improvement necessary for the student to progress to the next grade. When excessive absenteeism is due to a medical concern, the school may ask for physician verification.

Anticipated Absences

As the school calendar is set in the winter of the previous school year, St. Timothy's Catholic School encourages parents to plan family vacations for non-school days whenever possible. If vacations are taken when school is in session, parents must meet with their child's teacher prior to the start of their vacation to discuss homework and classroom make-up arrangements.

This policy allows for family vacations during the school year, with the following courtesies extended:

Parents must inform the faculty at least one week prior to the start of their vacation if their child/children will be absent due to a planned family vacation (preferably earlier if possible or when plans are first confirmed)

As much as possible, a homework make-up schedule will be outlined at the discretion of each teacher prior to the start of vacation (i.e. homework can be finished prior to vacation, after the vacation ends and the student returns to school, or according to an individual, mutually agreed upon schedule.

- Not all work can be done in advance. In these cases, work will need to be completed upon return.
- Parents must respect the teacher's time constraints, realizing that extra time and planning are involved in preparing lessons in advance for a single student.

Good communication will help ensure that a family vacation and a student's subsequent return to school flow smoothly. Please remember that any time away from school may have an adverse effect on a student's overall performance.

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.

Before and After School Policies (Saint's Club)

Saints' Club(K-8) and Little Saints(Preschool) are our before and after school childcare programs open to St. Timothy's students. Saints' Club hours are 7:00 a.m. to 7:45 a.m. and 2:45 p.m. to 5:15 p.m. on school days. For more information regarding Saints' Club, contact the school office. Saint's Club has a handbook that will be provided electronically in the beginning of the year. *Students not picked up after school by 3:00pm will be sent to Saints' Club and charged accordingly.

Daily Arrival and Dismissal Policies

Arrival

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:

- **Saints' Club –** Students enter through Door A.
- **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.

● **Middle School –** Students will enter through their homeroom door upon arrival. ● **Kindergarten –** Students enter through the Kindergarten door (Door D) upon arrival. ● **Grades 1-5 –** Students will go to the playground until the bell rings (at 7:55 a.m.), then enter through their classroom doors. (5th grade, use Door M by lockers)

- **Preschool –** Students enter through Door B. (See Preschool Procedures)
- **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.

Students arriving before 10:30 will be counted as present all day but marked tardy.

Students arriving between 10:30 and 1:00 will be marked 0.5 days absent.

Students leaving between 10:30 and 1:00 will be marked 0.5 days absent.

Students leaving after 1:00 will be excused.

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.

DROP OFF/PICK-UP PROCEDURES -

Morning Drop Off

Bus:

1. Enter from Division Street
2. Bus lane will be through the center of the 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. (along the chain link fence)
4. Exit toward Ash Street.

All other vehicles:

- Adults may assist with unloading of students.
- Enter from Division Street
- Line up in designated DROP OFF LANE.
- 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. **All adults must remain in your vehicle**
2. Enter from Division Street (Please arrive at 2:45)
3. Line up in the designated Pick-up lane. Your student will come out to your vehicle. **Staff will open door if assistance is needed.**
4. **If a student needs assistance (with buckle, heavy bags, etc.) please drive to the lower lot to assist to keep the flow of traffic moving.**
5. Exit toward Ash Street. (If the bus is picking up, please wait to exit. The bus has the right of way)

If you need to exit your vehicle during drop off or pick up times, please park in the south/lower 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. Please use the sidewalk/cross walk along the chain link fence.**

Preschool Parents

All preschool students must be walked in by their parent or designated adult. Please park in the south/lower half of the parking lot and accompany your children to and from your vehicle, using the sidewalk/crosswalk. **For pick up, you may drive in the Pick Up Lane, but you must remain in your vehicle. Staff will open the door for them. If a student needs assistance with buckling, etc., please drive to lower lot to assist.**

SAFETY AND WELFARE POLICIES

Entry and Security Information

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

Emergency Contact Information

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

Fire and Tornado Drills

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

Lockdown Procedures

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

Bussing

Maple Lake School District 0881 operates busses for our students who live within the district boundaries and reside more than one mile from the school. Information and sign-up forms are sent out annually. Families who intend to use the bus must complete the necessary forms.

Parents will be notified when and where the bus will stop for their children. The public school has sole discretion, control and management of scheduling, routes, bus stop locations, and discipline.

Riding the bus is considered a privilege. The bus is not a place to be rambunctious, and each student must do his/her part to keep the bus quiet, orderly, and clean. Students should remain seated at all times, except to board or leave the bus. The driver is in complete control and has the authority to enforce all rules of safety and conduct.

Authorized Pick-up

Students will only be released to parents or an authorized pick-up person. If you have designated another person to pick up your child on a specific day, please inform the school no later than that morning.

Communications

Contacting St. Timothy's School

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

Telephone Use/Messages for Students

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

Inclement Weather/School Closings Should it be necessary to close school at 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. Please make sure to fill out a Sycamore Emergency Communication Form**

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.

Extracurricular Activities

All student programming should direct students to be formed in the virtues. Enrichment and extracurriculars should cultivate in students a strong character so that they can grow into adulthood living responsible, productive and holy lives. Virtues acquired by education are purified and elevated by grace, and with God's help, allow each child to become the person God has made him or her to be. Therefore, it is necessary that all curricula, programs, experiences, athletics, extracurricular, and other school activities be deeply grounded in the Church's virtue tradition, and designed and operated so as to form students in Catholic virtue.

St. Timothy's is proud to offer a range of extracurricular activities in which students may choose to participate, including academic clubs, drama, and sports offered through Maple Lake Public schools. Students who are not present for a school day are not eligible to participate in extracurriculars on that day. Students who are failing classes may be restricted from participating in extracurriculars, at the discretion of the administration, to allow the student to focus on academic success. The public schools have been emphasizing during-school meets and games for several sports. Parents choosing to let their children participate and miss school should understand that the student is responsible for every assignment missed and their overall attendance pattern should be considered in light of the school's attendance policies (when the student is missing often for other reasons (family trips, etc.) the sum total could be hard to overcome in terms of learning. All school policies apply at extracurricular events (including practices), whether on or off campus.

General School Information

After School Events

When a student participates in a school activity that does not begin immediately after school, it is necessary that parents make arrangements for their children in the interim. Unless specifically arranged for, [SCHOOL] does not supervise children after school. Generally, students should leave school grounds and return at the appropriate time for the event.

Parent Messages for Students

Messages for students regarding a change in plans for the end of the school day (e.g. bussing, pick-up, etc.) should be left at the main office. Please limit messages to your child to urgent matters only, as messages are disruptive to class. Whenever possible, messages regarding the end of the day should be called in at least one hour before the school day ends.

Building Use

Any person or group can request to use the school facility during non-school hours. Requesters will be required to complete an application for use, must certify that their use will not violate our policies or contravene Catholic doctrine, and may require a fee and proof of insurance. Please contact the school office to inquire about building use.

Lost and Found

The school maintains a lost and found for misplaced items. It is located near the office. Please check the lost and found if you are missing an item. St. Timothy's is not responsible for lost items, and the lost and found is periodically cleaned out. Items that remain in the lost and found for more than one month may be discarded.

Directory

A family directory is published each year in the Fall. The directory includes family information (family names and contact information) unless a parent specifically requests to not have that information included.

Photo Release

Throughout the year, there are many occasions to share photos and details about what is happening at our school, through newspaper articles, social media posts, and school communications. We ask families each year to opt in or out of the photo and academic work release. Families who opt out of the release will be noted and their children's photos/academic work will not be published.

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.

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 ● Children 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.)
- Children 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

Accidents/Injuries

If a student is injured at school, our first concern is to care for the student's comfort and safety, followed by contacting the parents. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or to the urgent care center identified by the parents.

Health Records

Health records are required for every student. This includes results of required health exams, screenings, immunizations, and specific health concerns or conditions. Health records are maintained and managed as confidential documents.

Reporting Child Maltreatment

Out of concern for the care of children and to abide by legal requirements, staff and members of the clergy are required to report a suspected case of child maltreatment to the local law enforcement agency or local welfare agency within 24 hours. This must be done if they know or have reason to believe maltreatment is occurring presently or has occurred within the past three

years. If the report is made verbally, a written report must be filed within 72 hours of the verbal report.

Maltreatment is defined by Minnesota Statutes Section 260E.03 and includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, mental injury, and maltreatment of a child in a facility.

POLICIES ON STUDENT RESPONSIBILITIES AND BEHAVIOR

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.

Harassment

St. Timothy's School, in partnership with families, strives to create and maintain a positive learning environment where students are treated with dignity and respect so that they can celebrate and grow in their faith, discover their academic potential, and become concerned, respectful, and responsible young people. This philosophy is the foundation of our harassment policy.

Harassment Definition

Harassment is any unwelcome behavior (verbal, physical, written, or electronic) which has the intention or effect of intimidating, degrading, humiliating, or offending another person, or that interferes with another person's academic performance or participation in school activities. Whether an action constitutes harassment is determined by school administration, and not by the intentions of the accused.

Harassment includes, but is not limited to:

- Bullying: Intimidating, threatening, abusive, or harming conduct that is objectively offensive and: (1) an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- Cyber-Bullying: Bullying performed using technology or other electronic communication.

- Hazing: Any activity undertaken by a student or group of students towards another student or group of students with the purpose of “initiation” into the school, a student organization, a team, or a social group, including but not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a “rite of passage.”
- Physical: Unwelcome physical force or unwanted touch that shames, hurts, alienates, threatens, intimidates, or attacks another person, or stealing, damaging, or destroying another’s property.
- Psychological: Humiliating or abusive behavior that lowers a person’s self-esteem or causes torment or emotional harm.
- Sexual: Includes unwelcome sexual advances, gestures, jokes, comments, actions, or symbols, unwelcome sexual questioning, remarks, or touching, pressuring for sexual activity, displaying sexual images, videos, or sounds, and/or promoting rumors of a sexual nature
- Verbal: Face-to-face or otherwise spoken harassing action, including the use of offensive speech, taunts, name-calling, put-downs, intimidation, slander, and threats of any kind toward another person or group.
- Written: Written statements that taunt, name-call, put down, intimidate, slander, or threaten another person or group.

Procedure

Any student who is a victim or witness of harassment is encouraged to deal with the situation immediately by politely and firmly advising those involved that the behavior is inappropriate and should stop. However, if the individual does not wish to deal with the problem directly, the harassment is severe, or if a request to stop is not respected, the student should report the incident to the principal, or any teacher or staff member.

Teachers and staff members who witness harassment or receive a report of harassment should make reasonable efforts to promptly address the harassment and must inform the principal as soon as possible.

The school will promptly initiate an investigation into any reports of harassment. The investigation may include interviews with the complainant, the alleged harasser, and others who may have knowledge of the alleged incident. The investigation will be conducted in a confidential manner to the extent possible, but confidentiality cannot be guaranteed.

The school may take immediate steps, at its discretion, to protect the victim, complainant, or others pending completion of an investigation of alleged harassment.

The school will determine, based on the preponderance of the evidence (“more likely than not”), whether the alleged conduct occurred and was a violation of this policy, and if so will take

appropriate disciplinary action. If appropriate, an investigative report documenting interviews, conclusions, and outcomes will be completed. The complainant, victim, alleged harasser, and their parents, will be informed of the outcome of the investigation, to the extent permitted by law. However, the school may not disclose private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school.

No Retaliation

Retaliation of any form against any person making a good faith report of harassment or participating in an investigation regarding harassment will not be tolerated.

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

Lunchroom Rules

All students should respect the right of all students to eat lunch in a quiet, relaxing atmosphere. The Minnesota Department of Health has some requirements for our school in addition to our own guidelines.

There should be no:

- Throwing food
- Taking food from another student's lunch tray
- Sharing of food
- Moving from table to table
- Running in the lunchroom

Additional lunchroom rules:

- Inside voices only
- Sit in the first seat you sit in
- Line up when called
- Do not touch the serving line table
- Microwave usage is for Middle School students only

Consequences:

1.Verbal warning
2.Sit at table by yourself
3.Lunch detention in the office
4.Conference with parent

Recess Expectations

Students SHOULD:

1. Play in full view of playground supervisors and in designated areas. (not behind building, for example)
2. Stay on school property. (Need to define school property boundaries)
3. Play fairly.
4. Use equipment in a safe, appropriate manner and in the manner it is intended for (e.g. swings...no twisting, going sideways).
5. When using the climbing equipment, students should not be on top of the monkey bars or other highest areas.
6. Students must follow guidelines for what to wear.
7. Students should line up immediately at their classroom doors when the bell rings or whistle blows.
8. If an injury occurs, students should tell supervisors immediately.
9. Students may not leave the playground and reenter the building without the permission of the playground supervisor.
10. Use balls, etc. on grassy areas only; not near the building, windows or in rocky areas. 11. During winter, students can only play on the Snow Hill when an adult is directly supervising the area. *Added from Snow Hill rules

Students SHOULD NOT:

1. Play beyond the kickball field or in the area behind Mary statue.
2. No pushing, tackling, wrestling, or rough play.
3. No throwing objects (rocks, snow, etc.).
4. Play in the bushes or landscaped areas.

Morning Recess (before school begins)

1. Students may not play in the parking lot or basketball area, as cars and buses are coming in.
2. Students should not arrive prior to 7:40, when supervision is available.

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

C = Caring *+Being kind with words and actions*
(RED) *+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 *+Telling the truth*
(ORANGE) *+Returning items that belong to someone else*
+Following rules
+Playing fairly

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

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

S = Self *+Keeping calm*
Control *+Thinking before acting*
(BLUE) *+Taking turns and waiting patiently*
+Recognizing personal boundaries

T = Teachable *+Being a team player*
(PURPLE) *+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
● Incomplete homework ● Unprepared for class ● Not following hall rules ● Uniform violations ● Not following lunchroom rules ● Not following playground rules ● Not following classroom rules ● Teasing/name calling ● Not following bathroom rules ● Disrespecting adults ● Use of inappropriate language ** 3 misconducts in of the same offense will result in detention*	● Verbal/written threats ● Causing physical harm ● Property damage ● Possession of weapons ● Possession/sharing of inappropriate materials ● Theft ● Physical fighting ● Use of profane language ● Vandalism ● Cheating/plagiarism ** Any misconduct requiring the involvement of law enforcement will result in a minimum of suspension or expulsion*

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. In rare cases (grave violations), the student will be required to have an after-school detention with the principal.

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. For students accumulating several detentions (more than 3 or egregious violations of right vs. wrong), the detentions will be moved up to Principal's detentions after which 3 of those and a lack of progress from the student's behavioral contract, the student will progress to the detrimental conduct stage of the disciplinary policy–see below–and will be subject to the suspension or expulsion clauses contained there-in.

Second thru 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

Misconduct Report

Student Name:

Person Reporting:

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Expectation (CHRIST-like Behavior)	Minor Misconduct	Major Misconduct
C = Caring **H = Honesty** **R = Respect** **I = Integrity** **S = Self-Control** **T = Teachable**	❑ Not following bathroom rules ❑ Not following classroom rules ❑ Not following hall rules ❑ Not following lunchroom rules ❑ Not following playground rules ❑ Disrespecting adults ❑ Teasing/name calling ❑ Incomplete homework ❑ Unprepared for class ❑ Uniform violations ❑ Use of inappropriate language ❑ Other:	❑ Causing physical harm ❑ Cheating/plagiarism ❑ Physical fighting ❑ Possession of weapons ❑ Possession/sharing of inappropriate materials ❑ Property damage ❑ Theft ❑ Use of profane language ❑ Vandalism ❑ Verbal/written threats ❑ Other:

Location	Minor Consequence	Comments
❑ Classroom ❑ Hallway ❑ Comp. Lab/Library ❑ Lunchroom/Gym ❑ Bathroom ❑ Playground ❑ Church ❑ Parking Lot ❑ Other:	❑ Verbal warning ❑ Individual classroom consequences as determined by teacher ❑ Removal from classroom ❑ Loss of privileges ❑ Behavior reflection ❑ Lunch Detention ❑ Conference ❑ Phone call/email to parents/guardians Major Consequences ❑ Detention ❑ In-school suspension ❑ Out-of-school suspension ❑ Expulsion	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.

Behavior On & Off Campus

The school may impose discipline for student misconduct on school grounds, at school functions or activities, or on school transportation. Discipline may also be imposed on any student whose misconduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Weapons/Dangerous Items

The school strictly prohibits the unauthorized carrying or possession of weapons on its premises. For the purpose of this policy, the term "weapon" shall include, but not be limited to, firearms, ammunition, knives, explosives, or any device, material, or substance that is used for, or readily capable of, causing death or serious injury or any other object that can reasonably be considered a weapon (including replicas).

Any student violating this policy will be subject to discipline, up to and including detention, suspension, and/or expulsion. Local law enforcement may be contacted.

Drug Use Policy

The use, possession, sale, purchase, transfer, or being under the influence of tobacco, nicotine, alcohol, mood altering chemicals, or any other illegal or controlled substance by students on school grounds, or at any school event is strictly prohibited.

When it is determined that a student has violated this policy, the following actions may be taken:

- Parents notified
- Law enforcement officials notified
- Required drug screening at a facility approved by the school, with results of the screening shared with the school
- Chemical use evaluation
- Referral to an outside agency for treatment/counseling options
- Detention/suspension/expulsion
- Parent-student conference with the principal required before the student can resume attendance at school

Theft, Vandalism, Destruction of Property

Theft, vandalism, or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment, or property.

Property Searches

St. Timothy's is committed to maintaining a safe learning environment. To help ensure the safety of students and compliance with school policies, the school reserves the right to inspect and search student lockers, desks, and any other school property provided for student use (including electronics) at any time, with or without notice, to ensure compliance with school policies. The school reserves the right to search students' personal property, including backpacks, purses, other containers, and electronics, when there is reasonable suspicion that the search will uncover evidence of a violation of school rules or laws. Students should not expect privacy for personal belongings brought onto school premises.

Dress Code and Personal Appearance

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), khaki skirt/skort (2-pleats), plaid skirt or plaid jumper, navy leggings, white or navy tights, short or knee-high white or navy socks. Navy sweater or navy school sweatshirt can be worn. If wearing socks, shorts must be worn underneath skirt/jumper. *Dress or gym shoe *No dress boots of any kind can be worn

  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. ● **Jewelry** - No facial jewelry allowed with **the exception of studded earrings for girls' only. No dangling earrings (definition of dangling is over ⅓ inch long)**. Necklaces may be worn underneath a uniform top.
- **Hair** - Hair styles should be appropriate and not distracting. No unnatural hair colors allowed. ● Long-artificial Nails are prohibited due to the danger in PE and the difficulty in learning keyboarding.
- 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 only be used during September all the way up to MEA so long as the weather does not drop below 45 degrees and May (and before May if we have above 70 degree weather in April).

- Navy blue cotton twill uniform walking shorts may replace pants.
    - Boys: Should be Navy Blue cotton twill uniform walking shorts may be worn instead of pants. Note that Pants are still required for Mass Days. Students may bring shorts to change into after Mass.
    - Girls: May wear navy blue cotton shorts underneath skirts or jumpers instead of pants.
- 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: Teachers will decide on hats and gloves depending on wind chill (boots required if muddy or snow is present).
- 50-59 degrees: Jacket or sweatshirt are required if the teacher says so.
- 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.

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.

Hot Lunch and Breakfast

St. Timothy's School offers breakfast & lunch under the School Breakfast Program (SBP) and the National School Lunch Program (NSLP).

Kindergarten Milk: Free through MN Kindergarten Milk Program
Student Breakfast: Free through MN Free Meals for Kids Program
Student Lunch: Free through MN Free Meals for Kids Program
PreK Student Breakfast: $2.50 each purchase, charged daily to the family meal account.
PreK Student Lunch: $3.25 each purchase, charged daily to the family meal account.
Morning Milk/Juice: $0.60 each purchase charged daily to the family meal account. Milk Only: $0.60 each purchase charged daily to the family meal account. Extra Entrée: $2.50 each purchase charged daily to the family meal account. Guest Breakfast: $3.50 each
Guest Lunch: $5.25 each

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 $5.25 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: School Office 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.

Family Meal Accounts & Payments

For those families who will be writing a check for their student(s) meals, please make the check payable to: St. Timothy's School and write "Lunch money" in the memo line. Maintaining a positive balance in your family meal account is a MUST! Family meal account activity and/or balances can be viewed in your family's Sycamore account. *Email reminders will be sent daily if the family meal account balance is $15.00 or less.*

St. Timothy's School and USDA are committed to 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..
5. 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 1-4 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 on the same day.
3. The purchase of an extra entrée is available at lunch time for Grades 1-8. The cost is $2.50 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 the school office. 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 in the office 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 $2.50 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.

GENERAL POLICIES

Student property

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

Photos

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

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

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 the 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.

Field trip participants travel by bus. Chaperones may also ride on the bus if there is seating available.

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

Parent Organizations & Fundraising (HSA)

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. We ask that each family volunteer at least 12 hours per year, including helping at the Auction, to ensure the success of our fundraisers.

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 Ashley Sypnieski Vice President Andrea Smith

Secretary Lauren Becker Mentor Program Coordinator Ashley Sypnieski

VOLUNTEER POLICIES

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

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

Celebrate your child's birthday in a special way by joining our Birthday Book Club! For a donation of $15.00 to the library (covers the cost of a new library book) your child will receive the following during their birthday month:

- Their choice of book from our special selection of new picture books, chapter books, and non-fiction books in which to place a special name plate honoring their birthday. ● Their picture will be taken with the new library book and displayed on our Birthday Book Club bulletin board.
- Your child will be the first to check out the new library book. Once it is returned, it will be placed into our library collection for others to enjoy!

If you prefer, a single book can be purchased to celebrate all birthdays in your family. A form will be available to sign up.

Guiding Principles Concerning Human Sexuality and Sexual Identity

St. Timothy's is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Our school provides an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. St. Timothy's will relate to each student in a way that is respectful and consistent with each student's God-given sexual identity and biological sex.

GUIDING PRINCIPLES CONCERNING HUMAN SEXUALITY AND SEXUAL IDENTITY FOR CATHOLIC SCHOOLS GUIDING PRINCIPLES FOR CATHOLIC SCHOOLS AND RELIGIOUS EDUCATION CONCERNING HUMAN SEXUALITY AND SEXUAL IDENTITY

Purpose: The Catholic school is committed to providing a safe environment that allows students to flourish academically, physically, and spiritually. Catholic schools are obliged to provide an education and resources consistent with Catholic teaching. The starting point for Catholic education is a deeply held understanding that affirms the God-given irrevocable dignity of every human person. Catholic teaching permeates and shapes the ethos of Catholic schools. Informed by Catholic teaching, these Guiding Principles shall inform the creation of policies, handbooks, statements, employee agreements, training for employees, and the approach to accompaniment in the Catholic schools of the Diocese of St. Paul Minneapolis that the immeasurable dignity of every child is protected and respected, particularly as it relates to foundational beliefs of the Catholic Church:

• God created each person's body and soul “in His own image, in the image of God he created them; male and female he created them” (Gen. 1:27). The dignity of each person and the source of his or her most important identity is found in this creation in the image and likeness of God (CCC §364).

• God uses the body to reveal to each person his or her sexual identity as male or female. A person’s embrace of his or her God-given sexual identity is an essential part of living a fulfilled relationship with God, with oneself, and with each other (Laudato Si §155).

• The harmonious integration of a person’s sexual identity with his or her sex is an expression of the inner unity and reality of the human person made body and soul in the image and likeness of God (CCC §364-65).

• The physical, moral, and spiritual differences between men and women are equal and complementary. The flourishing of family life and society depends in part on how this complementarity and equality are lived out (CCC §2333-34).

• All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love (Deus Caritas Est §20).

APPLICATION OF GUIDING PRINCIPLES The aforementioned Guiding Principles are practically applied in Catholic schools. Catholic schools in the Diocese of St. Paul Minneapolis will relate to each student in a way that is respectful of and consistent with each student’s God-given sexual identity and biological sex. To thisend, below are some examples of how these Guiding Principles apply to organizations that teach children and youth in the name of the Catholic Church in the Diocese of St. Paul Minneapolis.

DEFINITIONS

1. Sex refers to a person’s biological identification as male or female based upon physical characteristics present at birth.
2. Sexual identity refers to a person’s identity as male or female that is congruent with one’s sex.
3. Sexual binary refers to the God-given gift of the human family created male or female in the image and likeness of God.
4. Transgender or gender non-conforming is an adjective describing a person who perceives his or her sexual identity to be different from his or her sex and publicly presents himself or herself as the opposite sex or outside the sexual binary. Such public expressions that are intended to communicate a sexual identity different from one’s sex include, but are not limited to, utilizing pronouns of the opposite sex, changing one’s name to reflect the cultural norms of the opposite sex, wearing a uniform designated for the opposite sex, and undergoing surgery to change the appearance of one’s reproductive or sexual anatomy.

FINANCIAL POLICIES

Tuition Policy

Kindergarten through Grade 8 tuition for the 2026-2027 school year is $4,200 for one student, $8,300 for 2 students, $10,800 for 3 students and $600 for each additional student (plus technology fee listed below).

The technology fee will be $50 per child in grades K-4 with a limit of $150 per family. Our 5th- 8th grade students will have a $100 per child technology fee, which includes an insurance fee that is required. 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: Online payments through Sycamore, cash, or check – the full amount may be paid prior to September 2, 2025, or payments can be made. Tuition must be paid in full by June 15, 2026. Please make all checks payable to St. Timothy's School.

BILLING AND TUITION MANAGEMENT

Sycamore - for Tuition and Fees

We have partnered with Sycamore to provide another way to pay tuition online. 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.

Payments may also be made for all accounts by cash or check to the school office.

FINANCIAL ASSISTANCE THROUGH TADS

Applications for financial assistance are available online at 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. (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 the principal 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.

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.

Background Check Requirements

School policy requires that all employees and volunteers, as well as any vendor who interacts with students, must successfully undergo a background check, complete safe environment training, and sign a Code of Conduct before beginning employment, volunteering, or providing services. This is also an ongoing requirement, must be completed at least once every three years.

Asbestos Disclaimer

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), [SCHOOL] has an Asbestos Management Plan in place to monitor and address asbestos-containing materials (ACM) within the school. ACM have been identified in the following areas [SPECIFIC AREAS]. These materials are in good condition, and are regularly inspected as part of our ongoing management plan to ensure they pose no risk to the health and safety of students, staff, and visitors.

The Asbestos Management Plan, which includes inspection reports and response actions, is available for review in the school office during normal business hours. For questions or further information, please contact Jim Grogan, Principal at principal@stimml.org

Leadership and Governance

Head of School

The principal is the head of the school and is responsible for day-to-day operations and management of the school and its activities. The principal has decision-making authority on all matters related to students, staff, facilities, curriculum, textbooks, athletics, discipline, health and safety, and extracurricular activities.

School Structure

St. Timothy's is a parish school. This means that we are an integrated mission of the Church of St. Timothy's, and the school does not have a separate corporate identity. **Pastor**

The pastor is responsible for governing the school, providing high level oversight of all school operations and ensuring the Catholic identity of the school now and well into the future. Daily management and decision-making authority are generally delegated to the principal; however, the pastor remains the final authority on all school matters. Parish councils provide consultative support for the pastor in his role governing the school.

Parent Involvement, Roles, and Responsibilities

Parents are the primary educators of their children. Parents possess the right and obligation of educating their children and selecting a school that best matches their vision for their child's flourishing. Parents are invited to cooperate closely with teachers in the growth and maturation of their child's total development.

Parent/Guardian

For purposes of this handbook, the term parent includes both parents and legal guardians of a child.

Parent Conduct

Our school community is a special place, rich with opportunities for learning, growth, and belonging. It takes all members of our community, working together, to maintain our strong school environment. We expect all parents of our students to commit to support the faith, support the school, be respectful and positive, and follow school policies. Parents sign a partnership agreement which further details these expectations.

If the partnership is no longer viable in the principal's opinion, the school reserves the right to ban the parent from school grounds/events, require the parent to unenroll their child, or to not accept registration for the next school year.

Non-Custodial Parents

It is the school's policy to comply with federal and state laws regarding parental rights. If a court order exists which limits a parent's access to a student or to student or school information, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the absence of a court order to the contrary, the school will provide a non-custodial parent with access to records and other school-related information regarding the child upon request.
If a legal document is on file for a student limiting non-custodial access to the child, but arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent must inform the school.

Volunteer Policies

Our school functions better through the efforts of many volunteers, and we are so grateful for parents who volunteer their time and talent to help make our school a special place! There are many opportunities throughout the year to volunteer.

Confidentiality

Volunteers at St. Timothy's School] are expected to treat student matters that they happen to observe or be involved in confidentiality, to refer all discipline matters to school employees, to follow all applicable employee policies while serving as a volunteer.

Safety Requirements

All volunteers at our school must follow the Archdiocesan requirements for school volunteers. This includes undergoing a background check, completing safe environment training, and signing a Code of Conduct, every three years. All volunteers are also required to complete the Reporting Suspected Child Abuse training module.

Please contact the main office for more information on volunteer safety requirements.

Information about scheduled training in the VIRTUS Protecting God's Children program will be provided when sessions are scheduled.

Family Grievance Policy

As we work together in partnership to educate children, difficulties and differences of opinion and approach inevitably arise due to human nature. When concerns or conflicts arise, all members of our community are expected to work together in good faith to find solutions.

Whenever possible, concerns should be raised first with the person with whom you have a concern or complaint, to try to come to an understanding or mutually agreeable resolution. Only after this has been attempted and is unsuccessful, should concerns be brought to the principal. Note: if at any time concerns exist regarding student safety or mistreatment, such concerns should be immediately brought to the principal's attention.

When a concern is brought to the principal in accordance with this policy, the principal will determine appropriate action, which may include but is not limited to mediating a conversation between the parties, proposing a resolution, or investigating the issue.

Throughout the process, all parties are expected to remain respectful, professional, and to act in good faith. While parents of course may discuss the situation at home, they should remember that their child must still function within the school setting and that these conversations can undermine the administrator's and teacher's authority to do their jobs. Just as the teacher or administrator is responsible to respect the child and parents even when difficulties arise, the parents are responsible to see that the problems do not affect the child's respect for the position of the teacher or the administrator.

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 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. ● 49 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.

St. Timothy's School Advisory Board 2026-2027

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

Pastor
Father John Meyer
frmeyer@churchofsttimothy.org

Parochial Vicar
Father Kevin Magner
frmagner@churchofsttimothy.org

Principal
Jim Grogan
principal@stimml.org

President
Term Renewal:
Bob Donnett
bdonnett@gmail.com

Vice President
Term Renewal: 2025
Jeff Gendreau
bdonnett@gmail.com

Term Renewal:
Alyssa Lang

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Secretary
Term Renewal:
Carol Tongen

Board Member
Term Renewal:
Melissa Carriveau

Parish Office
parishoffice@churchofsttimothy.org
320-963-3726
8 Oak Ave. N.
Maple Lake, MN 55358

Parish School
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.

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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.

ST. TIMOTHY'S SCHOOL STAFF 2024-2025

Pastor/Superintendent	Father John Meyer	frmeyer@churchofsttimothy.org
Principal	Jim Grogan	principal@stimml.org
Office Staff	Mrs. Lori Meyer/Mrs.Tana Caouette	schooloffice@stimml.org
Preschool Coordinator	Mrs. Alicia Christenson	achristenson@stimml.org
Preschool Teacher	Ms. Amanda West	awest@stimml.org
Lunchroom/Saint's Club Asst.	Mrs. Leslie Sandretzky	lsandretzky@stimml.org
Preschool Assistant	Ms. Audrey O'Konek	aokonek@stimml.org
Preschool Assistant	Ms. Mary Grace Gendreau	mggendreau@stimml.org
Kindergarten	Mrs.Jennifer Weinkauf	jweinkauf@stimml.org
Grade 1	Mrs. Peggy Marquette	pmarquette@stimml.org
Grade 2	Ms. Alexa Smith	asmith@stimml.org
Grade 3	Mrs. Kristine Kolles	kkolles@stimml.org
Grade 4	Mrs. Carrie Wirkus	cwirkus@stimml.org
Grade 5	Ms. Peyton Tongen	ptongen@stimml.org
Grade 6	Mrs. Chris Paumen	cpaumen@stimml.org
Grade 7	Mrs. Amanda Steichen	asteichen@stimml.org
Grade 8	Mrs. Theresa Heimkes	theimkes@stimml.org
Music	Mrs. Stephanie Sopkowiak	ssopkowiak@stimml.org
Physical Education	Mr. Steve Ketter	sketter@stimml.org
Art	Mrs. Gretchen Strouss	gstrouss@stimml.org
Head Cook	Ms. Sarah Schlosser	fsm@stimml.org
Assistant Cook	Mrs. Mary Austad	
Assistant Cook	Mrs. Kim Johnson	
Cleaners	Ms. Andrea McBrady/Mrs. Mary Loomis	
Saints Club	Saints Club	saintsclub@stimml.org
Summer Saints	Summer Saints	summersaints@stimml.org

COMPUTER USE & TECHNOLOGY POLICIES

St. Timothy's School Acceptable Use Policy 2nd - 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.

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 believe that the valuable information and interaction available on the Internet sometimes outweighs the possibility that students may procure material that is not consistent with the educational goals of our school community. However, we're realizing that that value comes in more limited and unexpected forms than we have heretofore thought. We now realize that ANY time a Chromebook is placed in front of someone, the temptation to wander (even if the content is not blatantly unacceptable) is too hard to resist and is a drag on learning. We are no longer assigning Chromebooks for Middle School use. We are going back to the textbooks for Math and to paper and hard copy dictionaries for Literature/English class. In the spirit of the statement above recognizing the benefit of some internet and Chromebook activities, (especially in Science and Math and enrichment), these computer use and technology policies are still very much in play (students will still have their own Chromebooks in grades 2nd-8th grades (lower grades share with other students in other grades) that they will use in the classroom only):

Technology and Acceptable Use Policy

St. Timothy's School sometimes offers students access to the internet and other technology resources, in certain cases where this is the best way to access or process information. Our school is committed to improving students' educational experience and only using technology when it truly enhances their experience. Student use of technology is a privilege and must be consistent with the school's mission and values. Using digital tools correctly and responsibly is very important. All student policies, including this policy, apply to all students using school technology resources, including computers, tablets, and the internet.

Given the well-documented risks of internet-capable devices, the school maintains a responsibility as an educational institution to teach students how to become discerning users of the internet and Smart Devices to bring about God's glory and is taking steps to minimize these risks. We believe the best way to prepare children to flourish in a digital world is to teach them the intellectual and moral virtues, skills, and habits that our children need to have so that they can use digital tools in a way that makes them more human, not less.

Parents are encouraged to discuss this policy with their children and to monitor their technology use at home. Ensuring that students understand and adhere to these guidelines is a shared responsibility between the school and families.

Violations of this policy may result in disciplinary action, including but not limited to loss of technology privileges, detention, suspension, or expulsion.

General Guidelines

- Educational Use: Technology must be used to support learning and adhere to Catholic values. Students must follow all school policies when using technology, including appropriate language and respectful communication.
- Behavior: Users are expected to act respectfully, responsibly, ethically, morally, and legally. Respect for others is paramount.
- Internet Safety: Filtering software may be installed to block inappropriate content. Users must report access to inappropriate sites immediately.
- Equipment Care: Treat all technology equipment with respect. No food or drink near devices.
- Supervision: When possible, staff will supervise student use of technology to ensure it is appropriate for their age and aligned with educational goals.
- Personal Information: Do not share personal addresses, passwords, or phone numbers.
- Privacy: Users have no expectation of privacy in their use of school technology. The school reserves the right to monitor and review all technology use to ensure compliance with this policy or in conjunction with any disciplinary matter or investigation.

Unacceptable Uses

- Illegal or Unethical Behavior: Engaging in activities that are illegal or violate school policies.
- Inappropriate Content: Accessing, downloading, or distributing material that is inappropriate, offensive, or immoral.
- Off-Task Use: Using technology for non-educational purposes during instructional time.
- Inappropriate Communication: Sending or receiving messages that are harassing, threatening, obscene, or that use offensive language.
- Plagiarism and Cheating: Using others' work without proper attribution or engaging in academic dishonesty.
- Unauthorized Access: Attempting to access restricted areas or other users' accounts.
- Tampering, Security: Disabling filtering software, altering device settings, or installing unauthorized software. Attempting to bypass or undermine network security measures, including unauthorized access to restricted areas of the network, the introduction of malware, and other activities that could compromise network integrity.
- Privacy and Misuse Violations: Sharing personal information or accessing others' information without permission or using another person's password or device.
- Misuse of Resources: Misusing or damaging technology resources. This includes physical damage to devices and tampering with software or hardware configurations.
- Personalization: Altering school devices without explicit permission from staff.
- Harassment: Using technology to harass, bully, or mistreat others.
- Commercial Use: Using school technology for commercial or political purposes.
- Malware: Introducing or spreading viruses or other malicious software.

- Copyright Infringement: Copying or distributing copyrighted material without permission.
- Violations: Engaging in activities that violate laws or school policies.
- Encouraging Misconduct: Helping others violate these guidelines.

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.

St. Timothy Catholic School Chromebook
Contract for 5th - 8th Grade Students
2026-2027

I have received a copy of the St. Timothy School Chromebook Contract for the 2026-2027 school year. I have reviewed the information and expectations in the contract and understand that the contract contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their responsibilities and behaviors as listed in the contract. Failure to abide by these responsibilities and behavior expectations may result in the consequences outlined in the contract.

I am aware that the St. Timothy Catholic School reserves the right at any time to amend or add to the policies, rules, and regulations contained in this contract and to make such changes applicable to current as well as new students when the situation dictates.

I have read the **Chromebook Agreement Code of Conduct** and the **Acceptable Use Policy** and agree with their stated conditions. Questions and/or accommodations regarding this policy must be directed to the principal or technology Coordinator.

_____ (Initial) Students/Parents will be held financially responsible for any damage to Chromebooks and accessories from irresponsible use or purposeful negligence.

_____(Initial) Parents understand a $25 fee (included in tech fee), needs to be paid to the school **before** a chromebook can be used by their child. This will be used for the purchase of Chromebooks for the students to use during the school day and for all subscriptions for software used during the course of instruction.

Date: _____

Print Name of Student: _____

Student Homeroom: _____

Signature of Student: _____

Print Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

TECHNOLOGY USE PARENT AGREEMENT

Grades 2nd-4th grade

2026-2027

Dear Parents/Guardians,

The purpose of the agreement is to outline the rules for using computers, laptops, chromebooks, ipads, the local area network and the internet at St. Timothy' School. To gain access to the Internet, all students and parents must sign and return this form to their homeroom teacher. 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's 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's School believes that the students may procure material that is not consistent with the educational goals of our school community.

For Students:

As a part of my schoolwork, my school gives me the use of computers and storage space on the server for my work. My behavior and language should follow the same rules I follow in my class and in my school. To help myself and others, I agree to the following promises:

1. I will use the computers only to do school work, as explained to me by my teacher and not for any other reason. I will not use a school computer for personal or illegal purposes

2. I will use the internet only in ways the teacher has approved.

3. I will not give my password to anyone else, and I will not ask for or use anyone else's password.

4. I will not put on the computer my address or telephone number, or any other personal information about myself or anyone else.

5. I will not upload, link, or embed an image of myself or others to nonsecured public sites.

6. I will not use games or other electronic resources that have objectionable content or that engage me in a n inappropriate simulated activity.

7. I will be polite and considerate when I use the computer. I will not use it to annoy, be mean to, frighten, tease, or poke fun at anyone. I will not use swear words or other rude language.

8. I will not use the computer to bully or threaten anyone, including teachers, schoolmates or other children.

9. I will not try to see, send, or upload anything that says and or shows bad or mean things about anyone's race, religion or gender.

10. I will not damage the computer or anyone else's work.

11. I will not break copyright rules or take credit for anyone else's work.

12. If I have or see a problem, I will not try to fix it myself but I will tell the teacher. If the problem is an inappropriate image I will turn off the monitor and then seek help.

13. I will not block or interfere with school or school system communications.

14. My computer use is not private; my teacher may look at my work to be sure that I am following these rules, and if I am not, there will be consequences which may include not being able to use the computer.

15. I know that the conduct that is forbidden in school is also forbidden when I use computers outside of school if it interferes with other students' education. If I break the rules there will be consequences in school, Including the loss of computer privileges.

PLEASE COMPLETE AND RETURN TO SCHOOL

I understand the policy for 2nd-4th device use and internet usage.
(All 2nd-4th grade students can be listed together on this contract.)

We have read and discussed the Acceptable Use Policy for St. Timothy's School.

Print student(s) name: _____

_____

_____

_____

Parent Signature: _____

Date: _____

Covenant Agreement between Parents/Guardians and CATHOLIC SCHOOL

Our Catholic school community is a special place, rich with opportunities for learning, growth and belonging. It takes all members of our community, working together, to maintain our strong school culture and enriching environment. With this in mind, we expect all parents/guardians of our students to commit to the following:

- **Support the faith.** In words and actions, support Catholic education and respect the authentic teachings of the Catholic Church.

- **Support the school.** Act in partnership with administration, faculty and staff. Respect and follow decisions reached by the school, even if you disagree with them.
- **Support the student.** Embrace your role as primary educator of your child(ren) and work in partnership with our school for their educational development and spiritual well-being, supporting their growth in academics, virtue, apostolic discernment and the spiritual life.
- **Be respectful.** Communicate respectfully, kindly and truthfully with fellow members of the school community, including administration, faculty, staff, students and other families of students. We are all made in the image and likeness of God, and should be treated in a dignified manner. Refrain from gossip. Address complaints or disagreements privately, without unnecessarily publicizing them or involving others.

- **Be positive.** Value and build up the reputation of the school and members of the school community, helping to create a positive academic, social and spiritual environment for everyone.

- **Follow school policies.** Know and adhere to all school policies as outlined in the Student-Parent Handbook.

Consequences for not upholding these commitments may include, without limitation, verbal or written warnings, removal or bans from school grounds, or mandatory withdrawal of children from enrollment.

Commitment and Agreement
By checking the box below, I commit to the standards outlined above, and agree that if I fail to uphold my commitments, the school may take the steps outlined above. My commitment and agreement will remain in effect as long as my child, or children, are enrolled at the school.

[Checkbox]

St. Timothy’s School

Code of Conduct

I, _____, (*print student name)* understand that my behaviors affect the entire classroom and school community. As a student of St. Timothy's School, I will strive to be a positive member of my school community and display CHRIST-like behavior.

I, _____, (*print parent/guardian name)* understand that the success of my child will come from school, parents, and students working together to achieve success. As a parent I will:

- ➔ Show respect and support my child, the teachers and the school
- ➔ Support the school’s and teacher’s discipline policy
- ➔ Stay informed by reading school communications
    - ➔ Read and review the St. Timothy’s School Parent/Student Handbook with my child.

I, _____, *(print homeroom teacher name)* pledge to my students and the parents of our school community to do the following:

- ➔ Show respect for each child and family
- ➔ Provide a safe environment that is conducive to learning
- ➔ Enforce school and classroom rules fairly and consistently
- ➔ Demonstrate professional behavior and a positive attitude

I have read the St. Timothy’s School Discipline Policy and Parent/Student handbook and I understand the consequences explained in the policies.

Signature of Parent/Guardian _____ Date: _____ Signature of

Student _____ Date: _____

Signature of Teacher _____ Date: _____