



PARENT / STUDENT HANDBOOK

Grades 1-8

INTRODUCTION

We welcome you to the Timmerman School. You will find our school to be a warm and friendly place, where faculty and administration are eager to help your child learn, grow, and progress. The purpose of this handbook is to acquaint students, parents, and faculty with the working details of the school. We hope that you will become familiar with the contents and will keep it for ready reference. We are anxious to please you. We will be happy to have you come by the office and talk with us if the need arises. Communication is a wonderful activity - try it!

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

STATEMENT OF EDUCATIONAL PHILOSOPHY

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

ACCREDITATION

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

SCHOOL HOURS

2-year-old Program	8:00 am – 5:30 pm
3 and 4-year-old Pre-School	8:30 am - 12:00 pm
5-year-old Kindergarten	8:00 am - 2:30 pm
1 st Grade	8:00 am - 2:30 pm
2 nd - 8 th Grades	8:00 am - 2:45 pm
Extended Care	7:30 am - 6:00 pm
Early Arrival (K3-8 th)	7:15 am – 7:30 am (\$3 per day)
Early Arrival (2-year-olds)	7:30 am – 8:00 am (\$2 per day)
Late Pickup (2-year olds)	5:30 pm – 6:00 pm (\$2 per day)

Arrival & Dismissal

Carpool drop-off for grades 1-8 in the main building is only under the drive through carport. Do not drop-off at the Commons Room at any time. A patrol will walk your young 1st or 2nd grader to the Commons for early morning care. To drop off a child in rooms 1-9, the parent must either park and walk the child to the class or drive under the awning where the patrol and teacher on duty will retrieve the child. Students in grades 1 - 5 who arrive at school before 8:00 in the morning must report to the Commons Lunch Room. 7:15-7:30 drop off is in Room 2. There is a \$3.00 per day charge made payable to the teacher who is in charge. School personnel will not be responsible for the supervision of students that arrive before 7:30 am. Students must be in class by the designated start time each day. Also, grades 2-8 who are not picked up by 3:05 pm will be placed in extended care and the appropriate charges will be the responsibility of the parents.

Traffic Flow

Please do not enter from Atascadero! Use Springhill to Woodmere to enter our campus. The best time to drop-off a child in the morning is between 7:30 am and 7:50 am. When picking up your child, please place your child's provided name card in the front windshield of your vehicle in the carpool line. Also, if someone other than the parent is to pick up the child,

please send a note or call the school office. Authorized pick-up is required!

CLASSROOM VISITATION POLICY

We encourage communication between the teacher and the parents and are happy to have parents share in their child's educational progress; however, teachers are busy with early morning work and duties, so please do not try to "meet" with your child's teacher in the morning without an appointment. Parents of students in grades 1-8 should not unpack or pack-up for your child after the first week of school. This is your child's responsibility! Children must learn responsibility and unless they are given the opportunity to do it themselves, they will not learn how to help themselves.

In order to ensure the safety of all students, all visitors must check-in at the main office with the school's administrative assistants where a building pass will be issued. No unauthorized persons may be in the building. All exterior doors will be locked during regular school hours. Parents who would like to meet with faculty must schedule in advance. Please contact your child's teacher for arrangements.

EARLY PICK-UP

Should you find it necessary to take your child out of school during the school day, please send a note to the child's teacher that morning. Parents must come to the school office to sign-out and pick up their child.

ACADEMIC REGULATIONS

The administration reserves the right to refuse to re-register any student who has failed two or more subjects in any one academic year, irrespective of summer school. An accredited summer school program may be acceptable to reinstate a student if the administration so deems. Also, the administration may recommend that a child repeat a grade.

SCHOLARSHIP

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

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

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

Grading Scale:

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

Grade Reports / TeacherEase: All grade reports for K5 – 8th may be checked on TeacherEase at www.teacherease.com. TeacherEase is web-based gradebook application that allows teachers to enter all grades in all subjects in an effort to continuously communicate with parents. Parents are encouraged to check TeacherEase daily during the academic school year for updates on their child's progress in each subject. By doing so, the parent may be proactive in keeping up with their child's grades and securing academic help when the need arises.

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

Homework is given to pupils with these purposes in mind:

1. To reinforce concepts
2. To relate school learning to out of school interest
3. To bring home and school closer together

4. To help pupils develop independent work study habits and self-reliance in their work.

Parents can assist their children with homework by:

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

Homework Detention: Each Thursday, a monitored homework detention will be held in a designated classroom. Students who miss homework assignments each week will signed in to this detention. Students with missing assignments will be given the opportunity to complete these assignments erasing the zeroes and replacing with an appropriate grade.

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

GENERAL POLICIES

Tuition: Tuition may be paid in full at the beginning of the year or on a monthly basis. Tuition is due on the first day of each month beginning in June. Delinquent accounts (30 days) are subject to student suspension or dismissal at the discretion of administration. All returned checks will be turned over to **Payalliance** for collection. **Tests or exams will not be administered and records of any kind will not be issued until accounts are paid in full.** Timmerman School accepts cash, checks and most credit and debit cards. We are not a collection agency! We are in the business of educating children and can ill afford to spend our time collecting funds due. This system will be strictly enforced.

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

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

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

Care of Books: We encourage students to keep their books clean and unmarked. Should they be lost or abused to the degree of being unsatisfactory, a fee will be charged for the replacement of the books. No exams will be administered nor report cards issued to any student who has lost or damaged a book until reparations are made. Textbooks are increasing in cost every year and it is a requirement that all hardback texts be covered from grades 3-8. **PARENTS SHOULD ENCOURAGE CHILDREN TO BE RESPONSIBLE FOR ALL BOOKS.**

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

DRESS CODE

Timmerman students in 1st - 8th grades will wear the approved Timmerman School uniform Monday, Tuesday, Thursday, and Friday. We have contracted with Lands' End for our school uniform needs. You may shop online through the school website at www.timmermanschool.org. Wednesday is a non-uniform dress day; however, students must still adhere to the dress code.

Please adhere to these regulations:

HAIR:

Boys (all ages) -- Hair must be kept short at all times; front of hair must be neatly trimmed (no sling hairstyles), no ponytails, no rat tails, no Mohawks, no dreadlocks, no bizarre hair treatments including dyes, and no designs cut into hair. Regular

boy's haircuts are required at all times.

Girls (all ages) -- No bizarre hair treatments including dyes and colors and no designs cut into hair. Hair must be neat and attractive.

EARRINGS:

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

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

DRESS:

Boys -- No t-shirts other than those relating to Timmerman School activities or plain with a company logo; no sleeveless shirts; no sagging pants; no holey pants, no oversized athletic shorts or shirts. **Collared shirts and nice jeans are strongly recommended on Casual Wednesdays. Your son will be sent home if attire is deemed inappropriate.**

Girls -- No t-shirts other than those relating to Timmerman School activities or plain with a company logo; no spaghetti straps; no midriff shirts; no halter tops; no holey pants; no short shorts. Discretion is left to administration. **Your daughter will be sent home if attire is deemed inappropriate.**

Boys and Girls Shoes and Socks: No flip flops nor slides. We strongly recommend closed toe shoes for all students at all times. Socks must be solid color white, navy, brown, or black and must match for each leg. No bizarre colors or inserts on shoes or socks.

DRESS UP DAY

Grades 1, 2, 3, 4, & 5 - **Will have dress-up day on the first Tuesday of every month throughout the school year.** This requires dress shirt, tie, and long slacks for boys; and dresses, skirts, or slacks and shirt for girls. (Timmerman campus ties may be purchased through the main office).

Grades 6, 7, & 8 - **Will have dress-up day every Tuesday throughout the school year.** Guidelines can be found on our website at www.timmermanschool.org under the "campus life" tab.

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

HARASSMENT / BULLYING POLICY

Timmerman School is a place for teaching and learning. Harassment in any form disrupts the ability of the faculty to teach and the students to learn. The school does not approve of harassment of any nature. The school's goal is to provide an environment free of tensions caused by sexual, religious, racist, peer, or age-based remarks or animosity.

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

DISCIPLINARY ISSUES

The seriousness of the incident as well as past disciplinary issues will determine the penalty. The administration of Timmerman School reserves the right to suspend or expel any student whose actions seriously impair the educative process or adversely affect other students according to the administrator's judgment. The appropriate administrator will make the final decision as to the penalty. At the principal's discretion, students with multiple infractions may not have their applications accepted for the upcoming school year.

School Rules are as follows:

1. Timmerman School is not responsible for lost, stolen, or damaged electronic devices. Electronic devices are not allowed on campus until each parent and student signs and returns the "Responsible Use Procedures" form which can be found on our website. Kindergarten – 5th grade – no cell phones, games, MP3 players, or any electronic gadgets are allowed. Cell phone usage in middle school is not recommended nor encouraged. Telephones are available for student use in our main office.

2. No violation of dress code.
3. No chewing gum on school premises.
4. No fighting
5. No disrespect for school authority.
6. No throwing of objects on school property other than balls, etc. in athletic competition
7. No running or loud talking in the hallways
8. No horseplay in bathrooms
9. No destruction of property (including textbooks).
10. No profanity in classrooms, school bus, or anywhere on school property or sponsored events.
11. No food or drink in the classroom buildings or auditorium.
12. No leaving classes or campus without permission.
13. No cheating (dishonesty will simply not be tolerated).
14. No contraband (smoking, drugs, or anything else so deemed).
15. No Bullying

HONOR CODE

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

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

Penalties for Rule Violations:

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

ADDITIONAL INFORMATION

Agenda Books: Agenda books will be distributed to all students in grades 1-6. These books are used for writing down all assignments daily. Also, teachers may use the assignment book as a communication tool for parents. Parents should check their child's assignment book daily.

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

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

Library: We expect careful handling of books, and the following rules apply:

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

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

Attendance and Tardies: Regular attendance is necessary if a student is to make satisfactory educational progress. Please try to make all doctors' appointments after school hours. Also, repetitive tardiness hurts your child and cannot be tolerated. The state allows 10 unexcused and 10 excused absences. Excessive absences or perpetual tardiness may necessitate notifying authoritative agencies. It is solely the parents' responsibility to get the child to school on time.

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

Extra-Curricular Activities: Timmerman offers a wide variety of extra-curricular activities. Our athletic department offers soccer, volleyball, track, basketball, t-ball and coaches pitch baseball, tennis, intramural football, equestrian club, and golf club. Our performing arts program offers lessons in tap, jazz, ballet, lyrical, hip-hop, and acrobatics. The music department sponsors chorus and offers private lessons in piano, guitar, drums, horn instruments, and other string instruments. An after-school music ensemble is available for students in grades 4-8. Chess, Karate, and Art are also available on campus.

South Carolina Independent School Competitions: Timmerman School participates in Middle School Math Team, Spelling Team, Quiz Bowl, the Music Festival at the University of South Carolina, Chess Competition, State Debate, Battle of the Books, and the SCISA Dance Competition.