



Student Programs Policy

Planning:

1. Using family surveys, board input, and school input, VP Programs will create an ongoing list of possible programs to pursue throughout the school year. Proposals for new programs will be brought to the board by the Programs VP. Non-board members bringing forth program ideas must complete proper paperwork and submit to VP Programs to be discussed at board level.
2. Decisions on pursuing classes will be based on VP research, board decision, and parent and student interest. The board will consider the interest in the community, cost of the class, volunteer requirements, times, and dates that the program will be offered, and vendor's recommendations while making the decision.
3. All PTSA programs will be held within the Timberline Middle School campus grounds. Building use form must be completed at least 15-20 days prior to the event. During remote learning programs may be developed that will run entirely virtually. All rules of this policy shall be adhered to whether program/club are run in person or virtually. No one-on-one meetings shall be permitted between a student and a volunteer; all meetings must have at least three people in attendance.
4. Weekday evenings events using the Timberline building are at no cost to PTSA; holidays and weekends require a custodian fee. Any fees related to building use must be communicated to the board prior to committing.
5. All programs that may have meetings, practices, or competitions outside of a virtual setting or off school grounds must be communicated to all registrants.
6. If all policies within this document are not strictly adhered to during the course of the program, the PTSA reserves the right to end the program and withdraw support.
7. For the PTSA-sponsored clubs during remote learning, PTSA strongly suggests using Microsoft Teams as a way to meet virtually. It is preferred/suggested that students join these clubs, with their lwsd.org email address.

Vendor/Contractor Policy

1. All contracts must be signed by a co-President. Chairs may not sign contracts.
2. All contracts must be reviewed and renegotiated as needed annually.

3. All contracts are for one event and/or one school year only. No contracts may be signed for an event or program for the following year.

Registration Process:

1. Registration for all programs that require prior sign up will be made available through the PTSA website and communicated through all PTSA communication and social media channels. Information will be provided to the VP Communications by the VP Programs.
2. A reasonable registration time window will be provided.
3. PTSA Programs are open to middle school students in the Timberline community. Student participants do not need to be PTSA members; parent chaperones must be current Timberline PTSA member and LWSD approved volunteers - this includes both in person and virtual programs. No one-on-one meetings shall be permitted between a student and a volunteer; all meetings must have at least three people in attendance.
4. The TMS PTSA will offer programs at either no cost or at cost where registration fees will completely cover vendor, supplies, administrative fees, etc. If teacher stipends are requested, these must also be completely covered by student registration costs.
5. Scholarships will be available as required, through the counselor's office.
6. No refunds will be issued after the registration has closed
7. All parent chaperones and volunteers helping with the PTSA programs must be Timberline PTSA members in good standing and LWSD district approved volunteers. A qualified parent chaperone must be in attendance at all PTSA sponsored club program events; this includes both in person and virtual programs. No one-on-one meetings shall be permitted between a student and a volunteer; all meetings must have at least three people in attendance.

Class schedule and Cancellations:

1. Class schedule will be clearly communicated ahead of time through all communication channels.
2. The Chairperson will ensure periodic communication with families signed up in the program to keep them informed.
3. An individual class may be cancelled due to weather or unforeseen circumstances. Cancellations will be brought to the attention of all participants as soon as possible and a makeup class will be arranged if possible.
4. There are no make-up classes for students who are absent from class.

5. The PTSA will strive to make appropriate accommodations will be made to make programs accessible to all students. Individuals requiring special accommodations to attend or participate in programs are requested to contact Programs VPs sufficiently in advance to allow for any necessary arrangements.

Behavior:

1. All students will be held to the behavior standard set forth in the school and district behavior handbook or policy. Students will take responsibility for their own learning. Students will respond to instructors in a respectful manner. Students will behave in a safe manner in relation to themselves, others, and property
2. If a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to attend the class with their student or to withdraw their student from the program without refund.

Pick up/drop off policy:

1. During registration, parents specify the pickup for their child. Students who have authorization can leave on their own after the program, however, student requiring sign in will need to be signed out of the building by a parent/guardian.