



**Elementary/Middle School**

**Family Handbook**

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Elmhurst, Illinois 60126  
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Fax: (630) 833-9828  
[www.timothychristian.com](http://www.timothychristian.com)**

Admission to  
Timothy Christian Schools  
is open to all children  
of Christian families  
regardless of gender, race  
or national origin.

## Timothy's Mission

*Serving God and His people, Timothy Christian Schools develops academically prepared Christian disciples who embrace Christ's call to transform the world.*

### Timothy's Vision:

Timothy Christian Schools will be distinctly Christian in its community, curriculum, character and convictions.

1. We reflect God's kingdom by serving Christian families from diverse economic and cultural backgrounds and students who possess a wide range of abilities.
2. We cooperate with Christian homes and churches in the education and faith development of our students.
3. We demonstrate love for one another in our work and play.
4. We challenge students to serve in a global community.
5. We teach and study in the Reformed Christian tradition which drives us to be Biblically based, culturally engaged, and always reforming.
6. We nurture creativity and curiosity through meaningful curriculum and effective instruction.
7. We develop and encourage the gifts and talents of one another to serve Christ and renew His creation.
8. We seek wisdom that applies knowledge to gain understanding and spiritual discernment.
9. We prepare students to be articulate defenders and models of the Christian faith in thought, word, and deed.
10. We inspire all students to be counter-cultural disciples who are beacons of light in the world.

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## **Allergy Management Plan**

Timothy Christian School follows an Allergy Management Plan that is consistent with guidelines provided by the Food Allergy and Anaphylaxis Network, the American School Food Service Association, the National Association of Elementary School Principals, the National Association of School Nurses, and the National School Boards Association. It has become a more important issue as we have more students coming into the school with significant allergies that can compromise healthy and safety. The plan calls for;

- a. the designation of a peanut-free classroom at each grade level K-6 as needed (and appropriate signage),
- b. staff training each fall on how to deal with allergic reactions,
- c. an increased emphasis on hand-washing, and
- d. the collection and dissemination of data related to students and allergies that teachers will find helpful at recess, on field trips, and for any other school-related activities.

The complete plan is available at the school office.

## **Assemblies**

Assemblies and other special events are presented occasionally by various groups or individuals to supplement students' formal classroom instruction.

During all assemblies students are expected to be courteous and attentive listeners. They are expected to enter with their designated class, sit in assigned areas, and remain under the supervision of a teacher at all times.

## **Athletic Programs**

Interscholastic athletic competition is available in the following grade levels:

6<sup>th</sup> Grade Girls and Boys are invited to participate in cross country, basketball, and track.

7<sup>th</sup> and 8<sup>th</sup> Grade Girls and Boys are eligible for soccer, basketball, cross country, volleyball and track. Girls also can participate in cheerleading.

Practices or games are scheduled approximately 3-4 times a week. Students must be at school by 11AM to play in a game that afternoon.

All are welcome to attend the athletic events, and are expected to practice Christ-honoring sportsmanship. Please make transportation arrangements before coming to school on the day of the games. Students younger than 6<sup>th</sup> grade who are not on a team should be supervised by their parents after school hours until the game begins or should be registered in the After School Care program.

## **Attendance**

Please call the school office at (630) 833-4717 or email [heyboer@timothychristian.com](mailto:heyboer@timothychristian.com) **before 8:00 a.m.** any day that your child is absent. If your child has a communicable disease (such as strep throat), you should give us that information so it can be reported to the DuPage County Health Department.

When it is necessary for students to leave school during the day, they should present a signed note from home before the beginning of the day. Students arriving late to school in the morning for any reason should report to the office before going to class.

For anticipated absences, middle school students should complete a *Prearranged Absence Form*, while elementary students should bring a signed note to their teacher.

Students who miss classes for various activities or because of illness assume the responsibility for making up class work. Ordinarily, the work missed may be made up within a period equal to the number of days absent. Parents who wish to pick up books and assignments for their child should make their request through the school office by 8AM to allow ample time for teachers to gather work.

Because attendance at school is the greatest predictor of academic success, we encourage you to make it a priority and to limit disruptions and absences if possible. Also reflecting the importance of regular attendance, students may be suspended for a period of time in the event they skip a class.

## **Band and Orchestra**

The band and orchestra programs begin in fifth grade. Fifth grade students rehearse twice a week, and sixth graders meet for band three times each week. Middle school band and orchestra also meet three times each week. Concerts at every level are presented during the school year. Participants at every level are expected to practice at home and are encouraged to take additional private or group lessons as well.

## **Bicycles and Skateboards**

Students may ride bicycles to school, but they must be locked up during school hours. Bicycles, skateboards, or in-line skates should not be ridden on school grounds. For safety, students with “wheelie” shoes should not use the wheelie option on school grounds.

## **Books – Lost/Damaged**

Parents will be billed for the total replacement cost of any lost textbooks or school materials. Appropriate fines for damaged books or materials will be determined by the principal.

## Bus Behavior & Regulations

Bus transportation is available to all students of Timothy Christian. For bus safety and courtesy, please follow these guidelines:

### Do:

- Be at your bus stop at least 5 minutes before our pick-up time
- Call the bus garage (630/833-4616 ext. 106) if you will not be riding – call anytime day or night and leave a message.
- Always remain seated until your stop
- Talk in a normal tone of voice
- Respect the driver’s instructions
- Have respect for the rights and property of others
- Relax and enjoy a safe bus ride
- Feel free to use **personal** stereos on the bus
- Use common sense

### Don’t:

- Eat or drink on the bus (state law!)
- Throw items of any kind around the bus or out the window
- Abuse your bus riding privileges
- Yell or shout on the bus
- Fight or in any way be involved in horseplay on the bus
- Leave your seat or stand while the bus is in motion

Riding the school bus is a privilege and may be revoked for misconduct:

### Discipline:

<i>1<sup>st</sup> Offense</i>	Bus citation emailed home.
<i>2<sup>nd</sup> Offense</i>	Bus report written by driver; principal/dean meets with student and contact is made with parents by the bus supervisor.
<i>3<sup>rd</sup> Offense</i>	Student loses bus privileges for a period of time as determined by the bus supervisor (usually one week)
<i>4<sup>th</sup> Offense</i>	Student is suspended from the bus indefinitely pending a hearing with the Transportation Committee of the Board

Parents requesting transportation for their children on a different bus route or to an alternate stop should notify the office in writing a day in advance. The bus driver should receive a note from the principal before he or she may comply with this request.

## **Carpools/Pedestrians**

Use great care when driving on and near the campus. Please unload passengers beside the sidewalk along the east side of Prospect Avenue if possible. Use only designated parking spots. Never block the fire lanes.

Pedestrians should avoid walking behind parked vehicles. Instead, enter the campus walking in front of the parking area, north of any parked cars. Cross Butterfield Road at the marked crosswalk, making use of the crossing guard and the sidewalks.

## **Chapel/Worship**

In the elementary school, chapels are held every other Wednesday after lunch (12:50-1:30PM). In the middle school, chapels are held every Wednesday at the beginning of the day (8:15-8:50AM). This is a time of corporate worship and meditation for students. Chapels include singing, prayer, praise, special music, speakers, student participation, and audio visual presentations. Each year a general chapel theme is developed and introduced at the beginning of the year and effectively reinforced throughout the year.

## **Closing School in Emergencies**

If for any reason (inclement weather or some emergency) Timothy Christian Schools would close, announcements will be provided to the following radio stations: WGN (AM 720), WMAQ (670AM) and WBBM (AM 780). Closing information will also be posted on our website at [www.timothychristian.com](http://www.timothychristian.com)

## **Cold Weather Procedures**

Normally, all students will spend recess times being outdoors on the playground. However, if the temperature falls below 5° (wind chill included), students will be required to remain indoors during all scheduled recess times.

## **Communication**

Communication between the school and home is very important to our mutual success. To enhance communication, we provide the following:

- **Website:** [www.timothychristian.com](http://www.timothychristian.com)
- **Classroom Newsletters** and other handouts are emailed home weekly to parents of K-6 students.
- **TCS News** is an email newsletter that is sent to subscribers each week with K-12 information and items of interest.
- **Grade Reports** are sent home four times each year at the end of each nine week grading period. Grades for students in grades 3-8 are available daily on Power School.
- **Parent Teacher Conferences** are held over a two day period in the fall and are also available in the spring.

- All teachers and staff members are available by **phone** and **email**. See the school directory or the school website for more information and details.
- If at any time you would like a **conference with a teacher**, please contact the teacher directly to schedule a time.
- If an incident occurs with your child that requires contact with parents/guardians, teachers will make contact within twenty-four hours.

## **Computer and Internet Acceptable Use Policy**

### **Mission Statement**

Timothy Christian Schools exists to develop academically prepared, Christian disciples:

- who are taught from the Reformed Christian perspective
- who serve their Lord and Savior by striving to do their best
- who are ready to reflect and apply God’s timeless truths to the wide range of life’s challenges

### **Internet Access**

Timothy Christian Schools is proud to offer your student access to the internet. We believe that the internet offers vast, diverse, and unique resources. Our goal in providing this resource is to promote educational excellence by facilitating resource sharing, innovation and communication.

### **Responsibilities** – School & Student

With access to computers and people all over the world also comes the availability of material that is not of educational value in the context of our Christian school. Timothy Christian is currently using WebSense by NetPartners as our content filter. We also review reports that our server records containing every web site viewed in our school and the person viewing it. We also make an attempt to have a teacher present when students are on-line. Even with all of these safeguards, a student may be able to discover controversial material. We believe that the value of this resource for the entire school far outweighs the possibility that one student may procure inappropriate information. Since the Internet is destined to become an integral part of our day to day lives, we believe that introducing this resource in our Christian environment is in the best interest of all our students. Through teaching and personal witness, Timothy Christian seeks to instill Christian values and integrity. Our hope is that a student’s relationship with Christ will guide his or her choices.

### **Internet and Network** – Acceptable Use

1. Privilege – Use of the Internet at Timothy is a privilege, not a right, and must support education and research that is consistent with our objectives. The system administrators will continually review log files and usage, retaining the right to cancel anyone’s Internet privileges as required.
2. Personal Email – Students are not allowed access to their personal email accounts without a teacher’s permission. Email will only be allowed when it supports the educational purpose of our school.

3. Network Etiquette – All users are expected to abide by the generally accepted rules of network etiquette. They include the following:
  - Messages should be polite, excluding vulgar language and reflecting our Christian values.
  - Sending malicious, threatening or unwanted messages is prohibited. Indirectly causing unwanted messages (i.e. signing another person’s email address on to a list-serve) is also not allowed.
  - Personal addresses, phone numbers, and full names are never revealed on the internet.
  - Accessing or changing another student’s or teacher’s files is not allowed.
  - Any use of the internet or network to disrupt another person’s productivity or besmirch their name is prohibited.
  - All students must follow the proper format in citing sources used from the network, internet or other electronic medium.
  - We ask that all students are aware of the limited storage capacity and bandwidth available on our network. Refrain from high-bandwidth activities (streaming video or music) and unauthorized large downloads.
4. Disk Storage – To save room on our server all students are required to keep the number of files saved on their network drives to a minimum. Do not download programs, patches, pictures or other non-educational files. The system administrators may occasionally access your files as we verify network usage, scan for viruses, and minimize overhead. Do not keep private material on our network.
5. Copyrighted Material - All information obtained is covered by the same copyright rules as printed material. Plagiarizing any material on the internet or transmitting any copyrighted material is illegal.
6. Accuracy of Information – Due to the lack of any systems of control in publishing on the internet, all students must be aware of the possibility that they will encounter misinformation. Proper citing of all sources, including web sites, will help prevent this problem in your research. Any questions about specific material should be brought to a teacher in that field.
7. Security – Security on the internet and our network is in place to protect every user. Users will not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other users. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computer and/or internet research. If you feel you have identified a security breach, we ask that you report it immediately to your system administrators.
8. Vandalism – Malicious attempts to harm, modify, or destroy computer hardware, data, system settings, internet, or any other networks will result in cancellation of privileges as well as any other appropriate punishment. This may include, but is not limited to, financial restitution for repairs and reprogramming and/or expulsion.
9. Commercial Use – Use of the internet at Timothy Christian for commercial activities is forbidden.

10. Other Inappropriate Uses - Timothy Christian School teachers and administrators will deem what is inappropriate use and their decisions are subject only to confirmation by the Timothy Christian Board of Education.

### **Conduct Expectations**

As an expression of Timothy Christian Schools' mission, we strive to foster a climate of acceptance, encouragement, and curiosity, while we maintain a place of comfort and safety. The school code of conduct is intended to support the discipleship process for students, to serve as a reflection of Jesus Christ, and to provide support to parents by serving as an extension of the home.

Teachers work hard to motivate students to perform their very best, to challenge them with a variety of tasks and activities, to hold them up to high standards of behavior, and to disciple them through example and words. Students, too, should serve one another and our Christian school by giving their best in every area of school-life, by demanding Christ-like behavior of their friends, and by honoring our Lord Jesus Christ, our teachers, and their peers.

**Students are expected to demonstrate the following behaviors and characteristics:**

- **Integrity** in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments well and on time) and respecting authority.
- **Respect** for self, Timothy Christian School and its employees and students, and the property of others.
- **Courtesy** extended in all relationships – student to student and student to teacher/staff.
- **Stewardship** of the property, supplies, and equipment of Timothy Christian School, as well as the wise stewardship of personal items.
- **Preparation** for class and readiness to learn.
- **Reconciliation** through appropriate repentance and forgiveness when offenses have been committed or received.

**Christian courtesy requires that we treat one another with dignity:**

- Address teachers respectfully, using their proper title when talking to them and talking about them. Honor them by listening to their words and following their instructions.
- Treat everyone at school politely, welcoming visitors, greeting classmates. Serve one another in small ways: paying compliments, holding doors, tidying hallways.
- Use language that glorifies God and respects others. Swearing, obscene or inappropriate language, obscene gestures, and using the Lord's name in vain dishonor Him and reflect negatively on us.
- Harassment and bullying, either verbal or physical, is not tolerated and may be punished with suspension.
- Do not send threatening, disrespectful, or hurtful messages to students or staff via a cell phone or posting them on a social networking site. This has serious consequences, and Timothy Christian Schools **will take disciplinary action.**

## Daily Schedule

School begins at 8:15AM and dismisses by 3:05PM. Buildings are open to students at 8:05AM (unless a bus arrives early). Students should be in their places, ready for morning classes when the final bell rings at 8:15AM.

Elementary students receive a morning recess break of 15 minutes as well as a lunch recess break. Kindergartens through third graders have a 15 minute afternoon recess break as well. Students may eat a snack during the recess breaks, but should finish before entering the hallways or playground.

Middle school students have a 12 minute morning break and may eat a snack in the hallway. The hall is crowded during this time so students must exercise restraint in their activities.

Elementary students may purchase a hot lunch, and middle schoolers a variety of a la carte items from our food service. Elementary students eat in their classroom, and middle school students go the cafeteria. During the lunch period students should remain in their seats, behave mannerly, and clean-up thoroughly before dismissing. Food is not allowed outside the building; all food must be eaten in the cafeteria or classroom. Leftover food must be returned to each student's locker or lunchbox, but not kept overnight.

## Disciplinary Procedures

One of the most important lessons a Christian can learn is self-discipline, which honors our God. It underlines our whole educational structure for it is the training that develops self-control, character, and efficiency. It is the key to good conduct and consideration for other people. Perhaps the most important aspect to our discipline system is our partnership between home and school. Mutual support is essential.

### Elementary School Discipline Code

**Detentions** may be given by any teacher to those not following set rules and regulations. A detention is served during the noon recess. Notification is emailed home from the office.

### Middle School Discipline Code

Detentions are assigned for **major infractions**, such as belligerence or disobedience, backtalk, refusing to following directions, lying, stealing, cheating, vandalism, etc. Parents will be emailed a copy of the detention form.

#### Detention Consequences

- Detention 1** The student will serve a detention:  
ES 30 - minutes during a lunch period;  
MS 45 - minutes from 7:30-8:15AM, on a Tuesday or Thursday.
- Detention 2** The student will serve a detention, and meet with the principal. The principal will mail a conduct letter to the student's parents.

- Detention 3** The student will serve a detention, and the principal will schedule a conference with his or her parents.  
Notice will be given to the Superintendent.
- Detention 4** The student will serve a suspension of at least one day.  
The principal may require parents to attend a grade-level meeting.  
Student is ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics.  
Notice will be given to an Officer of the Board of Directors.
- Detention 5** The student will serve an off-campus suspension of one week or more, as determined by the principal.  
The principal may require parents to attend a grade-level meeting.  
Student is ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics.  
Notice will be given to an Officer of the Board of Directors.
- Detention 6** The principal will recommend to the Board of Directors that the student be expelled from school.

For middle school students, a parent may request permission from the principal to have a student serve an after-school detention instead of the assigned morning time. If permission is granted, the principal will require the student to serve a 90-minute after-school detention.

A student's possession of a weapon or a "look-a-like" weapon will normally result in expulsion. This includes firearms, knives, martial arts devices, or any object which may be construed to be a weapon.

#### Minor Infractions

Minor infractions, such as running in the halls, gum-chewing, breaking playground rules and classroom rules will typically be handled at the teachers' discretion. A student's accumulating 3 minor infractions, as tallied by her or his home base teacher, will result in assignment to Detention 1 on the Major Infraction code.

### **Discovery Center Program**

The Discovery Center is an integral part of our school's mission to serve as many covenant children as we can. The Discovery center program provides assistance to K-8 students who have learning disabilities or other learning difficulties. This does not include children with behavior disorders or those whose disability requires self-contained instruction for more than 3 hours of the instructional day.

The process for admission into the Discovery Center program typically involves:

1. Consultations among the Discovery Center teacher, classroom teachers, principal and parents.
2. A written teacher referral.
3. Completion of parental consent and health history forms.

4. Educational testing which may evaluate such areas as intelligence, auditory and visual function and processing, receptive and expressive language, and academic achievement.
5. A parent conference to explain test results, determine services, and when appropriate, explain the individualized education program for the student.

Students may receive Discovery Center help based on their individual needs up to a maximum of three hours a day. When the Discovery Center goals are met or the student is functioning at grade level in the remediated areas, Discovery Center time will be discontinued following consultations between the Discovery Center teacher and the classroom teachers, principal and parents.

### **Dress Code**

Good grooming and appropriate clothing is important to the health and safety of students. How we dress reflects on ourselves, our school, and our Lord Jesus Christ whose name we bear. Also, how we dress can affect our behavior and attitude, so we wish to emphasize modest and neat appearance in keeping with an academic environment that reflects our Christian attitude and outlook. Calling inappropriate attention to ourselves by how we dress is not acceptable to our Christian life and service.

#### **Please use these as general guidelines:**

- Jeans are acceptable.
- Hats are not to be worn in the school building during school hours.
- Clothing should not advertise alcohol, cigarettes, rock music or performers, or have sexual connotations.
- All clothing must be hemmed or have finished ends (not frayed, ripped, torn, or cut).
- Skirt or short length should exceed fingertip length.
- Midriff-baring tops of any sort are not appropriate.
- Sleeveless shirts should have at least 3" across each shoulder.
- Shoes or sandals must be worn at all times.
- Hair should be a natural color.
- Pierced jewelry, except for earrings, is not allowed. All jewelry and styling should appear modest.

Students dressed inappropriately will be withheld from classes, and their parents will be notified.

### **Electronic Devices**

Cell phones, iPods and all other electronic devices may not be visible, turned on or used during the regular school day. We respect the parents' need and desire to contact their children in emergency situations and vice versa. However, these devices only serve to detract from the learning process. Exceptions may be made for cell phone usage for emergency communication with parents, and are at the discretion of the teacher or administration. If cell phones are used in class the following penalties apply:

- 1<sup>st</sup> Offense: phone will be taken away and kept in office. The student may pick it up after 3:05PM.
- 2<sup>nd</sup> Offense: phone will be taken away and kept for 1 week. A parent must come to the office to pick up the phone.
- 3<sup>rd</sup> Offense: phone must be turned in to the office at the start of each school day and may be picked up at the end of the day. This program will continue for the remainder of the school year.

### **Emergency Response Drills**

Fire drills, tornado drills and other emergency response drills are conducted several times each year to comply with state and local policies. These drills will be conducted several times to ensure rapid and orderly implementation.

### **Field Trips**

To provide supplemental first-hand knowledge of subject material studied during the year, multiple field trips are taken at each grade level to various places in the Chicago area. Students will travel on school busses driven by licensed personnel and are supervised by teachers and parent chaperones. Parent chaperones should not bring other children along on field trips, and should not buy anything for students.

### **Fundraisers**

Timothy Christian students may participate in one fundraiser a year. Elementary students have an opportunity to sell giftwrap under the direction of P.i.E. (“Partners in Education”). Monies are earmarked for specific elementary needs each school year.

### **Health Services**

The DuPage County Health Department does a yearly records check on all students enrolled at Timothy. We are responsible for having the health records of students’ in good order. Illinois law requires that each child enrolled have a physical exam upon entering Kindergarten or first grade, sixth grade, and ninth grade. This physical includes up-to-date immunization records. Information is sent home regarding vision & hearing screening, as well as communicable disease letters (such as strep throat) as needed.

### **Homework**

Homework helps our children develop work and study habits, life-skills that will help them form and sustain a Christian work ethic. Homework through the elementary and middle school grades at TCS is designed logically and incrementally to match the cognitive and developmental characteristics of our students at each grade level and the academic integrity of each subject.

Homework is a good way to help your children review and reinforce the day's lessons. Although homework is your children's work (and not yours), it is helpful to ask daily if they have homework, to show interest in it, and to ensure that they complete it. A daily scheduled homework time, and a quiet, comfortable, well-lit place to study will help them succeed.

In general, Daily Homework will follow the "x10" rule, multiplying the student's grade level times ten to arrive at the number of minutes to be spent on homework each evening. For example, an eighth grader would calculate 8x10 or 80 minutes of homework on average per night; a fifth grader, 5 x 10 or 50 minutes; a second grader, 2 x 10 or 20 minutes. Obviously the same assignment may require less time of some students than it does of others, and long-term assignments, tests, and projects may involve portions of several nights' homework times.

In addition to homework, we assign At-Home Reading as follows:

Kindergarten	15 minutes per day
1 <sup>st</sup> – 3 <sup>rd</sup> Grades	20 minutes per day
4 <sup>th</sup> – 6 <sup>th</sup> Grades	30 minutes per day

### **Honor Roll Requirements (Middle School)**

To encourage academic excellence, honor roll students are recognized each grading period.

Honor Roll	3.25 or better GPA
High Honor Roll	3.5 or better GPA

### **Human Dignity Policy**

- Everyone at Timothy Christian Schools has a right to feel respected and safe. The school climate shall be one of respect, where every person's dignity is honored. Consequently, we want you to know about our policy to prevent sexual or racial harassment and violence of any kind.
- A harasser may be a minor or an adult. Harassment may include but is not limited to the following when related to sex, gender, age, race, or disability;
  - name calling, jokes or rumors
  - pulling on clothing
  - graffiti
  - notes or cartoons;
  - racial slurs
  - unwelcome touching of a person or his/her clothing.
- If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, the principal or a board member.
- You are encouraged to make a written report using the school form (available from the school office) or your own paper. The completed report should be given to a teacher, the principal, or a board member.
- If you give an oral report, it will be entered on a form by the person you told. The form is available from the school office. You will be asked to review and sign it.

- Your right to privacy will be respected as much as possible.
- We take seriously all reports of harassment and violence and will take all appropriate actions based on your report.
- Timothy Christian will take action if anyone tries to intimidate you or take action to harm you because you have reported.
- Timothy Christian considers false reports of harassment and retaliation equally inappropriate and will take all necessary actions in such cases.
- This is a summary of Timothy Christian Schools' policy against harassment and violence. The complete policy is available in the school office upon request.

### **Illness or Accident**

If a child becomes sick or is injured at school, a member of the staff will administer first aid or give needed attention. Should the condition warrant, a parent will be called to come for the child or appropriate emergency services will be arranged. Students should not call home to request a parent to take them from school without permission by the office.

Emergency cards, completed each year by parents or guardians, are kept in the school office. They contain information including the names of the child's doctor, parent' business phones, and other adults who may be notified in case of an emergency when parents are not available. Please inform the office of any changes in these contacts.

### **IMPACT**

The IMPACT program enriches the learning of all students in grades K-6 at Timothy Christian School through the following three components:

- All students participate in the Independent Study program. Independent Study is taught in each classroom by the IMPACT teacher in conjunction with the classroom teachers. Specific research skills are taught at each grade level as students study a particular topic, write a report, and create a product.
  - 1<sup>st</sup> Grade - Snow
  - 2<sup>nd</sup> Grade - Careers
  - 3<sup>rd</sup> Grade - Animals
  - 4<sup>th</sup> Grade - States
  - 5<sup>th</sup> Grade – Science/Social Studies
  - 6<sup>th</sup> Grade - Countries
- Advanced Learners participate in small group pull out programs to meet their needs in various subject areas. The process for admission into the Advanced Learners program typically involves:
  - Test results
  - Classroom matrix
  - Teacher recommendation
  - Student interest
  - Parent permission

- After school clubs provide students the opportunity to explore interests and abilities beyond the regular curriculum. Most after school clubs are available to all students. (Some clubs require a small fee for materials.)

### **Insurance**

Student accident and health insurance is available through the school. Enrollment information is available through the Elementary / Middle School office.

### **Library Media Center**

The library media center is open from 8:00AM to 3:15PM each school day. Students are welcome in the library before school begins and anytime during the school day with their teacher's permission.

Every class is scheduled for a 30-minute period in the library each week. During this time students are instructed in library use, are encouraged to read, and have time for browsing and book check-out.

The circulation policy is as follows:

- Kdgt.: 1 book at a time; 2-week loan period; no overdue fines
- 1<sup>st</sup> grade: 1 book at a time; 2-week loan period; \$.05 per day overdue fine
- 2<sup>nd</sup> grade: 2 books at a time; 2-week loan period; \$.05 per day overdue fine
- 3<sup>rd</sup> grade: 3 books at a time; 2-week loan period; \$.05 per day overdue fine
- 4<sup>th</sup> grade - 8<sup>th</sup> grade: 10 books at a time; 2-week loan period; \$.05 per day overdue fine

A 4-day grace period permits students to return books within 4 days of the due date with no fines assessed. After the 4-day grace period, the fine is retroactive to the due date.

Students who owe any fines or have any overdue books may not check anything else out until books are returned and fines are paid. Overdue notices are distributed weekly.

If a book is lost or damaged, the student will be assessed the replacement cost of the book, plus a \$1.00 processing fee and any overdue fines. If a book is found, the cost of the book will be refunded.

### **Lost and Found**

Students should report lost articles as soon as possible. Any articles which are found should be turned in to the office. All belongings should be marked for easy identification. The "Lost and Found" box is by the office. At the end of each quarter, all unclaimed articles will be donated to charity.

## **Medication Policy**

It is very important that parents provide accurate medical information about their child (including medication information) on the Emergency Card completed at the beginning of each school year. This information is required to help the school respond appropriately to any emergency or need.

While the responsibility of dispensing medication rests with the parents, the school will assist the parents. Parents should notify the school and the classroom teacher in writing of prescription medication to be administered by school personnel. The medication will be dispersed by the classroom teacher and will be kept in a locked container. In addition:

- All prescription medications must be in the original container and have a pharmacy label which includes the child's full name, doctor's name and telephone number, name of the medication, strength of the medication, and clear instructions regarding time and dosage to be given.
- All changes in dosage or discontinuation must be made by a written statement from the parent or guardian.
- All medication must be picked up by the parent at the end of the school year or upon discontinuation of use, whichever occurs first.
- The parents or guardian are responsible to instruct the student to report to the designated dispensing area and the school cannot assume responsibility or liability.

### **Non-Prescription Medication Policy**

The school staff may not provide or dispense any non-prescription medication such as aspirin, acetaminophen or ibuprofen to students. Students are also prohibited from providing any medication to fellow classmates. The building principal (or principal's designee) may consider giving a student acetaminophen provided written permission has been provided by the student's parent or guardian.

## **Milk**

Milk is available for purchase at school. Students are given an opportunity at the beginning of the year to indicate if they want to take advantage of this service and whether they want white or chocolate milk.

## **Nutrition Guidelines**

In keeping with recommendations from local, state, and national health agencies, Timothy Christian has taken the following action related to nutrition:

- The distribution of home prepared foods to P-12 students during regular school hour is prohibited.
- The use of any trans-fat (partially hydrogenated oil) in food sold or distributed to P-12 students during regular school hours is prohibited .
- The use of styro-foam to serve or deliver food to P-12 students during regular school hours is prohibited.

In addition, TC has eliminated student or parent distribution of food to celebrate student birthdays and created a “special time” for students:

- Students in kindergarten and grade 1 will receive a school-supplied **birthday crown** on their birthday.
- Students in grades 2 and 3 will receive a school-supplied **birthday pencil and bookmark** on their birthday.
- Students in grades 4 – 6 will celebrate monthly with all their classmates with a school-supplied **principal popsicle** to mark all the birthdays in each month.

### **Physical Education Uniforms (Middle School)**

All seventh grade students and new eighth grade students must buy a P.E. uniform consisting of shorts and a T-shirt at a cost of approximately \$20. Students must furnish their own socks, shoes, and sweat suit (if needed). The middle school gym uniform is the same one used in our high school.

### **Picture Lady Program**

Kindergarten through 6<sup>th</sup> grade students participate in the Picture Lady Program. Every month, each class is introduced to an artist and representative work by a picture lady. The fifth graders annually tour the Art Institute as part of this enrichment program.

### **Safe Schools Program**

Timothy Christian Elementary and Middle Schools have developed a **Safe Schools Program**. Staff members created a “Safe-School Rubric” that identifies what mean/bullying behaviors are and determines appropriate consequences for students when necessary. As part of the on-going building of Christian community at Timothy Christian Schools, students are taught healthy communication skills and are expected to take responsibility for their words and actions. We do this by teaching specific skills and we hold class meetings on a regular basis as described in the book *The First Six Weeks of School* by Paula Denton and Roxann Kriete. A copy of the safe-school’s rubric is posted in each classroom and is available online for parents to reference.

### **Scholarship**

At the conclusion of each academic year, the school awards \$500 scholarships to six deserving students based on criteria and a process determined by the scholarship founders.

- The Charles Haack Scholarship is presented to an 8<sup>th</sup> grade student who has displayed outstanding scholarship and discipline in the study of mathematics.
- The Geo-Bee Scholarship is given to the school winner of our annual Geography Bee Contest.

- The George Tamminga Scholarship is presented to a 5<sup>th</sup> grade student with a positive attitude, a spirit of kindness and helpfulness, academic responsibility, and spiritual maturity.
- The Maria Elena Baptista Scholarship is awarded to the 8<sup>th</sup> grade student who has earned the distinction as class valedictorian with the highest grade point average during both 7<sup>th</sup> and 8<sup>th</sup> grade.
- The Lorraine Daniels Scholarship is given to an 8<sup>th</sup> grade student who has demonstrated a commitment to music at school, at home, and at church.
- The Theodore DeJong Scholarship is awarded to an 8<sup>th</sup> grade student who has academically excelled in science.

### **School Pictures**

Student pictures are taken in September or October under a pre-pay package system. Eighth grade graduation pictures are taken in October, and picture package prices are announced when proofs are given to students.

### **Selling By Students – Prohibited**

Students may not sell any merchandise or participate in individual fundraising activities at school.

### **Service Projects**

We demonstrate our love of God by serving one another. We encourage Christian service at TCS in several ways: teachers promote children's service to their class through job charts and a variety of daily assigned tasks. Whole grades, committees, or other organizations initiate service projects or activities from time to time, such as students working with Elim students on a field trip or students collecting recycled paper bins. School-wide projects at Thanksgiving and Christmas present voluntary opportunities to help others. In addition, each grade level identifies a specific area of service or a specific service partner they will be involved with during the course of the year.

### **Sledding Schedule (Elementary School)**

When it snows, teachers of elementary students take turns in using the sled hill on the playground. Teachers will announce when their class may take roll-up sleds to school.

### **Standardized Testing**

The Iowa Test of Basic Skills (ITBS) is given to all students in grades 2-8 each spring. Parents will be given a copy of the results when they are received. The group results are shared with the

Education Committee of the school board and are published in the TCS Curriculum Guide Summary.

### **Staying After School**

Students remaining after school for play practice, athletic team practice, or any school-related activity are supervised by a staff member or coach. Please ensure that your children are picked up by 4:45PM when the buildings are locked. *After 3:30PM each school day, all students not involved in TCS extra curricular activities or enrolled in our After School Care program will be asked to exit unless they are being specifically supervised by a school staff member.*

### **Substance Abuse Policy**

*“Know that your body is a temple of the Holy Spirit...therefore, honor God with your body” (I Corinthians 6:19-20).* The American Medical Association states “chemical abuse/dependency is an illness often preceded by misuse.”

It is our goal to cultivate an atmosphere in which moral and spiritual growth thrives. Integrating a healthy lifestyle with Christian devotion to Christ. Make conscious, wholesome choices in forming a Christian lifestyle.

Timothy Christian requires our students to abstain from all use of alcohol, tobacco and other controlled substances. Even experimentation with alcohol or another controlled substance is irresponsible, a detriment to one’s learning potential, destructive of character for yourself and others, potentially dangerous, and illegal.

Any student who sells, possesses, distributes, uses, aids, or is under the influence of illegal drugs (including look-a-likes), tobacco, controlled substances, associated paraphernalia, or alcoholic beverages during school hours, while on school property (including busses), or at school sponsored events is subject to disciplinary action, which may include expulsion, suspension, probation and mandatory counseling. Disciplinary action will be made by the administration and School Board and appropriate professional counsel will be determined in consultation with the principal and counselor. Students in violation of this policy are also subject to disciplinary measures identified in the Extra Curricular Code.

Parents of the student will be contacted and will be required to meet with the administration and counselor to discuss intervention or prevention program options and make necessary arrangements. The student may not be readmitted to school until this meeting has taken place.

Parents and the student will be required to participate in the program chosen by the parents and approved by the administration until its completion and required to follow the recommendations made at the closing interview. The administration shall be supplied with a written evaluation of the student’s progress from the professional in charge of the program upon completion. Refusal on the part of the student or parents to fully participate and follow recommendations may result in expulsion. The school will seek to work closely with the program directors, student, and the parents to ensure proper follow-up.

## **Extra Curricular Code (Grades 6-12)**

### ***Purpose***

The extracurricular code supports and strengthens the underlying mission and philosophy of Timothy Christian Schools. The code is an agreement between the students, parents and the school that promotes health, discipline, teamwork, academic excellence, and the desire to develop a life of godliness. The code recognizes that young people have a great opportunity to enhance their Christian walk through participation in organized interscholastic competition, leadership positions, and extracurricular activities.

The code addresses the fact that students have a responsibility when they represent the school in a public setting. Student behavior reflects the values for which the school stands. This requires that students agree to participate in a manner that is consistent with the values fostered by and agreed to by their parents, and the school.

### ***Objectives***

The code encourages students to:

1. Learn to be faithful witnesses to their Lord as they are involved in sports, perform a leadership function, or participate in an extracurricular activity.
2. Learn to accept responsibility for representing Timothy Christian School with attitudes and actions befitting a Christian young person.
3. Become the best participants they can be in their respective fields.
4. Learn discipline through the rigors of their sport or activity.
5. Learn the value of care for their bodies by proper training and conditioning by keeping themselves free from the use of substances that can cause damage to their body and mind.
6. Become healed and restored after a code violation.

### **A. GENERAL REQUIREMENTS AND EXPECTATIONS**

1. The extracurricular code is in effect for all students at Timothy Christian Schools who participate in extracurricular activities/performances (grade 6-12). In addition to athletics, this code applies to anyone in a leadership role or who participates in an extracurricular performance.
2. Academic Standards
  - a. All student participants must meet the IHSA scholastic requirements (passing 20 credit hours) to be eligible for a semester. This does not apply to students in 6-8.
  - b. In addition to the IHSA requirements, a student may not be failing more than one class on a week-to-week basis.
  - c. In order to practice, participate, or perform on a school day, a student must be in school for five full periods, unless excused in advance by an administrator.
  - d. If a student is ineligible based on quarter grades (more than one "F"), the student is ineligible for the next quarter; if a student is ineligible based on semester grades (more than one "F"), the student is ineligible for the next semester.
3. Conduct standards

- a. All student participants must demonstrate *exemplary behavior* including good citizenship, academic honesty, respect for others (Human Dignity Policy), and a spirit of sportsmanship. Participants are subject to disciplinary action, including possible suspension or exclusion from activities, if their behavior is less than exemplary.
- b. An athlete who quits a team during that team's season without the approval of the coach or the Athletic Director will not be allowed to participate in interscholastic sports for a period of up to one (1) calendar year. The actual length of suspension will be determined by the administration after a conference with the coach, the athletic director, the student's parents and the student.

**B. EXTRA-CURRICULAR POLICIES**

**1. Athletics**

Timothy Christian athletes are expected to maintain high standards of conduct, represent Timothy in the community, act as examples to others, and maintain physical fitness. Students who participate in Timothy's athletic programs are required to observe specific rules related to certain substances.

**2. Student leaders and extra-curricular participants**

Timothy Christian student leaders are expected to maintain high standards of conduct, represent Timothy in the community, and act as examples to others. Students who are involved in leadership roles or extracurricular public performance activities are required to observe specific rules related to certain substances.

**3. Specifics**

The use, possession, or provision to others of tobacco, alcoholic beverages, or any illegal drugs by coded students, whether at school or off school property, is forbidden. In addition, participation in the extracurricular program will be jeopardized by students who violate the integrity of the academic program by cheating or plagiarizing. Portions of the year in which a student is not participating (including the summer) and any period of suspension or ineligibility are regarded as periods during which these rules apply.

**C. DISCIPLINARY MEASURES--Athletics**

If it is determined that a student athlete has violated any of the extracurricular code rules, appropriate communication between school personnel and parents will take place within the disciplinary process but prior to a penalty being enforced. This communication will outline the reason for the suspension and the options, if any, which are available to the student.

**1. First Violation**

- a. Tobacco--Suspension from interscholastic competition for 1/3 of the participant's season in progress.
- b. Drugs/Alcohol--Suspension from interscholastic competition for 1/3 of the participant's season in progress.
- c. Behavior violation--Suspension from interscholastic competition for 1/3 of the participant's season in progress.

**2. Second Violation**

- a. Tobacco--Suspension from interscholastic competition for one year.
  - b. Drugs/Alcohol--Suspension from interscholastic competition for one year.
  - c. Behavior violation--Suspension from interscholastic competition for one year.
3. Third Violation
- a. Tobacco-- Suspension from athletics at Timothy Christian Schools for the remainder of the student's high school career.
  - b. Drugs/alcohol-- Suspension from athletics at Timothy Christian Schools for the remainder of the student's high school career.
  - c. Behavior violation-- Suspension from athletics at Timothy Christian Schools for the remainder of the student's high school career.

Details

- 1. The use of tobacco, use of drugs and/or alcohol, and inappropriate behavior are separate and distinct categories of offenses. Therefore, it is possible for a student to commit offenses and be disciplined in more than one category. This means that in the case where a student's 2<sup>nd</sup> (or 3<sup>rd</sup>) offense occurs in a different category than the 1<sup>st</sup> incident, the penalty enforced will be at the 2<sup>nd</sup> (or 3<sup>rd</sup>) level. (i.e. 1<sup>st</sup> violation is for Smoking – the penalty is 1/3 season suspension; 2<sup>nd</sup> violation is for Alcohol – the penalty is 1 year suspension).
- 2. If suspended for a year or more (and after a minimum of one season), a student may apply to the administration for reinstatement.
- 3. If a suspension is not completed during the current season, the suspension continues into the next season or year.
- 4. The extracurricular code is in addition to the Timothy policies related to drugs, alcohol, tobacco products, and behavioral expectations.

D. DISCIPLINARY MEASURES--Non-athletics

If it is determined that a student involved in any school sponsored activity has violated any of the extracurricular code rules, appropriate communication between school personnel and parents will take place within the actual disciplinary decision process. This communication will outline the reason for the suspension and the options, if any, which are available to the student.

The penalties referred to above apply to participants of extracurricular athletic activities. In the event of a violation by a participant in a non-athletic extracurricular activity, a penalty will be determined by the administration after consultation with the sponsor of such activity. The penalty will be comparable to the penalties for participants in athletic activities.

E. EXTENUATING CIRCUMSTANCES

At the administration's discretion, the following situations may lead to alternative penalties:

- 1. Confession
  - a. If a student voluntarily turns him/herself in for a violation, the penalty may be reduced by up to one-half (for example, 1/3 could become 1/6).
- 2. Treatment
  - a. If a student agrees to receive treatment from an organization or doctor approved by the administration, the penalty may be reduced by up to one-half.

3. Time Period
  - a. The extracurricular code penalties are cumulative over the entire four years of a student's career. However, any student who has violated the code and has not done so again for two years may be moved back one step on the extracurricular code.
4. Alternative Penalty
  - a. For a **first-time offense** of any kind, the administration may choose to provide an alternative penalty. The alternative must involve the parents as well as the student in a project or service activity for the benefit of the school. Examples of suitable projects are grounds keeping, washing buses, painting, working at New to You Store, etc.
  - b. Smoking and behavior violations require 15 hours of service for each participant, and alcohol/substance violations require 25 hours of service.
  - c. Alternative penalties provide an option for parents who feel strongly that their child would suffer too much from an extended extra-curricular suspension.
  - d. All alternative activities and projects must be completed before a student may resume participation in his/her activity.
5. This code is not intended to infringe upon the authority of the home. When under the direct supervision (visible contact) of a parent, the responsibility for minimal use of tobacco or alcohol at family parties, celebrations or other special occasions rests with the parents. It is expected, of course, that parents will uphold the spirit of the code.

F. APPEAL PROCESS

Appeals of the decision of the administration for a suspension shall be directed to the following groups in this order:

1. Principal
2. Executive Committee of The Board of Directors
3. Board of Directors

G. COUNSELING AND RESTORATIVE ELEMENTS

1. Required Treatment
  - a. If the administration, after consultation with the counseling department and parents, deem the substance abuse of a serious nature, they may require participation by the student in an intervention/prevention program approved by the administration.
2. Attitude
  - a. It is expected that the administration, faculty, and students will maintain an attitude of forgiveness, support, and encouragement to assist students in coping with the effects of substance abuse and any disciplinary measures relating to violation of the school's extra-curricular code.
3. Ending Suspension
  - a. Toward the conclusion of any disciplinary period, the administration and/or appropriate faculty member who has worked with the student during the suspension period shall meet with the student and, if appropriate the parents, to communicate forgiveness, to encourage resumption of involvement in activities offered at Timothy, to develop positive aspects from the disciplinary measures, and to emphasize that the behavior, not the student, was unacceptable.

## **Tardies**

**First-period tardies** are tallied by classroom teachers and noted on report cards. Late-bus and excused tardies (as noted by the office) are not counted.

The office will contact the parents of students who have accumulated **5 tardies** during the semester. Another contact will occur at the **10<sup>th</sup> tardy**. Should the student accumulate **15 tardies** during a semester, or he/she will be assigned to Step 1 of the Major Infractions discipline code.

Tardies for middle school students are tallied in the office. Each quarter, students may accrue up to three tardies without penalty. The fourth tardy and every tardy thereafter will result in an assigned detention, but will be dealt with separately from disciplinary steps. “Tardy clocks” are turned back to zero at the end of each marking period.

## **Visitors**

Students may not take visitors to school unless permission is granted from the principal for an extremely extenuating circumstance. Typically, any individuals who are interested in considering Timothy as their educational choice will be permitted to visit. Such visits are coordinated through the school office or through contact with the Director of Recruitment. All student visitors are expected to adhere to the rules and standards of the school.

Parents are encouraged to visit. Please make arrangements with the teacher, and inform the office when you arrive so that we know who is in the building.