



Middle School  
Code of Conduct



## **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 middle 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.

To assist Timothy Christian Schools in providing a positive learning environment, we have identified several topics of particular concern in the middle school. These topics are addressed below.

## **Academic Honesty**

Cheating and plagiarizing will not be tolerated at Timothy Christian Schools. Our objective is to create a school environment that is supportive and fair to all students, and one that promotes goal setting in accomplishing a personal best for each individual. Any offense will be reported on the student's permanent record and parents will be notified.

### **ACADEMIC HONESTY IS**

...using the Internet and other research materials for insight and research. Rewording and rephrasing facts, with proper documentation.

...working together and discussing an assignment with classmates to develop ideas, however, writing papers and completing assignments independently.

...studying for the test with notes. Sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test.

...saying, "I do not know what is on the test," or "I'm not sharing test information."

### **CHEATING IS**

...copying word for word phrases/sentences from any source, such as Internet, text sources, or study guides. Not documenting information taken from sources.

...copying, exactly, or rephrasing any portion of a classmate's paper, notes, projects, lab notes, essays, worksheets, or any other assigned material that can assist them in cheating.

...using any type of aid during a test that is not allowed by the teacher including, but not limited to cheat sheets, crib notes, formulas/calculations, text messaging, wandering eye, and talking during a quiz/test.

...sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz or test.

\*Allowing other students to cheat off of your paper is considered cheating, and will receive the same consequences as the person taking the answers!

Cheating will result in the student receiving a grade of "0" on that assignment, without possibility of make-up. The teacher will notify the student's parents or guardians and the student will receive a detention.

## 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.

### 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. The detention period is a time of silence and reflection. Students are not permitted to do homework.

#### Detention Consequences

- Detention 1** The student will serve a detention: 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 and Middle School Staff.
- 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, breaking classroom rules and general misbehavior will typically be handled at the teachers' discretion. A student's accumulating 3 minor infractions, as tallied by her or his teacher, will result in assignment to Detention 1 on the Major Infraction code.

## Dress Code

Neatness, modesty, and appropriateness are important components of a Christian education. The purpose of the dress code philosophy at Timothy Christian Schools is to encourage the development of these virtues. In addition, students' dress and grooming must not disrupt the educational process or interfere with maintaining a positive learning environment.

Judgments of interpretation are always a part of dress code implementation. Students and parents with questions are encouraged to check with the administration before purchasing clothing.

Appropriate and modest dress is expected any time students are on campus. This includes after school and extra-curricular activities.

- All clothing should fit in a manner that is modest and neat in appearance. Clothing that is overly loose and baggy or tight and form-fitting is considered unacceptable.
- Clothing should not advertise alcohol, cigarettes, musical bands or performers, or have sexual or disrespectful connotations.
- Clothing must not have holes and may not be tattered, ripped, torn, or cut.
- Undergarments should not be exposed.
- Shirts must cover the midriff (front and back) at all times and are to be properly sized.
- Sleeveless shirts must cover at least 3 inches on the shoulder. For girls, all tops must completely cover the bust line.
- Skirt or short length should reach mid-thigh or below. Short skirts and shorts are deemed to be disruptive and are not allowed, even when tights are worn underneath.
- Bicycle shorts and boxer-type shorts are not allowed.
- Leggings may not be worn unless under a skirt of appropriate length.
- Sweatbands, bandannas, hats, caps and sunglasses are not to be worn in the school building during school hours.
- Coats and jackets should not be worn in the classroom.
- 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 until they are dressed acceptably, and their parents will be notified by the reporting teacher. After every third infraction the student will receive a detention .

## **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, but permission must be granted by a teacher or administrator. Violations will result in the following penalties:

- 1<sup>st</sup> Offense: device will be taken away and kept in office. The student may pick it up after 3:05 pm.
- 2<sup>nd</sup> Offense: device 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: device 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.

## **Missing Homework**

Homework helps our children develop work and study habits, life-skills that will help them form and sustain a Christian work ethic. Homework in the middle school grades at Timothy Christian Schools 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 students review and reinforce the day's lessons. Although homework is your student's work, 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.

Missing or late homework is addressed by the grade-level team. Each incomplete or missing assignment will be recorded by the classroom teacher and the rest of the team will be informed. Whether and how the assignment may be made up is at the discretion of each teacher. As missing assignments accumulate, the following penalties apply:

- Level 1: after 5 missing or late assignments in a quarter, a letter will be sent home by the homebase teacher with a list of those assignments and their due dates.
- Level 2: after 10 missing or late assignments in a quarter, a meeting will be held involving the grade-level team, parents, and student.
- Level 3: after 15 missing or late assignments in a quarter, a meeting will be held involving the grade-level team, parents, student, and the principal.

## **Public Display of Affection**

Public Display of Affection (PDA) is not acceptable in school or school-related activities. PDA is defined as kissing, hugging, or physical touching of another person. Physical touching of another person will be handled at the discretion of the school administration.

## **Student Lockers**

Lockers are issued to middle school students at the beginning of the school year. Each student has his or her own locker assignment and students must use only their assigned locker. Lockers are to be kept clean at all times. Students should not write on or attach anything to the outside of the locker. Lockers may be decorated for birthdays, but all decorations must be removed at the end of the week. Students should not keep money or other valuables in their lockers. When necessary, a school administrator has the right to inspect a locker.

## **Student Sales**

Students may not sell any items at school without the permission of the administration.

## **Study Halls**

Study halls will be conducted like regular classrooms. A quiet atmosphere which is conducive to learning will be maintained. Attendance will be taken and students will have assigned seats. Students are expected to arrive on time, bring something appropriate to do, and conduct themselves with proper decorum.

## **Tardies**

Students are expected to arrive to school and all classes on time. Late-bus and excused tardies (as noted by the office) are not counted.

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 other disciplinary steps. “Tardy clocks” are turned back to zero at the end of each marking period.

## **Theft / Property Damage**

Theft or vandalism of property of the school, school employees, students or any other person is a criminal act. Students involved in any act of theft or property damage will be required to make appropriate restitution. In addition, cases of theft or property damage will result in the students' suspension and may be reported to law officials for further action.

## **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

### *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

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.

The Timothy Christian Middle School Code of Conduct is provided to you and your child to help you understand the school's procedures, rules, policies, and expectations. Although a discussion of the Code does take place in your child's homeroom, it will help your child to have a successful school experience if you take some time together to review its contents more thoroughly.

This Code of Conduct is based on the premise that students are expected to conduct themselves according to the highest standards and if a student's behavior is unacceptable, it will be addressed accordingly.

Parents are requested to review the Code of Conduct with your child, complete the form below, and have the student return it to his/her homeroom teacher.

**PLEASE SIGN, DETACH, AND RETURN THE FOLLOWING  
FORM NO LATER THAN FRIDAY, AUGUST 26, 2011.**

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**We have read and discussed the 2011 – 2012 Timothy Christian Middle School Code of Conduct. We understand its content, as well as the expectations for behavior at Timothy Christian Schools.**

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**Student Name (print)**

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**(Student signature)**

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**(Parent signature)**

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**(Date)**