

Parent Student Handbook
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I. ACADEMICS

A. ACADEMIC PERFORMANCE

All students are to be prepared for each class by completing all assignments, by bringing necessary materials, and by participating in class discussion. Each student is expected to perform to the best of his abilities. **Students and parents can stay apprised of academic progress via PowerSchool, an on-line software available on any computer with internet access.** Students and parents will receive a username and password at the beginning of the school year.

B. ACADEMIC HONESTY

Academic honesty is expected of all students. If students demonstrate dishonesty by supplying or using inappropriate aids for tests or quizzes, or by claiming another's work (including homework) as their own, the consequence will be a "0" for the test or assignment. Students who cheat will also receive a Saturday School or an off-campus suspension. In addition, the teacher will telephone the parents to inform them. If there is a second incident in **any** class, students will be removed from the class and will receive a final grade of "WF". Any further infraction(s) may result in the imposition of like or additional or alternative sanctions up to and including a recommendation of expulsion by the administration to the Board of Directors. Cheating on any assignment including daily homework or evaluation is not only an academic infraction but also a violation of our community standards as a Christian School.

C. GRADE POINT AVERAGE

All courses are included in calculating the GPA according to the amount of credit they receive. Please review a Student Registration Handbook to identify courses that receive weighted quality points. The grade point average (GPA) is based on semester final grades. This average is used to determine class rank.

D. HONOR ROLL

High honor roll status is achieved when a student achieves a grade point average of 3.5 or above. Honor roll status is achieved when a student achieves a grade point average of 3.0 or above. Honors lists will be posted and published at the end of each quarter. A grade of any kind of "D" or "F" disqualifies a student from academic honors.

E. HONOR SOCIETY

To be eligible for the Honor Society, the student must maintain a semester grade point average of 3.00 or above for each semester with the exception of one semester in which a minimum GPA of 2.75 is allowed.

F. REGISTRATION AND DROPPING OF COURSES

1. Students must be registered for at least 5.5 credits during each school year.
2. If students insist on dropping courses, they will receive a final grade of "F" for those courses. Any exception to this must be requested by the teacher and approved by the registrar and principal.

G. CREDITS AND GRADUATION

Consult the Student Registration Handbook for details regarding graduation requirements.

1. Students are required to complete 8 semesters of high school attendance and earn the applicable requisite credits to receive a diploma. Any exceptions to the above must have the recommendation of a counselor and the principal and be approved by the Board.
2. Students must earn **22** credits to graduate.
3. With few exceptions, most courses are full credit courses receiving .5 credits per semester if they meet 5 periods a week.
4. No more than 4 applied music credits and 1.75 physical education credits may be counted in the total credits.
5. All students are required to complete ten (10) service hours each year during their freshmen, sophomore & junior year. Seniors will participate in a group service project before graduation. If the service requirements are met students will not receive their diploma at graduation.

H. GUIDANCE

Students are welcome to meet with a counselor about a variety of issues (personal and academic). All conferences will be held in a confidential and private manner. The appropriate ways to arrange a conference are to see the counselor before school, during the morning break time, lunchtime or between classes. The counselor is also usually available after school.

I. RESTRICTED LIST

Restricted lists are updated three times per quarter. Any student receiving 2 "D's" or one "F" in a nine-week period or on progress reports will be placed on the restricted list. Students on this list will lose any special privileges associated with being excused from study hall and participating in non-academic off campus events during the school day. These privileges *also* include late arrival/early dismissal and aiding a teacher. (Note: this restriction does not apply to TCHS extra-curricular teams.)

J. EIGHTH SEMESTER SENIOR EXAM EXEMPTION

An eighth semester senior will be considered exempt from the final exam in a class if all of the following criteria apply on declaration day (final day of regular classes):

1. If all work is completed except the final exam, a student must have earned a final semester grade of "B" or higher in the class from which his eighth semester exam will be exempted.
2. The student has not received any detentions during his/her 8th semester.
3. The student has not served any Saturday Schools or suspensions during his/her entire senior year.
4. The student has not accumulated more than five absences in that class (for any reason) during second semester of his/her senior year.
5. The student has not violated the Substance Abuse Policy during his/her senior year.

If a student is declared exempt from an exam it is his/her choice whether or not to take the exam. The teacher must be notified on declaration day if the student intends to take the exam.

II. GENERAL PROCEDURES

A. ATTENDANCE

Prompt daily attendance by students is important to their educational progress. Generally, being absent will cause students to fall behind in their work and may interrupt their progress and that of the class.

1. Excessive absences

If a student exceeds 14 absences in one semester in any class or classes (7 in quarter long classes), that student will receive no credit for that class or classes. A long-term illness exception may be granted by an appeal that includes a doctor's signed statement. School sponsored absences are not included. The Education Committee must approve any exceptions to this policy at the time of the absences.

2. Excused absences

a. Students absent for the following reasons are excused: student illness, a death or emergency in the family, a medical or dental appointment.

(1) To excuse an all-day absence described in (2. a.), parents must telephone the high school (630/833-7575 x204) before 10:00 a.m. the day of the absence. Consecutive days absent require a telephone call each morning.

(2) If a student arrives late or must leave school early due to a medical appointment and a phone call has not been received, the student must bring a note to the office upon arriving or before leaving.

b. A student who wishes to be absent for reasons not stated in (2. a.) may have the absence excused if a prior request is made. The following arrangements must be made for the pre-arranged absence:

(1) The student must bring a note from the parents to the office explaining the reason for the requested absence.

(2) The student is given a pre-arranged absence form to be signed by each of the student's classroom teachers. It may be necessary to complete advance assignments before the absence.

(3) The student must return the form to the office for administrative approval.

c. No pre-arranged absences will be approved during semester exams.

3. Unexcused absences (*There are two kinds of unexcused absences.*)

a. Any absence (other than those explained in #2 above) that is with the knowledge of the parents but without their approval and/or the approval of the school will result in an unexcused absence in all missed classes.

(1) The student will not receive credit for work missed.

(2) The student will be assigned a Saturday School. Repeated offenses may result in a suspension.

- b. Any absence without the knowledge and approval of parents and school will result in an unexcused absence in missed classes.
 - (1) The student will not receive credit for work missed.
 - (2) The student will be assigned a Saturday School or 1-day suspension for the first offense, for each day or part of a day missed. The second offense will result in a suspension of up to 3 days and a warning that the next offense may result in academic failure for the semester or a recommendation to the board for expulsion.
 - (3) The student may make up and receive credit for work missed during the period of suspension.

B. TARDINESS

1. School begins at 8:15 a.m. Students arriving after 8:15 must stop at the office for an admit slip. Students arriving after 8:35 a.m. will also be marked absent for first period.
2. All tardies are excused or unexcused at the teacher's discretion.
 - a. Students arriving late first period (other than on a late bus) may bring a note from their parents to the office before 8:15 a.m. the following day requesting an excused tardy. *After five parentally excused first period tardies in a semester, the administration reserves the right to consider any additional first period late arrivals as automatic tardies.*
 - b. If detained by a teacher, the student must request a blue slip from the teacher and present it to the next classroom teacher.
3. Repeated tardiness to classes will necessitate action being taken against the offender. All unexcused tardies are recorded in the office. After the **fourth tardy** of the semester, a student will be assigned a one-hour detention for each tardy.

C. LATE ARRIVAL/EARLY DISMISSAL

Seniors in good standing may request either late arrival or early dismissal privileges. They must fill out the appropriate form and turn a blue slip from the office to their assigned study hall teacher before the privilege goes into effect. Students with late arrival privileges must either report to their assigned study hall or be on time for their second period class. All students must be present for all chapels and assemblies. Students with early dismissal privilege must either vacate the building and campus before the last period begins or report to their assigned study hall.

D. STUDY HALLS & LIBRARY

Study halls are to be used for quiet individual study; therefore, study halls are to be quiet and orderly. Students are not to work together or talk unless the study hall teacher has given specific permission. There is to be no card playing during study hall and the use of cell phones or electronic music devices is prohibited. The library is to be used for research, checking out books and leisure reading. Students who plan to use the library must sign up in advance; sheets are available outside the library door. If the library is closed for a class visit, students will be informed one day in advance via the daily bulletin. The library is usually open after school until 4:00 p.m. for students who wish to study.

E. MISCELLANEOUS PROCEDURES

1. **ILLNESS:** Students who become ill during school are to report to the school office **after obtaining permission from the classroom teacher.** Office staff will then make arrangements for proper care or contact the parents should it be necessary for the student to go home. If it is necessary to spend time in the sick room, a student may spend no more than one period in the sick room.
2. **ACTIVITY RELEASE PROCEDURE:** When students wish to be excused from a class or study hall for some other in-school activity, they must obtain a written excuse from the teacher assuming responsibility and present it to their assigned teacher for appraisal **before the beginning of the class period.**
3. **LEAVING SCHOOL PROPERTY:** Students are to remain on the school grounds during the school day unless they have received a signed permission slip to leave school from a teacher or administrator. The signed permission slip must be left in the school office. Students must report to the office when they return.
4. **HALL PASSES:** During class time, the halls are to be quiet. Students are not allowed in the halls without permission from a teacher. Any teacher may request to see the hall pass, and will send the students back to class if the privilege is being misused
5. **STUDENT IDENTIFICATION CARDS** are issued after payment of the mandatory student activity fee. By presenting this card, students are admitted to all home athletic contests without charge and to away contests at student price.
6. **TEACHER-STUDENT CONFLICTS** occasionally occur. Students are encouraged to follow the procedures described in Matthew 18:15-17. First, talk to the teacher. If resolution is not reached, the student should make arrangements for a conference with the principal and the teacher.
7. **WORK PERMITS** for students under the age of 16 are available in the office.
8. A **COPY MACHINE** is available in the library for students who need to make copies. There is a small charge.
9. **SCHOOL HOURS:** Students are not to remain in the school building beyond dismissal time unless they are involved in activities that are under the direct supervision of a faculty member, they are studying in the library, or they are requested by a teacher to remain in school.
10. **SHADOWING (Student Visitor Request):** The form requesting permission for a student visitor must be turned in to the office for approval *a minimum of 2 days before the requested visit is to occur.* Included on the form must be the signatures of both sets of parents and a legitimate reason for visiting T.C.H.S.

F. VEHICLE REGULATIONS

1. Motor vehicles are to be parked in either the south or east lot and not removed until the end of the day unless permission is obtained from an administrator. Students are not to park immediately behind (east of) the high school in the section reserved for faculty. They are also not to park on Prospect Ave. between the entrance and exit for the “U” in front of the main entrance. This area is reserved for parent and visitor parking.
2. Student drivers must exercise caution at all times and follow the registration, parking and traffic regulations. At the end of the school day all students are to turn **left** (south) onto Prospect Ave. as they exit the campus. Care must be taken to observe speed limits on Prospect Ave. south of school, as this is a residential area.
3. Use of cars for school-sponsored affairs is not the school’s responsibility. The school provides transportation when necessary for after-school events. When this transportation is provided for school activities (teams, cheerleaders, music groups, etc.), the participating students must ride this vehicle.
4. Bicycles taken to school are to be parked and locked in the bicycle rack.
5. Students are not to be in the school parking lot except when coming to or leaving school. Loitering is not permitted in the parking lot before or after school.

G. PRESCRIPTION MEDICATION POLICY

1. The School must be notified in writing of all prescription medications being taken by a student. This information is required by the School in order to respond properly to emergencies, as well as to respond appropriately in the educational process.
2. The School staff does not include trained medical personnel and is not equipped to assume responsibility for the dispensing of medication; therefore, it is the responsibility of the parents to make appropriate arrangements for the dispensing of any prescription medication to be taken by a student. A student shall not have more than a one-day supply of medication to be taken during school hours.
3. The School is willing to assist parents in the dispensing of prescription medication to a student only upon the following terms:
 - a. Parents must notify the School in writing of prescription medication to be administered by School staff. The parents or guardian must fill out and submit the Prescription Medication Release Form available in the office.
 - b. The building principal shall designate a staff member to administer prescription medication. All prescription medication to be administered by the School shall be kept in a locked container, to be accessible only by those individuals designated by the principal, with a written log of the medications dispensed.
 - c. 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 specific directions regarding the time and dosage to be given.

- d. All changes in dosage or discontinuation must be made by a written statement from the parents or guardian.
- e. All medication must be picked up by the parent at the end of the school year or upon discontinuation of use, whichever occurs first.
- f. The parents or guardian are responsible to instruct the student to report to the designated dispensing area and the school assumes no responsibility with respect thereto.

H. NON-PRESCRIPTION MEDICATION POLICY

The school staff may not provide/dispense non-prescription medication such as aspirin, acetaminophen, ibuprofen, etc. to students. Students are also prohibited from providing such medication to fellow classmates. The building principal (or the principal's designee) may consider giving a student ibuprofen provided the student's parent or guardian has filled out and submitted the Non-prescription Medication Release Form available in the office.

III. STUDENT DISCIPLINE

To promote the spiritual health of our community and to insure a positive learning atmosphere, it is important that we provide clear guidelines about our discipline policies to students. As a school, we take seriously our responsibility to God and to Christian parents to deal immediately and firmly with any behaviors, attitudes or activities that are contrary to standards of Christian living. In all matters of discipline, the ultimate goal is to restore the student and to bring him/her back into the school community as a fully contributing member.

The faculty and staff will make every effort to deal with a student problem individually before more severe disciplinary steps are necessary. This will be done by good classroom management, careful communication with the home, or by personally counseling the student. If the problem does not improve, or if the infraction is of a more serious nature, the appropriate discipline will be assigned to the student. All discipline is issued in compliance with the process outlined below, but at the discretion of the administration.

A. DISCIPLINE SCALE

STEP 1: Detention.

STEP 2: Saturday School.

STEP 3: Off-campus suspension of one or more days.

STEP 4: Expulsion recommended to the Board of Directors.

NOTE: This scale is used for relatively minor offenses. More serious offenses will result in immediate penalty such as Saturday school, off-campus suspension, or expulsion.

B. DETENTION

Detentions are typically assigned for excessive tardiness and most school-related offenses. A detention has the duration of 1 hour. They are typically served on Tuesday or Thursday mornings from 7:10 – 8:10 a.m. or on designated Saturday mornings beginning at 8:00 a.m. If all detentions are not served before or on the **mandatory** Saturday session, the student will be assigned a 4-hour Saturday School (including the \$10 fee) as a penalty. It is the student's responsibility to see that detentions are served as soon as possible and do not accumulate.

NOTE: Teachers may assign and supervise before- or after-school detentions for their students if they choose.

C. SATURDAY SCHOOL

Saturday Schools are assigned when appropriate discipline should be more than a detention but less than a suspension. A Saturday School has the duration of 4 hours. Saturday Schools must be served on the next designated Saturday morning beginning at 8:00 a.m. and concluding at 12:00 noon. Students serving Saturday School are assessed a \$10 fee which must be paid at the time the penalty is served. If the Saturday School is not served when it is assigned, an additional Saturday School will be assigned as a penalty.

D. SUSPENSION

Suspension may be used by the school administration as discipline for more serious offenses, such as fighting, stealing, vandalism, possession and/or use of alcohol, drugs or tobacco, skipping school, and other offenses which violate the spirit of Christian community. The parents will be informed of any suspension. The student may make up and receive credit for work missed during the period of suspension. A suspended student may not attend any school functions on the day of suspension.

E. PROBATION

Probation status means a student is placed in a more tentative category with regard to enrollment. There will be closer monitoring of the student's behavior and possible restrictions for the student during the time of probation. A student will be put on probation for major offenses where a repetition would be considered a serious violation of Christian principles and school philosophy. A letter stating terms of the probation will be sent to the parents with a copy on file in the principal's office. *Revised 6/21/04*

F. EXPULSION

The School Board upon recommendation by the principal can expel a student. When the principal recommends that expulsion is warranted, the student is suspended from school until such time as the recommendation to expel can be heard by the School Board or, in its place, the Executive Committee. The student and his/her parents or guardian shall be notified, stating the reasons for the principal's recommendation for expulsion.

G. APPEAL PROCESS

The student and his/her parents or guardian may ask to appeal an expulsion decision. The request for appeal shall be in writing and shall be presented to the superintendent. After the appeal process the decision of the Board will be considered final.

H. CLASSROOM DISMISSAL

If a student is asked to leave a classroom for misbehavior, the teacher will fill out a blue slip designating the time of and reason for dismissal. The student must report immediately to the dean for the remainder of that period. Before the class meets again, the student must arrange a conference with the teacher and obtain either (1) readmission to class or (2) another blue slip to report to the main office for reassignment. (In some cases the teacher or the student may wish to ask the administration to arrange for a conference to resolve the problem.) *The student will be assigned a 2-hour detention for the first and second classroom dismissals.* The third time a student is dismissed from class the dean will make a parent call and a Saturday School will be assigned.

I. HUMAN DIGNITY

Sexual or racial harassment of students, either verbal or physical, by other students or by employees of Timothy Christian is inappropriate and contrary to what we believe when we say we are made in the image of the Lord. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or contrary to a stable Christian learning environment. The school will then follow the procedure outlined in the school's Human Dignity Policy, which does include severe disciplinary action. Listed below is a summary from the complete policy which is available in the high school office.

TIMOTHY CHRISTIAN SCHOOLS HUMAN DIGNITY POLICY

1. *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.*
2. *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;*
 - a. *name calling jokes or rumors;*
 - b. *pulling on clothing;*
 - c. *graffiti;*
 - d. *notes or cartoons;*
 - e. *racial slurs; or*
 - f. *unwelcome touching of a person or his/her clothing.*
3. *If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, the principal, or a board member.*
4. *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.*
5. *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.*
6. *Your right to privacy will be respected as much as possible.*
7. *We take seriously all reports of harassment and violence and will take all appropriate actions based on your report.*
8. *Timothy Christian will take action if anyone tries to intimidate you or take action to harm you because you have reported.*
9. *Timothy Christian considers false reports of harassment and retaliation equally inappropriate and will take all necessary actions in such cases.*
10. *This is summary of Timothy Christian Schools' policy against harassment and violence. The complete policy is available in the school office upon request.*

HARASSMENT AND VIOLENCE ARE VIOLATIONS OF GOD'S WILL FOR HIS PEOPLE, IN ADDITION TO BEING AGAINST THE LAW.

J. DRESS AND APPEARANCE

Good grooming is important to the well being of every student at Timothy Christian High School. Clothing which is appropriate in a formal Christian school environment should be neat, clean and modest. Calling attention to oneself unnecessarily through manner of dress or appearance is unsuitable in a Christian academic environment. Immodest, inappropriate dress does not reflect a Christian attitude and outlook in life.

Since the school's primary goal is the Christian education of each student, parents can help the school achieve this end by maintaining a positive standard of dress in the home before the student comes to school each day. God has made each of us different, calling each of us to take our place in the world as unique individuals. Our goal is to help young people make appropriate life decisions, which includes appearance, in a sinful, secular world. Extreme, distracting fashions do not have a place in a Christian academic setting.

Students are expected to comply with the dress code standards outlined below. In general, any student dress or appearance, while not specifically outlined below may be considered unacceptable if in violation of the neat, clean and modest standards.

1. Clothing is to be worn as it was designed to be worn and in compliance with the following specific guidelines:
 - Hats, scarves and headbands are not to be worn during school hours.
 - Clothing and backpacks may not advertise alcohol, cigarettes, secular rock music or performers, nor have inappropriate connotations.
 - Clothing must be hemmed or have finished ends.
 - Clothing should have no holes or tears.
 - Shorts must reach 2/3 of the way from the top of the hip bone to the center of the knee.
 - Skirts must reach 3/4 of the way from the top of the hip bone to the center of the knee.
 - Clothing may not be excessively tight or revealing.
 - Any top that exposes one's mid-section at any time is not acceptable.
 - Boys' shirts are not to be sleeveless.
 - Girls' tops must have a minimum of 3" wide strap on the shoulder
 - off-the-shoulder tops are not acceptable
 - Students' undergarments may not be visible.
 - Shoes or sandals must be worn at all times.
 - Hair is to be a natural color, a consistent length and not extreme.
 - Boys are to wear shirts whenever in the building (exception: P. E. in the gym).
 - The wearing of chains, metal spikes and studs or other inappropriate jewelry (including facial piercing) is not allowed.

2. CONSEQUENCES OF DRESS CODE VIOLATIONS

If, in the opinion of the school officials, the dress of any student violates the prescribed standards, the student will be expected to conform to the dress code. Until that time, the student will be suspended from classes and, if necessary, the parents will be notified to obtain appropriate clothing for the student. ALL dress code violations will be reported to parents and will result in detentions.

K. COMMUNICATION DEVICES/ELECTRONIC GAME & MUSIC DEVICES

Cell phones and other communication devices may be used before and after school, during the 4-minute passing periods and during morning break. However, they may not be used during any class, study hall, chapel, assembly or lunch period without a teacher's/administrator's permission. The use of electronic music devices and games is not allowed during the school day (8:15 a.m.-2:55 p.m.). Any of the above being used inappropriately will be confiscated for one week. Repeat violations will require a parent conference to return it.

L. UNACCEPTABLE BEHAVIOR

The following behaviors are unacceptable and will result in disciplinary action:

- Fighting/physical or verbal abuse.
- Stealing, damaging, or misusing the school's or another person's property.
- Possession, use, distribution, or being under the influence of tobacco, alcohol or an illegal drug at school or a school function.
- Use of vulgar or profane language and gestures.
- Truancy and attendance violations.
- Inappropriate displays of affection.
- Entering or loitering in an unauthorized area.
- Lying or deception, including forgery or cheating.
- Disrespect shown towards a staff member or another student.
- Leaving the campus without permission before the end of the day.
- Continued lack of academic preparedness.
- Gambling of any sort.
- Displaying or demonstrating any type of gang affiliation.
- Possession of a laser pointer.
- Failure to comply with any other rules and regulations as set forth by the administration.

Students are expected to comply with regulations of the school; their conduct in general, including outside of school hours should neither harm nor bring discredit to the name of Timothy Christian Schools.

M. POSSESSION OF WEAPONS

No student will possess a weapon on school premises or at any time connected to school related activities. Included in this policy is any firearm, knife, martial arts device or any other object, which may be construed to be a weapon. Also included in this policy are look-a-likes. Any violation of this policy will result in disciplinary action up to and including expulsion from school.

N. USE, CARE AND RESPECT OF SCHOOL AND PERSONAL PROPERTY

1. Students are accountable for school equipment and other materials that have been issued to them for their use. Students will make proper restitution for the loss of or damage to this issued property or for any damage done to other school property.
2. Students may use special schoolrooms and equipment only with the permission of the faculty person responsible for that particular area. Such designated places include offices; the computer, home economics, industrial arts, and music rooms; the library and computer labs; the science laboratories, auditorium and the dark room.
3. The stage area and any equipment on the stage are off limits to all students except under supervision of a faculty member.
4. Lockers used by students are school property and may be searched by school officials. Students' possessions must be kept in their lockers, not in the hallway (except during chapel). The inside of lockers may not exhibit any pictures, phrases, or objects that are inconsistent with our philosophy. **Students should not keep money or other valuables in their hall lockers.** Only locks purchased from the bookstore may be used on lockers.
5. Respect for school and personal property is always expected. Penalties for vandalism and stealing shall be determined by the administration and will be severe. Any student involved in theft of school or another student's property will be suspended and may be recommended for expulsion. Note that this includes the unauthorized use of another student's calculator.
6. The use of skateboards, roller blades, scooters and other such equipment is prohibited on Timothy grounds.

O. BUS BEHAVIOR AND REGULATIONS

Bus transportation is provided for all students of Timothy Christian Schools; however, riding the school bus is a privilege. At any time during the school year this privilege may be revoked for misconduct or violation of bus rules. Students must respect the authority of the bus driver. If a student does violate bus rules, the driver will write up a Report of Bus Conduct that will be sent home. A second offense will require a detention and another report sent home. Three such notices will result in the loss of bus riding privileges for one week. If there are further offenses, the parents must appeal to the Transportation Committee of the Board for the student to ride the bus again.

Unacceptable behavior for students:

- Eating or drinking on the bus (state law).
- Changing seats or standing during the bus ride.
- Being loud or distracting the driver.
- Sticking hands or head out of bus windows.
- Throwing anything.
- Inappropriate "horseplay".

IV. SUBSTANCE ABUSE POLICY

PHILOSOPHY:

As Christians we have a responsibility to obey laws established by those placed in authority over us, to regard our life and the lives of others with the sanctity intended by God the Creator, and to care for our bodies as the residence of the Holy Spirit. For those reasons, the Board of Timothy Christian High School implements policies that deter young people from the use of tobacco, alcohol, illegal drugs and controlled substances. These policies intend to correct those who do and assist parents and students in determining if a young person needs professional help in combating any temptation to be involved with these substances.

Timothy expects its students to abstain from the use of tobacco, alcohol, illegal drugs and controlled substances (unless lawfully prescribed) at all times. Experimentation with or use of alcohol and other controlled substances is irresponsible social behavior, a detriment to one's learning potential, destructive of the learning environment for oneself and others, potentially dangerous and illegal.

We recognize God's Word in this matter: "know that your body is a temple of the Holy Spirit.... Therefore, honor God with your body." (I Corinthians 6:19, 20). We also accept the American Medical Association statement that "chemical abuse/dependency is an illness often preceded by misuse." Accepting God's Word regarding our bodies and the AMA's position on the dangers of chemical abuse, Timothy Christian Schools believe it is our responsibility to assist students and families faced with this issue and take necessary action to protect the rest of the student body.

In this area of life, disciplinary action must include a restorative element. Therefore, we strongly believe that prompt professional counseling and appropriate follow-through action is an essential factor in disciplining students. In addition, suspension or other disciplinary action may be necessary for students who violate our expectations related to alcohol and/or controlled substances.

A. SMOKING POLICY

Smoking by students is prohibited in the school building and on school grounds before, after, and during school hours. Smoking is also prohibited on the buses, at the bus stops, and within 100 feet of school property. This rule applies to all school sponsored activities. Students using, possessing, displaying, attempting to use, or aiding any other student to use cigarettes or any other form of tobacco in school, on the school grounds, at school sponsored activities, on the school buses, or at the bus stops will be penalized in the following manner:

- First offense: Three-day off-campus suspension.
- Second offense: Five-day off-campus suspension.
- Any additional offense will result in an indefinite suspension that will require a hearing with the Executive Committee of the Board to consider reinstatement.

The student will also be liable under the Timothy Christian High School Extracurricular Code.

B. ALCOHOL AND CONTROLLED SUBSTANCE POLICY

1. POLICY RELATED TO SCHOOL USE:

Any student who sells, possesses, distributes, uses, aids others in the use of, or is under the influence of illegal drugs (including look-a-likes), controlled substances (unless lawfully prescribed), associated paraphernalia, or alcoholic beverages during school hours, while on school property (including buses), or at a school sponsored event is subject to disciplinary action. Possession is considered to exist if a student: a) is aware of the presence of alcohol or controlled substance, and b) is in the proximity of or has access to the alcohol or a controlled substance, and c) fails to promptly remove himself/herself from the premises. Disciplinary action will be determined by the administration and school board.

- **FIRST OFFENSE:** In the case of a first offense of the alcohol, and controlled substances policy related to school activities, parents of the student will be contacted and the administration will suspend the student (usually five days). Legal authorities may be contacted when warranted by circumstances. Parents are encouraged to arrange for a substance abuse assessment from an approved substance abuse counselor in consultation with the Counseling Department.

If a student is determined by the administration to be selling or distributing illegal substances on campus, the administration will recommend expulsion.

The student will also be liable under the Timothy Christian High School Extracurricular Code.

SECOND OFFENSE: When a second offense has been committed, parents of the student will be contacted. The student will be suspended until the administration, in consultation with the counseling department, makes a recommendation to the Board regarding the student's future relationship with the school. Legal authorities may be contacted when warranted by circumstances. If the student remains enrolled at Timothy Christian High School, the student and parent must participate in a substance abuse awareness program conducted by an approved substance abuse counselor in consultation with the Counseling Department. The school may provide information to the program counselor. A report regarding participation in and completion of such a program must be submitted to the school counselor.

The student will also be liable under the Timothy Christian High School Extracurricular Code.

GENERAL PROVISIONS: The administration reserves the right in its sole discretion to recommend student expulsion or other disciplinary actions to the Board for first and/or second offense cases.

2. **POLICY RELATED TO NONSCHOOL USE:**

Any student who sells, possesses, distributes, uses, aids others in the use of, or is under the influence of illegal drugs (including look-a-likes), controlled substances (unless lawfully prescribed), associated paraphernalia, or alcoholic beverages outside of school hours and school activities is subject to school imposed consequences. Possession is considered to exist if a student: a) is aware of the presence of alcohol or a controlled substance, and b) is in the proximity of or has access to the alcohol or controlled substance, and c) fails to promptly remove himself/herself from the premises. Disciplinary action will be determined by the administration and school board.

- **FIRST OFFENSE:** In the case of a first offense of the alcohol, and controlled substances policy related to non-school use, parents of the student will be contacted. Parents are encouraged to arrange for a substance abuse assessment from an approved substance abuse counselor in consultation with the counseling department. Legal authorities may be contacted when warranted by circumstances. If it has been determined that a student has been selling or distributing illegal substances, the administration may recommend expulsion.

The student will also be liable under the Timothy Christian High School Extracurricular Code.

- **SECOND OFFENSE:** When a second offense has been committed, parents of the student will be contacted and the administration may suspend the student up to five days. Legal authorities may be contacted when warranted by circumstances. The student and parent must participate in an approved substance abuse awareness program in consultation with the Counseling Department. The school may provide information to the program counselor. A report regarding participation in and completion of such a program must be submitted to the school counselor. If further treatment is recommended, periodic written reports from the substance abuse counselor stating the student is attending the treatment program must be provided to the school counselor. Failure to follow a treatment program may result in further disciplinary action up to and including expulsion from school.

The student will also be liable under the Timothy Christian High School Extracurricular Code.

- **THIRD OFFENSE:** When a third offense has been committed, parents of the student will be contacted. Legal authorities may be contacted when warranted by circumstances. The student will be suspended until the administration, in consultation with the counseling department, makes a recommendation to the Board regarding the student's future relationship with the school. A third offense may result in a recommendation for expulsion.

The student will also be liable under the Timothy Christian High School Extracurricular Code.

- **GENERAL PROVISIONS:** The administration reserves the right in its sole discretion to recommend student expulsion or other disciplinary actions to the Board for first and/or second offense cases.

3. **TESTING AND SEARCHES:**

- a. **TESTING FOR CAUSE:** The administration reserves the right to require a student to undergo testing for alcohol and/or drugs when there is a reasonable suspicion of use. A student or parent failure to cooperate in the testing will result in disciplinary action up to and including expulsion from school.
- b. **RANDOM TESTING:** The administration reserves the right to engage in random substance abuse testing of all students. Tests will be initiated by the administration and will be conducted by a professional agency. If an individual tests positive, it is the responsibility of the student to pay for the test. Individuals who refuse to be tested in this fashion are subject to immediate expulsion from Timothy Christian High School.
- c. **POSITIVE RESULTS:** Individuals testing positive for either drug test will be subject to the consequences outlined in section IV.
- d. Alcohol breath testing equipment will be available for testing students during the school day or at school- sponsored events after school hours on or off campus.
- e. The administration may periodically arrange for local police to conduct K-9 searches for drugs on campus.

V. ORGANIZATIONS & EVENTS

Student participation in devotional activities, chapel programs, and assemblies is required. There is a wide variety of organizations, events, and services for student involvement and all Timothy Christian students are encouraged to participate.

A. ORGANIZATIONS

1. **STUDENT COUNCIL** is an organization made up of students elected by the student body to represent the views of the student body to the administration. The president, vice-president, secretary, and treasurer are elected in early May and the class representatives are elected shortly thereafter. The student council is in charge of and sponsors several events during the school year including dances, trips, the Awards Program and Homecoming.
2. **YEARBOOK STAFF:** The Saga Staff is in charge of recording the memories of the school year in words and pictures. We need student photographers of any age who know how to use digital cameras and are bold enough to get close to "the action" and capture it on film. We also need juniors and seniors for the layout staff who will be in charge of selecting photos, doing page layout, and writing memories and captions.
3. The **TIMOTHY TRUMPET** is the high school newspaper that reports on student news as well as on other events relevant to Timothy life. The advisor selects editors for the publication; the staff, however, welcomes volunteers. Staff jobs include writing, editing, typing, photography, advertising, and distribution. Sign up begins the spring of a current year but remains open into the fall. The advisor reserves the right to limit staff as necessary.
4. **FINE ARTS COMMITTEE** is open to all students. You must be willing to work and able to participate in Fine Arts sponsored events. These events include the plant sale, paint party, Oktoberfest, campus clean-up and caroling.
5. **DRAMA CLUB:** Drama Club is an organization open to ALL members of the student body. There is a sign-up at the beginning of the school year for all those interested. Drama Club produces two full-length productions each year, a play in the fall and a musical in the spring. Well-publicized auditions are open to the entire student body. Drama Club members are required to participate in the productions by way of serving on a production crew. Drama Club also sponsors field trips throughout the year and annually sponsors student attendance at the Illinois High School Theater Festival.
6. **CONCERT BAND** is an academic course offered for credit. The ensemble rehearses daily during school hours and plays a variety of original band works, orchestral transcriptions, marches, and popular music. During the winter the group provides music for the boys' home basketball games. Four concerts are presented each year. All performances are mandatory. Students should have playing experience before entering. (Academic credit received for participation)
7. **JAZZ BAND** --Selected musicians are asked to meet before school two mornings a week and work on selected jazz works. Performances are four times a year at the regular band concerts as well as numerous special invitations to perform. (Academic credit received for participation)

8. VARSITY CHOIR is the developmental group for the concert choir. Membership is primarily underclassmen. The varsity choir performs a few numbers at each choir concert.
9. The CONCERT CHOIR is the elite group of the vocal department at Timothy. Tryouts are required for membership, and students receive academic credit for participation. An emphasis is placed on quality music and developing the musical gifts God has given to members of this group. (Academic credit received for participation)
10. ORCHESTRA: The orchestra's mission is to bring people closer to God through music and to instill an appreciation for all types of music. Orchestra introduces students to the highest quality of musical literature, helps students to gain musical and technical skills, and to instill the values and discipline necessary for a full and happy life. (Academic credit received for participation)
11. INTRAMURALS: Intramurals are offered to give students who are not active in interscholastic sports at the time an opportunity to take part in a fun, wholesome, competitive sports activity. Flag football, volleyball and basketball are offered each year; they are typically scheduled so as not to conflict with the interscholastic teams.
12. MOCK TRIAL consists of a team of student lawyers and witnesses who prepare the prosecution and defense of a court case provided by the Illinois Bar Association. The team then competes against other schools in trials presided over by actual county judges. The competitions occur in late February or early March.
13. SENIOR CLASS COMMITTEE organizes the prom night, selects the class verse selects graduation announcements. Interested seniors may contact the senior class sponsor. The chairpersons of the Senior Class Committee are the senior class representatives to student council.
14. STUDENT VOLUNTEERS: Office aides are solicited every year from students in study hall. Responsibilities include answering the phone, filing, attendance, and any other tasks associated with a school secretary. Students may also volunteer to be tacher aides in the grade school, P.E. aids or band aides.

B. EVENTS

1. OCTOBERFEST is a celebration in song of body parts. No audition-simply sign-up. All students are encouraged to participate. You must be available to attend three evening practices held once a week.
2. The Drama Club sponsors the Spring MUSICAL and Fall PLAY.
3. FINE ARTS WEEK is a one-week period during which students are exposed to the arts through assemblies, field trips, and workshops. Additionally, students are given an opportunity for expression in the creative and interpretive arts and may submit their efforts to the evaluation of competent judges. It is hoped that in sharing their efforts with the student body and community, students will be encouraged to further discover and develop their talents, to praise God, and to be blessings to others.

4. AWARDS PROGRAM is an annual event held in late May to present both academic and athletic awards. Highlights for seniors include the outstanding boy and girl awards, outstanding athlete awards, and announcement of college scholarships. Numerous awards and scholarships are also given to underclassmen.
5. The STUDENT COUNCIL RETREAT is held in September. Student Council members spend one day in early fall to plan and organize the year of activities.
6. DANCES:
 - a. General Information about Dances:
 - Dances at Timothy Christian High School are organized and coordinated by the Student Council under the supervision of a faculty sponsor and the administration. Timothy Christian School seeks to promote and plan dance that are enjoyable for our students, God-honoring and in accordance with the values and standards stated in the school's mission statement.
 - The Back to School Dance, Turn-About Dance, Homecoming Dance, and Prom are the regularly scheduled Timothy Christian High School dance events.
 - Music selection at dances should adhere to pre-approved standards. These standards for music will be given to each DJ hired for Timothy Dances.
 - Setup and cleanup are the responsibility of the Student Council Social Committee.
 - b. Student Dance Rules:
 - Student dress at dances should be modest and God honoring. Provocative clothes are inappropriate. We ask that parents provide guidance to their students regarding dance attire. Students dressed inappropriately will be asked to change or be dismissed from the dance.
 - Only Timothy High School students and their guests will be allowed at all regular dances. All non-Timothy guests must present a completed Guest Request form in order to be admitted. These forms are available at the office.
 - All students and their guests will sign a Dance Participant Pledge when entering the dance. Non-compliance with the pledge cause them to be dismissed from the dance without reimbursement and may also bar them from future Timothy sponsored dances.
 - Anyone leaving the building during the dance will not be readmitted. (Parents may be contacted)
 - Any student or guest who appears to have consumed alcohol or any other controlled substance will have their parents notified and will be taken home by a responsible adult. Students will be subject to stipulations outlined in the parent-student handbook.
 - Students engaged in inappropriate dancing (sexually explicit, provocative, overly physical or dance that could cause physical injury) as determined by the chaperones, will be dismissed from the dance and may be prohibited from taking part in future dances. (Parents may be contacted)
 - Admission to dances will be closed one hour after start time.

- On site dances will end no later than 10:00 P.M.(exceptions may be granted for post-basketball game dances)
 - All decisions made by faculty and/or parent chaperones will be considered final.
- c. Chaperones:
- The faculty sponsor will make arrangements for at least six parent or teacher chaperones at each dance. A member of the administration will also be present at each dance.
 - Chaperones should be at the dance 20 minutes before the dance begins and remain 30 minutes after the dance to monitor halls and the parking lot.
 - Chaperones should be at the dance 20 minutes prior to the start to discuss supervision responsibilities and stay 30 minutes after the dance.
 - Chaperones will be provided a list of supervision responsibilities and location assignments prior to the dance.

C. INTERSCHOLASTIC SPORTS

BOYS

Cross Country
 Golf
 Soccer
 Basketball
 Baseball
 Track
 Tennis
 Cheerleading

GIRLS

Cross Country
 Tennis
 Volleyball
 Basketball
 Softball
 Track
 Soccer
 Cheerleading
 Pom Poms

VI. EXTRACURRICULAR 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 what the school stands for. This requires that students agree to participate in a manner that is consistent with the values fostered by and agreed to by their parents, families and the school.

Objectives

The code encourages students to:

- Become the best participants they can be in their respective fields.
- Learn discipline through the rigors of their sport or activity.
- Learn to be faithful witnesses to their Lord as they are involved in sports, perform a leadership function, or participate in an extracurricular activity.
- 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.
- Learn to accept responsibility for representing Timothy Christian School with attitudes and actions befitting a Christian young person.
- 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 High School who participate in extracurricular activities/performances. 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.
 - 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, the student is ineligible for the next quarter; if a student is ineligible based on semester grades, the student is ineligible for the next semester.

3. Conduct standards
 - a. All student participants must demonstrate *exemplary behavior* including good citizenship, respect for others, 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. 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 1/4 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 1/4 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 High School for the remainder of the student's high school career.
- b. Drugs/alcohol-- Suspension from athletics at Timothy Christian High School for the remainder of the student's high school career.
- c. Behavior violation-- Suspension from athletics at Timothy Christian High School 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 2nd (or 3rd) offense occurs in a different category than the 1st incident, the penalty enforced will be at the 2nd (or 3rd) level. (i.e. 1st violation is for Smoking – the penalty is ¼ season suspension; 2nd 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 and tobacco products.

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
 - If a student voluntarily turns him/herself in for a violation, the penalty may be reduced by up to one-half.
2. Treatment
 - 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
 - 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 ten (10) hours of service for each participant, and alcohol/substance violations require fifteen (15) 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
3. Board of Directors

G. COUNSELING AND RESTORATIVE ELEMENTS

1. Required Treatment
 - 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
 - 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.

VII. Timothy Christian High School Student Pregnancy Policy

Principles

a. Acts of Intimacy

According to the teachings of the Bible, sexual intercourse is one of God's gifts, to be enjoyed within the bounds of marriage. Outside of marriage, such intimacy is a lapse of Christian conduct.

b. Conception & Parenthood

Life, both before and after birth, is a gift from God that must be treasured and nourished. Parenthood is one of God's greatest gifts in life; after conception, a new life has come into the world and our lives can never be the same. Parenthood is also life's greatest challenge; it calls for every effort to prepare for fatherhood and motherhood, and for continued self-sacrificial attention in response to its calling. This policy applies to both father and mother enrolled at Timothy Christian High School.

1) Because each life must be treasured, school personnel will provide an atmosphere of support, love, and concern. The administration will encourage communication between the prospective parent(s), grandparents, pastors, counselor, and agencies such as Care Net.

2) Because such life must be nourished, the prospective parents will likely find it necessary to devote extra time to prepare for and respond to the demands of Christian parenthood. Such efforts and responsibilities will be taken into account as adjustments of school duties and activities will be made.

Guidelines for the School Response to Student Pregnancy

a. Completion of Education

The prospective parent(s) will be encouraged to complete their education at Timothy Christian High School, provided that they exhibit a commitment to a Christian lifestyle.

b. Living Arrangements

The prospective parents must live with their parent(s) or guardians(s), or in a home approved by their parent(s) or guardians(s), or live together independently if married. The school may deny continued enrollment to a parent/student whose living arrangements are, in the judgment of the administration, inconsistent with a Christian lifestyle.

c. Curricular Responsibilities

The course load may be adjusted to acknowledge the additional responsibilities on the part of the prospective parents. Final approval of this adjustment will be made by the administration. Absence from school after delivery may continue up to 6 weeks; exceptions require a letter from the attending physician. The student's family may be required to procure a tutor during the pregnancy leave.

d. School Activities

The prospective parents' participation in any school activities for which academic credits are not given will be deferred until after the birth of the child. The prospective parents may participate in commencement exercises should they occur during the pregnancy.

e. Health and Safety Issues

The safety of the mother and child will be acknowledged in all the decisions of the school. Such decisions will also be made with the advice of the mother's physician. Children of students are not to be taken to school during school hours or to activity meetings or practice sessions.

VIII. Computer and Internet Acceptable Use Policy

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 SurfControl 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. Finally, we 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 also 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.

- A. 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 administrator will continually review log files and usage, retaining the right to cancel anyone's Internet privileges as required.
- B. Personal E-mail – Students are not allowed access to their personal e-mail accounts without a teacher's permission. The school freely distributes access keys to gaggle.net, which gives students a free e-mail account to be used when it supports the educational purpose of our school. Gaggle.net has a very stringent spam blocker, keyword blocker and allows teachers to view student messages. All students are made aware of this when they create their accounts.
- C. Network Etiquette – All users are expected to abide by the generally accepted rules of network etiquette. They include the following:
 - 1. Messages should be polite, excluding vulgar language and reflecting our Christian values.
 - 2. Sending malicious, threatening or unwanted messages is prohibited. Indirectly causing unwanted messages (I.E. signing another person's e-mail address on to a list-serv) is also not allowed.
 - 3. Personal addresses, phone numbers, and full names are never revealed on the Internet.
 - 4. Accessing or changing another student's or teacher's files is not allowed.
 - 5. Any use of the Internet or network to disrupt another person's productivity or besmirch their name is prohibited.
 - 6. All students must follow the proper format in citing sources used from the network, Internet or other electronic medium.
 - 7. 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.
- D. 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.

- E. 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.
- F. 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.
- G. 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. Attempts to circumvent our content filter will automatically result in temporary loss of internet 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.
- H. 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.
- I. Commercial Use – Use of the Internet at Timothy Christian for commercial activities is forbidden.
- J. 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.