



Elementary School & Middle School
Parent-Student Handbook
2016-2017

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I. INTRODUCTION

MISSION STATEMENT

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

TIMOTHY CHRISTIAN SCHOOLS' VISION

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

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

PURPOSE OF STUDENT-PARENT HANDBOOK

The purpose of this handbook is to identify the policies and procedures for enrolled Elementary School and Middle School students and their parents. All policies and procedures apply to all Elementary School and Middle School students unless otherwise noted. TCS reserves the right to amend, modify, or delete, without prior notice, the school rules, policies, and procedures contained in this handbook as may be needed for the routine operation of the school and to ensure continued compliance with federal, state, or local laws. We will make every effort to timely notify students and parents of any changes. Not all behaviors can be specifically identified in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others.

SCHOOL BOARD

The Board has established a policy to allow the first 30 minutes of any regularly scheduled monthly Board meeting to serve as an open forum to those who wish to address the Board. Those wishing to take advantage must contact the Superintendent by the Wednesday prior to the scheduled Board meeting. The Superintendent will subsequently notify the Executive Committee of the Board for formal approval of the request.

SCHOOL BOARD POLICIES

This Handbook contains only a summary of certain School Board policies governing TCS.

STUDENT-PARENT STATEMENT OF COOPERATION

All parents shall acknowledge online at the time of registration, that they have read, understand, and pledge to abide by the policies and procedures set forth in this Handbook, and that they have reviewed this Handbook with their student(s).

II. ACADEMICS

ACADEMIC HONESTY

Cheating and plagiarizing are not tolerated at TCS. 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:

1. Using the Internet and other research materials for insight and research; and rewording and rephrasing facts, with proper documentation;
2. Working together and discussing an assignment with classmates to develop ideas, however, writing papers and completing assignments independently;
3. Studying for the test with notes; and sharing ideas and notes on the material (not on test information) with classmates in preparation for the quiz or test; and
4. Saying, "I do not know what is on the test," or "I'm not sharing test information."

Cheating is:

1. Copying word for word phrases/sentences from any source, such as Internet, text sources, or study guides; and not documenting information taken from sources;
2. 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;
3. 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; and
4. Sharing what is on a test or quiz between classes or at lunch with students who have not taken the quiz or test.

A student who cheats will receive a "0" for the assignment or test and will not be permitted to make up the assignment or test. The student also will receive a detention, and the teacher will notify the student's parent. A student who allows another student to cheat off his/her work also will receive disciplinary consequences. Continued instances of cheating will result in further discipline consistent with the student discipline policy, up to and including suspension and/or expulsion. See Conduct Expectations & Student Discipline in Article VI.

ASSEMBLIES

Assemblies and other special events are held occasionally to supplement students' formal classroom instruction. During all assemblies students are expected to be courteous and attentive listeners. They are expected to enter with their designated class, sit in assigned areas, and remain under the supervision of a teacher at all times. The student discipline policy applies during assemblies. See Conduct Expectations & Student Discipline Policy in Article VI.

CHAPEL/WORSHIP

Elementary School Chapel is held every other Friday at the beginning of the day (8:30a.m.-9:00a.m.). Middle School Chapel is held every Wednesday at the beginning of the day (8:30a.m.-9:00a.m.). Chapel is a time of corporate worship and meditation for students. It includes singing, prayer, praise, special music, speakers, student participation, and audio visual presentations. Each year a general Chapel theme is developed and introduced at the beginning of the year and effectively reinforced throughout the year.

DISCOVERY CENTER PROGRAM

The Discovery Center is an integral part of the TCS mission to serve as many students as TCS can. The Discovery Center provides assistance to K-8 students who have learning disabilities or other learning difficulties. This does not include students with behavioral or emotional disabilities or students whose disability requires self-contained instruction for more than three (3) hours of the instructional day.

The process for admission into the Discovery Center typically involves:

1. A written referral from the student's teacher after parents have been contacted.
2. Presentation of student's needs at a Student Services meeting, which includes consultations among the Discovery Center teacher, student's classroom teacher(s), Director of Student Services, and student's parents.
3. Educational testing which may evaluate such areas as intelligence, auditory and visual function and processing, receptive and expressive language, and academic achievement.
4. A conference, which may include the Discovery Center teacher, student's classroom teacher(s), Director of Student Services, and student's parents, to explain test results, determine services, and, when appropriate, explain the educational programming and support services for the student.

Students may receive assistance through the Discovery Center based on their individual needs up to a maximum of three (3) hours a day. When necessary, replacement curriculum in the areas of reading, language arts, and math may be used. When the student's individual Discovery Center goals are met or the student is functioning at grade level in the remediated areas, the student's Discovery Center time will be discontinued following consultations between the Discovery Center teacher, student's classroom teacher(s), Director of Student Services, and student's parents.

The Discovery Center also supports many students within the general education classroom through Timothy Accommodation Plans. The Discovery Center staff also is involved in the implementation of MTSS (Multi-Tiered Systems of Support).

FIELD TRIPS

To provide supplemental, first-hand knowledge of subject material studied during the school year, multiple field trips are taken at each grade level to various places in the Chicago area. Parents must complete a permission slip prior to students attending field trips. Prior to each field trip, specific information regarding the date, time, and place of the field trip, and specific field trip protocols will be provided by the teacher(s). Information regarding additional costs for optional field trips also will be provided in advance of the field trip. Students may be required to turn in a signed parent permission slip before the student may go on a field trip.

Parents may be asked to chaperone field trips. Teachers will provide parent chaperones with all necessary field trip information in advance of the field trip. Only members of the class and selected parent-chaperones are permitted to attend field trips. Parent chaperones may not bring other children along on field trips, and may not buy anything for students.

Bus transportation is provided for field trips. Students are expected to practice safe and courteous bus behavior consistent with the Bus Conduct Expectations & Discipline Policy.

The student discipline policy applies on field trips, including on the bus to and from the field trip. See Conduct Expectations & Student Discipline Policy in Article VI.

HOMEWORK

Homework helps students develop study habits and life-skills that will help them form and sustain a Christian work ethic. Homework in the elementary grades at TCS is designed logically and incrementally to match the cognitive and developmental characteristics of 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 assigned to and to be completed by students (not parents), it is helpful when parents ask students daily if they have homework, to show interest in their schooling and ensure that they complete it. A daily, scheduled homework time and a quiet, comfortable, well-lit place to study will help students succeed.

Elementary School Students

Generally, daily homework should follow the "x 10 rule," which means that the number of minutes a student should spend on homework each evening should be equivalent to the student's grade level times ten. For example, a 2nd Grade student's daily homework should be approximately 20 minutes (2 x 10), and a 5th Grade student's daily homework should be approximately 50 minutes (5 x 10). The same assignment may require more time for some students and less time for other students; therefore, the "x 10 rule" is only a

general guiding principle. In addition, students will be expected to work on long-term assignments and study for tests outside of the school day as part of their homework.

Middle School Students

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

- Level 1: After five (5) missing or late assignments in a quarter, the student's classroom teacher will send an email to the student's parent 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 with a member of the grade-level team, an SST representative, the student, and the student's parents.
- Level 3: After 15 missing or late assignments in a quarter, a meeting will be held with a member of the grade-level team, an SST representative, the student, the student's parents, and the Principal.

HONOR ROLL REQUIREMENTS

Middle School Students

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

Honor Roll	3.25-3.49 GPA
High Honor Roll	3.5 or better GPA

IMPACT

Elementary School Students

The IMPACT program enriches the learning of all students in Kindergarten through 6th Grade at TCS. IMPACT has the following components:

Independent Study: All students participate in the Independent Study program. Independent Study is taught in each classroom in conjunction with the library and IMPACT staff. Specific research skills are taught at each grade level as students study a particular topic, write a report, and create a product.

- 1st Grade - Animals and their Habitats
- 2nd Grade - Careers
- 3rd Grade - Animals
- 4th Grade - States
- 5th Grade - Biographies
- 6th Grade - Countries

Advanced Learners: Students selected for the Advanced Learners component participate in small group pull-out programs to meet their individual needs in Math and Reading. The selection process for the Advanced Learners program typically includes:

- Test results, both academic and cognitive
- Classroom matrix
- Teacher recommendation
- Student interest
- Parent permission

LIBRARY

The library is opens 15 minutes before the school day begins and closes at 3:15p.m. Students are welcome in the library before and after school and anytime during the school day with their teacher's permission.

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

The circulation policy is as follows:

- K-1st Grade: Students may check out 1 book. That book must be returned before another book may be checked out.
- 2nd Grade: Students may check out 2 books.
- 3rd Grade: Students may check out 3 books.
- 4th-8th Grades: Students may check out a maximum of 5 books.

All students may check out and return library materials at any time during the school day. The loan period is two (2) weeks, except when students are notified otherwise. Library materials may be renewed unless a reserve has been placed on the item. A student will be granted one (1) renewal without bringing the library material(s) to the library; a second renewal will be granted only if the student brings the library material(s) to the library.

Students who have overdue library materials may not check out additional items until the overdue library materials are returned.

Notices about overdue library materials will be distributed to students weekly. Emails will be sent to parents when library materials are 1-2 months overdue.

As needed, students with long-overdue library materials will spend lunchtime and lunch recess in the library until the library materials are paid for or returned. The librarian will contact students personally and their parents by either phone or email the day before assigning a lunch in the library, so that the student has ample opportunity to return all overdue library materials.

The final due date for returning library materials will be announced in early May. If a student

fails to return all library materials by the final due date, the student will spend lunchtime and lunch recess in the library until the library materials are paid for or returned. The librarian will contact students personally and their parents by either phone or email the day before assigning a lunch in the library, so that the student has ample opportunity to return all overdue library materials.

Kindergarten and 1st Grade students are exempt from lunchtime in the library for overdue books.

If any library material becomes lost or irreparably damaged, the price noted in the library catalog must be paid. The payment will be held for 1 month. If a lost book is found within that month, the payment will be refunded.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held over a two-day period in the fall and spring. Dates for parent-teacher conferences will be listed on the school calendar. Parents will be notified in advance and given the opportunity to sign up online.

PICTURE LADY PROGRAM

Elementary School Students

Full-day kindergarten through 5th Grade students participate in the Picture Lady Program. Every month, each class is introduced to an artist and representative work by the designated “Picture Lady” for the class. In addition, 5th Grade students annually tour the Art Institute as part of this program.

REPORT CARDS

Report cards are issued four (4) times each year at the end of each nine (9) week grading period. Grades for students in 4th through 8th Grades are available in Power School.

SCHOLARSHIPS

At the conclusion of each school year, TCS awards \$500 scholarships to six (6) deserving students based on criteria and a process determined by the scholarship founders.

- **Charles Haack Scholarship**: Awarded to an 8th Grade student who has displayed outstanding scholarship and discipline in the study of mathematics.
- **Geo-Bee Scholarship**: Awarded to the winner of the TCS annual Geography Bee Contest.
- **George Tamminga Scholarship**: Awarded to a 5th Grade student with a positive attitude, a spirit of kindness and helpfulness, academic responsibility, and spiritual maturity.

- Maria Elena Baptista Scholarship: Awarded to the 8th Grade student who has earned the distinction as class valedictorian (the student with the highest grade point average during both 7th and 8th grade).
- Lorraine Daniels Scholarship: Awarded to an 8th Grade student who has demonstrated a commitment to music at school, home, and church.
- Theodore DeJong Scholarship: Awarded to an 8th Grade student who has academically excelled in science.

SERVICE PROJECTS

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

STANDARDIZED TESTING

The Iowa Test of Basic Skills (ITBS) is administered to all students in 2nd through 8th Grade each spring. Test results will be distributed to parents. The group results are shared with the School Board Education Committee and are published in the TCS Curriculum Guide Summary.

III. ATTENDANCE

ATTENDANCE

Attendance at school is crucial to academic success. TCS encourages families to make attendance at school a priority and to limit disruptions and absences as much as possible.

Absences & Late Arrival

On any day that a student is or will be absent from or late to school, the student's parent must call the TCS school office at (630) 833-4717 or email moreno@timothychristian.com or nelson@timothychristian.com within 30 minutes after the school day begins. If the absence is due to a contagious or communicable illness, the parent must identify the type of illness (e.g., strep throat). Failure to notify TCS of a student's absence will result in an unexcused absence. Students will lose credit for assignments on school days or for classes from which the absence was unexcused. Students who arrive to school late must first report to the school office and from there the student will be directed to the classroom. The school office will contact a student's parent if notice of the student's absence is not received by 8:45a.m. Instances of excessive absences will be dealt with on an individual basis, and the student may be subject to disciplinary action.

Middle School 12-Day Attendance Policy

Following a student's 12th absence from school or any class in a semester, the student will receive a failing grade for any assignments, quizzes, tests, or projects that are missed due to the absence.

Notification process:

- 7th Absence School office sends email to student's parent
- 10th Absence School office sends email to student's parent
- 12th Absence Principal meets with student's parent
- 13th Absence Student receives a failing grade for all work that day

In addition to the above, instances of excessive absences will be dealt with on an individual basis, and the student may be subject to disciplinary action.

Early Dismissal

If it is necessary for a student to leave school during the school day, the student's parent must call the TCS school office at (630) 833-4717 or email moreno@timothychristian.com or nelson@timothychristian.com. Students leaving during the school day must be picked up from the school office.

Request for School Assignments During Absence

Students are responsible for making up any missed school assignments as a result of an absence from school, and parents are responsible for ensuring that students complete any missed assignments. Ordinarily, missed assignments must be made up within a period equal to the number of days absent.

Parents may request assignments from their child's teacher when the child is or will be absent from school. For pre-arranged absences, parents must contact the school office and complete a Pre-Arranged Absence Form. Parents are encouraged to complete this form five (5) school days prior to the pre-arranged absence to give school staff enough time to compile the student's assignments. For pre-arranged absences longer than five (5) school days, the student's teacher(s) will not be expected to provide advance work beyond the 5th day of the absence. Please contact the Principal if your child will be absent for more than five (5) school days.

Students and their parents are responsible for making arrangements to pick up the assignments from the teacher or school office. TCS will not scan, fax, or email assignments.

Tardiness

It is important for students to be present every day and on time to school. Tardiness constitutes a disruption to the entire class and jeopardizes the student's chance of successful academic achievement. Students arriving to school after 8:15a.m. are considered tardy and must report to the school office, and from there the student will be directed to class.

Elementary School Students

First-period tardies are recorded by the student's classroom teacher and reported on the student's report card. Tardiness due to a late school bus or an excused tardy (as noted by the school office) are not counted.

When a student accumulates five (5) tardies or more during the semester, the Principal or designee will contact the student's parent. When a student is tardy for a 10th time during a semester, the Principal or designee will contact the student's parent. If a student accumulates 15 or more tardies during a semester, the student will be assigned to serve a detention. Instances of excessive tardiness will be dealt with on an individual basis, and the student may be subject to further disciplinary action.

"Tardy clocks" for elementary school students turn back to zero at the end of each semester.

Middle School Students

Tardies are recorded by the school office and reported on the student's report card. Tardiness due to a late school bus or an excused tardy (as noted by the school office) is not counted.

Tardies are tallied in the office. Each quarter, students may accrue up to three (3) tardies without penalty. The fourth (4th) tardy and every tardy thereafter will result in an assigned morning detention, but will be dealt with separately from disciplinary steps.

Instances of excessive tardiness will be dealt with on an individual basis, and the student may be subject to disciplinary action.

"Tardy clocks" for middle school students turn back to zero at the end of each quarter.

Unexcused Absences

A student who skips class, or is unexcused from school for a full day, will not be permitted to make up any school assignment missed. In addition, a student who skips class will be subject to disciplinary action up to and including suspension.

DAILY SCHEDULE

School begins at 8:15a.m. and dismisses at 3:01p.m. TCS school buildings are open to students at 8:00a.m. Students should be in their classrooms when the final bell rings at 8:15a.m. Wednesdays are late start days: school begins 15 minutes later every Wednesday, except four times per year when school starts one hour later, according to the school calendar. On the late start Wednesdays, TCS school buildings open to students 15 minutes prior to the beginning of the school day.

Lunch and Snacks

Milk is available for purchase at school. Elementary School students are given an opportunity at the beginning of the year to purchase milk for the year and choose white or chocolate milk.

Elementary School Students

All students have opportunities for recess, breaks, and snack time appropriate to their individual grade levels. For lunch, students eat in their classrooms and may purchase a hot lunch. During lunch, students are to remain in their seats, behave consistent with all school rules at all times (see Conduct Expectations & Discipline Policy in Article VI), and clean up thoroughly before being dismissed. All food must be eaten at designated times in the classroom.

Middle School Students

For lunch, students eat in the High School cafeteria and may purchase a variety of a la carte items or lunch-of-the-day from our food service. During lunch, students are to remain in their seats, behave consistent with the school rules at all times (see Conduct Expectations & Discipline Policy in Article VI), and clean up thoroughly before being dismissed. All food must be eaten at designated times in the cafeteria.

IV. STUDENT HEALTH & WELL-BEING

SCHOOL CLOSINGS

Notification of school closings due to inclement weather or an emergency will be available at www.emergencyclosings.com and posted on the TCS website. Notification also will be sent to parents via text alert and posted on social media, including the TCS Facebook page and Twitter account.

If TCS experiences a problem with its facility that requires an emergency evacuation during the school day, students' parents will be contacted immediately via email and text alert to pick them up. Information also will be posted on the TCS website. If the situation necessitates students being moved from the school facility to another location, students' parents will be contacted immediately via email and text alert and informed of the location from which they may pick up students. Information also will be posted on the TCS website.

SCHOOL SAFETY

Emergency Response Drills

TCS has developed and practices a comprehensive safety and crisis management plan. Procedures and policies for any crisis or emergency are provided in every classroom, every area of the school building and at outdoor athletic venues. School evacuation, severe weather, lockdown, and other emergency response drills will be conducted several times each school year to comply with state and local laws, and to ensure rapid and orderly implementation for student safety.

Sex Offender Notification

State law requires parent notification that information about sex offenders is available to the public. Parents may find the Illinois Sex Offender Registry on the Illinois State Police's website at: www.isp.state.il.us/sor/.

STUDENT HEALTH

Examination & Immunization Requirements

Health examination, immunization, dental examination, and eye examination forms are required by the State of Illinois for all school students enrolled in certain grades and for a first-time enrollee at TCS. TCS requests that such documentation be submitted no later than the first (1st) day of the school year; the required due dates are set forth below. The forms are available from the school office and on the TCS website.

- **Health Examination & Immunization**: All students entering Kindergarten, 6th Grade, and first-time enrollees at TCS are required to turn in a health examination and immunization form to TCS no later than the first (1st) day of school.
- **Eye Examination**: All students in Kindergarten and first-time enrollees at TCS are required to have an eye examination and submit proof of the examination to TCS by October 15.

- Dental Examination: All students in Kindergarten, 2nd Grade, 6th Grade, and first-time enrollees at TCS are required to have a dental examination and submit proof of the examination to TCS by May 15.

On October 15, students will be excluded from school if the required health examination and immunization forms have not been submitted to TCS.

Any exemptions must be submitted by October 15 of the current school year with the required health examination and immunization forms. Information regarding exemptions is available from the school nurse and the Illinois State Board of Education.

A waiver is available for the required dental and eye examinations for students who show undue burden or lack of access to a dentist or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The waiver forms are available in the nurse's office.

Emergency Contact Information

Parents shall complete the emergency information section online at the time of registration. The emergency information provided through the online form shall include the names of the student's doctor, parent contact information, emergency contact information if a student's parent is not available, and current medications. It is important that TCS have current, complete, and accurate information for each student. Please update emergency contact information online.

Illness

To prevent the spread of illness, we require that any student exhibiting the following symptoms be kept at home until the student is well:

- fever of 100°F or higher within the past 24 hours;
- severe coughing, sore throat, or difficulty swallowing;
- diarrhea or vomiting within the past 24 hours;
- undiagnosed rash (student may return to school with a doctor's note that the rash is not contagious);
- discharge from eye (e.g., pinkeye) or ears, or profuse colored nasal discharge (student may return to school when discharge is clear or has been on antibiotics for 24-48 hours, according to doctor's instructions);
- unusual lethargy, irritability, persistent crying, or difficulty breathing (student may return to school when symptoms subside);
- evidence of a highly contagious or communicable disease.

Parents must err on the side of caution when deciding when a student who has been sick is ready to return to school. When in doubt, students should be kept home from school, in order to prevent the spread of illnesses. Parents must provide a physician's note if the student will be absent for an extended period of time due to illness.

If a student becomes ill during the school day, the student will be isolated from the group and the Principal, school nurse, or designee will contact the student's parent.

Injury

If a student is injured during the school day, first the student's teacher will tend to the student's needs and the Principal, school nurse, or designee will be summoned if necessary. First aid will be administered if needed. If the student's injury is minor and the student is able to resume classwork, the student's teacher or the Principal, school nurse, or designee will contact the student's parent at the end of the school day. If the student requires medical attention or cannot resume classwork, the student will be sent to the school office and the Principal, school nurse, or designee will contact the student's parent. In the event that emergency action is necessary, the Principal, school nurse, or designee will call 911 and follow the instructions of the emergency personnel. The Principal, school nurse, or designee will contact the student's parent as soon as possible thereafter. For any injury beyond a minor injury, the student's teacher will complete an Accident Report Form.

Contagious/Communicable Disease

Please notify the school office if a student is diagnosed with a highly contagious or communicable disease or other contagious condition. Examples include, but are not limited to, strep throat, strep related diseases, chicken pox, measles, mumps, and pink eye (conjunctivitis). In the event that a student contracts an illness that is considered highly contagious or communicable to others, it is imperative that the student remain home until cleared by a doctor. TCS reserves the right to disclose necessary information regarding student health concerns to notify parents, students, and staff. Student identities will remain strictly confidential.

Prescription Medication Policy

At no time should students have prescription medication in their possession on school grounds, in the school building, or at school-sponsored activities.

If a student is required to take prescription medication during the school day, the following procedures apply:

- The student's parent must complete, sign, and turn in the Student Medication Administration Authorization Form to the nurse's office with the prescription medication.
- All prescription medications must be in the original container and have a pharmacy label that includes the student's full name, doctor's name and telephone number, name of the medication, strength of the medication, and specific directions regarding the dosage and administration of the medication.
- The school nurse or designated staff member will administer prescription medications. All prescription medications will be kept in a secure location by the school nurse, to be accessible only by the school nurse and designated staff member(s).
- When a student must take medication, the student will be escorted to the nurse's office.
- The student will be given medication by the school nurse or designated staff member. A written log of the prescription medications dispensed will be kept.
 - *Note:* It is the responsibility of the student's parents to make appropriate arrangements for the dispensing of any prescription medication to be taken by a student at school. The student's parent is responsible to instruct the student to

report to the designated dispensing area and the school assumes no responsibility with respect thereto. In the event a student fails or refuses to take medication, the school will not assume responsibility for dispensing the medication. If this occurs, the Principal, school nurse, or designee will contact the student's parent.

- The student's parent must notify the school office of any changes in dosage or discontinuation of the prescription medication by submitting a revised Student Medication Administration Authorization Form to the nurse's office and a copy of the written prescription from a licensed physician.
- The student's parent must pick up all medication at the end of the school year or upon discontinuation of use, whichever occurs first.

Non-Prescription Medication

Students are not permitted to have non-prescription medication in their possession for personal use. Students are prohibited from providing non-prescription medication to other students. The Principal, school nurse, or designee may give a student acetaminophen provided the student's parent/guardian has filled out and submitted the Student Non-Prescription Medication Administration Authorization Form available in the nurse's office or on the TCS website. A written log of the non-prescription medications dispensed will be kept. Other school staff shall not provide or dispense non-prescription medication to students.

Allergies

It is the responsibility of parents and students to notify TCS of any and all known allergies. TCS is committed to reasonably accommodating students' allergies. Please direct all questions or concerns regarding allergies to the school nurse.

Parents are required to identify the student's allergies online at the time of registration, and must inform the Principal, school nurse, the student's teacher(s), coaches, activity sponsors, and bus driver of any allergies. Parents may use the Allergy Emergency Action Plan, available in the school office, nurse's office, and on the TCS website.

Parents may submit a completed Allergy Emergency Action Plan provided by the Illinois State Board of Education and located on the ISBE website (www.isbe.net) as a guide for responding to an allergic reaction.

Parents are encouraged to educate their student(s) in the self-management of allergies, including: hand washing, safe and unsafe foods and products, strategies for avoiding exposure to allergens, symptoms of allergic reactions, and how and when to tell an adult they may be having an allergy-related problem. Parents also are encouraged to consider providing a Medic Alert bracelet for the student.

Parents of a student with allergies should be available to chaperone field trips and to participate in other school-related activities if exposure to allergens is a concern.

The TCS Preschool classroom is peanut and tree-nut restricted and TCS may provide peanut and tree-nut restricted classrooms in Grades K-6.

To prevent exposure to allergens, students are not to trade food and are to wash hands or use hand wipes before and after eating.

A student who is experiencing any symptoms of an allergic reaction is not to board a school bus.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) or asthma medication for immediate use at the student's discretion, provided the proper Student Medication Administration Authorization Form and any other required forms have been submitted for the student. TCS shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication or of an epinephrine auto-injector. A student's parent must indemnify and hold harmless TCS and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of asthma medication or of an epinephrine auto-injector.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Diabetes Medication

For a student with diabetes, the student's parent must submit a diabetes care plan, signed by a student's parent, to the school nurse. The student's parent must submit a diabetes care plan for the student at the beginning of the school year, upon enrollment, as soon as practical following diagnosis, or when the student's care needs change during the school year. Parents are responsible for informing the school in a timely manner of any changes to the diabetes care plan and their emergency contact numbers.

It is the responsibility of the student's parent to ensure that the student's health care provider's instructions concerning the student's diabetes management during the school day are clearly set forth in the diabetes care plan. The diabetes care plan must include the treating health care provider's instructions concerning the student's diabetes management during the school day, including a copy of the signed prescription, the methods of insulin administration, and a uniform record of glucometer readings and insulin administered (Illinois State Board of Education form).

STUDENT HEALTHY FOOD & BEVERAGE OPTIONS FOR SCHOOL FUNCTIONS

At any school function (e.g., parties, celebrations, meetings) during school hours (8:00a.m. to 3:00p.m.), healthful food and beverage options should be made available to promote student wellness. All food and beverages must be commercially prepared and packaged. Information regarding food and beverage options for school functions is available on the TCS website: Healthy Food & Beverage Options for School Functions.

V. GENERAL POLICIES

BICYCLES

Students may ride bicycles to school. All bicycles must be locked up during school hours at the designated bicycle racks. Bicycles must be walked on school grounds.

CALENDAR

The school calendar is adopted by the School Board. The school calendar will be distributed to all families prior to the start of each school year and is available on the TCS website. The school calendar is subject to change by the School Board.

COMMUNICATION

Communication between the school and home is very important to our mutual success. TCS believes that open communication between parents and teachers is necessary in order to provide the best possible education for the students. In addition to the below-listed forms of communication and others discussed throughout this handbook (such as parent-teacher conferences and PiE meetings), information is available on the TCS website.

- Classroom Newsletters and other announcements are emailed weekly to parents of K-6 students.
- TCS News is an email newsletter that is sent to subscribers each week with K-12 information and items of interest. Parents can enroll on the TCS website to receive this e-newsletter.

Contacting Teachers

If parents have questions or concerns that they would like to discuss with their child's teacher, parents may pre-arrange a meeting directly with the teacher before or after school. Parents may call the school and leave a message for the teacher, send a note for the teacher, or email the teacher at the teacher's TCS email address. Staff contact information is available on the TCS website. Parents are discouraged from contacting teachers via their personal telephone numbers or email addresses. Parents also are discouraged from asking last-minute questions or requesting last-minute conferences in the morning and at dismissal when teachers are focused on students. Teachers are not available to answer questions during student-contact time.

CONFIDENTIALITY & RELEASE OF STUDENT RECORDS/INFORMATION

TCS respects all confidential information related to students. All personal records of students and families on file are kept in the strictest of confidence. Information pertaining to the admission, enrollment, academic progress, health, discipline, or disenrollment of a student will be kept confidential, unless the student's parent(s) has given written permission for disclosure or such disclosure is otherwise required by law. If a student's parent is to be denied access to student records and school-related information regarding the student, it is the responsibility of the student's other parent to provide a certified copy of the court order, parenting agreement or plan,

or other documentation that specifically revokes these rights or prohibits access to the school office.

DROP OFF & PICK UP

Please use great care when driving on and near the TCS campus. Unload passengers beside the sidewalk along the east side of Prospect Avenue and drop off and pick up students behind the Huizinga Auditorium, by entering the parking lot on the south side of the high school. Use only designated parking spots. Never block the fire lanes.

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

Students on the school grounds before and after school hours must be in the care of an adult at all times.

Late Pick Up

After 3:20p.m., all students not participating in TCS-sponsored after school activities, meeting with a teacher or school staff member, or enrolled in the TCS After School Care program will be asked to exit the school buildings.

After School Activities

Students remaining after school for a TCS-sponsored after school activity are supervised by a staff member or coach. Parents must pick up students by 4:45p.m., at which time the school buildings are locked.

Unauthorized Student Pick Up

In the event that an unauthorized person attempts to pick up a student from school, the student will be moved to a safe location in the school. The Principal or designee will contact the custodial parent and the police.

LOST AND FOUND

Students should report lost articles as soon as possible. Any found items should be turned in to the school office. Lost items that are unmarked will be placed in the “lost and found box” outside the school office. Unclaimed items will be donated to charity at the end of each quarter.

PARENT VOLUNTEERS

Parents are an important part of TCS and are welcome to volunteer at the school. Teachers will provide information about how parents may assist in class. Parents are encouraged to contact their student’s teacher or the school office about volunteer opportunities. PiE also may coordinate parent-volunteers at school and in classrooms, which will be arranged in advance with teachers. Parent-volunteers must sign in and out upon entering and exiting the school building and will be given a visitor’s badge.

PARTNERS IN EDUCATION (PIE)

Parent support is essential to every school. The mission of Partners in Education (PiE) is to promote Christian education at TCS through hospitality, teacher support, and fundraising activities so that parental involvement increases, Christian community is built, and resources are provided. For more information about PiE, please see the TCS website.

PERSONAL PROPERTY

Students should not, to the extent possible, bring personal belongings onto TCS property or into TCS. All belongings should be marked for easy identification. TCS is not responsible for any personal property that is lost, damaged, stolen, or destroyed. Students should report lost items as soon as possible. Any items that are found should be turned in to the school office. Lost items that are unmarked will be placed in the “lost and found box” outside the school office. See Lost & Found in Article V.

PHOTOGRAPHS

TCS staff may photograph, videotape, or sound record participants enrolled in TCS programs, classes, events, or using the school’s facilities. All photographs and digital images, videotapes, and sound recordings taken on School property are for TCS use and are the sole property of TCS. These photographs and digital images, videotapes, and sound recordings are for TCS publications, brochures, and other print and electronic communications. Parents shall indicate online at the time of registration whether or not they grant such permission to TCS.

RECESS

Normally, all students will spend recess outdoors on the playground. However, if it is raining or the temperature falls below 5°F (wind chill included), students will remain indoors during recess. Students must have appropriate outerwear for recess when held outdoors.

When it snows, classes take turns in using the sledding hill on the playground. Teachers will announce when their class may bring roll-up sleds to school.

SCHOOL PICTURES

Student pictures are taken in September or October. Information regarding purchasing pre-pay packages will be distributed to parents.

SCHOOL PROPERTY

Parents will be responsible for the replacement cost of any lost textbooks or school materials. Appropriate replacement costs will be determined by the Principal or designee.

SMOKING

All tobacco products, including smoking, are prohibited on school grounds.

SOLICITATION

Students are prohibited from selling any merchandise or participating in individual fundraising activities on TCS property.

STUDENT LOCKERS

Middle School Students

Lockers are issued to middle school students at the beginning of the school year. Each student has a 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 will be removed at the end of the week. Students should not keep money or other valuables in their lockers. An Administrator has the right to inspect a student's locker. See Search & Seizure in Article VI.

TUITION & FEES

The School Board sets tuition rates and fees for each school year. For information about tuition and fees, please see the TCS website or contact the business office.

VISITORS

Students shall not bring visitors to school unless permission is obtained from the Principal or designee.

Parents are encouraged to visit TCS. All visitors, including parents, to TCS during the school day must pre-arrange their visit with their student's teacher or Principal or designee. Visitors must sign in and out upon entering and exiting the school building and will be given a visitor's badge.

Parents may leave items students forgot to bring to school in the designated area in the school office. Please clearly mark the item with the student's name.

Families interested in considering TCS as their educational choice are welcome to visit. Such visits are coordinated through the Director of Recruitment and school office.

VI. CONDUCT EXPECTATIONS & DISCIPLINE POLICY

CONDUCT EXPECTATIONS & DISCIPLINE POLICY

Student Code of Conduct

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 TCS 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, TCS, and its employees, parents, and students, and the property of others.
- **Courtesy** extended in all relationships – student to student; student to teacher; and student to staff.
- **Stewardship** of the property, supplies, and equipment of TCS, 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, welcome visitors, and greet 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 will be punished.
- Do not send threatening, disrespectful, or hurtful messages to students or staff via cell phone or post to social networking site. This has serious consequences, and TCS will take disciplinary action.

Misconduct and Discipline

Generally, misconduct is any activity, on or off campus, during or outside of school hours that interferes with, disrupts, or adversely affects the school, its personnel or other students.

Misconduct will result in disciplinary action up to and including expulsion and a report to legal authorities.

Minor Infractions

Minor infractions, such as running in the halls, gum-chewing, breaking playground rules, and breaking classroom rules will typically be handled at the teachers' discretion. After accumulating three (3) minor infractions, as recorded by the student's classroom teacher, the student will be assigned a detention consistent with the Major Infractions code, below.

Major Infractions

Major infractions include, but are not limited to: fighting, encouraging fighting, verbal abuse, profane language or gestures, stealing, damaging or misusing property, possession or use of alcoholic beverages, drugs, tobacco, alternative nicotine products or e-cigarettes, lying, leaving campus without permission, gambling, truancy, displaying gang affiliation or participating in gang or gang-like activities, any conduct that is disruptive or jeopardizes the health, safety and welfare of school personnel or students and any act that violates the law or school rules.

Discipline 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. Discipline may not be applied in a progressive manner.

Detentions

Elementary School Students

The student will serve a 30-minute detention during the lunch recess.

Middle School Students

- Detention 1: The student will serve a 45-minute detention on Tuesday or Thursday mornings (7:30a.m.-8:15a.m.)
- Detention 2: The student will serve a 45-minute detention on Tuesday or Thursday mornings (7:30a.m.-8:15a.m.) and meet with the Principal.
- Detention 3: The student will serve a 45-minute detention on Tuesday or Thursday mornings (7:30a.m.-8:15a.m.). The Principal will schedule a conference with the student's parent, and provide notice of the student's third detention and a summary of the meeting to the Superintendent.
- Detention 4: The student will serve a suspension of at least one (1) day. The Principal may require the student's parent attend a grade-level meeting. The student will be ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics as

determined by the Principal. The Principal will provide notice to the Superintendent and an Officer of the School Board

Detention 5: The student will serve an off-campus suspension of one (1) week or more, as determined by the Principal. The Principal may require the student's parent attend a grade-level meeting. The student will be ineligible for field trips, extra-curricular activities, and the current and/or the next season's athletics as determined by the Principal. The Principal will provide notice to the Superintendent and an Officer of the School Board

Detention 6: The Principal will recommend to the School Board that the student be expelled from school.

Suspension & Expulsion

In-School Suspension

A student may be assigned an in-school suspension. The student's parent will be informed in writing of an in-school suspension. The student may make up and receive credit for work missed during the period of in-school suspension. It is the student's responsibility to make arrangements with the student's teachers to make up missed school work. The student must report to the school office each day of the suspension. A student serving an in-school suspension is prohibited from attending any school functions during the suspension.

Out-of-School Suspension

A student may be suspended out of school for up to 10 school days for misconduct, or longer pending consideration by the School Board or the Executive Committee of a recommendation for expulsion. The student's parent will be informed in writing of an out-of-school suspension. The student may make up and receive credit for work missed during the period of suspension. It is the student's responsibility to make arrangements with the student's teachers to make up missed school work. A suspended student is prohibited from being on school grounds and attending any school functions during the suspension.

Expulsion

Upon the recommendation of the Principal, a student may be expelled for misconduct. When the Principal recommends expulsion, the student is placed on an out-of-school suspension until such time as the recommendation to expel can be heard by the Executive Committee. A student who is suspended pending expulsion is prohibited from being on school grounds and attending any school functions.

The student and parents shall be notified in writing of the misconduct and the Principal's recommendation for expulsion, and shall be given the opportunity to address the Executive Committee. The Executive Committee shall make its recommendation regarding expulsion to the School Board. The decision of the School Board will be considered final.

BUS CONDUCT EXPECTATIONS & DISCIPLINE POLICY

Students are expected to follow school rules at all times (see Conduct Expectations & Discipline Policy in Article VI), including on buses provided for transportation to/from school and TCS activities. In addition, the following procedures and conduct expectations apply.

Bus Transportation is available to all TCS students for a fee. The transportation department will notify each family of their bus assignment, bus stop location, and pick-up time. If a student or family needs to contact the transportation department with an issue requiring immediate attention between the hours of 6:30-8:00a.m. or 2:30-6:00p.m., please contact the transportation cell phone at 630-632-4017. For any other transportation needs contact 630-782-4076. If calling after regular work hours please leave a message.

Parents may request that their child take a different bus route or use an alternate stop by contacting the school office. The Principal or designee will notify the Bus Driver of any bus route or bus stop changes. Students will not be permitted to take an alternative bus route or use an alternative bus stop unless approved by the Principal or designee.

Bus Conduct Expectations

For bus safety and courtesy, students are expected to follow these guidelines:

Do:

- Be at your bus stop at least 5 minutes before the designated pick-up time.
- Always remain seated until your stop.
- Talk in a normal tone of voice.
- Respect the driver's instructions.
- Have respect for the rights and property of others.
- Relax and enjoy a safe bus ride.
- Electronic devices may be used, in accordance with the "Acceptable Use Policy"
- Use common sense.

Do Not:

- Eat or drink on the bus.
- Throw items of any kind around the bus or out the window.
- Abuse your bus riding privileges
- Yell or shout on the bus.
- Fight or in any way be involved in horseplay on the bus.
- Leave your seat or stand while the bus is in motion.
- Take photos, videos, or audio recordings.
- Listen to music without the use of headphones.
- Use inappropriate language.

Riding the school bus is a privilege and the following disciplinary procedures apply in cases of student misconduct, up to and including revocation and suspension and/or expulsion consistent with the discipline policy. Discipline is not progressive.

Discipline Procedures

- 1st & 2nd Offenses: The student will be issued a bus citation by the bus driver, a copy of which will be given to the school office and emailed to the student's parent.
- 3rd Offense: In addition to the procedure set forth under the 1st & 2nd Offenses above, the student will have bus privileges revoked for a period of time determined by the Business Manager or designee. During the time the student's bus privileges are revoked, the student's parent is responsible for transporting the student to and from school, or making other arrangements for the student's transportation.
- 4th Offense: In addition to the procedure set forth under 1st & 2nd Offenses above, the student will have his/her bus privileges revoked pending a hearing with the Superintendent or designee. Following the hearing, the Superintendent or designee will determine the duration of the revocation of the student's bus privileges and if further disciplinary action is necessary, up to and including suspension and expulsion consistent with the discipline policy. During the time the student's bus privileges are revoked, the student's parent is responsible for transporting the student to and from school, or making other arrangements for the student's transportation.

DRESS CODE

Appropriate clothing and good grooming is important to the well-being of every student. Clothing which is appropriate in a formal Christian school environment should be neat, clean, and modest, and is expected to be worn by all students at all times at school and TCS-related activities, including after school and extra-curricular activities. 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.

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 standard.

Clothing is to be worn as it was designed to be worn and in compliance with the following specific guidelines:

- Students shall **not** wear:
 - Hats, hoods, caps, bandanas, sweatbands, and sunglasses in the school building during school hours
 - Clothing that is overly loose and baggy

- Clothing that is form-fitting or tight
 - Clothing that is frayed, ripped, torn, or cut; all clothing must be hemmed or have finished ends
 - Clothing and backpacks that advertises alcohol, cigarettes, illegal drugs, controlled substances, weapons, musical bands or performers, or has a sexual, inappropriate, or disrespectful connotation
 - Shorts that are shorter than six inches (6”) above the kneecap
 - Skirts and dresses that are shorter than five inches (5”) above the kneecap
 - Shirts that are low cut in front (must cover the bust line), off the shoulder, or expose a student’s midriff (front and back)
 - “Spaghetti-strap” sleeveless shirts (must be at least three [3”] inches across each shoulder)
 - Clothing that allows any undergarments to be visible
 - Clothing that is “see through” in any way; clothing must be opaque from the shoulder to the thigh
 - Bicycle shorts and boxer-type shorts
 - Spandex/stretch/form-fitting pants of any kind (e.g., leggings, yoga pants) unless the student wears a shirt that extends at least to the mid-thigh area
- Jewelry and hair styling shall comply with the neat, clean, and modest standard. For example, chains, metal spikes, and studs are not permitted.
 - Shoes or sandals must be worn at all times.
 - Outerwear (e.g., coats, hats, gloves, boots, etc.) must be properly stored in a student’s locker and are not to be worn in the classroom.

Dress Code Enforcement Procedures

If a student’s dress is not in compliance with the dress code, the student will be withheld from class and the student’s parent will be notified. Instances of repeated dress code violations will be dealt with on an individual basis consistent with the student discipline policy. See Conduct Expectations & Student Discipline Policy in Article VI.

Middle School Students

In addition, for middle school students, after every third (3rd) violation of the dress code, the student will receive a detention. See Conduct Expectations & Student Discipline Policy in Article VI.

ELECTRONIC DEVICES

All personal electronic devices, including but not limited to cell phones and iPods, may not be visible, turned on, or used during the regular school day. We respect that parents need and desire to contact their students in emergency situations and vice versa. However, electronic devices only serve to detract from the learning process. If a parent needs to get in touch with a student during the school day, the parent must contact the school office. If a student needs to speak to a parent during the school day, the student must notify the teacher, who will make arrangements for the student to use the phone in the school office. Exceptions may be made for cell phone

usage for emergency communication with parents, and are at the discretion of the student's teacher or the Administration.

If student use of an electronic device is discovered during the school day, the following penalties apply:

- 1st Offense: The student's electronic device will be taken away from the student and kept in a secure location in the school office. The student's parent will be contacted. The student may pick up the electronic device after 3:01p.m.
- 2nd Offense: The student's electronic device will be taken away from the student and kept in a secure location for one (1) week. The student's parent will be contacted, and the student's parent must come to the school office to pick up the electronic device.
- 3rd Offense: The student must turn in the electronic device(s) to the school office at the start of each school day and pick up the electronic device(s) at the end of the school day. The electronic device(s) will be stored in a secure location in the school office during the school day. This arrangement will continue for the remainder of the school year.

Continued violations of this policy also may result in discipline under the student discipline policy. See Conduct Expectations & Student Discipline Policy in Article VI.

Students assume all responsibility for lost or stolen items.

SEARCH & SEIZURE

In order to provide for the safety and supervision of students, to maintain discipline and order in the schools, and to otherwise provide for the health, safety, and welfare of all persons within the schools, the Principal, Director, or designee is authorized to conduct reasonable searches of students, their property, desks, and other property owned or controlled by the school. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein. Personal effects left in the lockers, coat hook areas, desks, or otherwise left on property owned or controlled by the school may be searched at any time for any reason without notice to, or the consent of, the student. Searches of students and their personal effects shall be conducted by duly authorized school personnel.

The Principal, Director, or designee may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances/illegal drugs. School personnel may also utilize trained dogs to determine the existence of controlled substances or illegal drugs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

Notification Regarding Student Accounts/Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents of each of the following in accordance with the *Right to Privacy in the School Setting Act* (105 ILCS 75/1 *et seq.*):

- School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

VII. EXTRACURRICULAR & CO-CURRICULAR CODE OF CONDUCT

AFTER SCHOOL CLUBS

Students are provided the opportunity to explore interests and abilities beyond the regular curriculum through after school clubs. Most after school clubs are available to all students. Some clubs require a small fee for materials.

BAND AND ORCHESTRA

TCS band and orchestra programs are available for students in 5th and 6th grade. Practices are held two (2) times each week, and a schedule will be distributed to participants. Concerts are held during the school year and will be included on the schedule. Participants are expected to practice at home and are encouraged to take additional private or group lessons as well.

EXTRACURRICULAR & CO-CURRICULAR ACTIVITIES

TCS offers a number of extracurricular activities and co-curricular activities for students.

Extracurricular Activities

Interscholastic athletic competition is available in the following grade levels:

<u>6th Grade Girls & Boys:</u>	Basketball Cross County Soccer Track & Field
<u>7th & 8th Grade Boys</u>	Basketball Cross County Soccer Track & Field
<u>7th & 8th Grade Girls</u>	Basketball Cheerleading Cross County Soccer Track & Field Volleyball

Practices or competitions are held approximately 3-4 times a week during the season. Practice and competition schedules will be provided to participating students and their parents. In order to participate in a competition, students must be at school by 11:30a.m. on the day of the competition, unless authorized by the Principal or designee.

EXTRACURRICULAR & CO-CURRICULAR CODE OF CONDUCT

Purpose

The Extracurricular and Co-Curricular Code of Conduct recognizes that students have a great opportunity to enhance their Christian walk through participation in organized interscholastic competition, extracurricular and co-curricular activities, and leadership positions. This Code also addresses the fact that students have a responsibility when they represent TCS in a public setting. Student behavior reflects the values for which the school stands.

Students who participate in extracurricular and co-curricular activities must adhere to the Extracurricular and Co-Curricular Code of Conduct in addition to the general student discipline policy. See Conduct Expectations & Student Discipline Policy in Article VI.

Objectives

The Code encourages students to:

- Learn to be faithful witnesses to the Lord as they are involved in sports, perform a leadership function, or participate in an extracurricular activity;
- Learn to accept responsibility for representing TCS with attitudes and actions befitting a Christian young adult;
- 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 discipline through the rigors of their sport or activity;
- Become the best participants they can be in their respective fields; and
- Become healed and restored after a code violation.

General Requirements and Expectations

The Code is in effect for all TCS students who participate in TCS extracurricular and co-curricular activities. 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.

Academic Standards

A student may not be failing more than one class on a week-to-week basis. In order to practice, participate, or perform on a school day, a student must be in school for a half day, unless excused in advance by an Administrator.

Conduct Standards

All student participants must demonstrate exemplary behavior including good citizenship, academic honesty, respect for the dignity of others, and a spirit of sportsmanship, as well as follow all school rules and regulations. Any violation will result in the student being subject to disciplinary action, up to and including suspension or exclusion from activities and further disciplinary action consistent with the student discipline policy. See Conduct Expectations & Student Discipline Policy in Article VI.

Disciplinary Measures – Athletics

If it is determined that a student-athlete has violated any of the school rules set forth in this Handbook, after communication among school staff, the student, and the student's parent, the student may be subject to the following consequences in addition to the disciplinary measures under the student discipline policy.¹ See Conduct Expectations & Student Discipline Policy in Article VI.

- First Disciplinary Infraction: suspension from interscholastic competition for 1/3 of the participant's season in progress;
- Second Disciplinary Infraction: suspension from interscholastic competition for one calendar year; and
- Third Disciplinary Infraction: suspension from athletics for the remainder of the student's middle school career.

It is possible for a student to receive progressively more severe discipline for committing different offenses. If a student is suspended from TCS interscholastic competition for a calendar year or more, the student may apply to the Administration for reinstatement. If a student-athlete's suspension is not completed during the current season, the suspension continues into the next season or year.

The Administration retains the discretion to reduce a student-athlete's discipline or assign an alternative penalty.

Disciplinary Measures – Non-Athletics

If it is determined that a student has violated any of the school rules set forth in this Handbook, including Article VI, after communication among school staff, the student, and the student's parent, the student may be subject to the following consequences in addition to the disciplinary measures under the student discipline policy. See Conduct Expectations & Student Discipline Policy in Article VI.

The disciplinary measure will be determined by the Administration after consultation with the sponsor of the activity. The penalty will be comparable to the penalties for participants in athletic activities.

Any student currently holding a leadership position, appointed or elected, will forfeit that position for the remainder of the school year. If a violation occurs during the summer or before a student begins participation in the activity, the student will not be eligible to hold a leadership position for the entire school year.

¹ If the Administration, after consultation with the counseling department and the student's 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. See High School Parent-Student Handbook and consult with the Administration for further information.

The Administration retains the discretion to reduce a student's discipline or assign an alternative penalty.

Appeal Process

Appeals of the decision of the Administration for discipline pursuant to the Code shall be directed in writing no later than 10 school days after the discipline or decision is issued to the following individual/group in this order:

1. Principal;
2. Executive Committee of the School Board;
3. School Board.

The decision of the School Board shall be final.

TCS CONCUSSION MANAGEMENT PROGRAM

TCS takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. TCS's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available from the nurse or athletic director. If you have questions regarding concussions or TCS's concussion management program, please contact the nurse or athletic director.

VIII. HUMAN DIGNITY & ANTI-BULLYING POLICY

Purpose

The purpose of this policy is to identify conduct that violates human dignity and provide a procedure for reporting and investigating such conduct so that TCS students and employees may learn and work in an educational environment free from these offensive behaviors.

Bullying, physical, sexual, and emotional abuse, and harassment are contrary to God's will for his people, state law, and the policies of the School Board. Bullying, physical, sexual, and emotional abuse, and harassment diminish students' ability to learn and TCS' ability to educate. Preventing these harmful and disruptive behaviors is an important goal of TCS. People are created to reflect God Himself and, therefore, are expected to treat each other with respect.

Students who engage in the misconduct identified in this policy are subject to discipline in accordance with the student discipline policies.

Definitions

Bullying includes "cyber-bullying" and is defined as any severe or pervasive physical, verbal, or visual act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including, without limitation: harassment, intimidation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, isolation, hazing or inappropriate initiation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. Cyber-bullying also includes the distribution by electronic

means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this policy.

Physical abuse means any intentional act or threat of an act that results or could result in physical pain or injury to another person.

Sexual abuse means unwanted, unwelcome advances, and/or behavior of a sexual nature. Sexual abuse may or may not involve physical contact.

Emotional abuse means any attempt to destroy another person's self-worth through harassment, threats, and deprivation, and control another person's life through words, threats, and fear.

Harassment means any persistent and repeated pattern of behavior that creates an intimidating, hostile, or offensive educational environment whether occurring on or off TCS property. The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort.

Sexual harassment means unwanted sexual advances, requests for sexual favors, and engaging in other verbal or physical contact of a sexual or sex-based nature that creates an intimidating, hostile, or offensive educational environment.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Prohibition

Bullying, physical, sexual, and emotional abuse, and harassment are prohibited.

Bullying on the basis of actual or perceived race, color, national or ethnic origin, sex or gender, religion, age, disability, citizenship or immigration status, status of being homeless, association with a person or group with one or more of the aforementioned actual or perceived characteristics, any other distinguishing characteristic or any other protected status also is prohibited.

No student shall be subjected to bullying, intimidating, abusive, or harassing conduct that occurs:

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by TCS if the bullying causes a substantial disruption to the educational process or orderly operation of TCS. This item (#4) applies only in cases in which a TCS staff member receives a report that bullying through this means has occurred and does not require TCS to staff or monitor any nonschool-related activity, function, or program.
5. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by TCS; or
6. In any other way that has a nexus to TCS or school activities.

Reporting

1. School staff shall promptly report all incidents of bullying behavior, physical, sexual, or emotional abuse, or harassment and encourage students and parents to report such incidents to the Principal, Social Worker, or Director:

TCS Elementary School & Middle School

Tim Hoeksema, Principal
 (630) 833-4717 ext. 311
 hoeksema@timothychristian.com

Michele Schwarz, Social Worker
 (630) 833-4717 ext. 315
 schwarz@timothychristian.com

TCS Preschool

Sonja Corrigan, Director
 (630) 833-4717 ext. 607
 corrigan@timothychristian.com

Anonymous reports of bullying may be made by a telephone call to one of the above-listed individuals. These reports will be investigated. However, formal disciplinary action shall not be taken solely on the basis of an anonymous report.

Reports may be submitted on the Report Form available in the school office, but it is not required. Written as well as verbal reports will be accepted.

2. The Principal, Director, or designee will promptly inform parents of all students involved in the alleged bullying incident, to the extent permitted by state and federal laws and rules governing student privacy rights. Parents will be informed, as

appropriate, of the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Investigating Bullying

When a report of bullying is received, the Principal, Director, or designee will take the following steps to promptly investigate and address reports of bullying:

1. Investigate whether the reported acts of bullying are within TCS jurisdiction as defined by this policy.
2. Make all reasonable efforts to complete the investigation within 10 school days after the bullying incident is reported, taking into consideration additional relevant information received during the course of the investigation.
3. Involve appropriate school support staff and staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
4. If the Principal or Director do not receive the initial report of bullying, the bullying incident should be reported to one of them as soon as possible after the report is received.
5. To the extent permitted by federal and state laws and rules governing student privacy rights, provide parents of students under investigation information about the investigation and an opportunity to meet with the Principal, Director, or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Principal, Director, or designee shall document all reports of bullying incidents, investigation steps, determinations, and outcomes.

Bullying Outcomes

Students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying shall be subject to discipline in accordance with the student discipline policies.

Students who are victims of bullying, as well as students who engage in bullying, students who retaliate against any person reporting an act of bullying, or students who falsely accuse another of bullying as a means of retaliation or as a means of bullying, will be referred to the Principal, Director, or designee to determine the appropriate intervention(s). Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Parents will be advised of this referral and any action that is taken or suggested.

Review and Communication

This policy will be reviewed and reevaluated every two (2) years with input from a variety of TCS stakeholders, including school staff, students, and parents. The policy review and reevaluation process shall include assessment of the policy's outcomes and effectiveness, including, but not limited to, the following factors: frequency of victimization; student, staff, and family observations of safety at school; identification of areas of school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. Information developed as a result of the policy's review and reevaluation must be made available on the TCS website. After the policy is reviewed and revised it shall be filed with the Illinois State Board of Education.

This policy shall be available on the TCS website, included in the Student-Parent Handbook, and distributed annually to students, parents, and school staff, including new employees when hired.

Administrative Procedures

The School Board authorizes the Principal, Director, or designee to promulgate such procedures as may be necessary to effectuate this policy in accordance with state and federal laws.

IX. ELECTRONIC NETWORK ACCEPTABLE USE POLICY

Electronic Network

This Policy is intended to serve as a guide to the scope of TCS’s authority and the safe and acceptable use of TCS computers, iPads, computer network (local and wide area networks), email, and Internet access, which are collectively referred to in this Policy as the TCS “electronic network.”

The TCS electronic network is a part of the TCS instructional program and serves to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee(s) may promulgate additional procedures, rules, and other terms and conditions of electronic network use as may be necessary to ensure the safe, proper, and efficient use and operation of the TCS electronic network.

TCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. TCS will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user’s errors or omissions. Use of any information obtained via the Internet is at the user’s own risk. TCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

TCS assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, equipment or line costs, purchased media, applications (“apps”), and/or in-app purchases.

The failure to follow the terms of this Policy or other rules promulgated by the Superintendent or designee will result in the loss of privileges, disciplinary action, and appropriate legal action.

Authorized Users

Authorized users of the TCS electronic network include students, teachers, administrators, other TCS employees, School Board members, and other student and non-student users who have been granted access privileges, who have submitted authorization for access, and whose electronic network privileges are not suspended or revoked.

Authorization for Electronic Network Access

Each parent shall submit authorization for access online at the time of registration and each student shall submit authorization for access via electronic form before the student is granted use of the TCS electronic network.

Curriculum and Appropriate Online Behavior

The use of the TCS electronic network shall: (1) be consistent with the curriculum adopted by TCS as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Use of the TCS electronic network also shall be consistent with Christian values and integrity. Students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites

and in chat rooms, and (2) cyber-bullying awareness and response. Staff may, after obtaining permission from the Superintendent or designee, use the Internet throughout the curriculum.

The TCS electronic network is part of the curriculum and is not a public forum for general use, and is not to be used in conflict with the basic educational mission of TCS. Use of electronic networks may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. TCS also shall implement technology protection measures consistent with the *Children's Internet Protection Act* and its implementing regulations.

Acceptable Use

All use of the TCS electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Authorized Users have no expectation of privacy in any material that is stored, transmitted, or received via the TCS electronic network. General rules for behavior and communications apply when using the TCS electronic network. Authorized Users are expected to abide by the generally accepted rules of network etiquette. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each TCS computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device only for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee.

The Superintendent or designee(s) shall monitor the use of the TCS electronic network to ensure the compliance with this Policy and other rules, regulations, or other terms or conditions of electronic network access promulgated by the Superintendent or designee, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of TCS. Internet access is limited to only those acceptable uses as detailed in this Policy and other rules promulgated by the Superintendent or designee.

Email

The TCS email system, and its constituent software, hardware, and data files, are owned and controlled by TCS. TCS provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.

TCS reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student, staff member, or other user to an email account is strictly prohibited.

Email messages should be polite and reflect Christian values, and should not be abusive or include vulgar language. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum. E-mail is not private and may be subject to public disclosure.

Electronic messages transmitted via TCS's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with TCS. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of TCS. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the Superintendent or designee. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of TCS's email system constitutes consent to these regulations.

Unacceptable Use

Authorized Users are responsible for their actions and activities involving the TCS electronic network. Any use that is inconsistent with this Policy or TCS's educational mission is an unacceptable use. Some examples of unacceptable uses include:

1. Using the TCS electronic network for any illegal activity, including violation of copyright or other intellectual property rights, or transmitting any material in violation of any state or federal law;
2. Taking any steps that threaten, or that may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat;
3. Unauthorized downloading of files, images or software, regardless of whether it is copyrighted or de-virused;
4. Using the electronic network for private financial or commercial gain, including advertising;
5. Wastefully using resources, such as file space;
6. Creating or forwarding chain letters, "spam," or other unsolicited or unwanted messages;
7. Creating or sending e-mail or other communications that purport to come from another individual (commonly known as "spoofing"), or otherwise assuming an anonymous or false identity in communicating with other individuals, businesses, or organizations;
8. Modifying, disabling, compromising, or otherwise circumventing any anti-virus, user authentication, content filter, or other security feature maintained on the electronic network or on any external computer, computer system, or computer account;
9. Hacking or gaining unauthorized access to files, resources, or entities;

10. Creating or deliberately downloading, uploading, or forwarding any computer virus, or otherwise attempting to modify, destroy, or corrupt computer files maintained by any individual on any computer;
11. Compromising the privacy or safety of oneself or others, including the unauthorized disclosure, dissemination, or use of personal identifying information such as personal addresses, telephone numbers, photographs, or other information of a personal nature;
12. Using another user's account or password;
13. Disclosing any computer network password (including your own) to any other individual;
14. Posting material authored or created by another without consent or plagiarizing;
15. Posting anonymous messages;
16. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
17. Using the network while access privileges are suspended or revoked;
18. Disrupting the educational process, including use that is reasonably foreseeable to result in a disruption or interfere with the rights of others at any time, either during the school day or after school hours;
19. Disrupting or interfering with the TCS electronic network;
20. Sending mass electronic mail to multiple users without prior authorization by the Superintendent or designee;
21. Misrepresenting one's identity in electronic communications;
22. Engaging in any activity that does not meet the intended purposes of the TCS electronic network, as set forth in the TCS Electronic Network Acceptable Use Policy and any other rules promulgated by the Superintendent or designee;
23. Communicating or socializing with students through private e-mail accounts, Internet accounts, texting, or other means of private electronic communication, including, but not limited to, social networking sites, without the prior authorization of the Superintendent or designee;
24. Vandalizing or attempting to vandalize the electronic network, computer hardware, another user's or TCS's data or system settings; and
25. Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Disk Storage

Authorized Users must be aware of the limited storage capacity and bandwidth available on the network. Authorized Users should refrain from high-bandwidth activities (streaming video or music) and unauthorized large downloads. To save room on the server, all Authorized Users are required to keep the number of files saved on their network drives to a minimum. Do not download programs, patches, or any non-school related files. The Superintendent or designee may occasionally access your files as we verify network usage, scan for viruses, and minimize overhead. Do not keep private materials on the TCS electronic network.

Security

Network security is a high priority. Security on the TCS electronic network is in place to protect every user. Security breaches or risks, or problems on the TCS electronic network must be reported immediately to the Superintendent or designee and not disclosed to other users.